



Quantico Shooting Club

Range Standard Operating Procedures

20 June 2022

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

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Authorship and Record of Changes

Author	Change	Date	Notes

Applicable Directives

Directive	Title	Date
AR 385-63 / MCO 3570.1C	Range Safety	30 January 2012
DA Pam 385-63	Range Safety	16 April 2014
MCBO 3570.1A	MCBQ Range Regulation	16 September 2014
MCO 3500.27C	Risk Management	26 November 2014
MCBO 5501	Privately Owned Firearms	20 May 2019
MCBO 5760.3B	Non-Federal Entities operating on MCBQ	20 June 2018
MCBO 5530.2 (Interim)	Interim Access Control Policy	19 March 2020

Important Telephone Numbers

Range Control Fires Desk: 703-784-5321 / 5322

WTBN OOD: 703-784-5095

QSC Clubhouse: 703-463-8214

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Introduction

Purpose

The Quantico Shooting Club, Incorporated (QSC) Standard Operating Procedures (SOPs) are a best attempt at capturing the widest range of common situations you may encounter while running a range.

The Range SOPs are clear in their intent, safety is paramount, and no person has the authority to violate, ignore, change, or interpret the directive to bypass safety or range rules. However, with such a diverse membership, not every firearm or situation can be covered in the SOPs.

Any discretion exercised to assist a member is solely predicated on range and member safety. If a situation arises that may not be covered, conflicts, or creates a situation you feel may not be safe or allowable, consider:

- Use the Range SOP to decide if you can accommodate the situation
- Contact the Officer in Charge (OIC) or another Range Safety Officer (RSO) for advice
- Contact the QSC Chief Range Safety Officer or Board Member to ask for advice

Attempt to keep the situation calm and ask for understanding while the issue is resolved. We know members may be frustrated with delays, but keeping members safe, preserving the club's ability to operate and insulating the club from liability are our primary responsibilities.

Applicability

This SOP applies to all members and guests of the QSC operating, participating in, observing, and visiting recreational rifle ranges or matches in use by the QSC.

Organization

This SOP is organized into 3 sections and multiple appendices. Section I addresses the responsibilities of the OIC and RSO, and common range requirements. Section II addresses the responsibility of shooters. Section III covers emergency procedures. The Appendices augment the MCBQ Range SOPs and address specific requirements that must be followed by the QSC to ensure safe range operation of that particular range. Covered in the appendices are special considerations and lessons learned applicable to specific ranges. All QSC members must read, understand, and comply with the requirements of all three sections and all appendices of this SOP.

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Section I. OIC/RSO Qualifications and Responsibilities

I.1 Requirements

- QSC OICs and RSOs must be adult QSC members, 21 years of age, and in good standing
- The following requirements must be completed to be current as an RSO:
 - United States Marine Corps Range Safety Basic Course
 - Available on MarineNet Computer Based Instruction website
 - Certificate issued following successful completion of proctored exam
 - Certification is valid for 3 years
 - Marine Corps Base Quantico OIC/RSO Briefing
 - Available to DoD CAC holders on MilSuite Distance Learning website
 - Non-DoD CAC holders must complete an In-Person Briefing given by the MCBQ Range Scheduling Office
 - Certification is valid for 3 years
 - QSC Range Safety Officer Briefing
 - In-Person Dialogue with CRSO or designated Board Member
 - Hands-On Training Program
 - Certification is valid for duration of membership
- QSC OICs and RSOs must possess and display the knowledge, skills, attitude and temperament essential to organizing, conducting, and supervising safe shooting activities and range operations
- RSOs are expected to open, operate, and close ranges at least six times per year to remain proficient in QSC range operations
- OICs and RSOs must not only understand the range SOP and Range Regulations but be able to interpret guidance and exercise discretion to ensure compliance by participants
- OICs and RSOs must be able to identify and consider risks associated with weather, terrain, environment, and number of shooters for the shooting event and be able to mitigate those risks

I-2. RSO Scheduling Procedures

- The Club Operations Officer will ensure QSC schedules ranges for recreational fire 30 days prior to requirements.

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- The Club Operations Officer emails a Range Bulletin to all RSOs on Sunday evening for the upcoming weekend listing the ranges available to the QSC by the Marine Corps Base Quantico (MCBQ). This Range Bulletin is updated periodically throughout the week and emailed to all RSOs to facilitate the forming of RSO Teams to open available ranges.
- The Operations Officer must confirm with MCBQ Range Scheduling Office those ranges which the club intends to utilize not later than 1000 on Thursday.
- RSOs desiring to operate a range must contact (email) the Club Operations Officer not later than 0800 on the Thursday prior to the desired date and coordinate the use of the range.
- Prior to requesting a range RSOs must review the MCBQ Range specific SOP paying special attention to constraints, restraints, conflicts, flag postings, gate keys, etc.
- As soon as possible, but not later than Thursday at 1800 the RSO must provide the Operations Officer with specific instructions relevant to the safe operation and tempo of the range. Specifically provide opening and closing times, tempo of firing and target review, location and time of initial safety brief, and shooting distances if relevant to your range, i.e. "This is an 800-yard day".
- These details will be posted on the QSC Website Calendar page by the Operations Officer.

I-3. The RSO Team

- MCBQ requires QSC to provide both a dedicated OIC and a RSO on every range it operates. The RSO's sole responsibility is to ensure safe operation of the range by focusing on and controlling the activities of the range. This can only be accomplished when the range has a dedicated OIC and RSO on site.
- It is commonplace for QSC RSOs to form a Team of three or four RSOs to meet the dedicated OIC and RSO requirement and still be able to shoot. The Fires Desk at Range Control maintains a log of the OIC and RSO on duty and will permit the rotation of duty positions between the on-duty safety personnel and off-duty safety personnel.

I-4. Receipt of Range Kit from WTBN OOD

- Report to Weapons Training Battalion (WTBN) Officer of the Day (OOD) / S3 Staff office well prior to the scheduled range opening time to pick up the Range Kit. Generally, it consists of the following equipment which must be receipted to one of the RSOs.
 - Hard Case / Backpack

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- First Aid Kit
- Flags per Range SOP
- Gate Keys per Range SOP
- Radios (1 – Range Control Safety, 1 – WTBN Safety)
- Conduct Radio Checks with Range Control and WTBN OOD to ensure proper function of the radios prior to departing the WTBN Parking Lot.

I-5. Occupying the Range

- Prior to entering the Range contact Range Control via radio and request to Occupy the range. Note: Requesting to Occupy the range is not the same as requesting to go into a “Hot” status.
- “Range Control, this is (name of range, i.e. Range 4) requesting an Occupy Time, Over.”
- Range Control will reply and ask for the name of the OIC and RSO, a secondary means of communication (cell phone number), the number of personnel being trained, and the DODICs being fired. They will then direct you conduct a radio check every 3 hours. Note the Occupy Time on the QSC Range Sign-In sheet.
 - You may not know all the DODICs at the time that you request to occupy the range. You can start with DODICs commonly fired at the particular range, and then update the Fires Desk once people sign into the range.
 - Note that you must call in new DODICs each time a new shooter arrives with a caliber not previously cleared
- Upon arrival at the range, place flags as outlined in the appendices and specific range SOP.
- Place flags on the poles at the extreme left and right lateral limits of the range.
- Inspect the range for trash, debris, damage, unsafe conditions and contact the WTBN OOD for an inspection if necessary. If you can correct the condition, do so.

I-6. Managing the Sign-In Process

- Establish a central point in which to check membership cards and guest passes. Ensure members and their guests complete the sign-in sheet including the shooter category block check (column 1, 2, 3, 4) and the type and approximate numbers of rounds to be fired.
- Member’s guests must execute a liability waiver and pay the daily range fee before participating in shooting activities. The member and guest report to the QSC clubhouse

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where they complete the process and obtain Guest Passes, that are then presented to the RSO on the range. Members are fully responsible for their guests and must be present with invited guest while they are on the firing line.

- If shooter has no or an expired membership card, please ask them to return to the clubhouse. The membership card and guest pass are the only way you can ensure the waiver of liability has been completed and you and the club are protected from liability.
- When ready, assemble all shooters together and issue the Administrative and Safety Briefings (ANNEX A). The range safety briefing must be conducted within view of the range. Ensure everyone is present. The briefing must contain, at a minimum:
 - RSO introduction
 - Purpose of the activity (i.e. safe recreational rifle fire)
 - Range layout and limits
 - Range safety rules
 - Firing line commands and accompanying actions expected of participants
 - Range prohibitions
 - Emergency procedures
- Safety brief late arrivals to the range when they sign in, before they move to the firing line.
- Note all calibers being fired and ensure Range Control is notified of all DODICS. If new shooters arrive and desire to shoot DODICs different from those previously requested, contact Range Control for approval before permitting the club member to occupy the firing line.

I-7. Requesting permission to place the range into a Hot Status

- Review the Live Fire Brief (ANNEX B) and ensure that the range is in full compliance.
- You cannot request a Hot Time until you confirm the QSC EMT is on station.
- When the Range is ready to go into Hot Status contact Range Control via radio and request a Hot Time.
- “Range Control this is (name of range, i.e. Range 4) requesting a Hot Time, Over.”
- Range Control will reply and ask if the OIC and RSO have read and will comply with the Live Fire Brief including items 1 – 10.

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- Acknowledge Range Control and note the assigned Hot Time on the Range Sign-In Sheet.
- Contact WTBN OOD via radio and inform them of the Hot Time provided by Range Control.

I-8. Operation of the Range/Conduct of Firing

- Firing line commands must be clear, concise, consistent, heard by all participants, understood, and followed. If you do not have it in you to act immediately and forcefully to enforce safety rules, you are encouraged to withdraw from the QSC RSO program.
- **CEASE FIRE:** Upon hearing the command “**CEASE FIRE**”, all shooters will immediately cease firing; keeping muzzles pointed down range and await further instructions or commands from the RSO. *NOTE: “**CEASE FIRE**” is simply that, **CEASE FIRE**. It does not mean you can go forward of the firing line for any reason.* Anyone can call the command “**CEASE FIRE**” if observing an unsafe act.
- **MAKE SAFE AND SHOW CLEAR** – Remove ammunition source / magazine, Open the action, Clear Chamber, Insert Empty Chamber Indicator (if available) Place firearm on safe, Bench, Ground, or Holster as appropriate. Stand behind your firing point so the RSOs can verify that the firearm is clear and safe.
- **THE FIRING LINE IS CLEAR / COLD** – When the line is declared cold, shooters may move forward of the firing line to affect changes. In some cases, this will be to affect changes in the target area. In other cases, it may mean repairing targets. See the appendices for the actions that can be performed on specific ranges when the firing line is cold. Cased firearms may be brought onto or removed from the firing line. **No handling of uncased firearms for any purpose.**
- **THE FIRING LINE IS READY / HOT** – Firearms may be uncased or re-cased. Ensure Eyesight and Hearing Protection is on.
- **COMMENCE FIRING / FIRE WHEN READY** – Self-explanatory.
- Regardless of the range, **NO UNCASSED WEAPONS** will be handled when the line is cold.
- The RSO must remain in the vicinity of the firing line while the line is cold to best assure the safety of the range. Once the RSO is satisfied that it is safe to resume firing operations, he will give commands in accordance with the type of firing involved.

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- Firearms may only be handled at the firing line and then only when the firing line is hot. Any shooters departing from the range may case firearms only when the line is hot and the firearms' actions, chambers, and magazines are empty. All shooters must police their firing points and sweep those areas if necessary, prior to departing the range.
- Any newly arrived and briefed shooters may uncase firearms only when the firing line is hot and then only at the firing line.
- The RSO must always be physically present on the range in the most advantageous position to observe range activities and to ensure range safety.

I-9. Maintaining Communication with Range Control

- No range operations will commence or continue without positive and uninterrupted radio contact with Range Control and the OOD. Radios for communication between the line and target pit area are labeled with the correct channel to use.
- Following occupation of the range you are required to maintain radio communications with Range Control every 3 hours.
- After the range is in Hot Status you are required to conduct a radio check with Range Control every 30 minutes. (Top and Bottom of the Hour.)
- Additionally, after going into Hot Status, you are required to conduct a radio check with the WTBN OOD every hour. (Top of the Hour.)
- Failure to maintain checks may cause Range Control to call a Cease Fire. Continued failures could result in decertification.

I-10. Situations requiring a Cease Fire

- Should the RSOs or any person on the range witness an unsafe act you should direct a Cease Fire and remain in Cease Fire Status until the unsafe conditions are resolved. Examples could include:
 - Aircraft / Helicopter entering your SDZ
 - Fire on the range on impact area
 - Wildlife on the range
 - Shots fired or impacting outside of the lateral limits of the range
 - Incident requiring medical attention (gunshot wound, broken bones, etc.)
 - Loss of communications with Range Control, (for example, the radio battery dies)
- If necessary, contact Range Control if the situation is beyond your ability to control or correct.

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- If a Medical Evacuation (MedEvac) is dispatched, all ranges will go into Cold Status and firing across the entire Range Complex will cease.

I-11. Requesting permission to place the range into a Cold Status

- There is a difference between the Firing Line being Cold and the Range Cold Status. Do not request a Cold Status from Range Control until you are finished firing for the day.
- When ready to go into a Range Cold Status, contact Range Control via radio and request to place the range in Cold Status.
- “Range Control this is (name of range, i.e., Range 4), All Firearms checked and cleared and request to go Cold, Over.”
- When Range Control acknowledges your request, they will direct that you call them via telephone with the End of Day Report and then they will provide you with a Cold Time.
- Note the Cold Time on the Range Sign-In Sheet and notify WTBN OOD that you are Cold, and the time provided by Range Control.

I-12. The End of Day Report

- As soon as possible after you receive your Cold Time, contact Range Control by telephone and provide your End of Day Report consisting of the number of personnel shooting on the range and the number of rounds fired by DODIC.

I-13. Closing and Departing the Range

- Walk the line and ensure all brass and trash are picked up.
- Clear the pits of targets, steel, trash, etc. You can request an inspection by the WTBN OOD to ensure you are not blamed for any discrepancies, if desired.
- Remove range flags and return all gates to their original locked condition.
- Replace all items into the range kit and return the kit, flags, keys, and radios to the WTBN OOD office. Notify the OOD of any issues affecting the range.

I-14. Closing Out with the QSC Clubhouse

- Report to the QSC Clubhouse and inform the Office Manager that your range is closed.

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- Turn in completed Sign-In Sheets.
- Return club equipment to proper storage location.
- Report any incidents to Office Administrator and if necessary, contact a Club Officer by phone. Bad news will not get better with age and it is best that the Club Officers hear about the incident from the RSO than from MCBQ Range Management Branch. You may be requested to provide a written follow up report to the Board of Directors

NOTE: In addition to these general requirements, the appendices give specific guidance for all ranges available to QSC.

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Section II. Shooter Responsibilities

II-1. Shooter Qualifications

- Each shooter must be a QSC member in good standing or a guest accompanied by a QSC member in good standing. A valid and current QSC membership card is proof of membership in good standing. A guest will be issued a Guest day pass indicating they have signed a liability waiver
- Every shooter must possess the knowledge, skills, and attitude necessary to safely handle firearms.
- Each shooter must be authorized to be in control of and to shoot firearms.

II-2. Shooter Responsibilities

- All firearms must be cased when approaching the firing line/point. Firearms will only be uncased/cased at the firing point after permission from the RSO.
- Shooters must provide their own firearms, ammunition, targets, target backers, target stands, eye/ear protection, and any other shooting accessories.
- Shooters must constantly maintain muzzle awareness. Shooters must ensure the muzzles of their firearms are always pointed down range. Shooters must understand and implement the three fundamental rules for safe firearm handling:
 - **Always** keep the firearm pointed in a safe direction.
 - **Always** keep your finger off the trigger until ready to shoot.
 - **Always** keep the firearm unloaded until ready to use.
- Shooters must also understand and exercise the eight rules for using and storing a firearm:
 - Know your target and what is beyond.
 - Be sure the firearm is safe to operate.
 - Know how to use and clear the firearm safely.
 - Use only the correct ammunition for your firearm.
 - Wear eye and ear protection.
 - Never use alcohol or drugs before or while shooting.
 - Store firearms so they are not accessible to unauthorized persons.
 - Be aware that certain types of firearms require additional safety precautions.

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- Shooters must aim and fire only at their targets. Shooters must understand the layout of the range and ensure bullets from their firearms are impacting only in authorized areas of the range.
- Target/target frames must be placed in a location essentially straight ahead and perpendicular from the firing point being used to eliminate crossfire and visual obstruction to targets on adjacent firing points.
- Shooters must always know the location of the other shooters and the RSO.
- Shooters are responsible for policing up their spent brass and other materials resulting from shooting.
- Smoking is not allowed on the firing line, in the shooting house, or downrange when installing, checking, pasting, or retrieving targets. The smoking area is in the parking lot or behind the ready line.
- Food and beverages are not allowed on the firing line except for water and/or hydration beverages.
- Use of eye and ear protection is required by all on the firing line when the line is hot.
- All vehicles must be parked in designated spots in the paved parking surface. Parking in numbered or lettered spaces is not permitted.
- Drawing pistols from holsters is at the discretion of the RSO and is risk dependent. It will not be permitted on the concrete pad on Range 1 for any reason.
- Fully automatic fire or devices which simulate automatic fire such as binary triggers or bump stocks are not permitted.
- Uncontrolled rapid fire is not allowed. All shots must be aimed.
- Target placement and restrictions on construction/materials are range specific. Please see the appropriate appendix for range restrictions.
- Firearms and cartridges allowed are range specific. Please see the appropriate appendix for range restrictions.
- All shooters from 8 to 17 years of age may only shoot under the direct supervision of a qualified adult, which means the adult must be present on the firing line and in direct supervisory contact of the child or young adult shooter.

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- Only unloaded firearms can leave the range. Stuck cartridge cases and/or projectiles must be removed before the firearm can be cased and removed from the firing line (weapon must “show clear”).
- Consuming alcohol before and during shooting activities is not permitted. Consuming alcohol on the range at any time or showing up to the range under the influence of any alcohol or drugs is not permitted.

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Section III. Emergency Procedures in Case of Injury

III-1. Injury Classifications

- Injuries are classified into the following categories in order to aid in casualty evacuation from the RTA.
 - ROUTINE. Routine injuries are those injuries that are not threatening to life, limb or eyesight, and conditions or illnesses treatable by medication or procedures available at the base medical facilities.
 - PRIORITY. Priority injuries are those injuries that require immediate medical attention but are not threatening to life, limb, or eyesight if treated promptly.
 - URGENT. Urgent injuries are severe injuries that are threatening to life, limb, or eyesight and require immediate medical attention.
 - MASS CASUALTY. A mass casualty is a series of injuries with multiple priority and urgent medical patients.

III-2. Step-by-step Procedures

- Command “CEASE FIRE”.
- DO NOT CALL 911!
- Assess the situation and determine the course of action. The RSO will begin the delegating of responsibilities such as:
 - No matter how minor the situation appears to be, call the QSC Emergency Medical Technician at the QSC clubhouse (703-463-8214) and explain the situation. Act on the advice of the EMT. If the EMT is dispatched, provide the best way for the EMT to get to the desired location.
 - If the injury appears to be more serious, phone/radio Range Control. The QSC EMT should be monitoring the Range Control radio channel. If the first call was to Range Control, the QSC EMT monitors the Range Control frequency and should be requested to respond as well.
 - Posting road guides for emergency personnel.
 - Directing people to render 1st Aid. Start the breathing, stop the bleeding, prevent or treat for shock.
 - Having another RSO qualified member render the range safe and to continually monitor and supervise the safe range.
 - Assign a note taker to follow him noting actions and times.

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- Segregate witnesses and obtain written statements regarding what they heard and saw.
- After requesting medical personnel take charge of the victim, provide Range Control or Military Police a statement and assist in identifying witnesses.
- After the situation is resolved, contact the QSC BoD with all pertinent information in the form of an after-action report.
- NOTE: If the EMT is responding to an emergency, ALL other firing by personnel under the auspices of the QSC must IMMEDIATELY stop all range activity until the EMT is again available at the QSC clubhouse.

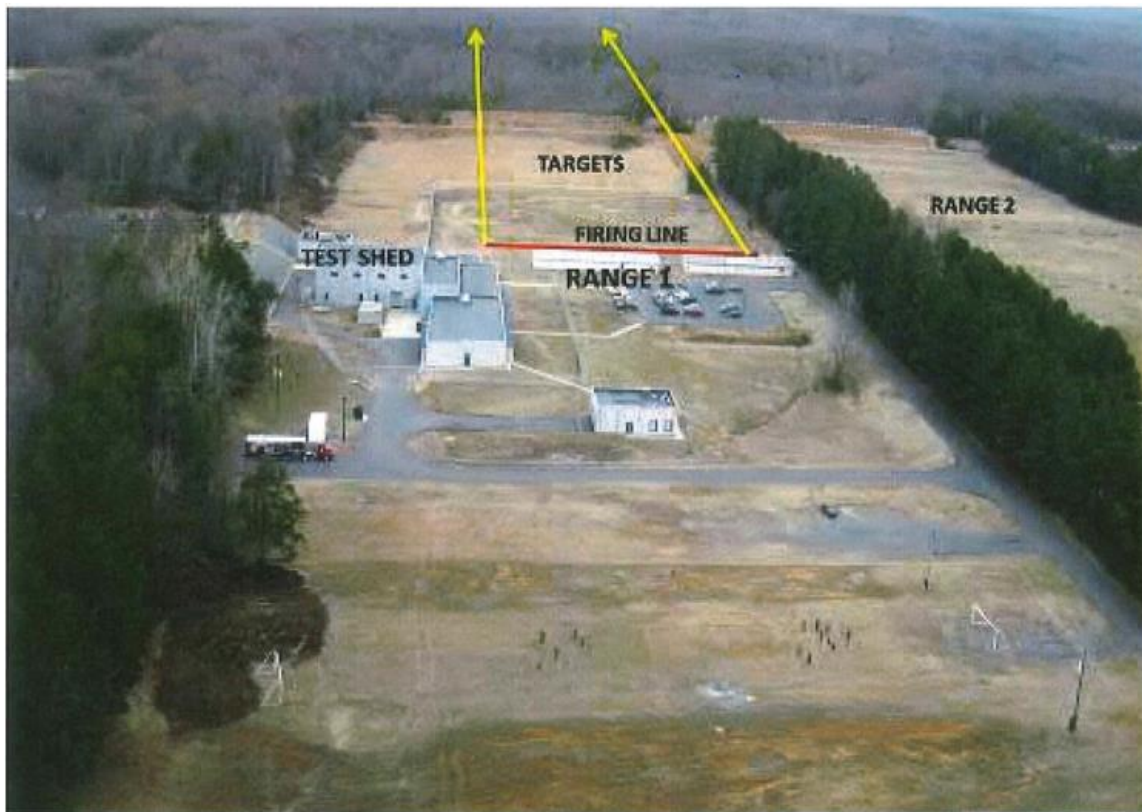
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Appendix A: Range 1

Introduction

- It should be noted at the outset of this appendix, that all the common range opening, operating, and closing paragraphs of Section I of this SOP apply to Range 1. Additionally, RSOs must have read and comprehend the MCBQ Range 1 SOP.
- Range 1 is General Purpose, unknown distance, pistol, rifle, and tactical shotgun range which permits targets to be placed at varying distances from 7 to 320 yards.



Overhead view of Range 1

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Range Checkout Procedures

- Range 1 requires a dedicated OIC and a dedicated RSO. These individuals may not engage in any other task other than the supervision and operation of the range. To participate in shooting the individual must contact Range Control and request to change OICs or RSOs.
- Report to the WTBN Officer of the Day (OOD) not later than ½ hour prior to the range's scheduled opening time. Identify yourself and draw the required range equipment.
- This equipment consists of:
 - 1st Aid Kit
 - Two Handheld Radios
 - Two range pit flags and one firing line flag
 - Key to lock at Check Point 1
- Ensure the radios remain on the appropriate channels for Range Control and WTBN. No range operations will commence or continue without positive and uninterrupted radio contact with Range Control and the WTBN OOD.

Opening the Range

- Upon arrival at the range, place the firing line flag on the pole attached to Shooting House 1
- Inspect the range to ensure it is safe to conduct live firing. Inspect the parking area, Shooting House 2, and the berms. Physically walk to the 150-yard line and scan the entire area to the 320-yard berm. Part of this area is in defilade and is not observable from the vantage point of the shooting house / firing line.
- Check the condition and cleanliness of the range, including outside of the shooting house. If problems exist, contact the OOD and request an on-site inspection. It is imperative that QSC not be held responsible for the clutter and litter others leave. If it is minor and something the RSO team can easily correct do so to get the range opened on time.
- Enter the target pit through the gate at Check Point 1. Place the two pit flags on the poles at each end of the target pit. These flags designate the extreme left and right lateral limits of the range. (The left lateral limit flagpole was broken at the time of writing this SOP and has a "permanent" red range flag attached.)
- Setup the range sign-in area. Ensure each shooter completes the "Rifle / Pistol Sign-in" sheet.

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- Provide a range safety briefing to all shooters.

Authorized Firearms and Ammunition

- Pistol (All)
- Shotgun (All)
- 5.56mm / .223 Ball
- 7.62mm / .308 WIN
- .300 WIN MAG
- .50 Cal Ball
- Black Power .50

Authorized Use of Lasers

- Class 1-3A standard aiming devices mounted on firearms are permitted and must always point downrange inside the left and right range limit markers

Authorized Targets

- Members must provide their own Target Stands and Targets.
- Targets on Range 1 may be placed on-line or at varying distances.
- Special attention must be given to ensure that NO shooters on Range 2 are forward of ANY target on Range 1.
- Targets are limited to paper, wood, plastic, and approved ballistic steel.
- Ballistic steel targets must be a minimum of 3/8" and constructed of AR-500 or greater steel.

Minimum engagement distances for portable ballistic steel targets:

- Pistol - 10 yards (*No pistol magnum calibers, FN 5.7 or +P ammo on steel*)
- Pistol (Braced) / PCC / Rimfire Rifle - 25 yards
- Shotgun (Buck / Bird Shot) - 11 yards
- Shotgun (Slug) - 55 yards
- 5.56mm / .223 Ball - 110 yards
- 7.62mm / .308 Ball - 110 yards
- .300 Win Mag - 320 yards

No dueling trees, Texas Stars, or other gimmick-like targets

Steel shooters may be segregated to one side of the firing line or other, and with a minimum lateral distance of 6 feet between steel shooters

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Operation of the Range/Conduct of Live Firing

- Shooting House #2 has 21 firing points. Three firing points between each of the wooden columns. Firing line may be inside or in front of the Shooting House.
- Targets must be placed so that projectile impact is beyond the 150-yard line.
- To ensure fired rounds will impact in the desired impact area, targets should be posted no lower than:
 - Prone: 24 inches above the ground plane
 - Sitting/Kneeling: 36 inches above the ground plane
 - Bench: 36 inches above the ground plane
 - Offhand: 36 inches above the ground plane
 - Pistol: 48 inches above the ground plane
- If a shooter is going beyond the 150-yard line to place, check, paste or retrieve a target from the 320-yard berm, that shooter must notify the RSO. The shooter will place a traffic cone in front of their firing point. The area between the 150-yard line and the 320-yard berm is in defilade and is not observable from the firing line. The traffic cone in front of the firing point signals to all range participants that shooters remain down range. Upon returning from the 320-yard berm, the shooter must retrieve the traffic cone and remain behind the ready line.
- Everyone on the firing line, whether shooting or not, must use eye and double hearing protection (plugs and muffs).

Range Use Restrictions / Conflicts

- Movement forward of the adjacent 200-yard line (Range 2) must be coordinated through the adjacent range OIC and WTBN OOD via radio communication.
- There will be no personnel on adjacent ranges forward of the targets on Range 1. This must be coordinated through the adjacent range OIC and WTBN OOD via radio communication.
- Strict inter-range and intra-range coordination and communication will be exercised to ensure personnel are not exposed to direct weapons fire or ricochet hazards.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- Firing may be conducted from under the overhead protection of the sheds. Muzzles of all weapons must be forward of the concrete foundation when doing so. Double ear protection is required.
- No holster drawing while firing from the concrete pad. The proximity of other shooters combined with the hardness of the concrete floor creates conditions which will cause a ricochet if impacted and possibly cause an injury or fatality.
- Down range movement into the impact area (beyond the impact berm) is prohibited.



Overhead view showing relationship to Range 2 200-yard Firing Line

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

MedEvac Location

- Ground: Range 1 Parking lot. Send runner to Garand Road entrance to direct emergency medical vehicles and personnel.
- Air: Landing Zone (LZ) 9 located on Range 4 in the vicinity of the 700-yard firing line. Directions: Exit Range 1, turn left. Go approximately 0.3 mile to Range 4. LZ located on the 700 yd line on right.

Closing the Range

- At the end of live firing the OIC/RSO must notify Range Control that firing has ceased and request a cold time. Note the cold time on the “Rifle/Pistol Sign-in” sheet.
- Ensure the range has been properly policed and equipment stowed. Secure the 1st Aid kit, handheld radios, two range pit flags and one firing line flag, and the Range 1 book containing the Range SOP.
- Have WTBN OOD inspect the range. The OIC/RSO will complete the “End of Training Report” and call it in via landline or cell phone (**703-784-5321**) to Range Control. Return to the WTBN OOD and turn-in range equipment.
- Notify Range Control and OOD of any pertinent problems encountered during the operation of the range.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)



Overhead View of Range 1 showing Distance Markers

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Appendix B: Range 2 and Range 3

Introduction

- It should be noted at the outset of this appendix, that all the common range opening, operating and closing paragraphs of Section I of this SOP apply to Ranges 2 and 3. Additionally, RSOs must have read and comprehend the MCBQ Range 2 or 3 SOP as appropriate.
- Ranges 2 and 3 are 600-yard rifle ranges with shooting positions located at 100-yard increments. Up to .50 caliber ammunition and below is authorized on this range. Muzzleloaders, .75 caliber and below may be used. Members must bring their own targets. The firing positions are open, and some target carriages are available in the pits for shooters.



Overhead View of Ranges 1, 2 & 3

Range Checkout Procedures

- Range 2 and Range 3 require dedicated OICs and RSOs. These individuals may not engage in any other task other than the supervision and operation of the range. To

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

participate in shooting the individual must contact Range Control and request to change OICs or RSOs.

- Report to the WTBN Officer of the Day (OOD) not later than ½ hour prior to the range's scheduled opening time. Identify yourself and draw the required range equipment.
- This equipment consists of:
 - 1st Aid Kit
 - Two Handheld Radios
 - Two range pit flags and two firing line flags
 - Key to lock at Check Point 1 or 7 as appropriate
- Ensure the radios remain on the appropriate channels for Range Control and WTBN. No range operations will commence or continue without positive and uninterrupted radio contact with Range Control and the WTBN OOD.

Opening the Range

- Inspect the range to ensure it is safe to conduct live firing.
- Check the condition and cleanliness of the range. If problems exist, contact the OOD and request an on-site inspection. It is imperative that QSC not be held responsible for the clutter and litter others leave. If it is minor and something the RSO team can easily correct do so to get the range opened on time.
- Enter the target pit through the gate at Check Points 1 or 7. Place the two pit flags on the poles at each end of the target pit. These flags designate the extreme left and right lateral limits of the range.
- Place firing line flags on the poles to the left and right of the firing line. Setup the range sign-in area in the vicinity of and behind the firing line. Ensure each shooter completes the "Rifle / Pistol Sign-in" sheet.
- Provide a range safety briefing to all shooters.
- When opening Ranges 2 and 3, the RSO/OIC must check out additional radios if personnel are to man the target area and must also check out from one to three keys depending on the firing lines to be used.
- The radios checked out for communication between the firing line and the target area will be set to channels as indicated on the radio.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)



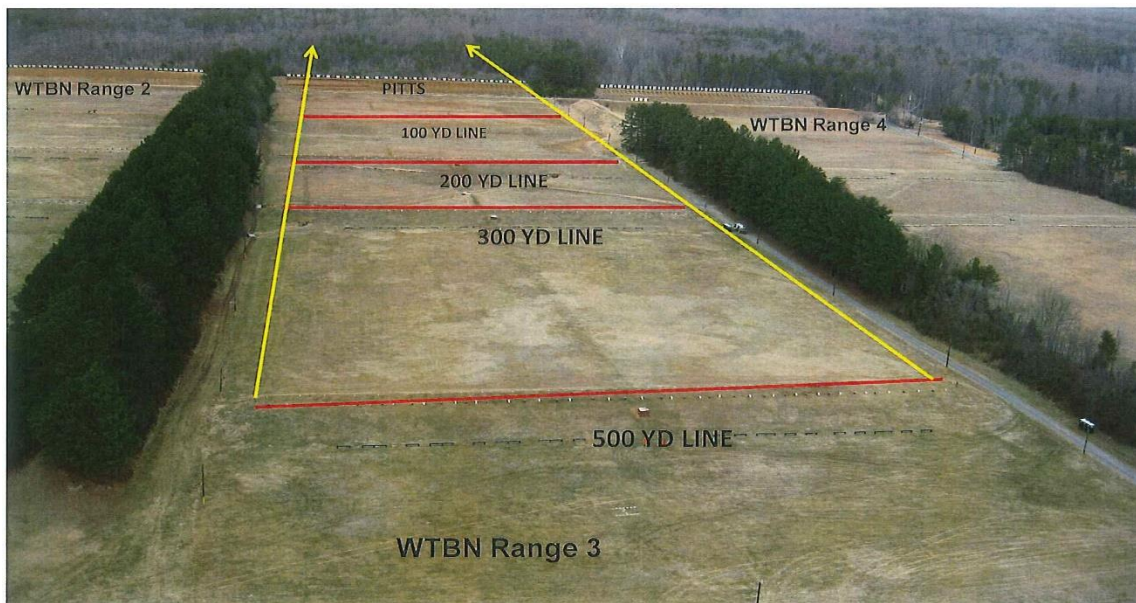
Overhead view of Range 2

Authorized Firearms and Ammunition

- Pistol (All)
- Shotgun (All)
- 5.56mm / .223 Ball
- 7.62mm / .308 WIN
- .300 WIN MAG
- .50 Cal Ball
- Black Powder .50Cal

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)



Overhead view of Range 3

Authorized Use of Lasers

- Class 1-3A standard aiming devices mounted on firearms are permitted and must always point downrange inside the left and right range limit markers

Authorized Targets

- Targets on Ranges 2 and 3 will be placed in target carriages for known distance firing. For short range shooting the targets will be placed on-line with the 100-yard firing line. Target must be placed to ensure projectiles do not impact the protective berm and all impacts land between target lanes 1 and 50.
- Metal Targets are not authorized for use on these ranges.

Operation of the Range / Conduct of Live Firing

- No change or additional measures to those listed in Section I of this SOP.

Range Use Restrictions / Conflicts

- Personnel on Range 2 cannot be forward of any targets on Range 1 or Range 3.
- Personnel on Range 3 cannot be forward of any targets on Range 2 or Range 4.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- Personnel on Range 1 and Range 3 cannot be forward of any targets on Range 2.
- Personnel on Range 2 and Range 4 cannot be forward of any targets on Range 3.
- Movement between firing lines must be coordinated with WTBN OOD and adjacent ranges via radio communication.
- Personnel will not occupy any portion of the SDZs unless they are protected by artificial barriers. Any personnel located in the pits will remain on the catwalk during firing.
- Personnel will only enter the pits when authorized by the RSO and in coordination with the WTBN OOD. The pit entrance is located at the 100-yard line between ranges 2 and 3. Range personnel will ensure the barrier and sign are posted after the last person enters the tunnel to ensure no entry back into a hot range.
- When firing from the 600-yard line on Range 2, a barrier must be placed on the road to prevent any personnel from moving forward of the firing line and into the WTBN ammunition issue/storage area.
- Down range movement into the impact area (beyond the impact berm) is prohibited.

MedEvac Location

- Ground: 100-600 Yards. Send runner to Garand Road entrance near the main Weapons Training Battalion parking lot to direct emergency medical vehicles and personnel.
- Air: Landing Zone (LZ) 9 located on Range 4 in the vicinity of the 700-yard firing line. Directions: Exit Range 2, turn left. Go approximately 0.25 miles to Range 4. LZ located at the 700 yd line on right.

Closing the Range

- No change or additional measures to those listed in Section I of this SOP.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Appendix C: Range 4

Introduction

- It should be noted at the outset of this appendix, that all the common range opening, operating, and closing paragraphs of Section I of this SOP apply to Range 4. Additionally, RSOs must have read and comprehend the MCBQ Range 4 SOP.
- Range 4 is a 1000-yard rifle range with shooting positions located at 100-yard increments. Up to .50 caliber ammunition and below is authorized on this range. Muzzleloaders, .75 caliber and below may be used. Members must bring their own targets. The firing positions are open, and some target carriages are available in the pits for shooters.
- Range 4 is unique mainly in the fact that it extends to 1,000 yards. The area between the 600-yard line and the 800, 900- and 1,000-yard lines is bisected by Garand Road. Making sure Garand Road is secure when firing beyond the 600-yard line requires special attention as will be shown below.
- Both metal and paper targets may be used on Range 4. Metal targets will be discussed later in this appendix. The target area of Range 4 employs the use of mechanical target carriages. When using paper targets, personnel are required to be in the target area when using paper targets. This phenomenon applies to ranges 2, 3 and 4. Again, special attention is required.
- Access to the target area of Range 4 requires access through Checkpoint 7.

Range Checkout Procedures

- Range 4 requires a dedicated OIC and a dedicated RSO. These individuals may not engage in any other task other than the supervision and operation of the range. To participate in shooting the individual must contact Range Control and request to change OICs or RSOs.
- Report to the WTBN OOD not later than ½ hour prior to the range's scheduled opening time. Identify yourself and draw the required range equipment.
- This equipment consists of:
 - 1st Aid Kit
 - Two Handheld Radios
 - Two range limit pit flags, two firing line flags, one range flag

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- Firing greater than 600 yards requires two additional flags, one at Checkpoint 8 and one at Checkpoint 9.
- Key to locks at Check Points 7, 8, and 9 as appropriate
- Ensure the radios remain on the appropriate channels for Range Control and WTBN. No range operations will commence or continue without positive and uninterrupted radio contact with Range Control and the WTBN OOD.

Opening the Range

- Upon arrival at the range, place a Red Range Flag at the flagpole behind the 1000-yard firing line in the vicinity of the intersection of MCB 4 and Willis Road.
- Inspect the range to ensure it is safe to conduct live firing. Inspect the parking area, the target pit, and the berms.
- Enter the target pit through the gate at Check Point 7. Place the two pit flags on the poles at each end of the target pit. These flags designate the extreme left and right lateral limits of the range.
- If firing is confined from 100-600 yards, the only key needed by the RSO is the key to Checkpoint #7. Before proceeding through Checkpoint #7, the RSO must obtain clearance from Range Control. If there is firing taking place on the Competition and Re-qualification Pistol Ranges, those ranges must be placed in a check fire before proceeding through Checkpoint #7. The two Pistol Ranges will remain in a check fire until the target area is “sealed.” The gate to Checkpoint #7 must never be left unlocked even if the period of visitation to the target area of Range 4 is to be brief. Once traffic through Checkpoint #7 has ceased and the target area is sealed, Range Control will be so advised and if required, the check fire of Re-qualification Pistol Range can be lifted.
- When firing expands beyond 600 yards to 800, 900 or 1,000 yards, additional keys and procedures are required. In addition to the key to Checkpoint #7, the RSO must check out keys to Checkpoints #8 and #9. These are the keys to the locks on the gates that will close off Garand Road.
- When RSOs are ready to secure Checkpoints #8 and #9, they inform both the OOD and Range Control that they are doing so. They can lock the gates in the order that is most efficient for their operation and safety and will post range flags on the flag poles provided at both checkpoints.
- Setup the range sign-in area in the vicinity of and behind the desired firing line. Ensure each shooter completes the “Rifle / Pistol Sign-in” sheet.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- Provide a range safety briefing to all shooters.
- When opening Range 4, in addition to all the other checkout procedures covered in Section I of this SOP, the RSO/OIC must check out additional radios if personnel are to man the target area and must also check out from one to three keys depending on the firing lines to be used.

Authorized Firearms and Ammunition

- Shotgun (All)
- Pistol (All)
- 5.56mm (All)
- 7.62mm X 51mm Ball
- 7.62mm X 51mm Special Ball (.308)
- 7.62mm X 67mm (.300 WinMag)
- 8.6mm X 70mm (.338LaPua Magnum)
- 12.7mm X 99mm (.50cal BMG ball)
- The firing of large caliber ammunition (.50cal, .338 Lapua, .300 WinMag) may only be done between the 300- and 1000-yard firing lines.

Authorized Use of Lasers

- Class 1-3A standard aiming devices mounted on firearms are permitted and must always point downrange inside the left and right range limit markers

Authorized Targets

- Targets on Range 4 will be placed in the target carriages for known distance firing. Steel targets may be placed on the berm in front of the target pit between firing lane 25-50. Targets will be placed to ensure projectiles do not impact the protective berm and all impacts land between targets 1 and 50.
- Targets are limited to paper, wood, plastic, and approved ballistic steel.
- Ballistic steel targets must be a minimum of 3/8" and constructed of AR-500 or greater steel.

Minimum engagement distances for portable ballistic steel targets:

- Pistol - 10 yards (*No pistol magnum calibers, FN 5.7 or +P ammo on steel*)
- Pistol (Braced) / PCC / Rimfire Rifle - 25 yards
- Shotgun (Buck / Bird Shot) - 11 yards

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- Shotgun (Slug) - 55 yards
- 5.56mm / .223 Ball - 110 yards
- 7.62mm / .308 Ball - 110 yards
- .300 Win Mag - 320 yards

No dueling trees, Texas Stars, or other gimmick-like targets

Steel shooters may be segregated to one side of the firing line or other, and with a minimum lateral distance of 6 feet between steel shooters

Operation of the Range / Conduct of Live Firing

- When all shooters have assembled on the initial firing line, the RSO will give a range safety brief.
- Remind shooters that regardless of the left and right lateral limits of the range, they are to shoot only on their assigned target.

Range Use Restrictions / Conflicts

- There will be no personnel on adjacent ranges forward of any targets on Range 4.
- Personnel on Range 4 cannot be forward of any static targets on Range 3 or the Pistol Ranges.
- Personnel on Range 3 or the Pistol Ranges cannot be forward of any Range 4 static targets.
- If Range 3 or the Pistol Ranges are occupied, they must be placed in a check fire or cold status for Range 4 personnel to proceed forward of Checkpoint 7 and only after coordination with OOD.
- If a MedEvac is called on any range in the Calvin A. Lloyd Range Complex the Landing Zone is in the open grassy area vicinity of the 700-yard firing line. OIC / RSO must immediately open Checkpoint Gates 8 and 9 to permit access either to the LZ or to access Garand Road.
- Parking is permitted in authorized areas only. No parking on the grassy areas behind the firing lines. (Exception: 100-yard firing line when dry.)

MedEvac Location

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

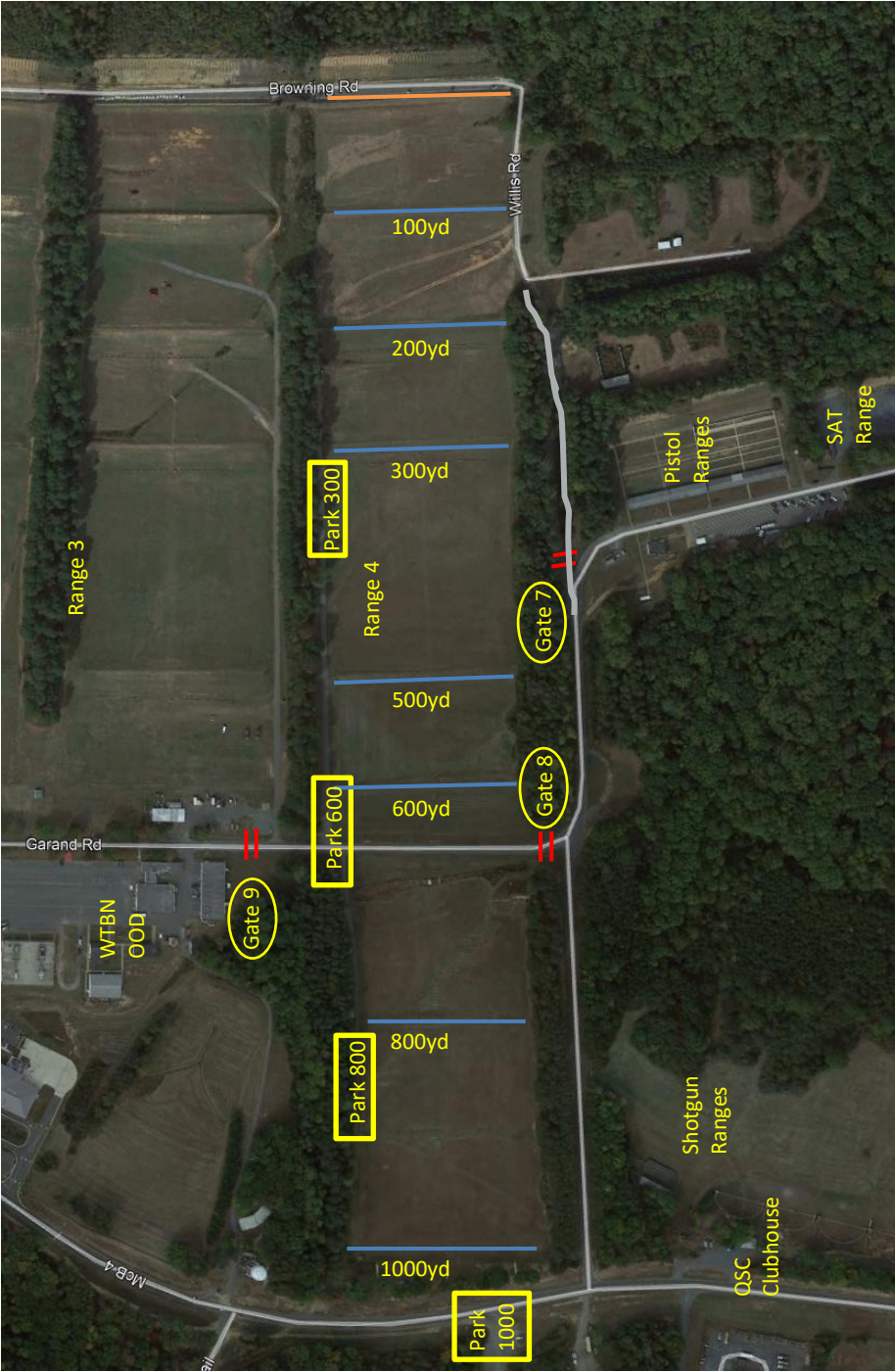
- Ground: Vicinity the firing line at 100 – 900 yards or if possible, move to Garand Road. On the 1000-yard firing line, if possible, move to MCB 4. Send runners to the intersection of MCB 4 and Willis Road and to the intersection of Willis and Garand Roads as necessary to guide emergency vehicles to the casualty.
- Air: Landing Zone (LZ) 9 vicinity of the Range 4 700-yard firing line in the open grassy area.

Closing the Range

- The RSO is responsible for calling Range Control to get target pullers through Checkpoint #7 and asking that Re-qualification Pistol to be placed into a check fire if required.
- Once all personnel have cleared the target area and Checkpoint #7 is secured, the RSO will again inform Range Control.
- If firing has taken place beyond the 600-yard line, the RSO will inform Range Control and the OOD when both Checkpoint #8 and Checkpoint #9 have been re-opened.
- All equipment checked out from the OOD will be returned and checked in with a Marine Corps representative.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)



Overhead View of Range 4 showing Gates and Parking Areas

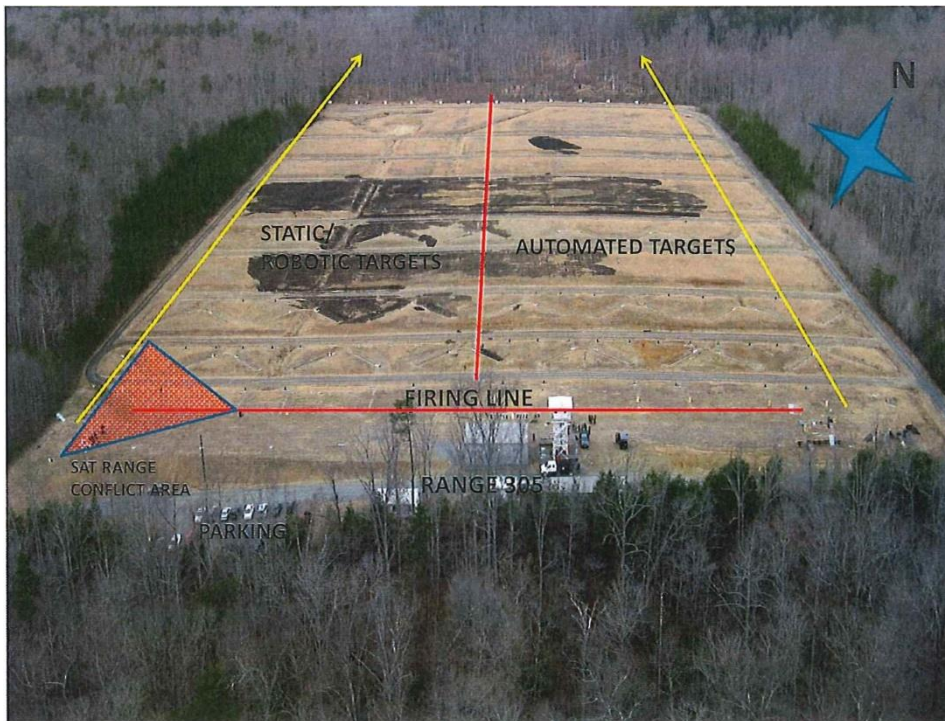
Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Appendix D: Ironman Range (Formerly Range 305)

Introduction

- It should be noted at the outset of this appendix, that all the common range opening, operating, and closing paragraphs of Section I of this SOP apply to Range 305. Additionally, RSOs must have read and comprehend the MCBQ Range 305 SOP.
- Range 305 is a general-purpose, fixed firing line, unknown distance pistol, rifle, and tactical shotgun recreational fire range with target distances from 7 yards to 460 yards.
- The QSC is approved to use the left half of the range (lanes 1 – 6) only. Do not place targets of any type on the right half of the range (lanes 7 – 12).



Overhead view of Range 305

Range Checkout Procedures

- Range 305 requires a dedicated OIC and a dedicated RSO. These individuals may not engage in any other task other than the supervision and operation of the range. To participate in shooting the individual must contact Range Control and request to change OICs or RSOs.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- Report to the WTBN Officer of the Day (OOD) not later than ½ hour prior to the range's scheduled opening time. Identify yourself and draw the required range equipment.
- This equipment consists of:
 - 1st Aid Kit
 - Two Handheld Radios
 - One range flag
 - Key to the lock on the steel gate to Range 305
- Ensure the radios remain on the appropriate channels for Range Control and WTBN. No range operations will commence or continue without positive and uninterrupted radio contact with Range Control and the WTBN OOD.

Opening the Range

- Upon arrival at the range, place a Red Range Flag at the flagpole beside the steel gate at the entrance to the range.
- Inspect the range to ensure it is safe to conduct live firing.
- Setup the range sign-in area in the vicinity of and behind the desired firing line. Ensure each shooter completes the "Rifle / Pistol Sign-in" sheet.
- Provide a range safety briefing to all shooters.

Authorized Firearms and Ammunition

- Shotgun (All)
- Pistol (All)
- 5.56mm (All)
- 7.62mm X 51mm Ball
- 7.62mm X 51mm Special Ball (.308)
- 7.62mm X 67mm (.300 WinMag)
- 8.6mm X 70mm (.338LaPua Magnum)
- 12.7mm X 99mm (.50cal BMG ball)

Authorized Use of Lasers

- Class 1-3A standard aiming devices mounted on firearms are permitted and must always point downrange inside the left and right range limit markers.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Authorized Targets

- Target stands and targets on Range 305 will be placed at any distance from 7 yards to 460 yards to the direct front of the firing position in the occupied firing lane.
- Targets are limited to paper, wood, plastic, and approved ballistic steel.
- Ballistic steel targets must be a minimum of 3/8" and constructed of AR-500 or greater steel.

Minimum engagement distances for portable ballistic steel targets:

- Pistol - 10 yards (*No pistol magnum calibers, FN 5.7 or +P ammo on steel*)
- Pistol (Braced) / PCC / Rimfire Rifle - 25 yards
- Shotgun (Buck / Bird Shot) - 11 yards
- Shotgun (Slug) - 55 yards
- 5.56mm / .223 Ball - 110 yards
- 7.62mm / .308 Ball - 110 yards
- .300 Win Mag - 320 yards

No dueling trees, Texas Stars, or other gimmick-like targets

Steel shooters may be segregated to one side of the firing line or other, and with a minimum lateral distance of 6 feet between steel shooters

- .50 cal ball **may not be fired on steel targets** on this range
- Targets must be placed so that projectile impact is beyond the 150-yard line. To ensure fired rounds will impact in the desired impact area, targets should be posted no lower than:
 - Prone: 24 inches above the ground plane
 - Sitting/Kneeling: 36 inches above the ground plane
 - Bench: 36 inches above the ground plane
 - Offhand: 36 inches above the ground plane
 - Pistol: 48 inches above the ground plane

Operation of the Range / Conduct of Live Firing

- No change or additional measures to those listed in Section I of this SOP.

Range Use Restrictions / Conflicts

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- The Small Arms Tactical (SAT) Range on the left (west) side of Range 305 conflicts with the use of this range.
 - When Bays 1-3 of the SAT Range are hot, personnel on Range 305 may not be downrange forward of the firing line. The firing line consists of the flat area from the bleachers to the first terrain drop off moving down range.
 - When Bay 4 of the SAT Range is hot, personnel on Range 305 may not occupy the firing line on the extreme left of the range (firing lanes 1 & 2) and the area indicated in red on the previous photo.
 - Downrange movement on Range 305 is prohibited when the SAT Range is hot.
- Strict inter-range and intra-range coordination and communication will be exercised to ensure personnel are not exposed to direct weapons fire or ricochet hazards.
- Shooters will not fire across the face of the range. Shooters will fire straight downrange in a lane-oriented fashion, and all impacts will be within the range lateral limit markers.

MedEvac Location

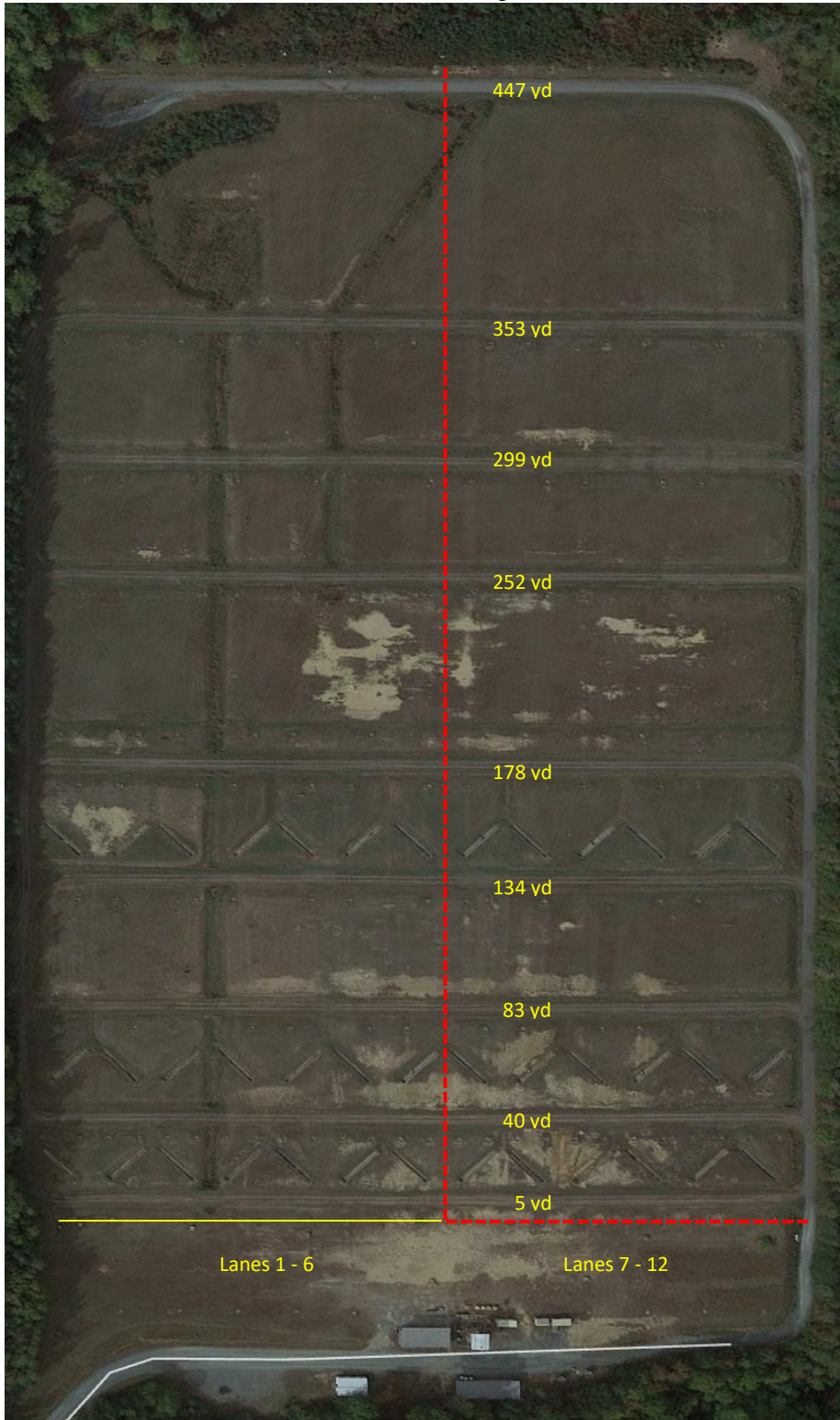
- Ground: Behind firing line. Send runners to the entrance of Range 305 and to the intersection of MCB4 and Willis Road to guide emergency vehicles to the casualty.
- Air: Landing Zone (LZ) 9. Directions – Exit Range 305, turn left on Willis Road, turn right on Garand Road, and proceed approximately 100 yards. Turn left onto Range 4. LZ is the open grassy area.

Closing the Range

- No change or additional measures to those listed in Section I of this SOP.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)



Overhead View of Range 305 showing distances to range trails

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Appendix E: Small Arms Tactical (SAT)

Introduction

- It should be noted at the outset of this appendix, that all the common range opening, operating, and closing paragraphs of Section I of this SOP apply to the SAT Range. Additionally, RSOs must have read and comprehend the MCBQ SAT Range SOP.
- Small Arms Tactical (SAT) Range is a 35-yard complex with four individual shooting bays. QSC uses SAT for a variety of recreational fire and matches such as USPSA, Steel Challenge, Multi-Gun and 2/3 Gun Matches.



Overhead view of the Small Arms Tactical (SAT) Range

Range Checkout Procedures

- Report to the WTBN Officer of the Day (OOD) not later than ½ hour prior to the range's scheduled opening time. Identify yourself and draw the required range equipment.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- This equipment consists of:
 - 1st Aid Kit
 - Two Handheld Radios
 - One range flag
 - Key to the lock on the wooden gate to SAT Range
- Ensure the radios remain on the appropriate channels for Range Control and WTBN. No range operations will commence or continue without positive and uninterrupted radio contact with Range Control and the WTBN OOD.
- No change to other instructions provided in Section I of this SOP.

Opening the Range

- Red range flag is placed on the pole next to the range entry point.
- Set up sign in area to the rear of Bay 1 and ensure all shooters sign-in.
- No change to other instructions provided in Section I of this SOP.

Authorized Firearms and Ammunition

- .22cal (All)
- 5.56mm (All)
- Shotgun (All)
- 7.62mm (All)
- Pistol (All)

Authorized Use of Lasers

- Standard issue targeting lasers (class 3a or lower) attached to weapon.

Authorized Targets

- Members must provide their own Target Stands and Targets.
- Targets are limited to paper, wood, plastic, and reactive ballistic steel.
- Targets may be placed on-line or at varying distances.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- Reactive steel targets must be a minimum of 3/8" and constructed of AR-500 or greater steel. Minimum engagement distances for portable ballistic steel targets with Pistol Caliber rounds is 8 yards.
- Steel will not be engaged with 5.56mm or 7.62mm ammunition on this range. Pistol calibers are the only rounds authorized.

Operation of the Range / Conduct of Live Firing

- All targets must be placed between the red/yellow striped poles located at the impact berm in each bay. The primary firing line in each bay is indicated by red/yellow poles. All firing must be kept between these markers. Firing at angles greater than 30 degrees is prohibited.
- If multiple bays are hot at once, in addition to the RSO being physically present, a Assistant Range Safety Officer (ARSO) must be assigned for each bay when hot. The RSO must thoroughly brief the ARSO(s) on safety issues and courses of fire prior to live fire commencing.

Range Use Restrictions / Conflicts

- The Small Arms Tactical (SAT) Range conflicts with the use of Range 305 to the right (west) of this range.
 - When Bays 1-3 of the SAT Range are hot, personnel on Range 305 may not be downrange forward of the firing line. The firing line consists of the flat area from the bleachers to the first terrain drop off moving down range.
 - When Bay 4 of the SAT Range is hot, personnel on Range 305 may not occupy the firing line on the extreme left of the range (firing lanes 1 & 2) and the area indicated in red on the previous photo.
 - Downrange movement on Range 305 is prohibited when the SAT Range is hot.
- Strict inter-range and intra-range coordination and communication will be exercised to ensure personnel are not exposed to direct weapons fire or ricochet hazards.
- DOWN RANGE MOVEMENT INTO THE IMPACT AREA (BEYOND THE IMPACT BERM) IS PROHIBITED

MedEvac Location

- Ground: Parking lot in front of SAT Range. Send runners to the intersection of MCB4 and Willis Road to guide emergency vehicle to the casualty.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

- Air: LZ 9. Exit SAT Range and turn right onto Willis Road. Turn right onto Garand Road and drive 100 yards. LZ 9 is to your left in the vicinity of the 700-yard firing line in the grassy area.

Closing the Range

- No change to other instructions provided in Section I of this SOP.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Appendix F: Re-qualification Pistol

Introduction

- It should be noted at the outset of this appendix, that all the common range opening, operating, and closing paragraphs of Section I of this SOP apply to the Requalification Pistol Range. Additionally, RSOs must have read and comprehend the MCBQ Requalification Pistol Range SOP.
- Requalification Pistol is an active, small arms, live-fire known distance range. It is accessible from Willis Road. Requalification Pistol has 50 firing points and firing distances from 7 to 50 yards.



Overhead View of the Requalification Pistol Range

Range Checkout Procedures

- No change to other instructions provided in Section I of this SOP.

Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Opening the Range

- Red range flags will be placed on the poles on either side of the firing lines being used.

Authorized Firearms and Ammunition

- Pistol (9mm / .45 cal)

Authorized Use of Lasers

- Standard issue targeting lasers (class 3a or lower) attached to weapon.

Authorized Targets

- Targets will be placed in the target carriages. Targets will not be placed anywhere other than in the turning target system carriages. Targets are limited to paper, wood, and plastic.
- No ballistic steel targets are authorized on this range.

Operation of the Range / Conduct of Live Firing

- Double hearing protection is required when firing from underneath the overhead cover.

Range Use Restrictions / Conflicts

- DOWN RANGE MOVEMENT INTO THE IMPACT AREA (BEYOND THE IMPACT BERM) IS PROHIBITED

MedEvac Location

- Ground: Parking lot in front of Requal Pistol Range. Send runners to the intersection of MCB4 and Willis Road to guide emergency vehicle to the casualty.
- Air: LZ 9. Exit Requal Pistol Range and turn right onto Willis Road. Turn right onto Garand Road and drive 100 yards. LZ 9 is to your left in the vicinity of the 700-yard firing line in the grassy area.

Closing the Range

- No change to other instructions provided in Section I of this SOP.

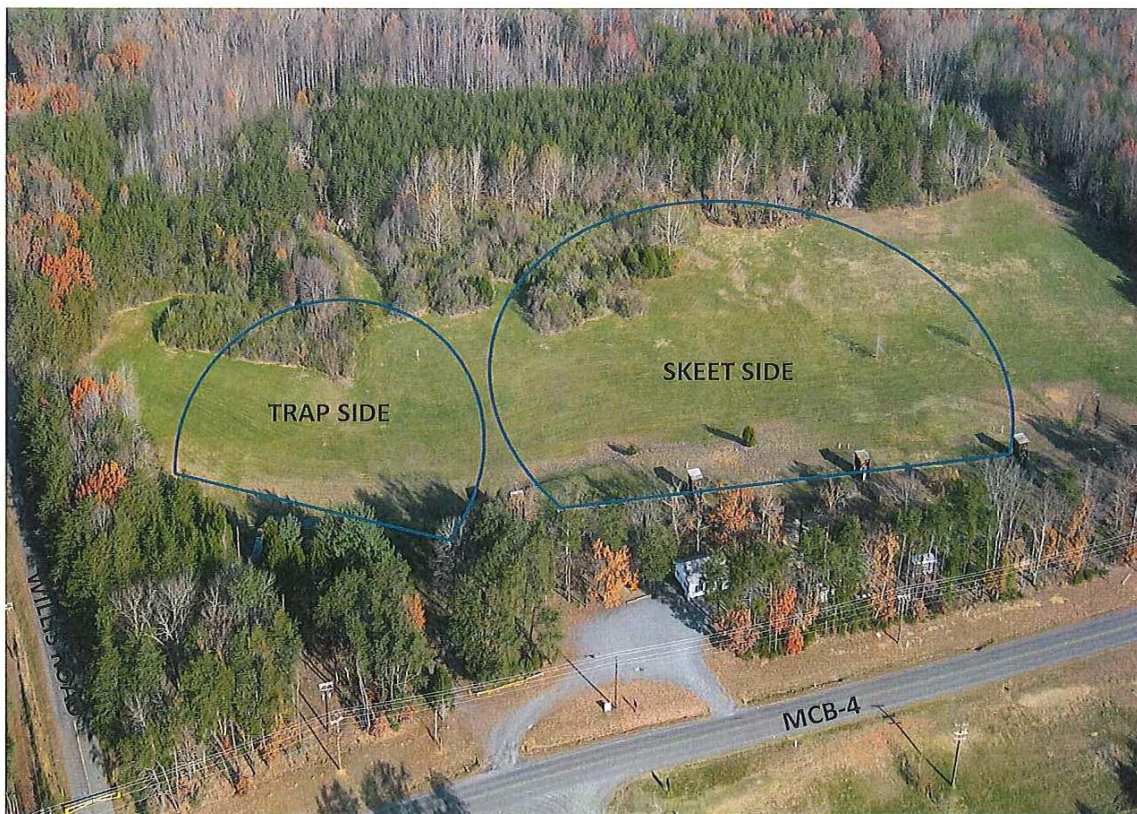
Range Standard Operating Procedures

Quantico Shooting Club, Inc. (QSC)

Appendix G: Shotgun

Introduction

- It should be noted at the outset of this appendix, that all the common range opening, operating, and closing paragraphs of Section I of this SOP apply to the Shotgun Range. Additionally, RSOs must have read and comprehend the MCBQ Shotgun Range SOP.
- The Shotgun Range includes one International Trap Bunker, three American Skeet fields and one American Trap field.



Overhead View of the Shotgun Range

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Range Checkout Procedures

- Report to the WTBN Officer of the Day (OOD) not later than ½ hour prior to the range's scheduled opening time. Identify yourself and draw the required range equipment.
- This equipment consists of:
 - Backpack
 - 1st Aid Kit
 - Two Handheld Radios
- Ensure the radios remain on the appropriate channels for Range Control and WTBN. No range operations will commence or continue without positive and uninterrupted radio contact with Range Control and the WTBN OOD.

Opening the Range

- The Shotgun Range requires a dedicated OIC and a dedicated RSO. These individuals may not engage in any other task other than the supervision and operation of the range. To participate in shooting the individual must contact Range Control and request to change OICs or RSOs.
- One (1) RSO is required for all 4 skeet fields, which includes the American Trap field. An additional RSO is required when the International Trap field is used concurrently with any of the other fields.
- Upon arrival at the range, place a Red Range Flag at the flagpole beside the steel gate at the entrance to the range.
- Inspect the range to ensure it is safe to conduct live firing. Inspect the parking area, the target pit, and the berms.
- Unique to the Shotgun Range is that additional payment is required to cover the expense of the clay targets and maintenance of the target throwing equipment. Shooter may pay applicable Shotgun Fees to the Office Manager in the Clubhouse or purchase a Pre-Paid Range Card good for 10 rounds of Trap and/or Skeet. RSO must ensure that the Shooters pay the required fee or cross off the number of rounds played on their Pre-Paid Card.
- Setup the range sign-in area in the vicinity of and behind the desired firing line. Ensure each shooter completes the "Shotgun Range Sign-In" sheet.
- Provide a range safety briefing to all shooters.

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Authorized Firearms and Ammunition

- 7, 8, and 9 Birdshot.
- Slugs and buckshot are not authorized on this range.
- Short-barreled shotguns and shotguns without stocks are strongly discouraged on this range due to safety concerns.

Authorized Targets

- The club provides the only authorized clay targets of the conduct of both skeet and trap on this range.

Operation of the Range / Conduct of Live Firing

- There are four (4) electrical boxes that contain two (2) circuit breakers each. The box closest to the clubhouse, behind station 4 on Field 2, provides electricity to the Field 1 traps and house lights, while the box next to it provides electricity to the Field 2 traps & house lights. The electrical box behind station 4, Field 3 provides electricity to the Field 3 traps and house lights, and the box behind station 4, Field 4, provides electricity to the Field 4 traps and house lights. The circuit breakers in each box must be turned on for each field to become operational.
- Once the outside circuit breakers have been turned on, the circuit breakers and light switches in each house must be turned on. To activate the Traps, the switch on top of the Trap housing behind the magazine must be switched on (switch position for “on” is forward toward the magazine).
- The magazine should then be checked to make sure enough targets are loaded so that a squad of six (6) players can shoot one game without running out of targets. Each Trap magazine will hold 77 targets when the throwing arm is in the de-cocked position.
- Open the door in front of each Trap. The door must be secured in the open position to avoid an accidental closing in the middle of a game.
- The Remote Triggering Device, or “pickle,” and its extension cord, is located on a reel inside the High House for each field. Place the pickle at the High House, un-reel the extension cord, and insert the male plug in the receptacle behind station 4. Return to the pickle and push the “doubles” button to assure that the traps are throwing the targets correctly.

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Rules of Conduct for Trap and Skeet at the WTBN Shotgun Range

- The games of Trap and Skeet shall be played according to the rules illustrated in the official rules and regulations of the appropriate governing authority for the varying disciplines of each sport. (I.E. American Skeet, American Trap, International Trap, etc.)
- The game shall be played with Shotguns only. No shooters with Revolvers will be allowed to share a field with shooters employing Shotguns.
- All weapons must be out of battery with the chambers clearly visible to the RSO until the shooter is on the shooting station and preparing to load rounds and call for the target(s).
- The shooter must clear the weapon, removing any expended or unexpended rounds from the chamber(s), and leaving it out of battery prior to stepping from the shooting station.
- Only one shooter may occupy a shooting station at any moment in time. If instruction is being given to the shooter, the instructor cannot be in possession of a weapon.
- In shooting Skeet, only one shooting station on each field may be occupied at any moment in time. All five Trap shooting stations may be occupied, but only one shooter is permitted to fire at one time.
- One (1) RSO is required for all 4 skeet fields, which includes the American Trap field when any of the other 3 skeet fields are in use. An additional RSO is required when the International Trap field is used concurrently with any of the other fields.
- Any Shooter or observer can call a Cease Fire at any time. The RSO can remove the Cease Fire Status at his/her discretion.
- Only the RSO and Range Control can call a Check Fire, which will cause a Cease fire to occur throughout the Range. If the Range RSO initiates the Check Fire Status, he/she must notify Range Control of the Check Fire status and the reason for same. The Range will then remain in Check Fire Status until the RSO receives permission from Range Control to again put the range into HOT status.
- In the case of a stoppage, malfunction, squib round or misfire, immediately notify the RSO, call a Cease Fire for the field, and allow the RSO to supervise the inspection, correction or unloading of the weapon.
- No more than 5 shooters can occupy a trap field, and no more than 6 shooters can occupy a skeet field when shotgun firing is in progress.

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Rules of Conduct for .410 Revolver Skeet

- The game shall be fired in accordance with the rules illustrated in the National Skeet Shooting Association (NSSA) Official Rules and Regulations, revised 2009, with the exceptions listed below.
- The game shall be fired with Revolvers only. No shooters with Shotguns will be allowed to share a field with shooters employing Revolvers.
- All weapons must be out of battery with the chambers clearly visible to the RSO until the shooter is on the shooting station and preparing to load rounds and call for the target(s). The cylinders of the Revolvers must be disengaged from the frame and clearly unloaded and visible to the RSO.
- No holsters or other revolver “containers” will be allowed on the field of fire. The Revolvers cannot be loaded, put into battery and then “stowed” in any fashion. They must remain clearly visible and gripped with one or two hands once in battery.
- The shooter may use a one-hand or two-handed grip when discharging the weapon. The Revolver may be at “raise pistol” or in a fully extended firing position prior to calling for the target(s). The shooter may employ double action or single action firing procedures.
- The shooter must clear the weapon, removing any expended or unexpended rounds from the chamber(s), and leaving it out of battery prior to stepping from the shooting station. The revolver is considered safe & out of battery if the cylinder is disengaged from the frame and at least three fingers can be inserted between the frame and the cylinder.
- Only one shooter may occupy a shooting station at any moment in time. If instruction is being given to the shooter, the instructor cannot be in possession of a weapon.
- Only one shooting station on each field may be occupied at any moment in time.
- One (1) RSO is required for all 4 skeet fields. In addition, each squad of .410 Skeet shooters must have a dedicated Assistant Range Safety Officer (ARSO) accompany them throughout the game. Each field of play must have a dedicated ARSO. Therefore, if all four fields are occupied with .410 shooters (a maximum of 24 shooters), there must be one (1) RSO and four (4) ARSOs present on the Skeet Range.
- Any Shooter or observer can call a Cease Fire at any time. The RSO can remove the Cease Fire Status at his/her discretion.
- Only the RSO and Range Control can call a Check Fire, which will cause a Cease fire to occur throughout the Range. If the Range RSO initiates the Check Fire Status, he/she must notify

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Range Control of the Check Fire status and the reason for same. The Range will then remain in Check Fire Status until the RSO receives permission from Range Control to again put the range into HOT status.

- In the case of a stoppage, malfunction, squib round or misfire, immediately notify the RSO, call a Cease Fire for the field, and allow the RSO to supervise the inspection, correction or unloading of the weapon.
- No more than 6 shooters can occupy a field for purposes of firing a game of .410 Skeet with Revolvers.

MedEvac Location

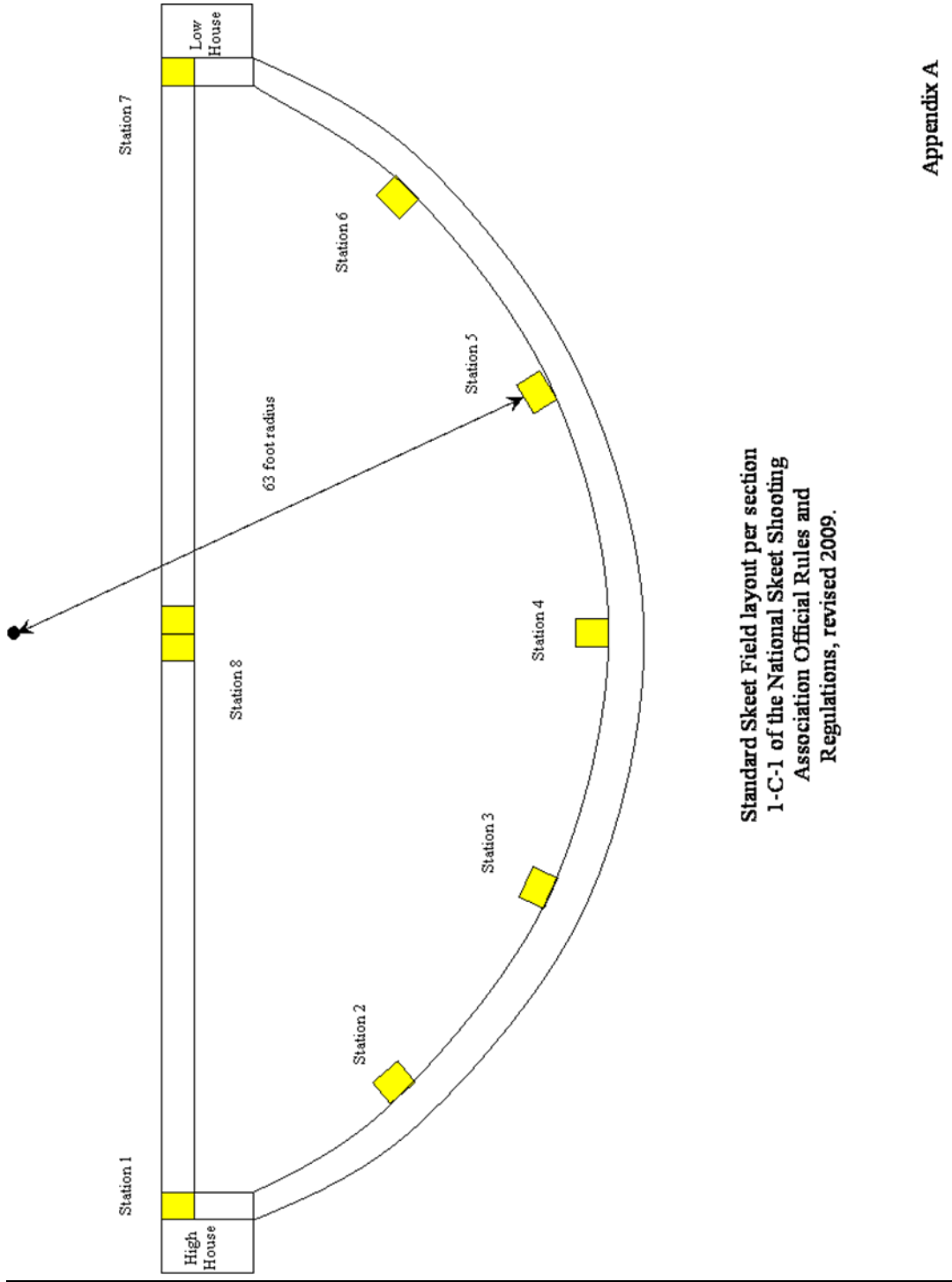
- Ground: Vicinity of the QSC Clubhouse. Send runners to MCB4 to guide emergency vehicles to the casualty.
- Air: Landing Zone (LZ) 9 located on Range 4 vicinity of the 700-yard line. Directions: Exit Shotgun Range, turn right on MCB-4, turn right on Willis Rd, turn left on Garand Road (next gate) and go approximately 200 yds. Turn left onto Range 4. LZ is the open grassy area.

Closing the Range

- In general, the closing process is the reverse of the opening process with two exceptions:
 - Once the Trap machine is turned off, and prior to closing the Trap door, the trap needs to be de-cocked (unloaded) so that the throwing arm spring becomes relaxed. The procedure is to stand behind the Trap machine and pull the lever on the left side of the Trap machine back and up.
 - Reload the magazine for each trap and police the range, picking up all trash and expended casings.
- All light switches and circuit breakers must be in the “off” position, circuit breaker boxes and Trap house doors closed, and pad locks secured.
- Lower the Range Flag and stow in the tube attached to the flagpole.

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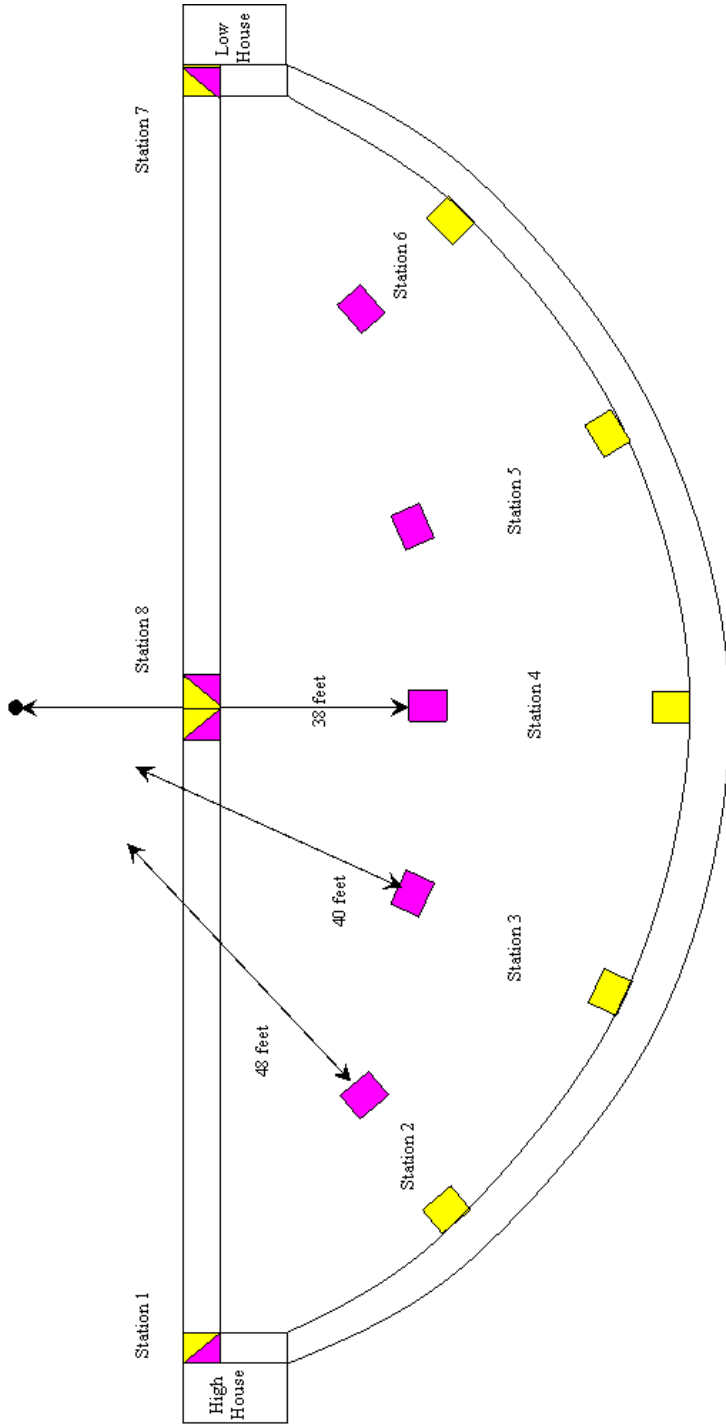


Standard Skeet Field layout per section 1-C-1 of the National Skeet Shooting Association Official Rules and Regulations, revised 2009.

Appendix A

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Standard Skeet Field layout per section 1 -
C-1 of the National Skeet Shooting
Association Official Rules and Regulations,
revised 2009,
Modified to play .410 revolver Skeet Game

Appendix B

Range Standard Operating Procedures

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Appendix H: Mentoring Procedures

Mentoring on a range is essential before a new RSO will be allowed to checkout that range as the assigned RSO. A new RSO must be mentored on each range he/she wishes to checkout. For example, mentoring on Range 1 allows the checking out of Range 1. If you have only been mentored on Range 1, you cannot check out Range 4.

The following are the requirements to be certified as having been mentored on a range:

- Must read and comprehend the MCBQ Range Specific SOP and the QSC Range Safety SOP.
- Must arrive on or before the assigned RSO checks out the range starting at the OOD office, remain through the entire shooting schedule and not leave until the range has been closed, range kits completely checked in, and out brief completed at the QSC Clubhouse.
- Must undergo a random simulated medical emergency at any time during the days shooting.
- May or may not be allowed to shoot at the discretion of the assigned RSO.
- The RSO must feel that you are fully capable of safely operating the designated range from receipt of the range kit at the OOD office through the out brief at the QSC Clubhouse.
- The RSO will contact the CRSO and advise on the status of the mentorship training.

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ANNEX A: Range Administrative and Safety Briefing

Range Administrative Brief

Welcome to (Name of Range)

Introduction of RSOs

Explain Sign-In Process

- Identify Active Duty and Guests
- Guests must have Range Pass from clubhouse indicating that they signed the waiver form
- Check Member or Guest and the Shooter Categories (1, 2, 3, 4) (key on bottom of form)
- Note caliber and approximate numbers of round to be fired

Discuss Shooting Plan

- Course of Fire
- Timing (Line Hot / Line Cold)
- Restrictions / Limitations

Orient Shooters to the Range

- Right and Left Lateral Limits
- Firing Line
- Target Line
- Range Roads, Parking, Barriers, Toilets

Range Safety Brief

Safety is our Number 1 Concern!

ALWAYS keep your firearm pointed in a safe direction.

ALWAYS keep your finger off of the trigger until your sights are on target and you are ready to shoot.

ALWAYS keep your firearm unloaded until you are ready to use.

Be sure of your target and what lies beyond it.

Firearms will be brought and removed cased, and only uncased and re-cased at the firing line and only when the line is HOT. There will be NO handling of firearms whatsoever when the firing line is COLD.

Should you encounter a stoppage or malfunction, STOP shooting, KEEP the muzzle pointed down range, CLEAR or request assistance. DO NOT leave the range with a round in the chamber.

DO NOT go forward of the Firing Line for any purpose when the line is HOT.

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Examples of Firing Line Commands

Cease Fire – Stop shooting, repeat the command so others can hear, and await further instructions from the RSO. Anyone can call a cease fire. If you see an unsafe act, call a cease fire. I say again – anybody can call a cease fire.

Make Safe and Show Clear – Remove ammunition source / magazine, Open the action, Clear Chamber, Place firearm on safe, Bench, Ground, or Holster. Stand behind your firing point so the RSOs can verify that the firearm is clear and safe.

The Firing Line is Clear / Cold – No handling of firearms for any purpose.

The Firing Line is Ready / Hot – Ensure Eyesight and Hearing Protection is on.

Commence Firing / Fire when ready – Self-explanatory.

Emergency Action Plan

DO NOT call 911! RSO will call Range Control and they will contact emergency services

Know the correct Priority for emergencies:

Routine – Not threatening to life, limb, or sight.

Priority – Require immediate attention but not threatening to life, limb, or sight.

Urgent – Severe injury threatening life, limb, or sight.

Mass Casualty – Multiple priority/urgent needs.

Club EMT is monitoring the Range Control Radio Net and will respond to the call.

RSO will command “Cease Fire and Clear Firearms”. Safety Officers will ensure line is clear.

Render First Aid to the victim. Each range has a Bleeding Control First Aid Kit.

RSO will designate and direct road guards as appropriate to guide the emergency service vehicles.

RSO will designate someone to assist as a notetaker.

End of Day Actions

Police your firing point of brass and trash.

Retrieve targets, stands, cameras, steel, etc. If you brought it here, please take it out.

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ANNEX B: MCBQ Live Fire Brief

OIC / RSO: Read highlighted text and items 1-10 below. When requesting a “HOT” time, verbally verify to the Fires Desk NCO that both the OIC and RSO understand the contents of the LIVE FIRE BRIEF and will comply.

- **All personnel have received a detailed Safety Brief.**
 - **Adequate Medical Coverage is present.**
 - **The Safety Vehicle is present.**
 - **The Range Flag is posted.**
 - **Left / Right Lateral Limit Markers are identified / visible per Range SOP.**
 - **All Gates and Barriers are secured or manned and will not be bypassed.**
 - **OIC / RSO have read and understand the Range Safety Order, Range Regulations, SOP for this range, items 1-10 of this brief, and will comply.**
1. The OIC / RSO will immediately contact Range Control and request a pre-inspection if the range or training area is found in a poor state of police or will accept the condition and responsibility to police.
 2. The OIC / RSO MUST maintain (in their possession) two forms of communication with Range Control **AT ALL TIMES**. Primary / Secondary: Issued Radio / Cell Phone or land line. The OIC /RSO will make radio checks every 30 minutes for live fire / 3 hours for non-live fire events on the hour / half-hour.
 3. The OIC RSO will cease fire / training immediately if communication is lost. If OIC / RSO fails to make radio checks the unit will be placed into a check-fire until communication is restored.
 4. OIC / RSO must ensure all **Blank** and **Live** ammunition is: Stored and issued separately, **NEVER** used at the same time, blanks fired before live rounds never after, ensure every participant, weapon, magazines, etc. are cleared / thoroughly checked before issuing live rounds or departing.
 5. OIC / RSO will **IMMEDIATELY** contact Range Control and await further instructions as soon as a fire starts. **NEVER** enter dud impact area.
 6. OIC / RSO will immediately cease fire and contact Range Control if any aircraft (to include UAV / UAS) enters the SDZ for that range.
 7. MEDEVAC: Regardless of severity, the OIC / RSO will immediately contact Range Control to initiate emergency procedures.
 8. Civilian participation requires prior approval from Commander, MCINCR, MCB Quantico. OIC / RSO will ensure the Hold Harmless / Waivers of Liability are signed, on-hand, and notify Range Control when complete.
 9. Completion of training: OIC / RSO will contact Range Control to request Post Inspection, “COLD” Time, and pass “End of Training” report (Ammo expended by DODIC, number of personnel trained / vehicles in support).
 10. Marine Corps OIC / RSO: **Range Safety Related AIN’s** have been checked and read as part of detailed safety brief as required.

Range Standard Operating Procedures

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OIC / RSO CERTIFIES THAT THEY UNDERSTAND ANY / ALL CONFLICTS, RESTRICTIONS, HAVE READ AND WILL COMPLY WITH: THE RANGE SAFETY ORDER, RANGE REGULATIONS, RANGE SOP, AND THE ITEMS ABOVE.

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ANNEX C: Range Operations Checklist

- Pick up range box, keys, and radios from WTBN OOD
- Request “Occupy time” from Range Control, record it on the sign-in sheet, & relay to OOD
- Inspect range for trash, debris, damage, etc. and report damage to OOD if applicable
- Ensure all flags are up and barriers closed
- Verify medical coverage
- Ensure all participants sign in and membership cards / guest passes checked
- Send DODICs to RC
- Give the Range Safety Briefing to participants
- Contact RC to request “Hot time” and confirm OIC/RSO have read Live Fire Brief, record time on sign-in sheet and relay time to OOD
- Perform radio checks every 30 minutes to RC and 60 minutes to OOD
- Inform RC of any changes to OIC/RSO and/or DODICs
- Request “Cold time” from RC at the conclusion of the training day, record on the sign-in sheet and relay time to OOD
- Use cell phone to give “End of Training Report” to RC (703) 784-5321
- Inspect range for trash, damage, etc. and ensure the participants pack out their debris
- Lower flags and open barriers
- Notify RC of departure and record on the sign-in sheet
- Return Range Box to OOD
- Check out with QSC Clubhouse, drop off sign-in sheets, report problems

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ANNEX D: SOP Nuances & Lessons Learned

Each RSO has been appointed, completed the USMC Basic Range Safety Course, and the MCBQ and QSC Supplemental Courses. This section details some of the hints, tips and advice we have learned that help the club stay a valued contributor to MCBQ.

1. **Safety Mishap** – You call into Range Control, not 911, but also use the correct terminology that the Marines have been trained to recognize and the Priorities of Emergencies. Additionally, only a medic / EMT can authorize a MedEvac, not the OIC or RSO.
2. **Pride in our Work** – We accept responsibility for any range we open. This includes keeping the range clean and free of brass and trash. This is a leading complaint the club suffers and is an easy fix, if you hump it in, you hump it out.
3. **Driving on the Range** – That is a no-no for us. Even though you will see the Marines driving a variety of military vehicles on the range, we cannot drive our POVs on the range. Their range, their rules, not even worth engaging folks.
4. **Firearms Familiarization** – Each RSO should keep a log of the firearms that they are familiar with so we can safely clear any firearm brought onto our range. Since many firearms have clones, annotate from the top level down. For example, one of the most popular rifles is based off the Remington 700 action. You should note the Remington 700 as the Master and then below state to the effect, “and Remington 700 Clones”. Same for Lever action, shotguns, pistols, revolvers, etc.
5. **Firearms Malfunction** – MCBQ states no firearm will leave the firing line in a malfunction condition. You must clear and safe the firearm. A squib round, or a muzzleloader with a stuck ball can create a challenge, but the rule is clear. Use the contact matrix at the beginning of this page and if necessary, contact Range Control.
6. **Radios & Call Signs** – We interface with Marines who have been strictly trained and conditioned on radio and call sign protocols. They are aware that not all of our members have a military background, but we need to use the correct radio call signs to speed any process:
 - a. **Range Control** – Self-explanatory.
 - b. **OOD** – WTBN Officer of the Day
 - c. **Range #** - Use the WTBN Safety net to communicate with other ranges, not the Range Control net
 - d. **QSC** – Self-explanatory.
 - e. **Radio Battery Issues** – contact the club house and ask if they can get you a fresh battery so you do not have to place the range in check fire. If not, go to OOD and change the radio.
 - f. **Do not conduct administrative coordination on the Range Control net under any circumstances.**
7. **Range 1** – The Precision Weapons Section operates a 300-yard range that is to the left lateral limit of Range 1 (and separated by the corrugated steel fencing running the length of the range) which may be Hot. Call the WTBN OOD when entering and departing Gate 1 so they can deconflict any PWS firing with your entering that SDZ.

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8. **Range 1** – No holster drawing due to the concrete pad, which will cause a ricochet if impacted and possibly cause an injury or fatality.
9. **SAT Range & Range 305** – Understand the SDZ conflicts that exist on Range 305 if someone is using SAT Bay 4. If Bay 4 is Hot, Range 305 cannot use Lanes 1 and 2.
10. **Range 305** – QSC can only occupy the left half (Lanes 1 – 6) of the range. Do not shoot over the electronic target lifters in lanes 7 – 12 on the right side of the range. If a left side pop-up target is in the upright position notify range control and ask for guidance.
11. **Shotgun Range** – The range uses a different sign-in sheet so the cost of using the trap or skeet clay targets can be calculated and fees collected.
12. **Automatic Fire** – Nope, not permitted. This includes binary triggers or bump stocks.
13. **DODICs** – Back of the Sign-In Sheet has a thorough list of DODICs. These CI & CV identifiers are the only DODICs in use by QSC.
14. **DODIC Clearing** – There will be instances when you call in a DODIC only to find that there are Distance X or Overhead restrictions. It will ruffle some feathers, but we do not anyways know ahead of time if another range activity will impact caliber selection.
15. **Civilian Rules & Laws** – You are on a military reservation so citing civil rulings or laws only subjects you to unnecessary scrutiny about your competency.
16. **Animals on Range** – Do not shoot the wildlife. Call a cease fire until the deer, turkeys, and other creatures clear the range.
17. **Concealed Carry** – Not on Base, not allowed, includes Law Enforcement Officers.
18. **Hearing Protection** – MCBQ has directed that two forms of hearing protection be used, e.g. foam and protectors. Their range, their rules.
19. **Range SOPs** – Understand that the SOPs are signed and dated and have the effect of an order. The QSC will provide written updates and advisories as MCBQ RMB forwards them.
20. **E-Mail** – Make certain that you are getting our Range Bulletins so you can stay up to date with Advisories and Changes.
21. **Phone Numbers** – Ensure you have the important contact numbers programmed into your mobile phone or are immediately available.
22. **Dirty Range** – Before calling it into Range Control or the WTBN OOD, make certain that it was not QSC that created the condition. If it was QSC, clean it up please.
23. **Guests** – Refer to QSC Website and/or MCBQ Base Access Webpage. VCC open during the week and Saturday mornings for base access passes and DBIDS processing.
24. **Guest Waivers** – Please refer members and their guests back to the clubhouse to ensure they complete the waivers and fees are collected.
25. **Mentoring** – Best to be mentored on each range so you understand the various nuances.
26. **Sign-In Sheets, Status** – Ensure members and guests properly annotate all columns of the sheet. These forms are turned in to RMB.
27. **Sign-In Sheets, RSOs** – Make sure every RSO is named on the sign-in sheet, along with the Occupation, Hot, Cold, and Departure Times.