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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  
FEB 25 2011

BATTALION ORDER 3000.3C

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.

DISTRIBUTION STATEMENT F: Distribution for limited release.



FEB 25 2011

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

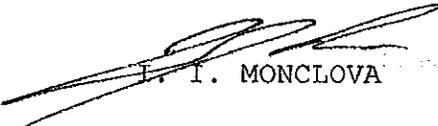
a. Summary of Revisions. This manual contains major modifications and should be reviewed in its entirety by all personnel training aboard the Stone Bay Range Complex.

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.



I. I. MONCLOVA

DISTRIBUTION: A for all sections except Appendix J  
DISTRIBUTION: F for Appendix J



FEB 25 2011

LOCATOR SHEET

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

LOCATION:

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







WTBN RANGE OPERATIONS SOP

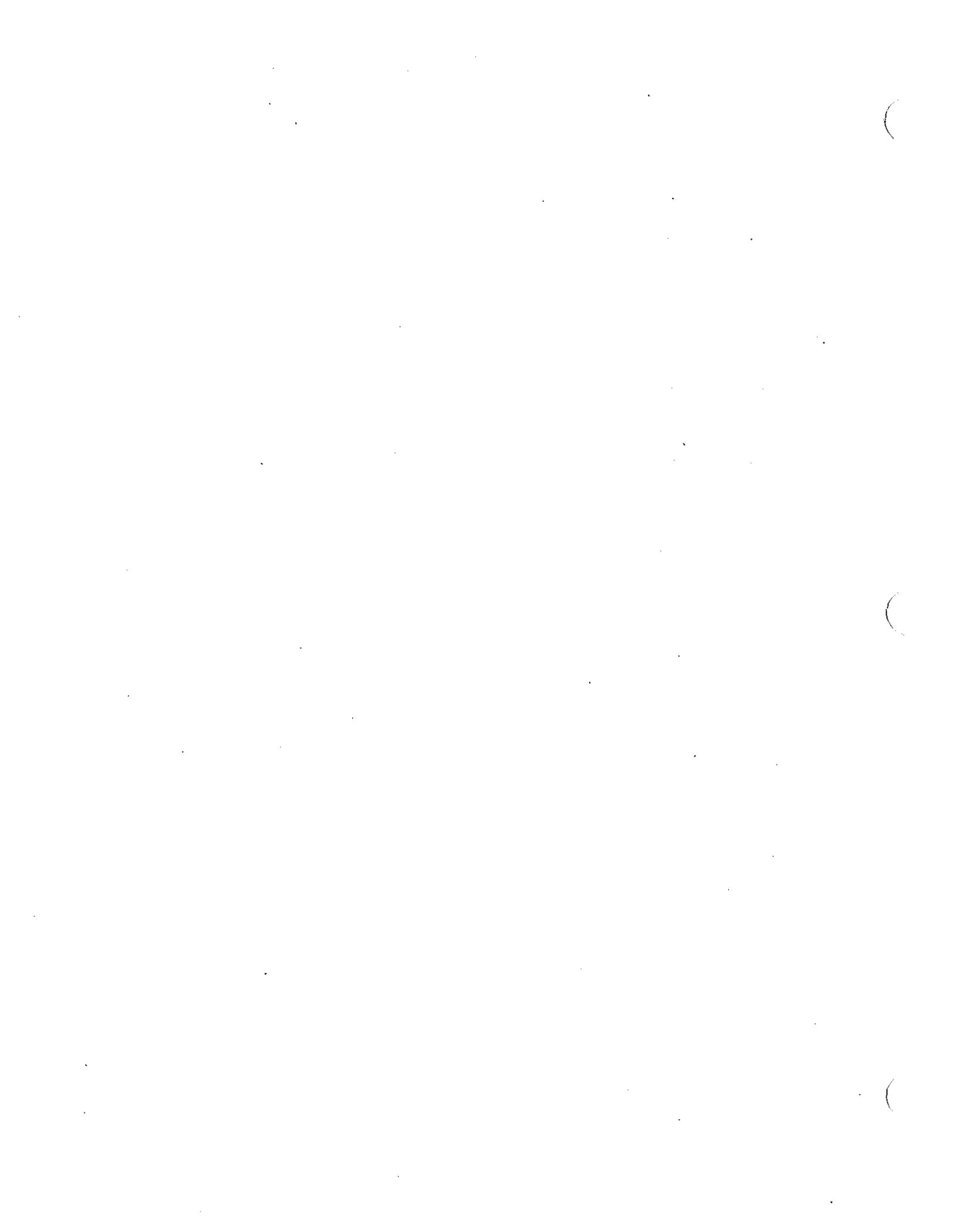
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# WTBN RANGE OPERATION SOP

## 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.

WTBN RANGE OPERATIONS SOP

CHAPTER 2

RANGES AND TRAINING AREAS

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# WTBN RANGE OPERATIONS SOP

## 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 REMSS. 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"/> Attached <input type="checkbox"/> No <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							

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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

WTBN RANGE OPERATIONS SOP

21. Additional Info/ Remarks	<ul style="list-style-type: none"> <li>- Chow hall/messing support required (chow hall hours, box lunches etc)</li> <li>- Target support</li> <li>- Additional PX hours</li> <li>- Medical Support</li> <li>- Ammunition support (amount and storage requirements)</li> <li>- Armory support (storage requirements)</li> <li>- Date and time of advance party arrival</li> <li>- Alternate training dates and times</li> <li>- Names of ROIC/RSO and date certified</li> </ul>
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)

WTBN RANGE OPERATIONS SOP

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 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.

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.

WTBN RANGE OPERATIONS SOP

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

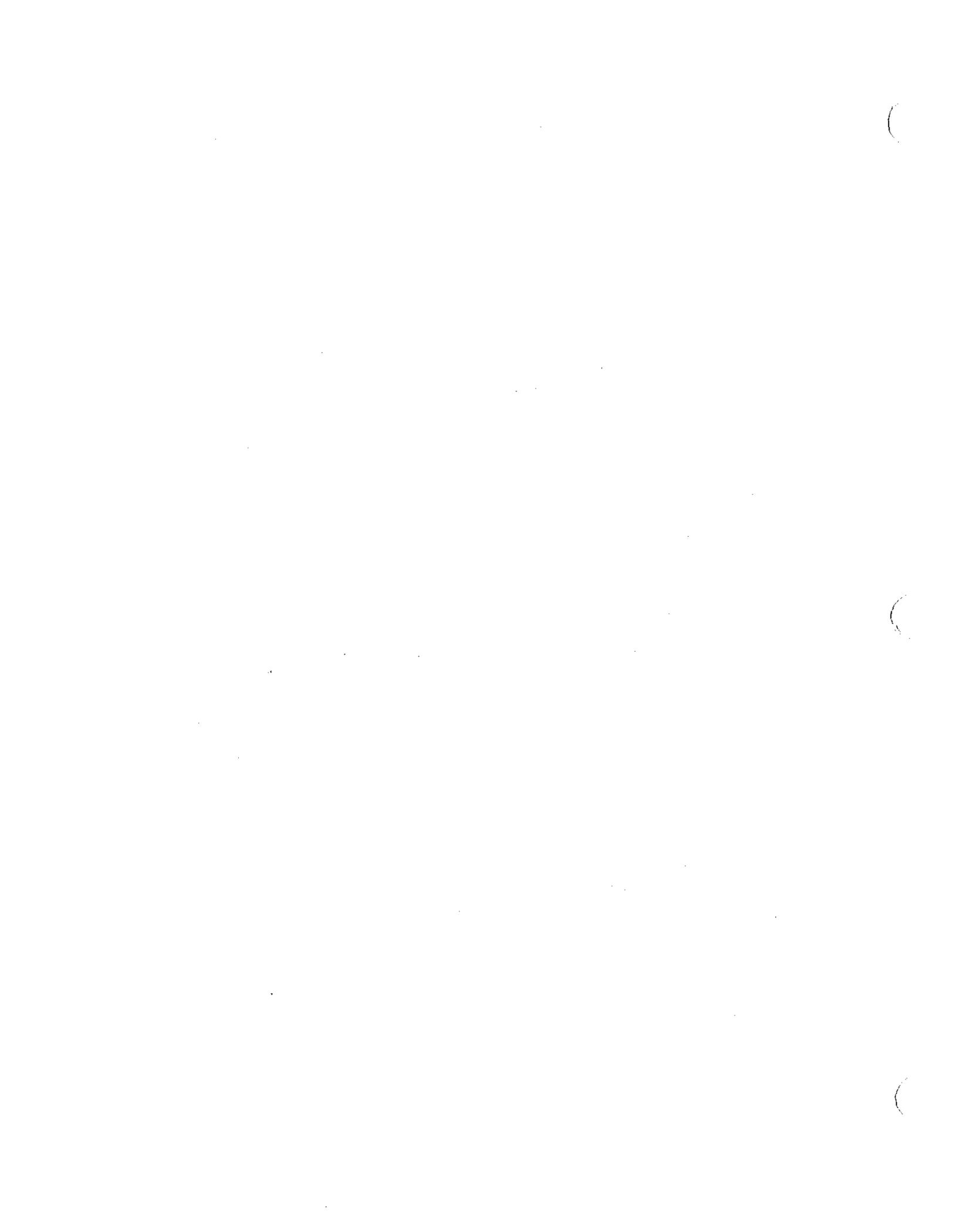
1. Live firing will be governed by the provisions of references (b), (c), (d), (f), (g) and (h), and the following safety regulations.
2. Every live fire range is required to have an ROIC and RSO present on the range. Annual qualification details conducted by WTBN on Known Distance (KD) Ranges will have 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.



c. Fire and Maneuver/Movement Ranges. The ROIC of a fire and maneuver/movement range (to include Tables 3 and 4 of the MCCMP) must be an E-7 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. A fire and maneuver/movement 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 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.

d. Rank Requirement Deviations. Per reference (m) all rank requirement waivers must be submitted via the chain of command (i.e. Bn/Regt/Div/MEF) to the Commanding Officer, MCB Camp Lejeune NLT 30 days prior to the training event. Hard copies of all approved deviations must be delivered to the WTBN S-3 prior to checking out a range.

2. ROIC Duties and Responsibilities. The ROIC is appointed by the Commanding Officer of the using unit and is the senior Officer or Staff NCO of the using unit. The ROIC is responsible for the overall safe conduct of training and compliance with this SOP and all other applicable orders.

a. Before Firing. The ROIC will:

(1) Report to the WTBN Operations Office and read the SOP binder.

(2) Inquire about any circumstances that might effect range utilization.

(3) Ensure medical support and a safety vehicle are on hand. Refer to Appendix A and paragraph 4004 of this order for additional information.

(4) Ensure all range safety precautions are exercised per SOP and that a safety brief is conducted. Refer to Appendix C for additional information.

(5) Ensure communications are established and maintained with the S-3 Office or WTBN Officer of the Day (OOD) after normal working hours.

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

(7) Ensure the RSO and all personnel are thoroughly familiar with this SOP, range safety procedures as listed in reference (d) as required, all training to be conducted, and weapons to be fired.

b. 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. The ROIC will NOT participate in the live fire event, and will ensure that the RSO and Safety Corpsmen do not participate. The ROIC will ensure that blank ammunition is NOT mixed with live ammunition during the training event.

c. After Firing. The ROIC will:

(1) Ensure all weapons and magazines are cleared and the S-3 Operations Office is notified of the "cold" status.

(2) Ensure the range is properly policed, conduct a post firing inspection and correct all discrepancies.

(3) Ensure all range equipment is returned to the S-3 Operations Office and a personnel ammunition inspection is conducted prior to leaving the range.

(4) Ensure all paperwork associated with range utilization (i.e., ammo expenditure, number of Marines trained) and any other paperwork is submitted to the S-3/OOD.

3. RSO Duties and Responsibilities. The RSO is, at a minimum, an E-6 or above and appointed in writing by the Commanding Officer of the using unit. All RSO's will receive instruction on WTBN range procedures and be certified by the Operations Officer or Chief Range Officer prior to signing for any range. The RSO will have no other duties and will not fire any weapon during the period in which he is the RSO.

a. Before Firing. The RSO will:

(1) Sign for the range and all equipment (radios, flags, and range binder). Signing for the range acknowledges that RSO has read, understands and will comply with all range regulations.

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

(3) Conduct a safety brief for all personnel involved in the training evolution, and ensure they understand emergency medical procedures.

(4) Brief road guards (if applicable) in their duties and ensure communication is established and maintained with them.

(5) Ensure all range gates and barriers denying access into the Surface Danger Zone area are being utilized (if applicable).

(6) Ensure proper accountability, handling, and security of ammunition at all times.

(7) Ensure all personnel are thoroughly familiar with this SOP, all training to be conducted and weapons to be fired.

b. During Firing. The RSO will:

(1) Be physically present on the range, and in the most advantageous position to observe training at all times. The RSO will NOT participate in the live fire event.

(2) Continuously monitor the WTBN Safety Net and conduct hourly radio checks with the S-3/OOD. If communications fail, the RSO will immediately order a check-fire until communication is re-established.

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

(4) Enforce all safety regulations prescribed in this chapter.

(5) Ensure that blank ammunition is not mixed with live ammunition during the training event.

c. After Firing. The RSO will:

(1) Contact the S-3 Operations Office and advise of the final ceasefire and report training is completed. Submit final numbers of Marines trained and ammunition expended by DODIC.

(2) Verify that all weapons and magazines have been checked and cleared.

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

(4) Supervise the police call of the range by putting all trash in proper receptacles and disposing of ordnance items. Separate all brass by caliber. If the ammo was issued by WTBN, contact WTBN ammunition techs for pick-up.

(5) Check out with the S-3/OOD and turn-in all range safety equipment and complete all range usage paperwork. Ensure a thorough personnel ammunition inspection is conducted prior to leaving the range.

#### 5002. COMMUNICATION REQUIREMENTS

1. When a range is scheduled for live fire the following communications conditions must exist:

a. Red flags must be displayed from range flag poles before and during all live firing. During periods of low light and darkness, red chemlights or strobe lights will be used to include on the pit and line flagpoles to denote left and right lateral limits. Flags are available from the S-3 Office. The using unit must provide chemlights or strobes.

b. Alpha, Bravo and Charlie Ranges will display red flags on all firing lines up to and including the yard line being fired. An additional flag will go on the pole by the entrance of the range.

c. Right and left lateral limits for each KD range are established by the Pit flags at both ends of the Pits. Lateral limits for all other ranges are covered in Chapter 2. At no time will weapons be fired outside of those limits.

d. Voice communications must be maintained between the ROIC/RSO/LRO and the S-3 Office during working hours, and with the OOD after working hours, for each range that is "hot" on the Stone Bay Range Complex. Radio checks will be given every hour on the hour by the using unit.

(1) Using units will monitor the safety communications net at all times. Units must request permission to commence live fire ("go hot") and notify S-3/OOD of final cease fire ("going cold"). If at any time a unit loses communication with the S-3/OOD, the ROIC/RSO/LRO of that unit will call a temporary check fire until communications are re-established.

(2) Tactical call signs will not be used on the safety net. Units will refer to themselves by their respective range name, (i.e. "this is Alpha Range, etc.").

(3) The responsibility for proper communications with S-3/OOD rests with the ROIC/RSO/LRO.

(4) During emergency procedures, all units will continue to monitor the safety net. Training may continue unless a general ceasefire is put into effect by the S-3/OOD. All units will render assistance as requested by S-3/OOD.

(5) Voice communications must exist between the target pits and the line on Alpha, Bravo, Charlie and Hathcock ranges whenever the pits are utilized.

#### 5003. HEARING AND EYE PROTECTION

1. Hearing protection is mandatory for all personnel while on live fire ranges and in the pits when firing is in progress.
2. Eye protection is mandatory when steel targets are used, and at all times while firing on the Mechanical and Walk-Down Pistol Ranges. Eye protection is highly recommended for all other live fire training.

#### 5004. MEDICAL COVERAGE

1. It is the responsibility of using units to provide Corpsmen support for training. The Range Corpsman will report to the ROIC/RSO/LRO to which assigned. He will specifically:
  - a. Muster with the RSO prior to the beginning of training.
  - b. Remain present on the range while live firing is in progress or relieved by another Corpsman.
  - c. Retain the Class 1 medical kit on his person at all times and remain prepared to handle emergency situations on the range.
2. When utilizing the target pits on Alpha, Bravo, Charlie or Hathcock Range, one (1) Corpsman will be located on the firing line, and one (1) Corpsman will be located in the pits.

#### 5005. SAFETY REGULATIONS ON THE KNOWN DISTANCE RANGE FIRING LINE

1. Conduct of fire. All range firing will be conducted per the provisions of references (b), (m), and (n) and this Order.

2. Weapons Handling Safety Rules. The Marine Corps Weapons Handling Safety Rules will be strictly enforced at all times. They are outlined in Chapter 4 of reference (h).
3. Control of Shooters. Shooters will move onto and depart the firing line only when directed by authorized personnel. Shooters will load their weapons only when directed by authorized personnel. Shooters will never load their weapons anywhere but on the firing line, with the muzzle of the weapon pointed down range. Rifles will normally be transported at strong side sling arms (muzzle up) or the controlled carry except when preparing for the next stage of fire at which time the muzzles will remain elevated and oriented downrange. Whenever the shooter is sitting with the sling attached to his arm the butt stock will remain on the shooter's thigh with the muzzle above the brim of the shooter's cover. Shooters will not depart the firing line until their weapons are inspected and in "Condition 4." Under no circumstances will a weapon with a shell casing or live round in the chamber or bore be removed from the firing line until the weapon has been properly cleared, or approval has been given by the Range Officer/LRO.
4. Unauthorized targets. Firing at unauthorized targets (e.g. birds, benches, towers, number boards, barrels, etc.) is strictly prohibited.
5. Unsafe conditions. Any person who observes a condition which makes firing unsafe will immediately call for a cease fire and will report the unsafe condition to range personnel. The Range OIC/RSO will in turn report the reason for cease fire to the S-3. Any person who knows of a potentially unsafe situation will report it immediately to the Tower NCO or the Range OIC/RSO.
6. Dry firing. Dry firing behind the firing line is prohibited. All dry firing on the range will be conducted on the firing line during preparation time or during live fire.
7. Foul weather gear. Foul weather gear is authorized for wear during firing.
8. Safety brief. No shooter will be allowed to fire unless that shooter has received a range safety brief that day. A sample KD Safety Brief is attached as appendix C to this order.

#### 5006. SAFETY REGULATIONS IN THE PITS

1. Target puller height. Personnel 6 foot 5 inches or taller (77") will not be sent to the pits to pull targets.
2. Entry of Pits. Shooters will enter the pits from the range roads or pit tunnel only. They will not enter or leave the pits over the center of the pit berm.

3. Exit of Pits. Once the pits have been "sealed", no personnel will be allowed to enter or exit the pits without permission from the Pit NCO and the Range Officer/LRO.

4. Catwalk. All shooters will remain on the catwalk at all times during live fire, except when giving clipboard commands to the sound shed.

5. Exposure to the firing line. No personnel will expose any part of his/her body above the pits while firing is in progress.

6. Safety around carriages. Keep all hands and feet clear of the target chains, sprockets, and frames during movement.

7. Red Line Safety. At no time will any personnel cross the red safety line while live fire is in progress. Personnel may only cross the line when directly authorized by the sound shed while the range is in a "cold" or check fire status, or while shooters are moving between yard lines.

8. Pit Sentry Safety System. Range Pits are being equipped with a Pit Sentry Safety System to alert the Pit and Tower NCOs when there is a red line safety violation while live fire is in progress. All ranges equipped with the Pit Sentry Safety System will ensure the system is activated prior to going hot and remains active while live fire is in process.

#### 5007. VEHICLES

1. All Shooters and verifiers will park in the Shooter's Parking Lot. No exceptions.

2. Staff Non-Fires will receive a parking pass from the WTBN Security Section and will park in their assigned KD Range parking lot.

3. All marksmanship coaches will park in the Shooter's Parking Lot.

4. All assigned corpsmen will park in the Shooter's Parking Lot.

5. Only those vehicles authorized by the WTBN S-3 and the WTBN Security Section are allowed on the ranges or in the target pit area. Staff Non-Fires are allowed to drive their vehicles on the range when delivering chow to the shooters on the line. Do not drive into target pit areas when firing is in progress.

6. Vehicles will drive only on establish roads. Stay off the grass at all times.

7. Military vehicles, including troop transport vehicles, will load and unload at the following locations only:

- a. Gravel parking lot adjacent to the WTBN armory (preferred location for KD Ranges).
- b. Gravel parking lot on the Mechanical Pistol Range.
- c. At no time will tactical vehicles stage on the shoulder adjacent to any road aboard Stone Bay. Tactical vehicles and busses will not use the Shooter's parking lot.

#### 5008. WEATHER CONDITIONS

1. Heat Conditions. Between May and September, training at WTBN may be modified or cancelled due to heat conditions. Precautions must be taken to avoid heat casualties.

a. The S-3 Operations Office will keep all ranges informed of changing Wet Bulb Globe Temperature Index (WBGTI) readings according to a colored flag system. This information is available at <https://clion.lejeune.usmc.mil>:

<u>Flag Color</u>	<u>WBGTI</u>	<u>Precautions</u>
Green	80.0 - 84.9	None
Yellow	85.0 - 87.9	Protection from direct sunlight should be enforced for all personnel. Advise water intake.
Red	88.0 - 89.9	Protection from direct sunlight should be enforced for all personnel. Un-acclimatized personnel should be closely monitored. Order water intake.
Black	90.0 +	Limited activity. Frequent Breaks in training. Supervise water intake. (Removal of Flaks And' Kevlars recommended).

b. For units firing for annual qualification on the KD Ranges, it is incumbent upon the Staff Non-Fires and junior leaders to stay engaged with their Marines during warmer temperatures. They know their Marines better than WTBN personnel, and can spot the initial signs of heat stress much more quickly.

#### 2. Lightning

a. The S-3 will issue warning of approaching lightning. If lightning comes within five (5) miles of Stone Bay, or is rapidly approaching the Complex, the following actions will be taken:

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

(2) All ranges will clear the line and move shooters to the nearest shelter. For Alpha, Bravo, and Charlie Ranges this is their respective Thunder Domes.

(3) If applicable, S-3 will notify Base MTU to move their class or preparatory training indoors.

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

b. If lightning persists, or is forecasted to remain in the region for an extended period of time, the Operations Officer and/or the Chief Range Officer may cancel all live fire training for the day.

3. Fire warning conditions. Upon notification by MCB Range Control/Blackburn, the S-3 will issue fire warning conditions and instructions to ROIC/RSO/LROs on ordnance restrictions and other precautions. In the event of fire on the range, the ROIC/RSO/LRO will call a check fire and notify the S-3 or OOD (whichever applies). The S-3 will request assistance from the Fire Department.

4. Cold Conditions. ROIC's, RSO's, Staff Non-Fires and small unit leaders must ensure their Marines are dressed appropriately for both extremely cold and extremely hot temperatures. Ensure the packing list for each range detail includes any items that may be needed.

5. Major Storm Systems. In case of destructive weather conditions, the firing week may be modified IOT complete training while still leaving time to secure the ranges and for shooter to return to their units.

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CHAPTER 6

COMPETITION-IN-ARMS PROGRAM

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WTBN RANGE OPERATIONS SOP

CHAPTER 6

COMPETITION-IN-ARMS PROGRAM

6000. GENERAL

1. Per reference (c), Weapons Training Battalion, Marine Corps Base Camp Lejeune is tasked with hosting the Eastern Division Matches on behalf of the Commanding Officer, Marine Corps Base Camp Lejeune, and the Marine Corps Matches on behalf of the Commandant of the Marine Corps each year. Additionally, WTBN hosts the annual Marine Corps Base Camp Lejeune Intramural Rifle and Pistol Matches.
2. WTBN operates and maintains the Marine Corps Base Camp Lejeune Rifle and Pistol Teams.

6001. Intramural Rifle and Pistol Matches

1. The Intramural Rifle and Pistol Competition is designed to improve the marksmanship skills of all units on board Camp Lejeune. Successful completion of the Intramurals will provide competitors with a score for annual re-qualification with both rifle and pistol, and a Combat Marksmanship Coach (CMC) MOS 0933 if authorized that year. There is no limit on the number of competitors a command may send. However, the maximum number for the competition is 300.
2. The Intramural Competition will be held in February each year.
3. The WTBN Operations Officer is responsible for planning all phases of the Competition, and the WTBN Chief Range Officer is responsible for the execution of the Matches.
4. A Base Bulletin will be published by the WTBN S-3 NLT 1 December each year providing detailed information on the Intramural Competition.
5. Base MTU is responsible for providing all classroom instruction for the MCB Intramural Competition.
6. Turn in and checking out of weapons will be handled under the same procedures under Appendix B: Armory Procedures for Known Distance Ranges.

6002. Eastern Division Matches

1. The Eastern Division Matches Rifle and Pistol Competition is designed to improve the marksmanship skills of all Marine Corps

Installations on the East Coast. The Division Match program will combine Rifle and Pistol annual marksmanship training and the Division Match Competition. Successful completion of the Eastern Division Matches will provide competitors with a score for annual re-qualification with both rifle and pistol. There is no limit on the number of competitors a command may send. However, the maximum number for the competition is 300.

2. The Eastern Division Matches will be held in March each year.
3. The WTBN Operations Officer and Chief Range Officer are responsible for planning all phases of the Competition. The Match Executive Officer, assigned to WTBN on Temporary Additional Duty orders, is responsible for the execution of the Matches.
4. A bulletin will be drafted by Marine Corps Base each year for submission to CO MCB. It will provide detailed information on the Division Matches. The WTBN S-3 is responsible for providing a draft bulletin to MCB NLT 31 December each year.
5. The Marine Corps Shooting Team will provide all classroom instruction for the Eastern Division Matches, as coordinated by the Chief Range Officer.
6. All weapons for the competition will be issued by WTBN. Issue and de-issue of weapons will follow the same procedures under Appendix B: Armory Procedures for Known Distance Ranges.

#### 6003. Marine Corps Matches

1. The Marine Corps Matches are held in April each year. Marines finishing in the top ten (10) percent with either rifle or pistol during their respective Division Matches are eligible to compete.
2. WTBN, MCB Camp Lejeune will host the Matches on behalf of the Commandant of the Marine Corps.
3. The WTBN Operations Officer and Chief Range Officer are responsible for planning all phases of the Competition. The Match Executive Officer, assigned to WTBN on Temporary Additional Duty orders, is responsible for the execution of the Matches.
4. All weapons for the competition will be issued by WTBN. Issue and de-issue of weapons will follow the same procedures under Appendix B: Armory Procedures for Known Distance Ranges.

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CHAPTER 7

CIVILIAN MARKSMANSHIP PROGRAM

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CHAPTER 7

CIVILIAN MARKSMANSHIP PROGRAM

7000. GENERAL

1. Per MCO 3590.13B and BO 5760.3N, WTBN will serve as the Civilian Marksmanship Program coordinator for Marine Corps Base, Camp Lejeune.
2. As the primary Marksmanship Training Unit in the Camp Lejeune geographic area, WTBN makes every effort to foster interest in competitive shooting, and provide a venue for developing precision marksmanship skills.
3. The WTBN Chief Range Officer works closely with local civilian organizations to schedule training events and competitions to foster a marksmanship community and provide an avenue for Marines and civilians to develop their marksmanship skills together.

7001. FACILITIES FOR USE

1. Range availability for Civilian Marksmanship Program (CMP) events is at the discretion of the Commanding Officer.
2. When authorized, the following ranges and facilities are open for use:
  - a. Alpha Range
  - b. Walk-Down Pistol Range
  - c. Mechanical Pistol Range
  - d. Multi-Purpose Range (excluding the Blackwater Target System)
  - e. Hathcock Range

7002. AUTHORIZED FIREARMS AND AMMUNITION

- a. It is the responsibility of all participants to ensure those weapons that are authorized to come aboard the Stone Bay Range Complex are in serviceable condition and function according to manufactured specifications.
- b. Fully automatic firearms are not authorized for use by the CMP.

## WTBN RANGE OPERATIONS SOP

c. Ammunition must be declared safe by the Chief Range Officer and WTBN Ammunition Section. The use of government ammunition for privately owned weapons is strictly prohibited. The use of privately purchased ammunition in government weapons is strictly prohibited.

d. No rifle ammunition larger than 7.62 mm will be authorized.

e. No pistol ammunition larger than .45 cal will be authorized.

f. When firing 7.62mm ammunition all personnel will utilize Angle Limiting Devices (ALDs), unless additional training areas are requested, appropriate gates are locked, and road guards are in place. See Appendix G for specific information on gate/road guard locations.

### 7003. PERSONNEL SUPPORT

1. CMP organizations will coordinate with the WTBN S-3 for all personnel support requests.

2. WTBN can provide the following personnel after appropriate coordination has been made:

a. Certified Limited Range Officer

b. Tower NCO

c. Pit NCO

d. Corpsman

3. All CMP events will be covered by qualified medical personnel. Coordination with WTBN S-3 and approval by the WTBN Chief Range Officer is required if not utilizing a WTBN assigned Corpsman.

7004. ALCOHOL. Shooters may not consume alcoholic beverages within eight hours of firing, and at no time during recreational firing. The OOD or LRO will deny range access to anyone suspected of recently consuming alcohol.

### 7005. WAIVER OF LIABILITY

1. All civilian personnel firing aboard the Stone Bay Range Complex must complete and sign a hold harmless agreement.

2. All agreements must be turned into the Chief Range Officer prior to firing.

3. Sample format in Figure 7-1:

WTBN RANGE OPERATIONS SOP

WAIVER OF LIABILITY  
UNITED STATES MARINE CORPS

In consideration of the privilege of participating in recreational shooting activities aboard the Stone Bay Rifle Range, Weapons Training Battalion, Marine Corps Base, Camp Lejeune, North Carolina, I hereby release the United States of America; the Department of Defense; the Department of the Navy; the United States Marine Corps; Marine Corps Base, Camp Lejeune, North Carolina; the Weapons Training Battalion; any and all individuals assigned to or employed by the United States, including but not limited to the Secretary of Defense; the Secretary of the Navy; the Commandant of the Marine Corps; Commanding Officer, Marine Corps Base, Camp Lejeune, North Carolina; and the Commanding Officer, Weapons Training Battalion, in both their official and personal capacities; any medical support personnel assigned thereto; and these persons' or entities' representatives, successors, and assigns from all liability for any injuries, death, or property damage that may result from my participation in any of the aforesaid recreational shooting activities, as well as any use by me of any Marine Corps Base, Camp Lejeune, North Carolina or Government facilities or equipment, including Government transportation, in conjunction with and in furtherance of such participation by me. I acknowledge that I voluntarily accept such use and that I am under no compulsion to do so. BEING FULLY AWARE THAT RECREATIONAL SHOOTING IS A DANGEROUS ACTIVITY, AND BEING AWARE OF THE UNFORESEEABLE RISKS OF THE ACTIVITY, INCLUDING ACCIDENTAL DISCHARGE OF FIREARMS, EXPLOSIVES, ETC., I EXPRESSLY, KNOWINGLY, AND VOLUNTARILY ASSUME THE RISKS ASSOCIATED WITH MY PARTICIPATION IN THE AFORESAID RECREATIONAL SHOOTING ACTIVITIES, AND AGREE TO HOLD THE UNITED STATES HARMLESS FOR ANY RESULTING INJURY OR PROPERTY DAMAGE, OR DEATH.

I understand that by accepting such use, I incur no obligations towards the United States Government except as imposed by this release and agreement. This agreement binds not only myself, but also my family, heirs, assigns, administrators, and executors. I understand that this waiver of liability shall remain in effect until notice of cancellation is received by the Commanding Officer, Weapons Training Battalion, Marine Corps Base, Camp Lejeune, North Carolina. Finally, I understand that should I decline to execute this release, I will not be permitted to participate in any recreational shooting activities aboard the Weapons Training Battalion, Marine Corps Base, Camp Lejeune, North Carolina.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent or Guardian  
on behalf of persons under 18)

(Figure 7-1)

WTBN RANGE OPERATIONS SOP

CHAPTER 8

RESERVE OPERATIONS

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## WTBN RANGE OPERATIONS SOP

### CHAPTER 8

#### RESERVE OPERATIONS

8000. GENERAL. Select Marine Corps Reserve (SMCR) organizations located in North Carolina and surrounding states frequently use the Stone Bay Range Complex for their annual marksmanship training, and other live fire training events. All coordination and range scheduling will be in accordance with the provisions of this chapter.

#### 8001. COORDINATION PROCEDURES

1. WTBN S-3 will publish an annual schedule of designated weekends for SMCR usage NLT 31 December each year, to allow these units to plan their training schedules accordingly. Every effort will be made to offer two weekends a month from May to September.
2. Upon publication of the annual SMCR training schedule, units will contact WTBN and indicate their desired training dates and expected number of Marines to be trained. Simultaneously, they will begin coordination with Reserve Support Unit (RSU), Marine Corps Base Camp Lejeune.
3. If possible, SMCR units will send an advance party liaison visit to WTBN approximately one month out from their scheduled training date. This allows for face to face coordination, and ensures that reserve units understand all requirements.

#### 8002. REQUIREMENTS FOR RESERVE UNITS

1. In order to complete their annual marksmanship training, all SMCR units will have to provide the following personnel support:
  - a. One (1) certified Combat Marksmanship Coach (CMC) per twelve (12) shooters.
  - b. Two (2) Corpsmen for medical support.
  - c. One (1) Staff NCO to serve as the Staff Non-Fire representative.

d. One (1) SNCO or Officer per ten (10) targets for Table 1a, or one (1) SNCO or Officer per five (5) targets for Table 2, to serve as verifying officials.

e. One (1) certified Combat Marksmanship Trainer (CMT) to conduct preparatory training.

2. If any of the personnel listed above are not available from within the unit, coordination must be made with RSU. Combat Marksmanship Coach (3 weeks) and Combat Marksmanship Trainer (2 weeks) courses are offered by IMTU, and are open to Reserve Marines with funded orders.

3. Reserve units must ensure that they have ammunition allocated for their training. The unit is responsible for transporting that ammunition to the Stone Bay Range Complex, after coordination with the WTBN Ammo Chief.

4. All weapons must have passed a PFI/LTI, and units must produce ERO's for verification.

#### 8003. REPORTING PROCEDURES

1. If possible, all SMCR units should arrive at Stone Bay on the Thursday night prior to their weekend training.

2. Units will check into the barracks based upon coordination conducted with the WTBN S-3 and the WTBN Billeting Manager.

3. Weapons will either be turned into the WTBN Armory, or stored in the barracks under lock and guard based on prior coordination.

#### 8004. TRAINING SCHEDULE

1. SMCR Units are required to fire Table 1 of the Marine Corps Combat Marksmanship Program (MCCMP) during even years, and Table 2 of the MCCMP during odd years.

2. Based upon when units arrive at Stone Bay, they will follow one of the following training schedules:

a. Thursday arrival at Stone Bay

(1) Check-in Thursday night.

(2) Weapons turn in Thursday night (if being kept in WTBN Armory).

(3) Preparatory training Friday morning.

(4) Friday afternoon:

(a) BZO/Table 1a Practice (Even Years)

(b) BZO/Table 2 Practice (Odd Years)

(5) Saturday morning:

(a) Table 1a Qualification (Even Years)

(b) Table 2 Pre-Qual and Qualification (Odd Years)

(6) After qualification, the remainder of the weekend belongs to the unit for annual training.

b. Friday arrival at Stone Bay

(1) If units arrive early enough, or have already completed their preparatory training they will follow the same schedule listed above.

(2) If they have not completed preparatory training, they will follow the alternate schedule:

(a) Friday afternoon:

1. Preparatory training.

2. Weapons turn in (if being kept in WTBN Armory).

(b) Saturday morning:

1. BZO/Table 1a Practice (Even Years)

2. BZO/Table 2 Practice (Odd Years)

(c) Sunday morning:

1. Table 1a Qualification (Even Years)

2. Table 2 Pre-Qual/Qual (Odd Years)

WTBN RANGE OPERATIONS SOP

APPENDIX A

MEDICAL COVERAGE AND RED BLANKET PROCEDURES

1. Medical Procedures. Serious injury resulting from ammunition malfunctions, accidental shootings, training mishaps and heat/cold weather casualties, while uncommon at WTBN, may occur during live fire and non-live fire training.

a. First Aid Kits/Combat Lifesavers Medical Equipment Set. First aid kits and Combat Lifesavers Medical Equipment Set are located in the towers and pits on all Known Distance ranges and in the sound sheds of all pistol ranges.

b. The first aid kit and Combat Lifesavers Medical Equipment Set does not relieve a unit from the responsibility to ensure that corpsman support is on station.

2. Red Blanket Procedures. Red Blanket procedures are those steps taken in the event that a serious injury occurs during live fire training at Weapons Training Battalion (WTBN) where there is a possibility of loss of life or limb. Range Safety Officers will become familiar with the following procedures:

a. Range Responsibilities for Injuries on the Firing Line

(1) If any injury is sustained on the range, the nearest Marine will shout "Cease Fire". This command will be echoed down the line by all Marines.

(2) All Marines on the firing line will make a condition 4 weapon and take a knee on the firing line. All Marines on the ready boxes or benches will remain in place.

(3) The nearest Block NCO will proceed to the injured Marine. If the injury is a bullet wound or a serious injury, that Block NCO/WTBN Marine will shout "Red Blanket, Target #\_\_\_". He will then hold the clipboard for that target up in the air and repeat himself.

(4) The tower will repeat the command, "Red Blanket, Target #\_\_\_". He will command the Pits to have all targets go to half-mast.

(5) The corpsman immediately moves to that target # with his gear. He will begin applying emergency care.

(6) The Tower NCO/RSO calls S-3 on the radio, reporting "Red Blanket, \_\_\_ Range." In addition to this, the Tower NCO/RSO will pass the Name and Rank, blood type, unit, location, and seriousness of injury as that information is ascertained.

(7) Once the command of Red Blanket is passed over the radio, all ranges go into a check fire status. RSO and staff non-fires will gather all shooters and move them to the opposite end of the line of

the injured Marine and ensure NO cell phones are being used. All other ranges will gather their Marines in their range's Thunder Dome and ensure no one uses their cell phones.

(8) The corpsman will report any updates as to the nature of injuries- urgent/priority/routine of the injured Marine to the RSO.

(9) The RSO will designate a Marine from his range to proceed to the entrance of the range with the Range Safety Vehicle (RSV) to guide/carry the emergency responders. In addition, one Marine will be posted at the top of the range to direct any additional emergency responders. If the injury is on Charlie/Bravo Range, all of the preceding ranges will send a Marine to the mouth of the range to guide the ambulance to the appropriate range.

(10) The RSO will clear the range road of all vehicles/obstructions.

(11) Security Section will secure access to Range Road from Powder Lane and Booker T. Washington Road to all non emergency vehicles. Contact PMO at the Stone Bay Entry Control Point (ECP) to advise them that outside emergency personnel have been contacted and will be arriving at the main gate.

(12) Security is responsible for opening the Charlie Range gate to the pits once all ranges have been put into check fire status and been authorized by S-3 to allow emergency vehicles access to all firing lines.

(13) PMO will take possession of the injured Marine's gear and their weapon once the Battalion Armorer has cleared it.

b. Range Responsibilities for Injuries in the Pits

(1) If any injury has been sustained in the target pits, the nearest Marine will shout cease fire. All Marines will echo this command down in the pits. The Marines who saw the injury should call for a verifier or Assistant Pit NCO/Pit NCO.

(2) The assistant Pit NCO or Pit NCO, upon hearing the cease fire command, will communicate to the tower to move the range into a check-fire status.

(3) The assistant Pit NCO or Pit NCO will proceed to the injury and determine if it is a "Red Blanket" after being assessed by the pit corpsman.

(4) The assistant Pit NCO or Pit NCO will call the tower and communicate that there is a Red Blanket in the Pits.

(5) Procedures 2a (6)-(9) will take place.

(6) Security is responsible for opening the Charlie Range gate to the pits once all ranges have been put into check fire status and been authorized by S-3.

(7) All Pit NCOs will be made aware of the "Red Blanket", and will serve as a guide to the ambulance.

c. S-3 Responsibilities

(1) S-3 will pass the word over the safety net, "Red Blanket, \_\_\_ Range, all Ranges you are in Check Fire, your Check Fire time is \_\_\_". All firing aboard WTBN will cease. All communication over the net except traffic concerning the incident will cease.

(2) S-3 will immediately call 911 and report the injury, giving the range and type of injury. The S-3 will report more information to 911 as it becomes available.

(3) S-3 will immediately call range control and report the injury and that all ranges are in a check fire status. In addition, S-3 will pass the range and type of injury. The S-3 will report more information to range control as it becomes available.

(4) S-3 will ensure that security keeps all civilian media off Stone Bay and direct them to contact Base PAO officer at 451-2751.

d. Security Section (SOG/COG) Responsibilities

(1) Security Section will secure access to Range Road from Powder Lane and Booker T. Washington Road to all non emergency vehicles. (2) Security Section will contact PMO at the Stone Bay Entry Control Point (ECP) to advise them that outside emergency personnel have been contacted and will be arriving at the main gate and to keep all medial off of Stone Bay.

(3) Security Section will send a representative to the intersection of Range Road and Powder Lane to escort the ambulance into place. This representative will escort the ambulance down range road to their desired location.

e. Ammo Responsibilities

(1) Ammo representative will proceed to established Medevac LZ with two (2) smoke grenades. One will be primary LZ marker and the second will be a back up.

f. Range Safety Officer (RSO) Responsibilities

(1) The ROIC/RSO, once determining there is a "Red Blanket" injury on their range, will immediately cease fire. The RSO calls S-3 on the radio, reporting "Red Blanket, \_\_\_ Range." In addition to this, the ROIC/RSO will include: Name, SSN, Blood type, Unit, Nature of injuries- emergency/ priority/ routine as that information is ascertained.

(2) All shooters will make a condition 4 weapon.

(3) The ROIC/RSO will send a guide to the entrance to the Range to meet the ambulance. For the Multi-Purpose Range and Dodge

City, that is the entrance to the tactical vehicle parking lot. For the Mechanical and Walk-Down Pistol Ranges, that is the intersection of Powder Lane and road leading to the pistol ammunition bunker. For Hathcock, it is the mouth of the range where the Hathcock Range gate is located.

(4) NO cell phone usage by any personnel on the range is authorized during the execution of the red blanket.

### 3. Helicopter MEDEVACS

a. Although ground transportation is the primary source for MEDEVACS, helicopter MEDEVACS are available, when deemed necessary by appropriate medical authority, they will be utilized. Emergency helicopter support, by definition, implies an unforeseen circumstance that requires immediate action by all concerned. While the preservation of life remains the prime concern, at no time will fundamental safety practices be disregarded. There are no mandatory emergency helicopter support missions.

b. Helicopter Evacuation Procedures. The RSO will ensure that medical personnel on the scene can maintain constant communication with the S-3/OOD in order to provide updates on the status of the injured personnel until the evacuation is complete. Helicopter evacuation will be coordinated by the emergency responders on scene. Primary means of helicopter evacuation will be by trauma center airlift, secondary will be "Pedro", tertiary will be by local Marine aircraft. The helicopter landing zones are located between the berm and 200 yard line of each range (Alpha, Bravo, Charlie, and Hathcock), between the 300-500 yard line on Alpha range (Dodge City, Multi-Purpose, and Mechanical Pistol) and behind Bravo's pit area for Alpha and Bravo range pits. Charlie will transport their injured shooter to the 200 yard line of Charlie Range via the hard ball road. Personnel requiring helicopter medevac must be transported to these locations (if able, place the air panel, and smoke grenade if available, as close to the centerline road in order to allow approaching aircraft greater ability to locate the intended LZ). Each KD range and Bravo's pit will maintain a LZ Marking kit (Air Panel, (4) Stakes, (2) chem lights, 550 cord and IR strobe) in their tower/pit house. In addition, an LZ Marking Kit will be issued by S-3 to the RSO/OIC when checking out a range. An Air Panel will be used to mark the landing zone during the day and an IR strobe will be used during hours of darkness.

RED BLANKET OPS JOURNAL

1. \_\_\_\_\_ Red Blanket initiated.
2. "All ranges, Red Blanket \_\_\_\_\_ Range. All Ranges you are in Check Fire, your Check Fire time is \_\_\_\_\_."
3. Casualty's information.
  - (a) Name: \_\_\_\_\_
  - (b) Rank: \_\_\_\_\_
  - (c) Blood Type: \_\_\_\_\_
  - (d) Unit: \_\_\_\_\_
  - (e) Location: \_\_\_\_\_
  - (f) Type of injury: \_\_\_\_\_
4. \_\_\_\_\_ 911 called.
5. \_\_\_\_\_ Range Control called and report Stone Bay in "Check Fire" status and information on the injured shooter. (451-3064)
6. \_\_\_\_\_ Security called and notified of Red Blanket in progress. (440-2951)
7. \_\_\_\_\_ CO/XO notified of Red Blanket in progress.
8. \_\_\_\_\_ Ground guides put into place to direct emergency vehicles.
9. \_\_\_\_\_ Area secured by security (as needed).
10. \_\_\_\_\_ NCIS called (as needed if self inflicted or possible criminal intent 451-8071).
11. \_\_\_\_\_ LZ established (Location \_\_\_\_\_)
12. \_\_\_\_\_ Casualty moved to LZ.
13. \_\_\_\_\_ Air Medevac on station.
14. \_\_\_\_\_ Air Medevac departed.
15. \_\_\_\_\_ Called Range Control and put Stone Bay back into "Hot" status (if able).



WTBN RANGE OPERATIONS SOP

APPENDIX B

ARMORY PROCEDURES FOR KNOWN DISTANCE RANGES

1. CHECK-IN/TURN-IN/ISSUE/RECOVERY/CHECK-OUT OF OTHER UNIT WEAPONS FOR ANNUAL RIFLE/PISTOL REQUALIFICATION. The following procedures will be strictly adhered to for the check-in, turn-in, issue, recovery and check out of weapons being stored at Weapons Training Battalion Armory by other units for annual Rifle/Pistol requalification details, Intramural Rifle/Pistol Competitions, Eastern Division Matches and Marine Corps Matches.

2. Check-In. Check in will normally go the Friday before firing from 0600-1100. Certain occasions will arise when this is not possible. Alternate check in times will be coordinated and approved through the WTBN Ordnance Officer/Chief via the S-3. Unit assigned Staff Non-Fires will be present before check in. There are NO EXCEPTIONS to this policy.

a. Each individual assigned a weapon for annual Rifle/Pistol requalification, Intramural Rifle/Pistol Competitions, Eastern Division Matches and Marine Corps Rifle/Pistol Matches, will be issued a MCBCL 8010/20. The individual unit Commanding Officer will sign the MCBCL 8010/20 card or may designate in writing, a subordinate officer or SNCO to sign the MCBCL 8010/20 card by direction. Letters signed "By Direction" will not be accepted. The original authorization letter to sign MCBCL 8010/20 cards must be maintained within the armory.

b. Each individual Unit requiring storage of personnel weapons for annual Rifle/Pistol requalification details, Intramural Rifle/Pistol Competitions, Eastern Division Matches and Marine Corps Rifle/Pistol Matches, are required to:

(1) Provide the original signed copy of the Rifle Range Qualification Detail roster,

(2) Provide original signed Authorization to Sign Ordnance Custody Receipt, MCBCL 8010/20.

(3) Provide a copy of their Pre-Fire Inspection (PFI) ERO, to the S-3.

c. These documents are normally turned in to the armory the Wednesday before actual firing. Once all appropriate documentation has been received by the armory, the Staff Non-Fire for the detail will be issued his/her appropriate number of Ordnance Custody Receipts, MCBCL 8010/20.

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d. Units storing weapons in the armory will line up in range detail roster order at the appropriate set of issue ports.

e. Masking tape will be applied to the buttstock of the weapons. WTBN armory personnel will then assign storage rack numbers to each weapon listed on the roster.

f. The rifles will then be turned in at the assigned issue ports for the unit.

3. Turn-in. The Marines turning in will surrender both their Ordnance Custody Receipt MCBCL 8010/20 and their weapon. Armory personnel will verify that the weapon serial number and the name of the Marine matches the information on the detail roster and on the Ordnance Custody Receipt. Marines must have their military ID to turn in weapons. There are NO EXCEPTIONS to this policy.

a. The assigned rack number will be placed on the Ordnance Custody Receipt and the masking tape on the weapon.

b. The weapon will be placed in appropriate storage rack. All Ordnance Custody Receipts will be returned to the staff Non-Fire.

c. Once all weapons have been turned in and armory personnel have verified that all information is correct, the unit Staff Non-Fire will receive a copy of the detail roster of weapons, an endorsed turn-in sheet from the armory. All information on the detail roster must be original. NO PEN CHANGES ARE AUTHORIZED.

4. Issue. The following procedures will be used in the issue of individual weapons for annual Rifle/Pistol re-qualification, Intramural Rifle/Pistol Competitions, Eastern Division Matches and Marine Corps Rifle/Pistol Matches:

a. Range detail Staff Non-Fires must be present for weapons issue.

b. The MCBCL 8010/20 card and the individual Military Identification (ID) card will be surrendered to the armory when an assigned weapon is issued.

c. The armory will visually verify the identity of the individual against the ID card, verify the MCBCL 8010/20 card against the ID card, and then return the ID card to the individual. It is imperative that positive identification procedures be enforced. The use of an ID card or a MCBCL 8010/20 card belonging to another individual to draw a weapon is prohibited.

There are NO EXCEPTIONS to this policy.

WTBN RANGE OPERATIONS SOP

d. Other forms of identification such as a driver's license, credit card, "I owe you", etc. will not be used in place of the MCBCL 8010/20 card as a receipt for a weapon.

e. The armory will verify the weapon serial number on the MCBCL 8010/20 card against the serial number on the weapon prior to the issue; with the M203 grenade launcher/M16 rifle combination and weapons with optics all have serial numbers that will be verified.

f. While the weapon is out of the armory, the security of the weapon is the responsibility of the assigned individual.

5. Recovery. All weapons will be returned to the armory immediately after firing is complete for the day, except on final check out.

a. Range detail Staff Non-Fires must be present for weapons recovery.

b. When the weapon is returned to the armory, the armorer will inspect the weapon to ensure it is clear of ammunition before accepting.

c. The armory will verify the serial number on the MCBCL 8010/20 card against the weapon, and place the weapon in its assigned rack.

d. During recovery of weapons, MCBCL 8010/20 cards will be retained by the armory and returned the Unit Staff Non-Fire.

6. Check Out. Check outs will normally go the morning of the last day of firing. The following procedures will be strictly adhered to for check out of Units:

a. Range detail Staff Non-Fires must be present for unit check out.

b. Marines from the units will draw their individual weapons as they have throughout the week.

c. Once all individual weapons have been checked out, unit Staff Non-Fires will draw all stock weapons from the armory. After all weapons have been drawn out of the armory, the Unit Staff Non-Fire will sign the armory check out paperwork verifying they have received all weapons turned into the WTBN Armory.

d. Once all paperwork is complete and signed, the Ordnance Custody Receipts MCBCL 8010/20 Cards will be destroyed and the check out paperwork will be filed and retained for 3 months.

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APPENDIX C

RANGE SAFETY BRIEF

1. INTRODUCTION

Good Morning and welcome to \_\_\_\_\_ Range; I am \_\_\_\_\_, your Tower NCO; the Limited Range Officer is \_\_\_\_\_; the SNCOIC is \_\_\_\_\_; the Pit NCO is \_\_\_\_\_; the Block Safety NCO's are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At this time, please cease all movement and remain silent for your safety brief.

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. GENERAL SAFETY RULES

a. Every Marine/Sailor is a Safety Officer. If you witness an unsafe act or a potentially unsafe condition on the range, yell "CEASE FIRE" and immediately notify range personnel as to the problem. At that time, every Marine will make a Condition 4 weapon. Range personnel will 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 a dangerous situation to continue. Are there any questions? (pause before continuing)

b. Obey all commands from the tower, sound shed, and range personnel.

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

d. There will be no running, lying down, sleeping or throwing items while on the range.

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e. Shooters will not move forward of the ready line until directed to do so from the Tower. No one is permitted forward of the firing line without permission from the Tower.

f. Shooters will wear hearing protection on the firing line and ready line at all times while firing is in progress. You are reminded that hearing protection is provided to you by your unit.

g. No one will leave the range before firing has secured unless authorized to do so by the LRO or the SNCOIC.

h. Smoking is authorized only on the blacktop road behind the Red Line.

i. Shooters will not walk across the grass; utilize the hardball roads only.

j. If a shooter has a question or problem, notify your Coach, Block Safety NCO and/or non-firing SNCOIC who will then bring it up with the RSO or Range SNCOIC; DO NOT ADDRESS ANY PROBLEMS OR QUESTIONS TO THE TOWER NCO.

### 4. WEAPONS HANDLING

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

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

c. Weapons will be carried at sling arms while on the range, or the controlled carry if using a one or three point sling .

d. While on the ready benches, Marines may lean their weapon on the back of the bench with the muzzle pointed downrange and the ejection port cover up. When sitting on the ready boxes, weapons will be at sling arms or in the cross body transport.

e. Magazines will not be inserted into a weapon at any time except while in position on the firing line, and after you have received the command to "LOAD" from the Tower NCO.

f. When making sight adjustments, writing in your data book, or changing firing positions the weapon must be placed on SAFE.

g. Muzzle awareness will be strictly enforced by all shooters and range personnel.

h. Shooters will fire their weapons only at their assigned targets. Shooters will not fire outside the left and right lateral

WTBN RANGE OPERATIONS SOP

limits as indicated by the red flags on the target pits. Shooters will only fire at their assigned targets; not at target indicators, target uprights, or firing position indicators.

i. There will be no snapping in while behind the firing line. Shooters will never have their weapons in their shoulder behind the firing line.

j. Shooters will not leave the firing line until their weapon has been checked by a Coach or Block Safety NCO, at which time you will place the weapon in CONDITION 4 and step off the line.

k. Should you encounter a stoppage during a course of fire while you are on the firing line, you will apply CORRECTIVE ACTION. If you are unable to clear your weapon, a Block Safety NCO will assist you. HOWEVER, IF AN AUDIBLE POP OR REDUCED RECOIL IS EXPERIENCED, CORRECTIVE ACTION WILL NOT BE PERFORMED. INSTEAD, IMMEDIATELY NOTIFY A BLOCK OFFICIAL.

l. On the command "CEASE FIRE", shooters will immediately place their weapon on SAFE. Shooters who are on the firing line when the command "CEASE FIRE" is given will remain in place. At this point, their Block Safety NCO will clear remaining weapons and you will be told to place your weapon in Condition 4. The Tower NCO will give you command to step off the firing line.

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

THIS CONCLUDES YOUR RANGE SAFETY BRIEF

WTBN RANGE OPERATIONS SOP

APPENDIX D

PIT SAFETY BRIEF

1. This Pit Safety Brief will be read by the Pit NCO every morning before live fire commences, and every afternoon after relay changeover before the afternoon relays commence firing.

2. To be read VERBATIM:

ATTENTION IN THE PITS!! STAND BY FOR YOUR PIT SAFETY BRIEF.

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.

Shooters and support personnel, you are reminded that everyone is a Safety Supervisor. 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.

Ensure your weapon is in Condition 4 and place it on the hook on the bulkhead.

If you are over 6 foot 5 inches identify yourself to the sound shed immediately.

DO NOT place any part of your body above the red line on top of the berm.

During live fire, all personnel will not:

Enter the heads

Enter the target shed

Cross the red line on the walkway

All non-range personnel must stay on the catwalk and not cross the red line during firing. There is a laser safety system that will be activated during live fire to catch anyone crossing the red line. Anyone caught crossing the red line once the system has been activated will be kicked off the range

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.

## WTBN RANGE OPERATIONS SOP

Do not place anything on the target(s) or carriages that are not related to marking and scoring the target. This includes foreign objects as counter weights. Do not climb on the carriages.

There is no running, sleeping, lying down, or horseplay in the pits.

Pasties go from the pasty strip to the target. Do not place pasties on the bulkhead, ammo cans, carriages, clip boards, or lollipops.

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

Do not de-face the targets (this includes "Smiley Faces")  
Do not spit on the deck. This includes sunflower seeds and dip.  
Use a spitter.

All trash will be placed in the trash cans. Leave the trash cans where they are, do not take them to your target point. Ammo cans ARE NOT trash cans.

You are reminded cell phones are not authorized for use in the pits unless authorized by the PIT NCO, OIC, LRO, or RSO.

Upon completion of firing, all personnel will clean up around their area, place all trash in the trash cans, return supplies to ammo cans, and wait for further instructions from the PIT NCO.

No one leaves the Pits upon completion of firing until the Pit NCO gives permission.

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". Let's not lose anyone to friendly fire.

This concludes your safety brief.

WTBN RANGE OPERATIONS SOP

APPENDIX E

VERIFIER RESPONSIBILITIES

1. General

a. One (1) Officer or SNCO is assigned to each block of ten (10) targets for Table 1a and one (1) SNCO or Officer is assigned to each block of five (5) targets for Table 2. This verifier supervises marking and scoring of targets in that block.

b. The LRO will appoint one verifier as the Senior Verifier for each KD Range. The Senior Verifier will oversee and assist the verifiers as needed. The senior verifier will, at the completion of firing for each relay, assist the Pit NCO in collecting the score cards. All cards with a Table 1a score between 185 and 195, or a Table 2 score between 55 and 65 will be verified shot-by-shot by the Senior Verifier to confirm the total score. Once the Senior Verifier has checked the scorecard they will initial it.

c. LRO's will ensure that they do not have more verifiers than required. Additional verifiers will be released to their parent units once the required number is confirmed.

d. Only targets with a shooter firing for score require a verifier.

e. Each target operator is responsible for keeping a scorecard on that target with a shooter firing for score. This is the official scorecard for qualification purposes.

f. The verifier's main job is to: inspect targets and verify non-visible misses, prevent cheating, ensure target pullers are doing their job, and ensure scores are recorded correctly.

2. Verifier Duties and Responsibilities

a. Verify all non-visible misses. Ricochets are also misses. Initial all totals and misses with a FELT PEN only.

b. Permit no erasures on scorecards. Corrections are made by drawing a single, diagonal line through the incorrect score. The correct score is written in at a convenient place next to the lined out score. The verifier initials the correction.

c. Ensure scorecards are verified after each stage of fire.

d. Ensure all required information-date, target number, relay number, scorekeeper's name, rank, SSN, and unit, and verifier's name, rank, and unit-is entered on the scorecards.

## WTBN RANGE OPERATIONS SOP

- e. Before turning the scorecards into the Pit SNCO, the verifier will ensure that all of the information is on the scorecard and correct. YOU ARE RESPONSIBLE for what your butt pullers do and don't do.
- f. Ensure no Marine crosses the red line nor puts any part of his body over the berm during live firing.
- g. Ensure each target is manned.
- h. Stay in the vicinity of your block of targets during live fire.
- i. Ensure target pullers obey all commands from the sound shed.
- j. Enforce range regulations/procedures.
- k. Report all integrity violations.
- l. Ensure a good state of police in pits.

### 3. Scoring Alibis and Special Situations

a. Excessive Hits During a String of Fire. If there are more hits than the prescribed number for the stage of fire, the shooter will receive the highest value of the number of shots fired up to the prescribed number of hits for that stage. For example, if a target receives 7 hits during the 300 yard-line slow fire, and five are in the 5-ring, and two are in the 4-ring, that shooter would receive five "5's" on his scorecard.

b. Insufficient Hits During a String of Fire.

(a) If there are insufficient hits and 3 or more holes touching, and there are no excessive hits on the 2 targets to the left and right, the shooter is given the value of the three touching shot holes for the missing shots.

(b) If there are insufficient hits and there are not 3 or more shots holes touching, the shooter must accept the score for the number of rounds impacting the target.

c. Alibis. Alibi strings of fire are recorded on the back of the pit scorecard. All alibis must be initialed by the verifier.

d. Disregard Commands. If a target is given the command to disregard, a verifier must go to that target to ensure no score was recorded for that round.

WTBN RANGE OPERATIONS SOP

APPENDIX F

RANGE OFFICER IN CHARGE CERTIFICATION

1. MCO 3570.1B requires that a designated Range Officer In Charge (ROIC) be assigned to each range that is engaged in live firing. The ROIC will either be an E-6 or above. The ROIC is responsible to the Commanding Officer, Weapons Training Battalion for the safe operation of that range and ensures that all safety procedures contained within MCO 3570.1B and this order are adhered to.
2. An ROIC will be assigned to every KD Range. In the event that an ROIC permanently assigned to a particular KD Ranges is unavailable, they will be replaced by an alternate ROIC assigned by the Operations Officer.
3. ROICs are required to hold the grade E-6 and above.
4. Prior to assignment as an ROIC, certain prerequisites must be met.
  - a. Log onto Marine Online and complete the Marine Corps Range Officers test.
  - b. Must attend the Camp Lejeune Range Control safety course and satisfactorily complete the course test.
  - c. Once the Range Control Safety Card (3570) is obtained, the card will be taken to S-3 where the potential OIC will complete the WTBN safety test.
5. The Bn Gunner is responsible for conducting the Range Officer Orientation Program (ROOP) and the Range Officer Certification Course (ROCC). ROOP will orient newly joined ROICs to the WTBN ranges, mission, and the Marine Corps Marksmanship Program. ROCC is the vehicle to certify E-6s and above and Officers (other than 0306's) for duty as ROIC's. Upon completion of ROOP and ROCC, the ROIC will be assigned to a KD Range.
6. The ROIC Certification is broken into three phases. Phases 1 and 2 may run concurrently.
  - a. First Phase. During the first week of observation the prospective ROIC will study the following directives and be prepared to complete an exam on the references:
    - (1) WTBN P3000.3B. (WTBN Range Operations SOP)
    - (2) MCO 3574.2K (Marksmanship Training with Individual Small Arms)

WTBN RANGE OPERATIONS SOP

(3) MCO 3570.1B (Safety for Small Arms and Ammunition)

(4) All Combat Marksmanship Coach Course lesson plans.

(5) Marine Corps Reference Pubs 3-01A and 3-01B

b. Second Phase. During the second phase, the prospective ROIC must complete the following:

(1) The prospective ROIC should observe a minimum of one week of Pistol Marksmanship if available.

(2) Observe the operation of the range being assigned for a minimum of one week. Be thoroughly briefed by the primary ROIC on the conduct of Table 1a and 2 Marksmanship training, and responsibilities for training conducted on that range. This will include time observing operation of the pits.

(3) By the end of the two weeks, the directives listed above will have been thoroughly reviewed.

c. Upon completion of the above pre-requisites, the ROIC candidate will complete and return the endorsement (Figure F-1) along with the ROIC Orientation checklist (Figure F-2).

d. Personal Interviews. Upon completion of both phases the candidate will complete a knowledge test and be briefed by the Bn Gunner on the functions of the S-3 Office and the relationship between the ROIC and the Chief Range Officer.

(1) After the prospective ROIC has been approved for assignment by the Commanding Officer, Weapons Training Battalion, a ROIC certification letter with endorsements, will be completed. A copy will go to the individual, the Bn Gunner, and a copy filed in the S-3 Office. See Figure F-4.

WTBN RANGE OPERATIONS SOP



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

IN REPLY REFER TO:  
3500  
S-3  
(date)

From: Battalion Gunner, Weapons Training Battalion  
To: (Marine's name)

Subj: RANGE OFFICER IN CHARGE

Ref: (a) MCO 3574.2K  
(b) MCO 3570.1B  
(c) MCRP 3-01A AND 3-01B  
(d) BO 3570.1B  
(e) WTBNO 3000.3B

Encl: (1) Range Officer in Charge Orientation Checklist

1. You are directed to complete all of the requirements listed in the enclosure.
2. Upon completion of the checklist, return the package to this office.

Signature

-----  
FIRST ENDORSEMENT

From: (Marine's Name)  
To: Battalion Gunner, Weapons Training Battalion

1. Returned.
2. I have completed all of the requirements listed in the checklist.

Signature

(Figure F-1)

WTBN RANGE OPERATIONS SOP

RANGE OFFICER IN CHARGE ORIENTATION CHECKLIST

(A Range Officer in Charge will initial in the space provided to indicate completion of each requirement)

1. I have read the directives listed in paragraph 5002 of BnO P3000.1-. (initial)

2. Observed on \_\_\_\_\_ Range the week of \_\_\_\_\_.  
The Limited Range Officer was (initial)

3. Observed on \_\_\_\_\_ Range the week of \_\_\_\_\_.  
The Limited Range Officer was (initial)

4. Attended the MCB Range Safety Officer Brief (date)  
(initial)

(Bn Gunners's initials needed for:)

5. Briefed by the Chief Range Officer

6. Completed the MarineNet Range Safety Officers Course

7. I have completed the above requirements and understand my duties as Range Officer.

(Figure F-2)

WTBN RANGE OPERATIONS SOP



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

IN REPLY REFER TO:  
3500  
S-3  
(date)

SECOND ENDORSEMENT on 3500 S-3 ltr dated (date)

From: Battalion Gunner, Weapons Training Battalion  
To: Commanding Officer, Weapons Training Battalion

Subj: RANGE OFFICER IN CHARGE CERTIFICATION

Ref: (a) MCO 3574.2K  
(b) MCO 3570.1B  
(c) MCRP 3-01A AND 3-01B  
(d) BO 3570.1B  
(e) WTBN 3000.3B

1. Per the references, \_\_\_\_\_ has met all of the requirements for certification as a Range Officer in Charge.

2. I have interviewed \_\_\_\_\_, and I am confident that he understands the scope of his duties and responsibilities as a Range Officer in Charge.

3. A board was convened on \_\_\_\_\_, and the board's recommendation is:

- A: Recommended
- B: Not recommended at this time

4. I recommend that \_\_\_\_\_ be/not be certified as a Range Officer in Charge.

(Signed)

(Figure F-3)

WTBN RANGE OPERATIONS SOP



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

IN REPLY REFER TO:  
3500  
S-3  
(date)

THIRD ENDORSEMENT on 3500 S-3 ltr dated (date)

From: Commanding Officer, Weapons & Field Training Battalion  
To: (Marine's name)

Ref: (a) MCO 3574.2K  
(b) MCO 3570.1B  
(c) MCRP 3-01A AND 3-01B  
(d) BO 3570.1B  
(e) WTBNO 3000.3B

1. Based on your successful appearance before the battalion's Range Officer in Charge Board and in compliance with the references, you are appointed as a Range Officer in Charge for the conduct and supervision of the Marine Corps Combat Marksmanship Program. You will function in this capacity at such time and on such ranges as directed. This appointment will remain in effect until your transfer unless sooner terminated by written notice.
2. You will maintain familiarity with the references during your assignment as a Range Officer in Charge.
3. The original certification package will be maintained by the Weapons Training Battalion, S-3 Section.

BN CMDR

Copy to:  
(File)  
(Co Commander)  
(CRO)

(Figure F-4)

WTBN RANGE OPERATIONS SOP

APPENDIX G

LOCATIONS OF GATES AND ROAD GUARD POSITIONS FOR FIRING 7.62MM  
AMMUNITION WITHOUT THE USE OF ANGLE LIMITING DEVICES

1. Weapons Training Battalion receives an annual authorization to deviate from the standard Surface Danger Zone (SDZ) for firing 7.62mm ammunition (DODICS A136 and AA11 only) through the use of the Angle Limiting Device (ALD) on Dodge City, Alpha, Bravo, Charlie, and Hathcock Ranges. Should future training events not allow for the use of the ALD, or when firing National Rifle Association (NRA) matches using 7.62mm ammo then the following procedures will be followed:

a. The requesting unit will request through WTBN the closure of the ME and MF training areas as part of their training area request (TAR). Once this is submitted and approved in RFMSS it will annotated on the Schedule of Authorized Firing for that time and date.

b. The using unit is responsible for posting road guards, securing gates to include providing locks, maintaining communications with WTBN, and clearing the roads in the affected training areas prior to going hot. The following range gates are affected and are shown on Figure G-1, NRA/7.62mm Ammunition SDZ Map:

(1) Lock range gate leading from Highway 210 to Range L-5 at Grid 735303. Designated as gate 1.

(2) Lock range gate on Fire Tower Road leading to Range L-5 at Grid 730325. Designated as gate 2.

(3) Lock range gate at intersection of Old Wilmington Road and Muddy Creek Road at Grid 740345. Designated as gate 3.

(4) Lock range gate at intersection of Old Wilmington Road and South Verona Loop Road at Grid 743353. Designated as gate 4.

(5) Lock range gate at intersection of Highway 17 and South Verona Loop Road at Grid 727354. Post Road Guard with radio at this location during firing. Designated as gate 5.

(6) Lock range gate on Old Wilmington Road north of South Verona Loop Road at Grid 743356. Designated as gate 6.

(7) Lock range gate at intersection of South Verona Loop Road and Fisher Road at Grid 759351. Designated as gate 7.

(8) Lock range gate at intersection of South Verona Loop Road and Mill Creek Road at Grid 777355. Post Road Guard with radio at this location during firing. Designated as gate 8.

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(9) Lock range gate at intersection of Verona Loop Road and Old Town Point Road at Grid 781368. Designated as gate 9.

(10) Lock range gate at intersection of Verona Loop Road and Liars Road at Grid 772375. Designated as gate 10.

(11) Lock range gate at intersection of Verona Loop Road and Lewis Creek Road at Grid 766387. Designated as gate 11.

(12) Lock range gate on Fisher Road at Grid 7751373. Designated as gate 12.

c. Road guards will check in with the S-3 or OOD hourly once firing commences and will continue to do so until they have been relieved.

2. Once firing has been completed and the ranges are cold or the match has been completed, the gates will be unlocked and road guards recovered. The OOD will then notify Range Control when the roads in the ME/MF training areas are open.

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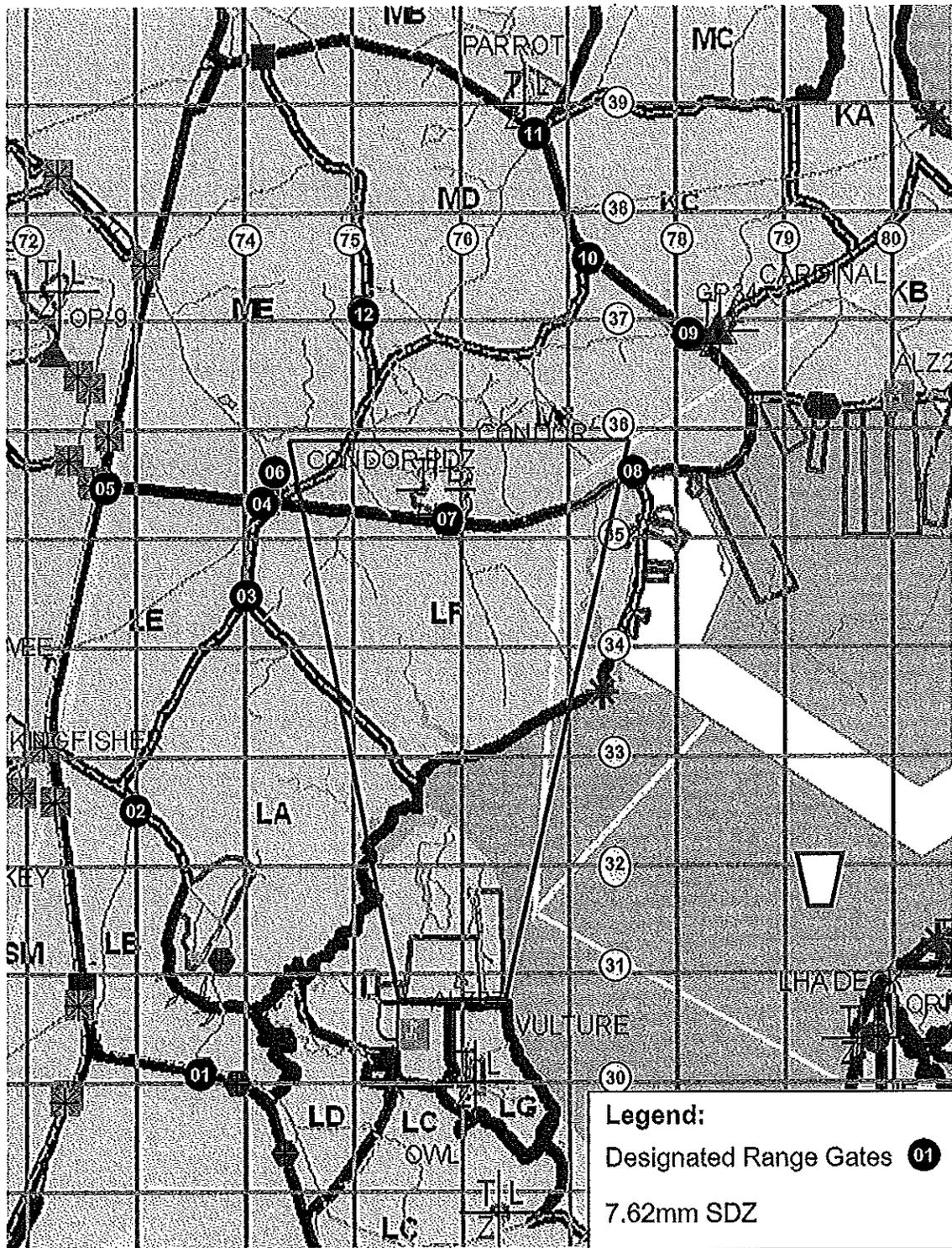


Figure G-1 -- Map of area affected by 7.62mm SDZ

WTBN RANGE OPERATIONS SOP

APPENDIX H

CATASTROPHIC WEAPONS FAILURE PROCEDURES

1. Catastrophic Weapons Failure. Catastrophic weapons failure is caused by a faulty weapon or faulty ammunition causing injury to the shooter or damage to the weapon.

2. Procedures

a. Cease fire on all ranges, ensure all weapons are cleared and keep all ammo on site. Notify the S-3.

b. Employ Red Blanket procedures if applicable and ensure the scene is preserved for Investigation Officials.

c. Call the Ordnance Chief, Precision Weapons Repairman/Armorer, and Ammo Chief to scene of the incident.

d. Determine if the failure has the potential to cause further damage (make the weapon safe).

e. Determine if the failure is a weapon or ammunition issue.

(1) If it's determined to be ammunition issue: Recover and isolate all ammunition of DODIC/Lot. Ammo Chief to begin the required report procedures.

(2) If it's determined to be weapon issue: Inspect and determine if it's a system issue or an isolated maintenance problem.

f. Review the owning unit's Pre-fire Inspection Equipment Repair Orders and Limited Technical Inspection Sheets verifying the weapon system with problem is listed on those documents.

g. Immediately contact the Battalion Security Chief notifying them of the incident. (It is their responsibility to contact PMO).

h. Notify the owning unit's Commanding Officer, informing them of the current situation.

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APPENDIX I

MISSING WEAPON PROCEDURES

1. Missing Weapon. In the event a Staff Non-fire or RSO/OIC determines that there is a weapon missing, every effort will be made in order to locate the missing weapon.

a. The Staff Non-fire or RSO/OIC that are missing a weapon will immediate contact the S-3/LRO. The S-3/LRO who will notify Battalion Security of a missing weapon(s).

b. S-3 will put all ranges into a check fire status.

c. The security section will contact PMO and make the determination if the gates need to be secured.

d. Ensure all Unit Staff Non-fires put their shooters in formation and conduct weapons and personnel accountability for each range and assist with the search once complete.

e. S-3 will contact the Armory with the serial number of the missing weapon. Armory personnel search all weapons racks for missing weapon.

f. All personnel will conduct a physical search of Battalion area to include the range pits, firing lines, range houses, heads/port-a-johns, Armory compound, PX area, HQ area, and the Barracks.

g. S-3 will notify the owning units S-3, informing them of the current situation.

h. If weapon is still not located, PMO will determine the next course of action.

2. Security Section (SOG/COG) Responsibilities

a. Security section will be responsible for all coordination in the search with notice to the S-3.

b. Security section will coordinate all efforts with PMO in the search of the missing weapon.

c. Maintain communication with the S-3 with regular updates on the status of the search.

3. S-3 Responsibilities

WTBN RANGE OPERATIONS SOP

a. S-3 will pass the word over the safety net, "All Ranges you are in Check Fire, your Check Fire time is \_\_\_\_". All firing aboard WTBN will cease. All communication over the net except traffic concerning the incident will cease.

b. S-3 will contact the S-3 section of the missing weapon's unit.