



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

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WTBNO 3000.3E Ch 1

From: Commanding Officer, Weapons Training Battalion  
To: Distribution List

Subj: WEAPONS TRAINING BATTALION RANGE OPERATIONS STANDARD  
OPERATING PROCEDURES

Encl: (1) New page inserts to WTBNO 3000.3E

1. Situation. To make changes to the basic order. To increase accuracy, the enclosure replaces pages 2-32, 4-9, 4-10, 4-11, Chapter 5, appendix i, and appendix j in their entirety.

2. Mission. To issues change to transmittal to the basic order.

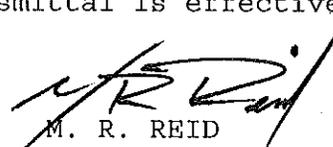
3. Execution. Remove present page 2-32, 4-9, 4-10, 4-11, Chapter 5, appendix i, and appendix j of the basic order and replace with enclosure.

4. Administration and Logistics. File this change transmittal immediately behind the signature page of the basic order.

5. Command and Signal

a. Command. This change transmittal is applicable to all Marine Corps Base Organizations.

b. Signal. This change transmittal is effective the date signed.

  
M. R. REID

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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 is present 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.



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 is 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) Ensure the Range Safety Brief is read verbatim by the Tower NCO and the Pit Safety Brief is read verbatim by the Pit NCO.

(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) Range flags are up.

(d) Safety brief has been given.

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

(f) 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.



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.

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 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:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
2-weeks prior		a. SNF Brief			
1-week prior	b. Base Unit eRoster submission	b. All other eRoster submissions	c. Initial check-in	d. Meal request	e. Final check-in
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 WTBNO 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 WTBNO 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 WTBNO 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 send 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 Monday prior firing week, base units must email their Detail Roster and Billeting Request to the WTBN S-3. All other units must submit their rosters NLT 1630 on the Tuesday prior to the firing week.

(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](mailto:frank.curci@usmc.mil) and [david.cherry@usmc.mil](mailto: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 be emailed to [jimmy.moland@usmc.mil](mailto:jimmy.moland@usmc.mil) and [wtnbns3stonebay@usmc.mil](mailto:wtnbns3stonebay@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 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. All personnel assigned to firing details, including shooters, coaches, SNFs, corpsmen, and verifiers should expect to remain aboard Stone Bay until all live fire training is complete, all personnel have received an ammunition shakedown, all weapons and serialized gear is accounted for in the Armory, and the range and support areas (e.g. Armory) are police called and inspected.

(a) ROICs are authorized to turn over individual shooters to their respective SNFs for early release if all training and administrative requirements have been met. Personnel should not assume they will receive an early release. Priority goes to meeting range requirements before releasing personnel from the range.

(b) In cases where range operations require all personnel to remain for the entire firing day, units - through their SNFs - may coordinate with the Range Company Commander to

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provide a replacement to stand in for a shooter. **Replacements may only serve as target pullers or on working parties and should be coordinated at least 24 hours in advance and must be on hand prior to pit changeover.** Shooters who depart the range early on qualification days waive their right to contest.

(c) Shooters who depart their respective ranges early without approval from the ROIC will be dropped from that week's firing detail.

(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 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-135) on Thursday preceding the firing week with an electronic copy to MCB Food Services Division.

d. 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.

(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 Armory to accept their weapons.

(d) The Armory will accept no more than 10% of each weapon type issued to a firing detail in stock weapons (e.g., a firing detail with 20 x M16A4s, 30 x M4s and 5 x M27s issued may turn in an additional 2 x M16A4, 3 x M4, and 1 x M27 in stock weapons). Once final check in has been completed, no additional weapons will be accepted.

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

(f) 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.**

e. 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 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.

f. 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.

g. 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.**

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 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 sergeant or above. Sergeants may serve as SNFs for firing details of 30 or fewer shooters. Firing details of more than 150 personnel are typically too large for a single SNF; units with firing details greater than 150 shooters are required to make prior coordination with WTBN S-3.

(1) The SNF ensures:

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

(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.

(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. Firing units must provide corpsmen 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.

(4) Remain with the Range's firing detail until that Range detail has been dismissed from the armory if designated by WTBN's medical LPO. Corpsmen will be rotated through this duty on a day-to-day basis as required.

d. Unit Support Vehicles. Units are not required to provide a range safety/support vehicle. However, units with large firing details are highly recommended to provide a support vehicle to their SNFs to provide more efficient logistical support.

e. 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>

#### 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.

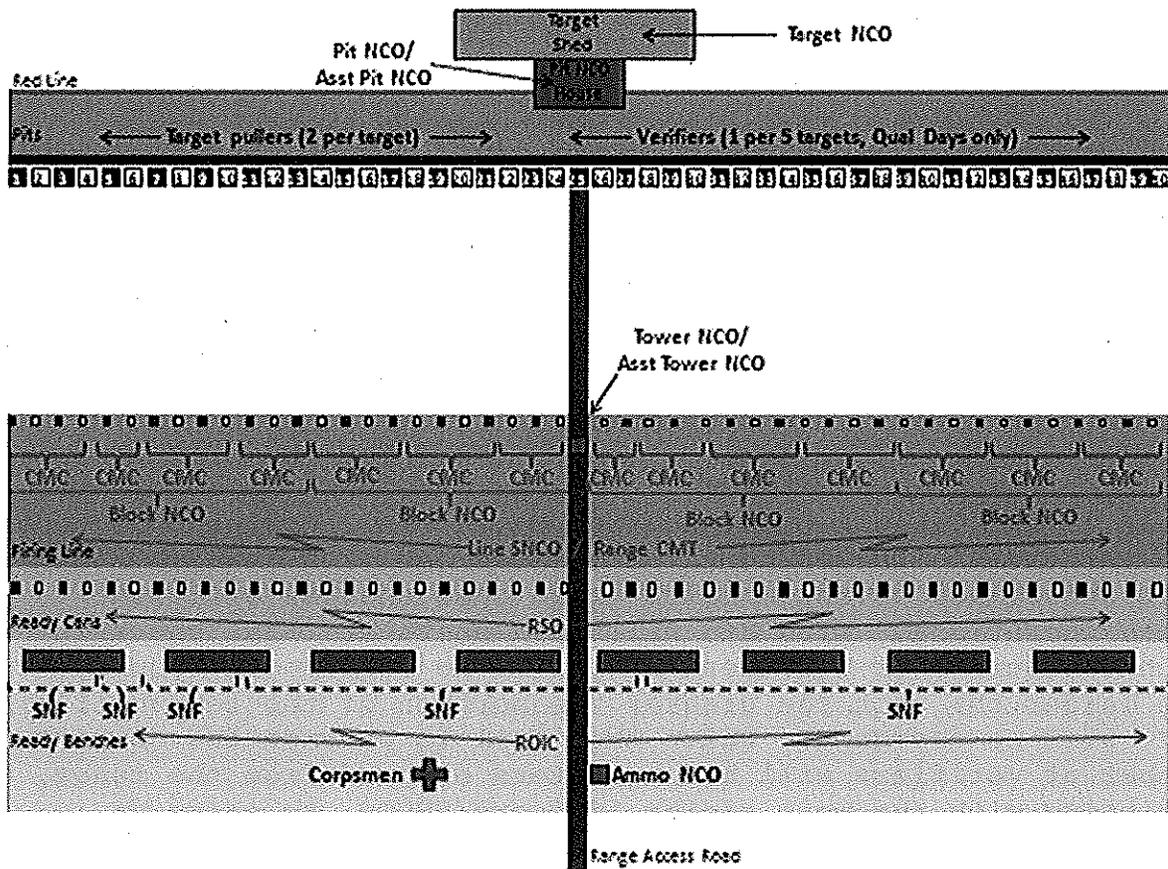


Figure 5-1 KD Range Personnel Assignments

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).

(1) Units are authorized to provide one additional coach per firing detail. The additional coach must be a CMC (0933 MOS) or above, or any rank CMT (0931 MOS). That additional coach will be available to mentor junior CMCs in their firing detail, assist the SNF in the execution of their duties, and provide continuity in the event that an assigned CMC unexpectedly departs the firing detail (e.g., emergency leave).

(2) After block-in, any excess CMCs will be released to their SNF. **Units that attempt to switch CMCs that are not annotated on the detail roster without coordination with the WTBN S-3 risk having the shooters assigned to that CMC dropped from the range.**

i. Corpsmen. Firing will not commence without the presence of three corpsmen.

j. Unit Support Vehicles. It is highly recommended that units provide their range details with a support vehicle to assist with logistical support. Only one unit support vehicle may park on a KD Range at any given time; SNFs must coordinate with each other and the ROIC regarding parking range support vehicles on their respective ranges.

k. Verifiers. WTBN requires ten verifiers per range on Table 1A and Table 2 Qualification Days. This corresponds to a 1:5 verifier-to-target point ratio (ten per range) 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 ten 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.**

1. 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.

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. Use of the tree line is not authorized.

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:

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

No personnel or portion of their bodies or uniforms 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.
- (g) Minimum of ten spindles for shot spotters.

(6) 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.**

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

(8) 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 certified 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 (MOS 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 (MOS 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. Expedient headbands (masking tape, engineer tape, etc.) are not authorized.

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.

4. 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.

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

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 coaches wearing white headbands are allowed on the firing line. Any other personnel require permission from the ROIC to move up to and along the firing line.

4. 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.

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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. Shooters will utilize the controlled carry at all times during the conduct of the range. Slings will have a minimum of two points of contact and be utilized in accordance with the manufacturer's intent.

d. SNFs may lean their stock weapons on the back of the bench with the sling removed, the muzzle elevated toward the downrange area, and the ejection port cover up. Stock weapons are the only weapons authorized to be placed on the benches.

5. Safety Violations. Safety violations are cause for immediate dismissal from the firing detail, at the discretion of the ROIC/RSO. Safety violations include, but are not limited to the following:

a. Failure to follow any of the four safety rules.

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

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

f. Departing the line without a Condition 4 weapon.

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

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

6. 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 will be reported via the WTBN chain of command to the Range CO for action.

7. Range Violations. In addition to safety, the size and scope of the KD ranges require personnel to follow proper procedures to ensure smooth and efficient operations. All personnel should remain alert to following all range procedures and correcting others who commit range violations. Personnel observed violating range procedures will be logged into the Range Violations logbook. Anyone logged two or more times in a given firing week will be dismissed from the firing detail. Range violations include, but are not limited to the following:

- a. Unauthorized cell phone use. (On Qualification Day, this is considered an integrity violation, and grounds for immediate dismissal.)
- 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 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 weapon or ammunition unattended.

k. Slamming the target carriages into the deck or climbing on the carriages, defacing property, damaging heads, or otherwise damaging range facilities (these might be grounds for immediate dismissal, depending on the severity of the act).

l. Leaving the range without permission from the ROIC/RSO. Severity of incident may result in a shooter being immediately dropped from the range. This applies to the entire range detail including SNFs.

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 Officer, Gunner, or Operations Chief 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. For the purposes of this SOP, occupied is defined as when shooters are present on the KD Range.
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).
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 with the ROIC 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 may be 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 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. 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.

16. 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. Morning Chow. 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. 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.**

3. Range check-in. 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. Shooters on the firing line and in the pits will receive their respective safety briefs and then have their gear and serviceability inspections.

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.

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.

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. Ensure designated corpsman is present until the completion of weapons turn in.**

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 during Table 1A or the 100 yard line during Table 2, the range personnel will ask all SNFs to identify any shooters they plan to remediate in the ISMT.

2. Upon completion of firing, 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. Coaches will escort the identified shooters to the ISMT building (RR-14) and will support the shooters through remediation with the aide of the ISMT CMTs.
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 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.

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 and do not pertain to the optic. According to TM 11064-OR/1, it is the shooters responsibility to ensure that the RCO is tight before, during, and after firing.

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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. As a minimum, CMCs/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.

(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 will 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.

(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.

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(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.

(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/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.**

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 score becomes an official part of a Marine's record and is a factor in career-related decisions at Headquarters, Marine Corps. The following procedures will be used for scoring:

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.**

2. Scorekeepers. During Table 1A Qualification, scorecards will be maintained on the firing line and in the pits by shooters assigned to the range detail. The official scorecard for record will be kept in the pits and verified for accuracy by

the assigned verifiers. During Table 2 Qualification, scorecards will only be maintained in the pits. Shooters assigned to keep score in the pits are responsible for accurately filling out the pit score card. **Failure to do so is an integrity violation and will result in removal from the range.**

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. The target will then run two scoring discs in the bottom center of the target to signal a verified miss to the firing line.

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.
  - 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 and their data books 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. 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.

7. 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.**

8. 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".

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.

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. Police all non-organic material from the firing lines, pits, pit tunnel, range roads, the Thunderdome, and around the range house.

(2) Clean heads in the pits, at the Range House, and on the 300 yard line. Ensure toilet paper and paper towels are properly stocked.

(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.

(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.

(5) No trash or loose gear is anywhere on the range.

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.



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 corpsman will be located \_\_\_\_\_.

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. WEAPONS CONDITIONS FOR THE M16/M4:

- a. CON 1 Magazine inserted, bolt forward, round in chamber, weapon on safe, ejection port cover closed
- b. CON 2 Does not apply
- c. CON 3 Magazine inserted, bolt forward, no round in chamber, weapon on safe, ejection port cover closed
- d. CON 4 NO Magazine inserted, bolt forward on an empty chamber, weapon on safe, ejection port cover closed

4. 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.

5. A059 is the only ammunition authorized on the range. All saved rounds will be turned-in to a Block NCO prior to leaving the firing line.

6. 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 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.

7. 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.

8. 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 follow-on commands from the Tower.

9. Should you encounter a stoppage during the course of fire you will apply immediate or remedial action as required. 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.

#### 10. 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.

c. All slings will be used as designed to carry the weapon. When moving to and from the firing line all shooters will use the controlled carry.

11. 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

12. All slings will be used as designed to carry the weapon. When moving to and from the firing line all shooters will use the controlled carry.

13. 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.

14. Before leaving the firing line shooters will unload and show clear to their designated block official.

15. All shooters will receive a lineout prior to moving from the firing line to the pits.

16. All personnel departing the range will receive a shakedown from range personnel.

17. 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, ask range personnel to move back onto the firing line and observe down range.

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

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

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- 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.
- j. Shooters will not fire while under the influence of alcohol or any mind-altering substance.

The following are considered minor range violations and shooters are advised that multiple occurrences of minor violations can be considered grounds for being dropped:

- a. Having 1-3 rounds in your possession after declaring you have no ammunition during a lineout or shakedown.
- b. No food or drink is permitted on the firing line (CIF issued Camelback is authorized).
- c. Cell phone use is not permitted on the KD ranges without permission from the ROIC (this includes the SNF). [To be read on qual day- Cell phone use will be considered an integrity violation and will result in you being dropped.]
- d. Leaving the range without authorization or told to do so by the RSO or the ROIC.
- e. Smoking any other place but the authorized area on the blacktop road behind the Red Line, and no less than 25 feet from the ammo table. This includes electronic cigarettes.
- f. Running, lying down, sleeping, or throwing items while on the range.
- g. 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).
- h. Non-compliance with tower or range personnel commands (in extreme cases, this may constitute a major safety violation).
- i. Leaving your weapon and/or ammunition unattended.

18. All saved rounds will be turned-in to a Block NCO prior to leaving the range. It is illegal to take live ammunition from any range and violators will be prosecuted.

19. 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.

20. 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. At this time, ensure that your weapon is in condition four.
5. **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)
6. 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)
7. Ear Protection is recommended during all live fire.
8. 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.
9. 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 range 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. 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.

13. Watch your step when moving on or off the catwalk, ensure footing at all times to avoid injuries.

14. All trash will be placed in trash cans.

15. Do not place pasties on the bulkhead, ammo cans, carriages, clip boards, benches, or lollipops.

16. When not in use, the lollipops and moving targets will be kept under your benches.

17. Do not spit on the deck. This includes sunflower seeds and dip. Use a spitter.

18. 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.]

19. 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.

20. 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.

