



UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
MARINE CORPS INSTALLATION EAST-MARINE CORPS BASE
PSC BOX 20059
CAMP LEJEUNE NC 28542-0059

IN REPLY REFER TO:
WTBNO 3000.3E
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21 Jan 15

WEAPONS TRAINING BATTALION ORDER 3000.3E

From: Commanding Officer
To: Distribution List

Subj: WEAPONS TRAINING BATTALION RANGE OPERATIONS STANDARD
OPERATING PROCEDURES (SHORT TITLE: WTBN RANGE SOP)

Ref: (a) BO 3570.1_
(b) BO P3000.4G w/ch 1
(c) MCO 3574.2_
(d) MCO 3591.2K
(e) MCO 3570.1C
(f) MCO 3550.9
(g) MCO 1553.2B
(h) NAVMC 1553.1
(i) NAVMC 3500.41A
(j) DODDir 1025.1
(k) MCO P3590.13B
(l) MCIEASTO 5760.1A
(m) MCO 8011.5
(n) MCRP 3-01A
(o) MCRP 3-01B
(p) WTBNO 8000.2
(q) WTBNO 8000.1
(r) WTBNO 5510.5E

Encl: (1) Locator Sheet

1. Situation. To publish policies and procedures for marksmanship, live fire and unit training on ranges and training areas aboard the Stone Bay Range Complex (SBRC) under the control of the Commanding Officer, WTBN in accordance with reference (a) and (b).

2. Cancellation. WTBNO 3000.3D

3. Mission

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a. Primary. Provide Combat Marksmanship training, annual small arms requalification, facilities, scheduling and services for personnel from Marine Corps Base (MCB) Camp Lejeune, Marine Corps Air Station (MCAS) New River, Marine Corps Forces Command (MARFORCOM), Marine Corps Forces Special Operations Command (MARSOC), resident Training and Education Command (TECOM) schools, local Marine Corps Forces Reserve (MARFORRES) units, and personnel of other services resident to the geographic area. Provide facilities, scheduling and services for the Competition-in-Arms Program (CIAP).

b. Secondary. As the Area Commander, to be responsible for the police, maintenance, and security of the Stone Bay Area; and to guide the operation of exchange activities, the Area Service Club, and recreational facilities within the area.

4. Execution

a. Commanders Intent

(1) Purpose. WTBN's high operational tempo, limited resources, and myriad of organizations it supports require clearly defined roles and practices to ensure safe, efficient, and effective operations. This SOP seeks to delineate mutual responsibilities and practices expected of WTBN's units and staff sections and of the units and personnel WTBN supports.

(2) Method. This SOP is designed to serve as a reference for WTBN entities and the organizations WTBN supports, providing specific direction regarding normal operations and points of contact and authorities in the case of non-standard events or requests.

(3) End state. WTBN accomplishes its combat marksmanship and area commander mission in a manner that enhances the battalion's reputation as a highly professional and contributive organization. Supported units are enabled to effectively and efficiently achieve their training and operational objectives. Camp Lejeune area enhanced by WTBN's interaction with its higher, adjacent, and supporting military and civilian organizations.

b. Concept of Operations. WTBN is a subordinate command of MCIEAST-MCB Camp Lejeune, supporting the training of the Operating Forces (OPFOR) and all other tenant organizations. WTBN conducts the following command and staff actions to

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accomplish its assigned mission and to help maintain the warfighting readiness of the Marine Corps.

(1) Provide facilities, scheduling and services for marksmanship training and annual re-qualification with small arms for the Camp Lejeune/New River geographic area, per references (a) through (c).

(2) Provide range scheduling, range facilities, and range control functions for the following: II Marine Expeditionary Force (II MEF), local TECOM schools, MARSOC, Marine Corps Civilian Police Academy East, and Coast Guard Special Mission Training Center.

(3) In accordance with reference (d), provide support for the CIAP to include coordinating and hosting MCB Camp Lejeune Intramural Rifle and Pistol competition, and to foster competitive marksmanship for all MCIEAST Commands. Host the Eastern Division and Marine Corps Rifle and Pistol Matches.

(4) In accordance with references (b), (c), and (i) provide facilities, instructors, and equipment in support of the Programs of Instruction to qualify Marines as Combat Marksmanship Trainers (MOS 0931) and Combat Marksmanship Coaches (MOS 0933) for personnel from MCB Camp Lejeune, MARFORCOM, MARSOC, resident TECOM schools, local MARFORRES units, and personnel of other services resident to the geographic area. Additionally, maintain the capability to conduct Mobile Training Teams in support of these MOSSs.

(5) Provide facilities, scheduling and services in support of other training opportunities aboard the SBRC.

(6) Provide oversight, inspections and coordination for the management, development, maintenance and sustainment of ranges, training areas and training facilities aboard the SBRC.

(7) Prepare plans and orders, and conduct contingency planning for all-hazard emergency operations and critical infrastructure protection for the SBRC. Coordinate with and support Stone Bay tenant commands during all-hazard conditions.

(8) Identify, conduct feasibility of support and advocate for requirements of tenant commands located aboard the SBRC.

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(9) Develop and manage the Stone Bay master plan in conjunction with the installation master plan. Coordinate Military Construction (MILCON) and Facilities Sustainment, Restoration, and Modernization (FSRM) programs for the Stone Bay Historic District.

c. Coordinating Instructions

(1) The SBRC is divided into three distinct sections: WTBN SBRC, MARSOC SBRC and II MEF EOTG SBRC. Each section has a separate command, operational, and administrative control relationship with Range Control, MCIEAST-MCB Camp Lejeune in accordance with reference (a). Chapter 2 of this order identifies the specific ranges and training areas within the WTBN SBRC.

(2) WTBN's Operations Section is charged with the planning and supervision of range operations.

(3) Summary of Revisions. This manual contains significant modifications and should be reviewed in its entirety by all personnel training aboard the Stone Bay Range Complex.

(4) Recommendations. Recommendations to this manual as well as the methods in which training and support are provided are encouraged and should be submitted to the WTBN Operations Officer or Battalion Gunner.

5. Administration and Logistics

a. Administration. Reference (a) is the MCB Camp Lejeune Range Control SOP. Reference (b) is the MCB Camp Lejeune Training SOP. Reference (c), Marine Corps Combat Marksmanship Program (MCCMP) sets forth policies for conduct of marksmanship training. Reference (d) sets forth policies and procedures for conducting the CIAP. Reference (e), Range Safety establishes policies for firing ammunition for training, target practice and combat, and establishes weapons inspection requirements. Reference (f) establishes the policies and procedures for ground range certification. Reference (g) is the Marine Corps Formal Schools order. Reference (h), is the Systems Approach to Training Manual. Reference (i) is the Training Military Occupations Training and Readiness Manual (TMOS T&R Manual). Reference (j) is the DOD Directive for the Civilian Marksmanship Program (CMP). Reference (K) is the Marine Corps CMP order. Reference (l) is the MCIEAST-MCB order on private organizations. Reference (m) establishes ammunition allocations for

Reference (l) is the MCIEAST-MCB order on private organizations. Reference (m) establishes ammunition allocations for marksmanship training. References (n) and (o) set forth Marine Corps doctrine for rifle and pistol marksmanship. Reference (p) is the WTBN Ammunition SOP. Reference (q) is the WTBN Ordnance SOP. Reference (r) is the WTBN Guard Order.

(2) This SOP supersedes previous WTBN SOPs, policies, and directives.

b. Logistics. As detailed in subsequent chapters.

6. Command and Signal

a. Command

(1) Range Company is the supported command in the execution of WTBN's mission of annual rifle re-qualification.

(2) The Marksmanship Training Unit (MTU), Headquarters Company is the supported unit to execute the POIs to qualify Marines as Combat Marksmanship Trainers (CMT) and Combat Marksmanship Coaches (CMC).

(3) Headquarters Company is the supported command in WTBN's mission of the Stone Bay Area Commander and will provide the essential supporting effort across all functional areas ISO WTBN's mission.

b. Signal

(1) Certification Reviewed and approved this date.

(2) Concurrence. This order has been coordinated with and approved by Range Control, Marine Corps Installations East-Marine Corps Base, Camp Lejeune, NC.

(3) This Order is punitive in nature, and violations of this Order are punishable under the UCMJ. Violators who are not subject to the UCMJ may be subject to adverse administrative processes.



M. R. REID

DISTRIBUTION: A

WTBNO 3000.3E
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LOCATOR SHEET

Subj: WEAPONS TRAINING BATTALION RANGE OPERATIONS STANDARD
OPERATING PROCEDURES (SHORT TITLE: WTBN RANGE SOP)

LOCATION: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

Enclosure (1)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

WTBN RANGE SOP

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CHAPTER 1

ORGANIZATION

1000. GENERAL. This chapter provides detailed information on the mission, organization, tasks, responsibilities, and staff functions of WTBN.

1001. WEAPONS TRAINING BATTALION MISSION

1. Primary. Provide Combat Marksmanship training, annual small arms requalification, facilities, scheduling and services for personnel from MCB Camp Lejeune, MCAS New River, MARFORCOM, MARSOC, resident TECOM, local MARFORRES units, and personnel of other services resident to the geographic area. Provide facilities, scheduling and services for the CIAP.

2. Secondary. As the Area Commander, to be responsible for the police, maintenance, and security of the Stone Bay Area; and for the operation of exchange activities, the Area Service Club, and recreational facilities within the area.

1002. WEAPONS TRAINING BATTALION ORGANIZATION

1. WTBN functions as a separate command under CG, MCIEAST-MCB CAMLEJ.

2. WTBN consists of a Headquarters Company and a Range Company.

a. Headquarters Company is structured as follows:

- Battalion Headquarters
- S-1 Administration Section
- Area Security/Guard Section
- S-3/Operations/Statistics Section
 - **Match Statistics Personnel
- S-4/Supply Section
 - Facilities Manager
 - Ammunition Section
 - Ordnance Section
 - Maintenance Section
 - Motor Transport Section
- S-6/Communication Section
- Marksmanship Training Unit

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**Activated only during Eastern Division and Marine Corps Matches, S-3 Section maintains the Match Statistics Office at all other times.

b. Range Company is structured as follows:

Headquarters Section
A, B, and C Ranges

1003. HEADQUARTERS COMPANY

1. Commanding Officer. The WTBN CO reports directly to the CG, MCIEAST-MCB CAMLEJ. The WTBN CO controls, manages, supervises, and approves all operations and training aboard the SBRC, and implements all MCCMP or initiatives. Additionally, the WTBN CO is responsible for supporting the Marine Corps CIAP as required by ref (d). Per ref (b), the WTBN CO exercises operational control of rifle range details, CMC Course and CMT Course students, CIAP participants and support personnel. Administrative control remains with the parent unit.

2. Operations Officer. The OPSO supervises the scheduling and coordination of all range use aboard the WTBN SBRC. He supervises all training, safety enforcement, the CMP, and any special events aboard the WTBN SBRC.

a. Coordinate all live-fire training with MCIEAST-MCB CAMLEJ Range Control.

b. Ensure that the Battalion S-3 office is manned during live-fire training aboard the WTBN SBRC.

c. Ensure positive communications is maintained with all WTBN SBRC ranges actively engaged in live-fire operations, and the WTBN Corpsman.

d. Ensure the WTBN Safety Net (channel 2) is monitored during all training exercises.

e. Coordinate emergency medical assistance when needed. S-3 will place the WTBN SBRC into check-fire, coordinate with higher, ensure access to the area is controlled, the scene of the incident is preserved, and call 911.

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f. Monitor and supervise the dissemination of the heat stress conditions to using units and WTBN sections.

g. Monitor and supervise the dissemination of information on approaching electrical storm activity to using units and WTBN sections.

h. Monitor and supervise the dissemination of the Fire Danger Classification Index to using units and WTBN sections. Ensure only ammunition authorized for a given Fire Danger Classification Index is expended.

i. Issue check-fire or cease fire orders when unsafe conditions, such as lightning, fire, aircraft, boats or unsafe practices endanger personnel, equipment, or facilities.

j. Oversee the CMC Reporting and Evaluation Program and complete all tasks IAW Appendix (C).

k. Supervise the Range of the Month Program and complete all tasks IAW Appendix (D).

l. Collect, maintain, and report to higher headquarters all Annual Rifle Training (ART) data as specified in ref (c).

3. Battalion Gunner. The Battalion Gunner is responsible to the WTBN CO for the safe conduct of all training aboard the WTBN SBRC IAW this SOP and the references. He is the subject matter expert on all matters concerning training, range usage, live-fire, and marksmanship aboard the WTBN SBRC. He mentors the KD ranges' Line Staff Noncommissioned Officers and Range Combat Marksmanship Trainers on marksmanship references and training, and evaluates the ranges IAW with Appendix (D) during every firing week. He will assume the duties as the OPSO when required.

4. Officer of the Day. The WTBN OOD is the direct representative of the WTBN CO, responsible for operations and security of the Stone Bay Area after working hours and on weekends/holidays. The OOD executes those range-related duties outlined in ref (r). The WTBN OOD must be certified as a Range Officer in Charge/Range Safety Officer for the WTBN SBRC. The WTBN OOD is also the point of contact for units training after working hours and on weekends/holidays, and is responsible for enforcing all WTBN SBRC regulations after normal working hours. If any range is in a hot status, the OOD's post will be in the

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S-3 Office unless duties relating to the hot range require the OOD's presence elsewhere. In this case the OOD will maintain radio communication with all hot ranges at all times. If the WTBN SBRC is cold the OOD post will be in the Security Office.

5. S-1 Administration Section. Provide administration support to all staff sections and subordinate elements of WTBN. WTBN S-1 also provides all marksmanship reporting into the UDMIPS for the Camp Lejeune/New River geographic area. Issues involving marksmanship reporting via UDMIPS by firing units will be coordinated through the WTBN S-3.

6. Area Security/Guard Section. Provide AT/FP and security support to all staff sections and subordinate elements of WTBN. Per ref (r), provide the following specific support for range operations.

(1) Traffic control of the WTBN SBRC and vehicle pass support to SNFs and CMCs.

(2) Security support to firing units billeted aboard Stone Bay.

(3) Security support to firing units billeting on ranges or maintaining after-hours storage of ammunition on ranges.

(4) Execute specific duties ISO Red Blanket procedures outlined in Appendix (A).

7. S-3 Operations. The S-3 is the primary staff section responsible for all marksmanship training, range operations, area command support operations, and data collection in the execution of WTBN's mission.

a. Range Operations Specialist. The Range Operations specialist is responsible to the OPSO for scheduling all WTBN SBRC ranges and facilities, recording all range usage, and creating all qualification reports. The Range Operations Specialist will manage the database archiving all ART scores, enter new data via Scantron, and train other personnel to use these systems.

b. Administrative Clerk. The Administrative Clerk is responsible to the OPSO for executing S-3's portion of the ART check-in process. The Administrative Clerk collects all required paperwork, updates it as necessary, creates the scrub

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sheets for the ranges, and archives this information for every range.

8. S-4. The S-4 provides logistics support to all ranges aboard the WTBN SBRC and to subordinate sections within WTBN with prior coordination through the S-3. The S-4 also manages billeting, ammunition, the armory, and facilities. The following sections fall under the S-4:

a. Facilities Manager. Provide facilities support to all staff sections and subordinate elements of WTBN. Coordinate with the S-3 to provide billeting support to all KD range firing units, MTU courses, and to tenant commands aboard Stone Bay as required.

b. Supply Section. Provide supply support to all staff sections and subordinate elements of WTBN, and units WTBN supports, upon request.

c. Ammunition Section. Provide ammunition support to all staff sections and subordinate elements of WTBN, and units WTBN supports, upon request IAW the provisions of ref (p).

d. Ordnance Section. Provide ordnance support to all staff sections and subordinate elements of WTBN, and units WTBN supports, upon request. Per ref (q) and Appendix (B), provide the weapons storage and field level maintenance ISO annual rifle/pistol requalification, Intramural Rifle/Pistol Competitions, Eastern Division Matches, Marine Corps Championships, and MTU students.

e. Maintenance Section. Provide maintenance support to all staff sections and subordinate elements of WTBN, and units WTBN supports, upon request. Coordinate with Range Company and MTU for target support on all ranges. Coordinate with Range Company for working party support of area police and maintenance.

f. Motor Transport Section. Provide motor transport support to all staff sections and subordinate elements of WTBN, and units WTBN supports, upon request.

15. S-6/Communication Section. Provide communications, information technology (IT), and audio-visual support to all staff sections and subordinate elements of WTBN and units WTBN supports, upon request.

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16. Marksmanship Training Unit. MTU conducts Combat Marksmanship Trainer course and Combat Marksmanship Coaches course to provide units in the Camp Lejeune/New River geographic area the ability to conduct combat marksmanship training IAW ref(c). Billet descriptions and responsibilities are addressed in Chapter 6 of this SOP.

1004. RANGE COMPANY

1. Range Company Commander. The Range CO is responsible to the WTBN CO for the operational and administrative control of Range Company. He supervises the operations of the KD ranges ISO MCCMP per ref (c). Additionally, he is responsible for supporting the Marine Corps CIAP and Range Company's execution of the CMC Reporting and Evaluation Program IAW Appendix (C). He coordinates with the OPSO and Battalion Gunner to ensure that all KD annual qualification ranges are executed IAW ref (c). He ensures that all Marines assigned to Range Company are properly trained for the execution of their duties and that all range safety regulations are strictly enforced. The Range CO evaluates the KD ranges during every firing week IAW Appendix (D). He approves all early release requests and has been designated by the WTBN CO as the final authority for all KD range drops, to include shooters, verifiers, and SNFs.

2. KD Range Personnel. The following WTBN personnel billets support the known distance ranges.

a. KD Range Officer-In-Charge. The ROIC is responsible and accountable to the Range CO for all conduct on his/her range and ensuring personnel adhere to governing regulations and guidance from refs (a)-(c), ref (e), and this SOP. The ROIC must be an officer or staff non-commissioned officer. In light of the number of SMEs on hand and the temporary assignment from their parent commands, ROICs are not required to have the 0931 MOS. Waivers will be submitted IAW ref (c). ROICs are responsible for the conduct of the training event and will be certified both IAW Appendix (E) and on the weapon systems used for training. The ROIC has the authority to drop shooters and range support personnel from the range. The ROIC will ensure that the Range Safety Brief and Pit Safety Brief are read verbatim to all personnel each day before shooting begins. The ROIC acts as the certifying officer, confirming the accuracy and integrity of every score prior to its submission to the WTBN S-3. Additionally, the ROIC will report on the performance and proficiency of all CMCs IAW Appendix (C). The Marine filling

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the ROIC billet cannot simultaneously fill the Range Safety Officer billet.

b. KD Range Safety Officer. The RSO is responsible for the safe conduct of training aboard his/her respective range IAW ref (e) and policies from MCIEAST-MCB CAMLEJ Range Control Office. The RSO must be a Sergeant or higher of any MOS. The RSO has been delegated the authority to drop shooters and range support personnel for safety violations. In order to focus solely on safety-related matters, the RSO will not assume any other responsibilities while serving in this capacity during range operations ISO live-fire training.

c. Line Staff Noncommissioned Officer. The Line SNCO must be a Sergeant or higher and have the secondary MOS 0931. As the range's SME on the MCCMP, the Line SNCO is responsible to the ROIC for ensuring all personnel on the range act IAW ref (c) and advise SNFs on the contents and requirements of ref (c). Line SNCOs will provide input to the ROIC to assist in the CMC Evaluation and Reporting Program IAW Appendix (C).

d. Range Combat Marksmanship Trainer. The Range CMT must have the secondary MOS 0931. The Range CMT is responsible to the ROIC for ensuring compliance with ref (c), positioning himself/herself to best assist the Line SNCO in the conduct and supervision of the training and evaluation IAW ref (c). The Range CMT is also responsible for the following tasks:

(1) Supervise remedial training of marginal shooters identified during stage one and two (Table 1A) and stage four (Table 2).

(2) Conduct Table 2 preparatory classes for shooters on his/her assigned KD range.

(3) Mentor CMCs aboard his/her respective ranges and provide input to the ROIC to assist in the CMC Evaluation and Reporting Program IAW Appendix (C).

e. Block Noncommissioned Officer. Block NCOs are WTBN's main effort in supporting ART by ensuring the unit CMCs within each Block NCO's firing points effectively coach their shooters IAW ref (c) and this SOP. The Block NCO must have the secondary MOS 0933.

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(1) The Block NCO is responsible to the ROIC for the safe and effective training IAW ref (c) and this SOP for his/her assigned block of firing points.

(2) Block NCOs supervise unit CMCs in the safe and effective training of their shooters.

(3) Block NCOs will direct CMCs and shooters on actions ISO range operations (e.g. police call, target setup, inspections).

(4) Block NCOs will provide input to the ROIC to assist in the CMC Evaluation and Reporting Program IAW Appendix (C).

f. Tower NCO. The Tower NCO is the ROIC's and RSO's principal means for communicating with the entire range. The Tower NCO must hold the secondary MOS 0933.

(1) The Tower NCO must maintain situational awareness of all activity on the range and in the general vicinity (e.g. aircraft) and maintain positive communications with the firing line, the pits, the RSO, and WTBN Range Control.

(2) The Tower NCO ensures the safe and efficient conduct of KD range live fire training through clear and coherent commands to the firing line, and by passing information between the firing line and the pits.

(3) In emergency situations, the Tower NCO passes any instructions necessary to prevent further injury, facilitate medical treatment, and ensure accountability of all personnel and weapons.

g. Assistant Tower NCO. The Assistant Tower NCO provides the Tower NCO the flexibility to address problems that may arise during practice or evaluation firing and still maintain control of firing line operations. The Assistant Tower NCO will be proficient in the duties identified for the Tower NCO. The Assistant Tower NCO must hold the secondary MOS 0933.

h. Pit NCO. The Pit NCO is responsible to the ROIC for pit safety, operations, and enforcement of pit regulations. The Pit NCO must hold the secondary MOS 0933.

(1) The Pit NCO ensures the safe and efficient conduct of KD range live fire training through clear and coherent

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commands to the pits, and by passing information between the firing line and the pits.

(2) The Pit NCO must maintain situational awareness of all activity on the range and in the general vicinity, being especially aware of any individuals crossing the red line and possibly exposing themselves to ricochets.

(3) The Pit NCO will employ and maintain the pit sentry system, which alerts the range to individuals who might be in a high-risk area for ricochets.

(4) The Pit NCO must also maintain positive communications with the Tower NCO, the RSO, and WTBN Range Control. In emergency situations, the Pit NCO passes any instructions necessary to prevent further injury, facilitate medical treatment, and ensure accountability of all personnel and weapons.

(5) The Pit NCO will brief all verifiers on their duties when they arrive in the pits.

(6) The Pit NCO is responsible to the ROIC for the police and maintenance of the walkways, target carriages, Sound Shed, and heads.

i. Assistant Pit NCO. The Assistant Pit NCO provides the Pit NCO the flexibility to address problems that may arise during practice or evaluation firing and still maintain control of pit operations. The Assistant Pit NCO will be proficient in the duties identified for the Pit NCO. The Assistant Pit NCO must hold the secondary MOS 0933. On qualification day, the Assistant Pit NCO will assist with fixing targets in the pits.

j. Target NCO. The Target NCO is responsible to the ROIC for that range's target inventory, including target repair, re-facing, and maintenance required for any target systems. The Target NCO must hold the secondary MOS 0933. The Target NCO is responsible to the ROIC for the accountability and maintenance of the targets and the police and maintenance of the Target Shed.

k. Ammunition NCO. The Ammo NCO is responsible to the OIC for the security, accountability, and issuance of ammunition. The Ammo NCO must hold the secondary MOS 0933.

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(1) The Ammo NCO will maintain account of ammunition issuance throughout the day's range operations and assist in conducting all ammunition line outs and shakedowns at the end of live-fire operations.

(2) The Ammo NCO is also responsible for the turn-in of all brass and ammunition waste at the end of firing.

1005. OOD and Billet Certification. Personnel assigned to WTBN must complete specific required training and be certified prior to assuming their billet or serving as OOD. The required training and certification must be completed as quickly and efficiently as possible. Company Commanders, 1stSgts, and section OICs are expected to track and supervise the completion of the certification process. Detailed training requirements can be found in Appendix (E). The timeline for completing key tasks is outlined below.

a. Check-in. The check-in process must be completed no later than (NLT) three working days after arriving at WTBN.

b. OOD Certification. All Marines E-5 to E-7 and O-1 to O-3, except Company Commanders and Company 1stSgts, are required to stand OOD. Personnel are expected to complete the OOD Certification process NLT fifteen calendar days after completing their check-in with the following caveats:

(1) Formal courses required to fill their assigned billet take priority over the OOD certification process (e.g. CMC Course or CMT Course).

(2) The fifteen calendar days can be split around required formal courses. For example, a Marine checks into a CMC course ten days after completing check-in. He/she has five days from the completion of the course to complete the OOD certification process.

c. Billet Certification. Marines assigned to Range Company and MTU will undergo billet specific training prior to being certified to perform their assigned duties. Range Company personnel will complete their billet certification NLT the completion of the next firing week. MTU personnel will complete their certification NLT thirty calendar days after completing their OOD certification.

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(1) Billet certification training is expected to be conducted concurrently with OOD certification training. The time listed above for billet certification begins when the time dedicated to OOD certification ends.

(2) Required formal courses take priority over billet certification training.

(3) The days allotted for billet certification can be split around required formal courses.

WTBN RANGE SOP

CHAPTER 2

RANGES AND TRAINING AREAS

2000. GENERAL

1. The WTBN SBRC includes the following ranges and facilities (not listed are those facilities located within the EOTG Compound, the Marine Corps Reserve Compound, or MARSOC facilities):

- 1 x Urban sniper range (Dodge City)
- 1 x Multi-purpose range
- 2 x Pistol ranges
- 3 x Known Distance ranges
- 1 x 1000 yard rifle range (Hathcock)
- 1 x P.T. field
- 1 x Armory
- 4 x Ammunition bunkers
- 1 x Target factory
- 1 x Dining facility
- 1 x Indoor gymnasium
- 1 x Fitness center
- 1 x Range maintenance facility
- 1 x ISMT
- 1 x Permanent personnel barracks
- 2 x Shooters' Barracks
- 1 x Transient BEQ
- 1 x Obstacle course
- 1 x Stamina course
- 1 x MCMAP pit
- 2 x PX
- 5 x Outdoor classrooms
- 4 x Indoor classroom

2. The OPSO will assign users to ranges, training areas, and classrooms appropriate for the requested training event.

3. Paragraphs 2001 through 2010 contain pertinent information for each range and training facility at WTBN.

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2001. DEVIATIONS, WAIVERS, AND NON-STANDARD TRAINING AREA REQUESTS

1. Deviations. Requests for deviations from regulations in refs (a) and (e), which effect ranges or training aboard the WTBN SBRC may be granted based on critical mission requirements. Procedures for requesting these deviations are outlined in Chapter 3 of ref (e). All deviation requests involving the WTBN SBRC must be reviewed by WTBN Gunner and endorsed by WTBN CO. Ensure these deviation requests are routed through WTBN in sufficient time to process and still arrive at CG, MCIEAST-MCB, (G-3), at least thirty working days in advance of the first day of scheduled training. Deviations must be renewed and updated annually by the using command.

2. Waivers. Special Range Requests (SRR) are required for any all training not listed as "primary use" for that range in Chapter 2 of this SOP or Range Cards found in ref (a). Procedures for obtaining a SRR are discussed in Chapter 3 and Appendix (J) of ref (a). SRR for training aboard the WTBN SBRC will be routed through WTBN S-3 to the MCIEAST-MCB G-3/5 (Attn: Range Control Officer).

3. Non-Standard Training Area Requests (NSTAR). A NSTAR is required when a unit desires to train in an area or areas which are not designated as a 2-letter training area aboard Stone Bay. Per ref (a), the requesting unit must submit such requests to MCIEAST-MCB G-3 Operations and Plans Division (O&P). Such requests must be endorsed by WTBN. Requests must be submitted to reach MCIEAST-MCB O&P at least thirty working days prior to commencement of training. Chapter 3 and Appendix J of ref (a) provide details on the format and procedures for submitting NSTARS.

4. Angle Limiting Devices (ALD) are required in certain situations for certain ammunition on multiple ranges aboard the WTBN SBRC. These devices restrict the elevation of the muzzle of the weapon thereby decreasing its maximum range. ALDs are available to checkout from the WTBN S-3.

2002. DODGE CITY (URBAN) SHOOTING RANGE

DESCRIPTION:

400 meter multiple supported
and elevated shooting
positions

PRIMARY RANGE USE:

Urban Sniper Training

ALTERNATE RANGE USES: Special Operations Urban Training

STATUS: Active

LOCATION: Grid Coordinates: 7510-3080

PRIMARY DIRECTION OF FIRE: South to North

WEAPONS ACCOMMODATED: 9mm through .45 cal.
pistols M16/M4 rifles
M40/MK11/MK12/DMR/EMR/M110
Sniper Rifles
With ALD SCAR rifle
5.62/7.62mm
AK-47 7.62 X3 9mm
Dragunov 7.62 X 54mm Sniper Rifle
M203 Grenade Launcher (Illum Only)

AMMUNITION AUTHORIZED: .9mm through .45 Cal (pistols)
5.56m
7.62m
7.62mm Match Ammunition
(Unit must use the ALD)
40mm Illum/Handheld Illum (WTBN approval)
No Armor piercing ammunition

TARGETS/SIMULATORS/DEVICES: Stationary wood frame or portable
steel targets (must be AR400-500
certified). Steel targets must
have a minimum standoff of 25m for
AA40, 100m for all other 5.56mm,
and 200m for 7.62mm. All Personal
Protective Equipment (PPE) must
be worn while engaging steel, (no
gear waivers accepted while
shooting steel).

FACILITIES (Number of each): Head Facility: 0
Privately owned vehicle (POV)
Parking Area: Shooter Parking
Lot only (Range parking for
authorized personnel only)

UTILITIES AVAILABLE: Electricity: No (Target Shed)

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Only)
 Lights:No
 Water System: No

INSTALLED COMMUNICATIONS: Hardline phone, Public Address
 (PA) System and man-
 packed communications system

AREA SUITABILITY: Squad (+)

Range Use Restriction/Comments/Conflicts:

1. **The WTBN CO has scheduling authority and priority of Dodge City.**
2. Tracer ammunition and illumination must be coordinated through WTBN S-3 before being used.
3. All units must provide their own WTBN and CLNC certified ROIC/RSO.
4. All 7.62mm DODICS require ALDs unless the weapon has a cosign indicator, if not than additional training areas are requested and road guards and gates locked.
5. No automatic weapons or automatic (crew served) firing is authorized.
6. Armor piercing ammunition is not authorized on this range.
7. All steel targets/plates being used must be AR-400 to AR-500 certified and approved by WTBN S-3.
8. Units must conduct a sweep of the Boat Landing and Stone Creek area prior to going "HOT" to ensure the Surface Danger Zone (SDZ) is clear and the gate to the Boat House Road is locked. Unit must ensure the lights and red range flags are displayed.

Special Instructions/Considerations:

1. All medical emergency requirements must be coordinated through WTBN S-3.
2. Ensuring properly equipped corpsman support with government safety vehicle is on hand is the using unit's responsibility.

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3. Gate to Boat House Road must be locked when Dodge City Range is in a hot status.
4. Use of Sniper Tower requires a Concept of Operations (CONOPS) brief and physical walk-through with the Battalion Gunner.
5. All buildings on the right side of the road are condemned and will not be used.
6. Targets may be placed outside of condemned buildings but no personnel can enter the building and nothing can be stored inside the building.
7. See Appendix (F) for detailed instructions on Road Guard requirements for firing 7.62mm ammunition.
8. Figure 2-1 shows the Dodge City Range Inspection Checklist. Figure 2-1 shows the location and surface danger zone for Dodge City (Urban) Shooting Range.
9. Units other than WTBN must coordinate with WTBN S-3 at least 14 days prior to scheduling in Range Facilities Management Support System (RFMSS). Units should include a training area request (TAR) with a description of the type of training the unit desires to accomplish.
10. Range must be checked out from WTBN S-3 by unit ROIC/RSO prior to conducting any training.
11. Unit ROIC/RSO must check out with WTBN S-3 upon completion of training and before departure Stone Bay.
12. Red range flags must be displayed and gates must be locked (if applicable) in accordance to WTBN SOP.
13. The proper staging, processing, and removal of all trash/waste material is the responsibility of the using unit.
14. Report all range maintenance problems to WTBN S-3.

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DODGE CITY RANGE INSPECTION CHECKLIST**DATE:** _____ **UNIT:** _____**OIC:** _____ **RSO:** _____ **WTBN S-3/OOD:** _____

*** PRE-FIRE INSPECTION TO BE COMPLETED BY UNIT OIC/RSO. POST-FIRE INSPECTION TO BE COMPLETED BY WTBN S-3 or OOD.

AREA	ITEM	STANDARD	PRE-FIRE GO/NO GO	POST-FIRE GO/NO- GO
GRAVEL PARKING LOT	GRAVEL PARKING LOT	NO POVS ARE LOCATED IN THE PARKING LOT. THERE IS NO TRASH IN THE PARKING LOT.		
GRAVEL PARKING LOT	DUMPSTERS	AREA AROUND DUMPSTERS IS FREE OF TRASH AND DUMPSTER HATCHES ARE CLOSED.		
GRAVEL PARKING LOT	FLAG POLE FOR "HOT" FLAG	FLAG POLE IS UPRIGHT. "HOT" FLAG CAN BE RAISED AND LOWERED.		
GRAVEL PARKING LOT	RANGE IDENTIFICAT ION SIGN	SIGN IS POSTED IN FRONT OF THE RANGE AND IS CLEARLY VISIBLE.		
GRAVEL PARKING LOT	PORT-A- JOHNS	THERE ARE (4) PORT-A-JOHNS IN PLACE AND THEY ARE SANITARY WITH TOILET PAPER. AREA AROUND PORT-A-JOHNS IS FREE OF TRASH.		
GRAVEL PARKING LOT	BOAT HOUSE GATE	GATE IS CLOSED AND LOCKED.		
FIRING AREA	PHONE LINE	PHONE IS WORKING. CONTACT S-3 AT (910-440-2917) AND SECURITY OFFICE AT (910-440- 2951) TO TEST PHONE LINE.		
FIRING AREA	FIRING AREA	FIRING AREA IS IN A GOOD STATE OF POLICE. THERE IS NO TRASH, BRASS, OR TARGETRY STAGED IN THE FIRING AREA.		
FIRING AREA	BUILDING #1	(1) RESTING BENCH IS STAGED IN FRONT OF THE BUILDING. ELECTRICAL BOX INSIDE THE BUILDING IS OFF. EXTERNAL AND INTERNAL LIGHTS ARE OPERATIONAL. ALL HATCHES AND WINDOWS CLOSED.		

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FIRING AREA	AMMUNITION TABLE AND STAGING AREA	AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH. THE LIGHT IS OPERATIONAL.		
FIRING AREA	EXTERNAL LIGHTS	ALL EXTERNAL LIGHTS ON THE RANGE ARE OPERATIONAL.		
FIRING AREA	BUILDING #2	BUILDING IS IN A GOOD STATE OF POLICE. ALL DOORS ARE CLOSED AND LOCKED. EXTERIOR LIGHTING IS OPERATIONAL.		
FIRING AREA	BUILDING #3	BUILDING IS IN A GOOD STATE OF POLICE. ALL DOORS ARE CLOSED AND LOCKED. EXTERIOR LIGHTING IS OPERATIONAL. STRUCTURE IS SOUND.		
FIRING AREA	BUILDING #4	BUILDING IS IN A GOOD STATE OF POLICE. STRUCTURE IS SOUND.		
FIRING AREA	AUTOMATED TARGET SYSTEM	AUTOMATED TARGER SYSTEM IS OPERATIONAL.		
FIRING AREA	BUILDING #5	BUILDING IS IN A GOOD STATE OF POLICE AND IS STRUCTURALLY SOUND. THERE IS (1) AUTOMATED TARGET TURNER IN THIS BUILDING. AUTOMATED TARGET TURNER IS OPERATIONAL.		
FIRING AREA	LATERAL LIMIT SIGNS	LATERAL LIMIT SIGNS ARE CLEARLY DISPLAYED AND ARE SERVICABLE.		
FIRING AREA	WOOD POLE #1	(1) SPEAKER AND (4) LIGHTS PRESENT AND ARE SERVICABLE. SPEAKERS AND LIGHTS ARE OPERATIONAL.		
FIRING AREA	WOOD POLE #2	(1) SPEAKER AND (4) LIGHTS PRESENT AND ARE SERVICABLE. SPEAKERS AND LIGHTS ARE OPERATIONAL.		
FIRING AREA	WOOD POLE #3	(1) SPEAKER AND (4) LIGHTS PRESENT AND ARE SERVICABLE. SPEAKERS AND LIGHTS ARE OPERATIONAL.		

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UNIT OIC/RSO REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED) :

UNIT OIC/RSO SIGNATURE AND PHONE NUMBER:

WTBN S-3/OOD REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED) :

WTBN S-3/OOD SIGNATURE:

Figure 2-1. Dodge City Range Inspection Checklist



Range Manager Signature Authority:	Date:		
Approving Authority:	Date:		
SDZ Created By: David Lynch Date: 11/19/2012 Unit: RDD		Phone: 910-451-5772	Email: david.w.lynch@usmc.mil
SDZ Name: Dodge City Batwing 7.62mm_SpecGround Target		Vertical Hazard: 752.00 m	
Installation: Camp Lejeune	Distance X: 5,288.00 m	Target Media: Earth	
Range Name: Dodge City	Distance Y: 5,137.00 m	FP: 18STD7511630809	
Range Officer:	Distance W: 1,545.00 m	FP: 18STD7512230808	
Min Target Dist: 124.09 m	Dispersion Angle: 5.00 deg	TP: 18STD7510830933	
Max Target Dist: 124.25 m	Angle P: 43.81 deg	TP: 18STD7512130932	
Direct Fire	Angle Q: 41.29 deg		

Figure 2-2. Dodge City Urban Shooting Range

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2003. MULTI-PURPOSE RANGE

DESCRIPTION: 100 meter Small Arms Range

PRIMARY RANGE USE: Rifle Marksmanship
Range CMP/CQB Range
Pistol/Rifle Range
Shotgun Range

ALTERNATE RANGE USES: Combat Live Fire Range

STATUS: Active

LOCATION: Grid Coordinates: 7510-3080

PRIMARY DIRECTION OF FIRE: South to North

WEAPONS ACCOMMODATED: Pistols up to .45 cal.
Shotgun up to 12 gauge
Rifles up to 5.56mm
Foreign Weapon, 7.62x39mm (AK-47)
.50 cal black powder

AMMUNITION AUTHORIZED: .22 Cal through .45 cal (pistols)
5.56mm Rifles/Carbines
7.62x39mm only
.410 thru 12 gauge
(7 ½ Shot thru Slug)
No tracer or armored piercing
ammunition

TARGETS/SIMULATORS/DEVICES: Three movers, thirty-two target
front each with one blading target
and one pop up target. Stationary
wood frame and portable steel
targets (must be AR400-500
certified) may be set up on the
range. See special instructions
for the use of steel targets.

FACILITIES (Number of each): Head Facility: 0
POV Parking Area: Shooter
Parking Lot (Range parking for
authorized personnel only).

UTILITIES AVAILABLE: Electricity: Yes

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Lights: Yes
Water System: No

INSTALLED COMMUNICATIONS: Hardline phone and portable PA system.

AREA SUITABILITY: Platoon (+)

Range Use Restriction/Comments/Conflicts:

1. **The WTBN CO has scheduling authority and priority of Multi-Purpose Range.**
2. Tracer and armored piercing ammunition are not authorized.
3. All units must provide their own WTBN and CLNC certified ROIC/RSO.
4. Automatic live fire/crew served weapons are not authorized.
5. The target system for this range must be coordinated through WTBN S-3 Stone Bay.
6. All steel targets/plates being used must be AR-400 to AR-500 certified and approved by the WTBN S-3.

Special Instructions/Considerations:

1. All medical emergency requirements must be coordinated through WTBN S-3.
2. A properly equipped corpsman and government safety vehicle support is the using unit's responsibility.
3. Units other than WTBN must coordinate with WTBN S-3 at least 14 days prior to scheduling in RFMSS. Units should include a TAR with a description of the type of training the unit desires to accomplish.
4. Range must be checked out from WTBN S-3 by unit ROIC/RSO prior to conducting any training.
5. Unit RSO must check out with WTBN S-3 upon completion of training and before departure Stone Bay.
6. Red range flags must be displayed and gates must be locked (if applicable) in accordance to WTBN SOP.

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7. All PPE must be worn while engaging steel targets with a minimum standoff of 25m for DODICs AA53 and AA40 5.56mm only, all other 5.56mm DODICs will have a 100m standoff. Use of steel targets must be approved by the WTBN S-3. No waivers accepted.
8. Figure 2-3 shows the Multi-Purpose Range Inspection Checklist. Figure 2-4 shows the location and surface danger zone for Multi-Purpose Range.
9. The proper staging, processing, and removal of all trash/waste material are the responsibility of the using unit.
10. Report all range maintenance problems to WTBN S-3/S-4.

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MULTI-PURPOSE RANGE INSPECTION CHECKLIST**DATE:** _____ **UNIT:** _____**OIC:** _____ **RSO:** _____ **WTBN S-3/OOD:** _____

*** PRE-FIRE INSPECTION TO BE COMPLETED BY UNIT OIC/RSO. POST-FIRE INSPECTION TO BE COMPLETED BY WTBN S-3/OOD.

AREA	ITEM	STANDARD	PRE-FIRE GO/NO GO	POST-FIRE GO/NO- GO
GRAVEL PARKING LOT	GRAVEL PARKING LOT	NO POVS ARE LOCATED IN THE PARKING LOT. THERE IS NO TRASH IN THE PARKING LOT.		
GRAVEL PARKING LOT	FLAG POLE FOR "HOT" FLAG	FLAG POLE IS UPRIGHT. "HOT" FLAG CAN BE RAISED AND LOWERED.		
GRAVEL PARKING LOT	DUMPSTERS	AREA AROUND DUMPSTERS IS FREE OF TRASH AND DUMPSTER HATCHES ARE CLOSED.		
GRAVEL PARKING LOT	LIGHTING	TURNS ON AND OFF.		
GRAVEL PARKING LOT	RANGE IDENTIFICAT ION SIGN	SIGN IS POSTED IN FRONT OF THE RANGE AND IS CLEARLY VISIBLE.		
FIRING AREA	FIRING AREA POLICE	FIRING AREA IS IN A GOOD STATE OF POLICE. THERE IS NO TRASH, BRASS, OR TARGETRY STAGED IN THE FIRING AREA.		
FIRING AREA	AMMUNITION TABLE	THERE ARE (6) TABLES LOCATED IN THE UPRANGE AREA, NEAR THE GRAVEL PARKING LOT. THERE IS NO TRASH OR BRASS LEFT ON THE AMMUNITION TABLES.		
FIRING AREA	RESTING BENCH	THERE ARE (6) RESTING BENCHES LOCATED IN THE UPRANGE AREA, NEAR THE GRAVEL PARKING LOT.		
FIRING AREA	PHONE LINE	PHONE IS WORKING. CONTACT S-3 AT (910-440-2917) AND SECURITY OFFICE AT (910-440- 2951) TO TEST PHONE LINE.		
FIRING AREA	TRASH CANS	THERE ARE (2) TRASH CANS LOCATED IN THE FIRING AREA. TRASH CANS ARE EMPTIED AND TURNED UPSIDE DOWN.		

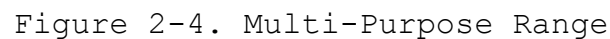
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FIRING AREA	YELLOW FIRING LINE ROPES	THERE ARE (6) ROPES LOCATED IN THE FIRING AREA.		
NUMBERED IMPACT WALL	NUMBERED IMPACT WALL	THE TOP OF THE NUMBERED IMPACT WALL IS INTACT. THERE ARE NO PIECES MISSING FROM THE TOP OF THE IMPACT WALL. THERE IS NO METAL EXPOSED ABOVE THE TOP OF THE IMPACT WALL.		
NUMBERED IMPACT WALL	AUTOMATED TARGET TURNING SYSTEM	AUTOMATED TARGET TURNING SYSTEM TURNS TARGETS.		
NUMBERED IMPACT WALL	STEEL "POPPERS"	STEEL "POPPERS" ARE SERVICABLE- NO HOLES PUNCTURED THROUGH STEEL OR NO SCRATCHES DEEPER THAN 1/32". ALL STEEL "POPPERS" MUST BE DOWN PRIOR TO FIRING AND AFTER FIRING.		
NUMBERED IMPACT WALL	AREA BEHIND NUMBERED IMPACT WALL	THERE IS NO TRASH AND NO WOODED TARGET FRAGMENTS BEHIND THE NUMBERED IMPACT WALL.		
IMPACT AREA	IMPACT BERM	ALL IMPACT MEDIUM HAS BEEN RAKED BACK INTO THE IMPACT BERM. IMPACT BERM HAS BEEN SMOOTHED WITH RAKES.		
IMPACT AREA	IMPACT BERM	THERE IS NO TRASH UNDERNEATH THE IMPACT BERM.		
IMPACT AREA	LEFT AND RIGHT IMPACT BERMS	THERE IS NO TRASH OR OTHER DEBRIS LOCATED ON THE LEFT AND RIGHT IMPACT BERMS.		
IMPACT AREA	LEFT AND RIGHT LATERAL LIMIT SIGNS	LEFT AND RIGHT LATERAL LIMIT SIGNS ARE IN PLACE AND CLEARLY VISIBLE.		

UNIT OIC/RSO REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED) :

[illegible]

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2004. MECHANICAL PISTOL RANGE

DESCRIPTION: 50 meter, 50 firing point
pistol range

PRIMARY RANGE USE: Pistol Marksmanship Range

ALTERNATE RANGE USES: Combat Pistol Range

STATUS: Active

LOCATION: Grid Coordinates: 7520-3080

PRIMARY DIRECTION OF FIRE: South to North

WEAPONS ACCOMMODATED: .22 cal through .45 cal pistol

AMMUNITION AUTHORIZED: .22 cal through .45 cal ammunition
No armor piercing type ammunition

TARGETS/SIMULATORS/DEVICES: Automated turning targets at
25 and 50 meters.

FACILITIES (Number of each): Head Facility: 1
POV Parking: Shooter Parking
Lot (Range parking for
authorized personnel only)

UTILITIES AVAILABLE: Electricity: Yes
Lights: Yes
Water System: Yes

INSTALLED COMMUNICATIONS: Hardline phone system
Hardwire PA system

AREA SUITABILITY: Company (-)

Range Use Restriction/Comments/Conflicts:

1. The WTBN CO has scheduling authority and priority of Mechanical Pistol Range. This is a contractor run range and can only be reserved for 12 hours at a time.

Special Instructions/ Other Considerations

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1. Tracers and armor piercing ammunition are not authorized. This is a contractor run range and can only be reserved for twelve hours at a time. Contractor will arrive one hour prior to your hot time to set up and check the system.
2. Figure 2-5 shows the Mechanical Pistol Range Inspection Checklist Figure 2-6 shows the shows the location and surface danger zone for Mechanical Pistol Range.
3. All medical emergency requirements must be coordinated through the WTBN S-3.
4. Ensuring a properly equipped corpsman with government safety vehicle support is on hand is the using unit's responsibility.
5. Units other than WTBN must coordinate with WTBN S-3 fourteen days prior to scheduling in RFMSS. Units should include a TAR with a description of the type of training the unit desires to accomplish.
6. Range must be checked out from WTBN S-3 by unit ROIC/RSO prior to conducting any training.
7. Unit ROIC/RSO must check out with WTBN S-3 upon completion of training and before departure Stone Bay.
8. Red range flags must be displayed and gates must be locked (if applicable) in accordance to WTBN SOP.
9. The proper staging, processing and removal of all trash/waste material are the responsibility of the using unit.
10. Report all range maintenance problems to WTBN S-3/S-4.

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MECHANICAL PISTOL RANGE INSPECTION CHECKLIST**DATE:** _____ **UNIT:** _____**OIC:** _____ **RSO:** _____ **WTBN S-3/OOD:** _____

*** PRE-FIRE INSPECTION TO BE COMPLETED BY UNIT OIC/RSO. POST-FIRE INSPECTION TO BE COMPLETED BY WTBN S-3/OOD.

AREA	ITEM	STANDARD	PRE-FIRE GO/NO GO	POST-FIRE GO/NO- GO
MATCH STATS AREA	RANGE IDENTIFICAT ION SIGN	SIGN IS POSTED IN FRONT OF THE RANGE AND IS CLEARLY VISIBLE.		
MATCH STATS AREA	FLAG POLE FOR "HOT" FLAG	FLAG POLE IS UPRIGHT. "HOT" FLAG CAN BE RAISED AND LOWERED.		
MATCH STATS AREA	DUMPSTERS (SRR-17A)	AREA AROUND DUMPSTERS IS FREE OF TRASH AND DUMPSTER HATCHES ARE CLOSED.		
MATCH STATS AREA	GRAVEL PARKING LOT	NO POVS ARE LOCATED IN THE PARKING LOT. THERE IS NO TRASH IN THE PARKING LOT.		
MATCH STATS AREA	BLEACHERS	AREA AROUND BLEACHERS IS IN A GOOD STATE OF POLICE.		
MATCH STATS BLDG	MATCH STATS BLDG (RR- 17)	ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED. (2) WATER FOUNTAINS ARE OPERATIONAL. (12) RESTING BENCHES ARE STAGED IN FRONT OF THE BUILDING. AREA AROUND BUILDING IS IN A GOOD STATE OF POLICE.		
MATCH STATS BLDG	MALE HEAD	ALL TOILETS, URINALS AND SINKS FUNCTION PROPERLY. TRASH CANS ARE EMPTY AND AREA IS IN A GOOD STATE OF POLICE.		
MATCH STATS BLDG	FEMALE HEAD	ALL TOILETS AND SINKS FUNCTION PROPERLY. TRASH CANS ARE EMPTY AND AREA IS IN A GOOD STATE OF POLICE.		
MATCH STATS BLDG	OUTSIDE PHONE	PHONE IS WORKING. CONTACT S-3 AT (910-440-2917) AND SECURITY OFFICE AT (910-440-		

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		2951) TO TEST PHONE LINE.		
MATCH STATS AREA	PISTOL TARGET SHED (BLDG RR- 16)	ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED.		
FIRING AREA	SOUND SHED (BLDG RR- 19)	ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED. SOUND SYSTEM IS OPERATIONAL. BUILDING IS IN A GOOD STATE OF POLICE.		
FIRING AREA	SOUND SHED PHONE LINE	PHONE IS WORKING. CONTACT S-3 AT (910-440-2917) AND SECURITY OFFICE AT (910-440- 2951) TO TEST PHONE LINE.		
FIRING AREA	STORAGE SHED (BLDG RR-19B)	DOOR IS CLOSED AND LOCKED.		
FIRING AREA	STORAGE SHED (BLDG RR-19)	ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED.		
FIRING AREA	25 YARD LINE	(50) READY TABLES ARE SERVICABLE. AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING AREA	25 YARD LINE	(10) LIGHTS UNDER OVERHANG ARE OPERATIONAL.		
FIRING AREA	25 YARD LINE	(10) LIGHTS FACING DOWN RANGE AREA ARE OPERATIONAL.		
FIRING AREA	25 YARD LINE	(5) STADIUM STYLE LIGHTS ARE OPERATIONAL.		
FIRING AREA	25 YARD LINE	(4) SPEAKERS ARE OPERATIONAL.		
FIRING LINE	25 YARD LINE AUGER CONTROL SWITCH	AUGER IS OPERATIONAL. AUGER MUST BE TURNED ON DURING FIRING. AUGER MUST BE TURNED OFF UPON COMPLETION OF FIRING. IF AUGER IS NOT OPERATIONAL, FIRING CANNOT COMMENCE. CONTACT WTN S-3 FOR FURTHER INSTRUCTIONS.		
FIRING LINE	15 YARD LINE	AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING LINE	7 YARD LINE	AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE		

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		AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING AREA	AUTOMATED TARGET TURNING SYSTEM	SYSTEM IS OPERATIONAL AND IS FUNCTIONING PROPERLY.		
IMPACT AREA	LEFT AND RIGHT LATERAL LIMIT MARKERS	LATERAL LIMIT MARKERS ARE POSTED AND CLEARLY VISIBLE.		

UNIT OIC/RSO REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED):

UNIT OIC/RSO SIGNATURE AND PHONE NUMBER:

WTBN S-3/OOD REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED):

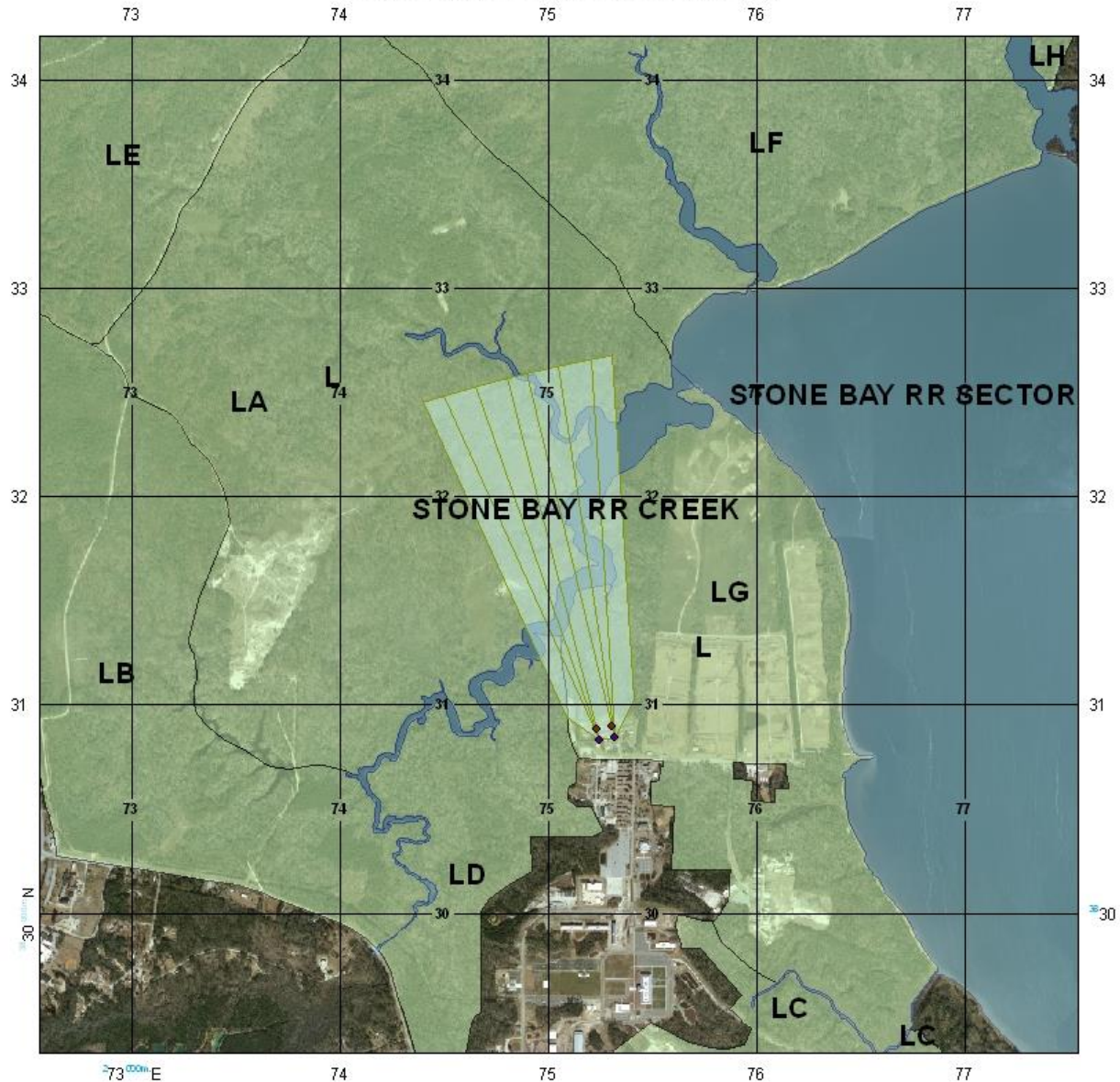
WTBN S-3/OOD SIGNATURE:

Figure 2-5. Mechanical Pistol Range Inspection Checklist

Map Scale: 1:25,000
Layout Date: 11/19/2012

Weapon Type: SMALL ARMS
Weapon Caliber: 9mm:Ball M1 Parabellum

RMTK Build: 9.3.1.2.5
RMTK Build Date: 05/07/2012



Range Manager Signature Authority:	Date:		
Approving Authority:	Date:		
SDZ Created By: David Lynch Date: 11/19/2012 Unit: RDD Phone: 910-451-5772 Email: david.w.lynch@usmc.mil			
SDZ Name: Mech Pistol 9mm_Ball M1	Ground Target	Target Media: Earth	
Installation: Camp Lejeune	Distance X: 1,800.00 m	FP: 18STD7534930856	
Range Name: Walkdown Pistol	Area A: 100.00 m	FP: 18STD7540730869	
Range Officer:	Dispersion Angle: 5.00 deg	TP: 18STD7533930902	
Min Target Dist: 46.82 m	Ricochet Angle: 5.00 deg	TP: 18STD7540030915	
Max Target Dist: 46.98 m	Angle A: 30.00 deg		
Direct Fire	Vertical Hazard: 253.00 m		

Figure 2-6. Mechanical Pistol Range

F

2005. WALK-DOWN PISTOL RANGE

DESCRIPTION: 50 meters, 50 firing point range

PRIMARY RANGE USE: Pistol Marksmanship

ALTERNATE RANGE USES: 1. Static small arms training
2. Combat Pistol Range

STATUS: Active

LOCATION: Grid Coordinates: 7530-3080

PRIMARY DIRECTION OF FIRE: South to North

WEAPONS ACCOMMODATED: .22 cal through .45 cal. pistols
.410 through 12 gauge
shotgun

AMMUNITION AUTHORIZED: .22 Cal thru .45 cal (pistol)
.410 thru 12 Gauge
ammunition
12 Gauge Slug is not
authorized
No armor piercing type
ammunition

TARGETS/SIMULATORS/DEVICES: Mechanical turning 25 and
50 meters.
Bullet trap system

FACILITIES (Number of each): Head Facility: 0
POV Parking Area: Shooter
Parking Lot. (Range parking for
authorized personnel only)

UTILITIES AVAILABLE: Electricity: Yes
Lights: No
Water System: No

INSTALLED COMMUNICATIONS: Hardline phone system
Hard wire PA system

AREA SUITABILITY: Platoon (+)

Range Use Restriction/Comments/Conflicts

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1. **The WTBN CO has scheduling authority and priority of Walk-Down Pistol Range. This is a contractor run range and can only be reserved for 12 hours at a time.**

2. Tracers and armor piercing ammunition are not authorized. This is a contractor run range and can only be reserved for twelve hours at a time. Contractor will arrive one hour prior to your hot time to set up and check the system.

3. Figure 2-7 shows the Walk-Down Pistol Range Inspection Checklist. Figure 2-8 shows the location and surface danger zone for Walk-Down Pistol Range.

4. Tracer and armor piercing ammunition are not authorized.

5. All units must provide their own WTBN and CLNC certified ROIC/RSO.

6. Units must have a certified range operator.

7. All medical emergency requirements must be coordinated through WTBN S-3.

8. Ensuring a properly equipped corpsman with government safety vehicle support is on hand is the using unit's responsibility.

Special Instructions/ Other Considerations:

1. Units other than WTBN must coordinate with WTBN S-3 at least 14 days prior to scheduling in RFMSS. Units should include a TAR with a description of the type of training the unit desires to accomplish.

2. Range must be checked out from WTBN S-3 by unit ROIC/RSO prior to training.

3. Unit ROIC/RSO must check out with WTBN S-3 upon completion of training and before departure Stone Bay.

4. Red range flags must be displayed and gates must be locked (if applicable) in accordance to WTBN SOP.

5. The proper staging, processing, and removal of all trash/waste material are the responsibility of the using unit.

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6. Report all range maintenance problems/issues to WTBN S-3/
S-4.

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WALK-DOWN PISTOL RANGE INSPECTION CHECKLIST**DATE:** _____ **UNIT:** _____**OIC:** _____ **RSO:** _____ **WTBN S-3/OOD:** _____

*** PRE-FIRE INSPECTION TO BE COMPLETED BY UNIT OIC/RSO. POST-FIRE INSPECTION TO BE COMPLETED BY WTBN S-3/OOD.

AREA	ITEM	STANDARD	PRE-FIRE GO/NO GO	POST-FIRE GO/NO- GO
RANGE SIGN TO BLEACHERS	RANGE INDENTIFICA TION SIGN	SIGN IS POSTED IN FRONT OF THE RANGE AND IS CLEARLY VISIBLE.		
RANGE SIGN TO BLEACHERS	FLAG POLE FOR "HOT" FLAG	FLAG POLE IS UPRIGHT. "HOT" FLAG CAN BE RAISED AND LOWERED.		
RANGE SIGN TO BLEACHERS	BLEACHERS (BLDG RR- 64)	AREA AROUND BLEACHERS IS IN A GOOD STATE OF POLICE. LIGHTING IS OPERATIONAL.		
FIRING AREA	STORAGE SHED (BLDG RR-104A)	DOOR IS CLOSED AND LOCKED.		
FIRING AREA	RANGE SOUND SHED (BLDG RR-104)	ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED. SOUND SYSTEM IS OPERATIONAL.		
FIRING AREA	RANGE SOUNDSHED PHONE LINE	PHONE IS WORKING. CONTACT S-3 AT (910-440-2917) AND SECURITY OFFICE AT (910-440-2951) TO TEST PHONE LINE.		
FIRING AREA	25 YARD LINE	READY TABLES ARE SERVICABLE. AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING AREA	25 YARD LINE	AUGER IS OPERATIONAL. AUGER MUST BE TURNED ON DURING FIRING. AUGER MUST BE TURNED OFF UPON COMPLETION OF FIRING. IF AUGER IS NOT FUNCTIONING, THEN FIRING CANNOT COMMENCE. CONTACT WTBN S-3 FOR FUTHER INSTRUCTIONS.		
FIRING	25 YARD	(4) SPEAKERS ARE OPERATIONAL.		

AREA	LINE			
FIRING AREA	15 YARD LINE	AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING AREA	7 YARD LINE	AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
IMPACT AREA	LEFT AND RIGHT LATERAL LIMIT MARKERS	LATERAL LIMIT MARKERS ARE POSTED AND ARE CLEARLY VISIBLE.		

UNIT OIC/RSO REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED):

[illegible]

UNIT OIC/RSO SIGNATURE AND PHONE NUMBER:

WTBN S-3/OOD REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED) :

[illegible]

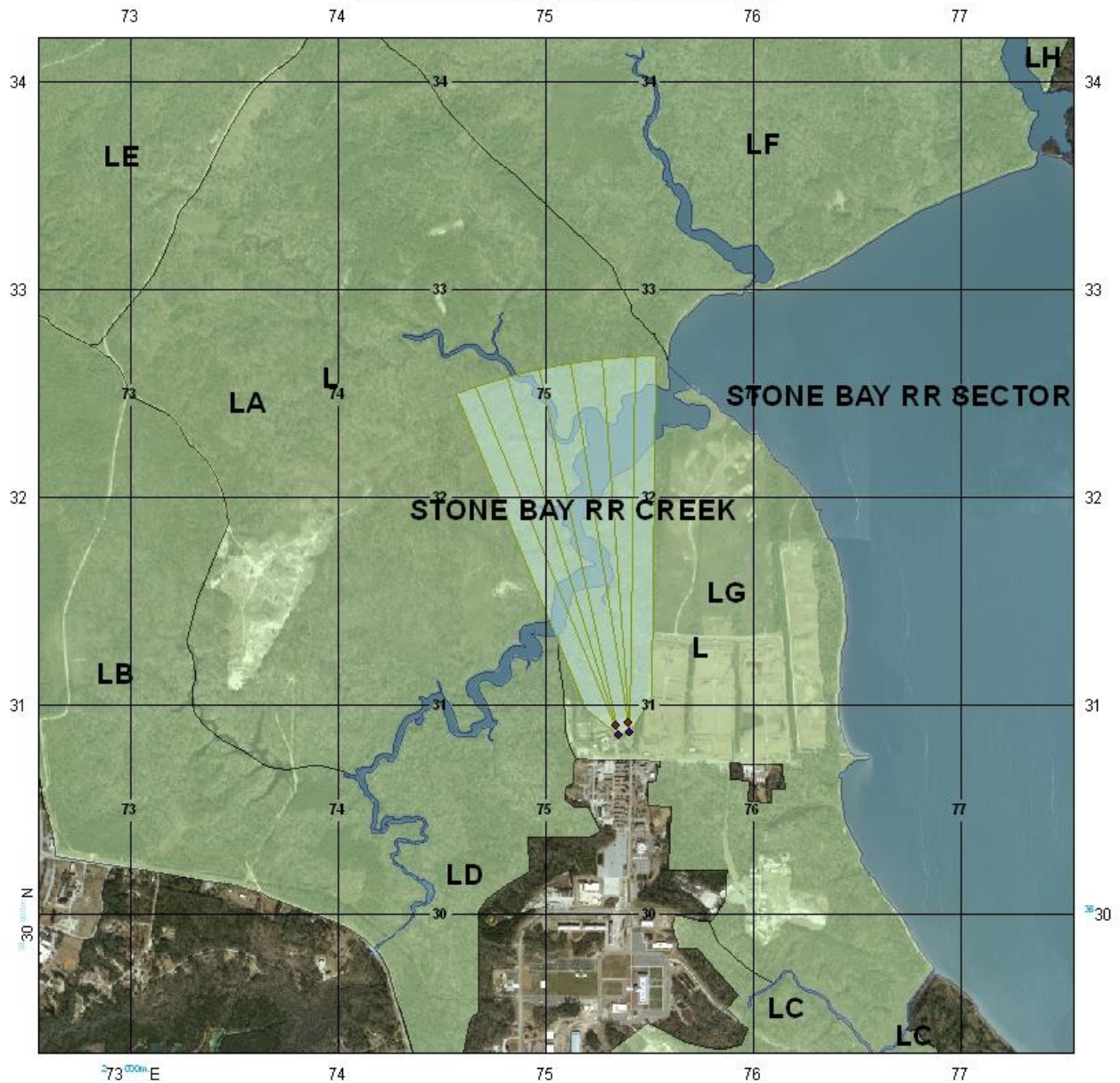
WTBN S-3/ODD SIGNATURE:

Figure 2-7. Walk-down Pistol Range Inspection Checklist

Map Scale: 1:25,000
Layout Date: 11/19/2012

Weapon Type: SMALL ARMS
Weapon Caliber: 9mm:Ball M1 Parabellum

RMTK Build: 9.3.1.2.5
RMTK Build Date: 05/07/2012



Range Manager Signature Authority:	Date:		
Approving Authority:	Date:		
SDZ Created By: David Lynch Date: 11/19/2012 Unit: RDD Phone: 910-451-5772 Email: david.w.lynch@usmc.mil			
SDZ Name: Walkdown Pistol9mm_Ball M1	Ground Target	Target Media: Earth	
Installation: Camp Lejeune	Distance X: 1,800.00 m	FP: 18STD7534930856	
Range Name: Walkdown Pistol	Area A: 100.00 m	FP: 18STD7540730869	
Range Officer:	Dispersion Angle: 5.00 deg	TP: 18STD7533930902	
Min Target Dist: 46.82 m	Ricochet Angle: 5.00 deg	TP: 18STD7540030915	
Max Target Dist: 46.98 m	Angle A: 30.00 deg		
Direct Fire	Vertical Hazard: 253.00 m		

Figure 2-8. Walk-down Pistol Range

2006. ALPHA, BRAVO, AND CHARLIE RANGES

DESCRIPTION: Known Distance Ranges
(25 yards-600 yards)

PRIMARY RANGE USE: Rifle Marksmanship Training Ranges

ALTERNATE RANGE USES: Unit Rifle Training CMP Ranges

STATUS: Active

LOCATION: Grid Coordinates:
(Alpha) 7550-3070
(Bravo) 7580-3070
(Charlie) 7600-3070

PRIMARY DIRECTION OF FIRE: South to North

WEAPONS ACCOMMODATED: Rifles up to 7.62mm
(7.62mm Match
Ammunition must use
the ALD)
M203 Grenade Launcher

AMMUNITION AUTHORIZED: 9mm, .40 Cal and .45 Cal
5.56mm/7.62mm/.308 cal
40mm (Illum Only)
Handheld
Illumination

TARGETS/SIMULATORS/DEVICES: Standard Rifle Range Carriages
Manual Movers

FACILITIES (Number of each): Head Facility: 3
POV Parking: Shooter
Parking Lot only
(Range parking for authorized
personnel only)

UTILITIES AVAILABLE: Electricity: Yes
Lights: No
Water System: YES

INSTALLED COMMUNICATIONS: 1. Hard Phone line on
every firing line, hard-

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wire PA system, handheld
radios.
hardwired PA System

AREA SUITABILITY:

Company (+)

Range Use Restriction/Comments/Conflicts:

1. **The WTBN CO has scheduling authority and priority of Alpha, Bravo, and Charlie Ranges.**
2. Tracer ammunition and illumination must be coordinated through the WTBN S-3.
3. All units must provide their own WTBN and CLNC certified ROIC/RSO for training other than annual sustainment training.
4. 9mm and .45 Cal pistol/carbine/rifle only.
5. 5.56mm linked ammunition for Zeroing of M249s only.
6. 7.62mm all DODICS require Angle Limiting Device (ALD) unless additional training areas are requested, gates are closed, and locked.
7. No automatic weapons over 5.56mm and if automatic live fire is to be conducted it must be coordinated through WTBN S-3.

Special Instructions/ Other Considerations

1. Access to the tunnel between Alpha Range and Bravo Range will not be authorized without coordination between the RSOs on Alpha and Bravo Range.
2. Firing from the 25 or 100 yd line (normally Mondays, Thursdays, and Fridays (zeroing and Table 2)) removes the ability of personnel on Hathcock to move forward of the 500 yd line on Hathcock. However no movement between the 500 yd line and pits is permitted on Hathcock while Charlie Range is firing from the 25 or 100 yd line. Otherwise personnel on Hathcock can move and fire anywhere on the range IAW paragraph 2007 of this SOP.
3. Alpha, Bravo and Charlie range pits are equipped with a pit sentry system in order to prevent personnel from crossing the red safety line during live-fire. The system will be armed while live-fire is being conducted.

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4. Figure 2-9, 2-10, and 2-11 shows the locations and surface danger zones for Alpha, Bravo, and Charlie Range.
5. All medical emergency requirements must be coordinated through WTBN S-3.
6. Ensuring a properly equipped corpsman with government safety vehicle support is the using unit's responsibility.
7. Units other than WTBN must coordinate with WTBN S-3 14 days prior to scheduling in RFMSS. Units should include a TAR with a description of the type of training the unit desires to accomplish.
8. Ranges must be checked in with WTBN S-3 by the unit ROIC/RSO prior to conducting any training.
9. Unit ROIC/RSO must check out with WTBN S-3 upon completion of training and before departing Stone Bay.
10. Red range flags must be displayed and gates must be locked (if applicable) in accordance to Stone Bay WTBN SOP.
11. The proper staging, processing, and removal of all trash/waste material are the responsibility of the using unit.
12. Report all range maintenance problems to WTBN S-3/S-4.

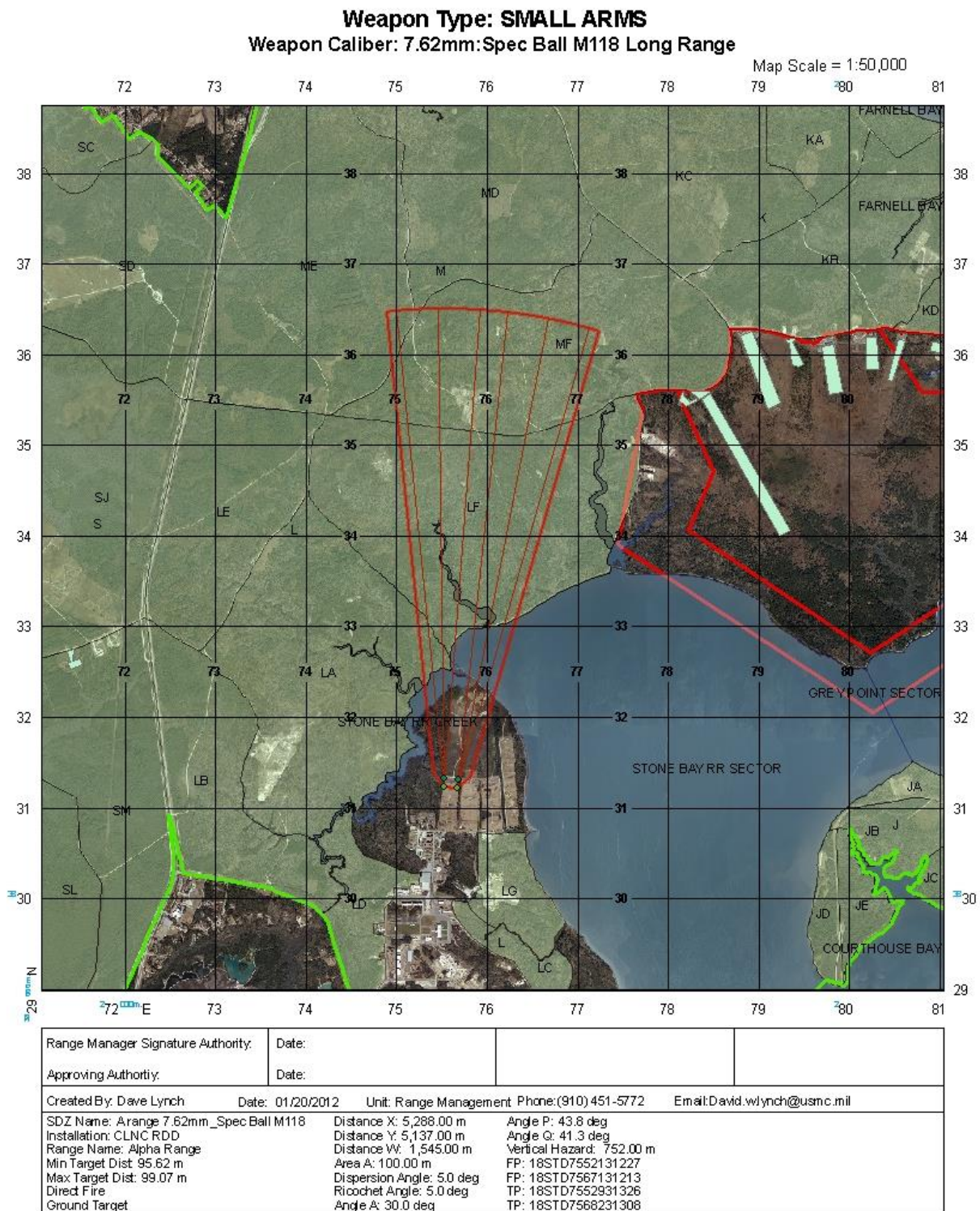


Figure 2-9. Alpha Range

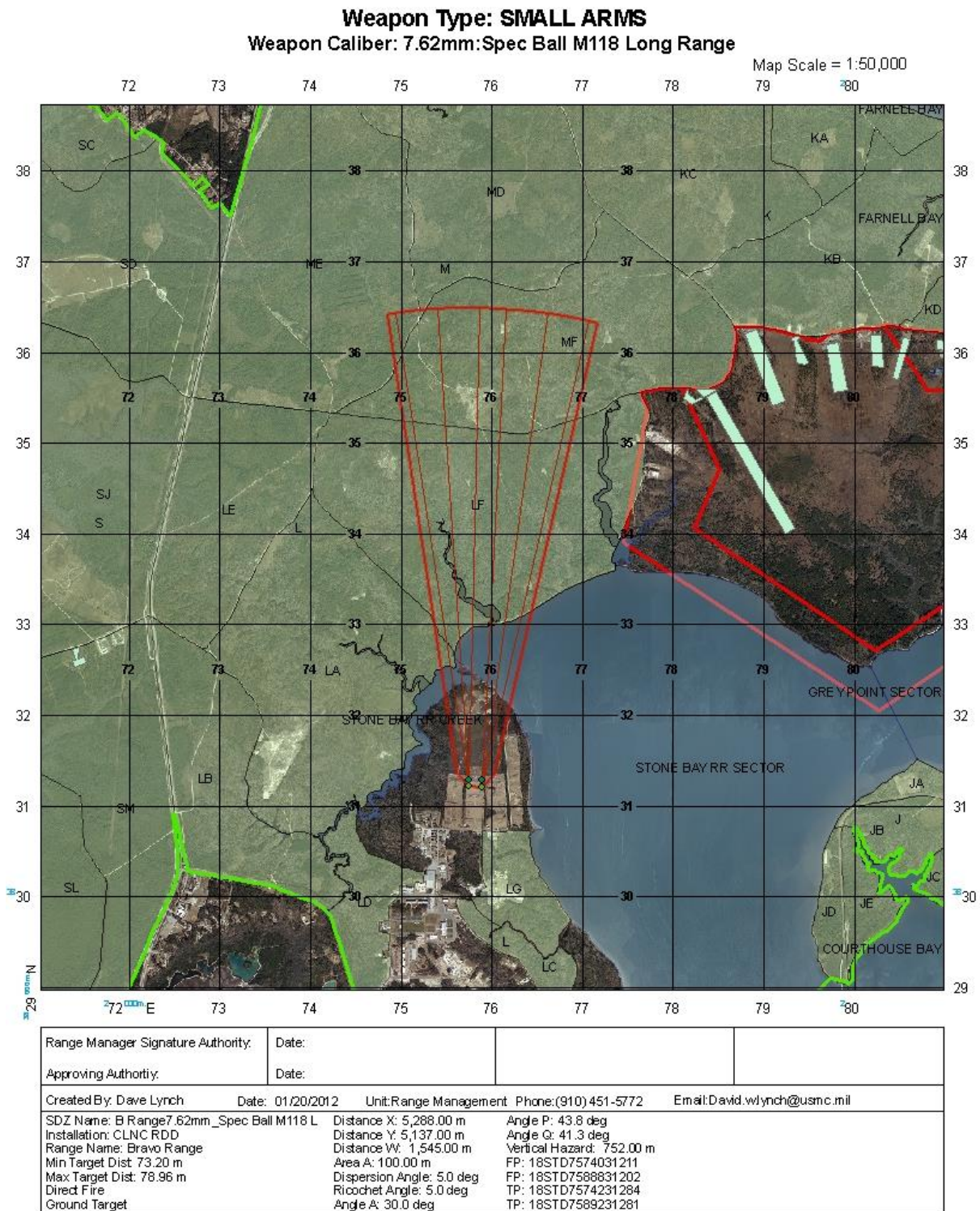


Figure 2-10. Bravo Rang

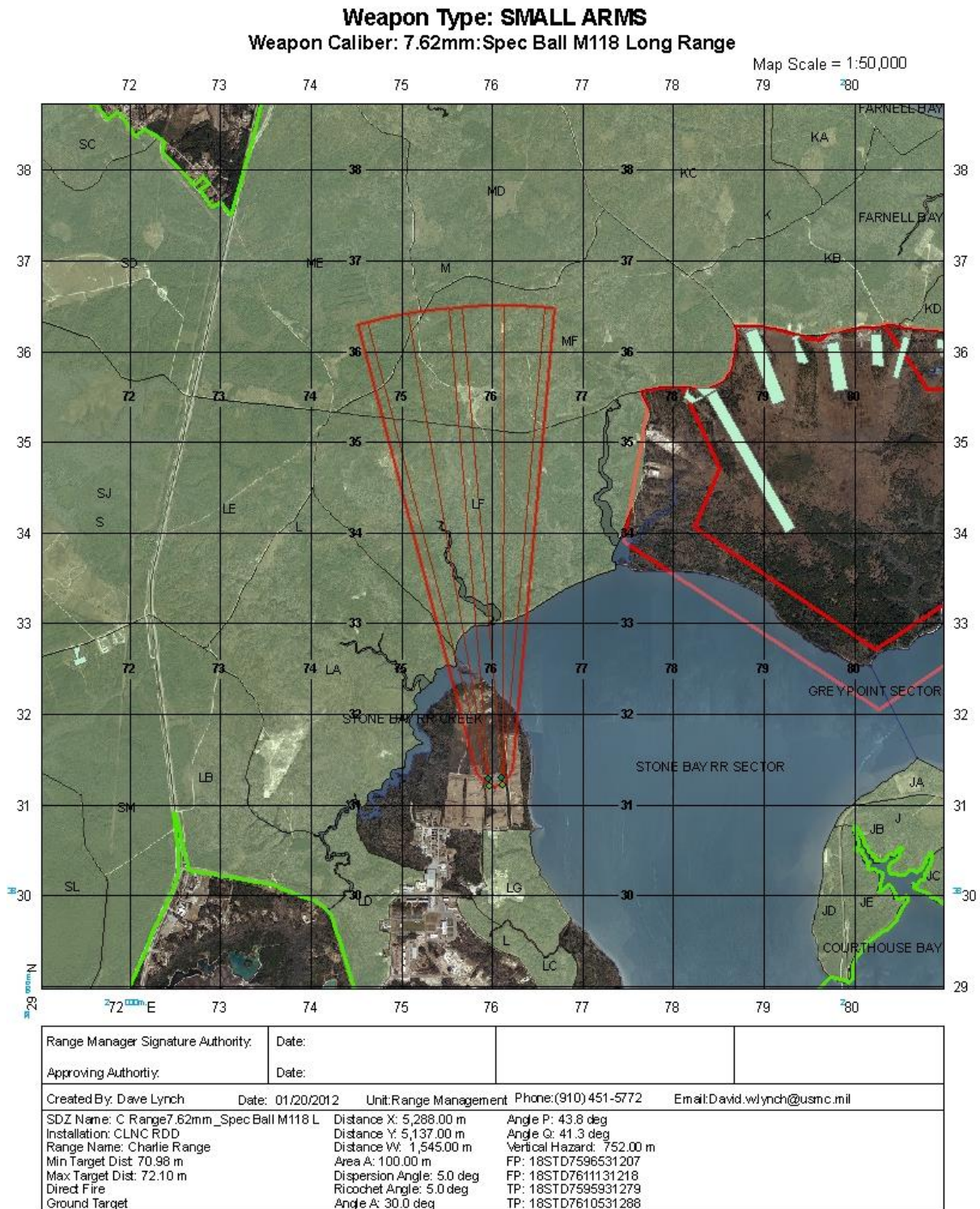


Figure 2-11. Charlie Range

2007. HATHCOCK RANGE

DESCRIPTION: 50 thru 1000 yard Rifle/Sniper Range

PRIMARY RANGE USE: Sniper Live Fire Range

ALTERNATE RANGE USES: Unknown Distance Range
Moving Target Range

STATUS: Active

LOCATION: Grid Coordinates: 7620-3070

PRIMARY DIRECTION OF FIRE: South to North

WEAPONS ACCOMMODATED: M16/M4 Rifle
M40/MK11/MK12/DMR/EMR/M110
Sniper Rifles
SCAR Rifle 5.56mm/7.62mm
7.62X54 Dragunov Sniper Rifle
M203 Grenade Launcher
.410 through 12 gauge shotgun

AMMUNITION AUTHORIZED: 5.56mm/7.62mm
7.62mm Match Ammunition
(Unit must use the ALD)
.338 LAPUA/.308
7.62X54 Soviet Ammunition
40mm (Illum Only)
Handheld
Illumination
12 Gauge Slug is not
authorized
No armor piercing
type ammunition

TARGETS/SIMULATORS/DEVICES: 25 Standard Rifle Range Carriages

FACILITIES (Number of each): POV Parking Area:
Shooter Parking Lot Only
(Range parking for
authorized personnel only)

UTILITIES AVAILABLE: Electricity: No

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Lights:Yes

Water System: No

INSTALLED COMMUNICATIONS:

Hardline phone and hard wire PA system in the pits

AREA SUITABILITY:

Platoon (+)

Range Use Restriction/Comments/Conflicts:

1. **The Commanding Officer, WTBN CO has scheduling authority and priority of Hathcock Range.**
2. Tracer ammunition and illumination must be coordinated through the WTBN S-3.
3. All units must provide their own WTBN and CLNC certified ROIC/RSO.
4. All 7.62 DODICS require ALD unless additional training areas are requested and gates are secured and manned with road guards.
5. Automatic weapons/live fire is not authorized on this range.
6. Armor piercing ammunition is not authorized.
7. Shooting at steel targets is not authorized on Hathcock Range.

Special Instructions/ Other Considerations:

1. All weapons fired must be from known distance yard lines into the butts. Firing between yard lines is prohibited without prior coordination with and approval from the WTBN S-3. Any other targets will be approved by the WTBN S-3 prior to use.
2. Armor piercing ammunition is not authorized.
3. Firing 7.62mm requires the use of an ALD, a cosine indicator, a locking Hog's Saddle, or a slope doper under the following conditions:
 - a. Units demonstrate proficiency with all devices to WTBN Gunner.

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b. Shooting with any device requires one on one supervision between the PSO and shooter.

c. Positional shooting requires a locking Hog's Saddle (Any shooting not in prone).

d. Units requiring the use of ALD will indicate what type of device they are using.

e. Firing off gear or on the reverse slope of the firing positions is strictly prohibited.

4. Weapons that have a cosign indicator built in the gun are allowed to fire without an ALD, all other weapons shooting 7.62mm ammunition (or like ammunition) requires an ALD. Shooting weapons without ALD's requires the using unit to schedule the MD, ME, and MF training areas, and to ensure all required gates are locked and road guards posted.

5. Units will not move forward of the 500 yard line without coordination with WTBN S-3 and Charlie Range if Charlie is hot and located at the 25 or 100yard line normally Mondays, Thursdays and Fridays (zeroing and Table 2). Otherwise all firing units using Hathcock can move about freely anywhere on the range to include to and from the pits. Units will make face to face coordination with Charlie Range OIC prior to going hot.

6. There is a Bay Watch that must be posted at Dolphin Point during all live-fire on Hathcock if the camera is down. The watch will be equipped with a radio from the WTBN S-3 and will report to the Hathcock RSO/OIC. The Bay Watch is responsible to ensure that no boats enter the range SDZ during live-fire.

7. Firing 100m and in will be approved by the WTBN S-3 only and the units scheme of maneuver (SOM) must be provided to the WTBN S-3. Units will not fire at posted number blocks at any time. If caught, the unit will be removed from the range.

8. Figure 2-12 shows the Hathcock Range Inspection Checklist. Figure 2-13 shows the locations and surface danger zones for Hathcock Range.

9. Units other than WTBN must coordinate with WTBN S-3 NLT 14 days prior to scheduling in RFMSS. Units should include a TAR with a description of the type of training the unit desires to accomplish.

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10. Range must be checked out from WTBN S-3 by unit ROIC/RSO prior to conducting any training.
11. Unit ROIC/RSO must check out with WTBN S-3 upon completion of training and before departure from Stone Bay.
12. Red range flags must be displayed and gates must be locked (if applicable) IAW this SOP.
13. The proper staging, processing and removal of all trash/waste material are the responsibility of the using unit.
14. If shooting 7.62mm ammunition without ALDs, using units must schedule the MD, ME, and MF Training Areas, and ensure all required gates are locked and road guards posted.
15. Report all range maintenance problems to WTBN S-3/S-4.

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HATHCOCK RANGE INSPECTION CHECKLIST**DATE:** _____ **UNIT:** _____**OIC:** _____ **RSO:** _____ **WTBN S-3/OOD:** _____

*** PRE-FIRE INSPECTION TO BE COMPLETED BY UNIT OIC/RSO. POST-FIRE INSPECTION TO BE COMPLETED BY WTBN S-3/OOD.

AREA	ITEM	STANDARD	PRE-FIRE GO/NO GO	POST-FIRE GO/NO- GO
HATHCOCK ENTRANCE AREA	MAIN GATE	GATE IS FUNCTIONAL		
HATHCOCK ENTRANCE AREA	RANGE IDENTIFIC ATION SIGN	SIGN IS POSTED IN FRONT OF THE RANGE AND IS CLEARLY VISIBLE.		
HATHCOCK ENTRANCE AREA	FLAG POLE FOR "HOT" FLAG	FLAG POLE IS UPRIGHT. "HOT" FLAG CAN BE RAISED AND LOWERED.		
HATHCOCK ENTRANCE AREA	GRAVEL PARKING LOT	NO POVS ARE LOCATED IN THE PARKING LOT. THERE IS NO TRASH IN THE PARKING LOT.		
HATHCOCK ENTRANCE AREA	PORT-A- JOHNS	THERE ARE (2) PORT-A-JOHNS IN PLACE AND THEY ARE SANITARY WITH TOILET PAPER. AREA AROUND PORT-A-JOHNS IS FREE OF TRASH.		
HATHCOCK ENTRANCE AREA	QUAD CONS	NO GEAR LEFT OUTSIDE CONTAINERS. SURROUNDING AREA IS IN A GOOD STATE OF POLICE.		
HATHCOCK ENTRANCE AREA	COVERED STAGING AREA (SRR- 105B)	SURROUNDING AREA IS IN A GOOD STATE OF POLICE.		
FIRING AREA	LATERAL LIMIT SIGNS	LATERAL LIMIT SIGNS ARE CLEARLY DISPLAYED AND ARE SERVICABLE.		
FIRING AREA	LARGE TARGET NUMBER INDICATOR SIGNS	(50) LARGE TARGET NUMBER INDICATOR SIGNS ARE CLEARLY VISIBLE AND ARE SERVICABLE.		

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FIRING AREA	TREELINE NEAR DOLPHIN POINT	ENSURE TREELINE IS CLEAN AND IN A GOOD STATE OF POLICE		
FIRING AREA	1000 YARD LINE	(50) CONCRETE FIRING BLOCKS ARE CLEARLY DISPLAYED AND ARE SERVICABLE.		
FIRING AREA	1000 YARD LINE	(2) 1000 YARD LINE FLAG POLES ARE UPRIGHT. (2) RANGE FLAGS CAN BE RAISED AND LOWERED. AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING AREA	600 YARD LINE	(2) 600 YARD LINE FLAG POLES ARE UPRIGHT. (2) RANGE FLAGS CAN BE RAISED AND LOWERED. AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING AREA	500 YARD LINE	(2) 500 YARD LINE FLAG POLES ARE UPRIGHT. (2) RANGE FLAGS CAN BE RAISED AND LOWERED. AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING AREA	300 YARD LINE	(2) 300 YARD LINE FLAG POLES ARE UPRIGHT. (2) RANGE FLAGS CAN BE RAISED AND LOWERED. AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
FIRING AREA	200 YARD LINE	(2) 200 YARD LINE FLAG POLES ARE UPRIGHT. (2) RANGE FLAGS CAN BE RAISED AND LOWERED. AREA IS IN A GOOD STATE OF POLICE. THERE IS NO LIVE AMMUNITION AND NO SPENT BRASS OR TRASH.		
PIT AREA	PIT BERM	AREA AROUND BERM IS IN A GOOD STATE OF POLICE.		
PIT AREA	PIT HEAD (RR-95)	DOOR IS CLOSED AND LOCKED. AREA IN AND AROUND BLDG IS IN A GOOD STATE OF POLICE.		

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PIT AREA	PIT TARGET SHED (RR-100)	ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED. AREA IN AND AROUND BLDG IS IN A GOOD STATE OF POLICE.		
PIT AREA	PIT SOUND SHED (RR-100)	ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED. AREA IN AND AROUND BLDG IS IN A GOOD STATE OF POLICE.		
PIT AREA	PIT SOUND SHED (RR-100)	PA SYSTEM IS OPERATIONAL.		
PIT AREA	PIT SOUND SHED (RR-100)	VIDEO MONITOR IS OPERATIONAL.		
PIT AREA	PIT SOUND SHED (RR-100)	PIT SENTRY SYSTEM IS OPERATIONAL.		
PIT AREA	PIT SOUND SHED (RR-100)	(2) PIT SPEAKERS ARE OPERATIONAL.		
PIT AREA	TARGET CARRIAGES	(50) TARGET CARRIAGES ARE OPERATIONAL AND FUNCTIONING PROPERLY.		
PIT AREA	PIT AREA	ENTIRE PIT AREA IS IN A GOOD STATE OF POLICE.		

UNIT OIC/RSO REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED) :

UNIT OIC/RSO SIGNATURE AND PHONE NUMBER:

WTBN S-3/OOD REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED) :

WTBNO 3000.3E
21 Jan 15

WTBN S-3/OOD SIGNATURE:

Figure 2-12. Hathcock Range Inspection Checklist



Figure 2-13. Hathcock Range

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2008. INDOOR SIMULATED MARKSMANSHIP TRAINER (ISMT)

Description. Computer based, simulated marksmanship trainer with 24 firing points, simulation scenarios available.

Primary Range Use. Remedial instruction for Rifle/Pistol marksmanship and scenario based training.

Location. Building RR-14.

Weapons Accommodated. All weapons must be ISMT certified.

- a. M9 pistol.
- b. M16A4 rifle.
- c. M4 carbine.
- d. M203.
- e. MK19.
- f. M240B.
- g. M2.
- h. Remington and Benelli Shotguns

Ammunition Authorized. N/A.

Targets. N/A.

Facilities. POV parking in shooter's parking lot.

Utilities Available

- a. Electricity: Yes.
- b. Lights: Yes.
- c. Water System: No.

Installed Communications. Hard line phone.

Area Suitability. Squad.

Special Instructions

1. No ammunition of any kind will be brought into the ISMT.
2. Only ISMT qualified instructors are authorized to operate ISMT equipment.
3. No Marines will access the ISMT without being accompanied by a qualified instructor.
4. All use of the ISMT will be coordinated through the WTBN MTU.

2009. OTHER TRAINING AREAS

1. Obstacle Course & Physical Training (PT) Field

- a. The Obstacle Course and PT Field are located behind RR-12.
- b. Units requesting use of the Obstacle Course must submit a TAR to the WTBN S-3.
- c. Units must provide a minimum of one Corpsman and a safety vehicle when using the Obstacle Course or PT Field.

2. Stamina Course

- a. The entrance to the Stamina Course is located on Powder lane across from RR-6.
- b. Units requesting use of the Stamina Course must submit a TAR to the WTBN S-3.
- c. Units will not utilize the obstacles located along the Stamina Course without prior coordination with the WTBN Executive Officer (XO) or the S-3.
- d. Units must provide a minimum of one Corpsman and a safety vehicle when using the Stamina Course.
- e. The Stamina course trail may be used for individual PT as a running trail only without prior approval.

3. Marine Corps Martial Arts Program (MCMAP) Training Pit or Outdoor Sparring Ring

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a. The MCMAP Pit and sparring ring is located directly behind building RR-12.

b. Units requesting use of these training sites must submit a TAR to the WTBN S-3.

c. All MCMAP training must be conducted under the direct supervision of a certified Martial Arts Instructor.

d. Units must coordinate with the WTBN XO prior to using the MCMAP Pit or sparring ring.

4. Stone Bay Gymnasium

a. Description. Stone Bay Gymnasium is available for unit functions. It has a basketball court, fitness equipment and stage suitable for awards and retirement ceremonies.

b. Authorized patrons. Any unit aboard Camp Lejeune/New River may use the gymnasium. Stone Bay Gymnasium is not available for individual PT or open gym.

c. Equipment available. See Figure 2-15 for complete list.

(1) Free weights (kettle bells, bar bells, dumb bells, weight racks, lifting platforms, weight sled)

(2) Slam Balls and Medicine Balls

(3) Plyometric boxes, ladders

(4) Basketballs, soccer balls, volleyballs, rugby balls, dodge balls

(5) Folding mats

(6) MCMAP equipment

(7) Rowing machines

d. Check out process

(1) Units requesting use of the Stone Bay Gymnasium must submit a TAR to the WTBN S-3.

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(2) TAR should specify all equipment needed for use during training event. Available equipment is listed in paragraph 5.c above.

(3) Training unit OIC will check out the gymnasium from WTBN S-3 on the day of the event in building RR-11.

(4) Training Unit OIC will be escorted to the Gymnasium and all requested equipment will be checked out of the gear lockers by WTBN S-3. Gear lockers will remain secured during the training event. All gear required must be requested and issued prior to training. The training unit will be responsible for conducting an initial inspection and notifying WTBN S-3 of any discrepancies prior to training.

(5) Upon completion of training unit will clean facility and all equipment used. They will then contact WTBN S-3 and request final inspection.

(6) WTBN will conduct final inspection and secure all equipment used by the training unit.

(7) During afterhours the WTBN OOD will conduct check out and turn in. Prior coordination must be made to use facility after hours. WTBN OOD cannot approve requests to use facility.

e. Figure 2-14 shows the Stone bay Gymnasium Inspection Checklist.

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STONE BAY GYMNASIUM INSPECTION CHECKLIST**DATE:** _____ **UNIT:** _____**OIC:** _____ **WTBN S-3/OOD:** _____

*** INITIAL INSPECTION TO BE COMPLETED BY UNIT OIC. FINAL
INSPECTION TO BE COMPLETED BY WTBN S-3 or OOD.

AREA	ITEM	STANDARD	INITIAL GO/NO GO	FINAL GO/NO -GO
GYM	GENERAL CLEANLINESS	NO EXCESSIVE DIRT, TRASH CANS EMPTIED, ALL MATS AND EQUIPMENT WIPED DOWN AND PUT AWAY		
GYM	LIGHTING	SERVICEABLE AND WORKING, NOT BURNT OUT LIGHTS		
HEAD	GENERAL CLEANLINESS	NO EXCESSIVE DIRT OR DEBRIS		
HEAD	TRASH CAN	EMPTIED		
HEAD	TOILETS	CLEAN AND SERVICEABLE		
HEAD	SHOWER	CLEAN AND SERVICEABLE		
EQUIPMENT	AMOUNT	NOTES	ISSUED	TURNED IN

UNIT OIC REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED):

UNIT OIC SIGNATURE AND PHONE NUMBER:

WTBN S-3/OOD REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED):

WTBN S-3/OOD SIGNATURE:

Figure 2-14. Stone Bay Gymnasium Inspection Checklist

Figure 2-15 Stone Bay Gymnasium Equipment

Nomenclature	Qty	Nomenclature	Qty	Nomenclature	Qty
Kettle Bell 10lbs	2	Dumbbell Sets, 50lbs	2	Plyo Ladders Single	1
Kettle Bell 13lbs	2	Dumbbell Sets, 55lbs	1	Plyo Ladders Double	1
Kettle Bell 26lbs	4	Dumbbell Sets, 60lbs	1	Body Opponent Bag (BOB)	1
Kettle Bell 35lbs	7	Dumbbell Sets, 65lbs	1	72" Water Filled Bag	1
Kettle Bell 44lbs	6	Dumbbell Sets, 70lbs	1	48" Water filled Bag	1
Kettle Bell 53lbs	8	Dynamax Med Balls 8lbs	4	Uppercut Bag	1
Kettle Bell 62lbs	4	Dynamax Med Balls 10lbs	1	Electric Air Pump	1
Kettle Bell 70lbs	4	Dynamax Med Balls 14lbs	4	Weight Belts	8
Kettle Bell 88lbs	2	Dynamax Med Balls 20lbs	10	Dip Belts	2
Bumper Plates 10lbs	18	Slam Balls 10lbs	1	Stretch Bands	38
Bumper Plates 15lbs	2	Slam Balls 15lbs	6	Basketballs	17
Bumper Plates 10kg (22lbs)	2	Slam Balls 20lbs	4	Soccer Balls	1
Bumper Plates 25lbs	18	Slam Balls 25lbs	8	Volleyballs	2
Bumper Plates 35lbs	20	Slam Balls 30lbs	4	Rugby Balls	1
Bumper Plates 20kg (44lbs)	4	Slam Balls 35lbs	6	Dodge Balls	4
Bumper Plates 45lbs	10	Slam Balls 40lbs	1	Lifting Platforms	5
Olympic Plates 2.5lbs	7	Slam Balls 50lbs	1	Weight Racks	6
Olympic Plates 5lbs	11	Medicine Ball 4lbs	3	Adjustable Weight Benches	3
Olympic Plates 10lbs	3	Medicine Ball 6lbs	2	Concept II Rowers	4
Olympic Bars	6	Medicine Ball 8lbs	2	Crash Mats	8
E-Z Curl Bar	1	Medicine Ball 11lbs	2	Numb John	1
Collars, Olympic Bar	7	Medicine Ball 12lbs	1	Plo-metric Box Sets	2
Flat Weight Benches	3	Medicine Ball 14lbs	1	Rack, Dumbbell	1
Chalk Bags w/stands	2	Glute-Ham Machines	2	Telescopic Volleyball System	1
Dumbbell Sets, 10lbs	1	Plo-metric Box Sets 2 part	2	Pegboard wood, 36 hole	1
Dumbbell Sets, 15lbs	2	Plo-metric Box Sets 3 part	1	Stereo System Installation w/rack	1
Dumbbell Sets, 20lbs	1	Weight Sled	1	A/V Player Numark	1
Dumbbell Sets, 25lbs	2	Folding Mats	13	A/C Power w/lights Samson mdl PB15	1
Dumbbell Sets, 30lbs	1	Ring Sets	10	Weight Tree Olympic Fitness	2
Dumbbell Sets, 35lbs	2	Smart Hurdles III, Set of 4, 12" to 18"	2	Pull-up Bar System	1
Dumbbell Sets, 40lbs	2	Smart Hurdles IV, Set of 4, 21" to 36"	2	CD Player, Dual Numark mdl cdn22mks	1
Dumbbell Sets, 45lbs	1	Smart Hurdles V, Set of 4, 27" to 42"	2	Amplifier QSC mdl RMX2450	1

Figure 2-15 Stone Bay Gymnasium Equipment

2010. CLASSROOM FACILITIES

1. WTBN has a number of indoor and outdoor classroom facilities that can be made available for unit and formal school training on a case by case basis.
2. Schedule these facilities through the WTBN S-3 using the procedures and TAR found in Chapter 3 of this SOP.
3. The following is a list of classrooms.

Name	Type	Location	Capacity
S-3 Class Room	Indoor	RR-11	50
WTBN Class Room	Indoor	RR-11	70
MCMAP Class Room	Indoor	RR-11	32
MTU Classroom 1	Indoor	RR-50	50

MTU Classroom 2	Indoor	RR-51	35
Pistol Thunder Dome (SRR64)	Outdoor	Walk-Down Pistol Range	100
Alpha Thunder Dome (SRR-116)	Outdoor	Alpha Range	300
Bravo Thunder Dome (SRR-117)	Outdoor	Bravo Range	300
Charlie Thunder Dome (SRR-118)	Outdoor	Charlie Range	300
Charlie Historical (SRR-65)	Outdoor	Charlie Range	24
SRR-66 Historical	Outdoor	Charlie Range Parking Area	24
Hathcock Thunder Dome (SRR-	Outdoor	Hathcock Range	100

WTBN RANGE SOP

Chapter 3

STONE BAY RANGE COMPLEX PROCEDURES

3000. GENERAL.

1. The WTBN S-3 coordinates with MCIEAST-MCB CAMLEJ Range Control/Blackburn and serves as a "satellite" range control for all training evolutions aboard the SBRC, excluding those ranges in the EOTG and MARSOC Compounds.

2. The WTBN SBRC at Camp Lejeune is the most widely used small arms firing facility on the east coast. The variety of ranges, training, formal school requirements, and support of the CIAP make it imperative for units to schedule training well in advance. The following range coordination procedures pertain to all units requesting training aboard WTBN SBRC.

3001. RANGE SCHEDULING. Range scheduling is the first step in coordination.

1. Requesting units desiring to utilize any range aboard the WTBN SBRC should first check the availability on the WTBN SharePoint site (<https://intranet.mcieast.usmc.mil/WTBN/Pages/default.aspx>) and then contact the WTBN OPSO, Battalion Gunner, or Operations Chief to confirm range availability. If the range is available, the unit will be placed on the range schedule pending the receipt of a TAR from the requesting unit. The following procedures apply:

a. Per ref (a), all units requesting ranges for the WTBN SBRC must get approval at least fourteen days prior to the desired training date. These ranges are part of the Stone Bay Rifle Range Sector and affect local waterways. This time period allows inclusion of the live fire event in the Camp Lejeune Notice to Mariners. Late requests will be considered on a case-by-case basis and will not be approved without special justification. A written request signed by the Battalion/Squadron Commanding Officer will be routed via the WTBN CO for endorsement with final approval by the Director, Range Control Division.

b. The TAR request must be filled out completely and submitted via e-mail or hard copy to the WTBN Range Operations Specialist.

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c. The TAR form can be found at the WTBN internet site (<http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/S3.aspx>) and SharePoint site (<https://intranet.mcieast.usmc.mil/WTBN/Pages/default.aspx>).

d. When the request is approved, WTBN S-3 will place the request in RFMSS (note: only WTBN S-3 can schedule WTBN SBRC ranges in RFMSS).

2. The WTBN Range Operation Specialist is responsible for keeping an Electronic Range Scheduling Notebook. The notebook will contain a by-day, monthly schedule and the originals of the requests sent by the using units.

3. Priority of Requests. On occasion, WTBN will receive multiple requests for the same range on the same date. WTBN will determine priority of requests based upon type of training. Annual Rifle Training will have first priority on KD ranges. On other ranges, formal school's courses take priority over unit training. The following are specific range priorities:

a. Dodge City Urban Shooting Range and Multipurpose Range: EOTG II MEF and MARSOC. II MEF units desiring to use these facilities will coordinate with EOTG S-3, MARSOC units will coordinate with MSOS S-3.

b. Hathcock Range: Scout Sniper School, SOI-East.

c. Pistol Ranges: Marksmanship Training Unit (MTU), Headquarters Company, WTBN for the conduct of Combat Marksmanship Coaches course.

4. WTBN reserves the right to deny requests or cancel pre-approved requests at any time due to operational requirements, maintenance issues or for emergency reasons.

5. Cancellations. If a unit decides to cancel a previously scheduled range, notify the WTBN S-3 as soon as possible. The WTBN Range Operation Specialist will submit a range modification to MCIEAST-MCB CAMLEJ Range Control for the cancellation.

6. Using Units. Units can request to schedule live fire ranges, training areas, or any other training facilities up to ninety days prior to the planned activity. All tenant formal, MOS-producing schools can schedule live fire ranges, training area, and training facilities that directly support their POI up to 120 days prior to the planned activity. Using units will use the following scheduling procedures:

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a. Training representatives from requesting units should call the WTBN Operations Section via telephone at 440-2702 in advance and inquire as to range availability.

b. Upon tentative approval of the request via telephone, the unit will send a TAR to the WTBN Range Operations Specialist (frank.curci@usmc.mil and david.cherry@usmc.mil) via e-mail. Units requesting ranges must submit the TAR at a minimum of fourteen days prior to the desired training date.

c. Final approval or disapproval of the range request will be sent back to the requesting unit via e-mail. A range is not considered scheduled until a TAR is submitted by WTBN, approved, and the range is scheduled in RFMSS. WTBN will schedule the range in RFMSS after approving the TAR.

d. Range logistical support that cannot be provided by the using unit will be put on the TAR under the "additional information" section. Any items not on the TAR will not be supported. WTBN S-3 will contact the unit to coordinate what support WTBN can provide.

e. Once the TAR has been approved, WTBN S-3 will provide coordination information in order to make liaison with the applicable WTBN staff section that will be providing logistical support.

7. Reserve Units. WTBN will publish an annual schedule of designated weekends for SMCR usage NLT 31 December each FY to allow the RSU MCBCL and units to plan accordingly.

a. All coordination with reserve units will be conducted through RSU MCBCL.

b. In order to complete ART for SMCR units, using units will provide the following support:

(1) One certified CMT and the correct number of CMCs per shooter in accordance with this SOP and ref (c).

(2) Three Corpsmen for medical support.

(3) One SNF.

(4) Seventeen SNCO/Officer per KD Range to serve as verifiers during Table 1A and Table 2.

(5) If the reserve firing unit lacks the required resources, they will coordinate with the RSU and WTBN to request

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additional support. This includes but is not limited to personnel (CMCs), armory space, or training (CMTs for grass week).

(6) MARFORRES transfers ammunition to support reserve training into the WTBN ammunition account annually. The SMCR unit must coordinate with the WTBN S-4 Ammunition Chief to ensure this ammunition is available.

(7) Reserve firing units will comply with all other standard requirements outlined in this SOP for reporting, Check in/out, and required paperwork.

9. Firing Notice. Each Friday, the WTBN S-3 will send a Firing Notice to each section of WTBN and to MCIEAST-MCB CAMLEJ Range Control (Attn: G-3/5) confirming the firing schedule for the following week.

10. Other Government Agencies. Government, Federal, State and Local Law Enforcement, and other agencies must be sponsored by a military unit stationed aboard Camp Lejeune/New River to train aboard the WTBN SBRC. Civilian agencies desiring to use ranges or training areas aboard the WTBN SBRC must have their sponsor send their request through the MCIEAST-MCB G-3 Operations and Training (O&T) Office. MCIEAST-MCB G-3 O&T will route the request through WTBN for approval and will notify the requesting agency of the outcome.

11. Civilian Marksmanship Program. Civilian organizations that are authorized as private organizations aboard Marine Corps Base Camp Lejeune, in accordance with ref (l), can schedule recreational firing events that utilize WTBN SBRC ranges. These organizations participate in the CMP as outlined in Chapter 8 of this SOP, and per refs (j) and (k). Additionally, these organizations provide hunter safety training for military personnel and dependents in support of MCIEAST-MCBCAMLEJO 5090.115.

12. Observation of, or Participation in Training by Military Dependents and Civilians. Civilians are not authorized to be on or participate in any live fire range unless explicitly approved by the unit's chain of command and MCIEAST-MCB Range Control. Requests for military dependents or civilians to participate in, or observe training such as John/Jane Wayne Day on a live fire range shall be submitted as a SRR from the command (can be signed "By direction"), approved by the WTBN CO, and endorsed via the chain of command to the CG, MCIEAST-MCB G-3/5 at least thirty working days in advance of the event per ref (a). All

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participants will complete a waiver of liability form as shown in Chapter 1 of ref (a).

3002. WTBN RANGE COMPLEX PROCEDURES

1. Clearing the Bay. In order for the WTBN SBRC to conduct live fire operations, the Stone Bay area of the New River must be cleared of boats and personnel from the designated impact area. The SDZ for rounds fired from the Stone Bay ranges includes the Stone Bay section of the New River located north of the ranges. This area is designated by a row of pylons and signs located at the mouth of Stone Bay. All portions of the Bay to the west of these pylons is in the impact area and must be cleared. Local fishermen often travel into the Bay. It is imperative, therefore, that the Bay be cleared of boats before live firing commences each day. This challenge has an even greater potential for accidents when the ranges are hot on weekends. On all firing days, the OOD will be responsible for clearing the bay. To verify firing dates, check the Notice to Mariners and Schedule of Authorized Firing located in the OOD Range Control Binder. The following procedures will be used.

a. One hour prior to the first scheduled hot time of the day, the WTBN Officer of the Day (OOD) will visually clear the Stone Bay/Stone Creek waterway by driving to the following locations, visually clearing the area, honking the horn, flashing the lights, raising the flag, and activating all beacons. If visibility is restricted to the point that precludes the OOD from seeing across the entire bay, then security section will launch the boat IOT ensure the SDZ is clear. For security boat operations, see paragraph 6009 of ref (r).

(1) Boat House/Stones Creek. Flag and beacon at this location.

(2) Dolphin Point. Flag and beacon at this location. (behind the 1000 yard line on Hathcock range).

(3) Hathcock range. Flag only. (all the way down the access road located behind the Hathcock pits).

(4) Alpha Range. Flag only. (go to flag pole behind Alpha range go down the access dirt road).

b. After the Stone Bay/Stone Creek waterway is clear, all flags raised, and all beacons turned on, the OOD will notify the S-3 or update the white board and contact range control to place the WTBN SBRC into a hot status.

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2. After-hours Range Occupation/Bivouac. Bivouacking on any range will be on approval of WTBN S-3 only. Requests to bivouac on a range will be included in the TAR. Units bivouacking on a range will coordinate with the WTBN OOD/Security Section upon going into a cold status per ref (r) and will maintain a radio watch with the WTBN OOD on the WTBN Safety Net. Any unit that did not conduct coordination will be immediately removed from the range.

3. Ammo Storage. Units conducting range operations over multiple days on the same range may request to store ammo overnight on that range. Requests to store ammo on a range will be included in the TAR and require approval from the WTBN S-3. Units storing ammo are required to post ammo guards and will coordinate with the WTBN OOD/Security Section upon going into a cold status per ref (r) and will maintain a radio watch with the WTBN OOD on the WTBN Safety Net. Any unit that did not conduct coordination will be immediately removed from the range.

4. All units operating under a MCIEAST-MCB G-3/5 deviation/waiver aboard the WTBN SBRC must ensure it is endorsed by the WTBN CO, and a copy of the approved/signed deviation is provided to the WTBN S-3. Units should be advised that the WTBN CO reserves the right to increase the safety requirements on any MCIEAST-MCB G-3/5 deviation/waiver, but cannot reduce the requirements contained in the waiver.

5. WTBN CO has designated SSgt as the lowest rank authorized to serve as RSO or ROIC all ranges other than the KD ranges on the WTBN SBRC. GS-5s are authorized to RSO, GS-7s to ROIC, and contractors can only be RSOs and must have an active duty Marine (SSGT) or GS-7 or above to ROIC any range.

6. Steel targets may be used on Multi-Purpose and Dodge City with a current certification letter from the manufacture that certifies the steel's hardness as AR 400-500. Steel targets are not authorized on Hathcock Range.

7. Units that are more than two hours late for checking out a range after their scheduled hot time, and have not made any coordination with the WTBN S-3, will have their range cancelled for the day.

8. Units that are more than thirty minutes late for contractor supported ranges, Walk-Down Pistol and Mechanical Pistol, will have their range cancelled regardless of coordination.

9. All ranges require eye and ear protection be worn at all times, NO waivers/Deviations and NO exceptions.

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10. Dual Usage. Live fire ranges and training areas aboard the WTBN SBRC may be used by more than one unit, on the same day if scheduled and de-conflicted by time. There are two methods of use for sharing ranges and training areas; co-usage and piggybacking.

a. Co-usage. Co-usage will be authorized when the following coordination, restrictions, and conditions are met:

(1) Co-using unit will contact original requesting unit and coordinate use of a range/training area. Original requesting unit will send an e-mail to WTBN S-3 modifying their time, event, or area allowing the co-using unit to schedule their training on the same date, de-conflicting by time or space. Live fire ranges must be scheduled, de-conflicted by time, and approved by WTBN S-3. WTBN S-3 will input changes into RFMSS.

(2) On-coming unit must ensure ample time is given to the prior unit for range police or accept the range "As Is". The on-coming unit will be held accountable for all cleanup responsibilities. Damages must be noted during the turnover to ensure the responsible unit is held accountable.

(3) Training areas will be de-conflicted by event or area by the scheduled unit using that training area.

(4) More than one unit may use a range supported by a contractor if scheduled hours collectively do not exceed the contractor's daily hour limitations for that range.

b. Piggy-backing. Piggy-backing is where a unit fires on a range with the requesting unit, and the requesting unit maintains all control of the range. The following coordination, restrictions, and conditions must be met:

(1) The piggybacking unit(s) must coordinate with the host unit, must use the same weapon system(s), and use same ammunition by DODIC that the host unit scheduled and signed for.

(2) The host unit agrees to the proposed piggyback and all requirements set forth by this SOP. Host unit must send an e-mail to WTBN S-3 discussing and agreeing to the piggybacking. WTBN S-3 must approve the piggybacking prior to its use.

(3) Upon completion of training, the host unit must let WTBN S-3 know of the additional piggybacking unit(s) and number of additional personnel and ammunition expended.

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(4) The host unit requests sends a request to the WTBN S-3 for approval of any changes to the original TAR at least two workdays prior to actual firing time. The piggybacking unit(s) will work through the host unit for approval of any changes.

(5) The ROIC and RSO of the host unit will be responsible at all times for safety, firing, cleanup, and inspection of the range for all piggybacking units. If host unit cancels training, the piggybacking unit(s) training is cancelled as well.

11. Visitors. All visitors will check-in with the WTBN S-3 prior to setting foot on any range on WTBN SBRC. Visitors are defined as any person not on that firing detail for the KD ranges and any person who is not a member of the using unit for all other ranges. If personnel discover a visitor on their range they will follow the procedures below.

a. Immediately inform the ROIC and RSO. Respectfully request the visitor go and check-in with the RSO/ROIC.

b. The RSO or ROIC needs to inform the WTBN S-3. If the visitor is causing a disruption to training they can be told to leave.

c. Civilians are not allowed on any range without a special permission. See chapter 8 and paragraph 3001.12 for more information.

d. The S-3 will inform the range of any inbound visitors via the WTBN Safety Net (Channel 2).

3003. RESPONSIBILITIES OF THE REQUESTING UNIT. All units requesting live fire training aboard the WTBN SBRC must perform the following to comply with this SOP.

1. ROIC/RSO Appointment. An Officer or Staff NCO will be appointed as the ROIC/RSO, in writing, by the requesting unit's Commanding Officer and must meet all requirements for MCIEAST-MCB Range Control. A copy of the Battalion/Squadron ROIC/RSO appointment letter needs to be sent to the WTBN S-3. Prior to the training date, the ROIC/RSO will visit WTBN for certification. This will allow more time for questions and reduce training delays. Upon arrival at the WTBN S-3 the designated RSO/ROIC will read this SOP and take the WTBN RSO/OIC test. A WTBN ROIC/RSO letter will be received prior to the utilization of WTBN ranges. The ROIC/RSO will sign an endorsement on the certification letter, to be in effect and kept on file in the S-3 Operations Office for 1 year. Requesting

units will appoint an ROIC/RSO that is familiar with range operations and the weapons system to be used. ROIC/RSO certification is good for a one year period.

2. Weapons Inspections. All military weapons fired on the WTBN SBRC must have a Pre-Fire Inspection (PFI) performed by an armorer in accordance with TI 8005-24/40. The following applies:

a. An armorer authorized to perform second echelon maintenance must perform the PFI.

b. A PFI is effective only for one firing week in the case of qualification and re-qualification details.

c. Civilian agencies will ensure their weapons are serviceable and in compliance with their agencies inspection criteria.

3. Medical Coverage. Units requesting to train aboard WTBN must provide their own medical coverage per Chapter 1 and be prepared to execute Red Blanket procedures IAW Appendix (A).

3004. REPORTING PROCEDURES

1. The user unit's ROIC/RSO will report to the WTBN S-3 to sign for and draw the range and all required gear on the day of firing prior to occupation time on the TAR. Figure 3-1 shows the format for the Range Inventory Check-out Sheet.

2. Any additional information on training to be conducted, or questions on range procedures, will be addressed prior to departing the WTBN S-3 Office. RSOs signing for a range at the WTBN S-3 indicates a thorough knowledge of the SOP, range regulations and of the weapons/munitions to be fired.

3. Upon completion of training the ROIC/RSO will contact WTBN S-3/OOD and request permission to go "Cold".

4. Once the range is properly policed request an inspection from WTBN S-3/OOD. Once the range is inspected and any discrepancies are corrected report to the WTBN S-3 and turn-in the range.

5. Ensure all range equipment is returned to the WTBN S-3/OOD. Ensure all paperwork associated with range utilization (Range Usage data sheet & Ammo Expenditure Report) and any other paperwork required to relinquish responsibility for the range.

RANGE INVENTORY CHECK-OUT SHEET

RANGE: _____
DATE: _____ **OIC:** _____
UNIT: _____ **RSO:** _____

ITEM:	QTY:	SERIAL #:	DATE/ TIME-OUT:	OIC/RSO SIGNATURE:	DATE/ TIME-IN:	S-3 INT:
RANGE CAN: (1) RANGE FLAG (1) BATTALION SOP (1) ROAD GUARD VEST (1) LZ PANEL MARKER (2) CHEMLITE BUZZSAW'S						
RADIO:						
IR STROBE:						
ALD'S:						
KEY'S:						
COMPUTER:						

REMARKS (INCLUDE COMMENTS ON DISCREPANCIES NOTED):

Figure 3-1. Range Inventory Check-out Sheet

3005. TRAINING AREA REQUEST (TAR)

RANGE /TRAINING AREA:		START DATE:			
		END DATE:			
UNIT NAME:					
WEAPONS/TRAINING EVENT:					
AMMUNITIONS:		MULTIPLE DAYS:		NUMBER OF PERSONNEL:	
		CON TINU OUS:			
TRAINING/EVENTS TIMES		FIXE D:			
OPEN:	N/A				
CLOSE:	N/A				
LIVE FIRE START TIME:		ADDITIONAL INFORMATION:			
LIVE FIRE END TIME:					
S-3 POC:					
POC PHONE NUMBER #:					
SUB UNIT:					
N/A					
REASON THIS PAPER TAR IS BEING SUBMITTED:					
UNIT COORDINATED WITH:					
		(UNIT, NAME, PHONE)			
S-3 OFFICER/S-3 CHIEF SIGNATURE:				DAT E:	
PRINT NAME:		PAGE:	1	OF	1

Figure 3-2. Training Area Request

WTBN RANGE SOP

CHAPTER 4

RANGE SAFETY

4000. GENERAL POLICIES. Ref (a) covers range safety aboard MCIEAST-MCB CAMLEJ and complies with ref (e) which governs range safety in the Marine Corps. Regulations set forth below apply to all personnel and user units conducting live-fire training aboard the WTBN SBRC. Units must coordinate with WTBN S-3 for scheduling and training approval. Liaisons for firing details and range personnel will ensure their personnel understand and comply with all MCIEAST-MCB CAMLEJ and WTBN SBRC range regulations. Do not proceed "down range" without approval from the WTBN S-3 office during working hours, or the OOD after normal working hours and on holidays and weekends.

1. Safety regulations governing the firing of live ordnance within the boundaries of MCB Camp Lejeune are contained herein. Conduct all live-fire training in accordance with the references, applicable Field Manuals (FM), safety SOPs and directives.

2. The Surface Danger Zone (SDZ) is the range area endangered by the firing of a particular type of weapon. These areas apply only when properly functioning equipment and devices are used, and when trained and competent personnel follow proper firing procedures.

a. The SDZs of many ranges overlap, creating a common impact area. Exercise caution, particularly when other ranges are used, to ensure that the area is safe before firing or moving down range. Additionally, some roads are closed when live-firing is conducted. Close gates when required to ensure personnel do not enter an SDZ. DO NOT BYPASS LOCKED GATES. If given a key to access a certain range or area, ensure that all gates are left in the manner found or leave a gate guard.

b. In the event of aircraft over flight of less than 1,000 feet in altitude or within the range's SDZ, the RSO will immediately call a cease fire until the aircraft has passed attempting to get the tail number and notify the WTBN S-3.

4001. RANGE SAFETY REGULATIONS

1. Authorized Weapons. A full list of weapons authorized for use on individual ranges is listed in chapter 2. Exceptions must be approved by the WTBN Gunner.

a. Only fire at authorized targets and on ranges designated by the WTBN Gunner.

b. Visually inspect ammunition prior to use to ensure serviceability. Ensure weapons are compatible with the ammunition to be fired. Blank ammunition firing is not authorized without prior approval from the WTBN CO.

2. Weapons Inspections. All units conducting training that is not sponsored by WTBN will ensure their weapons, have been inspected IAW their organizations procedures prior to any live-fire. Weapons fired on the WTBN SBRC for WTBN sponsored training, will have a PFI performed by a qualified armorer prior to being fired in accordance with TI 8005-24/20_.

3. Communication Requirements. When a range is "Hot" the following communications conditions must exist:

a. Red flags must be displayed from range flag poles before and during all live firing. Flags are available from the WTBN S-3.

b. For night firing red chemical lights or strobe lights will be displayed from the left and right lateral limit signs.

c. Ranges Alpha through Charlie will display line flags on all firing lines up to and including the yard line fired on. Flagpole locations for all other ranges are covered in chapter 2. A red flag must be raised whenever live-fire is underway on that range.

d. Right and left lateral limits for each rifle range are established by the flags at both ends of the pits. Lateral limits for all other ranges are covered in chapter 2. At no time will weapons be fired outside of those limits.

e. Voice communications must be in effect between the ROIC/RSO and WTBN S-3 during working hours, the OOD after working hours for each range that is hot on the WTBN SBRC. Radio checks will be given every hour by the using unit or by yard line for all KD ranges.

(1) Using units will monitor the WTBN Safety Net **AT ALL TIMES**. Units must request permission to occupy the range, commence firing (go hot), and notify WTBN S-3/OOD of final ceasefire (going cold). If at any time a unit loses communication with the WTBN S-3/OOD, the RSO of that unit will call a temporary ceasefire (check-fire) until communications are reestablished.

(2) Tactical call signs will not be used on the WTBN Safety Net. Units will refer to themselves by the range name or number. (e.g. "this is Alpha Range, etc."). The call sign for WTBN S-3 is "S-3".

(3) The responsibility for proper communications with WTBN S-3/OOD rests with the using unit's ROIC/RSO.

(4) During emergency procedures, all units will continue to monitor the WTBN Safety Net. Training will cease until WTBN S-3/OOD puts them back into a "HOT" status. All units will render assistance as requested by WTBN S-3/OOD.

(5) Voice communications must exist between the pits and the line on Ranges Alpha through Hathcock whenever the pits are in use.

4. Ear and Eye Protection. Ear and eye protection is mandatory for all personnel on ALL live-fire ranges aboard WTBN SBRC.

5. Medical Coverage. Procedures are covered in chapter 1 and Appendix (A).

6. Ammunition. Ref (p) provides detailed instructions for ammunition handling at the WTBN SBRC. The following are key procedures.

a. Non-military units will handle issue, recovery and transportation of ammunition in accordance with ref (m) and MCIEAST-MCB Camp Lejeune's applicable regulations.

b. The ROIC for military units is responsible for the overall care, handling, issue, and accountability of ammunition on his/her range. The ammunition technicians will assist the ROIC in his duties for ammunition handling.

c. Only authorized ammunition will be fired aboard WTBN SBRC. No Marine, while undergoing military live-fire training,

will have in his/her possession any ammunition other than that issued by range personnel or the using unit.

d. Do not fire incendiary and tracer ammunition without authorization from WTBN CO.

e. Do not modify or tamper with ammunition.

f. Turn-in saved rounds to the RSO/blocks upon completion of fire.

g. Take extreme care to ensure that live ammunition is not placed in trash or brass cans on the range. Brass will be thoroughly sorted and inspected for live ammunition.

h. Inspect ammunition for serviceability (dents, loose projectiles, corrosion) prior to commencing live-fire. Damaged ammunition will be turned into RSO/range personnel or unit ammo techs immediately.

i. Ammunition is to be transported in authorized government vehicles only and by a licensed ammunition driver while undergoing military live-fire training.

j. Any unusual occurrence or malfunction will immediately be recorded by the RSO, along with the lot number and reported to the ammunition technician. The ROIC will advise the RSO if a cease fire is warranted, based on the number of occurrences and hazards to personnel.

k. Only issue enough ammunition to complete the training event, DO NOT have excessive ammunition broken out.

7. Vehicles. The following regulations apply:

a. Only those vehicles authorized by the WTBN S-3 are allowed on the ranges or in the pits area. Vehicles that are authorized will drive only on roads provided. Stay off of the grass. Do not drive into pits areas during firing. Safety vehicles are the exception and will be driven and parked where directed by range personnel.

b. Military vehicles, including troop transport vehicles, will load and unload at the following locations: parking lots for Alpha, Bravo, and Charlie annual rifle training; Multi-purpose range and pistol ranges.

- c. Parking on grass areas is strictly prohibited.
- d. Re-qualification shooters and re-qualification support personnel will park in the Shooters' Parking Lot.

4002. ENVIRONMENTAL CONDITIONS. The WTBN S-3/OOD is responsible for monitoring all environmental conditions that may affect range operations and place Marines in jeopardy. This includes but is not limited to the following conditions: Hot or Cold SOP, fire conditions, and hazardous weather conditions during all training on the WTBN SBRC. A temporary ceasefire (check-fire) or complete termination of all training may be ordered by the WTBN S-3/OOD if conditions warrant.

1. Heat Conditions. Per ref (b), the WTBN S-3/OOD will monitor the WBGTI station and will issue heat condition warnings and instructions to the RSOs on modifying training in accordance with <https://clion.lejeune.usmc.mil>:

<u>Flag Color</u>	<u>WBGTI</u>	<u>Precaution</u>
Green	80.0 - 84.9	None
Yellow	85.0 - 87.9	Protection from direct sunlight should be enforced for all personnel. Advise water intake.
Red	88.0 - 89.9	Protection from direct sunlight should be enforced for all personnel. Un-acclimatized personnel should be closely monitored. Order water intake.
Black	90 +	Limited activity. Frequent breaks in training. Supervise water intake. Removal of body armor and Kevlar helmets recommended.

2. Cold Conditions. ROICs/RSOs, SNFs, and unit leaders must ensure their Marines are dressed appropriately for cold weather. In addition to engaged leadership at all levels, the following measures will be taken to reduce the potential for and severity of cold related injuries.

a. Reset Training. Between 1-31 October, WTBN will conduct reset training covering cold injury prevention. This training will cover common cold weather injuries, prevention and

treatment procedures. Using units are encouraged to conduct similar training. A syllabus can be found on the WTBN SharePoint site at <https://intranet.mcieast.usmc.mil/WTBN/Pages/default.aspx>.

b. Hot Wets. When temperatures are consistently forecasted below 40 degrees Fahrenheit, hot wets will be requested by WTBN S-3 with all ART meal requests. The quantity of hot wets requested will be based on the chow roster.

c. Coaches, SNFs, and range personnel will monitor shooters conducting ART for symptoms of cold injuries. SNFs will coordinate with range leadership to move shooters with potential cold weather injuries to the range house.

d. Delay KD Range Operations. If weather conditions are forecasted below 20 degrees Fahrenheit or 45 degrees Fahrenheit with 50 percent chance of rain, range start times will be adjusted the day prior to minimize the amount of time shooters are exposed to the extreme elements. Range Company, ICW the WTBN S-3, will develop a modified schedule for the following day. This modified schedule will be passed prior to securing the firing detail. Typically, range operations will be delayed by 1-2 hours. Additional delays or the cancelation of training may be necessary.

e. Cancel KD Range Operations. When weather conditions are forecasted below 15 degrees Fahrenheit or 35 degrees Fahrenheit with a 50% chance of rain and delaying training will not protect the Marines from the extreme elements, range operations will be canceled for that day. If conditions deteriorate past these thresholds (below 15 degrees Fahrenheit or 35 degrees Fahrenheit with rain) while training is underway, range operations will be stopped and resumed the next day provided conditions improve to allow safe training. The WTBN S-3 ICW Range Company will modify the firing schedule to make up all lost training to the greatest extent possible.

f. All temperatures used when deciding to cancel or delay training will take wind-chill into account by using Figure 4-1.

3. For units firing for ART, it is incumbent that the SNFs and junior leaders stay engaged with their Marines during extreme weather conditions. They know their Marines better than WTBN personnel, and should take precautions to ensure their Marines are capable of accomplishing the mission.

		Temperature (°F)																	
Wind (mph)	Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
	60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98

FROSTBITE OCCURS IN 15 MINUTES OR LESS

$$\text{WIND CHILL (°F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

WHERE, T = AIR TEMPERATURE (°F)
V = WIND SPEED (MPH)

Figure 4-1 Wind-chill

4. Fire Warning Conditions. Upon notification by MCB Range Control, the WTBN S-3/OOD will issue fire warning conditions and instructions to the RSO's on ordnance restrictions and other precautions. In the event of a fire on the range, the RSO will call a check-fire and notify the WTBN S-3/OOD (whichever applies). The WTBN S-3/OOD will request fire fighter assistance from the Stone Bay Fire Station.

5. Hazardous Weather Conditions

a. Electrical Storms. Electrical storms are the most common weather condition aboard WTBN SBRC. The WTBN S-3 will issue warnings of approaching electrical storms and instructions on further training. If any Marine observes electrical storm activity approaching their range before a warning has been issued, they will notify the RSO. The RSO will call a ceasefire (check-fire), notify the WTBN S-3/OOD immediately, and move the shooters to safety in accordance with range evacuation procedures. If lightning comes within five miles (L-5) of WTBN SBRC or is rapidly approaching the following action will be taken:

(1) WTBN S-3/OOD will put all ranges into check-fire.

(2) All ranges will clear the line and move shooters to the nearest shelter.

(3) WTBN S-3 will notify MTU to move their classes or training indoors.

(4) WTBN S-3 will monitor the storm and will notify all ranges that they can request a "Hot" status again once storm has passed.

(5) If lightning persists, or is forecasted to remain in the area for an extended period of time, the OPSO and/or the WTBN Gunner may cancel all live-fire training for the day.

b. High Winds. High winds can cause damage to the targets, target equipment and can pose a hazard to pit operations. The WTBN Gunner will make a recommendation to terminate firing in the case of sustained high winds over 20 mph.

c. Major Storm Systems. In case of destructive weather conditions (TC1, TC2), the firing week may be modified to complete training, secure the range or for shooters to return to their unit. WTBN will follow MCIEAST-MCB CAMLEJO 3440.6A Destructive Weather and WTBNO P3440.6E Destructive Weather SOP for guidance on specific weather conditions.

4003. RESPONSIBILITIES

1. The Range Officer-in-Charge/Range Safety Officer Responsibilities. Duties and responsibilities have been broken into three categories: before, during, and after firing. The ROIC/ RSO will become familiar with all information contained herein. It is required that all units ROIC/RSO visit WTBN S-3 prior to their firing dates to ensure proper coordination.

2. ROIC Duties and Responsibilities. The ROIC is an officer or SNCO appointed and certified in writing by the CO of the using unit to the WTBN S-3. The ROIC will be certified by MCB Camp Lejeune Range Control, possess a valid RSO/OIC card, and be certified by the WTBN S-3 to OIC ranges aboard the WTBN SBRC.

a. Static Ranges. Rank, safety, and eligibility requirements will be per BO 3570.1_ and this SOP (chapter 1 paragraph 1003.7).

b. Fire and Maneuver/Movement Ranges. Maneuver is not authorized aboard the WTBN SBRC. Waivers to this policy will be submitted in accordance with paragraph 2001 of this SOP. Safety and other requirements will be per BO 3570.1_ and chapter 2 of this SOP.

c. Rank Requirements and Deviations. All waivers and deviations must be submitted via the chain-of-command 30 days prior and must have WTBN endorsement before submitting to MCB Camp Lejeune Range Control.

d. Before Firing. The ROIC will:

(1) Report to the WTBN S-3 and sign out the required gear stating he/she knows and understands all range regulations for WTBN SBRC. The ROIC will complete the Range Inventory Check-out Sheet at this time. Example Range Inventory Check-Out Sheets are located on the WTBN SharePoint site (<https://intranet.mcieast.usmc.mil/WTBN/Pages/default.aspx>).

(2) Inquire into any circumstances that might affect range utilization.

(3) Ensure that medical support and a safety vehicle are on hand. This is a unit responsibility.

(4) Ensure that all range safety precautions are exercised per SOP and deliver a safety brief.

(5) Ensure that communications are established and maintained with the WTBN S-3/OOD.

(6) All units must request permission to go "Hot" prior to firing. Ensure permission is granted to commence firing from the WTBN S-3/OOD.

(7) Ensure the RSO and all support personnel are thoroughly familiar with this SOP and all training to be conducted.

e. During Firing. The ROIC will be physically present on the range during all live-fire training to ensure all training is conducted in accordance with this SOP. Continuously monitor the WTBN Safety Net when in a "Hot" status and the range is occupied. While in a "check-fire" status either the ROIC or RSO must be physically present on the range at all times. Lineouts will be conducted when shooters leave the firing line to go to

the pits or on working parties aboard the range. Personnel must receive a thorough shakedown prior to departing the range.

f. After Firing. The ROIC will:

(1) Ensure all weapons are cleared and the WTBN S-3/OOD is notified of the "Cold" status. Once in a "Cold" status report the number of rounds fired by DODIC and number of personnel trained.

(2) Inspect the range to ensure cleanliness and correct all discrepancies.

(3) Ensure all range equipment is returned to the WTBN S-3/OOD.

(4) Collect all unexpended ammunition, and ensure it is repacked in the original containers for turn in.

(5) The ROIC will supervise the police call of the range by putting all trash in proper receptacles and disposing of ordnance items.

(6) Ensure all paperwork associated with range utilization (Range Usage data sheet & Ammo Expenditure Report) and any other paperwork required to relinquish responsibility for the range.

(7) Ensure that a thorough shakedown is conducted on all personnel prior to anyone departing the range IAW Appendix H.

3. Range Safety Officer (RSO) Duties and Responsibilities.
The RSO is a SNCO or officer appointed by the Commanding Officer of the using unit and certified in writing by the CO of the using unit to the WTBN S-3. The RSO will be certified by MCB Camp Lejeune Range Control, possess a valid RSO/OIC card, and be certified by the WTBN S-3 to RSO ranges aboard the WTBN SBRC.

a. Before Firing. The RSO will:

(1) Sign out the required gear stating he/she knows and understands all range regulations for WTBN SBRC. They will complete the Range Inventory Check-out Sheet at this time. Examples can be found on the WTBN SharePoint site (<https://intranet.mcieast.usmc.mil/WTBN/Pages/default.aspx>).

(2) Inquire as to any circumstances or events that might affect training.

(3) Conduct a safety brief as required for all personnel involved in the training evolution. RSOs for KD Ranges will deliver the Range Safety Brief in Appendix (I), a coaches brief, and the Pit Safety Brief in Appendix (J).

(4) Brief road guards/bay watch (if needed) in their duties and ensure communication is established with them.

(5) Ensure all range gates and barriers denying access into the SDZ are utilized (if needed).

(6) Ensure all support personnel have been briefed and understand emergency medical procedures.

(7) Before requesting permission to go hot, the RSO will ensure that the pre-fire portion of the Range Inspection Checklist is completed for the specific range.

(8) When requesting permission to go "Hot" provide the WTBN S-3/OOD with the following information over the WTBN Safety Net:

(a) Name of ROIC and RSO.

(b) Verification that a safety Corpsman is present.

(c) Verification that a safety vehicle is present.

(d) Range flags are up.

(e) Safety brief has been given.

(f) Verification that Angle Limiting Devices (ALD) are in place if required.

(g) Road signs/guards have been posted if required.

b. During Firing. The RSO will:

(1) Always be physically present on the range and in the most advantageous position to observe training. While in a "check-fire" status either the ROIC or RSO will be physically present on the range at all times.

(2) Monitor the WTBN Safety Net (channel #2) of the radio on a continuous basis and conduct hourly (yard line for KD ranges) radio checks with the WTBN S-3/OOD after hours or on weekends/holidays. If communications fail, the RSO will order a check-fire until communication is restored.

(3) Order an immediate ceasefire if an unsafe condition exists.

(4) Ensure that support personnel perform their prescribed duties during firing.

(5) Enforce all safety regulations prescribed in this SOP.

c. After Firing. The RSO will:

(1) Contact the WTBN S-3/OOD and request to go cold by stating that training is complete, total number of shooters trained and number of rounds expended by DODIC advise of the final ceasefire.

(2) The RSO will verify that all weapons have been checked and cleared.

(3) Conduct a post firing inspection with the WTBN S-3 representative or OOD utilizing the Range Inspection.

(4) The RSO will check out with the WTBN S-3/OOD, turning in all range safety equipment and completing all range usage paperwork.

4004. WEAPONS CONDITIONS. A weapon's readiness/safety status is described by one of the four conditions. The steps in the loading and unloading process take the weapons through four specific levels of readiness for live-fire.

1. Service Rifle Condition codes:

Condition 1: Magazine inserted, round in chamber, bolt forward, safety on, ejection port cover closed.

Condition 2: Not applicable to the service rifle.

Condition 3: Magazine inserted, chamber empty, Bolt forward,
safety on, ejection port cover closed.

Condition 4: Magazine removed, chamber empty, bolt forward,

safety on ejection port cover closed.

2. Service Pistol Condition codes:

- Condition 1: Magazine inserted, round in chamber, slide forward, safety on.
- Condition 2: Not applicable to the service pistol.
- Condition 3: Magazine inserted, chamber empty, slide forward, safety on.
- Condition 4: Magazine removed, chamber empty, slide forward,
safety on.

4005. AMMUNITION MALFUNCTION PROCEDURES

1. Ammunition that fails to perform as expected can normally be attributed to a malfunction, human error or a weapon/equipment deficiency. In every instance, it is imperative that certain facts surrounding the incident be immediately noted and action taken to avoid reoccurrence.

2. The preliminary and detailed investigations and reports required for malfunctions and accidents involving ammunition must be thorough, accurate and complete.

3. Reporting Procedures. The RSO is responsible for ensuring that the preliminary report data is provided to WTBN or the using unit's Ammunition Officer. In cases of injury due to ammunition malfunctions, the RSO will take the following action:

- a. Cease fire, ensure all weapons are cleared and keep all ammo on site. Notify the WTBN S-3. Do not clear and make Condition 4 on weapon(s) in question, just attempt to place weapon(s) on safe and point in a safe direction. A 2111 will be the only Marine(s) from WTBN that will clear the weapon(s) for investigation purposes only.

- b. Render first aid to casualties as necessary. Utilize Red Blanket procedures, Appendix (A), if applicable.

- c. Notify WTBN S-3/OOD, S-3/OOD will gather the following information:

- (1) Identify the weapon utilized. Record the model, serial number, condition prior to and after firing and number of rounds fired prior to malfunctions.

(2) Record the time and weather conditions.

(3) Note the details of what actually occurred to include actions of appropriate personnel immediately prior to the incident occurring.

(4) Identify all witnesses (Name, Rank, SSN and unit).

(5) Safeguard weapons, material, or fragments which will provide evidence as to the cause of the malfunction.

4. Upon notification of the incident, the Ammunition Officer will take the following action:

a. Notify the appropriate personnel of the incident and provide maximum information relevant to the incident.

b. Notify the Battalion Safety Officer.

c. Request that an investigating officer from the using unit be appointed.

d. Submit an ammunition malfunction report within 96 hours of the incident, in accordance with MCO 8025.1.

e. Provide security for the weapon, fragments, and pertinent debris related to the malfunction for a period of 120 days, unless otherwise directed by higher authority.

f. If in the course of investigation, it is determined that the weapon is faulty, then a Quality Deficiency Report (QDR) will be submitted by the ordnance officer as set forth in TM 4700-15-1F.

4006. CATASTROPHIC WEAPONS FAILURE. Catastrophic weapons failure is caused by a faulty weapon or faulty ammunition causing injury to the shooter or damage to the weapon.

1. Procedures

a. RSO will call cease fire, ensure all weapons are cleared and keep all ammo on site. Notify the WTBN S-3. Do not clear and make Condition 4 on weapon(s) in question, just attempt to place weapon(s) on safe and point in a safe direction. A 2111 will be the only Marine(s) from WTBN that will clear the weapon(s) for investigation purposes only.

b. Employ Red Blanket procedures per Appendix (A) of this SOP if applicable and ensure the scene is preserved for Investigation Officials.

c. WTBN S-3 will immediately contact the WTBN Gunner and the Ordnance Chief, Armorer, and Ammunition Chief as soon as possible providing the location of the incident. It is the responsibility of the Battalion Security Chief to contact PMO and notify them of the incident.

d. A WTBN Armorer will determine if the failure has the potential to cause further damage (make the weapon safe).

e. A WTBN Armorer will determine if the failure is caused by the weapon or ammunition.

(1) If it is determined to be ammunition issue: Recover and isolate all ammunition of DODIC/Lot. Contact the Ammunition Chief to begin the required Ammunition malfunction report procedures.

(2) If it is determined to be a weapon issue: The Armory will inspect and determine if it is a system issue or an isolated maintenance problem.

f. For all KD Ranges the WTBN Armory Chief will review the owning unit's Pre-fire Inspection Service Request and Limited Technical Inspection Sheets verifying the weapon system with problem is listed on those documents.

g. The WTBN S-3 ensure the WTBN CO and XO are briefed on the situation and then contact the owning unit.

h. If required an Investigating Officer will be appointed by WTBN CO to conduct a Preliminary Inquiry (PI). All findings will be released by WTBN to the appropriate commands as soon as PI is completed. Using units may initiate their own PI with approval from their commanding officer.

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WTBN RANGE SOP

CHAPTER 5

KNOWN DISTANCE RANGE OPERATIONS

5000. GENERAL. Supporting the training and evaluation associated with ART for the personnel in the Camp Lejeune/New River geographic area IAW ref (c) is a core task for WTBN. The KD ranges aboard the WTBN SBRC have the largest throughput of any ART facility in the Marine Corps, and thus require a high level of coordination between supporting and supported units. This chapter addresses the procedures associated with supporting KD marksmanship training on behalf of the supported units in the geographical area.

5001. DROPPING PERSONNEL FROM KD RANGE FIRING DETAILS. The high operational tempo, large numbers of personnel training aboard the WTBN SBRC, and inherent risk of live-fire operations require strict adherence to ref (c) and this SOP. Given that WTBN supports up to nine hundred shooters in a firing week, a single incident of failing to follow procedures can negatively affect hundreds of shooters. To maximize the number of shooters trained, the WTBN staff and range personnel typically lack the flexibility to accommodate units or individuals who fail to comply with orders and regulations. **Dropping personnel is always a last resort, but in favor of supporting the majority of shooters and units that adhere to orders and regulations, the WTBN CO and his designees reserve the right to drop anyone whose actions or failure to act interferes with the safe, effective, and efficient running of KD range operations.** If the violators are key billet holders (verifiers, corpsmen, CMCs, or SNFs), their dismissal will potentially result in the shooters they are responsible for being dropped as well. As their unit's command representative, SNFs are the only Marines authorized to appeal any drops or other decisions made on the range.

5002. KD RANGE BATTLE RHYTHMS. In order to maximize the opportunities for training and requalification, WTBN adheres to the following battle rhythms for KD range operations. Modifications may be made to the standard battle rhythms based upon operational necessities, hazardous weather, or other unforeseen situations. WTBN S-3 will notify affected units of any changes as far in advance as possible.

1. Annual Battle Rhythm. The FY rifle qualification quota assignment serves as the annual plan for KD range operations.

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Procedures for its development, approval and dissemination are covered below.

a. The WTBN Operations Section will construct an initial annual firing schedule NLT 1 July each year. Firing details will be planned around the published II MEF/MCIEAST holiday schedule, and non-firing weeks will be scheduled as appropriate to facilitate a range maintenance program and other WTBN-specific events. A maximum number of 900 shooters per week (300 shooters per range) during Daylight Savings Time weeks and 750 (250 shooters per range) shooters during the Eastern Standard Time weeks are planning factors for use in determining quotas. Quota allocations will include student allocations for the scheduled CMC and CMT Courses for the FY per the annual MTU course date LOI.

b. The WTBN S-3 will schedule two quota meetings with representatives from all major subordinate commands aboard MCB Camp Lejeune/MCAS New River.

c. The first meeting will be conducted in mid-July prior to the start of the firing year. The WTBN OPSO and Gunner will meet with unit G/S-3 representatives to determine rifle quota requirements and to develop proposed schedules.

d. Approximately two weeks later, the WTBN OPSO and Gunner will again meet with the unit G/S-3 representatives with an initial draft of the next FY quotas based on the input from the first meeting. The units will be given a chance to identify any shortfalls or concerns.

e. WTBN will compile the final draft of the annual quota allocation no later than 15 August for publication via AMHS by 1 September for the next FY.

f. WTBN will coordinate as necessary with the G/S-3 representatives to redistribute quotas as necessary to support operational requirements throughout the firing year. If required, a mid-year quota review will be held in April with all unit G/S-3 representatives.

2. Weekly Battle Rhythms. The weekly battle rhythms consist of units preparing to conduct ART, units conducting ART, and follow-on actions once ART is complete. Table 5-1 and the following paragraphs detail the typical schedule and requirements associated with the weeks associated with the typical unit's firing week:

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Week	Monday	Tuesday	Wednesday	Thursday	Friday
2-weeks prior		a. SNF Brief			
1-week prior		b. eRoster submission	c. Initial check-in	d. Meal request	e. Final check-in
f. Firing	Stage 1	Stage 2	Stage 3 Table 1A Qual	Stage 4	Stage 5 Table 2 Qual
Post-firing		h. Qualification report		i. Unit Diary entry	

Table 5-1

a. Staff Non-Fire Brief. Two weeks prior to a designated firing week, the WTBN Operations Section will host a SNF brief. SNFs from all units scheduled to train/qualify two weeks later are required to attend. This brief is normally conducted on Tuesday at 1000 in the WTBN S-3 classroom. Changes to the Tuesday brief will be published in advance. This meeting is critical to the firing detail's success during firing week, since essential details such as schedule changes, and corpsmen, CMC, and other requirements are determined. **Units whose SNF fails to attend the SNF Brief or that attempt to switch SNFs after the SNF Brief without prior coordination with the WTBN S-3 will lose that firing week's quotas.** At this brief the SNF must be prepared to:

(1) Confirm the number of Table 1A and Table 2 shooters their unit will be sending to the range. As the year progresses, there may be shooters who qualify on Table 1A but do not qualify on Table 2; these shooters may return to complete their ART requirements. Table 2 only shooters do not count against a unit's Table 1A quotas.

(2) Identify any subordinate unit representatives who will accompany shooters throughout the training and firing week.

(3) Review reference materials for the MCCMP.

(4) Review the process and associated paperwork required to support his/her firing detail aboard Stone Bay.

b. eRoster submission. No later than 1630 on the Tuesday prior to the firing week, units must email their Detail Roster and Billeting Request to the WTBN S-3.

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(1) The Detail Roster will include the following information:

(a) The Detail Roster will provide a by name account of all personnel a unit plans to send to conduct/ support ART aboard Stone Bay for the firing week.

(b) The Detail Roster serves as the letter of transmittal for any weapons stored in the Stone Bay Armory, and must accurately associate the shooter with his/her weapon, optics, etc. by serial number, and annotate any stock weapons.

(c) Units will also list all CMCs scheduled to support a unit's ART on the Detail Roster. WTBN S-1 and S-3 will validate all CMCs to ensure they have the required secondary MOS of 0933/0931 and are in good standing with WTBN per the CMC Evaluation and Reporting Program (Appendix (C)).

(d) Rosters must be in Microsoft Word format; email the Detail Roster to the WTBN S-3 (frank.curci@usmc.mil and david.cherry@usmc.mil). The electronic version is used for planning purposes and is not signed. A signed hardcopy will be submitted during initial check-in. The signed copy must be signed by the Battalion/Squadron Commander or individual designated as "Acting" since it includes the Commanding Officer's permission to store the weapons in the Stone Bay Armory.

(2) Billeting Requests will emailed to jimmy.moland@usmc.mil and wtbn_s3_stonebay@usmc.mil. They must include the parent unit, number of billets required for males and females, and the SNF phone number (preferably a cell phone number).

c. Initial Check-in. From 0700-1100 on Wednesday the week prior to their firing week, SNFs will check-in with the WTBN S-3, this is done in person at Stone Bay.

(1) SNFs will provide a signed hard copy of the final Detail Roster. The Detail Roster must be signed by the Battalion/Squadron Commander or by an individual designated as "Acting" with a copy of the letter designating the individual as "Acting". **Detail Rosters signed "By Direction" will not be accepted.**

(2) Letter of Authorization. A signed Letter of Authorization from the firing unit's Battalion/Squadron

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Commander to the WTBN CO allowing the SNF to sign MCBCL 8010/20 cards is required. This letter must be in standard Naval Letter Format and a hardcopy will be submitted to the WTBN S-3. Since 8010/20 cards are used to issue and recover weapons throughout the units firing week, **the Letter of Authorization must be signed by the Battalion/Squadron Commander or by an individual designated as "Acting"**.

(3) SNFs must be prepared to validate or provide corrections to their previously submitted paperwork to ensure all designated personnel and weapons will be on hand and accounted for to conduct ART. Once all paperwork has been corrected and validated, the WTBN S-3 will stamp the Detail Roster.

(4) The SNF will then turn the stamped copy of the Detail Roster into the Armory to prepare for weapons turn in during Final Check-in.

(5) Early Release. The assigned WTBN KD range is the appointed place of duty for all personnel assigned to a firing detail. In addition to training/qualifying, all firing detail members also assist in pulling targets for fellow shooters, making targets and conducting other support requirements for range operations. However, in rare occasions, individuals may be required to complete ART in order to attend to operational requirements at their parent unit, thus requiring an early release authorization.

(a) SNFs must submit any early release requests to the WTBN S-3 during Initial Check-in. **Early release requests received after Wednesday of pre-fire week will not be approved.**

(b) Requests must include the consequences if the shooter does not depart training early and why the shooter must fire on this specific firing week instead of moving to another range detail where he/she would not need to depart early.

(c) WTBN S-3 will route any early release requests to the Range CO for approval.

(d) SNFs will receive a notification on any early release requests no later than 1200 on Final Check-in.

(6) Meal Requests. SNFs must complete a Special Meal Request form (MCBCL 10110/26 REV 4-84) for box meals for all personnel on the firing detail authorized to subsist at

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government expense. This request is created by the WTBN S-3 based on the Detail Roster and signed by the SNF. The WTBN S-3 submits a hard copy to the Stone Bay Mess Hall (RR-139) on Thursday preceding the firing week with an electronic copy to MCB Food Services Division.

e. Final Check-in. A unit's entire firing detail will report to Stone Bay to conduct Final Check-in, typically on the Friday prior to the firing week. The following activities will be completed.

(1) Range Assignment. SNFs will report to the WTBN S-3 NLT 0745 to receive their range assignment. SNFs will take their entire detail, to include all shooters and CMCs, to their assigned range.

(2) Range Check-in. NLT 0800 SNFs will check-in with the ROIC and have all shooters and CMCs present on the range. The range staff will introduce themselves and then brief the firing detail on the next week's operations, including weather, any unique schedule events, and tips for a successful firing week. Following the brief, shooters will be assigned a target point and relay for the first day of live-fire training and range staff will ensure CMCs have been assigned to specific shooters that they will coach throughout the firing week. Once they are released from the range, SNFs will proceed to the WTBN S-3, shooters will proceed to the armory, and CMCs will go to the CMC Sustainment Class.

(3) WTBN S-3. SNFs will report to the WTBN S-3 immediately after being released from their assigned range with all shooters assigned to the detail, and all weapons and optics to be turned into the WTBN armory (to include stock weapons).

(a) Preparatory Training Letter. IAW ref (c), Battalion/Squadron Commanders must submit a signed Preparatory Training Letter to the WTBN CO certifying that all preparatory training has been completed. This letter must be in standard Naval Letter Format and a hardcopy will be submitted to the WTBN S-3 NLT Final Check-in. **The Preparatory Training Letter must be signed by the Battalion/Squadron Commander or by an individual designated as "Acting".**

(b) All documents will be validated and the corrected copies will be stamped by the S-3.

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(4) Armory. After the Detail Roster has been validated and stamped, the SNF will take his/her firing detail to the armory for weapons turn-in.

(a) The SNF must deliver a completed GCSS-MC Service Request with serial numbers verifying that all weapons being turned in have passed a LTI/PFI.

(b) Weapons turn-in is conducted on a first come first served system.

(c) All shooters must be present with their weapon and military identification card for the WTBN Armory to accept their weapons.

(d) No changes will be allowed to the detail roster after weapons have been turned into the armory.

(e) Specific armory procedures for supporting KD range operations can be found in Appendix (B).

(5) Once armory turn-in is complete the SNF will return to the WTBN S-3 to deliver a copy of the LTI/PFI and receive any final instructions.

(6) CMC Sustainment Class. All CMCs will report to the S-3 classroom at 1000 Friday where they will receive a class from the WTBN Gunner or his designated 0931 CMT. This class is a requirement to serve as a CMC on the next week's range and will ensure that CMCs are briefed on any updates to the order, range procedures, and their duties for the next week's range. Additionally, CMC parking passes will be issued by WTBN Security section at this time. **CMCs who do not attend the CMC Sustainment Class will not be authorized to coach during firing week, putting their shooters at risk of being dropped.**

f. Firing week

(1) Stages 1, 2, and 4 are normally conducted on Monday, Tuesday, and Thursday. These are practice days with assistance from the CMCs. IAW ref (c), no shooter is authorized to qualify without completing stage 1, 2, and 4 of ART.

(2) In the event of a short firing week, the WTBN Gunner will develop a condensed firing schedule that includes all five stages of training. Check-in times may also be adjusted to

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accommodate operational or administrative requirements as directed by the WTBN CO.

(3) WTBN S-3 and range personnel will pass any updates regarding modified schedules as soon as they are approved.

(4) Paragraph 5008 provides further detail on the daily battle rhythm during the firing week.

g. Qualification report. By Tuesday of the week following Firing Week the WTBN S-3 will provide the WTBN S-1 with an electronic qualification report. At this point units may confirm a shooter's official score.

h. Unit diary entry. By Thursday of the week following Firing Week, the WTBN S-1 will use the Qualification Report to prepare a unit diary entry. Units should expect to see a shooter's official score posted in 3270 once the diary entry has run.

5003. FIRING UNIT RESPONSIBILITIES. Firing unit commanders have the following responsibilities when sending personnel to complete ART.

1. Ensure all personnel assigned to a firing detail meet all prerequisites for assignment to the range to include: sufficient obligated service, no current score for that fiscal year, no competing scheduling conflicts, and no medical disqualifications.

a. All Marines pending psychological appointments or that have disqualifying drug interactions must be briefed to the ROIC/RSO prior to the firing day.

b. Pregnant shooters **MUST** have written permission from their Commanding Officer and Medical Officer in order to fire regardless of how far they are in their pregnancy.

2. Per ref (c), conduct and certify all ART preparatory training.

3. Ensure all personnel have appropriate equipment per ref (c). **Shooters without the required gear listed below at the completion of the gear inspection will not be allowed to fire on that relay and may be dropped at the discretion of the ROIC.**

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a. Required gear: service rifle, sling, load bearing gear, magazines (three magazines for Table 1A and six magazines for Table 2), magazine retention devices, hearing protection, eye protection, helmet and body armor (Table 2 only), and data book.

b. Data books. All shooters must maintain a data book. It is the firing unit's responsibility to provide data books, and their CMCs' responsibility to ensure their shooters properly complete their data books. **Shooters who fail to qualify on qualification day must have made a reasonable attempt to fill out their data book IOT be allowed to fire as a part of the remedial relay ("UNQ relay")**. This means marking all calls, plots, holds, and making windage calls. Examples of how to properly fill out the data book can be found on pages 20-22 of the data book.

c. Weapons and Optics. All weapons and optics will be checked for serviceability before coming to the WTBN SBRC, to include current LTI/PFI IAW current references. **Special attention will be paid to the RCO under screws to ensure they are tight**. All modular attachments and weapons modifications must be IAW the the MARADMIN titled, "Authorized Individual Weapons, Optics, Modular Attachments and Modifications for Annual Rifle and Pistol Training". This MARADMIN is updated and released annually.

4. Range Support. WTBN is not sufficiently manned to support ART for Camp Lejeune units with only organic personnel and equipment. As such, IAW ref (b), firing units are required to augment WTBN ranges to support KD range operations during their firing week based upon the number of personnel firing. **Units that fail to meet support requirements will have shooters dropped from the range to meet the required ratios and may have their firing detail dropped from the range**. The following procedures apply to support personnel.

a. Staff Non-Fire. The SNF is the unit commander's direct representative aboard Stone Bay and is **responsible for everything that happens or fails to happen with his/her firing detail**. SNFs must be a SNCO or officer unless special permission is obtained from the WTBN S-3 allowing a sergeant to serve as SNF.

(1) The SNF ensures:

(a) All personnel and equipment within his/her firing detail are accounted for at all times.

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(b) All personnel within his/her firing detail are performing tasks as required.

(c) All personnel within his/her firing detail have all required gear, including appropriate foul weather gear.

(d) All personnel within his/her firing detail receive appropriate logistics support (chow, billeting, transportation, etc.)

(2) The SNF's principal place of duty is with his/her firing detail. The SNF may be excused from the range by the ROIC/RSO during the day in order to execute his/her various duties.

(3) As the unit representative, WTBN staff and range personnel will principally engage the SNF for all matters pertaining to a firing detail, especially situations regarding accountability, conduct of firing detail personnel, administrative and logistics requirements, weapons, and dropping personnel.

b. Combat Marksmanship Coach. Only personnel with the secondary MOS 0933 or 0931 are authorized to serve as CMCs.

(1) CMCs are responsible to their unit commanders to requalify as many shooters as possible through engaged, effective coaching and by supporting their shooters (e.g., identifying slow targets to the Block NCOs on Qualification Day).

(2) CMCs are required to attend the CMC Sustainment Class (typically the Friday prior to the firing week) and must be listed on the Detail Roster to be authorized to coach their unit's shooters during marksmanship training and requalification, unless previously coordinated with the WTBN S-3. CMCs must attend the CMC Sustainment Class prior to every Range Detail they will support; however, the CMC's SNF may appeal to the WTBN Gunner for waivers in the event that the CMC is serving on back-to-back range details or similar circumstances. CMCs must be in good standing with the WTBN S-3 per the CMC Evaluation and Reporting Program, Appendix (C), to coach on Stone Bay KD ranges.

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(3) In conjunction with their parent unit's CMTs, CMCs are expected to conduct preparatory training ("Grass Week"), which should include classroom instruction, data book analysis, practical application, and simulation training, the week prior to live-fire training and requalification aboard Stone Bay.

(4) CMCs will support the KD range staff in the safe and efficient execution of ART activities, to include remediating weak shooters, range set up and break down, emergency procedures, and other tasks as required.

c. Corpsmen/Range Support Vehicle. Firing units must provide corpsmen and vehicle support to the KD ranges as prescribed by the WTBN S-3 at the SNF Brief. Corpsmen must:

(1) Muster with the RSO prior to the beginning of training each day and remain present on the range while training is being conducted.

(2) Retain the Unit 1 or current medical bag on his/her person at all times and remain prepared to handle emergency situations on the range. All medical bags will be inspected Monday and Thursday by WTBN Corpsmen to ensure all required equipment is present. A list of the minimum required medical equipment can be found on the WTBN SharePoint site.

(3) Understand and be able to apply the actions detailed in Appendix (A) in the event of an injury on the range, particularly actions associated with a Red Blanket event.

d. Verifiers. Verifiers are SNCOs, officers, or CMTs (0931 MOS) responsible to the ROIC to inspect their assigned targets to verify non-visible misses (ricochets are also considered misses), prevent cheating, ensure target pullers are doing their job and ensure scores are recorded correctly. Verifiers cannot be shooters.

5. Examples of all rosters, letters, and other required documents can be found on the WTBN website and SharePoint site.
<http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/S3.aspx>
<https://intranet.mcieast.usmc.mil/WTBN/Pages/default.aspx>

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5004. KD RANGE ORGANIZATION

1. Personnel requirements for range operations. Figure 5-1 and the following paragraphs delineate the personnel requirements to safely and effectively conduct live firing. All personnel shortages will be immediately reported to the Range CO and WTBN Gunner. **ROICs will not commence firing until shortages are addressed.**

a. ROIC/RSO. Either the ROIC or RSO will be present on the firing line at all times during all live fire events.

b. Line SNCOs/Range CMTs. One Line SNCO or Range CMT will remain on the line during all live fire, positioning him/her to best advise the ROIC, RSO, Block NCOs, and CMCs on the conduct of the range and adherence to ref (c).

c. Block NCOs. One Block NCO will supervise no more than thirteen firing points. Block NCOs will position themselves to best supervise the safe conduct of fire and to advise CMCs on the conduct of the range and adherence to ref (c).

d. Tower NCOs. The Tower NCO or Assistant Tower NCO will remain in the range tower at all times, unless relieved by the ROIC/RSO or the Line SNCO.

e. Pit NCOs. The Pit NCO or Assistant Pit NCO will be stationed in the Sound Shed during all firing. If the pit sentry system is not correctly operating, the Pit NCO and the Assistant Pit NCO will man the Sound Shed to observe the red line.

f. Ammo NCO. The Ammo NCO will post at the Ammunition Table at whichever firing line is currently in use. If shooters are on the 25 yard line, the Ammo NCO will post at the 100 yard line. The Ammo NCO will remain with the range's ammunition unless relieved by the ROIC/RSO.

g. Staff Non-Fires. Each unit's SNF will remain with his/her firing detail on the range unless providing logistics or administrative support. SNFs may be excused from the range by the ROIC/RSO during the day in order to execute their various support duties.

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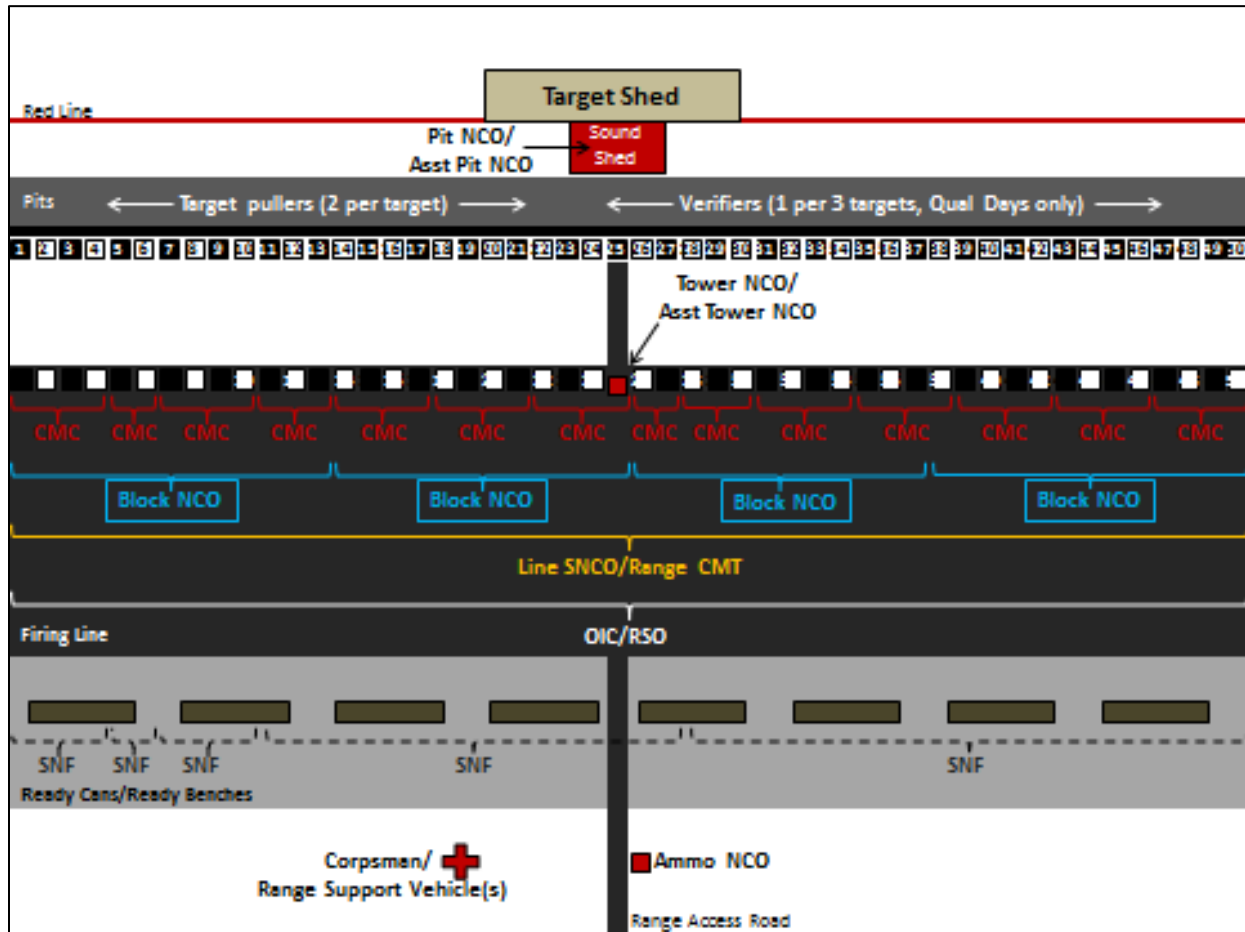


Figure 5-1 KD Range Personnel Assignments

h. Combat Marksmanship Coaches. IAW ref (c), one CMC may supervise a maximum of four target points. As such, WTBN requires units to provide CMCs on a 1:20 CMC-to-shooter ratio, which allows for one CMC to supervise four target points across five relays. All KD range details will provide at least one CMC regardless of detail size (i.e., less than twenty shooters). CMCs will be assigned to their shooters/target points after the block-in process (typically the Friday before firing week). After block-in, any excess CMCs will be released to their SNF. **Units that attempt to switch CMCs without coordination with the WTBN S-3 risk having the shooters assigned to that CMC dropped from the range.**

i. Corpsmen/Range Support Vehicles. Firing will not commence without the presence of three corpsmen and one range support vehicle.

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j. Verifiers. WTBN requires seventeen verifiers per range on Table 1A and Table 2 Qualification Days. This corresponds to a 1:3 verifier-to-target point ratio which has been determined as the minimum ratio that enables efficient range operations. WTBN S-3 will task units at final check-in with the number of verifiers they will be required to supply. The larger the unit the greater the portion of the seventeen verifiers they will be assigned. **Units that fail to provide the correct number of verifiers will have shooters dropped from the range, beginning with the most senior officers/SNCOs, to serve as verifiers to achieve the correct number of verifiers for that unit.**

k. Certifying Officer. The ROIC acts as the certifying officer, responsible to review and certify every scorecard prior to its submission to the WTBN S-3.

2. Physical arrangement of the KD ranges

a. Range Tower. Each firing range must have a mobile range tower. The range tower provides observation, PA communications and command and control of the KD range. The tower will be connected at each yard line to power and communications hookups via a plug-in system. Range personnel will ensure that the tower is completely unplugged and secured prior to moving the tower between yard lines. In the event the range tower fails to operate, the ROIC will notify the WTBN S-3, obtain portable loudspeakers and resume training/qualification.

b. Range Flags. Red range flags must be flown from both flanks of the pits and at the entrance to the range prior to going "hot." Additionally, prior to firing on each firing line, the line flag will be raised and remain aloft while the ranges are "hot".

c. Communication on the firing line. Two sources of two-way communication will be maintained with WTBN S-3 at all times during live fire, via radio and telephone. A PA system or a megaphone is used to direct all firing. Continuous communication will be maintained with the pits during the course of fire. The range will continuously monitor the WTBN Safety Net until firing is secured. Firing will not commence until positive communications are established.

d. Firing point identification. Each firing point is identified by a number block located to the left of the firing point. This number corresponds to its corresponding target down range to ensure shooters fire on their assigned targets.

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e. Ready boxes. Each firing point will have a ready box (a black or white painted pop-up illumination ammunition can) placed between the benches and the firing line at each yard line for members of the next firing relay to sit. The number on the ready box will face the range tower, and may be used to signal the tower if a corresponding clipboard is not available.

f. Offhand boxes. An extra box (a black, white, or yellow painted pop-up illumination ammunition can) will be provided on the 200-yard line to provide shooters firing from the standing position a place to sit between shots.

g. Waste disposal. Trash bags and disposal cans for brass are used for police and maintenance of the firing line. They will be located at the tower during firing.

h. Heads. Serviceable male and female heads will be maintained at the range house, 300 yard line, and in the pits. The ROIC and SNFs will ensure heads remain in a good state of police. The ROIC will submit maintenance requests for heads that need repair.

i. Pits. All KD range pits have the following requirements.

(1) Communications Equipment. All of the following communications systems must be in place in order to execute live fire training.

(a) Radio communications equipment to ensure positive communications with the firing line.

(b) A PA system to announce fire commands from the Pit NCO.

(c) A telephone available for emergencies and operational matters.

(2) Red Safety Line. Per TECOM Safety of Use Memorandum 4-11, a red safety line is positioned on the deck 82 inches behind the catwalk to delineate the danger area during live firing. This is based upon the formula of: Height of Berm (Distance A) x (.7) = Distance to Near Edge of Red Line (Distance B). For WTBN SBRC KD Ranges this is:

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118 inches (A) x (.7) = 82.5 inches (B),
rounded down to 82 inches

No personnel will cross the red safety line during live-fire.
Violations of this regulation will result in immediate drop from the range as a safety violator.

(3) Pit Sentry System. Each pit area is equipped with a dual beam photoelectric sensor that detects movement past the red safety line. During live firing, this system is activated by the Pit NCO and provides an electronic means to enforce the red safety line rule. If someone crosses the red safety line an audio and visual alarm is activated in both the Sound Shed and Firing Line Tower. During firing an immediate cease-fire will be called. If the line is active, but firing has not begun then the Tower NCO will direct all personnel to elevate their muzzles. Digital video recorder-linked cameras provide color day/night capability to record of movement in the safe zone and in the dead zones behind the Target Storage Shed. Prior to firing, each Pit NCO will turn on the Pit Sentry System. If the system is not working properly, the Pit NCO will notify the ROIC/RSO; the Pit NCO and Assistant Pit NCO will man the Sound Shed to observe the red line, and then firing will commence/continue.

(4) Target Material. The Target NCO will ensure the range maintains an adequate number of targets to support all target points with each type target for all stages of firing and sufficient target repair material and equipment to maintain range operations without interruption.

(5) Target Marking Material. Prior to firing, each target puller will ensure that his/her assigned target point is equipped with an ammo can with the following material:

- (a) One scoring disk with a red/white side.
- (b) Ten three-inch (3") white/black spotters.
- (c) Two five-inch (5") white/black spotters.
- (d) One ten-inch (10") white/black spotter.
- (e) Four target tie-down straps.
- (f) Black and white pasties.

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(g) Minimum of ten spindles for shot spotters.

(8) Foreign objects on targets. No objects other than pasties, spotters or scoring aids will be affixed to any target. **Due to the safety hazard of foreign objects being shot off of targets, individuals found placing foreign objects on targets will be dropped as safety violators.**

(9) Unused targets. Unused targets may be temporarily placed on the deck behind the target carriage. Walkways will be kept clear.

(10) Storage of targets. Upon the completion of firing each day, all targets will be secured in the target shed.

5005. UNIFORMS. The north side of Rifle Range Road between the armory and Hathcock Range is a tactical no-salute area. Marines are authorized to wear their issued uniform items IAW Marine Corps Uniform Regulations, MCO P1020.34G, and its design per the Organizational Clothing and Equipment Wear Guidance published by the Product Manager Infantry Combat Systems, Marine Corps Systems Command. The ROIC will make the determination on what may be worn in any case not covered by the above documents.

1. Range personnel will adhere to the same uniform standards described above in addition to the following uniform items:

a. Only WTBN personnel are authorized to wear the pith helmet aboard SBRC KD ranges.

b. ROICs will wear the pith helmet with the silver officer insignia. RSOs will wear the pith helmet with the gold insignia.

c. CMTs (0931) will wear the pith helmet with the gold insignia.

d. Block NCOs will wear the pith helmet. Personnel who have the 0931 MOS will wear the gold insignia and those who have the 0933 MOS will wear the black insignia.

e. Block NCOs will utilize safety paddles to ensure the Tower NCO can clearly see hand signals from the firing line.

2. Unit-provided coaches (0933 or 0931) will wear the white headband on their covers while serving aboard SBRC KD ranges. CMC Course students will wear a red head band.

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3. While on the firing line, personnel are required to wear eye (issued eye protection/prescribed glasses only) and ear protection at all times. Personnel are encouraged to also wear eye and ear protection while in the vicinity of the firing line.

a. In extreme cases where environmental conditions cause the use of eye protection to interfere with a shooter's vision to a degree where it becomes a safety concern, the WTBN CO has delegated the authority to modify the eye protection requirement to the Range CO.

b. ROICs will gain permission from the Range CO and inform the WTBN S-3 over WTBN Safety Net, channel 2, prior to allowing shooters to train without eye protection.

8. Gloves may be worn; however, only light OR gloves or other issued hand protection is authorized, at the discretion of the RSO. Gloves will be worn as designed (no cutting off of fingers is authorized). Violators will be directed to remove the gloves.

5006. KD RANGE SAFETY CONSIDERATIONS. The WTBN CO has delegated authority to drop any individual from a firing detail for safety violations to the Range CO, who exercises this authority through the ROIC and RSO. This applies to any individual on the range, regardless of rank or billet, including shooters, CMCs, SNFs, corpsmen, drivers, range personnel, and any support personnel. In case of an injury on the range, all personnel will follow the Red Blanket procedures found in Appendix (A). The following considerations apply.

1. No shooters, CMCs, SNFs, or support personnel may consume alcohol within eight hours prior to the start of the training day.

2. To ensure both hands are free to quickly address safety hazards, no food or drink, except for Camelbaks, is allowed on the firing line.

3. Only range personnel, shooters, and CMCs are allowed on the firing line. Any other personnel require permission from the ROIC to move up to and along the firing line.

4. Minor safety violations will be corrected immediately by CMCs, SNFs, or range personnel, and a notation will be made in

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the safety log book. They include, but are not limited to the following:

- a. Failure to engage the safety prior to removing a cleared weapon from the shoulder.
 - b. Walking across the grass while carrying ammunition.
 - c. Entering the Sound Shed or using the line-to-pit phone without the Pit NCO's permission.
 - d. Running, lying down, sleeping, or throwing items while on the range.
 - e. Firing outside of commands (specifically: while on the firing line, engaging the correct target, failing to immediately stop firing when the command "Cease fire" has been given).
 - f. Non-compliance with tower or pit commands (in extreme cases, this may constitute a major safety violation).
 - g. Smoking in the pits without the permission of the Pit NCO.
 - h. Being found with 1-3 rounds of ammunition that appear to be misplaced due to carelessness after declaring he/she has no ammunition during a shakedown.
 - i. Leaving the range without permission from the ROIC/RSO. Personnel who leave the range without permission are considered UA. This applies to the entire range detail including SNFs.
 - j. Leaving his/her weapon or ammunition unattended.
 - k. Improper weapons handling (see below).
 - l. Slamming the target carriages into the deck or climbing on the carriages.
5. Anyone who is logged into the safety logbook for two or more minor safety violations in a given firing week will be dropped as a safety violator.

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6. Major safety violations may be cause for immediate dismissal from the firing detail, at the discretion of the ROIC/RSO.

Major violations include, but are not limited to the following:

a. Pointing a weapon at another person or flagging the line.

b. Firing at unauthorized targets or other objects on the range.

c. Sighting in or dry firing when not on the firing line. Shooters are allowed to check their optics by pointing the weapon straight up in the air and looking through the RCO.

d. A negligent discharge (firing a weapon when no command to fire has been given).

e. Crossing the red line in the pits after the Pit NCO has declared the red line "active".

f. Loading a weapon while not on the firing line or having received the command to load from the tower.

g. Raising anything other than targets above the berm in the pits during firing, creating a potential ricochet hazard.

h. Departing the line without a Condition 4 weapon.

i. Being found with more than four rounds during a lineout or shakedown after declaring he/she has no ammunition or attempting to steal ammunition.

j. Any other significant behavior that negatively affects the safe conduct of the range, as determined by the ROIC/RSO.

7. Shooters that fail to bring appropriate inclement weather gear may be dropped at the discretion of their SNF.

8. Safety violations outside the KD ranges. The Range CO, ROICs, and RSOs may drop shooters for unsafe actions or failure to obey safety-related instructions from WTBN personnel that occur anywhere aboard the SBRC. Examples include, but are not limited to, failure to follow instructions in the target factory, sighting in or flagging personnel aboard the SBRC, and turning weapons into the armory muzzle first. These incidents

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will be reported via the WTBN Chain of Command to the Range CO for action.

9. Weapons Handling. Shooters adhere to the following weapons handling instructions at all times on the KD ranges.

a. Shooters will keep their weapons on their person at all times except while in the pits or conducting police call.

b. When not on the firing line, all weapons will remain in CONDITION 4: MAGAZINE REMOVED, CHAMBER EMPTY, BOLT FORWARD, SAFETY ON AND EJECTION PORT COVER CLOSED.

c. All slings will be used as designed to carry the weapon. When moving to and from the firing line all shooters will use either the controlled carry or strong side muzzle up depending on their sling type.

d. While on the ready benches, Marines may lean their weapon on the back of the bench with the muzzle elevated toward the downrange area and the ejection port cover up. When sitting on the ready boxes, weapons will be at sling arms or muzzle elevated with the buttstock resting on the meaty portion of the thigh. Unless the weapon is resting on the back of the ready bench, the muzzle will always remain above the shooter's chin.

5007. KD RANGE OPERATIONS. The following are the standard requirements for KD range operations.

1. **Engaged, proactive SNFs are critical to a successful range detail.** SNFs will ensure all personnel and equipment within their firing detail are accounted for and performing as required; they will serve as their unit's principal liaison between the firing detail and the WTBN staff and range personnel to ensure any issues are quickly identified and resolved.

2. One individual assigned to the WTBN S-3 will be present in the S-3 office when the range personnel report to their ranges. WTBN S-3 will then take control of the radio net.

3. The WTBN Operations Chief, Gunner, or OPSO will be present at all times, either in the S-3 office or aboard Stone Bay with radio communications, when the KD ranges are occupied.

4. The WTBN Gunner will tour each hot range at least once daily to ensure that the firing details are operating in accordance with ref (c) and to evaluate the ranges IAW Appendix (D).

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5. The OPSO or Operations Chief will tour the ranges at least once daily to observe range operations and to speak with the SNFs in order to get feedback on firing detail support.

6. The Range CO or Range Company 1stSgt will be present at all times, either in building RR-11 or aboard Stone Bay with radio communications, when the KD Ranges are occupied. For the purposes of this SOP, occupied is defined as when shooters are present on the KD Range.

7. The Range CO and Range Company 1stSgt will tour the ranges at least once daily to observe range operations and to evaluate the ranges IAW Appendix (D).

8. Shooters must be present for all required briefs and classes and comply with all safety regulations. **Shooters who fail to attend any required brief/class without prior coordination from their SNF may be dropped from the firing detail.**

9. Shooters are required to individually draw and turn-in their weapons to the Stone Bay Armory each day. This pertains to weapons turn-in on the Friday prior to the firing week, every day of the firing week, and requires shooters to have a valid military ID card. **Shooters who fail to present a valid military ID card will not receive their weapons and are subject to being dropped from the firing detail.**

10. Shooters will park in the shooters parking lot only. SNFs and CMCs may be issued WTBN parking decals allowing them to park closer to the ranges in the KD range parking lots. **Vehicles without WTBN parking decals parked outside the shooter's parking lot will be ticketed/towed.** No POVs are authorized on the ranges.

11. Personnel walking in groups of five or more will march in formation from point to point.

12. Cell phone use is not permitted on the KD Range without permission from the ROIC. SNFs are the exception and are allowed to use cell phones without expressed permission from the ROIC. **ROICs and RSOs have the authority to drop personnel using cell phones for safety or integrity violations.**

13. Sound Shed/Pit Phone. No personnel will enter the Sound Shed without authorization from the Pit NCO. The line-to-pit phone will be utilized by the ROIC/RSO, Line SNCO, Pit NCO, and

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Tower NCO only. The on-base dial phone will not be used by anyone without permission of the Pit NCO or ROIC/RSO.

14. Females that need to breast pump must bring all items. The SNF will coordinate with the ROIC to obtain a private location and time to pump that will not conflict with the firing schedule.

15. Early release. Only personnel with early releases authorized by the Range CO during Initial Check-in will be allowed to depart the range before range operations are complete. **No shooter may leave the range until dismissed by the ROIC/RSO.**

16. Ammunition. IAW ref (a), the ROIC is responsible for ammunition accountability. The ROIC is required to draw ammunition no later than thirty minutes before range check-in, ensure it is accounted for at all times, and all unexpended ammunition is turned in. The ROIC will completely and accurately fill out the ammunition expenditure report and submit it to the Ammunition Section at the end of each firing week.

17. Authorized Chairs. Camp stools are the only chair personnel are authorized to utilize aboard the KD ranges. The camp stool must be military in appearance and cannot have a back.

5008. KD RANGE DAILY ROUTINE. The following key daily activities will occur in support of KD range operations (times reflect typical schedule and are based upon summer Daylight Saving Time and winter Eastern Standard Time). These events are subject to change with little notice, but WTBN S-3 and the Range Company staff will make every effort to give advance notice of changes as they arise.

1. SNFs may pick up morning chow from the WTBN Chow Hall (RR-3) 0530-0800 daily, and are encouraged to distribute box chows to their shooters in conjunction with armory issue and range check-in.

2. Armory check-in and issue (0500/0530). SNFs report any changes to the firing detail from the previous day and then supervise weapons issue to their shooters and draw stock weapons. **Stock weapons are required to be on hand on the range to prevent Marines from being dropped due to weapons malfunctions.**

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3. Range check-in (0530/0630). Upon arriving at the designated range with their assigned shooters, SNFs immediately report to the ROIC/RSO and provide a morning report which includes the number of shooters present, the number of dropped shooters for that day (each dropped shooter must be noted with the last four digits of their EDIPI and the reason they were dropped), the CMCs present, and any medical or other range support if required.

4. Gear Inspections. Once all shooters and CMCs are accounted for, the range staff and CMCs will conduct a gear inspection of the morning relay to ensure all shooters have and are properly wearing all required gear. Shooters who do not have all required gear will not be allowed to fire during that relay and may be dropped at the discretion of the ROIC. SNFs are encouraged to bring extra gear to ensure shooters pass inspection.

5. Weapons serviceability inspection. Shooters will conduct a weapons serviceability inspection under the supervision of the range personnel, SNFs, and CMCs. **SNFs should be prepared to swap shooters' weapons with stock weapons in the event of a faulty weapon or optic and are encouraged to bring CLP to ensure weapons are functioning properly.**

6. Safety briefs. Following gear inspection and serviceability inspection, shooters on the firing line and in the pits will receive their respective safety briefs.

7. Live fire. The following requirements must be met before commencing live-fire training each day:

a. All required personnel (shooters as per the morning report, and all personnel as per paragraph 5004 of this SOP) are on hand.

b. All safety measures (all range flags up; communications checked; red line secured in the pits; gates closed; corpsmen with Unit 1 bags on hand; inspections, weapons check, and safety briefs completed) are in place.

c. Morning report, shooter drop sheets, and CMC accountability report have been submitted.

d. "Hot" request submitted to WTBN S-3 and approved.

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8. Afternoon chow. When directed by the ROIC/RSO, SNFs will pick up box lunches from the WTBN Chow Hall (RR-3) and deliver them to the shooters on the range.

9. Morning and afternoon relay transition. When the morning relay completes training/qualification, the following activities will occur before the afternoon relay commences live-fire training.

a. The range personnel will lineout all shooters on the morning relay IAW Appendix (H) to prevent ammunition from being taken to the pits.

b. The range staff and CMCs will conduct a gear inspection of the afternoon relay. See notes above.

c. Shooters will conduct a weapons serviceability inspection check under the supervision of the range personnel, SNFs, and CMCs. **SNFs should be prepared to swap shooters' weapons with stock weapons in the event of a faulty weapon or optic.**

d. Shooters on the firing line and in the pits will receive their respective safety briefs.

10. Police call. A police call will be conducted each day. The ROIC will inspect the range to ensure the following:

a. No unauthorized removal of expended or live ammunition from the ranges, or that any ammunition, brass, or dunnage has been put in an unapproved location.

b. All heads are clean and in good working order.

c. The pits and target shed areas are clean and organized, with materials properly stored in preparation for the next firing day.

d. The firing lines and areas between the firing lines are clear of any trash or debris.

e. The benches, clipboards, ready cans, and offhand boxes are all accounted for and neatly staged for the next firing day.

f. The range house area and outdoor classrooms are clean and organized, with materials properly stored in preparation for the next firing day.

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11. Shakedown. Shakedowns are a detailed search of all individuals and a declaration from the individual that he/she does not have any ammunition, brass, or dunnage IAW Appendix (H).

a. **Any individual in contact with ammunition (including but not limited to shooters, CMCs, SNFs, and range personnel) must conduct a shakedown prior to departing the range at any time during the day.** This includes physical inspection of the individual's uniform and visual inspection and shaking out any gear or bags the individual plans to depart the range with. ROICs have the authority to determine who has been in contact with ammunition and needs to undergo a shakedown.

b. At the end of the firing day, the range personnel will shakedown of all shooters, CMCs, and other range support personnel as directed by the ROIC. The ROIC/RSO will shakedown all range personnel prior to their departing the range.

c. Amnesty cans are located throughout the SBRC to provide shooters an approved way to dispose of unauthorized ammunition after hours. **Amnesty cans are meant to provide Marines a way to do the right thing during unforeseen circumstances and should not be used to circumvent proper ammunition accountability procedures** (e.g. submitting the ammunition expenditure report before police call is complete and putting all ammunition recovered during police call and shakedown in the amnesty can).

12. Ammunition and dunnage turn-in. Prior to securing each day the ROIC will coordinate with the Ammunition Section to turn-in all unexpended ammunition, brass, and dunnage.

13. Reporting. When the KD ranges have gone "cold", the ROIC or RSO for each the ranges will report daily statistics to the WTBN S-3. The S-3 will specify which reports it requires via separate correspondence.

14. Securing for the day. Upon completion of firing, SNFs will supervise the orderly movement of his/her firing detail to the armory for weapons turn-in. Shooters requiring remediation will move to the ISMT. **SNFs are not authorized to secure for the day until the armory personnel confirm all serialized gear have been accounted for and (if applicable) the SNF's shooters have completed training in the ISMT.**

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5009. INDOOR SIMULATED MARKSMANSHIP TRAINER USE. Units are strongly encouraged to use the Stone Bay ISMT to afford shooters more opportunity to train. The following procedures will be utilized by all KD ranges when training shooters in the ISMT:

1. Upon completion of firing at the 300 yard line, the range personnel will ask all SNFs to identify any shooters they plan to remediate in the ISMT.
2. Upon completion of firing at the 500 yard line, the Line SNCO or Range CMT will fill out the ISMT Request Sheet.
3. NLT 1500, the Line SNCO/Range CMT will contact the MTU section with the number of shooters coming to the ISMT at the end of the firing day, or to confirm that there are no shooters requiring ISMT training that day.
4. The Line SNCO/Range CMT will escort the identified shooters and their CMCs to the ISMT building (RR-14) and will support the CMCs and shooters through remediation.
5. Once the SNFs have ensured armory turn-in and any other administrative or logistics arrangements are complete, the SNF will join his/her shooters at the ISMT.
6. The Line SNCO/Range CMT and the shooters' CMCs and SNFs will not leave the ISMT until remedial training is complete and the ISMT Chief has cleared them from the facility.

5010. KD RANGE TRAINING DAY AND QUALIFICATION DAY PROCEDURES. Stages 1, 2, and 4 ensure a logical progression of marksmanship training for each shooter to prepare for qualification, and are executed less rigidly than Qualification Day (Stage 3 and 5), to ensure shooters are given ample opportunity to requalify with their service rifles. The following paragraphs outline live-fire training procedures applied throughout the firing week.

1. Signals. Range personnel and shooters will use hand and arm signals to request target service throughout the firing week. Block NCOs will employ paddles to ensure the tower can clearly see firing line statuses. Shooters will receive a clipboard command class on the range. These signals can also be found in the CMC Course Student and Instructor Outlines.
2. Target exposure time. The official target exposure time will be maintained by the Pit NCO. Backup time will be

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maintained by the Tower NCO for each string of fire. Only the ROIC/RSO may authorize additional time.

3. Half-Masting of Targets. All targets will be placed at half-mast any time the command "CEASE FIRE" is given from the pits or firing line regardless of training/qualification block.

4. Target Marking Procedures. Throughout the firing week, targets will not be lowered unless a shot hole has been delivered or when the tower has called for a "mark". All targets will be serviced in the following manner:

a. During slow-fire stages, the target will be pulled after each shot, the last spotter removed, and that hole covered with a pastie. A spotter will be placed in the new shot hole, the scoring disk will be placed in the appropriate location, and the target raised.

b. During rapid fire stages, all targets will be raised and lowered together. Target pullers who leave the target exposed longer than the time allowed will be counseled for cheating and may result in that Marine being dropped from the range, at the discretion of the ROIC.

c. White pasties will not be used to cover any shot hole in the black on Table 1A. White pasties will not be used on any target during Table 2. After a warning, individuals who continue this practice will be dropped from the range as integrity violators.

5. Pit Alibis. A pit alibi allows a shooter additional rounds if the shooter cannot finish his/her string of fire because of issues in the pits/with the shooter's target.

a. During Stages 1, 2, and 4, pit alibis are at the discretion of the ROIC/RSO, who will err towards providing a shooter more opportunity to train than less.

b. During Stages 3 and 5 (Qualification), pit alibis are determined IAW ref (c).

6. Additional Rounds. The Range CMT, Line SNCO, RSO, or ROIC may authorize firing additional rounds during Stages 1, 2, and 4 to help weak shooters.

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7. Weapons malfunctions and weapons drops. WTBN will provide the opportunity for a shooter whose weapon malfunctions to continue to train. SNFs are responsible to provide sufficient numbers of stock weapons to enable shooters to train and qualify with the same weapon type (e.g., M4, M16A4, M27, etc.) the shooter began training with. As their unit's command representative, **SNFs will make the determination on whether or not to drop a shooter for a weapons malfunction**, provided the unit has a stock weapon on hand at the range of the same type as the shooter was firing.

a. Weapons malfunctions pertain only to failure of the weapon to function as designed as do not pertain to the optic. **Tightening the RCO under-screws is user level maintenance and the resulting failure of the optic to perform as designed is not a weapons malfunction.**

b. WTBN Armorers will settle any disputes concerning whether a stoppage was a malfunction or shooter error.

8. Data Books. Data books enable shooters, coaches, and range personnel to analyze the conditions a shooter experiences and the techniques he/she applies to improve the individual's marksmanship performance. CMCs will analyze their shooters data books to provide feedback for better performance. In the event that a shooter fails to qualify, range personnel will analyze that shooter's data book to verify that a reasonable effort was made to apply proven marksmanship techniques when determining if the shooter rates an opportunity on the remediation relay ("UNQ relay"). The following notes apply.

a. Block NCOs/range personnel are required to mark the data book when:

(1) Shooter/CMC adjusts the RCO after the "zero" process. This notifies anyone analyzing the data book to disregard all data for holds after the adjustment.

(2) Shooter refuses to make position corrections and/or to apply the fundamentals of marksmanship. This notifies range staff that the shooter has chosen to disregard marksmanship fundamentals.

(3) The shooter fills out their data books incorrectly or not at all. This prevents shooters from filling in their entire data book after they fail to qualify.

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(4) CMTs test fire the weapon. This enables the range staff to determine whether it is the weapon system or the shooter who cannot hold a group.

b. Range personnel will use blue felt tip pens when writing in data books. CMCs are encouraged to mark in their shooters' data books with red pens.

c. **Shooters must make a reasonable effort to fill out their data books to be eligible for the "UNQ relay" if they do not qualify on their initial attempt.** At a minimum all plots, calls, holds, and windage calls must be filled out. Examples of how to properly fill out the data book can be found on pages 20-22 of the data book.

9. Specific Qualification Day procedures. Qualification firing (Stages 3 and 5) will be conducted per the provisions of ref (c) and this SOP. Range personnel, SNFs, and CMCs will ensure Qualification Day procedures are strictly enforced to ensure all shooters are afforded the opportunity to requalify IAW ref (c) and to ensure the highest degree of integrity in qualification scores.

a. The Pit NCO will instruct target pullers to shift a minimum of five targets to decrease the likelihood of integrity violations by individuals in the pits attempting to fraudulently assist shooters on the firing line. **Shooters, target pullers, CMCs, or SNFs found communicating target locations between the firing line and the pits will be dropped as integrity violators. CMCs or SNFs who are dropped risk the shooters they are responsible for being dropped from the firing detail as well.**

b. Alibis. The ROIC/RSO, acting IAW ref (c) and this SOP, will use good judgment in granting alibis. **When clear evidence is not available, the decision should err in favor of allowing the shooter to continue qualification.** WTBN CO has delegated authority to determine alibis to the Range CO, who exercises this authority through the ROIC and RSO. The following considerations apply.

(1) The ROIC may seek recommendations from the Block NCO, Range CMT, Line SNCO, RSO, and WTBN armorer, and any shooters, CMCs, or SNFs that might have witnessed the event that led to the possible alibi.

(2) Alibis must be determined before the shooter is removed from the firing line.

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(a) Shooters, CMCs, and SNFs should immediately bring a concern that might result in an alibi to the attention of range personnel on the firing line.

(b) When a shooter experiences a problem with his/her weapon (that is not correctable by corrective action) or with pit service, he/she will immediately raise the non-shooting hand and advise the Block NCO of the problem. The shooter's CMC should aid in getting the Block NCO's attention.

(c) Range personnel will exhaust all possible efforts to remedy the situation to enable the shooter to complete his/her string of fire. If the event results in possible saved rounds, the ROIC or RSO will determine whether the situation merits an alibi.

(3) An alibi may be awarded for any stoppage or malfunction as long as corrective action is correctly executed or when the act is not due to carelessness or error on the part of the shooter.

(4) The following malfunctions (not due to carelessness on the part of the shooter) are grounds for an alibi:

(a) Runaway weapon.

(b) Sluggish weapon (not due to poor lubrication or cleaning).

(c) Any time the weapon fails to operate as designed.

(d) Ammunition defects.

(e) Loose weapon components (e.g. sights, flash suppresser, etc.) not due to improper assembly or unauthorized maintenance.

(5) The following acts (not the fault of the shooter) are grounds for an alibi:

(a) "Cease Fire" for safety reasons.

(b) Broken sling.

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(c) Targets late to rise, early to fall, or tilted targets during rapid-fire. **(The shooter's CMC should immediately bring these incidents to the Block NCO's attention.)**

(d) Interference from a CMC, SNF, range personnel, or other individuals.

(6) The following acts are not grounds for an alibi. This listing is not all inclusive, but shows the most common faults.

(a) Saved rounds or misses due to malfunctions if the malfunction is determined to be the fault of the shooter.

(b) Improperly assembled weapon or optic.

(c) Improperly lubricated weapon.

(d) Excessively dirty weapon or magazines.

(e) Improper loading of weapon or filling of magazines.

(f) Using magazines previously identified as defective.

(g) Slow firing by shooters.

(h) Erratic firing by shooters.

(i) Improper application of corrective action.

(7) Pit alibis will be reported to the line via the Pit NCO immediately. **No target declared an alibi will be shown to the shooter; alibi targets will be pasted without scoring.**

(8) If an alibi is not awarded, the ROIC or RSO will explain the rationale for not granting the alibi to the shooter. **If the SNF wishes to contest the ROIC/RSO's determination, the SNF may seek the Range CO for a final decision.** The Range CO will be contacted over the WTBN Safety Net, channel 2, and will move to the range.

5011. SCORING AND QUALIFICATION REPORTING. One of the most important responsibilities of range personnel is to ensure the integrity of the scoring process. Marksmanship qualification is not only an indicator of combat readiness, but the qualification

1. Scorecards. WTBN uses special scorecards for Table 1A and Table 2 qualifications. These cards are designed to be scanned and stored as electronic media. There is a line and a pit card for Table 1A and a pit card for Table 2. For Table 1A, the line card contains a space to input identification data (Name, EDIPI, unit) of the shooter. The Table 1A pit card does not have this identification data but has blocks for the name and signature of the scorer and verifier. Once Table 1A firing is complete the line and pit card will be joined together using the target and relay assignment. **Verifiers will be required to redo any card with more than three errors on it by transcribing the information onto a new scorecard.** Figure 5-2 is an example of the Table 1A line card. Figure 5-3 is an example of the Table 1A Pit card. Figure 5-4 is an example of the Table 2 Pit card.

RANK, LAST NAME

UNIT & DATE

RANGE

LINE CARD

	200 YARD SLOW FIRE SITTING	200 YARD SLOW FIRE KNEELING	200 YARD SLOW FIRE STANDING	200 YARD RAPID FIRE SITTING	300 YARD SLOW FIRE SITTING	300 YARD RAPID FIRE PHONE	500 YARD SLOW FIRE PHONE
S1							
S6							
S11							
S16							
S21							
S26							
S31							
S36							
S41							
S46							

RELAY

TARGET

RCO

WEAPON

USMC

LAST NAME

INT

QUAL. DATE

NAVY

EDIP

Sighting System

Sling Type

Other Equipment

Score Card, Table One Line Card

Front

Back

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Figure 5-2. Table 1A Line Card

DATE <input style="width: 100px;" type="text"/>		RELAY <input style="width: 20px;" type="text"/> TARGET <input style="width: 20px;" type="text"/>	
RANGE <input style="width: 50px;" type="text"/>		PIT CARD	
FOR OFFICIAL USE ONLY			
200 YARD SLOW FIRE SITTING	S1 <input style="width: 40px;" type="text"/>	S2 <input style="width: 40px;" type="text"/>	S3 <input style="width: 40px;" type="text"/>
200 YARD SLOW FIRE KNEELING	S6 <input style="width: 40px;" type="text"/>	S7 <input style="width: 40px;" type="text"/>	S8 <input style="width: 40px;" type="text"/>
200 YARD SLOW FIRE STANDING	S11 <input style="width: 40px;" type="text"/>	S12 <input style="width: 40px;" type="text"/>	S13 <input style="width: 40px;" type="text"/>
200 YARD RAPID FIRE SITTING	S16 <input style="width: 40px;" type="text"/>	S17 <input style="width: 40px;" type="text"/>	S18 <input style="width: 40px;" type="text"/>
300 YARD SLOW FIRE SITTING	S26 <input style="width: 40px;" type="text"/>	S27 <input style="width: 40px;" type="text"/>	S28 <input style="width: 40px;" type="text"/>
300 YARD RAPID FIRE PRONE	S31 <input style="width: 40px;" type="text"/>	S32 <input style="width: 40px;" type="text"/>	S33 <input style="width: 40px;" type="text"/>
300 YARD SLOW FIRE PRONE	S41 <input style="width: 40px;" type="text"/>	S42 <input style="width: 40px;" type="text"/>	S43 <input style="width: 40px;" type="text"/>
300 YARD SLOW FIRE PRONE	S46 <input style="width: 40px;" type="text"/>	S47 <input style="width: 40px;" type="text"/>	S48 <input style="width: 40px;" type="text"/>
VERIFIER COMMENTS:			KD SCORE <input style="width: 40px;" type="text"/>
Additional comments on back			
SIGNATURE OF VERIFIER: <input style="width: 150px;" type="text"/>		SIGNATURE OF SCORER: <input style="width: 150px;" type="text"/>	

ALBI RELAY STAGE OF FIRE		ALBI RELAY STAGE OF FIRE		ALBI RELAY STAGE OF FIRE		ALBI RELAY STAGE OF FIRE		ALBI RELAY STAGE OF FIRE	
A1 <input style="width: 40px;" type="text"/>	A2 <input style="width: 40px;" type="text"/>	A3 <input style="width: 40px;" type="text"/>	A4 <input style="width: 40px;" type="text"/>	A5 <input style="width: 40px;" type="text"/>					
A6 <input style="width: 40px;" type="text"/>	A7 <input style="width: 40px;" type="text"/>	A8 <input style="width: 40px;" type="text"/>	A9 <input style="width: 40px;" type="text"/>	A10 <input style="width: 40px;" type="text"/>					
FOR OFFICIAL USE ONLY									
Additional comments:									

Score Card, Table One Pit Card Weapons Training Battalion, MCB Camp Lejeune, NC

Figure 5-3. Table 1A Pit Card

RANK, LAST NAME, INT		RANGE <input style="width: 20px;" type="text"/> RELAY <input style="width: 20px;" type="text"/> TARGET <input style="width: 20px;" type="text"/>	
DATE <input style="width: 100px;" type="text"/> UNIT <input style="width: 50px;" type="text"/>			
FOR OFFICIAL USE ONLY			
STAGE	1	2	3
HEAD SHOT LEFT TGT 2 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
CONTROLLED PAIR RIGHT TGT 2 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
FAILURE TO STOP DRILL LEFT TGT 3 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
CONTROLLED PAIR LEFT TGT 4 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
FAILURE TO STOP DRILL RIGHT TGT 3 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
CONTROLLED PAIR STANDING LEFT & RIGHT TGT 4 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
CONTROLLED PAIR Standing - Kneeling Left & Right TGT 5 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Failure to Stop Standing - Kneeling Left & Right TGT 12 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Speed Reload Left & Right TGT 4 SHOTS	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
5	RIGHT	LEFT	TABLE TWO SCORE <input style="width: 40px;" type="text"/>

USMC		LAST NAME		INT		QUAL DATE		NAVY	
PVT O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	YYYY	MM	DD	E1 O
PFC O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	E2 O
LCPL O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	E3 O
CPL O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	E4 O
SGT O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	E5 O
SSGT O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	E6 O
QMSGT O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	E7 O
MSGT O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	E8 O
1STSGT O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	E9 O
MSGTSGT O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	WO1 O
SGTMAJ O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	WO2 O
WO1 O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	WO3 O
CWO2 O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	WO4 O
CWO3 O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	O1 O
CWO4 O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	O2 O
2NDLT O	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	O3 O
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Score Card, Table Two Weapons Training Battalion, MCB Camp Lejeune, NC

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Figure 5-4. Table 2 Pit Card

3. Verifiers. A verifier supervises marking and scoring of targets in the block of targets to which assigned. The verifier performs the following key tasks:

a. Disregarding a shot. When instructed by the Tower to disregard a shot, the verifier will mark a line through the score card value, initial the change, and explain the situation on the back of the score card in blue ink. Target pullers must have every disregard verified by the assigned verifier.

b. No impact received. If a target puller receives the command to "mark" their target and cannot find a shot hole, they will immediately signal for a verifier to come to their position. If the verifier cannot find a shot hole, the verifier will record a "verified miss" on the scorecard by recording a "0" with a blue felt pen and initialing that score block.

c. Misses. A verifier will examine all misses before the target is raised again. The miss value will be initialed on the scorecard by the verifier. Following a string of rapid fire where possible misses exist, targets will be lowered but not spotted until a verifier has counted and marked each shot hole and given the value of each shot to the scorekeeper. After proper spotting and dinking, the shot holes may be pasted and the target raised. "Misses" will be recorded (zero value) under the following circumstances:

(1) Shots fired at the wrong target.

(2) Shots outside the paper area of the target (e.g. in the chloroplast outside the scoring area on the "able" target).

(3) Ricochets, even if they hit the target.

(4) Shots that hit the berm or miss the target completely.

(5) Saved rounds due to slow shooting.

4. Certifier. The ROIC will certify all scorecards.

5. Scorecard handling procedures. The following procedures will be utilized for handling scorecards upon completion of firing.

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a. Upon the conclusion of firing on Qualification Day for Table 1A and Table 2, KD range personnel will obtain a "scrub sheet" from the WTBN S-3, and confirm that they have scorecards from all shooters assigned to their range detail.

b. The ROIC/RSO is responsible for the issuing, collection and verification of every scorecard for ART. The ROIC/RSO will compare the line and pit scorecard for major discrepancies and adjudicate the differences. They will confirm all unqualified shooters and identify anyone who wishes to contest a score. **All scores will be considered unofficial until they have been run on the unit diary.**

c. WTBN will only entertain contested scores that are within seven points and that improve a shooter from "Unqualified" to "Marksman" or that would cause the shooter to change badges (e.g., Sharpshooter to Expert). The shooter's SNF will identify any shooters wishing to contest their scores and bring them to the ROIC/RSO immediately after the afternoon relay completes qualification firing.

d. Once the KD range personnel have verified that they have all scorecards, they will bring them to WTBN S-3 for processing. **SNFs will ensure all shooters on their firing detail remain on the range until all scorecards have been verified by range personnel.**

e. WTBN S-3 is responsible for the proper handling and archiving of all scorecards for annual qualification range details. While scorecards do not contain personally identifiable information (PII) they will be handled as if they do to protect the integrity of the process.

f. Upon receiving scorecards from each KD range, WTBN S-3 will run the scorecards through the Scantron scoring machine to record pertinent information.

g. WTBN S-3 will archive and save all hard copy scorecards in a secure location for a period of two years. Saved scorecards will be organized by firing week.

6. Shooters who fail to qualify on Table 1A will remain with the firing detail to remediate and to support working parties and the UNQ relay.

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7. Qualification Reporting. Once Table 1A and 2 scores have been entered into the Scantron, a final qualification report will be generated. The report will be disseminated and scores reported into UDMIPS in the following manner:

a. By Tuesday of the week following qualification the WTBN S-3 will provide the WTBN S-1 with an electronic qualification report.

b. The WTBN S-1 will use this report to prepare a unit diary entry, which is run on the Thursday following qualification. Units will be able to access these scores via 3270.

c. The most common problem associated with entering a qualification score in UDMIPS is an incorrect EDIPI number on the pit score card. Shooters whose EDIPI is incorrectly recorded on their pit score card must report to WTBN S-3 with their military identification card to officially change it. Once this is completed, WTBN will enter and run the score on the next unit diary.

8. Illegal Scoring. ROICs/RSOs will be alert for shooters who use illegal scoring procedures or who violate applicable orders. Range Company leadership may employ random cheat checks to ensure the integrity of the scoring procedures. The conduct and frequency of these checks will be left to the discretion of the ROIC, Range SNCOIC, or Line SNCO who will note the check on the back of the line scorecard. When completed, the Pit NCO will be notified in order to disregard the shot and note the check on the back of the pit scorecard. The Pit NCO will announce the reason for the disregard over the PA system. The shooter will be allowed to fire any saved rounds that may result from the check. **If it appears that illegal scoring procedures are being used, the ROIC/RSO will secure the evidence, separate and hold the personnel suspected of illegal scoring, and immediately notify the Range CO.**

9. Range High Shooter. The WTBN CO will recognize the shooter with the highest total Table 1A and Table 2 score from each KD range as the Range High Shooter each firing week. The ranges will turn in their high shooter score and personal information to the WTBN S-3 upon the conclusion of Table 2 qualification firing each week. The Range High Shooters will receive a certificate from the WTBN CO and will have their photograph taken with the Range Coaches of the Week for posting in the following week's edition of "The Globe".

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5012. FIRING DETAIL CHECK OUT PROCEDURES. On the final day of firing, SNFs will take the following actions:

1. Stage all gear outside of their billeting. In inclement weather gear may be staged in the hallways of their respective billeting prior to weapons draw.
2. Conduct weapons draw at the armory.
3. Check-in with range staff and provide morning accountability.
4. Attend the checkout brief at 0930 in the WTBN S-3 Classroom. After this brief, SNFs will receive their critique/checkout sheets. Representatives from the armory and billeting will be available to sign the checkout sheets.
5. Billeting will be inspected prior to the Billeting representatives signing the checkout sheet.
6. Firing detail will be released when:
 - a. Range high shooter and CMC of the week pictures are complete (if applicable).
 - b. Assigned police call is complete.
 - c. Billeting checkout is complete.
 - d. Armory checkout complete.
 - e. Critique sheet complete. **Critique sheets are routed through the entire WTBN command and are used to correct deficiencies, identify trends, give praise where appropriate, and make/recommend changes as necessary.**
 - f. Checkout/critique sheet turned in to the WTBN S-3.

5013. RANGE MAINTENANCE. A myriad of tasks must be accomplished every week to support ART and maintain the WTBN SBRC. IAW ref (b), personnel participating in ART shall be used for working parties supporting the police and maintenance of the WTBN SBRC, and will be employed to maintain the facilities and equipment that supports ART.

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1. When tasked to support a working party off of their assigned KD Range, shooters will stack their weapons at their respective Thunderdome and post a gear guard prior to departing the range. SNFs are responsible for maintaining accountability of the weapons.

2. The ROIC is responsible for everything on their range from the 600 yard line to the tree line north of the pits including, but not limited to, the actions listed below in Daily Maintenance and Weekly Maintenance.

a. Daily Maintenance. The ROIC will ensure the following maintenance is accomplished daily on ranges:

(1) Police all brass and ammunition upon completion of training.

(2) Clean heads in the pits, at the Range House, and on the 300 yard line.

(3) Note any discrepancies, log them into the Range Maintenance Log, and report it to Range Company Headquarters.

(4) Contact target shed to remove trash wood.

(5) Check dumpsters for wood, removing it if found.

(6) Check vending machines; call WTBN Maintenance for service and refill.

(7) Empty trash cans into dumpsters, replacing plastic trash bags in trash cans.

(8) Empty aluminum can containers and bring aluminum cans to WTBN Maintenance.

(9) Sweep all hardball surfaces on ranges.

(10) Align ready benches, firing position blocks and squatting blocks.

b. Weekly Maintenance. By close of business on Fridays, the ROIC will ensure that the following items are prepared for the following firing week course of fire and brief the WTBN S-3 upon completion:

(1) Score cards are stocked.

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(2) New targets are delivered and stored in the target shed and old targets returned to the target factory.

(a) KD and field firing targets will be used for only one firing detail before they are replaced.

(b) Upon delivery, targets will be inspected for quality and quantity; discrepancies will be forwarded to the WTBN S-3 office immediately.

(c) At no time will targets be left outside overnight.

(3) The PA system is operable.

(4) The target shed is stocked with: target re-faces, glue, spotters, tie-ties and pasties.

c. The ROIC will ensure the following maintenance is accomplished monthly on ranges:

(1) Mow and trim grass; rake all clippings left behind from the tractor.

(2) Maintain/repair target carriages, uprights, target indicators, and ready benches.

(3) Paint squatting blocks, ready boxes, clipboards, firing position indicators, and target indicators will be white on black for even numbers and black on white for odd numbers. Paint ammo tables red. Paint the range house flag pole and yard line flag poles white. Note- All ammunition cans used for anything other than the storage of ammunition must be completely painted with all factory writing covered to ensure they are distinct from those containing ammunition.

(4) Remove grass and weeds from drainage culverts, sidewalks, etc.

(5) Repair bare spots on the range and pits with topsoil and grass seed.

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WTBN RANGE SOP

CHAPTER 6

MARKSMANSHIP TRAINING UNIT

6000. MISSION. Certify Marines as Combat Marksmanship Trainers MOS 0931, Combat Marksmanship Coaches MOS 0933 and provide required annual rifle training preparatory marksmanship training to MCB CAMLEJ installation and tenant TECOM school organizations in order to ensure that all units aboard MCB CAMLEJ and the surrounding geographic area have the capability to meet the requirements of the MCCMP. The MTU's principal activity is planning, supporting, and executing the following courses:

1. Combat Marksmanship Trainers' Course. The CMT Course is a ten-day POI designed to train and certify Marines with the secondary MOS 0931, MCTFS Code M81. CMTs are responsible to their battalion/squadron commanders for organizing and executing their parent units' Combat Marksmanship programs.

2. Combat Marksmanship Coaches' Course. The CMC Course is a fourteen-day POI designed to train and certify Marines with the secondary MOS 0933, MCTFS Code M85.b. CMCs are responsible for coaching shooters during both preparatory marksmanship training ("grass week") and qualification ("firing week") of ART.

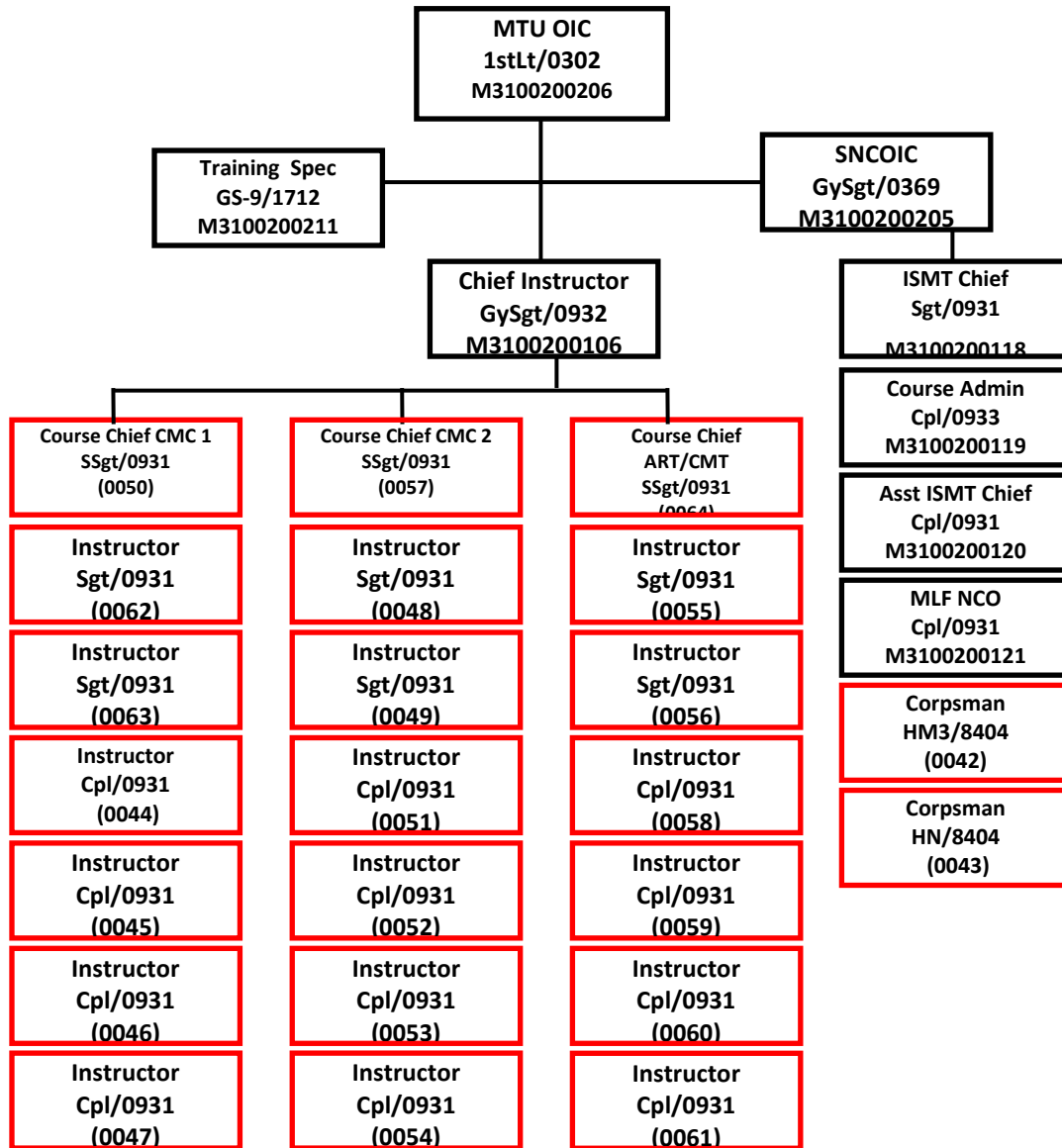
6001. ORGANIZATION AND MANNING

1. Organization

a. MTU is composed of a headquarters element and three training teams. Figure 6-1 is a line diagram of the MTU organization.

b. MTU is manned by a combination of permanent personnel and FAP personnel. FAP personnel are assigned in accordance with BO 5300.3R.

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2. Composition/Key Billets. The following key billets reside within the MTU.

a. Officer in Charge. Responsible to the WTBN CO for the operations, administration, discipline, morale and welfare of all personnel assigned to MTU. The OIC also serves as the MTU Formal Schools Manager per ref (g). The OIC will ensure all instruction is IAW the applicable TECOM POI.

(1) Review, update and maintain account of the CMT and CMC POIs.

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(2) Create and publish yearly CMT Course and CMC Course schedules to support II MEF and outlying operating forces and reserve units.

(3) Supervise the acquisition, safekeeping, and maintenance of all training aids, equipment, and facilities associated with the CMC and CMT POIs.

(4) Execute an inspection process beyond the Instructional Rating Form to ensure instructors are proficient and comply with the POIs, regulations, and WTBN CO's guidance.

(5) Assist in the execution of the MCIEAST-MCB intramurals program in support of the CIAP as outlined in Chapter 7 of this SOP.

b. Staff Noncommissioned Officer in Charge. The SNCOIC is responsible to the OIC for the administration, discipline, morale and welfare of all personnel assigned to MTU. The SNCOIC serves as the senior enlisted advisor to the OIC, the MTU marksmanship SME, and the assistant Formal Schools Manager for the MTU. The SNCOIC also maintains communication with higher headquarters (TECOM and Weapons Training Battalion, Quantico) and adjacent units with regards to marksmanship education and training requirements. The SNCOIC assumes the duties of the OIC or Chief Instructor in his/her absence. Additional responsibilities include the following.

(1) Oversee MTU day-to-day training and operations ensuring compliance with the POIs and regulations.

(2) Liaise with higher and adjacent headquarters IOT support MTU's required logistic, scheduling, administrative, doctrine, and other support.

(3) Represent WTBN in any marksmanship training or doctrine-related planning events (e.g. Combat Marksmanship Symposiums, CMC/CMT course content review boards, etc.)

c. Chief Instructor. The Chief Instructor is responsible to the OIC to ensure the CMT and CMC courses are manned, equipped, and conducted IAW the applicable POIs, regulations, and WTBN CO's guidance. The Chief Instructor assumes the duties of the SNCOIC in his/her absence. The Chief Instructor is

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required to have the secondary MOS of 0932, Small Arms Weapons Instructor. Additional responsibilities include the following.

(1) Oversee the MTU Instructor Development Program.

(2) Account for, maintain, and report the status of all training aids associated with the CMT and CMC POIs. Keep the SNCOIC abreast of any issues associated with equipment and facilities associated with the CMT and CMC POIs to ensure they can effectively support training IAW the MLFs.

(3) In coordination with the SNCOIC and MLF NCO, maintain the CMT and CMC Course MLFs, to include providing recommendations for improvement.

(4) Mentor and counsel Course Chiefs on the execution of their duties.

(5) Perform the duties of ROIC for CMC and CMT Course live fire training other than ART.

d. Course Chief. Course Chiefs are responsible to the OIC for the administration, training, leadership, and day-to-day operations of their respective teams to ensure the effective execution of their respective POIs. Course Chiefs must be a sergeant or above, possess the 0931 MOS, and be SBRC ROIC/RSO certified. A Course Chief may assume the duties of Chief Instructor in his/her absence. Additional responsibilities include the following:

(1) Plan, monitor and evaluate execution of the student training schedule to ensure strict accordance with the applicable POI, MLFs, this SOP, and other regulations and directives pertaining to safe, effective training.

(2) Coordinate and supervise the conduct of live fire ranges for their respective course's live fire training other than ART; serve as ROIC/RSO.

(3) Oversee the Instructor Development Program for their respective team by providing feedback on lectures, demonstrations, and practical applications; conducting regular counseling sessions' and by recording progress in each instructor's development folder.

(4) Serve as a Primary Instructor for specific lessons with their respective POIs.

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e. Primary Instructor. PIs are responsible to their Course Chiefs for the safe, proper, and effective instruction of assigned classes in strict accordance with the MLFs. A PI is required to hold the rank of either Sergeant or Corporal and the MOS 0931. PIs are certified to teach the lessons they are assigned and serve as resident duty experts and safety supervisors during formal periods of instruction, practical application training, and performance evaluation sessions to ensure that all student-training practices are in strict accordance with the MLFs, pertinent manuals and publications, safety regulations, and command guidance. Additional responsibilities are as follows.

(1) Educate students on proper tactics, techniques, and procedures not simply through lecture but by modeling appropriate conduct and behavior.

(2) Ensure facilities, media, and training aids are on hand and in good working order prior to the start of every class. This includes ranges and the ISMT.

(3) Ensure any Assistant Instructors providing support are knowledgeable and prepared before the start of every class.

(4) Serve as position safety officers (PSO) or RSOs (when applicable) in support of live fire ranges for their respective course's live fire training, other than ART.

(5) Mentor students on their performance and conduct as Marines, providing verbal and written feedback to ensure more proficient CMCs/CMTs in their parent commands.

(6) Assist the Course Chiefs and Chief Instructor in preparing AIs to attain PI certifications. Support the Instructor Development Program by mentoring junior Primary or Assistant Instructors.

(7) Maintain MLFs, to include routing recommendations for improvement to the Chief Instructor, via the respective Course Chief.

f. Assistant Instructor. AIs support PIs in the safe, proper, and effective instruction of assigned classes in strict

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accordance with the MLFs. An AI is required to hold the rank of either Sergeant or Corporal and the MOS 0931. **AIs are not authorized to serve as PIs for a given lesson until they have been certified in that lesson.** Additional responsibilities are as follows.

(1) Within thirty days of graduation from CMT Course, certify as a PI in a minimum of three lessons. Seek to attain PI certification in every lesson within the respective POI.

(2) Support and assist PIs in the preparation and conduct of lectures, demonstrations, practical application, and performance evaluations for assigned lessons.

(3) Serve as PSOs in support of live fire ranges for their respective course's live fire training, other than ART.

g. ISMT Chief. The ISMT Chief is responsible to the SNCOIC for scheduling, operating and maintaining the ISMT. The ISMT Chief is required to hold the minimum rank of Corporal, the secondary MOS of 0931, and successfully complete the ISMT Instructor Course. He/she will supervise the Assistant ISMT Chief in the execution of his/her duties. The ISMT Chief will certify as a PI in specified lessons to provide the Chief Instructor flexibility in the CMT/CMC Course schedules and will conduct grass week training for MCB units.

h. Assistant ISMT Chief. The Assistant ISMT Chief assists the ISMT Chief in scheduling, operating and maintaining the ISMT. He/she must hold the minimum rank of Corporal, the secondary MOS of 0931, and successfully complete the ISMT Instructor Course. The Assistant ISMT Chief will also certify as a PI in specified lessons and will conduct grass week training for MCB units as directed.

i. Course Administration NCO. The Course Administration NCO is responsible to the SNCOIC for providing administrative support to the MTU, including preparing correspondence, graduation certificates, and graduation support materials. The Course Administration NCO billet requires the 0933 MOS, and with this MOS, the Course Administration NCO may serve as an AI for CMC or CMT Course lessons. However, the 0931 MOS is preferred, so the individual may also certify as a PI in specified classes to support both the CMC and CMT Course POIs.

j. Master Lesson File NCO. The MLF NCO is responsible to the SNCOIC for maintaining the MLFs for the CMT and CMC Course

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POIs. The MLF NCO is required to hold the rank of either a Sergeant or Corporal, hold the AMOS of 0931, and have completed Curriculum Developer's Course. The MLF NCO will certify as a PI in specified lessons to provide the Chief Instructor flexibility in the CMT/CMC Course schedules and will conduct grass week training for MCB units.

k. Corpsmen. The MTU Corpsmen are responsible to the MTU SNCOIC for the providing medical support to the CMT and CMC Course POIs. Corpsmen must be a Hospitalman Third Class or Hospitalman and hold the 8404 MOS. When directed by the SNCOIC, Corpsmen may provide logistics and administrative support to the Chief Instructor or Course Chiefs when not performing their medical support roles.

6002. INSTRUCTOR DEVELOPMENT PROGRAM. MTU strives to provide the Camp Lejeune area with outstanding marksmanship training support, which begins with exemplary MTU instructors against which CMT and CMC Course students can model. To achieve this capability, MTU has developed the Instructor Development Program which consists of training, apprenticeship, certifications, and counseling to sustain well-trained and professional marksmanship instructors. The following elements comprise the Instructor Development Program.

1. Qualifications and initial training. All MTU instructors are required to be a qualified CMT (MOS 0931). Upon check-in to MTU, prospective instructors will be screened to ensure they meet requirements to eventually earn the 0931 MOS, including but not limited to medical, dental, legal, and physiological requirements. If a disqualifying condition occurs, the WTBN S-3 and S-1 will be notified and a replacement requested via MCIEAST-MCB G-1. If qualified, the Marine will be assigned to the next CMC Course. Upon successful completion of the CMC course, the Marine will be assigned to the next CMT course.

2. Assignment. Upon successful completion of the CMT Course, the individual will be designated an AI and assigned to an MTU team, where he/she will be mentored by the Course Chief and senior PIs and AIs.

a. AIs will attend the Basic Instructor Course (BIC) at the earliest opportunity. Within thirty days of assignment to a team, AIs must complete the following distance learning courses before they may be certified as a PI in any class:

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- (1) Basic Instructor Skills Course
- (2) Systems Approach to Training
- (3) Operational Risk Management
- (4) Laser Safety
- (5) Range Safety

b. Concurrently, AIs will be assigned to support specific PIs in the conduct of their lessons, with the intent of obtaining PI certification in those lessons. AIs observe and assist in lecture, demonstration, practical application, and evaluation events under the supervision of a PI, while the Course Chief and other PIs observe and provide feedback and mentorship.

c. PI Certification. Certification consists of the candidate successfully performing the required tasks associated with the preparation, lecture, demonstration (if applicable), practical application (if applicable), and performance evaluation (if applicable) associated with a given lesson.

(1) Candidates will be evaluated by a board consisting of a minimum of three of the following personnel: an individual who has already been certified in the lesson, the candidate's Course Chief, the Chief Instructor, the SNCOIC, and the OIC.

(2) The Course Chief, under the direction of the Chief Instructor, will assign three classes to each new AI for certification within 30 days of graduation from the CMT Course and assignment to a team, whichever comes later.

(3) No AI may lead a class that he/she has not been certified in without the supervision of a certified PI. Only certified PIs may lead a class unassisted.

d. Course Chiefs and the Chief Instructor will maintain a minimum of two certified PIs for every lesson in the CMT and CMC Course POIs, though all AIs are encouraged to attain certification in as many lessons as possible to provide maximum flexibility to scheduling.

(4) Failure to qualify. If a candidate fails the CMC Course, CMT Course, or two certification boards, the OIC and WTBN XO will determine a suitable course of action to reassign

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the Marine within WTBN or return the individual to his/her parent unit.

6003. MTU ADMINISTRATION. The following procedures will be used for the administration of the MTU per refs (c), (g), (h) and (i).

1. The MTU will operate as a formal school IAW ref (c), using the procedures outlined in ref (g) and Automated Inspection Reporting System Detailed Inspection Checklist 400.

2. The MTU will use the TECOM approved POIs and courseware provided by Marksmanship Doctrine and Programs Management Section for the CMT and CMC courses. MTU has been provided a separate Course Identification Number for its geographic location and will maintain approved POIs in MCTIMS per ref (g). MTU will also maintain direct contact with the MPMS, WTBn Quantico for all updated doctrinal and course material.

6004. COURSE PLANNING. No later than the end of May of the preceding fiscal year, MTU will prepare a LOI detailing the course dates and requirement for the upcoming fiscal year for both the CMT and CMC courses.

1. Once approved by the WTBN CO, the LOI will be published as an attachment to a Naval Message for all commands in the geographic area.

2. IAW the WTBN MTU Course Descriptive Data for the CMT and CMC Courses:

a. MTU will conduct a minimum of six CMT courses per fiscal year; each course will have a maximum of thirty students.

b. MTU will conduct a minimum of ten CMC courses per fiscal year; each course will have a maximum of ninety students.

c. Class size may be reduced based on the number of qualified instructors available. WTBN S-3 will inform supported units of reduced class sizes as appropriate.

d. School seats will be filled on a first come first served basis.

3. Student prerequisites

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a. Candidates for CMT course must meet the following requirements.

(1) Must be a Corporal or above. Rank waivers for LCpls and below will not be considered.

(2) Must have been certified as a CMC (0933 MOS) for at least six months.

(3) Must fall within Marine Corps height and weight standards per MCO 6110.3 W CH1.

(4) Must have a minimum of one year left on contract after completion of the course.

(5) Must have last qualified as a Sharpshooter or higher with the service rifle or carbine.

(6) Must not have pending military or civil litigation. No courts-martial within one year.

(7) Must not have existing family, financial, or legal hardships/appointments that would prevent the candidate from participating in all course events.

(8) Must possess all required equipment as listed on the gear list.

b. Candidates for the CMC Course must meet the following requirements.

(1) Must be a PFC through GySgt.

(2) Must fall within Marine Corps height and weight standards per MCO 6110.3 W CH1.

(3) Must have a minimum of one year time in service in order for commands to have sufficient time to observe the candidate's maturity and sustained performance.

(4) Must have a minimum of one year left on contract after completion of the course.

(5) Must have last qualified as a Sharpshooter or higher with the service rifle or carbine.

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(6) Must not have pending military or civil litigation. No courts-martial within one year.

(7) Must have completed MarineNet course Pistol BERO8A.

(8) Must not have existing family, financial, or legal hardships/appointments that would prevent the candidate from participating in all course events.

(9) Must possess all required equipment as listed on the gear list.

6005. COURSE EXECUTION

1. Student Nomination. Units must submit by-name nominations via MCTIMS as soon as possible, but not less than two weeks prior to the check-in date of the course. Points of contact for nominations are the MTU Training Specialist at 910-440-2060 and the MTU SNCOIC at 910-440-2027.

2. Check-in procedures. **In light of the high demand for school seats and the inordinate delays caused by unprepared students, any prospective student who fails to check in within the specified timeframe or without the required gear will not be enrolled in his/her respective course,** unless prior coordination with the MTU has been made and approved by the OIC/SNCOIC.

a. Check-in times

(1) CMT Course students will report to building RR-50 no later than 0700, on the reporting date listed in the current year LOI, which is normally the Monday the course, convenes.

(2) CMC Course students will report to building RR-50 no later than 0700.

(3) Units should check the WTBN S-3 SharePoint site to ensure they have the correct check-in time.

b. Equipment requirements. Detailed equipment requirements for both the CMC and CMT courses are listed in the annual MTU LOI. **Students who fail to possess the required gear by 0700 the morning after check-in will be dropped from the course.**

(1) WTBN will provide gear for MCB CAMLEJ units and tenant TECOM organizations that do not rate the gear required for the CMC Course. If a student requires support, the unit

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must contact MTU prior to nominating students at least two weeks prior to the course commencement date to coordinate WTBN support. Once the requesting unit receives a confirmation that WTBN can support they can submit their student nominations. Any late support requests will not be approved.

(2) Weapons and Optics. There are no weapons requirements for CMT students. CMC students must arrive at check-in with the following.

(a) All units are responsible for providing all required weapons and optics for their Marines, and transporting those weapons and optics to and from the course. It is the unit's responsibility to ensure all optics are serviceable. Units are strongly encouraged to provide stock rifles and stock pistols for their Marines.

(b) Students' weapons and optics must be stored in the WTBN armory during the course, and will be checked into the WTBN armory during their course check-in process.

(c) The following documents are required for the storage of weapons and ordnance material in the WTBN armory for CMC students. Examples are provided in the MTU LOI.

1. Limited Technical Inspection/Pre-Fire Inspection (LTI/PFI) Service Request.

2. Detail Roster for all Marines from their parent unit with an itemized list of equipment being stored in the WTBN armory.

3. The Detail Roster must be signed by the unit Commanding Officer or individual designated as "Acting" by the Commanding Officer. Letters signed "By direction" or other signatures will not be accepted for weapon transfers. All listed serial numbers must be correct. One discrepancy nullifies the roster. Forward an advanced copy of the detail roster one week prior to the class check-in day to alfred.j.karle@usmc.mil.

3. Disenrollment procedures and actions. Students may be subject to disenrollment from the course at any time at the discretion of the OIC. Prior to disenrollment, the student's unit will notified of the reason for disenrollment and to expect the student to report back immediately with a letter to the unit's Commanding Officer explaining why the student was

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dismissed. Students may be dismissed for reasons including but not limited to the following:

a. Not reporting to the course on time or with the correct forms and prescribed gear.

b. Integrity violations, to include cheating on any written or performance examinations.

c. Physical and medical problems that preclude the Marine from participating in required training evolutions.

d. Failure to meet the marksmanship standards of the course. Students must qualify Sharpshooter on ART (minimum score of 200 on Table 1A and 80 on Table 2). Students must qualify Marksman (minimum score of 264) or higher with the M9 service pistol. Also, students must successfully complete Combat Marksmanship Tables 3 and 4 IAW ref (a).

e. Failure of exams. Students will be afforded the opportunity to remediate each written exam during CMC Course and CMT Course. The score from the first attempt will count toward the student's overall class average. Failure of the same exam twice will be cause for disenrollment. Any three exam failures will also be a cause for disenrollment.

4. Check-out actions

a. Graduation checkout procedures:

(1) The day prior to graduation all WTBN personnel and personnel from external units that have been issued WTBN gear and equipment will de-issue all WTBN gear and equipment.

(2) On graduation day at 0700, units are required to pick-up their gear and equipment from the WTBN armory.

(3) Course critiques will be completed by each graduating student.

(4) Student outlines and red headbands will be turned in the day prior to graduation. Personnel who do not return their student outline and/or headbands will not graduate until they return the materials.

(5) Graduation will commence at 0900; uniform will be the seasonal service uniform.

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b. Dropped Student Check-out:

(1) The SNCOIC will contact the dropped student's unit notifying them of the circumstances surrounding disenrollment.

(2) The dropped student will receive a drop letter from WTBN to the parent unit detailing the reason for disenrollment.

(3) The student will turn-in the issued headband and/or student outline prior to receiving their drop letter and being released from the CMC or CMT course.

4. Granting the 0931/0933 MOS

a. Graduating Marines will receive a certificate, CMT/CMC card and appropriate lesson plans on a CD in order to conduct training at their respective units.

b. MTU will coordinate with WTBN S-1 to ensure all graduates have the appropriate secondary MOS run on UDMIPS.

6006. OTHER MTU SUPPORT

1. MCB Prep Training. MTU shall provide instructors to support preparatory training to MCB units for ART. Units are required to coordinate this support in advance through the WTBN S-3. See Chapter 3 for details regarding TARs and the submission process.

2. Pistol Range Support. Units can request CMT, CMC, and Tower NCOs from MTU to support annual pistol training. This request must be included on the TAR submitted to the WTBN S-3. The WTBN S-3 will coordinate with MTU to see if support is available and notify the requesting unit. Requests are due a minimum of two weeks in advance of the training. Late requests will not be approved. MTU will determine if they can support the request NLT 48 hours after receiving the request.

3. Pistol Range Target Frames. Upon request, MTU can provide target frames to units using SBRC pistol ranges. All units are responsible for supplying their own targets and target backing.

4. Competition in Arms Program. MTU will provide instructor and classroom support to the CIAP. MTU will teach the required classes to the CIAP competitors and support range operations with CMTs and CMCs as directed.

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CHAPTER 7

COMPETITION IN ARMS PROGRAM

7000. GENERAL. Each year WTBN hosts the Camp Lejeune/New River base Intramural Rifle and Pistol Competition, the Eastern Division Matches Rifle and Pistol Competition, and the Marine Corps Championships. These events serve to promote marksmanship and showcase the efforts and abilities of the Battalion. The Competition in Arms Program is governed by ref (d). In addition, HQMC publishes an annual MARADMIN that provides the schedule for the EDM and MCC program as well as any specific program requirements.

1. Background. The CIAP began as a means to increase combat effectiveness and lethality of Marines in the early 1900s. Brigadier General Commandant Charles Heywood saw the program as an opportunity to increase qualification percentages while getting good publicity for the Marine Corps in a nationally-recognized venue. Marines were directed to compete in these early matches and then take what they had learned back to their units to improve their fellow Marines' marksmanship.

2. Purpose. To provide a venue for supplemental training for Marines in fundamental marksmanship with service weapon systems. The MCCMP provides the foundation for fundamental marksmanship training. This training is designed to be detailed instruction combined with appropriate practice and handling of weapons necessary to hone skills that will enhance an individual Marine's capabilities with his or her Table of Organization (T/O) weapon in combat. Match competition serves as a training tool for this purpose. Additionally, a match provides an atmosphere of importance through individual and team competition that simulates pressure or stress on individual participants and evokes command interest in marksmanship competition.

3. Funding. Funding for the Intramurals, EDM, and MCC is executed as a specific line item within WTBN's budget per ref (d). The Base Operating Support function for the CIAP falls under Marine Corps Programming Codes 630504 Installations Training and Operations Support.

7001. KEY BILLETS AND RESPONSIBILITIES

1. Commanding Officer WTBN. WTBN CO serves as the overall commander for Intramurals, EDM, and MCC and has the responsibility for all local support of the matches. WTBN CO serves as the representative of the CG, MCIEAST-MCB CAMLEJ who is the host for all CIAP events aboard Camp Lejeune.
2. Operations Officer, WTBN. The OPSO will supervise the planning, scheduling, and execution of the matches. He will be the direct liaison between WTBN and the Match XO. The OPSO will conduct, plan, and coordinate the CIAP until the Match XO arrives. During the periods between match seasons, the WTBN Operations section will manage the Match Statistics section (Match Stats) identified in Chapter 1 of this SOP to include the following duties.
 - a. Update and maintain the Intramural, EDM, and MCC turnover binders and desk top procedures.
 - b. Inventory all Match Stats supplies and equipment. Identify shortfalls and order replacements prior to the start of the match season.
 - c. Maintain the Match Stats offices in a state of continual readiness.
3. Match XO. The Match XO is responsible for the conduct of the EDM and MCC. He/she will coordinate with participating units, Marine Corps Shooting Team and WTBN to ensure the Matches are run efficiently from check in to awards ceremony. The Match XO will supervise and manage the Match Stats personnel to accomplish the mission. The Match XO reports directly to the WTBN CO.
4. Commandant of the Marine Corps Representative. Is the HQMC representative to the host command for the Marine Corps Championships. He/she is a member of the Marine Corps Shooting Team and has final say regarding all rules and regulations governing match competition.
5. Line Block Official. Must be a SNCO during Match Competition. They are responsible for the safe operation of the ranges. They are also responsible for enforcing all match rules and regulations.

6. Pit Block Official. Must be a GySgt or higher. They are responsible for the safe operation of the pits. They are also responsible for enforcing all match rules and regulations. They will verify non-visible misses; ricochets are also considered misses, prevent cheating, ensure target pullers are doing their job and ensure scores are recorded correctly.

7. Range Officer In-Charge. The ROIC is responsible for the safe and efficient conduct of the range during the match course of fire. They report directly to the Match XO.

8. Range Safety Officer. The RSO is responsible for the safe conduct of firing on the range. They report directly to the ROIC. The RSO has the final say in all safety matters.

9. EDM and MCC FAP augmentation. FAP augmentations are per Appendix (H) of BO 5300.3R.

a. WTBNO will be augmented by FAP Marines from II MEF. The report dates and duration of the FAP will be determined by WTBNO and published via a formal request to MEF via MCIEAST-MCB G-1. The following list is the minimum number of augments to effectively run the matches.

Billet	Rank	MOS
Match XO	Capt	8006
Line Block Official (x3)	SNCO	8014
Pit Block Official (x5)	GySgt	8014
Typist	Lcpl	8014
Corpsman (x2)	(1) HM2, (1) HM3	8404
Supply Clerk	Cpl	3051
Maintenance/Target Rep	LCpl	8014

b. The Match XO, typist, supply clerk and maintenance/target representative will check in at least eight working days prior to the start of the Division Matches.

c. All other Match Stats Personnel will check in at least five working days prior to the start of the EDM.

d. The Match XO will detach one week after the conclusion of the MCC. All other Match Stats personnel will detach three working days after the conclusion of the MCC.

7002. WEAPONS AND EQUIPMENT

1. Regulations regarding allowable weapons and equipment are detailed in ref (d). This SOP will serve as a guide and does not supersede the order.
2. The authorized weapons for intramurals and EDM are the service rifle/carbine (M16A4 and M4 W/RCO) and M9 service pistol as defined in ref (c).
3. The authorized weapons for MCC are M16A4 National Match Rifle with iron sights and the National Match .45 Pistol. These weapons will be provided by the Marine Corps Shooting Team and WTBN.
4. The trigger weight will not be less than five pounds for the service rifles. Triggers of all weapons to be fired in a match will be weighed by an official match armorer immediately prior to the match. When the trigger weight meets the minimum safety requirements, the match armorer will so indicate by initialing the competitor's scorecard and recording the weapon serial number. A sling, either leather or web, is required, but the sling need not be attached to the lower swivel except for the standing (off-hand) stage of a rifle match.
5. The trigger weight will not be less than four pounds for the service pistol. Triggers of all weapons to be fired in a match will be weighed by an official match armorer immediately prior to the match. When the trigger weight meets the minimum requirements and all the safety devices are functional, the match armorer will so indicate by initialing the competitor's scorecard and recording the weapon serial number. Grips will be of a standard-type without thumb rest. All standard safety features of the pistol must operate properly.
6. Shooting equipment such as gloves, jackets, spotting scopes are available to competitors via WTBN Supply on a first come first served basis. Regulation regarding these items are detailed in chapter 5, section 8 of ref (d).
7. The Rifle Combat Optic (RCO) is required on the service rifle during EDM IAW ref (c). Placing tape over the fiber optic is authorized to create a finer aiming point on the reticle. Use of the 'honeycomb' light diffuser is also authorized. Service rifle accessories on the barrel of the weapon (e.g., grip pod, vertical fore grip, flashlight, night aiming device) are not authorized for use in EDM.

7003. COURSES OF FIRE

1. The course of fire for Intramurals will be dictated in MCIEAST-MCB CAMLEJ 3591. Intramural matches will fire a standard rifle and pistol annual qualification course of fire for score and an EDM course of fire for both rifle and pistol for individual and team competition.

2. EDM will fire the following individual courses of fire:

SERVICE RIFLE COURSE OF FIRE							
	Distance	Target	Time (min)	Rounds	Position	Sling	
Prezero Sight Setting	NA for SAC; 10m for LBS*	NA					
Zeroing Exercise	100m/yd	"A"	1	5	Prone	Loop	
	100m/yd	"A"	1	5	Prone	Loop	
	100m/yd	"A"	1	5	Prone	Loop	
*SAC is the Small Arms Collimator and LBS is the Laser Bore Sight							
Stage	Method	Time	Distance	Target	Rounds	Position	Sling
One	Slow Fire	20 Min	200m/yds	"A"	20	Standing	Parade
Two	Rapid Fire	60 Sec	200m/yds	"A"	10 (2/8)	Standing to Sitting	Loop
Three	Rapid Fire	70 Sec	300m/yds	"B"	10 (2/8)	Standing to Prone	Loop
Four	Slow Fire	20 Min	500m/yds	"B"	20	Prone	Loop
				Total	60		

SERVICE PISTOL COURSE OF FIRE						
Stage	Method	Time	Distance	Target	Rounds	Position
One	Slow Fire	10 Min	25m/yds	25yd "10X"	10	Standing One handed
Two	Timed Fire	20 Sec per mag	25m/yds	25yd "10X"	2 x 5 (10)	Standing One handed
Three	Rapid Fire	10 Sec per mag	25m/yds	25yd "10X"	2 x 5 (10)	Standing One handed
				Total	30	

3. Courses of fire for specific rifle and pistol team events during the EDM are outlined in ref (d).

4. MCC will fire the following individual courses of fire:

NATIONAL MATCH M-16A4 W/IRON SIGHTS							
Stage	Method	Time	Distance	Target	Rounds	Position	Sling
One	Slow Fire	20 Min	200m/yds	Sht Rng Decimal (10X)	20	Standing	Parade
Two	Rapid Fire	60 Sec	200m/yds	Sht Rng Decimal (10X)	10 (2/8)	Standing to Sitting	Loop
Three	Rapid Fire	70 Sec	300m/yds	Mid Rng Decimal (10X)	10 (2/8)	Standing to Prone	Loop
Four	Slow Fire	20 Min	600m/yds	Mid Rng Decimal (10X)	20	Prone	Loop
				Total	60		

NATIONAL MATCH .45 PISTOL						
Stage	Method	Time	Distance	Target	Rounds	Position
One	Slow Fire	10 Min	50m/yds	50yd "10X"	10	Standing One handed
Two	Timed Fire	20 Sec per mag	25m/yds	25yd "10X"	2 x 5 (10)	Standing One handed
Three	Rapid Fire	10 Sec per mag	25m/yds	25yd "10X"	2 x 5 (10)	Standing One handed
				Total	30	

5. Courses of fire for specific rifle and pistol team events during the Marine Corps Championships are outlined in ref (d).

7004. KEY EVENTS AND TIMELINES. WTBN will be lead planner for Intramurals, EDM and MCC. Appendix (K) is a template of a Program of Actions and Milestones (POA&M) to be used in preparing for the Intramural Matches, EDM, and MCC.

1. The S-3 has over all control of all planning associated with Match preparation.

2. There will be a team captain meeting for both Intramurals and EDM NLT two weeks prior to and NET four weeks prior to the start of the respective Matches.

3. There will not be a team captain meeting for MCC. The Match XO will coordinate with the Division teams to arrange all required support for MCC.

7005. RANGE AND PIT PROCEDURES

1. All ranges supporting the matches will operate using standard range operations and safety controls as detailed in MCIEAST-MCB CAMLEJ and WTBN range regulations.

2. Some range procedures such as scoring, alibis, contesting and range commands may differ from the standard annual rifle and pistol qualification procedures. These deviations are detailed in the CIAP order, ref (d). Safety will not be compromised to facilitate the matches. None of the changes in range procedures detailed in the order will supersede standard safety procedures.

3. Ref (d) will be the guiding document on all procedures unique to the Match course of fire. All range and pit commands will be as per the CIAP order.

7006. AWARDS. Awards for the CIAP are authorized per ref (d).

1. Intramural Matches. Competitors at the local match competitions receive awards for placing during specific events. Additionally, team members placing in the Commander's Cup event each receive a replica plaque.

2. EDM and MCC. During the Division and MCC, Marines can earn Gold, Silver, or Bronze "Leg" medals, trophy medals or replica plaques for team trophy events. Leg medals and trophy medals are authorized for wear on the dress and service uniform per ref (d) and the Marine Corps Uniform Regulations.

3. Funding. The cost for the purchase of awards, replica trophy plaques and engraving of medals is executed with MCB Operations and Maintenance Funds (O&M). MCO 7042.6C authorizes the expenditure of O&M funding for this purpose.

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CHAPTER 8

CIVILIAN MARKSMANSHIP PROGRAM

8000. GENERAL. Civilian Marksmanship Program events conducted at the WTBN SBRC are designed to provide authorized personnel/groups access to a facility at which they can familiarize themselves and become proficient with privately owned firearms. Participants must follow all safety procedures and conduct firing per this SOP.

1. Per refs (j) through (l), WTBN will serve as the CMP coordinator for MCB, Camp Lejeune.
2. As the primary marksmanship training unit in the Camp Lejeune geographic area, WTBN makes every effort to foster interest in competitive shooting, and provide a venue for developing precision marksmanship skills.
3. The WTBN Gunner works closely with local civilian organizations to schedule training events and competitions to foster a marksmanship community and provide an avenue for Marines and civilians to develop their marksmanship skills together.
4. Only those private organizations authorized per ref (l) will be allowed to conduct live-fire competitions aboard WTBN SBRC.
5. All civilian participation in live-fire activities will also comply with the provisions of Chapter 1 of ref (a).

8001. FACILITIES FOR USE

1. Range availability for CMP events is at the discretion of the WTBN CO.
2. Scheduling of SBRC ranges for CMP events will be IAW the provisions of Chapter 3 of this SOP and Chapter 1 of ref (a).
3. When authorized, the following ranges and facilities are open for use:
 - a. Alpha, Bravo, Charlie Ranges.

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b. Walk-Down Pistol Range (requires additional range specific Range Safety Officer (RSO) class).

c. Mechanical Pistol Range (requires additional range specific RSO class).

d. Multi-Purpose Range.

e. Hathcock Range.

3. Range Capabilities. Firearms restrictions apply as indicated in Chapter 2 of this SOP.

8002. PERSONNEL AUTHORIZED TO FIRE. All clubs, groups, and organizations approved by the CG MCIEAST-MCB CAMLEJ are allowed to fire per ref (1).

8003. AUTHORIZED FIREARMS AND AMMUNITION

a. It is the responsibility of all participants to ensure those weapons which are authorized to come aboard the SBRC are in serviceable condition and function according to manufactured specifications.

b. Fully automatic firearms are not authorized for use by the CMP.

c. Ammunition must be declared safe by the WTBN Gunner and WTBN Ammunition Section. The use of government ammunition for privately owned weapons is strictly prohibited. The use of privately purchased ammunition in government weapons is strictly prohibited.

d. No rifle ammunition larger than 7.62mm will be authorized. The WTBN Gunner will maintain a list of civilian ammunition (to include Wildcat rounds) of different calibers with ballistic characteristics similar to the 7.62mm round that are authorized for firing on WTBN SBRC ranges. Ammunition must have a maximum range less than that of the military 7.62mm x 51 round.

e. No pistol ammunition larger than .45 cal will be authorized.

f. When firing 7.62mm ammunition all personnel will utilize ALDs, unless additional training areas are requested,

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appropriate gates are locked, and road guards are in place. See Appendix (F) for specific information on gate/road guard locations.

8004. WAIVER OF LIABILITY

1. All civilian personnel firing aboard the WTBN SBRC must complete and sign a hold harmless agreement.
2. All agreements must be turned into the WTBN Gunner/OOD prior to firing.
3. Sample format is located on the WTBN SharePoint site at <https://intranet.mcieast.usmc.mil/WTBN/Pages/default.aspx>.

8005. PERSONNEL SUPPORT

1. All CMP events will be covered by qualified medical personnel. Coordination with WTBN S-3 and approval by the WTBN Gunner is required if not utilizing a WTBN assigned Corpsman.
2. WTBN can provide the following personnel after appropriate coordination has been made:
 - a. Tower NCO
 - b. Pit NCO
 - c. Corpsman
3. CMP organizations will coordinate with the WTBN S-3 for all personnel support requests.

8006. RANGE LIMITATIONS AND SAFETY REQUIREMENTS

1. Recreational shooters will:
 - a. Fire only on those ranges which have been scheduled, and have a certified RSO present.
 - b. Fire only authorized firearms as indicated in Chapter 2 of this SOP.
 - c. Fire at authorized targets only as indicated in Chapter 2 of this SOP.

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d. RSO will follow all range regulations and procedures per the base and WTBN SOP's to include both MCIEAST-MCB CAMLEJ and WTBN RSO/OIC certification.

e. Fill out and sign the Wavier of Liability form.

2. Alcohol. Shooters may not consume alcoholic beverages within eight hours of firing, and at no time during recreational firing. The S-3 or OOD will deny range access to anyone suspected of recently consuming alcohol.

8007. RSO CHECK-IN/OUT PROCEDURES

1. Check-in with WTBN S-3/OOD during scheduled recreational fire hours.

2. Obtain the following gear from the WTBN S-3/OOD: Waiver of Liability forms, one radio, one range binder, one flag for the required range.

3. Fill out logbook ensuring all gear is functional, inventoried, and accounted for. Ensure all paperwork is completely and correctly filled out including the range inspection sheet, ALD sheet (if required), and Waiver of Liability (if required).

4. Test radio to ensure it works correctly.

5. Proceed to the range assigned and put up flags in the correct location in accordance with chapter 2 of this SOP.

6. Request permission by radio to go "HOT" from the WTBN S-3/OOD. If unable to contact the WTBN S-3/OOD by radio, report to the WTBN S-3/OOD and obtain a new radio. Return to range and request to go "HOT".

7. Conduct recreational fire in accordance with this SOP. Failure of shooters to abide by this SOP will result in their immediate eviction from the range and the possible suspension of future shooting privileges aboard WTBN ranges.

8. Notify WTBN S-3/OOD by radio when ranges want to go "COLD", and request the WTBN S-3/OOD to inspect the range upon completion.

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9. Fill out all required paperwork: logbook, DODIC, quantities, and turn in and inventory all gear checked out.

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APPENDIX A

MEDICAL AND RED BLANKET PROCEDURES

1. Medical Procedures. Serious injury resulting from ammunition malfunctions, accidental shootings, training mishaps and hot/cold weather casualties, while uncommon at WTBN, may occur during live fire and non-live fire training. All injuries must be reported to BLACKBURN, even if no assistance is needed or required. BLACKBURN will ensure that all reported injuries are forwarded to the MCIEAST-MCB Safety Office as required or directed. Units must provide follow-up reports as required.

a. Category of MEDEVAC/CASEVAC request (competent medical personnel or the senior Marine on location shall determine the extent of the medical condition):

(1) Urgent (life threatening). Emergency patients for whom speedy evacuation is necessary to save life or limb, to prevent complication of serious illness or to avoid permanent disability.

(2) Priority (non-life threatening). Patients who require specialized treatment not available locally and who are liable to suffer unnecessary pain or disability unless evacuated with the least possible delay.

(3) Routine (minor injuries). Patients whose immediate treatment requirements are available locally, but would definitely benefit by ambulance evacuation.

(4) Mass Casualty. A mass casualty is a series of injuries with multiple priority and urgent medical patients.

b. Operational Security

(1) Under no circumstances will the names or units of anyone killed or injured on government property be released to media representatives or other members of the public. The appropriate Unit Commander shall notify PAO, which will release any required official statement.

(2) If a SIR or PCR is released by a command/unit the command/unit must ensure that the CG,MCIEAST-MCB CAMLEJ is

included as an info addressee on the message/report, in accordance with MCIEAST-MCB CAMLEJO 3570.1_.

(3) WTBN S-3 will ensure that security keeps all civilian media off Stone Bay and direct media representatives to contact MCB PAO officer at 451-2751.

c. First Aid Kits/Combat Lifesavers Medical Equipment Set. First Aid kits and Combat Lifesavers Medical Equipment Sets are located in the towers and pits on all KD Ranges and in the sound sheds of all pistol ranges.

d. The First Aid kit and Combat Lifesavers Medical Equipment Set does not relieve a unit from the responsibility to ensure that corpsmen support is on station with their Unit 1 or current medical bags.

2. Red Blanket Procedures. Red Blanket procedures are those steps taken in the event that an urgent casualty is sustained during a training event aboard any WTBN SBRC range or training area. ROICs/RSOs will become familiar with the following procedures:

a. Range Responsibilities for Injuries on the Firing Line

(1) If any injury is sustained on the range, the nearest individual will shout "Cease Fire". This command will be echoed down the line by all personnel.

(2) All personnel on the firing line will obey all commands from range personnel. All personnel on the ready boxes or benches will remain in place.

(3) The nearest Block NCO/PSO will proceed to the site of the injury. If the injury is a bullet wound or a serious injury, that Block NCO/PSO/WTBN Marine will shout "Red Blanket, Target #__". He will then hold the clipboard for that target up in the air and repeat himself. All shooters on the line will place or attempt to place their weapon on safe and place it on the number block muzzle pointed down range. All other shooters will ensure they have a condition 4 weapon and follow instructions from range personnel.

(4) The tower will repeat the command, "Red Blanket, Target #__". He/she will command the pits to have all targets go to half-mast except the location of the casualty.

(5) The corpsman immediately moves to that target with his/her gear. He/she will begin applying emergency care. EMS personnel will come to the casualty on arrival so the casualty should only be moved if necessary to apply first aid.

(6) The range immediately calls WTBN S-3 on the radio, reporting "Red Blanket, _____ Range." This call can be made by any range personnel over the WTBN Safety Net. In addition to this, the ROIC/RSO will pass gender, name, blood type, location, unit, and severity and type of injury as that information is ascertained.

(7) Once the command of Red Blanket is passed over the radio, all ranges go into a check-fire status. Ranges will confirm check-fire and have all weapons placed in condition 4 and inspected. Range personnel will direct the SNFs or senior Marine from that unit will gather all shooters in a unit formation, move them to the opposite end of the line or pits of the injury, report accountability, and ensure NO cell phones are being used. All other ranges will gather all shooters in a unit formation at current location, gain accountability, and ensure no one uses their cell phones.

(8) The corpsman will report any updates as to the nature of injuries (urgent/priority/routine) to the ROIC/RSO. Information on the injured Marine to include name, last four digits of their social security number (SSN), blood type, and nature of injury will be passed by the RSO to the S-3.

(9) The ROIC/RSO will designate an individual from his/her range to proceed to the entrance of the range with the Range Support Vehicle to guide/carry the emergency responders. In addition, one individual will be posted at the top of the range to direct any additional emergency responders. If the injury is on Charlie/Bravo Range, all of the preceding ranges will send a Marine to the mouth of the range to guide the ambulance to the appropriate range.

(10) The ROIC/RSO will ensure the range road is clear of all vehicles and obstructions.

b. Range Responsibilities for Injuries in the Pits

(1) If any injury has been sustained in the target pits, the nearest Marine will shout cease fire. All Marines will echo

this command down in the pits. The Marines who saw the injury should call for a corpsman.

(2) The assistant Pit NCO or Pit NCO, upon hearing the cease fire command, will communicate to the tower to move the range into a check-fire status.

(3) The Assistant Pit NCO or Pit NCO will proceed to the injury and determine if it is a "Red Blanket" after being assessed by the pit corpsman.

(4) The Assistant Pit NCO or Pit NCO will call the tower and communicate that there is a Red Blanket in the pits.

(5) Procedures 2a (5)-(12) will take place.

(6) Charlie Range is responsible for opening the Charlie Range gate to the pits once all ranges have been put into check-fire status and been authorized by WTBN S-3.

(7) All Pit NCOs will be made aware of the "Red Blanket", and will serve as a guide to the ambulance.

c. S-3 Responsibilities

(1) S-3 will pass the word over the safety net, "Red Blanket, ___ Range, all Ranges you are in check-fire, your check-fire time is ____". All firing aboard SBRC will cease. All communication over the net except traffic concerning the incident will cease.

(2) S-3 will immediately call 911 and report the casualty. S-3 will report the gender, name, blood type, location, unit, and severity and type of injury as the information becomes available.

(3) WTBN S-3 will immediately call range control, report the injury, confirm that all ranges are in a check-fire status, and pass any pertinent information. The WTBN S-3 will report more information to range control as it becomes available and complete a CASREP when the "Red Blanket" is over.

(4) WTBN S-3 will ensure that security keeps all civilian media off Stone Bay and direct media representatives to contact MCB PAO officer at 451-2751.

d. Security Section (SOG/COG) Responsibilities

(1) The Security Section will proceed to the scene of the injury to segregate any witnesses and secure the area to preserve the evidence. Any incident involving serious bodily harm or death makes the area an active crime scene.

(2) Security Section will secure access to Range Road from Powder Lane and Booker T. Washington Road to all non-emergency vehicles.

(3) Security Section will contact PMO at the Stone Bay Entry Control Point to advise them that EMS personnel have been contacted and may be arriving at the main gate, and to keep all media off of SBRC.

(4) Security Section will send a representative to the intersection of Range Road and Powder Lane to escort the ambulance into place. This representative will escort the ambulance down range road to their desired location.

e. ROIC and RSO Duties and Responsibilities

(1) The ROIC/RSO, once determining there is a "Red Blanket" injury on their range, will immediately call a cease fire. The ROIC/RSO ensures WTBN S-3 is immediately called on the radio, reporting "Red Blanket, ____ Range." Additionally, the ROIC/RSO will include: gender, name, blood type, last four digits of the casualties SSN, location, unit, and severity and type of injury as that information is ascertained.

(2) The ROIC/RSO will send a guide to the entrance of the Range to meet the ambulance. For the Multi-Purpose Range and Dodge City, that is the entrance to the tactical vehicle parking lot. For the Mechanical and Walk-Down Pistol Ranges, that is the intersection of Powder Lane and Range Road leading to the pistol ammunition bunker. For Hathcock, it is the mouth of the range where the Hathcock Range gate is located.

(3) The ROIC/RSO will send a corpsman to ride along in the ambulance during all ground MEDEVACs to provide updates to WTBN. The ROIC/RSO will ensure that the corpsman has a cell phone, has the number for the WTBN S-3, and that he has the corpsman's cell phone number. If the corpsman does not have a telephone he will be given the WTBN S-3's number and directed to

call with updates upon arrival at the hospital and every hour after that.

3. Air MEDEVACS

a. Although ground transportation is the primary source for MEDEVACS, air MEDEVACS are available; when deemed necessary by appropriate medical authority, they will be utilized. Emergency air support, by definition, implies an unforeseen circumstance that requires immediate action by all concerned. While the preservation of life remains the prime concern, at no time will fundamental safety practices be disregarded. There are no mandatory emergency air support missions.

b. Air Evacuation Procedures. The ROIC/RSO will maintain constant communication with the WTBN S-3/OOD in order to provide updates on the status of the injured personnel until the evacuation is complete. Air evacuation will be coordinated by the EMS personnel on scene. Primary means of air evacuation will be by trauma center airlift and secondary will be "Pedro". The landing zone is located across the road from Fire Station 10. The casualty will be transported to the LZ by the ambulance unless EMS personnel request that the range support/range safety vehicle transport the casualty.

RED BLANKET Checklist WTBN SBRC

1. _____ Red Blanket initiated.
2. "All ranges, Red Blanket _____ Range. All Ranges you are in check-fire, your check-fire time is _____. " _____
3. Casualty's information.
 - (a) Name: _____
 - (b) Rank: _____
 - (c) Blood Type: _____
 - (d) Age: _____
 - (e) Sex: _____
 - (f) Service: _____
 - (g) Unit: _____
 - (h) Location: _____
 - (i) Type of injury: _____
(ie. Gunshot, broken leg, puncture wound, eye)
 - (j) Time: _____
 - (k) Date: _____
4. _____ 911 called.
5. _____ Blackburn called and report SBRC is in a "check-fire" status and information on the injured shooter. (451-3064/4449)
6. _____ Security called and notified of Red Blanket in progress.
7. _____ CO/XO notified of Red Blanket in progress.

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8. _____ Ground guides put into place to direct emergency vehicles.
9. _____ Area secured by security (as needed).
10. ____ NCIS called (as needed if self inflicted or possible criminal intent 451-8071).
11. _____ LZ established (Location _____)
12. _____ Casualty moved to LZ.
13. _____ Air MEDEVAC on station.
14. _____ Air MEDEVAC departed.
15. _____ Called Blackburn and put Stone Bay back into "Hot" status (if able).

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RED BLANKET JOURNAL

Time Line:

[illegible]

WTBNO 3000.3
26 Sep 13

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WTBN RANGE SOP

APPENDIX B

ARMORY PROCEDURES

1. CHECK-IN/TURN-IN/ISSUE/RECOVERY/CHECK-OUT OF UNIT WEAPONS FOR ANNUAL RIFLE/PISTOL REQUALIFICATION. The following procedures will be strictly adhered to for the check-in, turn-in, issue, recovery and check-out of weapons being stored at WTBN Armory by other units for annual Rifle/Pistol requalification details, Intramural Rifle/Pistol Competitions, Eastern Division Matches and Marine Corps Championships.

The range detail SNF will be present at the armory, for any transaction dealing with their individual unit's weapons/optics.

Pen changes are not authorized to any documentation.

2. Check-In. Check in will normally go Wednesday from 0700-1000. Certain occasions will arise when this is not possible. Alternate check in times will be coordinated and approved through the WTBN Ordnance Chief via the WTBN S-3. The following documentation is required to have an S-3 stamp before armory check-in.

a. Letter of Authorization. The individual unit Commanding Officer will sign the MCBCL 8010/20 card or may designate in writing, the SNF to sign the MCBCL 8010/20 card by direction. The SNF will provide the signed Authorization to Sign Temporary Weapons Custody Cards letter with the original signature to the armory. Each individual assigned a weapon for annual Rifle/Pistol requalification, Intramurals, EDM, or MCC, will be issued a MCBCL 8010/20. Authorization to Sign Temporary Weapons Custody Cards letters signed "By Direction" will not be accepted.

b. Detail Roster. Each unit requiring storage of weapons for annual Rifle/Pistol requalification details, Intramurals, EDM, or MCC, are required to:

(1) Provide the original signed copy of the Detail roster with all shooters and weapon/optics serial numbers.

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(2) The Detail Roster must include all serialized ordnance gear. This will include optics and any modular gear such as PEQ-15, PEQ-16 and SU-261 optics "DOC sights".

(3) The Detail Roster serves as the Letter of Transmittal allowing WTBN to store other units' weapons in the WTBN Armory. It must be signed by the Battalion/Squadron Commander or person designated as "Acting". Detail rosters signed "By Direction" will not be accepted.

c. Armory Brief. The armory staff will give each SNF a brief describing armory procedures during check-in.

(1) MCBCL 8010/20 Ordnance Custody Receipt. These are temporary rifle range use only cards that are used by WTBN Stone Bay, Camp Lejeune. MCBCL 8010/20 will be filled out and signed IAW ref (q). Based on the Detail Roster numbers, the SNF will receive the appropriate number of cards. The SNF will only receive the cards once all required documentation has been received and verified by armory personnel.

(2) The full EDIPI will be the only identification number used on the MCBCL 8010/20. No SSNs will be used.

(3) All stock weapons will be issued to the SNF. The SNF will use his/her military ID and MCBCL 8010/20 to draw any stock weapons.

(4) All MCBCL 8010/20 must be filled out legibly. Any pen changes will void the receipt and a new MCBCL 8010/20 will be created.

(5) All ordnance items and serial numbers will be written on one MCBCL 8010/20.

3. Turn-in. Turn-in will normally go the Friday before the firing week (Thursday for MCB units). Alternate turn-in times will be coordinated and approved through the WTBN Ordnance Chief via the WTBN S-3 as required. The SNF will first go to S-3 and receive a "certified true copy" stamp on the finalized detail roster. Once the armory receives the stamped finalized copy from the SNF, the unit will be placed on the armory turn-in board in the order received.

a. All units will be notified over the loud speaker when the armory is ready to begin turn-in, and what issue ports to report to. Any unit not ready for turn-in when called will be

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skipped. This can include not having MCBCL 8010/20 filled out properly or not having masking tape on the buttstock of all weapons.

b. The Marines turning in weapons will surrender their military identification (ID), Ordnance Custody Receipt MCBCL 8010/20 and their weapon. Marines must have a valid military ID to turn-in weapons.

c. When the weapons are turned in through the issue ports the following is required:

(1) Weapon cleared and on safe, bolt locked to the rear.

(2) Buttstock first, **turning in a weapon muzzle first will result in that shooter being dropped from the range as a safety violator.**

(3) Ejection port up, with military ID and MCBCL 8010/20 underneath the ejection port cover.

(4) Blank masking tape on the buttstock.

(5) No slings or any other personal gear on the weapon. The armory is not responsible for any gear left on the weapons.

d. Armory personnel will verify that the weapon/optic and PEQ (if applicable) serial numbers, EDIPI and the name of the Marine matches the information on the detail roster and on the MCBCL 8010/20.

(1) If any names, EDIPIs or serial numbers do not match, that weapon will not be taken into the armory.

(2) Once all weapons are received, the SNF will go to the S-3 and make all corrections to the detail roster. The SNF will bring the updated stamped copy to the armory. The armory will verify every serial number on the updated roster.

e. The armorer will assign a rack number to each weapon. The rack number will be placed on the Ordnance Custody Receipt and the masking tape on the weapon.

f. The weapon will be placed in the appropriate rack.

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g. The military ID will be given back to the Marine and the MCBCL 8010/20 will be stamped by the armory personnel and given back to the SNF.

h. If requested; once all weapons have been turned-in and armory personnel have verified that all information is correct, the SNF will receive a copy of the detail roster of weapons and endorsed turn-in sheet from the armory.

i. Armory personnel will brief the SNF on the issue and recovery roster and times. The armory may also request a working party to assist in the issue and recovery of the weapons throughout the week. It is the SNF responsibility to make sure the working party is on time every morning. This speeds up the issue and recovery process.

j. The SNF will provide a copy of their LTI/PFI Service Request, with serial numbers, to the WTBN S-3.

(1) The armory may request the LTI/PFI Service Request to randomly check weapons or if there are a large number of discrepancies found during turn-in. Any weapon not on the LTI/PFI Service Request will not be taken into the armory.

(2) Any weapon/optic that is identified as not being operational, during turn-in, will not be taken into the armory.

(3) The weapon LTI/PFI is only good for the current firing week. Turning in stock weapons into the armory from the previous firing week is not authorized.

4. Issue. The following procedures will be used in the issue of individual weapons for annual Rifle/Pistol re-qualification, Intramurals, EDM, and MCC:

a. The MCBCL 8010/20 card and the military ID card will be surrendered to the armory when an assigned weapon is issued. Driver license, credit cards, or any other form of identification will not be used in place of the MCBCL 8010/20 card or military ID as a receipt for a weapon. The shooter will not be issued a weapon.

b. The armory will visually verify the identity of the individual against the military ID card, verify the MCBCL 8010/20 card against the ID card, and then return the ID card to

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the individual. It is imperative that positive identification procedures be enforced. No weapon will be issued to a Marine without a military ID. The use of a military ID or a MCBCL 8010/20 card belonging to another individual to draw a weapon is prohibited.

c. The armory will verify the weapon serial number on the MCBCL 8010/20 card against the serial number on the weapon prior to the issue; with the M203 grenade launcher/M16 rifle combination and weapons with optics or PEQs all serial numbers will be verified.

d. While the weapon is out of the armory, the security and accountability of the weapon is the responsibility of the assigned individual.

5. Recovery. All weapons will be returned to the armory immediately after firing is complete for the day, except on final checkout. Weapons will not be used as a means to prevent shooters from leaving the ranges.

a. When the weapons are turned in through the issue ports the following is required:

(1) Weapon cleared and on safe, bolt locked to the rear.

(2) Buttstock first, **turning in a weapon muzzle first will result in that shooter being dropped from the range as a safety violator.**

(3) Ejection port up, with military ID underneath ejection port cover.

(4) No sling on weapon or any other personal gear. The armory is not responsible for any gear left on the weapons.

(5) If a shooter is not ready to turn-in their weapon, they will be sent to the end of the line, regardless of rank.

b. The armorer will inspect the weapon to ensure it is clear of ammunition before accepting.

c. The armorer will verify all serial numbers on the MCBCL 8010/20 card against the weapon, place the weapon in its assigned rack, and return the MCBCL 8010/20 along with the military ID to the individual assigned the weapon.

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d. Any unit that turned in PEQs or "DOC sights" will stand by until armory personnel have counted and verified all above items are still attached to the weapon and accounted for.

e. The armory will not take in any weapons for early release without prior approval from the Range CO.

6. It is the SNF's responsibility to make sure the area is policed before departing. The Armory Chief will require a unit from each range to come back and police call the area is left dirty.

7. Checkout. Checkouts will normally go the morning of the last day of firing. The following procedures will be strictly adhered to for checkout of units:

a. Marines will draw their individual weapons as they have throughout the week. This includes all dropped shooters.

b. Once all individual weapons have been checked out, unit SNFs will draw all stock weapons from the armory. After all weapons have been drawn out of the armory, the unit SNFs will sign the armory checkout paperwork verifying they have received all weapons turned into the WTBN Armory.

c. Once all paperwork is complete and signed, the Ordnance Custody Receipts MCBCL 8010/20 Cards will be destroyed and the checkout paperwork will be filed and retained for three months.

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WTBN SOP

APPENDIX C

COMBAT MARKSMANSHIP COACH EVALUATION AND REPORTING PROGRAM

1. Background. As the nation transitions from a period of intense conflict, WTBN seeks to maintain and enhance marksmanship proficiency to ensure Marine Corps units retain high levels of combat readiness. The critical element in this effort are the CMCs - leaders who teach, mentor, and coach their fellow Marines and Sailors towards marksmanship excellence. WTBN will implement a program to formally assess, provide feedback on, and recognize outstanding local CMCs in support of the Corps' larger objectives of overall combat readiness.

2. Mission. WTBN assesses and reports on the performance of CMCs on the KD ranges aboard Stone Bay, Camp Lejeune during annual marksmanship training and requalification, and formally recognizes outstanding CMCs in order to continuously improve combat marksmanship training and proficiency in the Camp Lejeune, North Carolina area.

3. Execution

a. Commander's Intent

(1) Purpose. The Marine Corps motto "Every Marine a Rifleman" is the foundation on which Marines are created, and exceptional marksmanship is a defining characteristic of U.S. Marines. CMCs are on the front line in developing and maintaining our commitment to the "Every Marine a Rifleman" ethos. WTBN seeks to bring attention to the performance of the CMCs during weekly rifle marksmanship training and requalification and to identify exceptional CMCs whose leadership, expertise, and initiative significantly enhance marksmanship in the Camp Lejeune, North Carolina area.

(2) Method. WTBN will evaluate CMCs based on criteria established in this document to provide feedback to the CMCs and their parent commands. The results of these evaluations will inform WTBN and local units on which CMCs require debarment from the ranges and/or recommended MOS revocation, remediation, and special recognition.

(3) End state. Overall marksmanship proficiency in the Camp Lejeune area increases thanks to capable and proactive

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Combat Marksmanship Coaches. ART efficiency increases as a result of fewer weapons and safety drops and unqualified shooters. The significance of CMCs to the MCCMP and as leaders within the Marine Corps is reinforced and enhanced.

b. Concept of Operations. Before commencing ART each week, each KD range will block shooters to targets so each CMC has a specific assignment of shooters for which that CMC is responsible. The ROIC will maintain an evaluation card for each CMC (enclosure 1), which the ROIC will populate with input from the range staff on the CMC's performance for that firing week and submit to the S-3. At the end of the week, the S-3 will determine the CMC with the highest rating for that week for recognition as that range's Coach of the Week. At the end of the FY, the S-3 will identify the top ten CMCs for the FY, based on the CMCs' average rating for the year and number of times they were selected Coach of the Week. The S-3 will notify the CMCs' parent commands, who will be afforded the opportunity to provide additional information on the nominees. Once this information has been collected, WTBNO will convene a Coach of the Year Board to select a CMC that best exemplifies the knowledge, skill, and attitude expected of a Combat Marksmanship leader.

(1) Tasks

(a) S-1

1. In coordination with the S-3, oversee administration of the Coach of the Week and Coach of the Year nominations.

2. Prepare the Navy and Marine Corps Achievement Medal citation for delivery to the Coach of the Year.

(b) S-3

1. Process and compile CMC evaluations and shooter averages to identify a Coach of the Week for each KD range.

2. Prepare the Letter of Appreciation for each coach of the week selectee.

3. Maintain CMC evaluations and other data pertaining to this program.

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4. At the end of each FY, identify the top ten CMCs for the year, and inform their parent units of the Coach of the Year nominees with sufficient time so the parent units may provide additional information for consideration in the Coach of the Year Board.

5. Convene the Coach of the Year Board at the end of each FY; provide two representatives to serve as voting members of the board.

6. Coordinate with MCB PAO to disseminate word of the Coach of the Week and Coach of the Year selectees.

7. Maintain a list of all CMCs who are debarred from coaching aboard Stone Bay and those who require remediation before being allowed to coach aboard Stone Bay.

(c) Range Company

1. Block shooters to ensure that each shooter is assigned to a specific CMC. Maintain cognizance of any changes in CMC assignments during the firing week.

2. In accordance with ref (c), this SOP, and enclosure (1) provide each CMC with feedback on their performance and submit to the S-3.

3. Provide one representative to serve as a voting member of the Coach of the Year Board.

(d) Headquarters Company

1. Provide administrative and logistics support to the Coach of the Week and Coach of the Year programs as required.

2. Provide two representatives to serve as voting members of the Coach of the Year Board.

(e) Marksmanship Training Unit (MTU)

1. Compile and maintain a list of all Marines that graduate the Combat Marksmanship Coach course.

2. Mentor CMCs and provide remediation as requested.

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3. Provide one representative to serve as a voting member of the Coach of the Year Board.

c. Coordinating Instructions

(1) Coach Evaluation Process. Starting at the beginning of every firing week up to Table 2 qualification, the CMCs will be evaluated by range personnel. If a CMC is not present for the entirety of Table 1A, they will not receive an evaluation score, but may receive informal feedback based on enclosure (1). During the blocking-in process, each ROIC will receive a CMC evaluation form with CMC personal information; once the shooters have been blocked, the CMC-shooter assignment will be annotated. The ROIC will maintain the sheet throughout the week, obtaining input from the Block NCOs, Range CMT, Line SNCOs, RSO, and Range SNCOIC to develop a comprehensive view of the CMC's knowledge, skills, and attitude regarding marksmanship training and qualification (see grading criteria below). The ROICs will submit the completed forms to the S-3 no later than 0900 on Table 2 qualification day.

(a) Coaches Sustainment Class. Every Friday prior to a firing week, the WTBN Gunner or a WTBN CMT will present CMC sustainment class to review the CMC's role on the range and to address any questions or concerns regarding new procedures, updates to orders, etc. Class attendance will be annotated on the evaluation form. The class is a vital tool to ensure CMCs have all pertinent information regarding the upcoming range and for WTBN to mitigate potential issues with a CMC before live-fire begins; as such, attendance is required to serve as a coach during the next week's annual rifle training unless prior coordination is made with the WTBN S-3.

(b) Grading Criteria. IAW enclosure (1), each CMC will be evaluated on six functional areas, according to the following criteria:

1. Understanding and proper application of Marine Corps Combat Marksmanship orders and safety.

2. Ability to direct/assist shooters on weapons serviceability inspection, conducting load out of ammo and executing course of fire.

3. Ability to fault check and make corrections to the shooter's fundamentals and coach proper adjustments/position refinement.

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4. Utilization of remedial training/maximizing time and resources (data book, ISMT).

5. Overall initiative for improving marksmanship.

6. Professionalism dealing with range personnel/shooters.

(c) Performance Standard Definition. Each of the criteria identified above will be evaluated on a 5-point scale as described below:

1. Unsatisfactory (0 Points) - Fails to meet basic standards of knowledge and application to the point of mission failure.

2. Below Average (1 Point) - Deficient in basic standards of knowledge and application but not sufficient enough to cause mission failure.

3. Average (2 Points) - Meets basic standards for knowledge and application.

4. Above Average (3 Points) - Knowledge and application exceeds standards from time to time.

5. Excellent (4 Points) - Consistently exceeds knowledge and application standards.

6. Outstanding (5 Points) - Translates education and experience into forward thinking, innovative actions which produce measureable impacts on mission accomplishment.

(d) Remediation. In an effort to continuously enhance performance, CMCs typically receive recommendations for improvement on their evaluation form. Specific areas of concern will be identified as requiring remediation, to be performed at the CMC's parent unit, either individually or with assistance from the CMC's CMT, Gunner, or other qualified instructors. However, when a CMC's overall performance is a concern, the CMC may be recommended for more in-depth remediation and re-evaluation, IAW the following steps.

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1. If a CMC's overall rating is below a 2.0 (Average), the ROIC will make a specific recommendation in the Comments section of the evaluation form regarding whether the CMC requires re-evaluation.

2. The Range Company CO will concur or non-concur with the ROIC's recommendation. In cases of non-concurrence, the CMC will remediate with his/her parent command. In cases of concurrence, the CMC will be added to a list maintained by the WTBN S-3, the CMC's parent command will be notified, and the CMC will not be authorized to coach aboard the WTBN KD ranges until he/she completes the following steps.

a. The CMC must retake and pass the CMC Course Final Examination with the WTBN MTU.

b. The CMC must complete a probationary week coaching on one of the KD ranges, obtaining an average rating of 2.0 or higher. The CMC cannot begin a probationary week until successfully passing the CMC Course Final Examination.

c. A CMC will be debarred from coaching aboard any Stone Bay KD range and a recommendation will be made to the CMC's Commanding Officer to void the CMC's MOS under the following circumstances:

(1) Fails to obtain an average rating of 2.0 or higher during his/her probationary week.

(2) Returned to good standing, but then recommended for remediation again by the Range Company Commander during another firing week.

d. Units are responsible for remediating their CMCs and for coordinating a time to take the CMC Course Final Exam with the WTBN S-3.

3. CMCs who have been debarred cannot coach aboard any Stone Bay KD Range without permission from the CO, WTBN.

(e) Coach of the Week. The CMC with the highest overall rating for each KD range will receive the Coach of the Week award. The awardee will receive a Letter of Appreciation and his/her picture will be posted on the WTBN website and published in the Camp Lejeune periodicals.

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(2) Coach of the Year Selection. At the end of every FY, WTBN S-3 will pull from its database a list of the top ten CMCs, based on their average overall rating. The S-3 will release an AMHS message that identifies the Coach of the Year nominees and provides further guidance on how units can submit additional information on behalf of their CMCs (enclosure 2), the timeline for convening the board, selecting and awarding a winner, etc.

(b) Coach of the Year Board. The Coach of the Year board will consist of the WTBN XO, WTBN Sergeant Major, WTBN Gunner, WTBN S-3 or Operations Chief, Range Company Commander or First Sergeant, and MTU OIC or SNCOIC.

(c) Selection criteria. The Coach of the Year Board will weigh the following criteria:

1. Number of times nominee was selected Coach of the Week.

2. Relative value of the nominee's evaluations. (Similar to fitness reports, at the end of the FY, the S-3 will calculate a relative value for each range to ensure a nominee does not suffer or benefit from the rating habits of a particular range.)

3. Average qualification score for all the shooters the nominee coached over the FY.

4. Any additional information provided by the nominee's parent unit, see enclosure (2).

5. Parent commands should consider any conduct or proficiency failures that would disqualify a Marine from being selected.

(d) Voting, selection, and notification process. Similar to a promotion board, the Coach of the Year Board members will assign a value to each nominee. The nominee with the highest average will be recommended to the WTBN CO for final approval. Once approved, WTBN S-3 will release an AMHS message announcing the Coach of the Year winner and providing further details regarding the award ceremony

4. Administration and Logistics

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a. Administration. The Coach of the Week will receive a Letter of Appreciation and certificate. The Coach of the Year will receive a Navy and Marine Corps Achievement Medal and plaque.

b. Logistics. As described in the Tasks.

5. Command and Signal. The point of contact is the WTBN S-3 (910) 440-1600.

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Weapons Training Battalion CMC Evaluation Form

RANK, LAST NAME (COACH)	UNIT & DATE
RANK, LAST NAME (OIC)	RANGE

PERFORMANCE STANDARD

1. **Understanding** of and proper application of MCO 3574.2, MCRP 3-01A and safety.

OS EX AA AV BA UNSAT

COMMENTS:

2. **Ability to direct/assist** shooters on weapons serviceability inspection, conducting load out and executing course of fire.

COMMENTS:

3. **Ability to fault check** and make corrections to the shooter. Communicate fundamentals and coach proper adjustments/postion refinement.

COMMENTS:

4. **Overall initiative** for improving marksmanship

COMMENTS:

5. **Coach's utilization** of remedial training/maximizing time and resources (data book analysis, ISMT)

COMMENTS:

6. **Professionalism** when dealing with range staff and shooters.

COMMENTS:

Evaluation Form CMC

Weapons Training Battalion, MCB Camp Lejeune, NC

Enclosure 1

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Format Sample for Battalion CMC of the Year Nomination Letter

LETTERHEAD

IN REPLY REFER TO:

1000

CO

XX Month Yr

From: Commanding Officer, (Unit)

To: Commanding Officer, Weapons Training Battalion Stone Bay

Subj: COMBAT MARKSMANSHIP COACH OF THE YEAR NOMINEE IN THE CASE OF
CORPORAL HARD CHARGER USMC

Ref: (a) Weapons Training Battalion Bulletin 5215

1. Per the reference, Corporal Charger is eligible and recommended for selection as the Combat Marksmanship Coach of the year.

2. This paragraph is for the Commanding Officer's recommendation regarding the Marine's qualification for selection as Combat Marksmanship Coach of the Year. A concise evaluation of the Marine's professional ability and character shall be provided. Identify any additional contributions the SNM has made to the unit's marksmanship program. Please include details regarding the Marine's performance within his/her MOS and with respect the Marines grade, and conduct both on and off duty.

3. The point of contact for any administrative matters is Rank, Name, DSN/commercial phone number.

I. N. CHARGE

Enclosure 2

WTBN SOP

APPENDIX D

RANGE OF THE MONTH PROGRAM

1. Situation. As part of the battalion's effort to revitalize rifle marksmanship training, a means of recognizing those Marines responsible for the conduct of such training is needed. This program will recognize in a public forum the hard work and commitment to marksmanship excellence displayed by the Marines assigned to the receiving range.

2. Mission. In conjunction with CMC Evaluation and Reporting Program (Appendix C), WTBN will formally recognize the top performing range in the battalion each month in order to foster a deeper sense of pride in the superior performance of marksmanship training.

3. Execution

a. Commander's Intent

(1) Purpose. To evaluate the three KD ranges using clearly defined criteria to determine which range demonstrates the highest degrees of efficiency, proficiency, and professionalism.

(2) Method. During each firing week of a given month, all KD ranges will be evaluated and scored by both company and battalion leadership in several functional areas to determine the winner.

(3) Endstate. All KD ranges perform to increasingly higher levels of effectiveness, professionalism, and efficiency; superior performing range staffs are appropriately recognized, and the overall level of rifle marksmanship in the Camp Lejeune area increases.

b. Concept of Operations. Range of the Month will be determined by the compilation of scores based off evaluations by the WTBN Gunner, Range CO, and the Range Company 1stSgt. Each week scores will be submitted to S-3 via the scoring sheets (Figures D-2 through D-4) in order to determine the winning range at the end of the month.

(1) The following criteria will be used to judge the Range of the Month:

(a) Evaluation by the Range CO in the areas of overall operations, weekly inspections, range leadership performance. (Figure D-2)

(b) Evaluation by the Range Company 1stSgt in the areas of administrative efficiency, logistical planning, cleanliness, effectiveness of range maintenance and overall level of discipline of range personnel. (Figure D-4)

(c) Evaluation by the WTBN Gunner in adherence to orders/SOP, safety, technical proficiency, and the presence of any errors in required reports by the ranges to S-3. (Figure D-2)

(d) Block's test score. Each month, one randomly selected Block NCO from each range will be given a written exam drawn from questions from the CMC Course Final Exam.

(f) Weekly critique sheets. The SNF's critique sheets and half of their total value will be given to each range. The categories are:

- 1. Adherence to Battalion SOP and marksmanship orders
- 2. Proficiency of Range Staff
- 3. Professionalism
- 4. Efficiency

c. Tasks

(1) S-3

(a) Provide overall coordination for the Range of the Month program.

(b) Compile scores and update Range of the Month standings on a weekly basis.

(c) Provide the Range CO with the score of the winning range for presentation of the Range of the Month sign.

(2) WTBN Gunner

(a) Evaluate all KD ranges' adherence to and enforcement of unit standard operating procedures on a weekly basis and provide results to the OPSO every Friday.

(b) Evaluate all KD ranges' adherence to and enforcement of the Marine Corps Marksmanship order and provide results to the OPSO every Friday.

(c) Evaluate all KD ranges adherence to range safety regulations and their enforcement of range safety rules and provide results to the OPSO every Friday.

(d) Evaluate all KD ranges accuracy in submitting required reports to S-3 and provide results to the OPSO every Friday.

(3) Range Company Commander

(a) Evaluate all KD ranges on their ability conduct operations that consistently focuses on maximizing the opportunity for shooters to qualify while maintaining a high level of efficiency and professionalism on a weekly basis and provide results to the OPSO every Friday.

(b) Evaluate all KD ranges on the performance and professionalism of the ROIC, the RSO, the Range SNCOIC, and Line SNCO and provide results to the OPSO every Friday.

(c) Evaluate SNF critique sheets to determine perception of range by using units.

(4) Range Company First Sergeant

(a) Evaluate all KD ranges on their overall administrative efficiency on a weekly basis and provide results to the OPSO every Friday.

(b) Evaluate all KD ranges on their ability to ensure that they have requested and received all the logistical support required for operations in a timely manner and provide results to the OPSO every Friday.

(c) Evaluate all KD ranges on their cleanliness and overall appearance through weekly inspections and provide the results to the OPSO every Friday.

(d) Evaluate all KD ranges on their ability to conduct weekly maintenance and provide the results to the OPSO every Friday.

c. Coordinating Instructions

(1) The Range of the Month will be calculated using scoring criteria guide and scoring sheets, Figure D-1 and Figures D-2 through D-4.

(2) Ranges will lose 1 point per each disciplinary action taken against any personnel on that range. Disciplinary actions are defined as any corrective measure to include a negative written counseling from the Range CO or Range Company First Sergeant and 3 points for more severe negative administrative actions.

(3) Ranges will lose 1 point per each correction S-3 has to make to a range's scorecards and/or morning reports.

(4) The maximum point value for the written test given to the Block NCOs is 10 points.

(5) All range maintenance for the winning range will be done at the discretion of the Range CO and IAW the monthly training plan.

4. Administration and Logistics

a. Awarding Range of the Month. After the winning range has been determined, the entire range staff will receive the Range of the Month sign from the Range CO on the first day of the following month.

b. Unsatisfactory Block test scores. Block NCOs who fail to achieve a score of 80 percent or better on their weekly test will be subject to remediation by that Block NCO's Line SNCO

c. Consideration for fitness reporting. Reporting Seniors are encouraged to consider Marines that have been part of a winning range and their contributions to the success of the range when writing fitness reports.

5. Command and Signal. The point of contact is the WTBN S-3 at (910) 440-1600.

Weapons Training Battalion Scoring Criteria Guide

0	1	2	3	4
Fails to meet basic standards to the point of mission failure	Deficient in basic standards, but not to the point of mission failure	Meets standards IAW SOP, orders, and directives	Exceeds standards through enhanced understanding of SOP, orders and directives	Exceeds standards through initiative and innovative actions

Figure D-1

Range CO's Evaluation Sheet

Company Commander				
Firing Week: _____				
	Range:	A	B	C
Overall Effectiveness	(0-4)			
Range Leadership Professionalism	(0-4)			
Staff Non-Fire Critiques	(0-4)			
Academics	(10 points possible)			
Comments				
Alpha:				
Bravo:				
Charlie:				
Signature:		Date:		

Figure D-2: Range CO's Evaluation Sheet

WTBN Gunner's Evaluation Sheet

Battalion				
Gunner				
Firing				
Week: _____				
	Range:	A	B	C
Technical Proficiency	(0-4)			
Adherence to SOP	(0-4)			
Adherence to orders	(0-4)			
Range Safety	(0-4)			
S-3 Corrections	(Mistake=1pt reduction)			
Comments				
Alpha:				
Bravo:				
Charlie:				
Signature:		Date:		

Figure D-3: WTBN Gunner's Evaluation Sheet

Range Company 1stSgt's Evaluation Sheet

Company First			
Sergeant			
Firing Week: _____			
	Range:	A	B
Administrative Efficiency	(0-4)		
Logistical Planning	(0-4)		
Cleanliness	(0-4)		
Range Maintenance	(0-4)		
Disciplinary Actions (1 pt reduction per issue)			
Comments			
Alpha:			
Bravo:			
Charlie:			
Signature:		Date:	

Figure D-4: Range Company 1stSgt's Evaluation Sheet

WTBN RANGE SOP

APPENDIX E

OFFICER OF THE DAY AND BILLET CERTIFICATION PROCESS

1. Personnel assigned to WTBN will complete the process outlined below to be certified in their billets and/or to stand OOD. This certification process will ensure the Marine has the requisite knowledge to be able to effectively accomplish the tasks associated with their assigned billet. Range Company and MTU are still required to conduct internal training to ensure new personnel are trained in their billets.

2. OOD Certification. All Marines E-5 to E-7 and O-1 to O-3, except Company Commanders and Company 1stSgts, are required to stand OOD. The requirements for certification to stand OOD are listed below.

a. Complete the MarineNet Range Safety class and print certificate (course code RTAMRSOCAA).

b. Attend and successfully complete the MCIEAST-MCB CAMLEJ Range Control RSO Course. Provide the WTBN S-3 a copy of their Range Control Safety Card.

c. Read and be able to apply the following orders and directives:

(1) WTBNO P3000.3_. (WTBN Range SOP)

(2) MCO 3574.2_ (Marksmanship Training with Individual Small Arms)

(3) MCO 3570.1_ (Safety for Small Arms and Ammunition)

d. Complete the WTBN OOD class, administered by S-3.

e. Shadow one full tour of OOD prior to standing duty independently.

f. Pass the OOD portion of WTBN SOP test.

g. Complete an oral board to evaluate knowledge of appropriate orders and regulations. The board will cover the WTBN SOP and OOD-specific information to OOD candidates are

knowledgeable on the functions of the WTBN S-3 office, the OOD's responsibilities when ranges are hot, how to clear the bay, and otherwise possess the requisite knowledge to effectively serve as the WTBN OOD.

h. Once all requirements are met the Marine will be certified by the WTBN S-3 to act as OOD. WTBN S-3 will maintain all documentation and screen the OOD roster monthly to ensure all Marines assigned OOD duties are qualified to stand duty.

3. Range Company. In addition to the OOD requirements listed above, all Range Company personnel must also complete the following actions.

a. Range Officer In Charge/Safety Officer Certification. Marines assigned as the ROIC or RSO for the Stone Bay KD ranges do not have sufficient time to complete the formal CMC and CMT Courses, but will complete the following steps to serve as ROIC/RSO.

(1) Attend the Range Officer in Charge/Range Safety Officer Orientation, given by MTU.

(2) Complete the Range Officer in Charge Certification Course (ROCC), administered by the WTBN Gunner. The ROCC consists of two phases and a board. The two phases can run concurrently, but the board must be the final event.

(a) Phase one consists of studying all CMC/MCT Master Lesson Files and Marine Corps Reference Pubs 3-01A and 3-01B and passing a written exam.

(b) Phase two consists of observing range operations. ROIC and RSO candidates will observe the conduct of one MTU Pistol Marksmanship Range and one entire firing week on the KD range, to include observing a day of pit operations. By the end of this phase the ROIC/RSO candidate must be knowledgeable of Table 1A, Table 2, responsibilities for training, and daily operations of the KD range.

(c) Upon completion of both phases, the candidate will submit a first endorsement to the WTBN Gunner. The candidate will then complete the knowledge board focusing on KD Range operations. Upon completion, the WTBN Gunner will provide a second endorsement.

(d) After successfully completing the knowledge board the WTBN Gunner will present the package to the WTBN CO for a third endorsement. Copies will go to the individual, the WTBN Gunner, and in the WTBN S-3 Office.

4. Marksmanship Training Unit. All personnel assigned to MTU will complete the KD Range portion of WTBN SOP Test and knowledge board. Additionally, MTU personnel will be certified as instructors IAW Chapter 6 of this SOP.

5. Knowledge board. The knowledge board will cover the specific information needed by that Marine to fill their assigned duties for their billet and to stand OOD if applicable. The XO, OPSO, Operations Chief, WTBN Gunner, Range CO, Range Company 1stSgt, MTU OIC, and MTU SNCOIC are authorized to serve as board members. Each board will be conducted by at least two of the personnel designated above.

WTBNO 3000.3E
21 Jan 2015



UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20059
CAMP LEJEUNE NC 28542-0059

IN REPLY REFER TO:
3500
S-3
3 Dec 14

From: Battalion Gunner, Weapons Training Battalion
To: Sgt. -----

Subj: RANGE OFFICER IN CHARGE CERTIFICATION

Ref: (a) MCO 3574.2_
(b) MCO 3570.1_
(c) MCRP 3-01A AND 3-01B
(d) WTBNO 3000.3_

Encl: (1) Range Officer in Charge Orientation Checklist.

1. You are directed to complete all of the requirements listed in the enclosure.
2. Upon completion of the checklist, return the package to this office.

CWO-4 USMC

FIRST ENDORSEMENT

From: -----
To: Battalion Gunner, Weapons Training Battalion

Subj: RANGE OFFICER IN CHARGE CERTIFICATION

1. Returned.
2. I have completed all of the requirements listed in the checklist.

SGT USMC

RANGE OFFICER IN CHARGE ORIENTATION CHECKLIST

The Range Officer in Charge / Company Co will initial in the space provided to indicate completion of each requirement.

1. I have read the directives listed in paragraph 6a of WTBNO P3000.1_.
(initial) _____
 - _____ (a) WTBNO P3000.3_. (WTBN Range SOP)
 - _____ (b) MCO 3574.2_ (Marksmanship Training with Individual Small Arms)
 - _____ (c) MCO 3570.1_ (Safety for Small Arms and Ammunition)
 - _____ (d) All CMC/CMT Master Lesson Files (MTU and Range personnel only)
 - _____ (e) Marine Corps Reference Pubs 3-01A and 3-01B
2. Observed on _____ Range the firing week rifle of _____. The Primary ROIC (initial) _____. (MTU and Range personnel only)
3. Observed on _____ Range the firing week pistol of _____. The Primary ROIC (initial) _____. (MTU personnel only)
4. Attended the MCIEAST-MCB CAMLEJ Range Safety Officer Brief (date) _____ (initial) _____.
5. Completed the Marine Net Range Safety Officers Course (certificate attached). _____
6. Attend a Non-Fire brief Firing WK _____. (MTU and Range personnel only)
7. Attend a Verifiers Brief Firing WK _____. (MTU and Range personnel only)
8. OOD PowerPoint read and understood: _____.
9. Date shadowed OOD / who shadowed: WHO: _____.
WHEN: _____.
10. Passed the knowledge board. WTBN Gunner/Operations Chief _____.
11. I have completed the above requirements and understand my duties as the ROIC. _____.



WTBNO 3000.3E
21 Jan 2015

UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20059
CAMP LEJEUNE NC 28542-0059

IN REPLY REFER TO:
3500
S-3
3 Dec 14

SECOND ENDORSEMENT on 3500 S-3 ltr dated 3 Dec 14

From: Battalion Gunner, Weapons Training Battalion
To: Commanding Officer, Weapons Training Battalion

Subj: RANGE OFFICER IN CHARGE CERTIFICATION

Ref: (a) MCO 3574.2_
(b) MCO 3570.1_
(c) MCRP 3-01A AND 3-01B
(d) WTBNO 3000.3_

1. Per the references, ----- has met all of the requirements for certification as a Range Officer in Charge for WTBN.

2. I have interviewed ----- and I am confident that he understands the scope of his duties and responsibilities as a Range Safety Officer.

3. A board was convened on ----- to include the XO, OPSO and the WTBN Gunner and their recommendation is:

A: Recommended to be certified as a Range Officer in Charge at WTBN.

B: Not recommended at this time to be certified as a Range Officer in Charge at WTBN.

CWO-4 USMC



UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20059
CAMP LEJEUNE NC 28542-0059

WTBNO 3000.3E
21 Jan 2015

IN REPLY REFER TO:
3500
S-3
3 Dec 14

THIRD ENDORSEMENT on 3500 S-3 ltr dated 3 Dec 14

From: Commanding Officer, Weapons & Field Training Battalion
To: -----

Subj: RANGE OFFICER IN CHARGE CERTIFICATION

Ref: (a) MCO 3574.2_
(b) MCO 3570.1_
(c) MCRP 3-01A AND 3-01B
(d) WTBNO 3000.3_

1. Based on your successful appearance before the battalion's Range Officer in Charge Board and in compliance with the references, you are appointed as a Range Officer in Charge for the conduct and supervision of the Marine Corps Combat Marksmanship Programs. You will function in this capacity at such time and on such ranges as directed. This appointment will remain in effect until your transfer unless sooner terminated by written notice.

2. You will maintain familiarity with the references during your assignment as a Range Officer in Charge.

3. The original certification package will be maintained by the Weapons Training Battalion, S-3 Section.

M. R. REID

Copy to:
(File)
(Co Commander)
(CRO)

WTBN RANGE SOP

APPENDIX F

SPECIAL RANGE REQUIREMENTS FOR FIRING 7.62MM AMMUNITION
WITHOUT THE USE OF ANGLE LIMITING DEVICES

1. Weapons Training Battalion receives an annual authorization to deviate from the standard SDZ for firing 7.62mm ammunition (DODICS A136 and AA11 only) through the use of the ALD on Dodge City, Alpha, Bravo, Charlie, and Hathcock Ranges. Should future training events not allow for the use of the ALD, or when firing National Rifle Association (NRA) matches using 7.62mm ammo then the following procedures will be followed:

a. The requesting unit will request through WTBN the closure of the ME, MD and MF training areas as part of their TAR. Once this is submitted and approved in RFMSS it will annotated on the Schedule of Authorized Firing for that time and date.

b. The using unit is responsible for posting road guards, securing gates to include providing locks, maintaining communications with WTBN, and clearing the roads in the affected training areas prior to going hot. The following range gates are affected and are shown on Figure G-1, NRA/7.62mm Ammunition SDZ Map:

(1) Lock range gate leading from Highway 210 to Range L-5 at Grid 735303. Designated as gate 1.

(2) Lock range gate on Fire Tower Road leading to Range L-5 at Grid 730325. Designated as gate 2.

(3) Lock range gate at intersection of Old Wilmington Road and Muddy Creek Road at Grid 740345. Designated as gate 3.

(4) Lock range gate at intersection of Old Wilmington Road and South Verona Loop Road at Grid 743353. Designated as gate 4.

(5) Lock range gate at intersection of Highway 17 and South Verona Loop Road at Grid 727354. Post Road Guard with radio at this location during firing. Designated as gate 5.

(6) Lock range gate on Old Wilmington Road north of South Verona Loop Road at Grid 743356. Designated as gate 6.

(7) Lock range gate at intersection of South Verona Loop Road and Fisher Road at Grid 759351. Designated as gate 7.

(8) Lock range gate at intersection of South Verona Loop Road and Mill Creek Road at Grid 777355. Post Road Guard with radio at this location during firing. Designated as gate 8.

(9) Lock range gate at intersection of Verona Loop Road and Old Town Point Road at Grid 781368. Designated as gate 9.

(10) Lock range gate at intersection of Verona Loop Road and Liars Road at Grid 772375. Designated as gate 10.

(11) Lock range gate at intersection of Verona Loop Road and Lewis Creek Road at Grid 766387. Designated as gate 11.

(12) Lock range gate on Fisher Road at Grid 751373. Designated as gate 12.

c. Road guards will check in with the S-3 or OOD hourly once firing commences and will continue to do so until they have been relieved.

2. Once firing has been completed and the ranges are cold or the match has been completed, the gates will be unlocked and road guards recovered. The OOD will then notify Range Control when the roads in the ME/MF training areas are open.

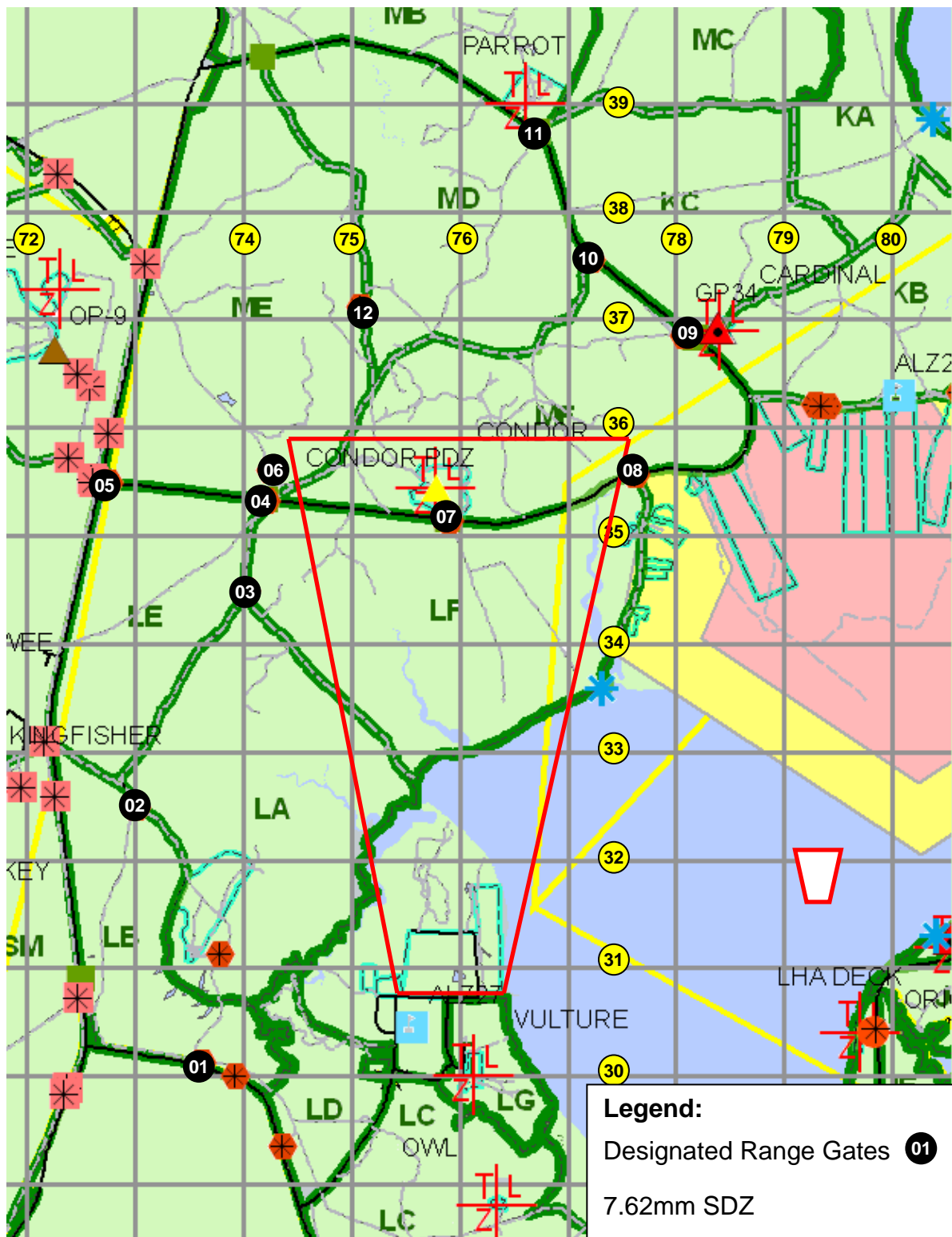


Figure 1 -- Map of area affected by 7.62mm SDZ

WTBN RANGE SOP

APPENDIX G

MISSING WEAPON PROCEDURES

1. Missing Weapon. In the event that one or more weapons are unaccounted for, every effort will be made in order to locate the missing weapon(s).

a. The SNF, RSO/ROIC, or armory personnel that are aware of a potentially missing weapon will immediately contact the WTBN S-3/OOD. The WTBN S-3/OOD will notify the Security Section with: type, attachments (RCO/PEQ), serial numbers, number of magazines, and number of rounds if known.

b. WTBN S-3 will put all ranges into a check-fire status.

c. The Security Section will contact PMO and make the determination if the gates need to be secured.

d. Ensure all SNFs, regardless of what range they are assigned to, put ALL of their shooters in formation and conduct weapons and personnel count. Once complete, they will they assist with the search.

e. WTBN S-3 will contact the WTBN Armory with all serial numbers of the missing weapon(s). Armory personnel will search all weapons racks for missing weapon(s).

f. A search of the WTBN area to include the range pits, firing lines, range houses, heads/port-a-johns, Armory compound, PX area, HQ area, and the barracks will be conducted.

g. WTBN S-3 will notify the owning unit's S-3, informing them of the current situation and provide updates as needed.

h. If the weapon is not located, PMO will determine the next course of action.

2. WTBN Security Section (SOG/COG) Responsibilities

a. WTBN Security Section will be responsible for all coordination in the search with notice to the WTBN S-3 and PMO. WTBN S-3 will task units to provide personnel to aid in the search.

b. Maintain communication with the WTBN S-3 and provide regular updates on the status of the search.

3. WTBN S-3 Responsibilities

a. WTBN S-3 will pass the word over the safety net, "All ranges you are in check-fire, your check-fire time is ____". All firing units aboard WTBN will confirm check-fire. All communication over the net except traffic concerning the incident will cease.

b. WTBN S-3 will contact the affected unit's S-3 section of the missing weapon and update as needed.

c. If weapon is not located after complete search is completed, a WTBN investigating officer will be assigned to conduct a preliminary investigation.

4. Weapon(s) located

a. Once located, verify the serial numbers of all serialized gear on it. Immediately report it to the WTBN S-3.

b. WTBN S-3 will notify Security Section, PMO and using unit. The WTBN S-3 will put the complex back into a "Hot" status and continue training.

c. The using unit will take corrective action as required.

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WTBN RANGE SOP

APPENDIX H

LINEOUT AND SHAKEDOWN PROCEDURES

1. Purpose. During the course of a single day, KD ranges manage thousands of rounds of lethal ammunition. Shooters will fire from multiple firing lines, work in the pits, and participate on working parties throughout the SBRC. Strict adherence the procedures below is required to maintain accountability of ammunition in this dynamic environment.

2. Responsibilities. Lineout and shakedown procedures are vital elements to range safety, and will be followed by all personnel, as directed by the ROIC/RSO. The ROIC is responsible to ensure that all ammunition is accounted for and to enforce the conduct of effective lineouts and shakedowns.

3. Lineout. A lineout is a quick search of the shooter's weapon, magazines, magazine retention devices, and pockets. Lineouts are used to prevent the unauthorized movement of ammunition around the range. Lineouts are typically used on the KD and Hathcock ranges to prevent shooters from taking ammunition from the firing line into the pits. Participation in lineouts is required and personnel are not allowed to refuse to undergo a lineout. Procedures are:

a. After completion of the last string of fire and prior to sending any Marines from the morning relays to the pits, all shooters will move to the firing line with their weapon and all their gear.

b. Shooters will lock their bolts to the rear, remove their magazines, empty their pockets and dump pouches, and standby to be searched.

c. Range Personnel will inspect the chamber, magazines, dump pouches, and pockets for ammunition. All ammunition recovered will be turned into the Ammunition NCO.

d. The RSO and ROIC will supervise the conduct of the lineout to ensure it is done properly.

4. Shakedown. A shakedown is a detailed search of all personnel who have had access to ammunition, and should be conducted on all ranges aboard the WTBN SBRC. The ROIC has the

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authority to determine who requires a shakedown. All personnel, to include shooters, CMCs, SNFs, and range personnel, not specifically excused by the ROIC will undergo a shakedown prior to departing the range, regardless of their reason for departing the range. Participation in shakedowns is required and personnel are not allowed to refuse to undergo a shakedown. Procedures are:

a. Upon completion of firing and police call, or when directed by range personnel, the range detail, including range support personnel, will get on line.

b. All personnel will empty their pockets and dump pouches, open day packs or other bags, and prepare to be searched. Shooters will also lock their bolt to the rear and take out their magazines.

c. Range Personnel will conduct a detailed search of all weapons, personnel, gear, and bags. Shooters will turn-in any ammunition, brass, or dunnage they have and declare they have no ammunition, brass, or dunnage. All ammunition recovered will be turned into the Ammunition NCO. Brass and dunnage will be properly disposed of.

d. The RSO/ROIC and their designees will conduct a shakedown of all range personnel prior to their departing the range.

e. Shakedowns will be conducted during daylight whenever possible. KD Ranges will conduct all shakedowns that occur after dusk using the lights of the Thunderdome. White light flashlights, floodlights, or headlights will be used for shakedowns on ranges that are not equipped with a Thunderdome.

5. Personnel searches. All KD Ranges will use handheld metal detectors to search personnel. If handheld metal detectors are not available, range personnel will conduct a patdown search. Individuals may request an observer when a patdown search is required. Units may request a handheld metal detector from the WTBN S-3 to ensure ammunition is not improperly removed from the range.

6. Follow-on actions. Marines are not authorized to take any ammunition off of a range and possession of unauthorized ammunition is a safety violation. Marines that self-report and turn-in unauthorized ammunition while still aboard the SBRC will not face any repercussions. The following procedures will be

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followed for KD range details when ammunition is found after the shooter has stated they have no brass, dunnage, or ammunition.

a. Small numbers of rounds (1-3 rounds) found during the search that appear to be due to the carelessness of the shooter will result in a logbook entry for a minor safety violation.

b. Large numbers of rounds (4 or greater) or deliberate attempts to remove ammunition will be considered a major safety violation and will result in the shooter being dropped.

c. Stealing Ammunition. An attempt to deliberately remove ammunition from a range is a major safety violation, will result in the Marines being dropped from the range, and is considered stealing ammunition. The following procedure will be used.

(1) If range personnel suspect a Marine of attempting to steal ammunition they will immediately take steps to preserve the evidence, segregate any witnesses, and inform their chain of command. Once the evidence has been preserved as much as possible and any witnesses segregated from the rest of the firing detail, the ROIC will report the event to the Range CO, the shooter and his/her SNF will be pulled aside, the shakedown will continue, and the rest of the firing detail will be released at the discretion of the ROIC. The ROIC may contact security for assistance in securing the evidence, witnesses, and suspect.

(2) The Range CO will take charge of the situation and serve as the primary point of contact. He will update the WTBN CO and WTBN S-3 as the situation develops.

(3) The WTBN S-3 will contact all outside units and agencies. The WTBN S-3 will contact the Marine's parent unit to brief them on the situation, PMO to report the suspected crime, and the armory to ensure the armory is prepared both to receive the weapon and ensure that Marine will not be issued a weapon again.

(4) The SNF will be required to escort the suspected Marine until he/she departs Stone Bay or is turned over to PMO. The SNF will ensure the weapon is returned to the WTBN armory or maintain the weapon if the unit has checked out of the armory. The Security Section will maintain supervision of the suspect in the event that the SNF's duties prevent him/her from supervising the Marine.

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7. Ammunition accountability on all other ranges is the responsibility of the using unit.

a. The RSO/ROIC are responsible to their unit commander for any reporting, investigation, or other administrative actions associated with lost, missing, or stolen ammunition.

b. If the RSO/ROIC suspect ammunition has been stolen, notify the WTBN S-3/OOD immediately, who will take action depending on the severity of the theft.

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WTBN RANGE SOP

APPENDIX I

RANGE SAFETY BRIEF

1. INTRODUCTION

At this time, please cease all movement, remain silent and standby for your safety brief. (Pause until all movement/talking have ceased)

Good Morning and welcome to _____ Range; I am _____, your Tower NCO; the ROIC is _____; the RSO is _____; the Line SNCO is _____; the Block NCOs are:

2. THE FOUR SAFETY RULES

- a. TREAT EVERY WEAPON AS IF IT WERE LOADED.
- b. NEVER POINT A WEAPON AT ANYTHING YOU DO NOT INTEND TO SHOOT.
- c. KEEP YOUR FINGER STRAIGHT AND OFF THE TRIGGER UNTIL YOU ARE READY TO FIRE.
- d. KEEP THE WEAPON ON SAFE UNTIL YOU INTEND TO FIRE.

3. Safety is paramount aboard the range and every Marine or Sailor is a safety officer. Yell CEASE FIRE and immediately notify range personnel if you witness an unsafe act or a potentially unsafe condition on the range. Upon the command of CEASE FIRE every Marine on the firing line will lock their bolt to rear, remove the magazine, place their weapon on safe, and standby for follow on commands from range personnel. All other Marines will ensure they have a condition 4 weapon and standby for instructions from range personnel. Range personnel will then correct the problem and training will continue. Do not be afraid to stop training. We would rather have a problem turn out to be nothing than allow a dangerous situation to continue. Are there any questions? (pause before continuing)

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4. During firing the ROIC and RSO move between the tower and the little and big ends of the firing line. The corpsman will be located _____.
5. All MEDEVACs will be handled by range personnel. If you witness an injury on the range, immediately yell CEASE FIRE, notify range personnel, and help the injured person. Range personnel will immediately take charge of the situation and conduct the MEDEVAC. All firing detail personnel will remain in place and obey subsequent commands from the Tower.
6. Shooters will not fire while under the influence of alcohol or any mind-altering substance.
7. Should you encounter a stoppage during a course of fire while you are on the firing line, you will apply corrective action. If you are unable to clear your weapon, a Block NCO will assist you. However, if an audible pop or reduced recoil is experienced, corrective action will not be performed. Instead, immediately notify range personnel.
8. The uniform for the range is the Marine Corps Combat Utility uniform. Shooters will wear issued uniform items per Marine Corps Order (MCO P1020.34G) and MARCORSYSCOM guidance. The ROIC will make the determination on what may be worn in any case not covered by these documents. **HEARING AND EYE PROTECTION IS REQUIRED FOR ALL PERSONNEL AT ALL TIMES WHILE ON THE FIRING LINE.** Ear and eye protection is recommended everywhere else on the range while firing is in progress.
9. Observe the downrange area. Note the left and right lateral limits of the range marked by the red flags in the pits. Your individual left and right lateral limit is your assigned target point; shooters will fire only on their assigned targets. No cross range firing is permitted.
10. A059 is the only ammunition authorized on the range. All ammunition is stored at the ammunition table. Only ammunition issued from the table is authorized for use on this range. All saved rounds will be turned-in to a Block NCO prior to leaving the firing line. It is illegal to take live ammunition from any range and violators will be prosecuted. Expect to undergo a lineout before moving to the pits and a shakedown prior to leaving the range.

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11. WEAPONS HANDLING

a. Shooters will keep their weapons on their person at all times except while in the pits or conducting police call.

b. When you are not on the firing line, your weapon will remain in CONDITION 4: MAGAZINE REMOVED, CHAMBER EMPTY, BOLT FORWARD, SAFETY ON AND EJECTION PORT COVER CLOSED.

c. All slings will be used as designed to carry the weapon. When moving to and from the firing line all shooters will use either the controlled carry or strong side muzzle up depending on their sling type.

d. While on the ready benches, Marines may lean their weapon on the back of the bench with the muzzle elevated toward the downrange area and the ejection port cover up. When sitting on the ready boxes, weapons will be at sling arms or muzzle elevated with the buttstock resting on the meaty portion of the thigh. Unless the weapon is resting on the back of the ready bench, the muzzle will always remain above the shooter's chin.

12. On the command "CEASE FIRE", shooters on the firing line will immediately place their weapon on SAFE, remove the magazine, lock the bolt to the rear, remain in place until cleared by their Block Safety NCO, and then make a condition 4 weapon. The Tower NCO will give you the command to step off the firing line.

13. Major safety violations will result in the shooter being immediately dropped from the range. Common major safety violations are:

a. Pointing a weapon at another person or flagging the line.

b. Firing at unauthorized targets or other objects on the range. This includes but is not limited to target indicators, target uprights, firing position indicators, and the berm.

c. Sighting in or dry firing when not on the firing line. If you need to check your optic, you are permitted to point your weapon straight up in the air and look through the optic.

d. A negligent discharge (firing a weapon when no command to fire has been given).

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e. Loading a weapon while not on the firing line or having received the command to load from the tower.

f. Departing the line without a Condition 4 weapon.

g. Having four or more rounds in your possession after declaring you have no ammunition during a lineout or shakedown.

h. Attempting to steal ammunition.

i. Any other significant behavior that negatively affects the safe conduct of the range, as determined by the ROIC/RSO.

14. Minor safety violations are recorded in the log book and multiple minor safety violations will result in the shooter being dropped from the range. Common minor safety violations are:

a. Failure to engage the safety prior to removing a cleared weapon from the shoulder.

b. Walking across the grass while carrying ammunition. This is to prevent ammunition from being dropped in the grass which causes a hazard to Marines who mow the grass.

c. Running, lying down, sleeping, or throwing items while on the range.

d. Firing outside of commands (specifically: while on the firing line, engaging the correct target, failing to immediately stop firing when the command "Cease fire" has been given).

e. Non-compliance with tower or range personnel commands (in extreme cases, this may constitute a major safety violation).

f. Being found in possession of 1-3 rounds of ammunition after declaring you have no ammunition during a lineout or shakedown.

g. Leaving the range without permission from the ROIC/RSO. Personnel who leave the range without permission are considered UA. This applies to shooters as well as SNFs.

h. Leaving your weapon or ammunition unattended.

i. Failure to follow the weapons handling instructions.

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15. Shooters will not move forward of the ready line until directed to do so by the Tower. No one is permitted forward of the firing line without permission from the Tower.

16. No food or drink is permitted on the firing line.

17. Cell phone use is not permitted on the KD ranges without permission from the ROIC.

18. No one will leave the range unless authorized to do so by the RSO or the ROIC.

19. Smoking is authorized only on the blacktop road behind the Red Line, and no less than 25 feet from the ammo table. This includes electronic cigarettes.

20. Shooters should immediately notify coaches, Block NCOs, or unit SNFs of any problems. Immediately bring safety issues to the nearest range personnel. Bring administrative or other issues to your SNF, who is your unit's point of contact with the range.

21. All shooters will receive a lineout prior to moving from the firing line to the pits.

22. All personnel departing the range will receive a shakedown from range personnel.

23. The ROIC is the final authority on the range. The range staff are here to enable a safe and efficient training environment. Communication is a key element to a successful range. When in doubt, ask.

THIS CONCLUDES YOUR RANGE SAFETY BRIEF- DIRECT ANY QUESTIONS TO YOUR CMC OR BLOCK NCO.

WTBN RANGE OPERATIONS SOP

APPENDIX J

PIT SAFETY BRIEF

1. ATTENTION IN THE PITS!! STAND BY FOR YOUR PIT SAFETY BRIEF.
(Pause until all movement/talking have ceased)

Good Morning/afternoon. Welcome to _____ Pits. I am
_____ your Pit NCO. Your Assistant Pit NCO is
_____.

2. The Pits are sealed, the pits are sealed. No one will leave the pits without permission from the Pit NCO located in the sound shed.

3. Shooters and support personnel, you are reminded that everyone is a Safety Officer. If you witness an unsafe act or a potentially unsafe condition in the pits, yell "CEASE FIRE" and immediately notify the Pit NCO of the problem. If you hear the command to cease fire you will echo the command.

4. The Four Safety Rules are:

(1) TREAT EVERY WEAPON AS IF IT WERE LOADED.

(2) NEVER POINT A WEAPON AT ANYTHING YOU DO NOT INTEND TO SHOOT.

(3) KEEP YOUR FINGER STRAIGHT AND OFF THE TRIGGER UNTIL YOU ARE READY TO FIRE.

(4) KEEP THE WEAPON ON SAFE UNTIL YOU INTEND TO FIRE.

5. At this time, ensure that your weapon is in condition four; condition four means that your weapon does not have a magazine inserted, the chamber is empty, the bolt is forward, the safety is on, and the ejection port cover is closed.

6. **THERE IS NO AMMUNITION ALLOWED IN THE PITS.** This is your amnesty period. Ensure that you have no ammunition. If you do, then bring it to the sound shed at this time. If you are found after this time with ammunition, you will be dropped as a safety violator and may be subject to administrative action. (Pause to ensure no one has ammunition)

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7. If you are over 6 foot 5 inches identify yourself to the sound shed immediately. (Check for any individuals too tall to serve in the pits)

8. The uniform for the pits is the Marine Corps Combat Utility Uniform. You are permitted to drop your blouse. Ear Protection is recommended during all live fire.

9. Weapons will be hung by their slings on the hooks provided or leaned into the corner of the bulkhead and bench. Weapons maintenance is not permitted in the pits.

10. The following major safety violations will result in an immediate drop from the range.

a. Placing any part of your body above the red line on top of the berm.

b. Crossing the red line on the walkway after it has been declared active by the Pit NCO. This includes entering the head and target shed. There is a laser safety system that will photograph anyone crossing the red line.

c. Placing anything on the targets not related to marking and scoring the targets. This includes foreign objects as counter weights.

10. The following minor safety violations will result in a logbook entry. Multiple logbook entries will result in being dropped from the range.

a. Slamming the target carriages into the deck or climbing on the carriages.

b. Running, sleeping, lying down, or horseplay.

c. Entering the sound shed or using the line-to-pit phone without the Pit NCO's permission.

d. Smoking without permission from the Pit NCO.

e. Non-compliance with commands from the Sound Shed or range personnel.

11. Eating is permitted in the pits. Ensure all trash is placed in the trash cans.

12. Smoking is not permitted in the pits without permission from the Pit NCO.
13. Personnel will be notified from the sound shed when they are clear to enter the heads. All heads will be locked prior to firing. All personnel will only use the heads on _____ Range. You will not walk to _____ or _____ Range to use the heads. The tree-line is NOT a head.
14. Watch your step when moving on or off the catwalk, ensure footing at all times to avoid injuries.
15. All trash will be placed in trash cans.
16. Pasties go from the pasty strip to the target. Do not place pasties on the bulkhead, ammo cans, carriages, clip boards, benches, or lollipops.
17. When not in use, the lollipops and moving targets will be kept under your benches.
18. Do not de-face the targets (this includes "Smiley Faces")
19. Do not spit on the deck. This includes sunflower seeds and dip. Use a spitter.
20. You are reminded cell phones, two way radios, or any electronic devices such as iPods or MP3 players are not authorized for use in the pits. [To be read on qual day- Cell phone use will be considered an integrity violation and will result in you being dropped.]
21. No one will leave the pits upon completion of firing until the Pit NCO gives permission.
22. Bring any issues to the attention of the Pit NCO at the sound shed.
23. All hands, a fellow Corpsman was killed by a ricochet while standing only a few feet on the wrong side of the red line. Remember you are all Safety Supervisors. If you witness an unsafe act or a potentially unsafe condition in the pits, yell "CEASE FIRE".

This concludes your safety brief.

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Appendix K

COMPETITION IN ARMS MATCH POA&M

POA&M FOR INTRAMURALS MATCHES					
Date	Event	Section	Pending	Complete	Comments
1 Oct	Intramural IPC	S-3			
1 Nov	Draft BBul 3591 for review and staffing	S-1			
15 Nov	Status of funds	Supply			
15 Nov	Status of Support	S-4			
1 Dec	BBUL 3591 Signed	S-3			
5 Dec	Intramurals MSG released	S-3			
15 Dec	Submit request for 2d MarDiv Band support	S-3			
4 Jan	Coordination with Base PAO	S-3			
4 Jan	Coordination with Combat Camera	S-3			
4 Jan	Coordinate MCB Staff Sections for Match support	S-3			
4 Jan	Coordinate MCB Staff Sections for Match Awards Ceremony	S-3			
NET 4 weeks & NLT 2 weeks Prior to	1st Team Captains Meeting	S-3			
Day after 1 st Team Capt Meeting	Intramurals MPC	S-3			
15 Jan	Welcome Aboard Programs Ordered	S/4			
15 Jan	VIP Invitations Sent	S-1			
1 Feb	Order Awards	Gunner			
8 Feb	Match Programs Pick up	S-4			
2 week before Matches	2nd Team Captains' Meeting	S-3			
	Billeting Confirmed	S-4			
	Ammo Confirmed	Ammo			

Day after 2nd Team Capt Meeting	Intramurals FPC	S-3			
1 week prior	MTU Rehearsals	MTU			
	Target Build Complete	S-4			
	Alpha Range preparation complete	Range Co			
	Confirmation Brief to CO	S-3			
1 week prior	Confirm PAO support	S-3			
	Confirm Combat Camera support	S-3			
Friday Before	Check-In/Weapons Turn in	MTU			
Matches T-day 6	Confirmation Brief Guest of Honor	S-3			
	Confirm Band Support	S-3			
Matches T-day 13	Pick-up Ceremony support equipment	S-4			
	Match Results to Combat Camera	S-3			
	Pick-up Awards	S-4			
Matches T-Day 14	Set-up for Ceremony	S-4			
	Rehearsal	S-3/ Gunner			
Matches T-Day 15	Pick up awards bulletin	S-3			
	Rehearsal	S-3/ Gunner			
	Awards Ceremony	S-3/ Gunner			
* Start/end dates for Intramurals will vary each year. Adjust planning dates based upon closest workday to date for each year's events.					

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POA&M FOR EASTERN DIVISION MATCHES AND MARINE CORPS CHAMPIONSHIPS					
Date	Event	Section	Pending	Complete	Comments
1 Nov	EDM/Marine Corps IPC	S-3			
By Dec 15th	Invitation sent to Royal Marines	S-3			
	Status of funds	Supply			
Dec 31st	Receipt of CIAP MARADMIN	S-1			
1 Dec	Draft BBul 3591 for review and staffing	S-1			
4 Jan	ID Logistics requirements support	S-3/S-4			
	Status of IT Support	S-4			
	BBUL 3591 Signed	S-3			
5 Jan	Intramurals MSG released	S-3			
15 Jan	Submit request for 2d MarDiv Band support	S-3			
15 Jan	Request Augmentation Support From G-1	S-3/S-1			BO 5300.3R
	Send VIP Invitations for EDM & MCC	S-3/S-1			
1 Feb	Draft Invites to Guest Speakers				
	Review Welcome Aboard Package	S-3			
	Coordination with Base PAO	S-3/XO			
	Coordination with Combat Camera	S-3			
	Coordinate MCB Staff Sections for Match support	S-3			
	Coordinate MCB Staff Sections for Match Awards Ceremony	S-3			
Each Week	Submit Advertisement to Globe/LCTV	S-1			
By 15 Feb	Mail Invitations to Guest Speakers	S-1			
	ID Range Support Requirements	S-4/ Range Co			
	ID initial Log support from Units competing in EDM	S-4			
Last Week Feb	Confirm itineraries and support for visiting teams EDM	S-4			

Last Week Feb	ID support requirements from MC Shooting Team	S-3			
NET 4 weeks & NLT 2 weeks Prior to	1st Team Captains Meeting for EDM	S-3			No Marine Corps Championships team captain meetings
	EDM/MCC MPC	S-3			Day after team captains meeting
2 week before Matches	Welcome Aboard Programs Ordered EDM	S/4			
	Confirm awards vendor & coordinate	S-3			
	2nd Team Captains' Meeting EDM	S-3			
	Billeting Confirmed	S-4			
	Ammo Confirmed	Ammo			
Day after 2nd Team Capt Meeting	Intramurals FPC	S-3			
8 working days prior to EDM	Match XO, typist, supply clerk and maintenance/target representative check-in	S-1			
5 working days prior to EDM	All other Match Stats augmentee's check-in	S-1			
1 week before EDM	Pick-up Welcome Aboard Programs	S-4			
	Target Build Complete	S-4			
	Alpha Range preparation complete	Range Co			
	Confirmation Brief to CO WTBN	S-3			
	Confirm PAO support	Match XO			
	Confirm Combat Camera support	Match XO			
Thursday Before EDM	Marine Corps Shooting Team arrives	Match XO			
Friday Before EDM	Check-In/Weapons Turn in	Match Stats			
EDM T-day 6	Confirmation Brief Guest of Honor EDM	S-3			
	Confirm Band Support EDM	S-3			

EDM T-day 13	Pick-up EDM Ceremony support equipment	S-4			
	EDM Match Results to Combat Camera	Match Stats			
	EDM Awards info to vendor	Match Stats			
	MCC Welcome Aboard Programs Ordered	S-3/S-4			
EDM T-Day 14	Set-up for Ceremony	S-4			
	EDM Rehearsal	Match Stats/ CMC Rep			
	Pick-up EDM Awards	Match Stats			
EDM T-Day 15	Pick up awards bulletin EDM	Match Stats			
	Rehearsal	Match Stats/ CMC Rep			
	Awards Ceremony	Match Stats/ CMC Rep			
MCC -7	Confirm itineraries and support for visiting teams MCC	Match XO			
1 week before MCC	Confirmation Brief CO WTBNO	S-3			
	MCC Welcome Aboard Programs picked up	S-4			
	Confirm PAO support	Match XO			
	Confirm Combat Camera support	Match XO			
	Target Build Complete	S-4			
Friday Before MCC	Check-In	Match Stats			
MCC T-day 6	Confirmation Brief Guest of Honor MCC	S-3			
	Confirm Band Support MCC	S-3			
MCC T-day 13	MCC Match Results to Combat Camera				
MCC T-day 13	EDM Awards info to vendor	Match Stats			
MCC T-Day 14	Set-up for Ceremony	S-4			
	MCC Rehearsal	Match Stats/ CMC Rep			
	Pick-up MCC Awards	Match Stats			
MCC T-Day 15	Pick up awards bulletin MCC	Match Stats			

	Rehearsal	Match Stats/ CMC Rep			
	MCC Awards Ceremony	Match Stats/ CMC Rep			
MCC Complete +1	Hot Wash	S-3/ Match XO			
MCC Complete +3	Detach FAP augments	S-1			
MCC Complete +5	Detach Match XO	S-1			
* Start/end dates for Intramurals will vary each year. Adjust planning dates based upon closest workday to date for each year's events.					

WTBN RANGE SOP

APPENDIX L

ABBREVIATIONS

AIRS	Automated Inspection Reporting System
ALD	Angle Limiting Device
Ammo	Ammunition
ART	Annual Rifle Training
AT/FP	Anti-Terrorism/Force Protection
Bn	Battalion
CAMLEJ	Camp Lejeune
CASEVAC	Casualty Evacuation
CASREP	Casualty Report
CG	Commanding General
CIAP	Competition-in-Arms
CID	Course Identification Number
CLP	Cleaner, Lubricant, Preservative
CMC	Combat Marksmanship Coach
CMP	Civilian Marksmanship Program
CMT	Combat Marksmanship Trainer
CO	Commanding Officer
CONOPS	Concept of Operations
CQB	Close Quarters Battle
EDIPI	Electronic Data Interchange Personal Identifier
EDM	Eastern Division Matches
EMS	Emergency Medical Services
EOTG	Expeditionary Operations Training Group
FAP	Fleet Assistance Program
FSRM	Facilities Sustainment, Restoration, and Modernization
FY	Fiscal Year
IAW	in accordance with
ID	Identification
Illum	Illumination
ISMT	Indoor Simulated Marksmanship Trainer
ISO	In Support Of
IT	Information Technology
KD	Known Distance
LCpl	Lance Corporal
Line SNCO	Line Staff Non-Commissioned Officer
LOI	Letter of Instruction
LTI/PFI	Limited Technical Inspection/Pre-Fire Inspection
MARCORSYSCOM	Marine Corps Systems Command
MARFORCOM	Marine Corps Forces Command

MARFORRES	Marine Corps Forces Reserve
MARSOC	Marine Corps Forces Special Operations Command
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCBCL	Marine Corps Base Camp Lejeune
MCC	Marine Corps Championships
MCCMP	Marine Corps Combat Marksmanship Program
MCIEAST	Marine Corps Installations East
MCMAP	Marine Corps Martial Arts Program
MCTIMS	Marine Corps Training Information Management System
MCTFS	Marine Corps Total Forces System
MEDEVAC	Medical Evacuation
MEF	Marine Expeditionary Force
MILCON	Military Construction
MLF	Master Lesson File
MOS	Military Occupational Specialty
MPMS	Marksmanship Doctrine and Programs Management
MTU	Marksmanship Training Unit
NCO	Non-Commissioned Officer
NLT	No Later Than
NRA	National Rifle Association
NSTAR	Non-Standard Training Area Request
O&M	Operations and Maintenance
O&T	Operations and Training
OIC	Officer in Charge
OOD	Officer of the Day
OPFOR	Operating Forces
OPSO	Operations Officer
PA	Public Address
PAO	Public Affairs Office
PCR	Personal Casualty Report
PdM ICE	Project Manager Infantry Combat Systems
PFI	Pre-Fire Inspection
PI	Primary Instructor
PII	Personally Identifiable Information
PMO	Provost Marshall Office
POA&M	Plan of Action and Milestones
POI	Program of Instruction
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
PSO	Position Safety Officer
PT	Physical Training
Range CMT	Range Combat Marksmanship Trainer
Range CO	Range Company Commander
RCO	Rifle Combat Optic

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RFMSS	Range Facilities Management Support System
ROCC	Range Officer in Charge Certification Course
ROIC	Range Officer in Charge
ROOP	Range Officer in Charge Orientation Program
RSO	Range Safety Officer
RSU	Reserve Support Unit
SAT	Systems Approach to Training
SBRC	Stone Bay Range Complex
SDZ	Surface Danger Zone
SIR	Serious Incident Report
SMCR	Selected Marine Corps Reserve
SME	Subject Matter Expert
SNCO	Staff Non-Commissioned Officer
SNCOIC	Staff Non-Commissioned Officer in Charge
SNF	Staff Non-Fire
SOM	Scheme of Maneuver
SOP	Standard Operating Procedure
SOUM	Safety of Use Memorandum
SRR	Special Range Request
SSN	Social Security Number
TAR	Training Area Request
TECOM	Training and Education Command
UA	Unauthorized Absence
UCMJ	Uniform Code of Military Justice
UNQ	unqualified
UDMIPS	Unit Diary Marine Integrated Personnel System
WTBN	Weapons Training Battalion, Stone Bay
WTBn	Weapons Training Battalion, Quantico
XO	Executive Officer