

Fort Devens Range Complex

Facility 13



Shoot House (Live-Fire)

Standard Operating Procedures

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MEMORANDUM FOR PERSONNEL CONCERNED

SUBJECT: Standard Operating Procedures for the Automated Live Fire Shoot House (ASH), Facility 13

1. **PURPOSE.** This SOP governs the requirements and standards for safe conduct of training in the Fort Devens Automated Shoot House (ASH). The procedures will allow for maximum flexibility during training on the range while still providing a maintained facility which is used safely IAW DA Pam 385-63. This SOP will be reviewed and updated as required.

2. **GENERAL.** The Fort Devens Automated Shoot House consists of a building with eight rooms, two hallways on a single story, with 360° shooting. The walls are constructed of AR 500 steel and covered with a layer of ballistic rubber capable of stopping 9mm and 5.56mm service ammunition. Its primary use is for Squad/Team level precision room clearing live fire, under day or night conditions. Units will use techniques in FM 3-06, TC 90-1 or other approved military doctrine. The Shoot House staff and/or Range Control Safety will verify placement of all target packages according to the final approved unit scenario/plan.

3. **SCHEDULING.** The Shoot House must be requested / scheduled through Range Control at least 90 days prior to plan use. Exceptions must be submitted in writing to the Range Control Officer.

4. **COORDINATION.** Coordination commences with the Shoot House Staff as soon as unit planning begins. The scheduled unit must submit a range scenario to the Shoot House Staff 60 days prior to use. Civilian Law Enforcement agencies will also submit a written request 60 days prior to training event. See Appendix F. The training scenario will be review by the Staff and forwarded to the Range Safety Officer and Range Control Officer for approval. The approved Risk Assessment, OIC/RSO Certification and Personnel Qualification Memorandums must be to Range Control no later than 30 days prior to the scheduled date. See Appendix C for the Coordination Checklist.

5. **REQUIREMENTS TO RUN THE SHOOT HOUSE.**

A. **Officer in Charge (OIC) Requirements**

1) The Range OIC must be appointed by their battalion commander (O-5 or higher) to conduct a facility live-fire exercise at Fort Devens Ranges. This is the only appointment that will be accepted by Range Control for military units. Civilian equivalents will be accepted for law enforcement agencies. The Chief of Police / County Sherriff, or higher, is the Law Enforcement equivalent for certification as OIC.

2) The OIC must:

- a.) be an E-7 or above equivalent.

b.) be qualified on all using weapon systems and certified in writing by the unit's Battalion CDR (05) or higher HQs CDR to act as the OIC. See Appendix D, OIC/RSO Certification Example.

c.) attend Fort Devens Shoot House Safety Briefing.

d.) read and understand the Fort Devens Shoot House SOP.

e.) The Chief of Police / County Sherriff, or higher, is the Law Enforcement equivalent for certification as OIC. See Appendix F, Civilian Police Department Request

3) OIC Responsibilities:

a.) Comply with all instructions in the Fort Devens Shoot House (Live-Fire) SOP, Fort Devens Range Regulation (350-3), and Combined Arms Operations in Urban Terrain (FM 3-06.11).

b.) Take direct responsibility for the conduct of the unit's training and implementation of appropriate safety measures within 24 hours of the event.

c.) Complete and turn in a risk assessment for training and ensure risk controls are implemented and practiced.

d.) Ensure the appropriate number of Fort Devens qualified RSOs are present prior to the commencement of any training.

e.) Ensure control measures are instituted and guards are in place, to keep personnel from wandering into the live-fire facility when active.

f.) Ensure ammunition issue point is adequately set up to prevent mixing of blank and ball ammunition.

g.) Ensure the quantity of ammunition unpacked for training is kept to the minimum number of rounds needed for efficient firing of the exercise. Units will not indiscriminately fire or dispose of ammunition in the Shoot House to preclude its return to the Ammunition Storage Point (ASP).

h.) Ensure two forms of communication with Range Control at all times.

i.) Ensure a walk-through of the facility has taken place to confirm target placement, ricochet possibilities and the facility is clear of any unauthorized personnel. Things to look for:

i.) Unauthorized personnel in the facility not part of training.

ii.) Obstacles or hazards that would cause a person to slip, trip or fall causing an unsafe act.

iii.) Warning signs or caution tape is posted on all interior and exterior doors as they apply to the training scenario. This will protect personnel from entering areas where other training may be occurring and prevent others from entering live-fire training areas.

j.) Ensure the unit determines the format, content and location of the after action review.

B. Range Safety Officer (RSO) Requirements

1) The Range Safety Officer (RSO) must be appointed by their battalion commander (O-5 or higher) to conduct a facility live-fire exercise at Fort Devens Ranges. This is the only

appointment that will be accepted by Range Control for military units. Civilian equivalents will be accepted for law enforcement agencies. The RSO will follow the Range Safety Officer Checklist in Appendix A prior to use of the Shoot House which covers Pre-Entry, During Entry, and Post-Entry tasks.

2) The RSO must:

- a.) Be E-6 or above or civilian equivalent.
- b.) Attend Fort Devens Shoot House Safety Briefing.
- c.) Read and understand the Fort Devens Shoot House SOP.
- d.) Be weapons system qualified for Range RSO position and certified with written appointment order (by the unit's battalion CDR (O-5) or higher HQs CDR). See Appendix D, OIC/RSO Certification Example.
- e.) The Chief of Police / County Sherriff, or higher, is the Law Enforcement equivalent for certification as RSO. See Appendix F, Civilian Police Department Request.

3) Range safety Officer (RSO) Responsibilities.

- a.) Ensure all personnel have met all prerequisites prior to entering the live-fire facility, including a minimum of a walk- through / dry fire and blank fire prior to conducting a live-fire of each scenario. Training prerequisites must be met under the same light conditions as the live-fire training.
- b.) Ensure triple checks have been conducted prior to entering the live-fire facility.
- c.) Conduct a Range Safety Briefing.
- d.) Establish verbal commands to be used during training.
- e.) Establish safety requirements in the live-fire facility.
- f.) Establish safety precautions with firearms.
- g.) Conduct rehearsals.
- h.) Control the actions of personnel in the live-fire facility during training.
- i.) Follow the RSO checklist.
- j.) Clear weapons on and off the range.

C. Range Ammunition Detail Responsibilities.

1) The unit must maintain a Range Ammunition Detail in charge of weapons and ammunition. Units must issue live rounds and blank from separate ammunition issue points. The Shoot House OIC will ensure that:

- a.) The ammunition is protected from the elements and direct rays of the sun.
- b.) Open ammunition crates only when needed.
- c.) Maintain separation of expended brass, live rounds, and damaged rounds in separate containers.
- d.) Ensure no smoking within fifty (50) feet of ammunition breakdown area.
- e.) Issue ammunition only on command from the Range OIC who has authorized ammunition for that event.

f.) Account for all ammunition throughout training. Maintain physical separation of blank, ball, or other training ammunition from the other (may not be issued or stored together).

g.) Ensure use of only approved weapons and ammunition. Approved rounds have been tested and are to remain in the confines of the facility when fired in designated target areas. Unauthorized weapons or ammunition use could breach or damage the facility causing significant harm or death.

2) The unit is responsible for providing two 10B/C fire extinguishers IAW Ft Dev Reg 350-3 for each ammunition issue area.

C. Medical Support

1) Medical requirements are listed below. The range will not be opened without the required medical support and equipment present. Units will have a Combat Life Saver (CLS), with current qualifications, on standby at the AAR Building. If the CLS/EMT departs, the range will be cold until the CLS/EMT returns. All requests for medical evacuation (Ambulance) will be made to Range Control using the Range Safety net or call (978)-796-2723/2155. Units should never call 911 as this will go into a civilian call center that could be unfamiliar with Fort Devens and be unable to find the units location.

a.) Combat Life Saver (CLS), with an aid bag equipped to treat gunshot wounds. Individuals performing as CLS will have no other assigned duties and will not participate in live fire activities.

b.) Civilian Agencies will have a certified Emergency Medical Technician (EMT) or Basic Life Saving (BLS) qualified personnel with an aid bag to treat gunshot wounds. Individuals performing as EMT/BLS will have no other assigned duties and will not participate in live fire activities.

2) MEDEVAC Procedures: The Devens EMS personnel will determine where injured personnel will be transported and will follow the procedures below:

a.) CLS/EMT will assess the casualty and determine whether evacuation is required.

b.) Contact Range Control and provide the following information:

i. Nature of the injury, number of injured

ii. Location by building number or area if the building number

is not known.

iii. Any special equipment known that would be necessary to

sustain life.

c.) After reporting the injury, have someone stand by the most easily accessible street entry to direct Fort Devens Range Control or Emergency Services to the location. OIC will call Range Control via FM or VHF and report the incident by announcing "Break...break" (to clear the net) and then calling for Range control. If there is no response via radio from Range Control or Operations, then call range control @ (978) 796-2155/2723.

d.) Continue to give first aid to the patient, including CPR if necessary, provided there is someone trained to perform CPR. Any qualified and current CLS available will assist as needed. All others will clear the area except for those needed to assist moving an injured personnel.

e.) Report all injuries and the status of any patient to Range Control. Provide as much detailed information as possible.

f.) It is the Unit's responsibility to file and submit accident reports to Range Control and the Safety Officer.

g.) An Initial SIR report will be completed and submitted to the Range Control person on duty, who will then forward the SIR as soon as possible.

h.) Range Control and Fort Devens Security personnel should be notified of all pertinent information

D. Training Prerequisites:

1) All soldiers will be zeroed, qualified and have completed Phase I, II, and III Short-Range marksmanship qualification. This also includes night qualification or night optic qualification if night use of the Shoot House is scheduled. Civilian Law Enforcement personnel will be qualified to agency or department standards.

2) All soldiers will be trained and evaluated in Military Operations in Urban Terrain (MOUT).

3) A target area worksheet showing the placement of targets within the Shoot House for all live fire events. This will include flow path of individuals clearing rooms and entry points. This worksheet will be signed by Range Control Safety and OIC of the event, prior to live fire. No target will be moved from its' approved location as submitted by the unit in the final walkthrough with the Shoot House Staff and / or Range Control.

4) A walkthrough will be conducted at the Shoot House with the OIC/RSO of the final plan for the units' training.

6. SAFETY

A. Risk Management: A written risk assessment will be conducted prior to the training IAW AR 385-63 and FM 5-19. The Risk Management Worksheet will be completed during the planning phase of the operation. This worksheet documents each step of the 5-step process. Once completed it must be signed and dated, by the individual accepting the risk. It will be developed for all events that expose personnel to potential risk. All personnel will be briefed on the hazards and control measures particular to each training event.

1.) Daily Risk Assessments. Baseline Risk Assessments for standardized range activities are acceptable for use, but a daily Risk Assessment must be conducted in order to account

current or changed conditions. Daily risk assessments are developed by considering METT-TC factors and evaluating existing conditions against the baseline risk assessment for that particular activity.

2.) If the application of the daily risk assessment demonstrates a significant change to the overall risk, the Commander will notify the Command level authorized to approve the new level of risk

3.) Training will not be conducted without a completed Risk Assessment that has been signed by the appropriate Risk Decision Authority and reviewed by the Range Safety Officer.

B. Briefings: All soldiers will receive safety briefings from the RSO and/or the OIC, see Appendix A. The OIC and the RSO will receive a safety briefing from the Shoot House Staff.

C. Personnel Protective Equipment: Soldiers entering the Shoot House must wear:

- 1.) Ballistic Helmet (Kevlar)
- 2.) Ballistic Eye Protection
- 3.) Hearing Protection (Double hearing required for M1030 12 GA)
- 4.) Ballistic body armor with SAPI plates

D. Civilian agencies will wear department issued protective equipment and are highly encouraged to use PPE meeting or exceeding those required for Military personnel.

E. Weapons: weapons will be kept on safe at all times unless actively firing at their designated target. Extreme caution must be used to ensure weapons are not pointed at or dragged across soldiers in the Shoot House. All weapons will be cleared before leaving the Shoot House.

7. RESTRICTIONS:

A. No indiscriminate firing, no burst firing of weapons; targets are designed for controlled pairs.

B. No M249 (SAW) or M240 or M60 or other automatic firing.

C. No fragmentation or concussion grenades. Only approved flash bang devices can be used as a distraction device. No smoke or CS / OC grenades will be used inside the Shoot House.

D. No tracer ammunition.

E. No firing above the RED Line (7 feet).

F. No by passing of standing targets unless declared out of ply by the RSO. All targets must be on the ground or properly engaged prior to leaving a room.

G. No targets closer than 2' to a doorway. Center mass of the target will not exceed four feet in height and are limited to two or less per room, depending on room size.

H. No firing through doors.

I. Do not exit through doors marked as "EXIT" to the outside with loaded weapons.

J. No firing in non-serviceable rooms as determined by Range Control.

K. No firing positions may be used that have not been approved by Range Control in writing.
L. No placing of targets outside of target zone locations approved by Range Control in writing.

M. No Firing outside the Shoot House.

N. Only authorized weapons and ammunition will be used, see Appendix B.

O. No explosives, det cord, or FLSC can be used.

P. No furniture will be added to the existing setup.

Q. No targets will be moved after the plan has been approved.

R. No placing or hanging of anything on targets unless it is in the approved plan.

S. No mechanical, ballistic, or explosive breaching will be allowed.

T. Multiple team entry points are not allowed; one way entry and exit only.

U. During live fire exercises the personnel on the catwalk must remain stationary on the same wall as the room entrance, behind the shooters while clearing operations are underway. Only two safety personnel per clearing team are allowed on the catwalk at any time with the OIC and RSO.

V. During live fire exercises no personnel will be allowed on the concrete walkway around the Shoot House.

8. SPECIAL AUTHORIZATIONS. The following actions are permitted only if the below stated conditions are met and coordinated with Range Control NLT 14 days prior to unit usage.

A. Mechanical, ballistic and explosive breaching: Due to sensitive cameras, targetry and lighting in the shoot house there will be no explosive breaching inside of the Shoot House. It is advised if explosive breaching need be conducted, those units schedule and conduct this type of training on the outside of the Shoot House.

B. Modification to the Shoot house: Only authorized with the approval of Range Control.

9. OPERATION OF THE SHOOT HOUSE EQUIPMENT: Only certified Staff will operate the Shoot House equipment.

10. UNIT CLEAN UP/MAINTENANCE. WARNING: Do Not use a vacuum system or sweep the floors. Pick up brass, target debris, and any other trash other than lead.

A. Units will allow time to clean up the range prior to departing the range. Clean up will be

1) IAW the Unit Occupation and Clearing Checklist.

2.) Wear disposable gloves.

3) Put everything back where you found it.

4) Check the walls, doorframes, doors, target stands, HUT targets and wiring, for excessive damage.

5) Report any damage to the facility or its' contents to the Shoot House staff.

6) Complete a final walkthrough to ensure the facility is in the same condition that you received it in.

a.) All trash will be removed from the training site.

b.) Trash, paper, MRE containers, etc. will be placed in the roll-off containers near Range Control.

c.) Any wooden materials will be separated and placed in the wood debris container at the rear of building 4233, Range Maintenance.

B. Units will also be responsible for cleaning (sweep and mop) the AAR room.

11. STAFF MAINTENANCE

A. Monthly, Quarterly and Annual maintenance will be conducted by certified staff IAW the Shoot House Maintenance manual.

B. System mission readiness exercises will be conducted prior to a units' arrival to the Shoot House.

C. Target repair will be conducted prior to the next mission, or after the unit's mission is complete for the day.

Appendix A

A-1. OIC Responsibilities

OFFICER IN CHARGE RESPONSIBILITIES		OIC Initial or N/A
1	Comply with all instructions in the Fort Devens Shoot House (Live-Fire) SOP, Fort Devens Range Regulation (350-3), and Combined Arms Operations in Urban Terrain (FM 3-06.11).	
2	Take direct responsibility for the conduct of the unit's training and implementation of appropriate safety measures within 24 hours of the event.	
3	Complete and turn in a risk assessment for training and ensure risk controls are implemented and practiced.	
4	Ensure the appropriate number of Fort Devens qualified RSOs are present prior to the commencement of any training.	
5	Ensure control measures are instituted and guards are in place, to keep personnel from wandering into the live-fire facility when active.	
6	Ensure ammunition issue point is adequately set up to prevent mixing of blank and ball ammunition.	
7	Ensure two forms of communication with Range Control at all times.	
8	Ensure a walk-through of the facility has taken place to confirm target placement, ricochet possibilities and the facility is clear of any unauthorized personnel. Things to look for: <ul style="list-style-type: none">• Unauthorized personnel in the facility not part of training.• No personnel are allowed on the concrete walkway during live fire exercises.• Obstacles or hazards that would cause a person to slip, trip or fall causing an unsafe act.• Warning signs or caution tape are posted on all interior and exterior door as they apply to the training scenario. This will protect personnel from entering areas where other training may be occurring and prevent others from entering live-fire training areas.• Test and demonstrate the use of all Panic Buttons to all training teams.	
9	Open and close the range by following Range Control instructions. Turn on all range lights and raise the range flag to establish the range as active. Hourly radio checks must be made after establishing the range.	

A-2. RSO Responsibilities

RANGE SAFETY OFFICER RESPONSIBILITIES		OIC Initial or N/A
1	Ensure all personnel have met all prerequisites prior to entering the live-fire facility, including a minimum of a walk through / dry fire and blank fire prior to conducting a live-fire of each scenario. Training prerequisites must be met under the same light conditions as the live-fire training.	
2	Ensure triple checks have been conducted prior to entering the live-fire facility.	
3	Conduct a Range Safety Briefing.	
4	Establish verbal commands to be used during training.	
5	Establish safety requirements in the live-fire facility.	
6	Establish safety precautions with firearms.	
7	Conduct rehearsals, and demonstrate the use of all Panic Buttons to all training teams.	
8	Control the actions of personnel in the live-fire facility during training.	
9	Follow the RSO checklist.	
10	Clear weapons on and off the range.	
11	Ensure the unit determines the format, content and location of the after action review.	

A-3. RSO Checklist

RANGE SAFETY OFFICER CHECKLIST		OIC Initial or N/A
Pre-Entry		
1	Check the facility for unauthorized personnel and target placement.	
2	Ensure Soldiers are in the proper uniform.	
3	Inform Soldiers of which drill they will be performing.	
4	Give range safety briefing (see Appendix A-5).	
5	RSO will ask Soldiers if there is anyone who is not willing to participate for any reason.	
6	Confirm verbal commands used in the scenario [<i>state the commands</i>].	
7	Direct Soldiers to cover their areas of responsibility [<i>state the responsibilities</i>].	
8	Get in entry formation (stack).	
9	Ready weapons.	
10	Announce twice in a loud and clear voice “IS THE SHOOT HOUSE CLEAR?” If there is no response, the RSO will announce that, “THE SHOOT HOUSE IS GOING HOT”. If there is a response, the RSO will hold all shooters on the fire team in a safe and clear weapon mode until the conflict is identified.	
11	Get confirmation.	
12	Commence movement on RSO’s command.	
13	OIC or RSO will activate the panic button at the Shoot House if an unsafe act occurs to stop all training within the facility due to negligent discharge or injury or other cease fire event.	
During Entry		
1	Guard against unauthorized entry.	
2	Listen for appropriate verbalizations.	
3	Move with Soldiers as part of the stack and control fires.	
4	Watch for proper movement, weapons control and target engagement.	
5	Look for weapons violations.	
6	Be prepared to stop training if it becomes unsafe.	
Post-Entry		
1	Have Soldiers clear their weapons.	
2	Have Soldiers face a safe direction with their weapon pointed down range.	
3	Have Soldiers remove their magazines.	
4	Have Soldiers lock their bolt or slides to the rear and visually inspect their weapons.	
5	RSO visually inspects the weapons to ensure they are clear.	
6	Return all targets to original position (stand up HUT targets). Replace or repair paper targets. Report any mechanical/electrical damage or issues to the Shoot House staff.	

A-4. Range Ammunition Detail Responsibilities

Note: The Unit must maintain a Range Ammunition Detail in charge of weapons and ammunition approval and authorization

RANGE AMMUNITION DETAIL RESPONSIBILITIES		OIC Initial or N/A
1	Protect ammunition from the elements and direct rays of the sun.	
2	Open ammunition crates only when needed.	
3	Maintain separation of expended brass, live rounds, and damaged rounds in separate containers.	
4	Ensure no smoking within fifty (50) feet of ammunition breakdown area.	
5	Issue ammunition only on command from the Range OIC.	
6	Account for all ammunition throughout training. Maintain physical separation of blank, ball, or other training ammunition from the other (may not be issued or stored together).	
7	Ensure use of only approved weapons and ammunition. Approved rounds have been tested and are to remain in the confines of the facility when fired in designated target areas. Unauthorized weapons or ammunition use could breach or damage the facility causing significant harm or death.	

A-5 SAFETY BRIEFING

Note: This safety briefing will be read to all Soldiers at the beginning of each block of live-fire training. Only items pertaining to the day's training should be covered.

SAFETY BRIEFING		
	General Safety	OIC Initial or N/A
1	No tobacco products, eating, or drinking while conducting live-fire assaults. Designated areas for these activities are [<i>identify the areas</i>]. [Note: these areas will be policed daily and prior to turn-in]	
2	Remain in the safe areas when not participating in the assault. The safe areas are the holding area and the rehearsal area [<i>identify the areas</i>].	
3	If you have a problem during the conduct of an assault, drop down to one knee and keep your weapon pointed in a safe direction. Remain in a kneeling position until you are told to get up by your team / squad leader or the instructor. If you fall down during an assault, remain down until told to get up.	
4	If, at any time, you observe an unsafe act or unsafe condition, immediately call a cease fire. Upon hearing the cease fire command or signal, all firers will freeze in place and place their weapons on safe [<i>review signals for cease fire during today's training at this time</i>]. A "CEASE FIRE FREEZE" command will be announced for negligent rounds.	
5	Enter and clear a room only when the range OIC / safety / instructor gives the command [<i>describe commands to be used</i>]. "BREACH" "BREACH" "BREACH"	
6	Know where the nearest medic and aid bag are located [<i>identify the location</i>].	
7	Know where the fire fighting equipment is located [<i>identify the locations on the outside of each exterior door to the shoot house</i>].	
8	Do not enter or fire through doors marked with a caution tape. This marking indicates those rooms are not in play for the training.	
9	Make sure all targets are engaged prior to moving past them. Do not leave targets to engage behind you. This includes blank fires.	
10	All Soldiers will follow the Rules of Engagement (ROE) for the training exercise [<i>explain the ROE</i>].	
	Weapons Safety	OIC Initial or N/A
1	Weapons should be handled as if they are loaded. Know the condition of your weapons at all times, loaded or unloaded. Do not lock, load, or clear a weapon until you are told to do so by your team / squad leader or an instructor. Weapons will not be loaded until after entering the facility and no targets will be considered in play until inside the doors	

2	Your weapon must be triple checked (by each the OIC, RSO and Team Leader) to ensure you are carrying only authorized ammunition. Checked weapons and equipment are approved only for the current scenario. If you leave the facility and return, your weapon must be rechecked.	
3	Keep your weapon on safe until you have entered the room and identified the threat target.	
4	During the employment of the M16A2 and M4, your weapon is on safe WITH FINGER OUTSIDE THE TRIGGER WELL unless you are actively engaging a target.	
5	During the employment of the M9 pistol, your weapon is off safe but DECOCKED with the finger off the trigger unless you are actively engaging target. When you end the engagement, your finger is off the trigger and your weapon DECOCKED and the safety / decocking lever placed back in the fire position.	
6	For other pistols, your finger will be kept outside of the finger well unless you are actively engaging a target. Law enforcement / shooters will show safe and holster at end of each scenario.	
7	Never engage a target behind you or outside of your sector of fire. While shooting and moving, shooters will not engage any target from more than a 90-degree angle (90-degree rule). Never fire your weapon at anything above shoulder height. Maintain awareness of both your sector and the upper limit of the range safety fan, the red line. No firing at the doors or through a door unless scenario is approved by Range Control.	
8	Maintain “muzzle awareness” at all times. Never allow the muzzle of your weapon to cover anything you are not willing to destroy. Shoulder holsters are not recommended for use in the shoot house.	
9	Be sure of your target. Know what it is. Know what is in line with it and what is behind it.	
10	Never shoot anything you have not positively identified.	
11	Shooters will not fire at objects not designated as targets.	
12	The covering man during the conduct of a search will point his weapon at the ground or off to the side of the other searcher, not at another shooter!	
13	In case of a malfunction: <ul style="list-style-type: none"> • The shooter having the malfunction will not stop but take a knee and announce to team the malfunction. Unusual procedures must be cleared with Fort Devens Range Control before the exercise. • If the malfunction cannot be corrected, at the end of a room exercise cease-fire, clear the weapon if possible, and notify your OC / leader / instructor. • Weapons maintenance will be conducted daily to ensure proper operation. Inspect all weapon components for excessive wear and cracks. Notify the armorer for needed repairs. Perform function checks prior to entry. 	
	Weapons Handling Procedures	OIC Initial or N/A
1	The shooter will maintain “positive control” of any weapons system while handling or employing it.	
2	Shooters will not hand a weapon to another until it has been properly unloaded / cleared and the bolt or slide has been locked to the rear, unless instructed to do otherwise by an instructor.	
3	All weapons outside of the building will be oriented down range if not conducting other training and will be clear of ammunition. Loading, unloading, and clearing will	

	always be conducted at the clearing containers when entering and exiting the shoot house.	
	Weapons Safety Violations	OIC Initial or N/A
<p>Note: The following safety violations put yourself and your team members at risk. Any safety violation will be investigated by the chain of command and punishment will occur, if appropriate.</p>		
1	<p>Negligent Discharge. A negligent discharge is firing a round when the shooter is not actively engaging a target. Negligent discharges are caused by:</p> <ul style="list-style-type: none"> • Improper loading procedures • Improper weapons handling procedures • Improper weapons employment • Improper unloading / clearing procedures <p>Immediately report negligent discharges by radio to Range Control and follow with a written report of this action.</p> <p>NOTE: If a shooter has a negligent discharge, FREEZE! Do not attempt to continue to load or unload / clear your weapon without instructor supervision.</p>	
2	Loading a magazine with live rounds during a dry or blank fire exercise.	
3	Shooting at objects not designated as targets or shooting above the upper range limit, the red line.	
4	Shooting at a target you have already passed. Breaking the "90 Degree Rule".	
5	<p>Shooters who purposely or inadvertently appear down range of the designated firing line without leader or instructor authorization.</p> <p>NOTE: If Soldier should purposely or inadvertently appear down range, immediately cease fire.</p>	

Appendix B

Authorized Weapons and Munitions

The weapons and rounds listed below have been tested in the live-fire facility and are proven to be safe. Live-fire exercises will be conducted with standard ball ammunition or Short Range Training Ammunition (SRTA) plastic rounds. Any weapon not listed below must be approved by the Range Control prior to use*.

NO PAINTBALL OR TRACER AMMUNITION OF ANY CALIBER WILL BE ALLOWED!

TYPE	SYSTEM	AMMO / NOMENCLATURE	DODIC	PRIME / SUB.	NOTES
RIFLE	M16 / M4	5.56mm / M855	A059 AA33	P	Ball
		5.56mm	A065 A080	P S	Plastic SRTA Blank
	CAR15	Same as M16 / M4			Use Barrel with 1 in 12 Twist
	AR 15	Same as M16 / M4			Use Barrel with 1 in 12 Twist

PISTOL	M9	9mm / M882	A363	P	Ball
	M1911	.45cal / M1911	A475	P	Ball
	.40 cal	.40cal / S&W	A363	P	Ball

SHOTGUN	12 Gauge	#7-1/2 SHOT	A014	P	
		#9 SHOT	A017	P	
	12 Gauge	M1030 Breaching	AA54	P	Requires double hearing pro.

GRENADE	M84	Non-Lethal Stun	GG09	P	
	M102	Practice Stun,	GG19	S	Reloadable w/ M240 Fuze

Note: At no time will magnum, armor piercing, incendiary, hollow point, explosive or flat-nosed / semi-wad cutter ammunition be used inside the live-fire facility. Ammunition of this type destroys the walls inside the facilities.

Appendix C

Coordination Checklist

C-1. Range Planning

Range planning will begin by compiling the range requirements and gathering information regarding any changes to the range that may have taken place. This SOP should be thoroughly read, and its contents should be complied with entirely.

C-2. Site Visit

Prior to range planning, a site visit is recommended to see the facility and address target placement. Site visits can be coordinated through Fort Devens Range Control Operations, 978-796-2723/2155.

C-3. OIC / RSO Qualification

Ensuring that Soldiers are Fort Devens qualified to run the live-fire training facility is a priority. Only those Soldiers who have completed the FORT DEVENS Shoot House Safety Briefing **AND** who are certified by their battalion commander, in writing, can act as OICs or RSOs on this range. The Shoot House Safety Briefing is held by Range Control to ensure the OIC and RSO are able to safely conduct range operations. Individuals must have completed this course within 12 months of the actual date of live-firing to be certified by the Commanding Officer. Individuals should check with Range Control for class dates and times. Ensuring that the right number of OIC/RSOs are certified is essential to range planning.

C-4. Range Reservation

Range reservations must be made far enough in advance to provide sufficient time for planning. Reservations are made through Range Operations and must be made 90 days in advance of the training event. During the site walk-through, training plans must be submitted to Range Control for approval. These plans must be submitted 60 days prior to training execution. It is important that range control be given time to review and react to all training requests; for this reason, the suspense's are listed and must be adhered to. The training plan should be a written account of the intent of the training exercise, using diagrams to show the planned course of action and target placement. Target Placement is found in Appendix F, Figure 2 and a diagram of the facility is listed in Appendix F, Figure 1.

C-5. Risk Management

Risk management is also part of the planning process and must be considered. Risk management is the accepted army standard to mitigate risk during planning and to ensure that decisions are made at the appropriate levels. A detailed Composite Risk Management worksheet must be submitted with all training plans, during the walk-through phase 30 days prior to execution. The Battalion Commander or higher will sign and approve the risk assessment before final approval of facility use will be granted.

Low	Approved by O-3 level
-----	-----------------------

Medium	Approved by O-5 level
High	Approved by the first General officer in chain of command
Extremely High	Approved by the MACOM or Adjutant General of the State

C-6. Mandatory Individual Protective Equipment Requirement

1. All Military personnel must meet the Mandatory Individual Protective Equipment Requirements including Kevlar, Interceptor Body Armor – capable of accepting SAPI plates, Ballistic Goggles, Hearing Protection, Protective Gloves.

2. Civilian personnel will use department issued protective equipment and are encouraged to wear equipment that meets or exceeds the required PPE for Soldiers.

C-7. Authorized Weapons / Authorized Ammunition

Refer to the Authorized Weapons / Authorized Ammunition listed in Appendix B to determine if the weapons and ammunition included in the training plan are authorized in the facility.

C-8. Individual Weapon Qualification (IWQ)

Personnel must be qualified on their individual weapon within twelve months and must have completed the IWQ and Short Range Marksmanship (SRM) events. A signed memorandum from the Battalion Commander (O-5 or above) will be used to certify that the requirements listed here have been met. This memorandum needs: Name, Rank, Last four digits of SSN, Date of Individual Weapons Qualification, Dates of phase 1, 2, & 3 of SRM phases. See Appendix E, Validation of Weapons Qualification Memorandum. Preliminary SRM training must be conducted prior to the SRM live-fire events. Planning preparation should include reservation of the appropriate ranges to ensure that these requirements are met before entering the facility. Keep in mind, the qualification and SRM fire must be completed in the same light levels / conditions as the planned training exercise. NVDs used in the facility will require same prerequisites.

C-9. Safety Certification

OIC and RSO must be on appropriate certification memorandum per Fort Devens Regulation 350-3 and this SOP.

C-10. Medical Requirements

Medical requirements are listed below. The range will not be opened without the required medical support and equipment present. If the medic departs, the range will be cold until the medic returns. All requests for medical evacuation (Ambulance) will be made to Range Control using the Range Safety net or call (978)-796-2723/2155. Units should never call 911 as this will go into a civilian call center that could be unfamiliar with Fort Devens and be unable to find the units location.

Combat Life Saver (CLS) / Certified EMT (1)	Must have an aid bag fully equipped to treat gunshot wounds.
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C-11. Communication Requirements

Communication requirements are the same on all of Fort Devens live-fire ranges. The range must establish and maintain communication with Range Control while the range is open. Range Control handhelds radio is the primary form of communication. Hourly checks must be performed on the radio. Opening and closing reports will be submitted the radio. If communication fails, all shooting will cease until communications are established again.

C-12. Targets

Portable targets are available for use through Fort Devens Range Control. Commanders can use different combinations of targets to meet their training goals. Target placement must be approved by Range Control for each training scenario. See Appendix G1 Fort Devens Shoot House Basic Target Plan.

C-13. Range Cleanup Instructions

Training units must follow Range Cleanup Instructions to ensure that planning and execution should run smoothly.

C-14. Walk-Through

Planning must include time for a facility walk-through, and dry / blank fires prior to live-fire. These activities are mandatory prior starting live-fire rotations. See Appendix G1 Fort Devens Shoot House Floor Plan.

C-15. Negligent Damage

Any negligent fires or damage must be reported to Range Control immediately.

C-16. Waivers

Waivers to this policy must be applied for, in writing, through Range Control to the Fort Devens Range Officer, phone 978-796-2155 / 2723.

Figure C-1: Planning and Execution Guidelines

FORT DEVENS SHOOT HOUSE PLANNING & EXECUTION GUIDELINES		
		OIC Initial or N/A
1	Develop training objectives.	
2	Complete Shoot House Execution Planning Form (Figure C-2).	
3	Perform comprehensive risk management of each iteration, assessing hazards and developing countermeasures, using the risk management worksheets. Acquire Battalion Commanders or higher approval as applicable.	
4	Develop scenario to be used. Range Control will review and approve scenario or make recommendations.	
5	Get chain of command approval of training objectives, scenario, and acceptance of risk determined by risk management worksheet.	
6	Conduct coordination / recon.	
6a.	Talk to Shoot House Staff, (978-796-2057), discussing the following issues NLT 90 days prior to execution:	
	<ul style="list-style-type: none"> • Number of targets required, type of targets (HUTS), static framed), and placement of targets. 	
	<ul style="list-style-type: none"> • Date and time of all occupations, blank/dry/live-fires, and estimated cold times. 	
	<ul style="list-style-type: none"> • Number of rooms to be used and serviceability of rooms. 	
	<ul style="list-style-type: none"> • Targets for reflexive/discriminating fire on 25m range. 	
	<ul style="list-style-type: none"> • Use of other facilities for rehearsals. 	
	<ul style="list-style-type: none"> • Repair plan, time scheduled for repair and materials on hand. 	
	<ul style="list-style-type: none"> • Obtain range manager's signature on range coordination sheet that will be issued by range control. 	
6b.	Submit prepared scenario(s) NLT 60 days prior to the execution.	
6c.	Conduct in person coordination NLT 30 days prior with Shoot House Staff (978-796-2057), discussing the following:	
	<ul style="list-style-type: none"> • Finalized approval for scenario(s). 	
	<ul style="list-style-type: none"> • Approval for risk assessment status. 	
	<ul style="list-style-type: none"> • Provide memorandum signed by BN CDR of Individual Weapons Zero, Qualification and Discriminating and Reflexive Training. 	

	<ul style="list-style-type: none"> Obtain Range Control OIC signature on Fort Devens Training Support Request Form. 	
	<ul style="list-style-type: none"> Verify that the names of the OIC and RSO are on a current certification memorandum at Range Control. 	
7	<p>Coordinate within the unit for:</p> <ul style="list-style-type: none"> FM Communications Ammunition, flashlights, chemical lights, etc. Develop Training and Evaluation Outlines (T&EO's) Obtain evaluators and range detail Obtain required PPE 	
8	<p>Occupy / set up range</p> <ul style="list-style-type: none"> Establish two forms of communication with Range Control Inspect Shoot House for condition of doors, walls, and catwalk Notify Range Control of any deficiencies Verify target type and placement Prepare areas – AAR site, ammo point, etc. Put up range flag (turn on blinking strobe for night fire) Conduct leaders' and safety briefs Conduct leaders' training Organize units into clearing teams (2-5 man teams) 	
9	<p>OIC(s)/RSO(s):</p> <ul style="list-style-type: none"> Walk through to verify rooms are safe (IAW Chapter 2) Open range through Range Control 	
10	<p>Conduct talk through/ walk through/ dry fire/ blank fire.</p>	
11	<p>Conduct live-fire, maintaining accountability of personnel and ammunition and log this information, maintaining communications with Range Control throughout operations. Failure to properly supervise range use or personnel and allow dangerous actions to take place, making false reports to Range Control, or failure to adhere to Fort Devens Regulations may restrict any future use of Fort Devens ranges.</p>	
11a.	<p>Supervise clean up of range facilities and coordinate turn in time with Range Control. Failure to properly turn in range may incur additional charges or restrict future use of Fort Devens ranges.</p>	

Figure C- 2: Shoot House Execution Planning Form

OIC completes all items 1-6 and brings to Shoot House Staff NLT 60 days prior to range. If multiple OICs are to be used, all must sign item 6. Upon completion of coordination with Shoot House Staff and targetry sketch, the OIC attaches training concept / scenario which must include a detailed fire & maneuver plan, all pre-training, validation, and unit safety control measures.

1. Level of unit to be trained (circle)	TM SQD PLT CO
2. Task(s) / Missions to be trained	
3. Controlling HQ (CO, Bn, or Bde)	
Firing Units	
CDR	
OIC	
RSO (Primary)	

4. Dates and times: (fill in planned training schedule for each day of training)

Occupation / Setup		Clean up		Inspection	
--------------------	--	----------	--	------------	--

DATE	START BLANK FIRE	EST. END BLANK FIRE	EST. # BLANK ITERATION	HOT TIME	EST. COLD TIME	EST. # LIVE ITERATION	SHIFT CHANGE TIME

5. Weapons & Ammunition to be used.

SMALL ARMS	YES / NO	AMMUNITION	# / AMT PER ITERATION
M16 / M4			
9MM			
.40 CAL			
12 GA			

6. OIC(s) signature(s) (all OICs must sign)		Date	
---	--	------	--

7. Validation. Leaders' training / validation will be conducted from [] to [] on close quarter combat techniques in at Fort Devens.

8. Pre-training, set up, and rehearsals.

- a. Marksmanship training / sustainment will be / was conducted from [] to [] at [] .
- b. Reflexive and discriminating familiarization and testing will be/was conducted from to [] at Fort Devens.
- c. Occupy and set up range on [], organizing squads into (no more than 4) man clearing teams. Begin talk through and walk through of CQC techniques. Begin dry firing at the Shoot House on the morning of the [] and begin full speed blank fires in the afternoon.

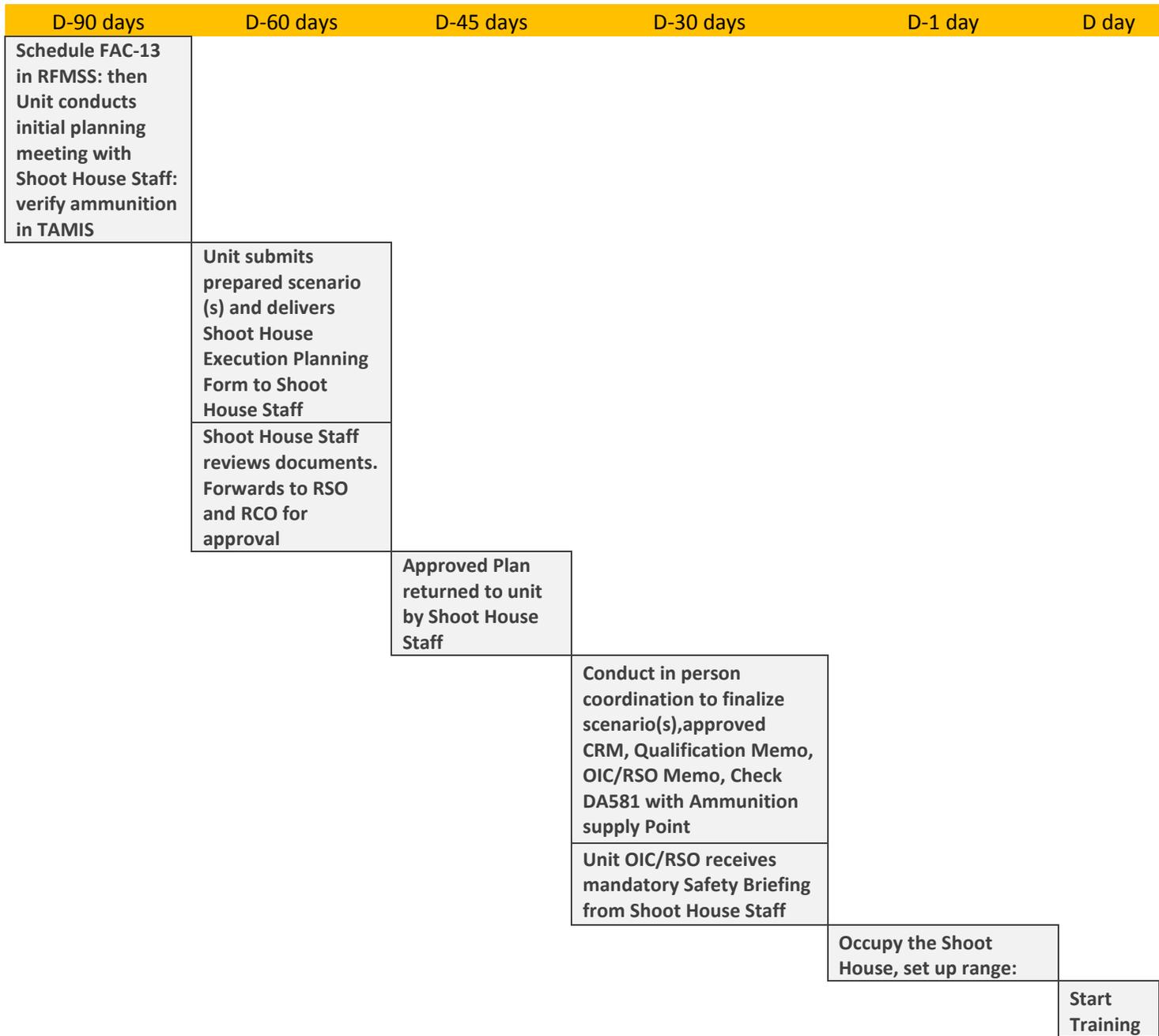
9. Action 1. Those teams which are prepared to live-fire will begin on the morning of the [] (date), using the following targets and rooms:

- a. Room (# []) with (# []) threat / non-threat targets.
- b. Room (# []) with (# []) threat / non-threat targets.
- c. Room (# []) with (# []) threat / non-threat targets.
- d. Room (# []) with (# []) threat / non-threat targets.
- e. Room (# []) with (# []) threat / non-threat targets.
- f. Room (# []) with (# []) threat / non-threat targets.
- g. Room (# []) with (# []) threat / non-threat targets.
- h. Room (# []) with (# []) threat / non-threat targets.
- i. Hallway A with (# []) threat / non-threat targets.
- j. Hallway B with (# []) threat / non-threat targets.
- k. Hallway C with (# []) threat / non-threat targets.

Teams not ready will continue practice in the rehearsal area. They will conduct at least one more full speed blank fire prior to going live.

10. Action 2. Teams who are designated as "trained" at day live-fire will begin night blank fire using white lens flashlight on the night of []. They will train using the same rooms and targets as the daylight iterations. Those teams not designated as "trained" will continue to live-fire at night with the rooms illuminated with existing Shoot House night lighting.

Figure C- 3: Shoot House Time Line Planning Chart.



Appendix D

Shoot House OIC/RSO Certification Example

**DEPARTMENT OF THE ARMY
1ST BATTALION 87TH INFANTRY DIVISION
64 LOBAS ROAD
PODUNK, WEST VIRGINIA 09927-9999**

WVNG-TC-(350)

30 July 2012

MEMORANDUM FOR Range Control, Fort Devens , MA

SUBJECT: Certification of OIC/RSO for Shoot House operations.

1. References: Fort Devens ASH SOP, Fort Devens Regulation 350-3, dtd. 25 May 2011; AR 385-63, dtd. 30 January 2012; and DA Pam 385-63, Chapter 1-5 dtd. 30 January 2012.
2. The below listed personnel of A Company (WB6SAA) 1-87th IN BN have satisfactorily completed training and testing and are certified to serve in the positions indicated.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>OIC</u>	<u>RSO</u>	<u>SYSTEM</u>
Mudd, Claude D.	CPT	2734	X	X	Shoot House
Smith, Jon B.	SFC	4567	X	X	Shoot House
Dolan, Don	SSG	2345		X	Shoot House

3. Point of contact at the Battalion Headquarters is the undersigned or the S-3 SGM Gofast at 999-333-5555, or email john.f.gofast@us.army.mil.

JOHN J. FLANAGAN
LTC, IN
Commanding

Appendix E

Validation of Weapons Qualification Memorandum

**DEPARTMENT OF THE ARMY
1ST BATTALION 87TH INFANTRY DIVISION
64 LOBAS ROAD
PODUNK, WEST VIRGINIA 09927-9999**

WVNG-TC-(350)

30 July 2012

MEMORANDUM FOR Range Control, Fort Devens , MA

SUBJECT: Certification of Weapons Qualification for Shoot House operations.

1. References: Fort Devens ASH SOP, Fort Devens Regulation 350-3, dtd. 25 May 2011; and DA Pam 385-63, Chapter 17-2 dtd. 30 January 2012.
2. The below listed personnel of A Company (WB6SAA) 1-87th IN BN have satisfactorily completed day qualification and are certified to conduct Shoot House training on the system indicated.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>IWQ</u>	<u>SRM</u>	<u>SYSTEM</u>	<u>AIMING DEVICE</u>
Mudd, C	CPT	2734	7 Jul 12	8 Jul 12	M4	M68, CCO
Smith, J.B.	SFC	4567	7 Jul 12	8 Jul 12	M16A2	
Dolan, D	SSG	3456	6 Jul 12	8 Jul 12	M4	
Jones, M P	1LT	1234	6 Jul 12	6 Jul 12	M9	

3. The below listed personnel of A Company (WB6SAA) 1-87th IN BN have satisfactorily completed night qualification and are certified to conduct Shoot House training on the system indicated.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>IWQ</u>	<u>SRM</u>	<u>SYSTEM</u>	<u>AIMING DEVICE</u>
Mudd, C	CPT	2734	7 Jul 12	8 Jul 12	M4	M68, CCO
Smith, J.B.	SFC	4567	7 Jul 12	8 Jul 12	M16A2	
Dolan, D	SSG	3456	6 Jul 12	8 Jul 12	M4	
Jones, M P	1LT	1234	6 Jul 12	6 Jul 12	M9	

4. Point of contact at the Battalion Headquarters is the undersigned or the S-3 SGM Gofast at 999-333-5555, or email john.f.gofast@us.army.mil.

JOHN J. FLANAGAN
CPT, IN
Commanding

Appendix F

Civilian Police Department Request

XYZ Police Department
23 Main St
Someplace, MA 012345

FAX: (978) 555-1212
Phone: (978) 555-2121

1 January 2013

To: Range Control Officer, Fort Devens MA

Subject: Request to Utilize Fort Devens' automated Live Fire Shoot House.

Purpose: XYZ Police Department would like to train 12 officers to enter a building and clear a room. The department plans on conducting this training 0730-1500 on 4 January 2013. The department will meet the range requirements (Weapons Qualification & Reflexive Fire) prior to conducting training at the facility.

Requirements:

1. Unit POC: SGT Joe Snuffy III, can be reached at (978) 123-4567 or joe.snuffy@someplace.ma.pd .
2. The following individuals will be running the facility:
 - a. OIC: CPT Joe Snuffy Sr., The Departments weapons instructor, H&K trained in Shoot House operations, and Fort Devens certified 2 January 2013.
 - b. RSOs:
 - (1) LT Joe Snuffy Jr., a weapons instructor and Fort Devens certified on 3 January 2013.
 - (2) SGT John Snuffy, a weapons instructor and Fort Devens certified on 3 January 2013.
 - (3) Medic: Jeff Snuffy, a Massachusetts certified EMT with ambulance.
3. The department would like to schedule a Safety Briefing for 0730, 3 January 2013. All personnel responsible for running the facility will be in attendance .
4. The department will be using their service weapons with 9mm and .45cal ball ammunition. The officers will be using department issued protective equipment which is rated for the weapon systems we are using.
5. The following resources have been requested through Fort Devens Range Operations:
 - a. Ranges:
 - (1) GB Reflexive Fire 0730-0830
 - (2) G-1 Pistol Qualification 0830-0930
 - b. Targets:
 - (1) Encapsulators bullet traps (4) with department provided paper targets.
 - (2) HUT targets (2)
 - c. All training will be recorded.
 - d. 2 Forms of communications
 - (1) Cell phone
 - (2) Radio issued from Range Control
6. Training: It's the departments intent to train on enter a building and clear a room. The department will accomplish this by completing a walk through and dry fire before starting to live fire.

CPT Joe Snuffy, Sr.
Chief of Police

Appendix G

FORT DEVENS SHOOT HOUSE FLOOR PLAN

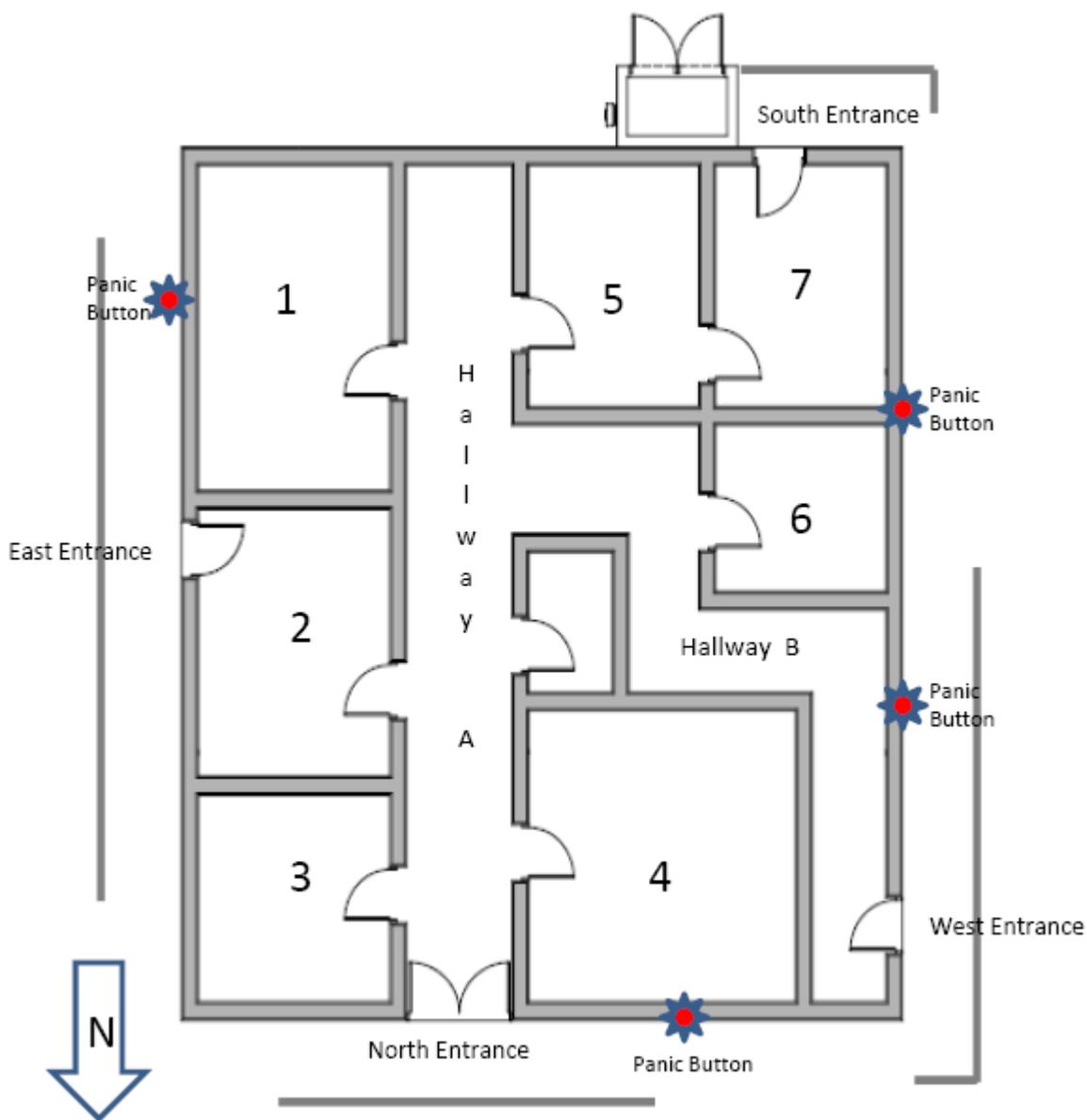


Figure G-1

Appendix G

Fort Devens Shoot House Target Plan (Basic Set Up)

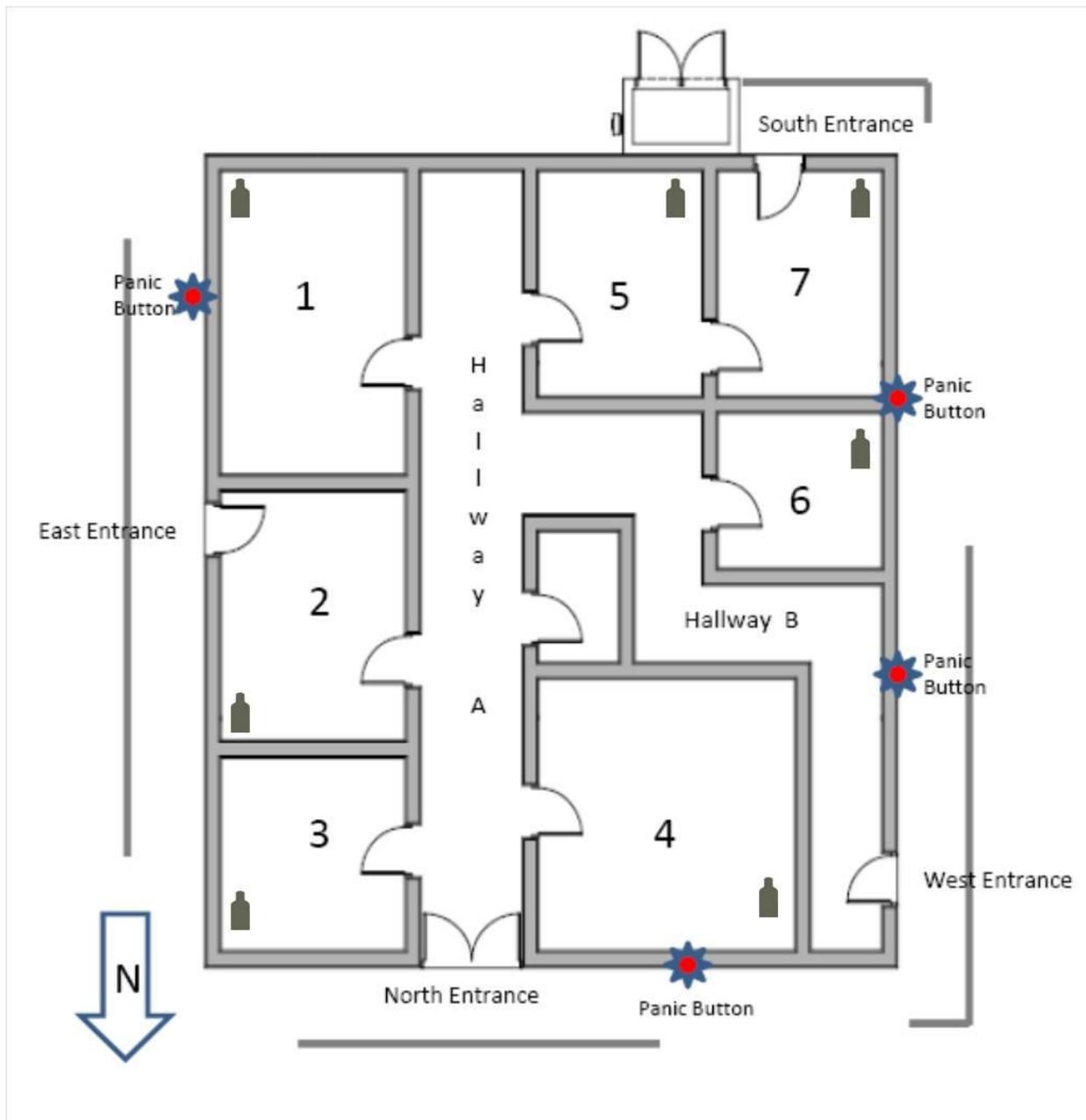


Figure G-2