

ORIGINAL



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

IN REPLY REFER TO:
WTBNO 3000.3C
S-3

25 FEB 2011

BATTALION ORDER 3000.3B

From: Commanding Officer
To: Distribution List

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

Ref: (a) T/O 7520 (NOTAL)
(b) MCO 3574.2K
(c) MCO 3591.2J w/ch 1
(d) MCO 3570.1B w/ch 1
(e) MCBul 8011
(f) BO P3000.4G w/ch 1
(g) MCRP 3-01A
(h) MCRP 3-01B
(i) WTBNO 8000.2
(j) WTBNO 8000.1
(k) WTBNO 5510.5D
(l) BO P3570.1B
(m) SECNAVINST 5211.5E
(n) CJCLSI 3121.01B Encls L, P & Q
(o) MCO 5500.6F

Encl: (1) Locator Sheet

1. Purpose. To provide instruction and establish policies and procedures for marksmanship training and live fire aboard Weapons Training Battalion, Stone Bay Range Complex.

2. Background. Reference (a) establishes the WTBN Table of Organization. Reference (b) sets forth policies for conduct of marksmanship training. Reference (c) sets forth policies and procedures for conducting Competition In Arms Program. Reference (d) establishes policies for firing ammunition for training, target practice and combat, and establishes weapons inspection requirements. Reference (e) establishes ammunition allocations for marksmanship training. Reference (f) is the MCB Training SOP. References (g) and (h) set forth Marine Corps doctrine for rifle and pistol marksmanship. Reference (i) is the WTBN Ammunition SOP. Reference (j) is the WTBN Ordnance SOP. Reference (l) is the WTBN Guard Order. Reference (n) is the MCB Range Control SOP. Reference (m) is the Department of the Navy Privacy Program. Reference (n) is the Standing Rules for the Use of Force (SRUF). Reference (o) is the Arming of Law Enforcement and Security Personnel and the Use of Force.

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

3. Cancellation. WTBN 3000.3B

4. Execution. This manual applies to all military and non-military personnel, units or organizations conducting training aboard the Stone Bay Range Complex, Weapons Training Battalion, Marine Corps Base, Camp Lejeune, North Carolina.

5. Administration and Logistics

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

b. Recommendations. Recommendations to this manual as well as the methods in which training and support are provided are encouraged and should be submitted to the WTBN Operations Officer.

6. Command and Signal

a. Certification. Reviewed and approved this date.

b. Concurrence. This order has been coordinated with and approved by Range Control, Marine Corps Base, Camp Lejeune, NC.


L. I. MONCLOVA

DISTRIBUTION: A

LOCATOR SHEET

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

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WTBN RANGE OPERATIONS SOP

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WTBN RANGE OPERATION SOP

CHAPTER 1

WTBN ORIENTATION

1000. MISSION

1. To execute annual marksmanship qualification and other live fire training evolutions for personnel from: Marine Corps Base Camp Lejeune, Marine Corps Forces Special Operations Command, Marine Forces Command, Marine Forces Reserve, and personnel assigned to local TECOM formal schools to include: School of Infantry-East, Marine Corps Engineer School, Marine Corps Combat Service Support School, and entry level marksmanship training for Field Medical Training Battalion.
2. To provide facilities, scheduling, services and personnel to the Integrated Marksmanship Training Unit (IMTU) to conduct formal, MOS-producing Combat Marksmanship Coaches (CMC) and Combat Marksmanship Trainers (CMT) courses, and provide a Mobile Training Team (MTT) to provide off site instruction.
3. To host the Eastern Division and the Marine Corps Rifle and Pistol Matches, and to foster competitive marksmanship for all MCB Camp Lejeune based commands.
4. To provide support for the Competition-in-Arms Program which includes maintenance of a Marine Corps Base, Camp Lejeune Rifle and Pistol Team, the conduct of Intramural Matches, and support for matches conducted by other military and civilian organizations.
5. Provide other training opportunities and support as required or directed by the Commanding Officer, Marine Corps Base, Camp Lejeune.

1001. ORGANIZATION

1. Weapons Training Battalion (WTBN) has two (2) subordinate units under the Commanding Officer: Headquarters Company and Range Company.
2. Headquarters Company consists of:
 - a. Battalion Headquarters Group: Commanding Officer, Executive Officer, Sergeant Major, and primary staff sections S-1, S-3, and S-4.
 - b. Integrated Marksmanship Training Unit
 - c. Security Section
 - d. Ammunition Section
 - e. Maintenance Section

f. Ordnance Section

g. Supply Section

3. Range Company consists of the Company HQ, Alpha, Bravo and Charlie Range Sections. Range Company executes Table 1a and Table 2 of the Marine Corps Combat Marksmanship Program (MCCMP) in support of annual marksmanship qualification, and other training as directed by the CO, WTBN.

1002. KEY PERSONNEL AND RESPONSIBILITIES

1. Commanding Officer. The Commanding Officer, Weapons Training Battalion, serves as the Area Commander for Stone Bay, and has overall responsibility for the conduct of all training that takes place aboard the Range Complex except for SOTG and MARSOC complexes. He implements all HQMC marksmanship training initiatives, and is responsible for supporting the Marine Corps CIAP as required by reference (c).

2. Executive Officer. The Executive Officer, Weapons Training Battalion, is the Acting Area Commander and officer responsible for all training aboard Stone Bay in the absence of the Commanding Officer.

3. Sergeant Major. The Sergeant Major, Weapons Training Battalion, is the senior enlisted advisor to the Commanding Officer, and is responsible for the good order and discipline of all Marines assigned to WTBN, to include all Marines qualifying on the Known Distance (KD) Ranges as per reference (f) they are under the Operational Control of WTBN for the duration of their qualification week.

4. Operations Officer. The Operations Officer schedules, coordinates and supervises all training and range usage aboard the Stone Bay Range Complex, and coordinates with MCB Range Control as required. Additional duties and responsibilities include:

a. Ensure that the Battalion S-3 office is manned during live fire training aboard the Stone Bay Range complex.

b. Maintain positive communications with all ranges actively engaged in live fire operations. Ensure these ranges conduct hourly radio checks, or in the case of KD ranges, at each movement between yard lines.

c. Coordinate emergency medical services when required.

5. Battalion Gunner. The Bn Gunner is responsible to the Commanding Officer, WTBN for the safe conduct of all training aboard the Stone Bay Range Complex. The Bn Gunner is the local authority on all matters

concerning range facilities, range safety, range usage and range training. He is guided in the performance of his duties by this SOP, references, and CO, WTBN. He enforces all range regulations for live fire training and other special events aboard the Stone Bay Range Complex. The Bn Gunner also coordinates with MCB Range Control as required.

6. Operations Chief. The Operations Chief acts as the primary Range Control Officer for all live fire training ranges aboard the Stone Bay Range Complex. Additional duties and responsibilities include:

a. Monitor and disseminate heat stress conditions to using units and WTBN sections.

b. Monitor and disseminate information concerning changes to weather conditions that would impact range operations to using units and WTBN sections.

c. Monitor and disseminate the Fire Danger Classification Index to using units and WTBN sections. Ensure only ammunition authorized for a given Fire Danger Classification Index is expended.

d. Ensure all using units properly police their assigned range upon completion of training.

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

7. Range Company Commander. The Range Company Commander is responsible for the administration and daily operations of Range Company. He coordinates with the Battalion Gunner to ensure that all known KD annual qualification ranges are being executed in accordance with reference (b). He ensures that all Marines assigned to Range Company are properly trained for the execution of their duties, and that all range safety regulations are strictly enforced.

8. Range Officer-in-Charge (ROIC) and the Range Safety Officer (RSO)

a. ROICs and the RSOs within WTBN are specific billets and line numbers on the Battalion Table of Organization. For range operations, they serve as the ROIC and the RSO. They must hold the rank of E-6 and above, and they must have passed the Marine Net Distance Learning Course "Range Safety", MCB Camp Lejeune RSO course (with a copy of their Marine Net diploma in hand), and WTBN RSO test. They must have completed both the Combat Marksmanship Coach (CMC) Course and Combat Marksmanship Trainer (CMT) Course, and hold the additional MOS's of 0933 and 0931. Finally, they must

successfully complete the Range Officer Orientation Program (ROOP) and Range Officer Certification Course (ROCC) as outlined in Appendix F.

b. Duties and Responsibilities of the ROIC/RSO are outlined in Chapter 3, Paragraph 3002.

9. Limited Range Officers (LRO). LROs within WTBN are a specific duty posted after hours when live fire is still being conducted. They must hold the rank of E-6 and above, (E-5 on a case by case basis) and they must have passed the Marine Net Distance Learning Course "Range Safety", MCB Camp Lejeune RSO course (with a copy of their Marine Net diploma in hand), and WTBN RSO test.

10. Headquarters Company Commander. The Headquarters Company Commanding Officer will ensure the following in support of range operations:

a. Support KD Range Details

(1) Coordinate with Range Company and S-3 for target delivery times and locations.

(2) Coordinate with Range Company for number and type of targets to be built for each range detail.

(3) Coordinate with Range Company for working parties required for target construction.

(4) Ensure ammunition is issued to Alpha, Bravo, and Charlie ranges thirty (30) minutes prior to commencing live fire.

(5) Coordinate with the S-3 to support unit billeting requirements.

(6) Coordinate with the S-3 to support requests to store weapons in the WTBN armory. See Appendix B for additional guidance/information.

b. Support all Other Ranges. Coordinate with S-3 and be prepared to support requests from units training aboard the Stone Bay Range Complex separate from KD qualification. Support requests may include:

(1) Provide targets and assist with target construction.

(2) Storage of small arms ammunition. Refer to reference (j) for additional information and guidance.

(3) Storage and security of weapons.

(4) Billeting space, PX hours, classrooms use.

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CHAPTER 2

RANGES AND TRAINING AREAS

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CHAPTER 2

RANGES AND TRAINING AREAS

2000. GENERAL

1. The Stone Bay Range Complex includes the following ranges and facilities (not listed are those facilities located within the SOTG/MSOS Compound, the Reserve Compound, or MARSOC facilities):

- 1 x Urban sniper range
- 1 x Multi-purpose range
- 2 x Pistol ranges
- 3 x Known Distance ranges
- 1 x 1000 yard rifle range
- 1 x Table 3 and 4 rifle range
- 1 x Armory
- 4 x Ammunition bunkers
- 1 x Target factory
- 1 x Dining facility
- 1 x Indoor gymnasium
- 1 x Fitness Center
- 1 x Range maintenance facility
- 1 x Indoor Simulated Marksmanship Trainer
- 1 x Permanent Personnel Barracks
- 2 x Barracks for Shooters
- 1 x Transient BEQ
- 1 x Obstacle Course
- 1 x Stamina Course
- 1 x MCMAP Pit
- 1 x PX
- 4 x Outdoor Classrooms
- 4 x Indoor Classroom

2. The WTBN Operations Officer will assign users to ranges and classrooms appropriate for the requested training event.

3. Paragraphs 2002 through 2009 contain pertinent information for each range at WTBN. Training that does not fall within the "primary use" category of a range must be requested via a special range request through Marine Corps Base S-3. All special range requests aboard the Stone Bay Complex must be approved by the Chief Range Officer.

2001. RANGE SCHEDULING

1. Units desiring to utilize any range aboard Stone Bay should first contact the Operations Officer, Chief Range Officer, or Operations Chief to determine if the requested range is available on the date and time requested. If the range is available, the unit must then submit

a WTBN Training Area Request (TAR). A sample TAR format is shown in figure 2-1 and is available on the WTBN website at <http://www.lejeune.usmc.mil/wtbn/index.htm>. The TAR must be filled out with all requested information, and may be submitted via e-mail, fax, or hardcopy. It is the responsibility of each using unit to provide a Safety Corpsman and government safety vehicle, which must be annotated in the TAR. If approved, the request will be entered into RFMSS (note: only WTBN S-3 can schedule Stone Bay Ranges and Training Areas in RFMSS).

2. The WTBN Range Operations Specialist is responsible for keeping a range scheduling notebook that contains a by-day, monthly schedule and the original TAR submitted by the requesting unit.

3. Each Friday the S-3 Section will send a Firing Notice to each section of WTBN and to Range Control, MCB Camp Lejeune.

4. Units requesting ranges or training areas aboard Stone Bay must submit their TAR NLT seven (7) calendar days in advance. Requests inside this window will be considered on a case-by-case basis. Any requests made inside of 48 hours of the requested date will be considered on an emergency basis via a written request signed by the Battalion/Squadron Commanding Officer.

5. Civilian agencies desiring to use ranges or training areas aboard the Stone Bay Range Complex must send their request through the S-3 Operations and Training (O&T) Office, Marine Corps Base, Camp Lejeune. MCB O&T will route the request through WTBN for approval and will notify the requesting agency of the outcome.

6. Units needing logistical support (i.e. ammunition or weapons storage, billeting, or messing) must coordinate all requests through WTBN Headquarters Company.

7. All units operating under a MCB Camp Lejeune deviation/waiver aboard the Stone Bay Range Complex must ensure it is endorsed by the CO, WTBN, and a copy of the approved/signed deviation is provided to the WTBN S-3.

2002. DODGE CITY (URBAN) SHOOTING RANGE

1. Description. 200 yard range with multiple supported and elevated shooting positions.

2. Primary Range Use. Urban Sniper Training.

3. Location. Grid Coordinate: 751-308.

4. Weapons Accommodated

a. 9mm to .45 cal Pistol.

- b. 5.56 Rifle/Carbine (no automatic weapons).
 - c. 7.62 Rifle with Angle Limiting Device (ALD).
5. Ammunition Authorized
- a. 9mm to .45 cal Pistol.
 - b. 5.56 DODIC series (No tracers).
 - c. 7.62 DODIC series.
6. Targets. Stationary wood frame or portable steel targets (must be AR500 certified).
7. Facilities
- a. Heads: 0.
 - b. POV Parking: Shooter's Parking Lot.
8. Utilities Available
- a. Electricity: Yes.
 - b. Lights: Yes.
 - c. Water System: No.
9. Installed Communications. Hard line phone.
10. Area Suitability. Squad Plus.
11. Special Instructions. Gate to boat house road must be locked when Dodge City Range is in a hot status. Use of Sniper Tower requires a CONOPS brief and physical walk-through with the Chief Range Officer, and TAR must be submitted for Multi-Purpose Range as well.

2003. MULTI PURPOSE RANGE

- 1. Description. 100 yard Small Arms Range.
- 2. Primary Range Use. Rifle and Pistol Marksmanship; shotgun training.
- 3. Location. Grid Coordinate: 751-308.
- 4. Weapons Accommodated
 - a. Pistol up to .45 Cal.

- b. 5.56 Rifle/Carbine (no automatic weapons).
 - c. Threat Weapons up to 7.62 x 39mm (with ALD).
 - d. Shotgun up to 12 gauge.
5. Ammunition Authorized
- a. .22 cal to .45 cal Pistol.
 - b. 5.56 DODIC series (no tracers).
 - c. 7.62 x 39mm (with ALD).
 - d. 410 thru 12 gauge.
6. Targets. Blackwater Small Arms Target Bear System (use must be coordinated through WTBN S-3 and II MEF SOTG); stationary wood frame and portable steel targets (must be AR500 certified).
7. Facilities
- a. Heads: 0.
 - b. POV Parking: Shooter's Parking Lot.
8. Utilities Available
- a. Electricity: Yes.
 - b. Lights: Yes.
 - c. Water System: No.
9. Installed Communications. Hard line phone; portable PA system.
10. Area Suitability. Platoon Plus.
11. Special Instructions. N/A.

2004. MECHANICAL PISTOL RANGE

- 1. Description. 50 yard, 50 firing point pistol range.
- 2. Primary Range Use. Pistol marksmanship.
- 3. Location. Grid Coordinate: 752-308.
- 4. Weapons Accommodated. Pistol, .22 cal to .45 cal.
- 5. Ammunition Authorized. Pistol, .22 cal to .45 cal.

6. Targets. Automated Turning Targets at 25 and 50 yards.
7. Facilities
 - a. Heads: 1.
 - b. POV Parking: Shooter's Parking Lot.
8. Utilities Available
 - a. Electricity: Yes.
 - b. Lights: Yes.
 - c. Water System: Yes.
9. Installed Communications. Hard line phone; Hard wire PA system.
10. Area Suitability. Platoon Plus.
11. Special Instructions. Tracers and armor piercing ammunition are not authorized. RSO will sign for the Mechanical Pistol Range Laptop to operate targets from the S-3 office while checking out the range.

2005. WALK-DOWN PISTOL RANGE

1. Description. 50 yard, 50 firing point pistol range.
2. Primary Range Use. Pistol/Rifle marksmanship.
3. Location. Grid Coordinate: 753-308.
4. Weapons Accommodated
 - a. .22 cal to .45 cal Pistol.
 - b. .22 cal to 5.56 mm Rifle/Carbine.
 - c. .410 gauge to 12 gauge Shotgun.
5. Ammunition Authorized
 - a. .22 cal to .45 cal Pistol.
 - b. 5.56 mm DODIC series (no tracers).
 - c. .410 thru 12 gauge.
6. Targets. Automated Turning Targets at 25 and 50 yards.
7. Facilities

- a. Heads: 0.
- b. POV Parking: Shooter's Parking Lot.
8. Utilities Available
 - a. Electricity: Yes.
 - b. Lights: No.
 - c. Water System: No.
9. Installed Communications. Hard line phone; Hard wire Public Address system.
10. Area Suitability. Platoon Plus.
11. Special Instructions. Tracers and armor piercing ammunition are not authorized. The RSO will sign for the Walk-Down Pistol Range Laptop to operate targets from the S-3 while checking out the range.

2006. ALPHA, BRAVO, AND CHARLIE RANGES

1. Description. Known Distance Ranges (25 - 600 yards).
2. Primary Range Use. Rifle Marksmanship Training.
3. Location. Alpha: 755-307, Bravo: 758-307, Charlie: 760-307.
4. Weapons Accommodated
 - a. Rifles/Carbines up to 7.62mm/.308 cal (ALD above 5.56mm).
 - b. Black Powder Rifles up to .50 cal.
5. Ammunition Authorized
 - a. 5.56 mm DODIC series (tracers with prior coordination).
 - b. 7.62 mm DODIC series (with ALD).
 - c. .50 cal (black powder).
 - d. 40mm illum (with prior coordination with WTBN S-3 only).
 - e. 9mm Rifle/Carbine.
 - f. .45 cal Rifle/Carbine.
6. Targets. Standard Pit Carriages; Manual turning targets.

7. Facilities. 3 Heads; POV parking in shooter's parking lot.
8. Utilities Available
 - a. Electricity: Yes.
 - b. Lights: No.
 - c. Water System: Yes.
9. Installed Communications. Hard phone hook up on every yard line; Hard wire PA system; handheld radios.
10. Area Suitability. Company Plus.
11. Special Instructions
 - a. Access to the tunnel between Alpha Range and Bravo Range will not be authorized without coordination between the LROs on Alpha and Bravo Range.
 - b. Marines in the pits on Charlie Range will not exit along the road that runs between Charlie Range and Hathcock Range unless coordinated between the respective RSO's and only if Hathcock Range is in a check-fire or cease-fire status.
 - c. Alpha, Bravo and Charlie range pits are equipped with a pit sentry system in order to catch personnel crossing the red safety line. The system will be armed while live fire is being conducted

2007. HATHCOCK RANGE

1. Description. 50 - 1000 yard rifle range.
2. Primary Range Use. Sniper training and unknown distance training.
3. Location. 762-307
4. Weapons Accommodated
 - a. Rifles/Carbines up to 7.62mm (ALD above 5.56mm).
5. Ammunition Authorized
 - a. 5.56 mm DODIC series (tracers with prior coordination).
 - b. 7.62 mm DODIC series (with ALD).
 - c. 40mm illum (with prior coordination with WTBN S-3 only).
6. Targets. Standard Pit Carriages; Portable Wooden and Steel targets (must be AR500 certified).

7. Facilities. 1 Head; POV parking in shooter's parking lot.
8. Utilities Available
 - a. Electricity: No.
 - b. Lights: Yes.
 - c. Water System: No.
9. Installed Communications. Hard line phone.
10. Area Suitability. Company Plus.
11. Special Instructions
 - a. Automatic weapons are authorized with prior approval of WTBN CO.
 - b. Armor piercing ammunition is not authorized.
 - c. If shooting 7.62mm ammunition without ALD's, using units must schedule the MD, ME, and MF Training Areas, and ensure all required gates are locked and road guards posted. (See Appendix G)
 - d. Personnel cannot move forward of the 300 yard line without coordination with S-3 if Charlie Range is hot.

2008. Table 3/4 Range

1. Description. 100m x 100m Table 3/4 range.
2. Primary Range Use. Table 3 and 4 training.
3. Location. 758-313
4. Weapons Accommodated
 - a. Rifles/Carbines up to 5.56mm.
5. Ammunition Authorized
 - a. 5.56 mm DODIC series (tracers with prior coordination).
 - b. 40mm illum (with prior coordination with WTBN S-3 only).
 - c. 12 gauge shotgun
 - d. 9mm Rifle/Carbine.

- e. .45 cal Rifle/Carbine.
- 6. Targets. Portable Wooden and Steel targets (must be AR500 certified).
- 7. Facilities. None
- 8. Utilities Available
 - a. Electricity: No.
 - b. Lights: No.
 - c. Water System: No.
- 9. Installed Communications. None.
- 10. Area Suitability. Squad Plus.
- 11. Special Instructions
 - a. Automatic weapons are not authorized.
 - b. Armor piercing ammunition is not authorized.
 - c. Cannot be used when Alpha, Bravo and Charlie ranges are hot.

2009 Indoor Simulated Marksmanship Trainer (ISMT)

- 1. Description. Computer based, simulated marksmanship trainer with 24 firing points and simulated scenarios available.
- 2. Primary Range Use. Remedial instruction for Rifle/Pistol marksmanship and scenario based training.
- 3. Location. Building RR-14.
- 4. Weapons Accommodated. All weapons must be ISMT certified.
 - a. 9mm Pistol.
 - b. M16A2/A4 Rifle.
 - c. M4 Carbine.
 - d. M230.
 - e. MK19.
 - f. M240G.
 - g. M2.

- h. Remington and Benelli Shotguns
- 5. Ammunition Authorized. N/A.
- 6. Targets. N/A.
- 7. Facilities. 1 Head; POV parking in shooter's parking lot.
- 8. Utilities Available
 - a. Electricity: Yes.
 - b. Lights: Yes.
 - c. Water System: No.
- 9. Installed Communications. Hard line phone.
- 10. Area Suitability. Squad.
- 11. Special Instructions
 - a. No ammunition of any kind will be brought into the ISMT.
 - b. Only ISMT qualified instructors are authorized to operate ISMT equipment.
 - c. No Marines will access the ISMT without being accompanied by a qualified instructor.

2010. OTHER TRAINING AREAS

- 1. Obstacle Course
 - a. The WTBN Obstacle Course is located behind RR-12.
 - b. Units requesting use of the WTBN Obstacle Course must submit a TAR to the WTBN S-3.
 - c. Units must provide a minimum of one (1) Corpsman and a safety vehicle when using the Obstacle Course.
- 2. Stamina Course
 - a. The entrance to the WTBN Stamina Course is located in the Southwest corner of the shooter's parking lot. (Grid 752-302)
 - b. Units requesting use of the WTBN Stamina Course must submit a TAR to the WTBN S-3.

c. Units will not utilize the obstacles located along the Stamina Course without prior coordination with the WTBN Executive Officer or the S-3.

d. Units must provide a minimum of one (1) Corpsman and a safety vehicle when using the Stamina Course.

e. The Stamina course trail may be used for individual or units as a running trail only without prior approval.

3. Marine Corps Martial Arts Program (MCMAP) Training Pit

a. The WTBN MCMAP Pit is located directly behind building RR-12.

b. Units requesting use of the WTBN MCMAP Pit must submit a TAR to the WTBN S-3.

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

d. Units must coordinate with the WTBN Executive Officer prior to using the MCMAP Pit.

4. LC/LD Training Areas

a. The LC/LD Training Areas are no longer available for scheduling in RFMSS. Units must request use by submitting a TAR to the WTBN S-3.

b. Units must submit a CONOPS brief and ORM to the WTBN S-3 prior to entering the LC or LD Training Areas.

WTBN RANGE OPERATIONS SOP

TRAINING AREA REQUEST

1. Organization:		2. POC: E-mail :		3. Telephone # Comm: DSN: FAX:		4. # of Personnel:	
5. Date Requested From: To:		6. Time Requested From: To:		7. Live Fire Time Start: End:		8. Multiple Days Continuous: <input type="checkbox"/> Fixed: <input type="checkbox"/>	
9. Range/Training Area Requested:				10. Type Training:		11. Weapons:	
Name		Description					
				12. Ammunition/ N/A DODIC:		13. Bivouac: Yes <input type="checkbox"/> # _____ No <input type="checkbox"/>	
						15. Billeting: Yes <input type="checkbox"/> # _____ No <input type="checkbox"/>	
14. Special Range Request Approved: Yes <input type="checkbox"/> <input type="checkbox"/> Attached <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>							
16. Contractor Hours:				17. Vehicles:			
18. Aircraft:				19. Airspace:			
20. Co-Usage:							
21. Additional Information/Remarks:							
22. Requestors Name/Rank:							
23. Signature:				24. Date:			
WTBN S-3 is located in RR-12, Stone Bay Range Complex							

WTBN RANGE OPERATIONS SOP

S-3 Officer: Comm - 450-2705	DSN - (750)	e-mail - david.dutton@usmc.mil
Operations Office Number: Comm - (910) 450-2917/2918	DSN - (750)	FAX - 450-2915

(Figure 2-1)

Guide for completing Training Area Request (TAR)	
Block #	Guidance
1. Organization	Unit's full name and address
2. POC	Unit's Point of Contact(s) name, rank and e-mail
3. Telephone #	Telephone number(s) and FAX number to reach POC
4. # of Personnel	Number of personnel participating in training
5. Date Requested	Inclusive dates unit is requesting the range/training area
6. Time Requested	Inclusive times unit will occupy range/training area
7. Live Fire Time	Time unit requests to go "Hot" and "Cold"
8. Multiple Days	Continuous (range occupied overnight and multiple days) Fixed (range occupied each day)
9. Range/Training Area Requested	Remember to schedule all areas that will be used during training. Name (i.e., Dodge City) Description (Urban Sniper Range)
10. Type Training	Type of training conducted (i.e., high angle fire, table 3 & 4, stalking)
11. Weapons	Type of weapon(s) that will be used in training
12. Ammunition/DODIC	Nomenclature and caliber(s) ammunition to be fired and DODIC(s)
13. Bivouac	Indicate if bivouac area is required and for how many
14. Special Range Request Approved	Indicate if request involved a special range request per BO P3570.1B that has been approved and attach copy of original request and approval.
15. Billeting	Indicate if billeting area is required and for how many
16. Contractor Hours	Hours of Automated Support on applicable ranges (Mechanical Pistol, Walk-down Pistol, ISMT)
17. Vehicles	Vehicles to be used on the range (i.e., MP vehicle)
18. Aircraft	Squadron and type of aircraft Involved in training
19. Airspace	Airspace required for training evolution
20. Co-Usage	Fill-in if sharing range with another unit. Provide coordinated unit's name, POC and contact information

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21. Additional Info/ Remarks	<ul style="list-style-type: none"> - Chow hall/messing support required (chow hall hours, box lunches etc) - Target support - Additional PX hours - Medical Support - Ammunition support (amount and storage requirements) - Armory support (storage requirements) - Date and time of advance party arrival - Alternate training dates and times - Names of ROIC/RSO and date certified
22. Requestors Name/ Rank	Full Name and Rank of individual making request
23. Signature	Signature (Typed - Electronically; by Hand - FAX)
24. Date	Date signed by requester

(Figure 2-1)

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CHAPTER 3

ANNUAL RIFLE QUALIFICATION ON KNOWN DISTANCE RANGES

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WTBN RANGE OPERATIONS SOP

CHAPTER 3

ANNUAL RIFLE QUALIFICATION ON KNOWN DISTANCE RANGES

3000. GENERAL. The Stone Bay Range Complex at WTBN is one of the most widely used small arms firing facilities on the East Coast with the focus of effort being the MCCMP and annual qualification.

3001. INFORMATION FOR UNITS FIRING

1. Rifle Range Quota Process

a. The WTBN Operations Section will construct an annual firing schedule NLT 1 July each year. Firing details will be planned around the published holiday schedule, and non-firing weeks will be scheduled as appropriate to facilitate a range maintenance program. A maximum of 900 quotas will be scheduled during Daylight Savings Time, and a maximum of 750 quotas will be scheduled during Eastern Standard Time.

b. The WTBN Operations Officer will schedule an initial annual quota meeting during the second week of July. At this meeting, representatives from all using units will identify their anticipated quota requirement for the upcoming Fiscal Year. The Operations Section will take these numbers and use them to distribute quotas equitably.

c. Approximately two weeks after the initial quota meeting, all unit representatives will re-convene at WTBN. The WTBN Operations Chief will conduct a week by week review of all quotas and assign quotas based on planned deployment cycles and other planning factors. At the conclusion of this meeting, WTBN will publish a firing schedule to all affected units. This schedule indicates the number of quotas each unit is allocated and the weeks/dates they are scheduled to fire.

d. A final schedule will be published NLT 15 August each year.

e. During the second week of April a mid-year quota meeting will be held to make any adjustments to the schedule for the second half of the Fiscal Year.

2. Staff Non-Fire Responsibilities. Each unit will designate a Staff Non-Fire representative to serve as SNCOIC of their firing detail. This Staff Non-Fire will serve as the coordination link between the firing unit and WTBN S-3 in preparation for the range detail. His duties are as follows:

a. Responsibilities Prior to the Firing Week

Staff Non-fire Brief

(1) Attend the initial Staff Non-Fire brief conducted by the WTBN Operations Section two (2) Tuesdays before the scheduled range detail. At this brief the Staff Non-Fire must be prepared to:

(a) Confirm the number of shooters that each unit will be sending to the range.

(b) Identify the unit representative for all sub-units who will accompany those Marines throughout the training and firing week.

(c) Identify reference material for the Marine Corps Combat Marksmanship Program (MCCMP).

Pre-fire Week - Wednesday

(1) Report to WTBN on the Wednesday prior to the firing week in order to:

(Samples of all documents are available on the WTBN website)
<http://www.marines.mil/unit/mcblejeune/wtbn/Pages/WTBN%20S3.aspx>

(a) Turn in accurate range detail roster of all Marines scheduled to fire that week. Staff Non-Fires must also e-mail (via encrypted e-mail) the WTBN Operations Chief an electronic copy of this roster (thumb drives are no longer authorized for data transfer.) The signature page should be a separate page at the end of the document in the event on-scene changes are required. All pages will be in compliance with reference (m), every page with personnel information will have FOUO in the header and footer.

(b) Turn in a signed Letter of Authorization for the Staff Non-Fire to sign temporary weapons custody cards. This letter must be signed by the Battalion/Squadron Unit Commanding Officer; letters signed "By Direction" will not be accepted.

Pre-fire Week - Friday

(3) Report to WTBN Armory between 0600 and 1100 on the Friday prior to the firing week with all shooters assigned to the detail, and all weapons and optics to be turned into the WTBN armory (to include stock weapons).

(a) All Marines, regardless of rank, must be present to turn in their weapons.

(b) The Staff Non-Fire must deliver a completed Equipment Repair Order (ERO) verifying that all weapons being turned in have passed a Limited Technical Inspection and Pre-Firing Inspection (LTI/PFI).

(c) Turn in a letter signed by the Commanding Officer verifying that all Marines scheduled for this range detail have completed the required preparatory training, IAW Reference (b).

(d) If there are any final updates to the detail roster they will be submitted to WTBN S-3 prior to armory turn in. No changes will be allowed to the detail roster after weapons have been turned into the armory.

(e) Specific procedures for armory turn-in and draw are included in Appendix B.

b. Responsibilities During the Firing Week

(1) Supervise weapons draw at the armory each morning.

(2) Upon completion of weapons draw, direct the move of the unit to assigned range. All Sergeants and below will march to their assigned range in unit formation. In addition, the Staff Non-fire will proceed to the chow hall and pick up morning chow. Units who have a detail of 80 shooters or more will call the chow hall at 440-2023 30 minutes prior to arrival at the chow hall for pick up.

(3) Upon arriving at the designated range with assigned shooters, immediately report to the Range OIC/RSO and:

(a) Provide a morning report which includes the number of shooters present, the number of dropped shooters for that day and the reason they are dropped and the number of marksmanship coaches present.

(b) After the morning report has been submitted and verified, the Staff Non-Fire will move the detail to the firing line and target points as designated by range personnel.

(c) Remain on the firing line and assist the Range OIC/RSO with monitoring shooters and marksmanship coaches.

(d) When directed by range personnel, pickup box lunches from the WTBN Chow Hall (RR-3) and deliver them to the shooters on the range.

(4) Upon completion of firing, supervise the orderly movement of assigned unit back to the armory for weapons turn-in. Staff Non-Fires will not depart until all weapons have been turned in and are accounted for.

(5) On Wednesday and Friday, Staff Non-Fires will ensure all Marines assigned to their detail remain on the range until all scorecards have been verified by range personnel.

(6) On Friday, the Staff Non-Fire will draw all stock weapons from the armory in conjunction with their range detail.

(7) On Friday, upon completing the morning check-in with the LRO, Staff Non-Fires will report to the WTBN S-3 to pick up their checkout critique sheet. Upon completion, this sheet will be returned to the S-3, and the range detail will be released.

3. Medical Coverage

a. Firing units are required to provide medical coverage for each range detail.

b. A minimum of two (2) Corpsmen will be assigned to each range.

c. WTBN S-3 will assign Corpsmen based upon the size of each range detail. Typically, the largest unit, or largest two units, on each range will be tasked with providing Corpsmen support. All assignments will be made at the initial Staff Non-Fire brief conducted at WTBN two (2) Tuesdays prior to the firing detail.

d. All Corpsmen must have, at a minimum, their Class 1 medical kit.

e. All Corpsmen will be briefed by WTBN on their duties and responsibilities while assigned to the range.

f. See Appendix A for MEDEVAC Procedures.

4. Reporting of Annual Qualification Scores

a. It is the responsibility of each firing unit to submit their qualification scores for processing in the MOL Training Management System. WTBN does not submit qualification scores.

b. Scores will be available for pick up on the Wednesday following the firing week. Certified true copies must be picked up in person by a unit representative. Requests for score reports via e-mail or fax will not be accepted.

3002. RANGE OPERATIONS PROCEDURES1. Physical Arrangement of the Rifle Range

- a. Range Tower. Each firing range must have a range tower.
- b. Range Flags. Red range flags must be flown from both flanks of the pits 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 public address (PA) system or a megaphone is used to direct all firing. Continuous communication will be maintained with the pits during the course of fire.
- 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 a target down range.
- e. Ready boxes. Each firing point must have a ready box placed between the benches and the firing line at each yard line. The number on the ready box will face the range tower.
- f. Offhand boxes. An extra box 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.

2. Physical Arrangement of the Pits

- a. Operational support requirements. All pits must have the following in order to operate:
 - (1) Communications equipment to ensure positive contact with the firing line.
 - (2) A PA system to announce fire commands from the pit NCO.
 - (3) A telephone available for emergencies and operational matters.
 - (4) Maintain serviceable heads.
 - (5) A red line on the deck, five feet behind the catwalk to delineate the danger area.

(6) Prior to firing, each pit will turn on their pit sentry system. If the system is not working properly continue to fire and notify the S-6.

(7) Prior to firing, each target puller will ensure that their assigned target is equipped with the following material:

- (a) One (1) scoring disk with a red/white side.
- (b) Ten (10) three-inch (3") white/black spotters.
- (c) Two (2) five-inch (5") white/black spotters.
- (d) One (1) ten-inch (10") white/black spotter.
- (e) Four (4) target tie-down straps.
- (f) Black and white pasties.
- (g) Minimum of ten (10) spindles for shot spotters.

b. Foreign objects on targets. No objects other than pasties, spotters or scoring aids will be affixed to any target.

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

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

3. Personnel requirements for Range Operations. The following personnel are required to safely conduct live firing; Range Officers/LRO's will not commence firing in case of shortages. All personnel shortages will be immediately reported to the Range Company Commander and Bn Gunner.

a. Range Officer in Charge/Range Safety Officer. One Range OIC/RSO will be present on the firing line during all live firing on each range. Requirements to hold this billet are set forth in paragraph 1002 of this order.

b. Line Staff NCO. The Line SNCO will remain on the line during all firing.

c. Tower NCO. The Tower NCO will remain in the range tower at all times, unless relieved by the Range OIC/RSO or the Line SNCO.

d. Assistant Tower NCO. The Assistant Tower NCO will assist the Tower NCO with his duties and be prepared to assume the duties of Tower NCO. On qualification day, assist with the marking of targets from the tower.

e. Pit NCO. A minimum of one Pit NCO will be stationed in the pit sound shed during all firing. Employ and maintain pit sentry system

f. Assistant Pit NCO. The Assistant Pit NCO will assist the Pit NCO with his duties and be prepared to assume the duties of Pit NCO. On qualification day, assist with the fixing of targets in the pits.

g. Block Safety NCO. There will be one Block Safety NCO per group of up to 13 targets.

h. Marksmanship Coaches. A minimum of one coach will be assigned to every four (4) targets. Units are required to assign one (1) coach for every twelve (12) shooters that they assign to a range detail.

i. Verifiers. There will be one verifier per ten-target frontage during Table 1a Qualification, and one verifier per five-target frontage during Table 2 Qualification. On qualification days, all Verifiers will be briefed by the S-3 prior to moving down range. Verifiers will be guided in their duties by Appendix E of this order.

j. 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.

4. Firing line procedures during practice firing. Practice firing ensures that a logical progression of marksmanship training is provided to each shooter prior to attempting qualification.

a. Additional rounds. During practice firing additional rounds may be authorized by the Range OIC/RSO to help weak shooters.

b. Modifications to rifles. All modular attachments may be used. Any other modifications to the rifle are not allowed.

c. Data books. All shooters will maintain a data book. Before assuming the firing point the shooter will show his marksmanship coach his data book to ensure the proper pre-firing data has been entered. It is the firing unit's responsibility to provide data books.

d. Signals. Range personnel and shooters will use hand and arm signals to request target service. These signals are found in the Combat Marksmanship Coaches Course Student and Instructor Outlines, and shooters will receive a clipboard command class on the range.

e. Target exposure time. The official time will be maintained by the Pit NCO. Backup time will be maintained by the Tower NCO for each string of fire. Only the Range OIC/RSO may authorize additional time.

f. Safety. See Paragraph 5005.

5. Pit procedures during practice firing. Proper pit procedures will be followed during practice firing in order to maintain the integrity of training.

a. Pit phone. The line-to-pit phone will be utilized by the Range OIC/RSO, Line NCO, Pit NCO, and Tower NCO only. The on-base dial phone will not be used by anyone without permission of the Pit NCO or Range OIC/RSO.

b. Safety. All personnel will adhere to the pit safety regulations as listed in Chapter 4, and Appendix D.

c. Sound Shed. No personnel will enter the control booth without authorization from the Pit NCO.

d. Pit alibis. There will be no pit alibis during practice firing days.

e. 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.

f. Target Marking Procedures. 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:

(1) 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.

(2) During rapid fire stages all targets will run together. Target pullers who leave the target exposed longer than the time allowed will be counseled for cheating and removed at the discretion of the Range OIC/RSO.

6. Qualification Procedures

a. Conduct of qualification firing. Qualification firing will be conducted per the provisions of reference (b) and this order. It is mandatory that qualification day procedures be strictly enforced to ensure the highest degree of integrity in qualification scores.

b. All procedures outlined in paragraphs 4 and 5 of this section apply with the following additional instructions:

(1) Disregarding a shot. When instructed 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 red ink. Target pullers must have every disregard verified by the assigned verifier.

(2) No Impact received. If a target puller receives the command to "mark" their target, and can not find a shot hole, they will immediately signal for a verifier to come to their position. If the verifier can also not find a shot hole, he will record a "verified miss" on the scorecard by recording a "0" with a blue/red felt pen and initialing that score block.

(3) Switching Target Pullers. On qualification day the Pit NCO will instruct target pullers to shift a minimum of five (5) targets in order to maintain the integrity of training.

(4) Switching Verifiers. On qualification day the S-3 will assign verifiers to ranges where their units are not firing on in order to maintain the integrity of training.

7. Alibis, Weapons/Safety Drops and Unique Situations

a. General. The Range OIC/RSO should use good judgment in awarding alibis and providing shooters with the opportunity to re-fire. Special situations should be handled in the following manner:

(1) When a shooter experiences a problem with his weapon (that is not correctable by remedial action) or with pit service, he will immediately raise his non-shooting hand and advise his marksmanship coach of the problem. Range personnel will exhaust all possible efforts to clear the stoppage. WTBN armory will assess the situation and determine if it is a weapons failure.

(2) All complaints of poor pit service or tilted targets will be brought to the attention of the Block NCO.

(3) The Range OIC/RSO on the range is the final authority in dealing with special/unique situations.

(4) 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.

(5) All targets will be raised during the rapid-fire alibi relay.

b. Line alibis. The final decision for all alibis, malfunctions, stoppages, and related problems (regarding weapon performance) rests

with the Range OIC/RSO. The Range OIC/RSO may delegate his authority to determine alibis to the Block NCO's but he reserves the right to question, review, and change any ruling. The decision to grant alibis must be based on experience and common sense. The concerns of the shooter and the integrity of the marksmanship system must both be considered when validating alibis. The contents of this paragraph are intended to provide guidance for dealing with the most commonly encountered alibi situations. This list is not all inclusive.

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

(2) Alibis must be determined before the shooter is removed from the firing line. Once the shooter has been removed from the firing line, only the Range OIC/RSO may award an alibi.

(3) The Range OIC/RSO may consult with the armorer, marksmanship coaches, and other persons before rendering an alibi decision. No alibis will be awarded for occurrences due to carelessness or error on the part of the shooter.

(4) If an alibi is not awarded, the shooter will receive an explanation as to the reason.

(5) A stoppage (not due to carelessness on the part of the shooter) is grounds for an alibi.

(6) 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) Anytime 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 as long as the serviceability check was conducted by the user.

(7) 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.

(d) Interference from a marksmanship coach or other line personnel.

(8) The following acts (if determined to be the fault of the shooter) are not grounds for an alibi. The acts shown below are the most common faults. This listing is not all inclusive.

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

(b) Improperly assembled weapon.

(c) Improperly lubricated weapon.

(d) Excessively dirty weapon or magazines.

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

(f) Slow firing by shooters.

(g) Erratic firing by shooters.

(h) Improper application of remedial action.

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 disking, 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.

d. Illegal Scoring. Range OIC's/RSO's will be alert for shooters who use illegal scoring procedures or who violate applicable orders. Random cheat checks may be conducted to ensure the integrity of the scoring procedures. The conduct and frequency of these checks will be

left solely to the discretion of the Range Officer, 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 Range OIC/RSO will take appropriate action and then immediately notify the Range Company Commander and Bn Gunner.

e. Disposition of safety violators. The Range OIC/RSO has the authority to drop any shooters, regardless of rank, from the firing detail who exhibit reckless or unsafe behavior that endangers lives.

(1) Minor infractions, such as failure to engage the safety prior to removing the weapon from the shoulder, will be corrected immediately by range personnel, and a notation will be made in the safety log book.

(2) A repeat, minor violator will be removed from the firing line and returned to his parent unit for disposition.

(3) Serious safety violations may be cause for immediate dismissal from the range detail, at the discretion of the Range OIC/RSO. Serious violations include (but are not limited to) the following:

(a) Non-compliance with tower commands.

(b) Loading a weapon while not on the firing line.

(c) Pointing a weapon at another person.

(d) Firing at unauthorized targets.

(e) Departing the line without a Condition 4 weapon.

(f) A negligent discharge.

(g) Crossing the red line in the pits during firing.

(h) Raising anything other than targets above the berm in the pits during firing.

(4) The Range OIC/RSO is authorized to make final disposition of safety violators.

8. Utilizing the ISMT

a. The following procedures will be utilized by all KD Ranges when attempting to send shooters to the ISMT:

(1) Upon completion of firing at the 300 yard line, all marksmanship coaches will be asked if they have shooters needing to use the ISMT. The Line SNCO will call the ISMT at 450-2713 to give them the estimated number of shooters.

(2) Upon completion of firing at the 500 yard line the Line SNCO will fill out the ISMT Request Sheet, to include Block NCO who will be escorting shooters, and marksmanship coaches who will remain with shooters in the ISMT.

(3) Line SNCO will again call the ISMT at 450-2713 to give them a definite number of shooters being sent to the ISMT.

(4) A Block NCO will walk the identified shooters, and marksmanship coaches who will remain with shooters in the ISMT, over to the ISMT building.

(5) The Block NCO who is escorting the shooters will not leave the ISMT until authorized by the ISMT Chief.

(6) Shooters who do not have a coach with them will be turned away.

(7) Coaches will be required to remain with shooters at the ISMT until they are finished.

(8) Line SNCO's will call the ISMT or Base MTU whether they are sending shooters to the ISMT or not.

9. Range High Shooter. The Commanding Officer, Weapons Training Battalion will recognize the high shooter from Table 1a from each lettered range during every firing detail. Ranges will turn in their High Shooter of the Week score and personal information to the WTBN S-3 upon the conclusion of qualification firing each Wednesday. The Commanding Officer will make his presentation during Table 2 classes on Thursday mornings on each range. At the conclusion of the week, the high shooter's name for Table 1 and 2 from all ranges will be submitted to the Globe for recognition.

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CHAPTER 4

S-3 RESPONSIBILITIES IN SUPPORT OF RANGE OPERATIONS

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WTBN RANGE OPERATIONS SOP

CHAPTER 4

S-3 RESPONSIBILITIES IN SUPPORT OF RANGE OPERATIONS

4000. GENERAL. The WTBN S-3 Section coordinates with MCB Camp Lejeune Range Control/Blackburn and serves as a "satellite" range control for all training evolutions aboard the Stone Bay Range Complex, excluding those ranges in the MSOS, SOTG and MARSOC Compounds.

4001. DAILY PROCEDURES

1. Going "Hot"

a. As soon as light conditions permit, the WTBN Officer Of the Day (OOD) will visually clear the Stone Bay/Stone Creek waterway by driving to the boat house and clear the creek. Once the creek has been cleared, the OOD will raise the flag and turn on the beacon. Once the boat house flag is up and beacon has been lit, the OOD will go to Dolphin Point (behind the 1000 yard line on Hathcock range) and Hathcock beacon (all the way down the access road located behind the Hathcock pits) and clear the bay. If visibility is restricted to the point that precludes the OOD from seeing across the entire bay, then security section will launch the boat IOT ensure the Surface Danger Zone (SDZ) is clear.

b. Once the OOD has cleared the Stone Bay/Stone Creek waterway, he will raise the "hot" flag on the flagpoles located at Dolphin Point and at the end of the access road behind the pits. He will also turn on both flashing red beacons to alert boaters that the ranges are in a "hot" status.

c. After the Stone Bay/Stone Creek waterway is clear, all three flags raised, and the three beacons have been turned on, the OOD will return to the S-3 office and call MCB Range Control/Blackburn to request permission to commence live fire at the Stone Bay Range Complex. The OOD should be prepared to provide the following information:

(1) What ranges are scheduled for that day.

(2) What units will be training aboard each range.

2. Morning Reports

a. Once all KD Qualification ranges have accountability for assigned shooters, they will submit a morning report to the S-3. This report will include:

- (1) Breakdown of shooters on-hand by unit.
 - (2) A drop sheet with the names of shooters dropped and the reason why.
 - (3) A roster of coaches present on the range.
- b. S-3 will examine each report for accuracy, and save an electronic copy.
3. Upon the conclusion of firing each day, S-3 will send a range usage report to Blackburn. See paragraph 4002 for detailed reporting requirements.
 4. After the range usage e-mail is sent, S-3 (or the OOD after hours) will call Range Control and request a "cold" status.

4002. REPORTING REQUIREMENTS

1. Blackburn/Range Control. WTBN is responsible for sending a daily range usage report to Blackburn. S-3/OOD will call Blackburn prior to 2359 each night, and will follow up with an e-mail (to Blackburnduty@usmc.mil , cc lejeunerangescheduling@usmc.mil) NLT 0800 the following morning (to include weekends). Both reports will include the following:

- a. Date
- b. Range
- c. RSO
- d. Hot/Cold times
- e. Unit Firing
- f. Number of personnel trained
- g. DODIC(s) of ammunition fired
- h. Nomenclature of ammunition fired

2. Commanding Officer, WTBN

a. Upon the conclusion of firing on Wednesday and Friday, S-3 will provide the CO, WTBN with a breakdown for each Annual Qualification Range. This report will include:

- (1) Range
- (2) Number of Marines Qualified

(3) Number of Marines Un-Qualified

(4) Number of Marines Double Un-Qualified

b. S-3 will provide the CO, WTBN with a report on any shooters who were dropped for significant safety violations or injuries sustained while on the range.

3. Marksmanship Center of Excellence. WTBN S-3 will provide the Marksmanship Center of Excellence in Quantico, VA with qualification statistics and data as requested in support of changes or evaluations of the MCCMP.

4003. RADIO PROCEDURES

1. S-3 functions as a local range control for the Stone Bay Range Complex, and must be manned at all times when ranges are "hot".

2. All ranges will contact S-3 on the radio requesting permission to go hot.

a. Before S-3 will authorize a hot status, the following information must be provided:

(1) Name of ROIC/RSO or LRO

(2) Verification that a Safety Corpsman is present

(3) Verification that a Safety Vehicle is present

(4) Verification that coaches are present (for KD ranges)

(5) Verification that verifiers are present (KD ranges on Qualification Day only)

(6) Verification that Angle Limiting Devices (ALD) are in place (7.62mm only)

b. If all of the above conditions are met, S-3 will authorize the range to go "hot", and will provide the ROIC/RSO or LRO with a hot time.

3. Known Distance (KD), Annual Qualification ranges will conduct radio checks with S-3 every time they move to a different yard line.

4. All other ranges will conduct radio checks with S-3 every hour, on the hour.

5. When firing is complete for the day, ranges will contact S-3 requesting to go "cold".

a. When requesting a "cold" status, all ranges will provide the following information:

- (1) Number of shooters trained
- (2) All DODIC's expended
- (3) Numbers of rounds expended by DODIC

b. S-3 will read back all information and provide a cold time to the RSO/LRO.

4004. AFTER HOURS RANGE OPERATIONS

1. The WTBN OOD is responsible for executing the duties of the S-3 in the absence of S-3 personnel after normal working hours and on weekends.

2. Reference (1) is the WTBN Guard Order and contains specific information on OOD procedures.

3. Contact Information

- a. Officer of the Day. (910) 440-2032
- b. WTBN Security. (910) 440-2951

4005. SCORECARD HANDLING PROCEDURES

1. WTBN S-3 is responsible for the proper handling and archiving of all scorecards for annual qualification range details. Score cards contain PPI information.

2. Upon the conclusion of firing on qualification day for Table 1a and Table 2, KD range personnel will pick up a "scrub sheet" from the S-3, and verify that they have scorecards from all shooters assigned to their range detail.

3. Once the KD range personnel have verified that they have all scorecards, they will bring them to S-3 for processing.

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

5. Score reports will be made available to firing units on the Wednesday following the range detail.

6. S-3 will archive and save all scorecards in a secure location. Scorecards will be saved by Firing Week.

4006. CHECK-IN PROCEDURES FOR QUALIFICATION DETAILS

1. Rifle Range Quota Process. See Paragraph 3001 of this order.

2. Staff Non-Fire Brief

a. A Staff Non-Fire brief is held two (2) weeks prior to every range detail. Prior to the new Fiscal Year, S-3 will produce a schedule of all Staff Non-Fire briefs.

b. At the Staff Non-Fire brief the WTBN Operations Chief collects the number of shooters from each firing unit.

c. The Ops Chief also provides the following information to Staff Non-Fires:

(1) Firing week routine

(2) Staff Non-Fire duties

(3) Reference materials for the MCCMP

(4) Requirements for preparatory training

3. Initial Check-In. See Paragraph 3001 of this order.

4. Meal Requests. S-3 will submit meal requests for all details NLT the Thursday preceding the firing week. Requests will be submitted in hard copy to the WTBN Chow Hall, and will be submitted electronically to MCB Food Services Division. Requests must be in on Thursday to allow sufficient turn around time from the MCAS Cherry Point Chow Hall.

5. Final Check-In and Armory Turn In

a. Firing units will report to WTBN Armory between 0600 and 1100 on the Friday prior to the firing week with all shooter's assigned to the detail, and all weapons and optics to be turned into the WTBN armory (to include stock weapons).

b. All Marines, regardless of rank, must be present to turn in their weapons.

c. The Staff Non-Fire must deliver a completed Equipment Repair Order (ERO) verifying that all weapons being turned in have passed a Limited Technical Inspection and Pre-Firing Inspection (LTI/PFI).

d. If there are any final updates to the detail roster they will be submitted to WTBN S-3 prior to armory turn in. No changes will be

allowed to the detail roster after weapons have been turned into the armory.

e. For specific procedures for armory turn-in and draw see Appendix B.

WTBN RANGE OPERATIONS SOP

CHAPTER 5

RANGE REGULATIONS AND SAFETY

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WTBN RANGE OPERATIONS SOP

CHAPTER 5

RANGE REGULATIONS AND SAFETY

5000. GENERAL

1. Live firing will be governed by the provisions of references (b), (c), (d), (f), (g) and (h), and the following safety regulations.
2. Every live fire range is required to have an ROIC and RSO present on the range. Annual qualification details conducted by WTBN on Known Distance (KD) Ranges will have a Limited Range Officer (LRO) present acting as the ROIC/RSO. All individuals need to pass the Marine Corps Base Camp Lejeune RSO Class and pass the WTBN RSO exam.
3. Every Marine engaged in live fire training is a safety officer. Anyone who witnesses an unsafe or potentially unsafe condition will immediately call for a ceasefire. Examples include, but are not limited to, the following:
 - a. A person observed in the impact area.
 - b. A vehicle observed in, or moving toward, the impact area.
 - c. A fire on the range.
 - d. An aircraft operating within the SDZ or vertical hazard area.

5001. OFFICER-IN-CHARGE/RANGE SAFETY OFFICER RESPONSIBILITIES

1. ROIC/RSO Requirements

- a. Per reference (m) all ROIC's/RSO's must be certified in writing by their Commanding Officer. Hard copies of this letter must be turned in to WTBN S-3 prior to checking out a range.
- b. Static Ranges. The ROIC of static range must be an E-6 or above who has passed the Marine Corps Range Safety Distance Learning Course and the MCB Camp Lejeune RSO test, and possesses a current MCB RSO Card. A static range RSO must be an E-6 or above who has passed the Marine Corps Range Safety Distance Learning Course and the MCB Camp Lejeune ROIC/RSO test, and possesses a current MCB ROIC/RSO Card. Additionally, in order to conduct live fire training aboard the Stone Bay Range Complex, both the ROIC and RSO must pass the WTBN Range Safety test and receive a WTBN ROIC/RSO Card.