



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20302
ALBANY GA 31704-0302

MCLBAO 3591.7J
CO0001

APR 16 2019

MARINE CORPS LOGISTICS BASE ALBANY ORDER 3591.7J

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR MARINE CORPS LOGISTICS BASE
ALBANY PISTOL AND SHOTGUN RANGE

Ref: (a) MCO 3570.1C
(b) MCO 3574.2L
(c) BO 8000.1D W/CH1
(d) MCRP 8-10B.3

Encl: (1) Pistol and Shotgun Range Procedural Guidance

1. Situation. To establish procedures and assign responsibilities for operation of the pistol and shotgun range. This Order contains significant changes and should be reviewed in its entirety.

2. Cancellation. BO 3591.7H.

3. Mission. The pistol and shotgun range will be operated per the references and the instructions contained in this Order. The Commanding Officer (CO), Marine Corps Logistics Base (MCLB) Albany has overall responsibility and control for all operations that take place on the pistol and shotgun range.

4. Execution

a. Commander's Intent and Concepts of Operations

(1) Commander's Intent. All personnel using and supporting the use of the pistol and shotgun range will comply with this Order and the references in order to ensure the safety of personnel and equipment aboard the installation.

(2) Concept of Operations. The most important consideration in the operation of any range facility is safety. Unsupervised and unscheduled firing at the pistol and shotgun range is prohibited. Firing operations will only be conducted under the supervision of a qualified Officer-in-Charge (OIC) and Range Safety Officer (RSO).

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

(a) Use of the pistol and shotgun range will be limited to:

1. Annual pistol qualification.
2. Familiarization firing (fam-fire) of pistols and shotguns assigned by the Table of Organization to the shooter's unit.
3. Mission required training for the Marine Corps Police Department (MCPD), Security Auxiliary Force (SAF), and Conservation Law Enforcement (Game Warden).
4. Recreational firing or fam-fire by visiting dignitaries or guests may be authorized and scheduled on a case-by-case basis as directed by the CO, MCLB Albany.

(b) The Range Control Officer (RCO), MCLB Albany, will schedule firing only during the period between 0800 and 1700, Monday through Friday. The only exceptions to this schedule are when the MCPD is conducting night fire training as required and when Marine Corps Community Services (MCCS) conducts recreational shooting, by reservation only, through MCCS.

(c) Scheduling for all ranges will only be conducted through the Range Facilities Management Support System (RFMSS) at <https://rfmss2002.belvoir.army.mil/tecom/pages/login.aspx> at least one week prior to event. No other means to schedule the range will be accepted.

(d) The only handguns authorized for use on the pistol range are the following calibers: .22 caliber (cal) rim fire, .38 cal, 9 mm, .40 cal, and .45 cal. No remanufactured (e.g. hand loaded) or +P (overpressure) rounds will be used. Only military and/or law enforcement specification rounds or commercial equivalents will be used. Pistols firing magnum cartridges or rifle caliber ammunition are prohibited.

(e) The only shotguns authorized for use on the shotgun range are those using the following gauges: 12, 20, 16, and .410. Authorized munitions are: 1 ounce slug, 00 buckshot, and law enforcement authorized munitions.

(f) Firing will only be conducted from the prescribed firing lines, which are clearly marked at 7, 15, and 25 yards from the targets.

b. Subordinate Elements Missions

(1) Range Control Officer, Operations and Training Division (OTD). Assume all duties and responsibilities as Installation Range Control. These duties include, but are not limited to the following:

(a) Advise the CO, MCLB Albany, of range safety regulations for safe operation of the pistol and shotgun range.

(b) Ensure proper posting of range boundaries and off limit areas to prevent trespass and entry into Surface Danger Zones (SDZ).

(c) Coordinate and schedule all firing on the pistol and shotgun range.

(d) Promulgate all orders required to ensure safe operations of the pistol and shotgun range.

(e) Ensure all non-active duty personnel obtain required waiver forms prior to use of the pistol and shotgun range.

(f) Ensure OIC and RSO are present for all firing operations.

(g) Maintain detailed records of ammunition types and number of rounds fired during each scheduled firing.

(h) In the case of any serious injury ensure the procedures in Chapter 4 of the enclosure are followed.

(i) Perform other duties and activities related to the safe operation of the ranges, included in the enclosure, as needed.

(2) Director, Installations and Environmental Division (I&E)

(a) Conduct a biennial environmental test for lead.

(b) Provide for necessary maintenance of the range building and grounds.

(3) Logistics Support Division (LSD)

(a) Ensure ammunition is issued in accordance with reference (c).

(b) Ensure the necessary armory support is provided for qualification, requalification, and fam-fire.

(4) Public Safety Division. Ensure the MCPD Training Chief provides the RCO the following requirements via separate correspondence one week prior to conducting training for the Marine Corps Civilian Law Enforcement Program (MCCLEP) and Security Augmentation Force (SAF):

(a) Names of the OIC and RSO that will supervise the conduct of MCCLEP and SAF training.

(b) Submit a copy of MarineNet Range Safety Officer certificate (course ID: RTAMRSOCAA) and the original copy of the successfully completed MCLB Albany local range test to RCO to be maintained on file.

(c) Safety procedures to be enforced while firing and clearing weapons during daytime and nighttime training.

(d) Courses of fire for daytime and nighttime training.

(5) Marine Corps Community Services (MCCS). Provide RCO the following requirements via separate correspondence one week prior to conducting recreational shooting on the pistol and shotgun range:

(a) Names of Recreational Assistant/OIC and RSO for recreational shooting.

(b) Submit a copy of MarineNet Range Safety Officer certificate (course ID: RTAMRSOCAA) and the original copy of the successfully completed MCLB Albany local range test to RCO to be maintained on file.

(c) Safety procedures to be enforced while firing and clearing weapons.

(d) Since there is no designated course of fire for recreational shooting, Recreational Assistance/OIC and RSO will ensure proper supervision and guidance of shooters at all times.

(6) Using Unit. Assistance in covering the following personnel requirements can be coordinated through the RCO, but those circumstances will be the exception and not normal procedure.

(a) Provide one qualified and authorized OIC and RSO to serve as the range leadership for your evolution.

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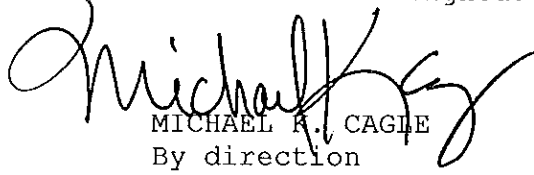
(c) Provide one coach for every four shooters per the requirements of reference (b). MCPD and MCCS will ensure adequately trained government supervisors are available to fulfill this requirement.

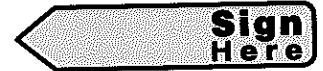
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6. Command and Signal

a. Command. This Order is applicable to all personnel aboard MCLB Albany.

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


MICHAEL R. CAGLE
By direction



DISTRIBUTION: A



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- (e) Ensure all non-active duty personnel obtain required waiver forms prior to use of the pistol and shotgun range.
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- (g) Maintain detailed records of ammunition types and number of rounds fired during each scheduled firing.
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- (b) Provide for necessary maintenance of the range building and grounds.

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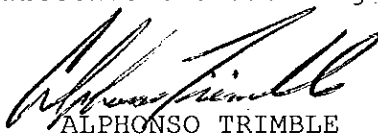
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a. Command. This Order is applicable to all personnel aboard MCLB Albany.

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


ALPHONSO TRIMBLE



DISTRIBUTION: A

LOCATOR SHEET

Subj: STANDARD OPERATING PROCEDURES FOR MARINE CORPS LOGISTICS BASE
ALBANY PISTOL AND SHOTGUN RANGE

Location: _____
(Indicate location(s) of copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Range Safety Instructions

1. General. The following instructions are the standing requirements for the conduct of live-firing at the MCLB Albany pistol and shotgun range:

a. Marksmanship training will be conducted annually per reference (a) and (b).

b. Qualifications will be conducted with standard service-issued weapons only.

c. Each pistol or shotgun qualification, requalification and fam-fire shooter will report in the uniform of the day or authorized utility uniform.

d. Logistics Support Division (LSD) is to provide one magazine pouch, two magazines, one USMC Holster Kit, and one cartridge belt to each shooter at the pistol range.

e. Reporting times for firing days will be published via email through each unit's training section. Prior to scheduled live-fire training, classes will be conducted to familiarize and emphasize the importance of all safety procedures and proper handling of weapons.

f. Marines may be dropped from range details for reasons including, but not limited to, the following:

(1) Safety violations.

(2) Violation of the provisions of this Order.

(3) Mechanical failure of a weapon, which cannot be readily repaired on prequalification or qualification day.

(4) Vision impairments such as broken glasses, outdated lens prescriptions or any other vision impairment that creates a safety hazard or impedes proper performance.

(5) Absence from more than one training day.

g. Every precaution must be taken to ensure that once a shooter's weapon has received a Limited Technical Inspection, the shooter is issued the same weapon for each firing day, and does not change weapons without authorization.

2. Duties and Responsibilities. All personnel assigned to positions of responsibility involving range details are expected to attend all briefings, all meetings, and examine references (a) through (d), in

order to carry out their assigned duties. This action will enhance the efficient operation of the range detail.

a. Commander, MCLB Albany

(1) Establish a range safety program that meets the requirements of paragraph 1-5 in reference (a).

(2) Assign the installation Range Control Officer (RCO) in writing. The installation RCO is Mr. John Richard at john.l.richard@usmc.mil.

(3) Ensure essential personnel involved with live-fire training receive appropriate range safety training, such as the Army/Marine Corps Inter-service Range Safety Course (Intermediate) which provides policies and techniques necessary for safe and efficient range operations.

(4) Implement a certification program for installation range officer-in-charge (OIC)/range safety officer (RSO).

(5) Establish a range clearance program per DODI 3200.16 that balances training requirements and high-tempo operations with the need to ensure safe and sustainable ranges.

(6) Comply with Military Handbook (MIL-HDBK) 828B, MCO 5104.1, and DA Pam 385-63, in establishing firing ranges, training facilities, and maneuver areas for laser use within the installation training complex.

(7) Appoint a senior range safety officer (SRSO) for air defense artillery (ADA), guided missile, and large rocket firing exercises, as needed.

(8) Establish and maintain a proactive 3Rs (Recognize, Retreat, Report) Explosive Safety Education Program for assigned and on- and off-post personnel, particularly school children (kindergarten through 12th grade).

(9) Ensure the command's Communications Strategy and Operations (COMSTRAT) office's community relations section participates in planning for, and the execution of, the command's explosives safety program.

(10) Develop procedures to ensure all release of information to the public news media is made through the installation's COMSTRAT office and in accordance with AR 360-1 and Secretary of the Navy (SECNAV) Instruction 5720.44B.

(11) Ensure warnings are issued at least 24 hours in advance, through the installation's COMSTRAT officer, to the public news media

before firing operations that may involve possible hazards to the general public.

(12) Prohibit the use of alcohol and controlled substances in the training complex, and prohibit the entrance of any individual under the influence of alcohol or controlled substance into the training complex.

(13) Ensure ammunition and explosives not expended during training are returned to the ammunition supply point (ASP), in the original packaging, when firing is completed, or as directed by local policy.

(14) Ensure the use of the Range Facility Management Support System (RFMSS) for the scheduling, daily reporting of usage data, and recording of activation/deactivation of SUA.

b. Range Officer-In-Charge. The OIC assigned has absolute authority on the conduct of the range, and is responsible for the overall safety of the range, respectively.

(1) The OIC must have completed the Range Safety Course (course ID: RTAMRSOCOA) via MarineNet and the local MCLB Albany range test conducted by the RCO.

(2) The OIC must coordinate with the RCO to have the range turned over to them, or to the RSO.

(3) The OIC must remain on the range at all times while live-fire training is being conducted, and will not be a member of the shooting detail.

(4) The week prior to firing, the OIC and RSO will complete the following:

(a) Coordinate with RCO for a range plan briefing.

(b) Become thoroughly familiar with this Order and the references.

(c) Coordinate with MCLB Albany Fire Department to ensure an Advanced Life Saving (ALS) vehicle and paramedic are available on station for the duration of live-fire training.

(d) Provide Staff and all participants with a letter of instruction detailing specifics of training that will be conducted.

(5) Complete the following checklist items prior to calling in a "hot" status to MCPD and RCO:

(a) OIC will call Fire Station Two, at phone 229-639-8929 or via a provided radio, to confirm ALS vehicle and paramedic are available on station. OIC will maintain radio contact with Fire Station Two during firing. In the event an ALS vehicle and paramedic are unavailable, Fire Station Two dispatcher will contact the OIC, the range will go into a "check-fire", and OIC will contact RCO for further guidance.

(b) OIC or RSO will ensure the range Surface Danger Zone (SDZ), as shown in Figure 1-1, is secured. The primary concern is to prevent hunters, runners, or other personnel from entering the SDZ. All unauthorized personnel must be escorted out of the impact area.

1. The interior boundary of the range and SDZ is physically toured and reported cleared to RCO.

2. As indicated on Figure 1-1, gates 1 and 2 (located on Perimeter road) are closed and locked. The main gate should be closed, but not locked, to allow emergency vehicle access. Ensure gates are unlocked and opened upon completion of firing.

3. Signs are placed at all gates that warn of live-fire in progress and to keep out.

4. The OIC or RSO notifies the following departments to ensure no personnel are allowed in the SDZ while firing is taking place:

RCO: 229-639-5438/7489/6931

MCPD: 229-639-5181

Game Warden: 229-639-5188 or 229-809-2495

(c) Ensure scarlet streamers are displayed on range flag poles at the following range gates:

1. Main gate entrance into the range.

2. Gate 1, which is the yellow swing gate located on Perimeter Road north of the range as indicated on Figure 1-1.

(d) Ensure the assigned Corpsman is present with their medical equipment on hand in order to assist with any illnesses or injuries.

(e) Ensure voice communication system from the tower is functional during firing.

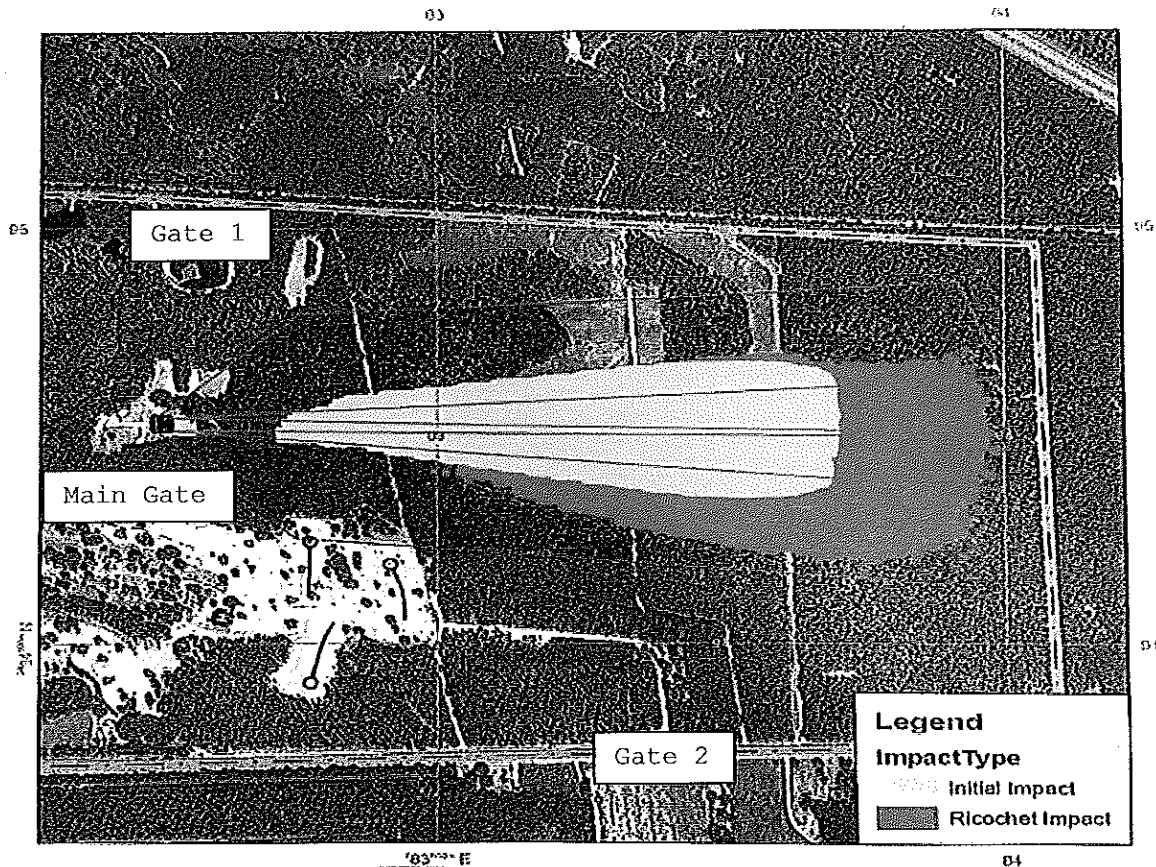
(f) Ensure the Armorer assigned is MOS qualified and present during all firing.

(g) Ensure an evacuation/safety vehicle is on the range (provided by the Corpsman).

Map Scale: 1:10,000
 Layout Date: 03/04/2013

Weapons Type: Small Arms
Weapons Caliber: 9mm Ball M882/ .45 Cal Ball
MCLB ALBANY GA: Pistol KD Range

DATE: 03/04/2013
 TIME: 10:00 AM
 DRAWN: [illegible]



Approving Authority: Edward Sobieranski	Date: 04/04/2013		
Created By: Paul Norman	Date: 04/04/2013	Unit: HOMCRAM	Phone: 252-764-1477
SDZ: MOD SDZ 9mm .45 Cal	Installation: MCLB ALBANY GA	Range Name: PISTOL KD RANGE	Range Officer:
Min Target: 7.33m	Max Target: 24.54m	Direct Fire	
		Ground Target	Vertical Hazard: 253m
		Distance X: 1,484.80m	Target Media: Earth
		Distance Y: 1,484.80m	
		Distance W: 240.00m	
		Dispersion Area: 5°	
		Angle P: 41.00°	
		Angle Q: 74.50°	

Figure 1-1. Pistol and Shotgun Range Boundary

(h) Ensure necessary medical supplies are available to give first aid for injuries.

(i) Ensure personnel are assigned to prescribed firing positions.

(j) Ensure all weapons are cleared prior to entering the range.

(k) Ensure the smoking area is designated and established 50 feet away from all ammunition and buildings.

(1) Ensure all personnel are issued and wearing double hearing protection on the firing line, to include ear plugs and ear muffs.

(5) Ensure ammunition is properly handled and issued to all shooters.

(6) Ensure communication is established and maintained with the RCO, MCPD, and Fire Station Two for the duration of live-fire training.

(7) Ensure safety instructions are constantly integrated with the firing commands from the tower.

(8) Ensure all weapons are cleared and shooters make a verbal declaration, that they have no live rounds or brass in their possession, prior to departing the range.

c. RSO. The RSO falls under the command of the Range OIC. The RSO will assume the following responsibilities:

(1) The RSO must have completed the Range Safety Course (course ID: RTAMRSOCOA) via MarineNet and the local MCLB Albany range test conducted by the RCO.

(2) Be directly responsible for the safety and conduct of all personnel on the range.

(3) Ensure that prior to any live-fire being conducted on the range(s), the following tasks or procedures are accomplished:

(a) Obtain range keys and radios from RCO.

(b) Obtain any other pertinent instructions from RCO.

(c) Contact the agencies listed in section 2.b.5.b.4 of this Chapter to coordinate safety requirements.

(d) Ensure all personnel are present and receive a range safety brief.

(4) Once on the range, establish and maintain communication with RCO, MCPD and Fire Station Two.

(5) Ensure the range receives permission to open fire ("go hot") and permission to close ("go cold") after the day's firing by receiving authorization from RCO and MCPD.

(6) Assign shooters to targets and relays.

(7) Assign, instruct, and supervise all block NCOs and coaches to assist in the conduct of firing.

(8) Assist in handling all administrative and logistical functions for safe and effective range operations.

(9) Ensure all police and maintenance is accomplished daily.

(10) Be on the firing line when any firing is taking place.

(11) Start and end each string of fire in accordance with the references.

(12) Assign a Tower NCO (Combat Marksmanship Trainer) who is familiar with the course of fire to operate the voice communication system, control targets, and give commands during range operations.

(13) Ensure all fire ceases if an aircraft traverses the airspace immediately above the SDZ.

Chapter 2

Pistol Range Regulations

1. Operating Procedures. The pistol range is designated for service pistol qualification, requalification, and fam-fire as prescribed by references (a) and (b).

a. The only handguns authorized for use on the pistol range are the following calibers: .22 caliber (cal) rim fire, .38 cal, 9 mm, .40 cal, and .45 cal. No remanufactured (e.g. hand loaded) or +P (overpressure) rounds will be used. Only military and/or law enforcement specification rounds or commercial equivalents will be used. Pistols firing magnum cartridges or rifle caliber ammunition are prohibited.

b. All personnel will receive a range safety brief prior to conducting live-fire training.

c. The firing of weapons other than pistols on the range is prohibited.

d. Range safety regulation can be found in Chapter 1.

e. The RSO will ensure all pistols are in Condition 4 and holstered when not on firing line and before moving down range.

f. Shooters will move back from the firing points whenever anyone is down range.

g. Dry firing is only permitted while on the firing line.

h. Prior to and upon completion of each stage of fire, shooters will ensure their pistols are on safe and holstered. Range personnel will conduct a secondary inspection.

i. The standing position is the only position authorized to fire from on the pistol range. At no time will personnel be authorized to fire from a sitting, kneeling, or prone position.

h. Upon completion of firing and prior to departing the range, all shooters will unload and show clear, make a verbal declaration that they have no live rounds or brass, and be verified by range personnel.

2. Physical Arrangement of the Pistol Range

a. While firing is in progress, gates 1 and 2 are closed and locked, and the main gate to the pistol range is closed but will remain unlocked to allow emergency vehicle access. A sign will be placed at the north end of Sutherland Road that advises of live-fire

in progress and restricts access to the area south of the intersection of Sutherland Road and Perimeter Road.

b. The pistol range will not be utilized while shotgun live-fire is being conducted.

c. While firing is in progress, range flags are flown at the main gate and Gate 1.

d. A clear fire-lane will be maintained from Sutherland Road to the firing line.

e. A public address system will be used to give all tower commands.

f. There are 20 different firing points. Each firing point is identified with a number corresponding to the target number.

g. Firing will be conducted from the 25, 15, and 7-yard lines only.

h. An armorer's bench is located behind the tower.

i. Clearing of weapons will only be conducted at the 25-yard line, weapons facing down range.

j. Trash and brass receptacles will be made available for police calls.

k. All targets used for qualification, requalification, and fam-fire will be stored in the target shed (Building 11120). All expended rounds (brass) are stored after each day's completion of firing by the using unit in the quadcon container located near the compressor. All expended rounds (brass) will be picked up by the ammunition technician upon completion of all firing days.

3. Duties and Responsibilities

a. Range Officer-In-Charge. A qualified Officer, Staff Noncommissioned Officer, or designated MCPD or MCCS personnel can serve as OIC. In addition to those duties listed in chapter 1, paragraph 2.b., the duties of this positions are as follows:

(1) Sign for, supervise, and control ammunition that is used for all live-fire exercises.

(2) Assign, supervise, and train range personnel.

(3) Monitor the proficiency, conduct, and discipline of all personnel providing marksmanship training.

(4) Supervise training and firing in accordance with current lesson plans, training schedules, and directives.

(5) Supervise and control the range property, police and maintenance while occupying the range.

(6) Ensure all shooters are briefed on the operation of the range, and all safety regulations and procedures are emphasized.

(7) Ensure all range personnel and shooters have eye protection and double hearing protection.

(8) Ensure the area forward of the firing line is clear before firing.

(9) Ensure proper weapon and ammunition security is observed at all times.

(10) Ensure range personnel follow ammunition handling procedures at all times.

(11) Prior to commencing firing, obtain permission from the RCO.

(12) Ensure the range maintains two means of communication during live-fire training.

(13) Remain present on the range during each stage of fire.

(14) Monitor the conduct of firing during each stage of fire.

(15) Control personnel on the range while live-fire is in progress.

(16) Notify the RCO whenever a cease-fire has been effected for other than routine procedures.

(17) Ensure all weapons are checked and in Condition 4 prior to being moved off the firing line or range. Ensure no ammunition departs the range.

(18) Ensure any accident, negligent discharge, ammunition malfunctions, or unusual incidents are reported immediately to the RCO and LSD.

(19) Ensure all shooters clear their weapons at the firing line and make a verbal declaration, that they have no live ammunition or brass, before leaving the range.

(20) Ensure all safety regulations and procedures are emphasized.

(21) Ensure proper conduct during qualification firing.

b. Range Safety Officer. The RSO must have completed the Range Safety Course (course ID: RTAMRSOCAA) via MarineNet and the local MCLB Albany range test in order to assist the Range OIC. The RSO will assist the OIC in conducting and supervising training and evaluation along with ensuring that all safety requirements are enforced. In addition to those duties listed in Chapter 1, paragraph 2.c., the RSO will:

(1) Conduct a range safety brief with all personnel that are assigned to, or supporting the range detail.

(2) Enforce all regulations covering ammunition handling procedures.

(3) Ensure ammunition is never unattended.

(4) Assist the OIC to ensure all shooters are issued the proper ammunition type and count that will be used during the stages of fire.

(5) Supervise each phase of training on the line to include instruction, safety, and all firing.

(6) Supervise all safety procedures and regulations.

(7) Assist the OIC in submitting the request for ammunition that will be used on the range.

(8) Ensure all Marines assigned to the firing detail receive instructions on all firing exercises.

(10) Ensure all excess ammunition is turned over to the ammunition technicians.

(11) Ensure the range is properly policed and in good working order.

(12) Provide input and suggestions to the OIC so they may identify and alleviate safety concerns.

(13) The overriding concern of the RSO is the safe operation of every aspect of the range regardless of training timeliness or missions.

c. Block NCO. For qualification, requalification, and fam-fire training, a Block NCO is required. The Block NCO must be a certified Combat Marksmanship Trainer, have the secondary MOS 0931. The Block NCO supervises all aspects of training, enforces range and safety regulations, and authorizes "alibis" as required. Some specific responsibilities of the Block NCO are:

(1) Assist the RSO in maintaining an accurate count of shooters, coaches, and name of the firing unit.

(2) Assist with the assignment of all shooters to target and relays.

(3) Supervise all coaches and shooters assigned in their block during all firing.

(4) Ensure all shooters follow all commands from range personnel.

(5) Make decisions on line alibis.

(6) Ensure scorecards are complete.

(7) Ensure training requirements are met.

(8) Verify that all shooters have been inspected for live ammunition and brass prior to leaving the range.

d. Tower NCO. For pistol qualification, requalification, and fam-fire training, a Tower NCO is required. The Tower NCO assists the RSO in the conduct of the range and ensure shooters receive clear commands from the tower. He is the line public announcement system operator and will originate all firing commands. The Tower NCO will:

(1) Conduct a safety brief with all shooters, coaches, and range personnel, prior to firing.

(2) Announce all fire commands in a clear, concise manner for practice and qualification courses of fire.

(3) Remain alert for safety violations.

(4) Announce "CEASE FIRE" when personnel are in danger.

(5) Assist with contacting all required parties to request permission to "Go Hot."

(6) Maintain two forms of communication during all live-firing. Immediately inform the OIC and the RSO if communication is lost.

(7) Control movement of all firing personnel.

(8) Perform preventative maintenance and operational inspections on communications equipment.

(9) Maintain a stopwatch to ensure all timed events are conducted properly.

(10) Supervise all training and the enforcement of regulations.

(11) Ensure personnel firing are ready for each string of fire.

(12) Stay alert for safety violations during all live-firing.

e. Coaches. For pistol qualification, requalification, and fam-fire training, coaches are required. Coaches must have the secondary MOS 0933. Coaches will assist the OIC, RSO, and Tower NCO in the execution of their duties for their respective shooters and will not be responsible for more than four targets. Their responsibilities include the following:

(1) Instruction and enforcement of range regulations.

(2) Train shooters in accordance with lesson plans.

(3) Recover ammunition from the shooters prior to their departure from the firing point.

(4) Clear stoppage and malfunctions for shooters as needed.

(5) Supervise the application of immediate and remedial action on the firing line.

(6) Supervise shooters prior to assuming a firing position and while on the firing line.

(7) Ensure shooters assigned to their target apply proper techniques of fire and proper weapons handling.

(8) Detect errors and recommend to the shooters corrective actions in the application of techniques.

(9) Analyze shot groups.

(10) Brief shooters on the next stage of firing.

(11) Assist with qualification day scoring.

f. Ammunition Technicians. The Ammunition Technician supporting the range will:

(1) Deliver requested ammunition at least 20 minutes prior to firing.

(2) Provide required documentation to the OIC for signature, and transfer control of ammunition to the OIC.

(3) Pick up any remaining ammunition at the end of each day of firing for storage and accountability.

4. Pistol Range Safety. In addition to the safety regulations outlined in the references and Chapter 1 of this Order, the following regulations apply:

a. All personnel will stand clear of targets while the systems are in operation.

b. Only authorized personnel who have received proper instruction will operate the target control panel.

c. Loaded magazines will not be inserted and slides will not be released until the command "load" is given by the tower.

d. When not firing or snapping in, pistols will be holstered or held at the administrative carry.

e. Shooters will not turn around on the firing line while holding a pistol.

f. In the event of a stoppage or malfunction, the shooter will apply immediate and/or remedial action. If the shooter cannot clear the stoppage on his own, they will remain in the alert carry facing the target until assisted by an armorer to clear the stoppage.

g. Pistols will be cleared by the shooter under the supervision of a coach or range personnel.

h. Smoking is prohibited within 50 feet of all ammunition.

i. Any shooter violating safety regulations can be dropped from the range.

5. Courses of Fire

a. Marine Corps Combat Pistol Program (CPP) will be conducted in accordance with reference (b).

b. The MPMS-1 target is the only authorized target for the CPP course of fire (see Figure 2-1).

c. All shooters will be instructed in the use of the two-handed grip.

d. The only authorized stance for the Combat Pistol Program course of fire will be the Isosceles stance.

e. Point value is the scoring criteria used for CPP firing and evaluation. Each shot is scored based on its location on the MPMS-1 target. Detailed scoring procedures are contained in reference (b).

6. Qualification Standards. The qualification standards can be found in reference (b). Officers and SNCOs may fire for record with the pistol on Block IV (Pre-Qualification) day of firing.

7. Clearing Procedures

a. Unloaded

(1) Shooters position themselves on the firing line facing down range and draw the pistol from the holster while ensuring the shooting finger is straight and off the trigger.

(2) When drawing the weapon from the holster, the weapon is pointed down range on the firing line. At the same time, the safety is physically checked to ensure the safety is on.

(3) Next, the shooter reaches with the non-firing hand grasping the slide and locking the slide to the rear.

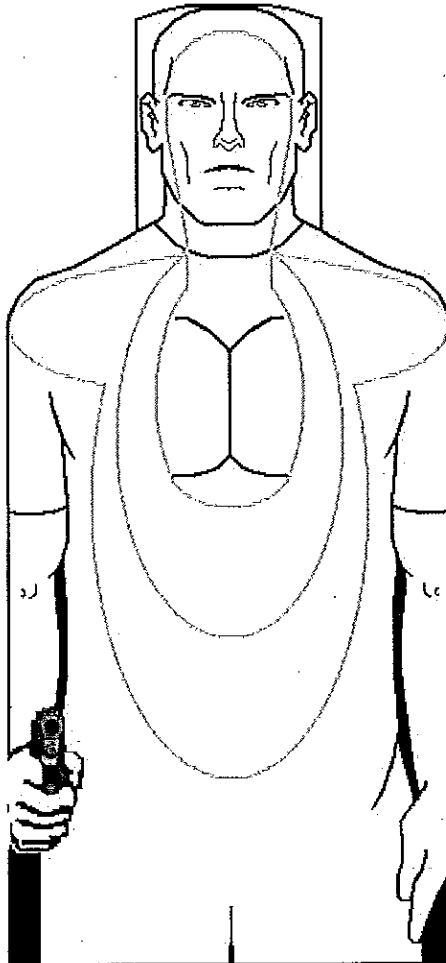


Figure 2-1. MPMS-1 Target

(4) With the slide locked to the rear, the shooter will physically inspect the chamber and the magazine well to ensure the weapon is clear of any ammunition.

(5) After inspecting the chamber and magazine well, the slide is released sending the slide home. Place the weapon in Condition 4 and re-holster the weapon.

b. Loaded

(1) After drawing the weapon from the holster and ensuring the weapon is on safe, the shooter releases the magazine by pushing in the magazine release. With the non-firing hand, the shooter removes the magazine from the magazine well.

(2) With the magazine removed, the shooter reaches with their non-firing hand grabbing the slide ensuring the palm of the hand is covering the ejection port.

(3) The shooter then pulls the slide to the rear and at the same time catches the round in the palm of the hand. Once the slide is locked to the rear, the shooter follows the same steps as if the weapon were unloaded.

8. 9 Millimeter Blank Cartridge Specifications and Safety Considerations

a. 9mm blank cartridge data:

(1) Description: The cartridge is fired from a special barrel kit without a blank-firing adapter.

(2) Characteristics: This is a non-toxic cartridge that consists of a half-brass and half-plastic 9mm casing with a reduced, cleaner-burning propellant.

b. When using this cartridge, a minimum safe distance of five meters must be maintained and hearing and eye protection worn (Personal Protective Equipment Level 0), per the reference.

c. This cartridge will not be used for force-on-force training.

d. There are no special facility requirements associated with the transportation or storage of these cartridges.

Chapter 3

Shotgun Range Regulations

1. Operating Procedures. The Shotgun Range is adjacent to the Pistol Range and is designated for service shotgun fam-fire as prescribed by references (a) and (b).

a. The only shotguns authorized for use on the Shotgun Range are those using the following gauges: 12, 20, 16, and .410. Authorized munitions include: 1 ounce slug, 00 buck shot, and Law Enforcement authorized munitions.

b. All personnel will receive a range safety brief prior to conduction live-fire training.

c. The firing of weapons other than shotguns on the range is prohibited.

d. Range safety regulations can be found in Chapter 1.

e. The RSO will ensure all shotguns are in Condition 4 and strong side sling arm carry when not on the firing line and before moving down range.

f. Shooters will move back from the firing points whenever anyone is down range.

g. Dry firing is only permitted while on the firing line.

h. Prior to and upon completion of each stage of fire, shooters will unload and show clear, and range personnel will conduct a secondary inspection.

i. Upon completion of firing and prior to departing the range, all shooters will unload and show clear, make a verbal declaration that they have no live rounds or brass, and be verified by range personnel.

2. Physical Arrangement of the Shotgun Range

a. While firing is in progress, gates 1 and 2 are closed and locked, and the main gate to the pistol range is closed but will remain unlocked to allow emergency vehicle access. A sign will be placed at the north end of Sutherland Road that advises of live-fire in progress and restricts access to the area south of the intersection of Sutherland Road and Perimeter Road.

b. The shotgun will not be utilized while pistol live-fire is being conducted.

c. While firing is in progress, range flags are flown at the main gate and Gate 1.

d. A clear fire-lane will be maintained from Sutherland Road to the firing line.

e. A public address system will be used to give all tower commands.

f. There are 3 firing points, each firing point lane is identified with an individual target carriage.

g. Firing will be conducted from the 25, 20, 15 and 10-yard line for sustainment fam-fire.

h. An armorer's bench is located behind the tower.

i. All shotguns will be cleared with the muzzle facing downrange.

j. Trash receptacles will be made available for expended shotgun shell casings.

k. Only a standard green silhouette target will be utilized for fam-fire.

3. Duties and Responsibilities

a. Range Officer-In-Charge. A qualified Officer, Staff Noncommissioned Officer, or designated MCPD or MCCS personnel can serve as OIC. In addition to those duties listed in chapter 1, paragraph 2.b., the duties of this positions are as follows:

(1) Sign for, supervise, and control ammunition that is used for all live-fire exercises.

(2) Assign, supervise, and train range personnel.

(3) Monitor the proficiency, conduct, and discipline of all personnel providing marksmanship training.

(4) Supervise training and firing in accordance with current lesson plans, training schedules, and directives.

(5) Supervise and control the range property, police and maintenance while occupying the range.

(6) Ensure all shooters are briefed on the operation of the range, and all safety regulations and procedures are emphasized.

(7) Ensure all range personnel and shooters have eye protection and double hearing protection.

(8) Ensure the area forward of the firing line is clear before firing.

(9) Ensure proper weapon and ammunition security is observed at all times.

(10) Ensure range personnel follow ammunition handling procedures at all times.

(11) Prior to commencing firing, obtain permission from the RCO.

(12) Ensure the range maintains two means of communication during live-fire training.

(13) Remain present on the range during each stage of fire.

(14) Monitor the conduct of firing during each stage of fire.

(15) Control personnel on the range while live-fire is in progress.

(16) Notify the RCO whenever a cease-fire has been effected for other than routine procedures.

(17) Ensure all weapons are checked and in Condition 4 prior to being moved off the firing line or range. Ensure no ammunition departs the range.

(18) Ensure any accident, negligent discharge, ammunition malfunctions, or unusual incidents are reported immediately to the RCO and LSD.

(19) Ensure all shooters clear their weapons at the firing line and make a verbal declaration, that they have no live ammunition or shells, before leaving the range.

(20) Ensure all safety regulations and procedures are emphasized.

(21) Ensure proper conduct during qualification firing.

b. Range Safety Officer. The RSO must have completed the Range Safety Course (course ID: RTAMRSOCOA) via MarineNet and the local MCLB Albany range test in order to assist the Range OIC. The RSO will assist the OIC in conducting and supervising training and evaluation along with ensuring that all safety requirements are enforced. In addition to those duties listed in Chapter 1, paragraph 2.c., the RSO will:

(1) Conduct a range safety brief with all personnel that are assigned to, or supporting the range detail.

(2) Enforce all regulations covering ammunition handling procedures.

(3) Ensure ammunition is never unattended.

(4) Assist the OIC to ensure all shooters are issued the proper ammunition type and count that will be used during the stages of fire.

(5) Supervise each phase of training on the line to include instruction, safety, and all firing.

(6) Supervise all safety procedures and regulations.

(7) Assist the OIC in submitting the request for ammunition that will be used on the range.

(8) Ensure all Marines assigned to the firing detail receive instructions on all firing exercises.

(10) Ensure all excess ammunition is turned over to the ammunition technicians.

(11) Ensure the range is properly policed and in good working order.

(12) Provide input and suggestions to the OIC so they may identify and alleviate safety concerns.

(13) The overriding concern of the RSO is the safe operation of every aspect of the range regardless of training timeliness or missions.

c. Tower NCO. For shotgun fam-fire training, a Tower NCO is required. The Tower NCO assists the RSO in the conduct of the range and ensure shooters receive clear commands from the tower. He is the line public announcement system operator and will originate all firing commands. The Tower NCO will:

(1) Conduct a safety brief with all shooters, coaches, and range personnel, prior to firing.

(2) Announce all fire commands in a clear, concise manner for practice and qualification courses of fire.

(3) Remain alert for safety violations.

(4) Announce "CEASE FIRE" when personnel are in danger.

(5) Assist with contacting all required parties to request permission to "Go Hot."

(6) Maintain two forms of communication during all live-firing. Immediately inform the OIC and the RSO if communication is lost.

(7) Control movement of all firing personnel.

(8) Perform preventative maintenance and operational inspections on communications equipment.

(9) Supervise all training and the enforcement of regulations.

(10) Ensure personnel firing are ready for each string of fire.

(11) Stay alert for safety violations during all live-firing.

4. Shotgun Range Safety. In addition to the safety regulations outlined in the references and Chapter 1 of this Order, the following regulations apply:

a. Shotguns will not be loaded until the command "load" is given by the tower.

b. When not firing or snapping in, shotguns will be Condition 4 and strong side sling arm carry.

c. Shooters will not turn around on the firing line before going to strong side sling arm carry.

d. In the event of a stoppage or malfunction, the shooter will apply immediate and/or remedial action. If the shooter cannot clear the stoppage on his own, they will remain facing the target until assisted by an armorer to clear the stoppage.

e. Shotguns will be cleared by the shooter under the supervision of range personnel.

f. Smoking is prohibited within 50 feet of all ammunition.

g. Any shooter violating safety regulations can be dropped from the range.

Chapter 4

Red Blanket Procedures

1. General. Red Blanket procedures will be conducted in the event of a fatality or serious injury sustained on the MCLB Pistol or Shotgun Range areas.

a. Any and all witnesses to the incident will be identified and mustered into one area and remain at the site of the accident until cleared to depart by the OIC, RSO or investigating personnel.

b. In the case of any serious injury or as a result of potential criminal activity, MCPD will be contacted immediately after emergency personnel. The CO, MCLB Albany will always be notified. Injured person(s) may be transported for further treatment, however the area will be cordoned-off and witnesses mustered, as above, until MCPD or Criminal Investigative Division (CID) makes a determination relative to the cause of the injury and disposition of witnesses, and the CO, MCLB Albany or their representative makes their determination relative to a JAGMAN investigation.

c. In the case of a death, MCPD, CID and the CO, MCLB Albany will be immediately notified, the area cordoned off and witnesses mustered. The casualty will not be touched or moved until released by the investigating authority. All personnel at the scene will be restricted from use of cell phones, video, or picture taking.

d. All personnel who did not witness the incident will move to a location determined by the OIC, safe and out of the way, and remain there until cleared to depart the area by the OIC.

2. Duties and Responsibilities

a. OIC and RSO

(1) Notify MCPD. Using a land line, indicate "drill" or "no drill". The OIC will relay the following information: number of personnel injured, types of injuries, and brief description of the incident.

(2) Notify RCO. Using a land line, indicate "drill" or "no drill". The OIC will relay the following information: number of personnel injured, types of injuries, and brief description of the incident.

(3) Collection of Information. The OIC and RSO are responsible for filling out the Red Blanket Data Sheet (see Appendix B).

(4) Control Site. Keep the site of the victim under control by having minimal amount of personnel in the area. This can be done

by utilizing the coaches and/or Block NCO that was at the location at the time of the incident.

(5) Obtain Information. Personal information in regards to the victim may be obtained from the victim, if conscious. If the victim is not conscious, the information must be gathered through their chain of command.

b. RSO

(1) Accountability. Once range personnel have collected ammunition and moved firing personnel off the line, an accountability formation behind the tower should be held for the rest of the personnel.

(2) Post Road Guards/Guides. Road guards are posted to direct medical personnel to the Red Blanket site. They should be posted all the way from the main road to the Red Blanket site if possible. These road guards must be put in place from the very onset of the drill or actual case.

(3) Supervise. Assist the OIC in the overall supervision of the range.

c. Tower NCO

(1) Gives the command "CEASE FIRE, CEASE FIRE, RED BLANKET, TARGET #" over the range intercom.

(2) Notifies emergency medical personnel by phone.

(a) Immediately moves the corpsman into assistance position once the range is safe. Upon evaluation by the corpsman, the Tower NCO will assist with communication between the on-scene corpsman and the Naval Branch Health Clinic.

(b) Call 229-639-5181 to inform MCPD to send EMTs and MCPD vehicle to the site of the injured person(s). Remain on the telephone until EMTs arrive on scene. Provide to emergency personnel the victim's name, rank, specific location of the victim(s), number of injured and type of injuries.

(3) In the case of a drill, the Tower NCO will notify the Naval Branch Health Clinic and emergency personnel that it is only a drill.

(4) Ensure the first aid kit is delivered to the scene.

d. Ammunition Technician

(1) Collect ammunition. All ammunition will be collected from all shooters except that which is on the victim.

(2) Record information. This will be done in accordance with reference (c) if the incident was due to faulty ammunition.

e. Range Coaches

(1) Red Blanket on Range Coach's target:

(a) Yell the command "CEASE FIRE, CEASE FIRE, RED BLANKET, TARGET #."

(b) The coach closest to the Red Blanket target will give a signal to the tower.

(2) All other coaches will ensure that all shooters make Condition 4 and holster or strong side sling arms, and all ammunition is collected and all magazines and magazine pouches are cleared.

(3) Send all shooters behind the ready bench to muster at the designated location. The shooters should be facing the Indian Lake Refuge, facing away from the Red Blanket.

(4) Coaches then muster behind the tower with the RSO for a head count, and any special instructions.

f. Line Armorer. Once the Tower NCO has been told which target the Red Blanket is on, they will move as quickly as possible to the site, and perform the following steps:

(1) Remove the weapon from the victim.

(2) Render the weapon safe. Do not put the weapon into Condition 4. Place the weapon pointing in a safe direction (down range). This is due to the situation of potential ballistics tests and investigations by proper authorities as necessary.

(3) Leave the weapon in vicinity of the incident if at all possible until investigating personnel arrive. Of course, this will be determined by the severity of the incident and safety considerations.

(4) In accordance with reference (c), record information. This will be completed as though it is the weapon that has malfunctioned.

Chapter 5

Special Range Requests

1. Operating Procedures. The pistol and shotgun range is designated for service pistol qualification, requalification, and fam-fire as prescribed by references (a) and (b). At times, this installation receives special range requests in order for personnel other than military and government approved workers to fire on the pistol and shotgun range.

2. Special Range Request Procedures

a. Requesting personnel will coordinate through Range Control to de-conflict prior training commitments and receive a proposed date.

b. Requesting personnel will utilize the sample special range request at Appendix (C) to draft the request and route through the Installation Safety Officer along with a Risk Assessment Worksheet.

c. Once the recommendation is given by the Installation Safety Office, it will be routed through the RCO to confirm the support that will be required.

d. Once the recommendation is given by the RCO, it will be routed to the Commanding Officer for approval.

e. Once approved by the Commanding Officer, it will be given to the RCO to finalize logistical requirements and to execute the weapons shoot.

f. The day of the weapons shoot, all approved shooters will have signed a Hold Harmless Agreement, see Appendix (A), before training begins.

3. Duties and Responsibilities

a. Requesting Unit. The requesting unit will have overall control of the personnel that have been given approval for the special range request and will coordinate with the OIC and RSO on site.

b. OIC and RSO. See the appropriate chapter of this order for additional requirements. Once coordination has been completed by the requesting unit, the OIC and RSO will conduct the following:

(1) Ensure all shooters are briefed on the operation of the range, and all safety regulations and procedures are emphasized.

(2) Ensure all range personnel and shooters have proper eye and hearing protection.

(3) Ensure the area forward of the firing line is clear before firing.

(4) Ensure proper weapon and ammunition security is observed at all times.

(5) Ensure range personnel follow ammunition handling procedures at all times.

(6) Prior to commencing firing, obtain permission from RCO.

(7) Ensure the range maintains two means of communication during live-firing.

(8) Remain present on the range during each stage of fire.

(9) Monitor the conduct of firing during each stage of fire.

(10) Control personnel on the range while live firing is in progress.

(11) Notify RCO whenever a cease-fire has been effected for other than routine procedures.

(12) Ensure all weapons are checked and in Condition 4 prior to being moved off the firing line or range, and ensure a verbal declaration is made that the shooter has no live ammunition, brass, or shells, in their possession. Ensure no ammunition departs the range.

(13) Ensure any accident, negligent discharge, ammunition malfunctions, or unusual incidents are reported immediately to the RCO and LSD.

(14) Ensure all shooters clear their weapons at the firing line before leaving the range.

(15) Ensure all safety regulations and procedures are emphasized.

(16) Ensure proper conduct during qualification firing.

c. Coaches. Coaches will assist the OIC and RSO in the execution of their duties for their respective shooters and will not be responsible for more than four targets. Their responsibilities include the following:

(1) Instruction and enforcement of range regulations.

(2) Train shooters in accordance with lesson plans.

(3) Recover ammunition from the shooters prior to their departure from the firing point.

(4) Clear stoppage and malfunctions for shooters as needed.

(5) Supervise the application of immediate and remedial action on the firing line.

(6) Supervise shooters prior to assuming a firing position and while on the firing line.

(7) Ensure shooters assigned to their target apply proper techniques of fire and proper weapons handling.

(8) Detect errors and recommend to the shooters corrective actions in the application of techniques.

(9) Analyze shot groups.

(10) Brief shooters on the next stage of firing.

d. Ammunition Technicians. The Ammunition Technician supporting the range will:

(1) Deliver requested ammunition at least 20 minutes prior to firing.

(2) Provide required documentation to the OIC for signature, and transfer control of ammunition to the OIC.

(3) Pick up any remaining ammunition at the end of each day of firing for storage and accountability.

4. Pistol Range Safety. In addition to the safety regulations outlined in the references and Chapter 1 of this Order, the following regulations apply:

a. All personnel will stand clear of targets while the systems are in operation.

b. Only authorized personnel who have received proper instruction will operate the target control panel.

c. Loaded magazines will not be inserted and slides will not be released until the command "load" is given by the tower.

d. When not firing or snapping in, pistols will be holstered or held at the administrative carry.

e. Shooters will not turn around in the firing line while holding a pistol.

f. In the event of a stoppage or malfunction, the shooter will apply remedial action. If the shooter cannot clear the stoppage on

his own, they will remain in the alert carry facing the target until assisted by an armorer to clear the stoppage.

g. Pistols will be cleared by the shooter under the supervision of a coach or range personnel.

h. Smoking is prohibited within 50 feet of all ammunition.

i. Any shooter violating safety regulations can be dropped from the range.

5. Courses of Fire. Special Range Request shooters will only conduct fam-fire and will be dependent on the drills the Coach deems appropriate to the level of experience of the shooter.

6. Clearing Procedures

a. Unloaded

(1) Shooters position themselves on the firing line and draw the pistol from the holster while ensuring the shooting finger is straight and off the trigger.

(2) When drawing the weapon from the holster, the weapon is pointed down range on the firing line. At the same time, the safety is physically checked to ensure the safety is on.

(3) Next, the shooter reaches with the non-firing hand grasping the slide and locking the slide to the rear.

(4) With the slide locked to the rear, the shooter will physically inspect the chamber and the magazine well to ensure the weapon is clear of any ammunition.

(5) After inspecting the chamber and magazine well, the slide is released sending the slide home. Place the weapon in Condition 4 and re-holster the weapon.

b. Loaded

(1) After drawing the weapon from the holster and ensuring the weapon is on safe, the shooter releases the magazine by pushing in the magazine release. With the non-firing hand, the shooter removes the magazine from the magazine well.

(2) With the magazine removed, the shooter reaches with their non-firing hand grabbing the slide ensuring the palm of the hand is covering the ejection port.

(3) The shooter then pulls the slide to the rear and at the same time catches the round in the palm of the hand. Once the slide

is locked to the rear, the shooter follows the same steps as if the weapon were unloaded.

Chapter 6

Recreational Pistol Range

1. Purpose. To establish an SOP for operating the shooting program at Recreational Pistol Range in accordance with the regulations and policies set forth.

2. General. In addition to the references, employees of the Recreational Pistol Range will thoroughly read and understand this SOP. Copies of this SOP are to be located in the high house safe at the Recreational Pistol Range and in the office of the Semper Fit Director at Thomason Gym.

3. Responsibility

a. Due to the inherent risks associated in working with and around firearms and live ammunition and potentially inexperienced shooters, staff will continually observe, enforce, supervise, practice, or otherwise recommend changes that will ensure personal and patron safety, as well as the security and prudent use of MCCA resources.

b. For matters not specifically covered within these procedures, all employees will take quick and responsible action to ensure the safety of one another and patrons. Such incidents will be noted and communicated to supervisors and management for appropriate action to address or correct the matter.

4. Authorized Participants and Guests

a. Only authorized MCCA patrons ages 18 and over, and their bona fide guests, shall be permitted use of the MCCA Recreational Pistol Range. Dependents and guests who are under 18 years old must have their parent or guardian present with them.

b. Upon arrival, patrons, regardless of installation affiliation, status, or rank, are required to show proper military/Department of Defense identification.

5. Duties and Responsibilities

a. Range Officer-In-Charge/MCCA. A qualified Officer, Staff Noncommissioned Officer, or designated MCPD or MCCA personnel can serve as OIC. In addition to those applicable duties listed in chapter 1, paragraph 2.b., the duties of this positions are as follows:

(1) Ensure only authorized caliber pistols and ammunition are used by all shooters.

(2) Assign, supervise, and train range personnel.

(3) Monitor the conduct of all personnel on the range.

(4) Supervise firing in accordance with applicable orders and directives.

(5) Supervise and control the range property, police and maintenance while occupying the range.

(6) Ensure all shooters are briefed on the operation of the range, and all safety regulations and procedures are emphasized.

(7) Ensure all range personnel and shooters have eye protection and double hearing protection.

(8) Ensure the area forward of the firing line is clear before firing.

(9) Ensure proper weapon and ammunition security is observed at all times.

(10) Ensure range personnel follow ammunition handling procedures at all times.

(11) Prior to commencing firing, obtain permission from the RCO.

(12) Ensure the range maintains two means of communication during live-fire training.

(13) Remain present on the range during conduct of live-fire.

(14) Monitor the conduct of fire by all shooters.

(15) Control personnel on the range while live-fire is in progress.

(16) Notify the RCO whenever a cease-fire has been effected for other than routine procedures.

(17) Ensure all weapons are checked and in Condition 4 prior to being moved off the firing line or range.

(18) Ensure any accident or unusual incidents are reported immediately to the RCO.

(19) Ensure all shooters clear their weapons at the firing line before leaving the range.

(20) Ensure all safety regulations and procedures are emphasized.

b. Range Safety Officer/MCCS. The RSO must have completed the Range Safety Course (course ID: RTAMRSOCAA) via MarineNet and the local MCLB Albany range test in order to assist the Range OIC. The RSO will assist the OIC in conducting and supervising recreational range operations along with ensuring that all safety requirements are enforced. In addition to those applicable duties listed in Chapter 1, paragraph 2.c., the RSO will:

(1) Conduct a range safety brief with all recreational range patrons prior to firing.

(2) Enforce all regulations covering ammunition handling procedures.

(3) Ensure ammunition is never unattended.

(4) Assist the OIC to ensure all shooters are only firing authorized ammunition type.

(5) Supervise shooters on the firing line to include providing instruction, enforcing safety, and monitoring all conduct of fires.

(6) Supervise all safety procedures and regulations.

(7) Ensure all patrons receive and understand all instructions detailing the conduct of live-fire.

(8) Ensure all patrons maintain control of their personal ammunition.

(9) Ensure the range is properly policed and in good working order.

(10) Provide input and suggestions to the OIC so they may identify and alleviate safety concerns.

(11) The overriding concern of the RSO is the safe operation of every aspect of the range.

(12) Ensure all fire ceases if an aircraft traverses the airspace immediately above the SDZ.

6. Fees and Charges. Range fees and retail item pricing will be established and approved by the Director, Marine Corps Community Services. All range and retail fees shall be paid prior to shooting.

7. Hours of Operation. Hours of operation will be established based upon customer utilization and posted on the MCCS website. Hours may

be amended due to unforeseen weather conditions or other circumstances.

8. Use of Private Weapons. Only privately owned handguns in pistol calibers .22, .25, .38, 9mm, .40, .44 and .45 shall be used by patrons. Pistol calibers larger than 9 mm, .45, or magnums, will not be used. Weapons shall be in good working order and include all applicable safety equipment. At no time will armor piercing, magnum, or special loads (hand loads or +P type) be used on the Recreational Pistol Range.

9. Range Safety

a. The orderly and safe operation of shooting range activities is a shared responsibility between employees, volunteers, and patrons. Upon successful completion of all necessary forms, training and instruction, and equipment inspection, shooters shall be permitted to approach the firing line. Employees will observe the highest ethical and professional standards regarding patron relations at all times, ensuring prompt, friendly service and instruction regarding any aspect of activity participation. Incident reports must be properly and promptly completed and forwarded to the appropriate section for processing.

b. Range facilities will be regularly inspected by the Range Safety Officer (RSO) prior to live-fire in order to ensure proper mechanical working order of machines and rental weapons.

c. The serviceability of personal weapons and ammunition is the responsibility of the shooter/owner. Prior to firing, the RSO will perform a user serviceability inspection. This inspection does not certify that a weapon and/or ammunition is completely safe to fire, but that is free of an obvious defects or conditions that would render it unsafe to fire. Disposal of unserviceable ammunition will be the responsibility of the shooter.

d. To avoid the possibility of temporary or permanent damage to the sight or hearing of all shooters and staff must wear eye and double ear protection. Shooters are welcome to utilize their own equipment; however, as a safety precaution MCCA shall maintain adequate stock at all times for use.

e. Shooters must use commercial loaded ammunition. Under no circumstances will armor piercing ammunition be fired. Ammunition will be inspected by the RSO upon arrival for safety and policy adherence.

f. Empty ammunition cartridges shall be cleaned up and removed by shooters at the conclusion of each firing interval to ensure the safety of all shooters and the overall cleanliness of the range.

g. Firearms shall remain unloaded at all times when the range is in a cold status. "Loaded" is defined as any live round in the weapon, be it in the magazine and/or chamber.

h. Alcoholic beverages shall be strictly prohibited at the Recréational Pistol Range. MCCS reserves the right to refuse services if the RSO feels that the customer is under the influence of alcohol/drugs/medications.

i. Customers will be required to complete and sign a MCCS hold harmless agreement prior to shooting for each visit. Hold harmless agreements will be kept on file at the Skeet Range high house.

j. In the event of an injury involving a firearm, all range operations shall immediately cease and 911, or (229) 639-5911, shall be called to request emergency help.

10. Rules of Order

a. The RSO will lock gates 1 and 2 on perimeter road while evacuating any people using the road.

b. Range personnel must go "Hot/Cold" with MCPD and RCO via phone at the beginning and end of each day.

c. The on-duty RSO may initiate an immediate suspension of privileges against any authorized patrons, their dependents, or guests if proper behavior is not exercised and/or a violation of these policies is observed. Repeat offenses by a customer may result in long-term suspension of privileges.

d. Targets shall be placed in the target carriage. Shooters shall remain behind the firing line at all times unless verbal permission is granted to proceed to the target area by the RSO. Shooters on the firing line shall only move when the range is cold and all weapons have been unloaded and the action is open to show clear. The distances available will be 7 yards, 15 yards, and 25 yards. After 10 minutes of shooting from 7 yards, all shooters will cease fire and move to the 15 yard line. After 10 minutes of shooting from 15 yards, all shooters will cease fire and move to the 25 yard line. After 10 minutes of shooting from 25 yards, all shooters will cease fire and move back to the 7 yard line. Only targets onsite will be authorized for use. At no time will steel targets be authorized for use.

e. Shooters shall approach the firing line with their weapons unloaded in a proper container and place the weapon and ammunition on the firing table. Shooters shall be permitted to remove their weapon from its container and to load their weapon only when the range is in hot status. Shooters shall remove magazines and visually confirm that the chamber is empty or leave the cylinder open during cold status. Revolvers shall not be loaded until the firing interval begins.

f. Shooters shall remain in place during the duration of firing and shall not be permitted to conduct shooting maneuvers. Shooters are prohibited from conducting draw and shoot style exercises.

g. Shooters who experience a weapon stoppage (weapon on safe, failure to feed, failure to fire, failure to fully cycle, stove pipe) shall conduct immediate action to clear it and continue to fire. Shooters will immediately cease fire and notify range personnel of any weapon malfunction by raising their non-shooting hand. Malfunctions include reduced recoil, excessive smoke, the weapon continually not cycling, and jammed ammunition.

h. Shooting shall commence in designated intervals as determined by the RSO. During that time shooters shall be permitted to perform the following actions in addition to firing: load magazines and cylinders, pack/unpack weapon from transport case, and change active firing weapon.

i. 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.

j. No weapon will leave the firing line until it has been declared completely safe by the RSO. These weapons will have the action open. All ammunition/magazine must be removed from the weapon when departing the range.

11. Range Safety Brief

a. Know the firearm safety rules:

- (1) TREAT EVERY WEAPON AS IF IT IS LOADED.
- (2) NEVER POINT A WEAPON AT ANYTHING YOU DO NOT INTEND TO SHOOT.
- (3) KEEP YOUR FINGERS STRAIGHT AND OFF THE TRIGGER UNTIL YOU ARE READY TO FIRE.
- (4) KEEP THE WEAPON ON "SAFE" UNTIL YOU INTEND TO FIRE.

b. Safety is everyone's responsibility and paramount while on the range. 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.

c. Eye protection and double hearing protection is mandatory while on the range.

d. Firearms shall not be loaded at any time when the range is in a cold status. "Loaded" is defined as any live round in the weapon, be it in the magazine, cylinder, and/or chamber.

e. There is absolutely no horseplay, running, or sleeping on the range. Shooters shall remain in place during the duration of the firing. Only authorized personnel will be allowed down range.

f. Upon the command "Cease Fire" shooters shall cease fire and immediately make a straight trigger finger, place their weapon on safe, and await further instruction.

g. Do not go forward of firing line until told to do so by the RSO.

h. Do not shoot at any target other than the one directly in front of you.

i. If a stoppage occurs while firing, attempt to clear the weapon on your own. If you cannot clear your weapon, raise your hand and range safety officer will assist you. Ensure the weapon remains pointed down range.

j. Shooters will immediately cease fire and notify range personnel of any weapon malfunction by raising your non-shooting hand. Malfunctions include reduced recoil, excessive smoke, the weapon continually not cycling, and jammed ammunition.

k. Report all negligent, accidental, and unauthorized discharges to the range personnel.

l. Inspect all ammunition for serviceability prior to loading weapon.

m. No weapon will leave the firing line until it has been declared completely safe by the RSO. These weapons will remain with the action open.

WAIVER OF LIABILITY FOR USE OF THE MCLB ALBANY
PISTOL AND SHOTGUN RANGE (HOLD HARMLESS AGREEMENT)

I _____ (print full name), of
_____ (full address),
in consideration of the use of the Marine Corps Pistol and Shotgun
Range, Marine Corps Logistics Base Albany, do hereby release and
forever discharge the United States Government, United States Marine
Corps, and their officers and agents from any liability for causes of
actions, claims, and demands for, upon or by reason of any damage,
loss, or injury which hereafter may be sustained by me or my property
or property entrusted to me in consequence of the said use of Marine
Corps Pistol and Shotgun Range by me.

In further consideration for the said use of the Marine Corps Pistol
and Shotgun Range, I hereby expressly and knowingly contract,
covenant, agree to guarantee, defend, indemnify, and hold free and
harmless from any liability whatsoever, direct or vicarious, the
United States, Department of Defense, Department of the Navy, United
States Marine Corps, and the Marine Corps Logistics Base Albany, the
officer, enlisted, and civilian personnel of the foregoing, and all
other persons, natural or corporate, of organizations in any way
related thereto, and heirs, successors, executors, administrators, and
assignments of all such persons heretofore mentioned, for the death of
or any injury to, its employees, or other persons, killed or in any
way injured directly or indirectly through the use in any way of the
facilities provided herein.

(Signature)

(Date)

(Print Name)

(Witness Signature)

(Date)

(Witness Print Name)

RED BLANKET DATA SHEET -- ACTUAL / DRILL

AMBULANCE: # _____

1. Time of incident: _____ (Date) _____

2. Description of injury: _____

3. Exact Location: _____ Yard-Line: _____ Target: _____

4. Time Emergency Medical Service (EMS) Notified: _____

5. Information of Injured Personnel:

Name _____

Unit _____

Allergies: _____

Victim #1: _____ Victim #2: _____

6. Victim Work Phone #: _____

7. EMS Arrival Time: _____

8. Description of First Aid rendered prior to EMS arrival:

9. Name of person rendering First Aid: _____

10. Action Taken by EMS on scene: _____

11. Time EMS departed: _____

12. Written description of the entire incident (how/why):

[illegible]

13. Witnesses:

RANK	NAME	UNIT/PHONE#
#1: _____	_____	_____
#2: _____	_____	_____
#3: _____	_____	_____
#4: _____	_____	_____

APPENDIX C

SPECIAL RANGE REQUESTS FOR USE OF THE MCLB ALBANY
PISTOL AND SHOTGUN RANGE

SSIC
OFFICE CODE
DD Mmm YYYY

From: (Requesting Command/Unit)
To: Commanding Officer

Subj: SPECIAL RANGE REQUEST FOR M9 PISTOL RANGE SHOOT

Ref: (a) MCLBO 3591.7J

Encl: (1) Risk Management Worksheet

1. (Requesting Command/Unit) requesting to conduct a familiarization fire with the (name of special group to shoot) on (date) at MCLB Albany Pistol Range with government owned small arms and stationary targets. The purpose of this event is to allow (the reason why it would benefit the special group and the requesting Command/Unit).
EXAMPLE Allow the team the opportunity to gain a greater understanding of one of the many training events Marines conduct on a routine basis. This event will also allow the team to interact with the Active Duty Marines.
2. The range will be conducted by (Supporting Command/Unit and must meet qualification requirements to conduct range training). The (name of the special group to shoot) will receive a safety briefing from the Range Safety Officer (RSO) and M9 weapons handling and familiarization training before they participate in the live fire event.
3. The range will be conducted in accordance with reference (a). Special safety emphasis for the conduct of the event will include the recommendations from the Risk Management Worksheet identified in Enclosure (1). Participants will be required to sign a waiver of liability and assumption of risk agreement prior to occupying the MCLB Albany Pistol Range.
4. Point of contact for this request is (Person from requesting Command/Unit) at 229-639-XXXX.

NAME OF. POINTOFCONTACT

APPENDIX C
SPECIAL RANGE REQUESTS FOR USE OF THE MCLB ALBANY
PISTOL AND SHOTGUN RANGES

5100
CO0001
DD Mmm YYYY

From: Commanding Officer
To: (Requesting Command/Unit)

Subj: SPECIAL RANGE REQUEST FOR (XXXXX XXXXX XXXXX) TEAM MEMBERS TO
PARTICIPATE IN A M9 PISTOL RANGE SHOOT

Ref: (a) (Requesting Command/Unit) Special Range Request ltr dtd
(DD Mmm YYYY)
(b) MCLBO 3591.7J

Encl: (1) Waiver of Liability for Use of the MCLB Albany Pistol and
Shotgun Range (Hold Harmless Agreement)

1. The Special Range Request contained in reference (a) is approved
for (Requesting Command/Unit) for (name of special group to shoot) to
participate in M9 pistol familiarization range on (DD Mmm YYYY).

2. The range must be scheduled and coordinated through the Operations
and Training Division.

3. No movement forward of the firing lines by non-Marine personnel
during the event is authorized. An Active Duty Marine must be
assigned to each M9 to ensure the safety of the participants. Only
the weapon and ammunition listed in reference (a) is authorized for
this event.

4. All safety guidelines set forth in this Special Range Request and
reference (b) will be strictly adhered to at all times.

5. The Range Office in Charge/Range Safety Officer must maintain a
copy of this Special Range Request letter and copies of all signed
Hold Harmless Agreements per enclosure (1) and each participant of the
event on site while the event is in progress.

6. Point of contact for Marine Corps Logistics Base Albany, Range
Control is MSgt David L. Hampton at 229-639-7489.

COMMANDING OFFICER

APPENDIX D

LANDING ZONES

HLZ SURVEY	HLZ Name: Albany MCLB Parade Deck Bldg 3500 (Primary)	HLZ ID: VG
Hazards for Risk Assessment (RA) and Additional Information	Landing Diagram – North	
<p>Reference Grid: Lat/Long: N 31 32.900 W 84 3.553 16R GV 79182 94124 N 31 32 53.99 W 84 3 33.17</p> <p>Max A/C:</p> <p>Size: 1000 x 175 ft</p> <p>Best Approach:</p> <p>Best Exit:</p> <p>Elevation: 226 MSL</p> <p>Surface Condition Grass</p> <p>Slope: None</p> <p>Maximum Weight (if applicable):</p> <p>PPR Required? (If so, contact information) Steven Dancer Installation Emergency Manager, GA-ADV CEM Work: 229-639-5746 Cell: 229-483-4055</p> <p>Hazards: Light Pole</p> <p>Remarks: (noise sensitive areas, rotor wash damage, etc.)</p> <p>Warning: To reduce the possibility either of injury to ground crew personnel from flying debris or of an accident resulting from debris drawn up into the helicopter rotor blades, police the operational area thoroughly.</p> <div data-bbox="207 1612 613 1717"> <p>HLZ Survey Profile</p> <p>HLZ</p> <p>500' Meters</p> <p>500' Feet</p> </div>	<div data-bbox="623 464 1399 1010"> </div> <div data-bbox="613 1010 1409 1087" style="text-align: center;"> Landing Diagram – South </div> <div data-bbox="623 1087 1399 1724"> </div>	
Survey Date: 21 MAR 2017	Last Survey by: 78 th ATC Safety, GAARNG	

Figure D-1 MCLB Albany Parade Deck Bldg 3500 HLZ Card

APPENDIX D

LANDING ZONES

1. Designated Landing Zones (see Figure D-2)
 - a. "LZ 1" (Parade Deck in front of Bldg. 3500)
Latitude: 31.5482738 (31° 32' 53.7858")
Longitude: -84.0606257 (-84° 3' 38.253")
 - b. "LZ 2" (Field east of Fleming Rd. gate)
Latitude: 31.5466437 (31° 32' 47.9184")
Longitude: -84.0615708 (-84° 3' 41.6556")
 - c. "LZ 3" (Boyett Park @ Covella Pond)
Latitude: 31.5490710 (31° 32' 56.6556")
Longitude: -84.0558390 (-84° 3' 21.0204")
 - d. "LZ 4" (HRO parking lot outside Fleming Gate)
*hard surface
Latitude: 31.5448722 (31° 32' 41.5392")
Longitude: -84.0572933 (-84° 3' 26.2548")

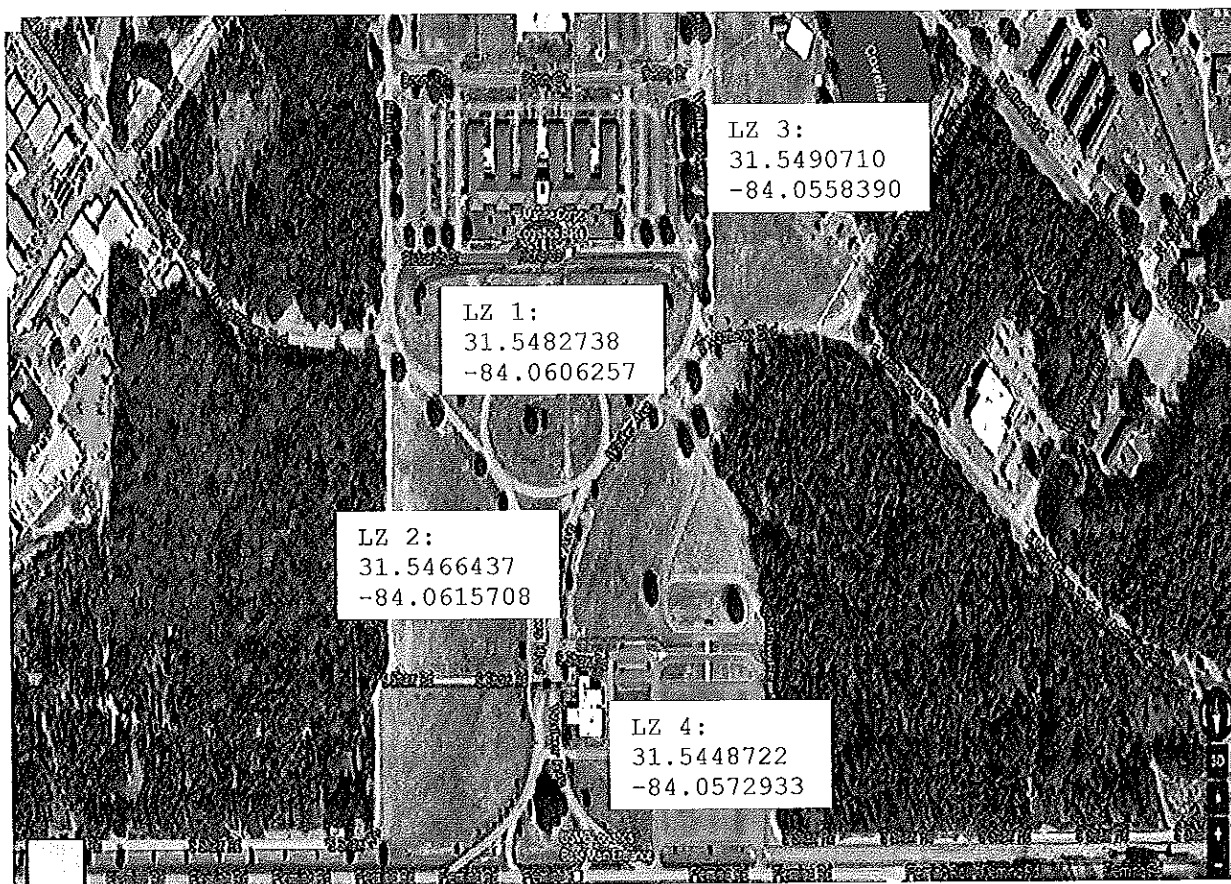


Figure D-2 MCLB Albany Air Ambulance LZ Map

APPENDIX D

LANDING ZONES

2. Air Ambulance Services Contact Info

- a. Air Life 11 - Air Methods
(Camilla, Georgia)
1-888-763-1010
- b. Air Evac Lifeteam 86 & 142
(Americus, Georgia & Tifton, Georgia)
1-800-247-3822

APPENDIX E

SAFETY BRIEF

GOOD MORNING SHOOTERS!

At this time, move up to the 25-yard line ready line and **UNLOAD, SHOW CLEAR!** Coaches, check them. Once your weapon has been cleared, make Condition 4 weapon and holster! Is the line clear? (Wait for Block's signal) The line is clear. Shooters, face the tower and stand by for your safety brief. There will be no talking or messing with your gear while the safety brief is being read.

Today's Range OIC is:

Today's RSO is:

Today's safety Corpsman is:

1. Your four safety rules are:
 - Treat every weapon as if it was loaded.
 - Never point your weapon at anything that you do not intend to shoot
 - Keep your finger straight and off the trigger until you ready to fire
 - Keep your weapon on safe until you intend to fire
2. Your weapon conditions are:
 - Condition 4...No magazine inserted, no round in the chamber, slide forward, weapon on **SAFE**.
 - Condition 3...Magazine inserted, no round in the chamber, slide forward, weapon on **SAFE**.
 - Condition 2...Does not apply.
 - Condition 1...Magazine inserted, round in the chamber, slide forward, weapon on **SAFE**.
3. While on the pistol range, all commands will come from the tower.
4. Your left and right lateral limits are the left and right edge of your assigned target.
5. All weapons will be pointed downrange when loading, unloading, and dry-firing.
6. It is the responsibility of all shooters to give the command **Cease fire** if you see an unsafe condition.
7. Shooters, it is your responsibility to inspect your ammunition before you fire as well as keep your ammunition on you at all times while on the range.
8. If you need to make a head call you will leave your ammunition with range personnel.
9. In the event of a stoppage, the shooter will perform the proper corrective action. If the corrective action fails, the shooter will raise their non-firing hand and alert range personnel of the situation.
10. If a shooter experiences an audible pop or a reduced recoil from the weapon the shooter will stop firing, raise their non-firing hand, and notify their coach immediately. **You will not perform immediate action.**
11. A condition one pistol will not be passed to another shooter at any time, range personnel may take a pistol in order to clear a malfunction or a stoppage. Range personnel may also take a pistol if a shooter is performing unsafe actions while on the pistol range.
12. All personnel will have eye protection and double hearing protection on at all times while firing is in progress.
13. No one is allowed forward of the firing line while firing is in progress.
14. There is no bending down on the firing line unless told to do so by the tower.
15. Pistols will remain in condition 4 at all times except after receiving the command from the tower, to **load...make ready.**
16. No one will leave the firing line until they have a condition 4 weapon, holstered, and have been checked by range personnel.
17. At no time will a shooter leave the range without permission from range personnel.
18. Before using the dry-fire range all shooter will ensure they have a condition 4 weapon and empty magazines.
19. Shooters you are responsibility to follow all safety procedures. Violation of these procedures will results in immediate removal from the pistol range. On all matters pertaining to the range, the Range OIC has the final say.

Are there any questions?

APPENDIX F

RSO RANGE CHECKLIST

Preparation

- ☐ Read and understand MCLBAO 3591.7J, SOP for MCLB Albany Pistol and Shotgun Range.
- ☐ Publish LOI. Identify and assign key personnel. Brief training plan to RCO.
- ☐ Coordinate w/Fire Chief at John.partin@usmc.mil, to have Paramedic/ALS vehicle available on station.
- ☐ Notify Game Warden at Perry.mixon@usmc.mil, and MCPD at Cheyenne.fields@usmc.mil of training schedule.

Before-Firing

- ☐ Ensure range flags are up at Gate 1 and Pistol Range Main Gate.
- ☐ Ensure SDZ is cleared and Gates 1 and 2 are locked, or manned if necessary.
- ☐ Ensure pistol range main gate is closed but not locked, and barricade is in place at the North intersection of Sutherland Road.
- ☐ Establish solid two-way communication with Range Control via Radio and land line. Phone 229-639-5438
- ☐ Confirm with Fire Station 2 to ensure Paramedic/ALS vehicle are available on station. Phone 229-639-8929
- ☐ Ensure armorer is on hand, if applicable.
- ☐ Ensure medical personnel is on hand, with safety vehicle.
- ☐ Brief the medical emergency plan.
- ☐ Assign 1 coach per 4 shooters. Assign 1 Block NCO.
- ☐ Brief the conduct / course of fire.
- ☐ Conduct range safety brief with all shooters, support personnel, and range personnel.
- ☐ OIC will sign for ammunition and maintain positive control at all times. Issue ammunition to shooters, as required.
- ☐ Call Range Control to request "hot" status then notify MCPD that the range is "hot". Phone 229-639-5181

During Live Fire

- ☐ Ensure shooters are wearing eye protection and double hearing protection.
- ☐ Brief the details of each stage/drill. Explain each stage/drill before it is fired.
- ☐ Follow the course of fire. Do not deviate. (If applicable)
- ☐ Safety is paramount throughout the conduct of the range.
- ☐ Watch for malfunctions and corrections. Ensure the CMCs and CMT conduct proper checks and use correct coaching techniques.
- ☐ Conduct radio checks, if necessary, and monitor radio/landline.

After-Firing

- ☐ Police call the range.
- ☐ Conduct line-out procedures to ensure no ammo is taken from the range.
- ☐ Assign working party to take down targets, police call, etc.
- ☐ Call range control and MCPD to declare the range "cold".
- ☐ Take down and store range flags, and open all gates.
- ☐ OIC will collect and properly turn-in all unused ammunition.
- ☐ Ensure all buildings are clean and locked before returning the keys to Range Control.

Appointments

- ☐ The RSO is? _____ (Print Rank / Name)
- ☐ The total number of shooters trained? _____
- ☐ Number of rounds fired? _____
- ☐ Date of range turn-in? _____

_____ OIC (Print/Sign) _____ Date