

Standard Operating Procedures  
for the Instrumented Shoot House Range  
Fort Wainwright, Alaska 99703

1. References: AR 385-63, DA PAM 385-63, USARAK 350-2, FM 3-22.9, FM 3-22.68, FM 3-06.1, and this SOP
2. Purpose: The purpose of this SOP is to provide guidance for the proper and safe conduct of the Shoot House Range.
3. Scope:
  - a. Capability: The Shoot House provides the commander with a facility to train and evaluate the unit during a live-fire exercise. Units are trained and evaluated on their ability to move tactically (enter and clear a room; enter and clear a building), engage targets, conduct breaches and practice target discrimination.
    1. Automated Shoot House Primary features:
      - a. 8 separate rooms
      - b. 2 corridors
      - c. 1400 square feet
      - d. 20 targets outlets and 12 camera outlets
      - e. 10 precision human urban targets (HUT) with plug and play capabilities.
      - f. Computer driven event specific target scenario.
      - g. Scored from the Shoot House Operations Center.
      - h. Immediate performance feedback to the user.
      - i. Sound effects
  - b. Weapons Authorized: M16A1/A2, M4, M9, M249 (3-round bursts only), and other weapons by request.
  - c. Ammunition Authorized: Ammunition authorized for use in the Shoot House facility is 5.56mm ball and blank, 5.56 linked ball and blank, 12 gauge 00 buck, 9mm ball, sim-munitions, Flash Bang Grenades and practice fuse hand grenade. The only automatic weapon fire authorized in the Shoot House is M249 (5.56 mm Ball Only) when fired in no more than three round bursts. Limited demolitions, to train explosive entry techniques are authorized. The use of demolitions requires a "Demo Packet". Absolutely no tracers!
4. Applicability: This SOP applies to all authorized range users.

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5. Responsibilities:

a. Medical Support: Medical support for the Shoot House constitutes a level III requirement which dictates one military occupational specialty (MOS)-qualified medic (68W) or equivalent (EMT level 2 or higher), with a fully stocked aid bag, one field litter ambulance (FLA) or equivalent (e.g. ambulance, SAR aircraft) with at least two rigid litters, one back board and C-collar, and one dedicated driver. This level is required to support activities and events with a medium to high risk of injury.

b. Equipment Requirements:

Dedicated Aid Vehicle	Using Unit
USARAK Reg. 350-2	Issued at Range Control
FM and TM's	Using Unit
Range SOP	Issued at Range Control
Range Flag and Blinking Red Light	Issued at the Range
Clearing Rods	Issued at the Range
Stapler and Staples	Issued at the Range
Applicable FM's and TM's	Using Unit
FM Radio or ALMR	Using Unit
Hearing Protection	Using Unit
Eye Protection	Using Unit
Flak Vests	Using Unit
Kevlar Helmets	Using Unit
Rakes and Shovels	Issued at the Range
Road Barricade	At the Site

c. Personnel Requirements:

- 1) OIC: SFC Or Above
- 2) RSO: SSG Or Above
- 3) Safety NCO's as determined by OIC
- 4) Observer Controllers (OC): One required per maneuver element
- 5) Medic with an FLA or equivalent and driver
- 6) Ammunition NCO and guards
- 7) Radio Operator
- 8) Road/Entry Guard

d. Personnel Responsibilities:

- 1) Officers in Charge (OIC) duties are outlined in ANNEX A of this SOP.
- 2) Designated OICs and RSOs must be certified in writing by the Battalion Commander as qualified to supervise the training to be conducted and the weapons used during training. A copy of the certification will be provided to Range Control.
- 3) Range Safety Officer duties are outlined in ANNEX B of this SOP.
- 4) Safety NCO's / OC's must be in a position to monitor and control activities and ensure no unsafe acts occur.

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- 5) The OIC and RSO must be physically present on the range while in a "Hot Status". If an administrative check-fire has been requested, the OIC and RSO may depart the range. Range control must be notified of their departure and a "Hot Status" will not be given until they return to the range. The OIC and RSO will not be an active participant in the training taking place.
  - 6) The Ammunition NCO will monitor the issue and turn-in of all ammunition on the range. The OIC/RSO will ensure that there are no unauthorized personnel in or around the temporary ASP. (See Annex G, Ammunition Transfer Point)
  - 7) Radio Operator will monitor the radio at all times and will make 60-minute communication checks with range control while in a "Hot Status". Should there be a loss of communication between range control and the unit; a check-fire will be issued by the OIC until communication can be re-established.
- e. General Instructions:
- 1) Preparation Phase:
    - a. The OIC and RSO must be briefed and have an initial walk-through of the Shoot House with a Range Control representative prior to conducting training. Should an OIC/RSO change during the course of training, another walk-through is required. No altering of targetry or concept of the operations without prior approval from range control personnel.
    - b. Unit leaders utilizing range facilities will conduct a risk assessment of each operation per USARAK 350-1, Chapter 15. Risk assessment must include any deviation from dry/blank-, and live-fire exercises. Catwalk use must be addressed in the Risk assessment.
    - c. Documents required for submission and approval are also listed in ANNEX F. During course setup, the OIC/RSO must test road guards, must have communication with the unit exercise command post and the command post have reliable radio communication with Range Control.
    - d. Risk management is an integral part of every operation and must be integrated into unit training and exercise control plan. Controls for both day and night operations will be established if appropriate.
    - e. Limited Explosive breaching is authorized for entry techniques, however, all use of demolitions in the Shoot House must be approved, processed IAW USARAK Regulation 350-2, two (2) weeks prior to execution.
      - 1) If demolitions are used a demolition plan is required before training. The plan consists of two parts; a shot by shot written description of the demolition exercises to be conducted and a DA Form 2203-R (Demolition Reconnaissance Record) will be prepared when explosives are used in demolition training.
      - 2) Prior to requesting a hot time ensure the Range Opening/Closing Memorandum issued by range control has been filled out. During winter months, the using unit will provide a detail to remove snow from in and around the Shoot House, if required.

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- 3) The OIC will brief all soldiers utilizing this range that they will not dispose of trash in the Latrine Pits. The only approved latrine facilities are located at the Shoot House Range and not in the tree line. During the clearance of the range, units that have been found to have placed trash within the containment pits, will have to remove it before being cleared.
- 2) Safety:
- a) The OIC must brief all users of the range on general safety including an emergency check-fire plan. (See ANNEX D, Troop Briefing)
  - b) One person will be posted at the main intersection to the Shoot House to prevent unauthorized entry. At no time will he/she allow anyone not involved in the live-fire to enter the Shoot House Area.
  - c) Entry into the Shoot House will only be through existing doors or breach points. No over or on the wall operations are authorized.
  - d) Weapons will remain on safe except during actual live-fire (at target area).
  - e) The OIC/RSO must ensure no weapons are intentionally fire above the red safety line (painted on the walls inside the Shoot House) or anywhere other than the target area.
  - f) During live-fire, no personnel, other than the personnel involved in the live-fire are allowed within the Shoot House.
  - g) At the completion of the live-fire, should the OIC elect to move the team back through the Shoot House using blanks, he/she must personally inspect ammunition pouches, weapons, and magazines for live ammunitions prior to issuing blanks.
  - h) All damage found in the Shoot House will be reported to range control so repairs can be completed immediately.
  - i) All weapons will be cleared and placed on safe at the end of each live-fire phase.
  - j) Instructional or observer controller personnel are allowed on the catwalk under the following conditions:
    - 1) The number of personnel (OCs) will be at the discretion of the OIC.
    - 2) Personnel on the catwalk will wear the same uniform as the soldiers being trained. No weapons are authorized on the catwalk(s).
    - 3) OCs will remain stationary behind the shooters. They (OCs) will not move to their next position until the team(s) is stacked and ready to enter the next room. If two fire teams are clearing, neither OC will move until both teams have moved forward and are in position to enter the next rooms.
    - 4) OCs will rehearse their positions as part of dry-fire/blank-fire exercise.
    - 5) VIPs may be allowed on the catwalk to observe training as long as they are in the same uniform as the soldiers being trained and controlled by an OC.
  - k) In the event of an accident or incident involving personal injury, immediately cease-fire, contact range control and submit a Serious Incident Report (SIR).
  - l) The OIC must establish and brief the emergency check-fire plan.

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- m) Participants must be briefed on firing limits, methods to determine firing limits, and participate in a dry-fire walk-through on the specific targets appropriate for each engagement.
  - n) At least one dry-fire rehearsal will be conducted prior to any live-fire exercise.
  - o) Safety NCOs/OC's for each maneuver element will have a predetermined method to signal a cease-fire.
  - p) Unit commanders will enforce hearing protection requirements, the usage of flak vests and eye protection devices.
  - q) All negligent discharges will be immediately reported to range control.
  - r) Ground medical evacuation is probably the quickest manner to get soldiers to Bassett Army Hospital. Units should consider this during their range planning and risk mitigation phase.
- 3) Execution Phase:
- a) If a fire is observed on the range, the OIC/RSO will put the range in check-fire and immediately notify range control. The unit will be prepared to attempt to suppress the fire only at the direction of range control and only if the fire is less than 100 square feet. Should a fire be started in the Shoot House, the OIC/RSO will vacate the Shoot House of all personnel and unit equipment.
  - b) Prior to requesting a hot time, ensure the Opening/Closing form issued by range control has been filled out.
  - c) No alterations to the Shoot House are authorized. No additional sandbags, tire walls, bunker, or shelters, may be built by the using unit without prior approval of the Range Facility Manager. Targets are provided and placed in locations within the Shoot House IAW the unit operation plan. Unit may be tasked to provide manpower to assist in target emplacement.
  - d) Team compositions are dependent upon the training objectives. The team size may vary in size up to 4 man teams, with a maximum of a ten-man squad. Number of elements must be approved by range control prior to occupation on Range.
  - e) The following sequence of training events must be followed during train up and actual live-fire of the Shoot House:
    - 1) The OIC will ensure each team member is given a dry-fire walk-through of the entire operation to ensure he understands his sector of fire, his position, and the position of other team members.
    - 2) The OIC will conduct a dry-fire team walk-through to ensure each person understands all other team member's locations and actions during the exercises.
    - 3) The OIC will conduct a full speed dry-fire run with all personnel. The OIC and safety personnel must be alert for actual potential unsafe acts or conditions. This step will be repeated until the OIC is satisfied that all personnel have successfully mastered movement techniques and are ready for the live-fire event. Blank ammunition and practice grenades may be used during this phase.
    - 4) The OIC can then conduct a live-fire walk-through and critique the entire operation, followed by full speed training.

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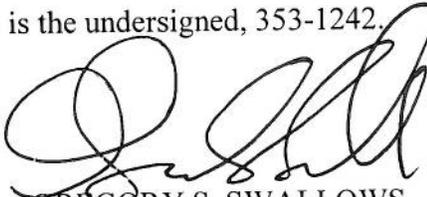
- 5) **NOTE:** The OIC/RSO must be fully satisfied with the performance of all team members during each step of the operation before proceeding to the next step. Each step will be repeated as often as the OIC/RSO deem necessary for safety.
  - f) During the unit's training progression from dry-fire walk-through to live-fire, the same OIC and RSO must safety certify the element for all iterations. OICs and RSOs can only be rotated prior to an element's dry-fire walk-through and must have done a walk-through with a range control representative prior to any change of OIC/RSO.
  - g) Enforce strict movement of troops during the firing exercise. Observer Controllers/Safeties will participate in the dry-fire walk-through to ensure all firers and controllers are familiar with scenarios and control measures.
4. Recovery Phase:
- a) OIC/RSO will ensure all equipment issued by range control is returned at the completion of training.
  - b) Any damages or needed repairs are annotated in the remark section of the closing form.
  - c) Policing of the range is the using unit's responsibility. The entire range area, including all utilized buildings, will be policed and cleaned prior to requesting a clearance team from range control.
  - d) When sim-munitions are authorized for use in the Shoot House, the unit will be issued cans of water and brushes to clean all residue from the sim-munitions.
  - e) The OIC must ensure that all ammunition and residue are collected and the area is policed. Trash bags or cans must be provided and removed by the using unit.
- f) Special Instructions:
- a) Live-fire. This section establishes specific operational safety parameters governing the conduct of live-fire operations in the Shoot House and is intended to serve as a guide for the OIC/RSO and appointed Safeties. These policies and procedures are established to permit Platoon Leaders/Squad Leaders maximum flexibility in planning and conducting firing and training with minimum loss of combat realism, while ensuring safety to personnel and equipment.
  - b) All participants will be briefed on the limitations of the range. This briefing will take place not more than two hours prior to live-fire execution.
  - c) The RSO and all assigned safeties are the direct representatives of the OIC and will report directly to the OIC. Their primary responsibility will be to ensure safe and efficient operation of the range. Once assigned this duty, these personnel will remain consistent from rehearsals throughout the live-fire execution. The OIC/RSO will have no other duties.

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- d) The OIC will conduct a full speed dry run with all personnel involved. The OIC and safeties must be alert for potential unsafe acts or conditions. This step will be repeated until the OIC is satisfied that personnel have successfully mastered movement techniques and are ready for live-fire. During the unit's training progression from dry-fire to live-fire, the same OIC and RSO must safety certify the element for all iteration. OIC and RSO can only be rotated prior to and element's dry-fire walk-through.
  - e) Units will not fire over the heads of troops with any weapon system.
  - f) No firing is authorized outside of the shoot house buildings; a "Glass House" can be authorized by prior arrangement with range control.
  - g) Weapons will be loaded upon direction of the OIC.
  - h) Soldiers will not load their weapons without OIC approval.
  - i) The using unit will conduct a sweep of every room in the Shoot House to ensure the area is clear of nonparticipating personnel.
  - j) During any and all rehearsals as well as live-fire, RSO/safeties will inspect weapons to ensure they are in the safe mode and always pointed in a safe direction. The weapons will be taken off safe only when required to engage positively identified targets within the established limits identified for the specific element or individual.
  - k) All personnel participating in the live-fire maneuver exercise must be qualified on their weapon as of the day of the exercise.
  - l) While soldiers are in the shoot house, unless firing, weapons will be placed on safe and muzzles will be pointed in a safe direction at all times.
  - m) Prior to any element live firing, a dry-fire rehearsal and a blank-fire rehearsal will be conducted. The conditions from dry-, blank- and live-fire will not change in terms of concept of execution, or personnel participating.
  - n) The OIC will conduct a minimum of one dry-fire walk-through of the entire operation to ensure key leaders understand sectors of fire and positions.
  - o) Hand Grenades. Only practice grenades and Flash Bang grenades are authorized for use in the Shoot House.
  - p) Demolitions. Explosive entry techniques may be used in the Shoot House. Use of explosives is restricted to the configurations listed in FM 3-06.11, Chapter 8 [p.8-19 to 8-29 (Field-Expedient Breaching of Common Urban Barriers)], and utilizing a net explosive weight of 1/2 pound (3500 grains) or less.
- g) Restrictions
- 1) No alcoholic beverages or other controlled substances are allowed within the boundaries of the facility at any time.
  - 2) Parking of tactical vehicles is only authorized in designated parking areas. No Privately Owned Vehicles (POV) are authorized at the Shoot House Range. POV are authorized to park at the Range Operations Center. Do not drive equipment so close to road and parking area shoulders so as to cause damage or shoulder erosion. Doing so will result in the customer unit rebuilding shoulders manually prior to range clearance.

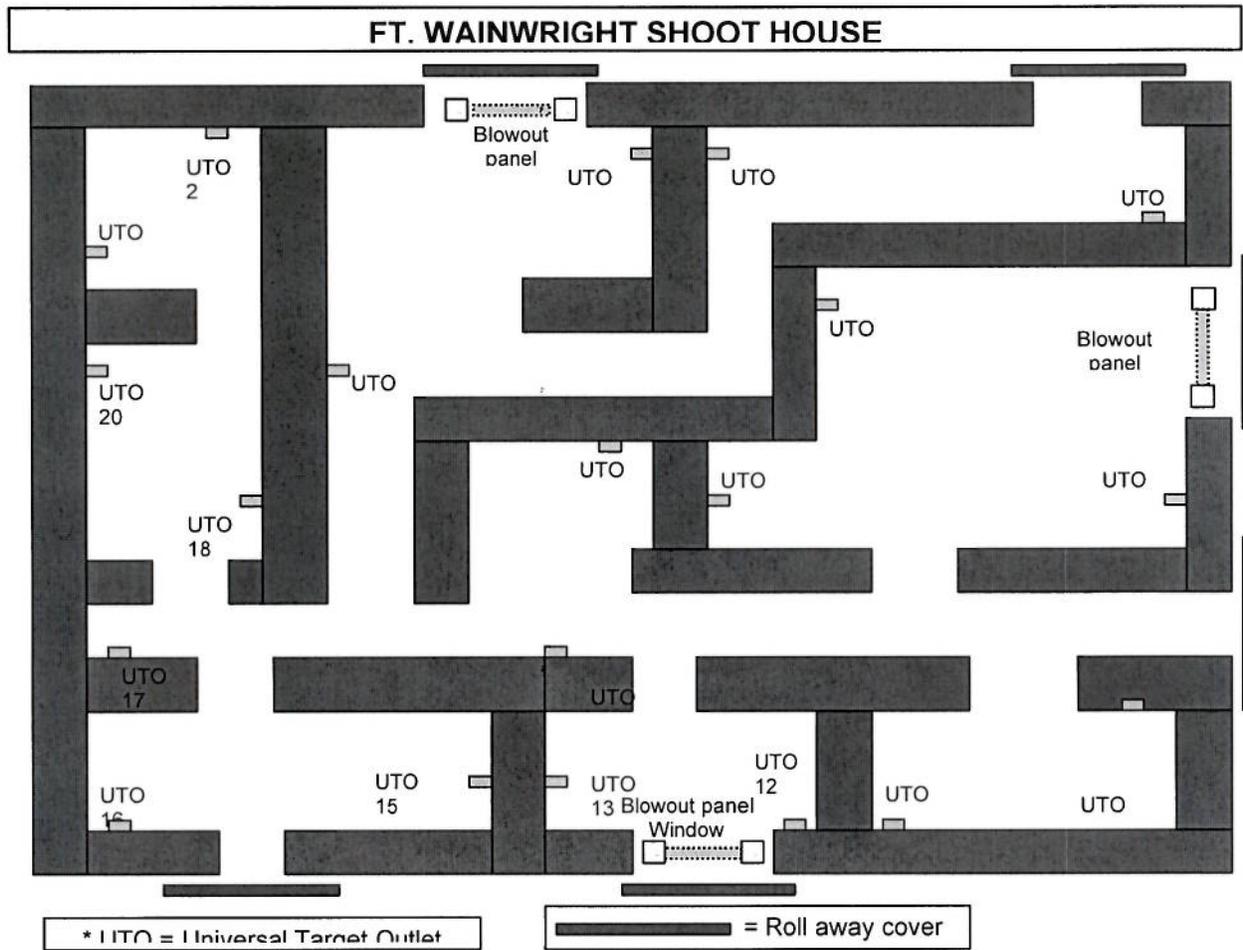
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- 3) Any training other than DA standard firing must be approved in advance. Any ongoing training other than authorized training will not be allowed to continue unless approved well in advance.
  - 4) During times where the minimum visibility and ceiling have not been met, live-firing inside the Shoot House is still authorized.
  - 5) M249's are authorized to fire inside the Shoot House, but only Ball ammunition may be used. Tracers are not authorized for firing inside the Shoot House. 3 round burst will be strictly enforced.
  - 6) Shot guns will not be utilized on the Human Urban Targets.
  - 7) If units desire to utilize furniture in their training event, they will be responsible for procuring and disposing of it. All furniture will be approved by range control before use.
  - 8) Snow removal in the Shoot House and the catwalk is required of the using unit if weather conditions exist. If ice exists, using unit will utilize ice-melt to prevent slips and falls in the Shoot House and on the catwalk(s).
  - 9) Initial dry-fire walk-through should indicate the level of safety for training in the Shoot House and on the catwalk when it is freezing.
  - 10) Special training must be cleared by the Range Officer.
  - 11) No live-fire of any type will be conducted outside the Shoot House.
  - 12) No armor piercing or tracer rounds will be fired in the Shoot House.
  - 13) The berms around the Shoot House are off limits at all times.
  - 14) No targets (Shoot or No-Shoot) will be placed above the red no fire line painted in each room.
  - 15) All soldiers not actively participating in the event will be on the north side of the Shoot House.
  - 16) HUTs will not be used a -20 degrees or colder.
  - 17) .40 caliber ammunition is restricted to use when the temperature is above 0 degrees.
- 6 Point of contact for this memorandum is the undersigned, 353-1242.

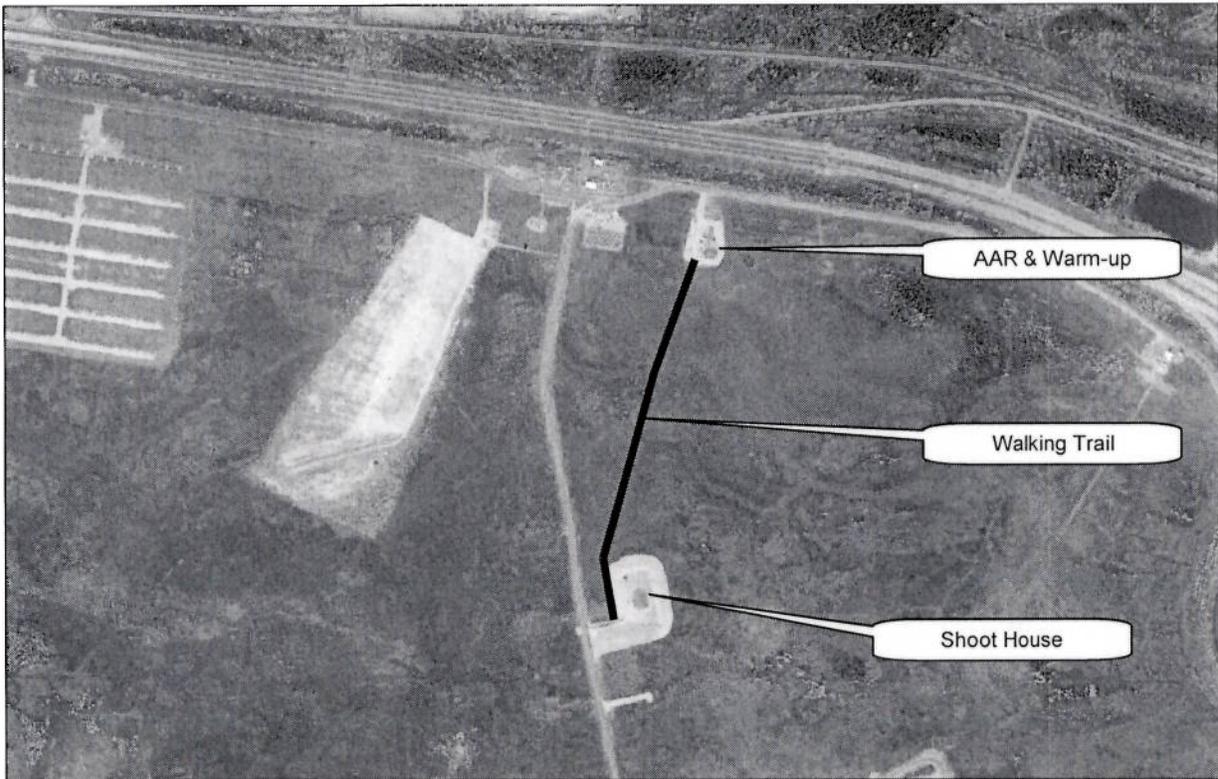


GREGORY S. SWALLOWS  
Range Facility Manager

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## ANNEX A

### DUTIES OF THE OFFICER IN CHARGE (OIC)

1. The OIC is overall responsible for the safe operation of the range and will have no other duties, and will not be a participant in the training.
2. Prior to firing, the OIC will ensure that:
  - a. The range or firing position is scheduled for unit use.
  - b. An authorized Range Safety Officer (RSO) has been designated.
  - c. Designated and RTO and Aircraft Spotter.
  - d. The correct Training Facility is occupied.
  - e. A red flag is flying from the flagpole. For night firing, a blinking red light will be used in place of a flag. In addition, the left and right limits of the range will be marked with blinking red lights.
  - f. Communication has been established with range control.
  - g. All equipment that is required by this directive and the Range SOP are present on the range.
  - h. The danger/impact area is clear of all personnel, vehicles and wildlife.
  - i. All personnel have received a briefing on the safe handling of ammunition and explosives.
  - j. Road guards, signs, and/or barriers have been posted, if required.
  - k. An approved surface danger zone (SDZ) overlay has been approved and is present, if applicable.
  - l. All personnel are aware of the following:
    - (1) The identity and location of range cadre, including the OIC, RSO, Safety NCO's, RTO, Air Spotter, Medic, and Aid Vehicle.

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- (2) The requirements to wear authorized hearing protection while on or near the firing line.
  - (3) The firing limits of the facility being used.
  - (4) The correct procedures for marking and reporting duds, if required.
  - m. Clearance to fire has been granted by Range Control. When requesting clearance to fire, the OIC will provide the necessary information contained on the opening and closing sheet to range control. The OIC will ensure that the Range Control's FDO (Firing Desk Operator) initials are noted on this form as a record of clearance to fire.
1. During the use of the range the OIC will ensure that:
- a. No firing is conducted when the visibility requirements are not met.
  - b. Down-range weapons effects are observed to ensure projectiles land within the prescribed range limits.
  - c. Misfires are rehearsed and weapons are cleared safely.
  - d. Weapons are cleared and checked during temporary suspensions of firing.
  - e. Records are maintained on the type of ammunition fired, number of rounds fired and number of duds to include their approximate location.
  - f. A cease fire is ordered when:
    - (1) Directed by range control.
    - (2) Communications with range control or road guards is lost.
    - (3) A malfunction of a weapon or ammunition occurs. The OIC/RSO will initiate a check-fire, notify range control, and ensure nothing is disturbed until the investigation is completed and range control lifts the check-fire.
    - (4) A safety violation, accident or incident occurs.
    - (5) A fire is started.

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- (6) Wildlife is discovered on the range.
  - (7) Rounds land or detonate outside the approved safety limits for the range.
  - (8) Either the OIC or RSO leaves the range.
  - (9) The correct ammunition is utilized during periods of elevated Fire Weather.
2. After training is completed the OIC will ensure that:
- a. All weapons are cleared of ammunition before departing the firing line.
  - b. All ammunition and or explosives are removed from personnel before departing the range/ training area.
  - c. Ammunition, simulators, explosives and pyrotechnics are not abandoned, buried or otherwise disposed of in an unauthorized manner.
  - d. All expended brass is collected for turn-in to the ASP.
  - e. The range/training area is policed.
  - f. All items in the opening and closing sheet are completed.

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## **ANNEX B**

### **DUTIES OF THE RANGE SAFETY OFFICER (RSO)**

1. The RSO is responsible to the OIC and the commander for the safe operation of the range and will have no other duties, and will not be a participant in the training.
2. The RSO must be thoroughly familiar with applicable portions of DA PAM 385-63, USARAK Reg. 350-2, this directive and the appropriate FM's and TM's pertinent to the firing and weapon systems being used.
3. The RSO and the Safety Cadre must be actively alert to:
  - a. Personnel movement on and around the firing line or gun line.
  - b. Vehicle and personnel movement on and around the range or firing points.
  - c. Alignment and handling of weapons on and around the firing point.
  - d. Handling of ammunition.
  - e. Clearance of weapons.
  - f. Control of smoking areas.
  - g. Control batteries, filters and adapters for laser devices.
  - h. Placement and control of guards, barriers and signs as required.
  - i. Observation of downrange area for unauthorized personnel, vehicles and wildlife.
  - j. Prevention of cross lane firing or firing at other than authorized targets.
  - k. Aircraft entering the range airspace.

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## ANNEX C

### MEDEVAC SUPPORT

1. In the event of serious injury or illness where time may be a factor in saving a life, limb, sight, or to prevent unnecessary suffering, aero-medical evacuation can be used. The following procedures will be followed:
  - a. Request MEDAVAC from range Control, FM 38.300 (primary) or by telephone 353-1266.
  - b. If unable to contact range control, contact MEDAVAC directly on FM Freq. 40.500.
  - c. The requesting units will provide the following information:
    - Line 1 - Location of pickup site (grid if possible).
    - Line 2 - Radio Freq. Call Sign and suffix.
    - Line 3 - Number of patients, by precedence.
    - Line 4 – Special equipment required.
    - Line 5 – Number of patients by type, (litter or ambulance).
    - Line 6 – Number and type of wounds.
    - Line 7 – Methods of marking site.
    - Line 8 – Patients nationality and status, military or civilian.
    - Line 9 – Terrain description.
2. NOTE: If the information for lines 6 thru 9 is not immediately available, lines 1 thru 5 should be transmitted first so the MEDAVAC unit is able to begin its mission. When the complete MEDAVAC request is transmitted and received, the requestor will monitor the frequency specified in line 2 and wait for additional instructions or contact the MEDAVAC helicopter.

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## **ANNEX D**

### **TROOP BRIEFING**

1. Troop Briefing: The OIC or RSO will brief all soldiers on the following items prior to requesting a hot status from range control. This is a general list and does not preclude the unit from emphasizing other areas of concern.
  - a. Movement on the range.
  - b. Weapons/ ammo malfunction.
  - c. Safe handling of weapons/ammo.
  - d. Duds (reporting and marking).
  - e. Conduct while on the firing line.
  - f. Hearing conservation.
  - g. Firing limits of the range and rounds observed out of approved firing limits.
  - h. Personnel, vehicles, or aircraft downrange.
  - i. Range fires.
  - j. Medical emergency procedures.
  - k. Latrine and warm up facility locations.

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## ANNEX E

### AMMUNITION TRANSFER POINTS

1. The Ammunition Transfer Points (ATP) are to be utilized solely for the purpose of breaking down and issuing ammunition to soldiers while actively using the range. It is not to be used for any other purpose.
2. The following conditions must be met, by the using unit, while occupying the ATP:
  - a. The ammunition must be guarded at all times.
  - b. There will be an access roster identifying the personnel authorized entrance to the ATP.
  - c. Two fire extinguishers will be on site whenever ammunition is present.
  - d. When ammunition is present the appropriate fire symbol will be placed on the outside of the ATP.
  - e. No food or drink will be allowed inside the ATP.
3. Class 1.1 and 1.2 ammunition will not be handled or stored in the ATP. A field ASP must be established outside of the ATP. In addition, an armed guard must be present when using these types of ammunition.
4. In case of a lighting storm all personnel will evacuate the ATP at a distance no less than 100 feet.
4. Any damage caused to the ATP will be reported to range control immediately.
5. Failure to follow these requirements may result in the units training being halted until deficiencies have been corrected.

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## **ANNEX F**

### **REQUIRED DOCUMENTATION**

The following documents are required for submission to range control prior to the execution of training.

- A. Risk Assessment signed by the appropriate commander based on the assigned risk.
- B. A concept of the operation with facility and target diagram. Document will include type of ammo, weapons, number in maneuver elements, graphic depiction of the scheme of maneuver, type of targetry and sound effects requested and if video capturing and AAR are requested.
- C. A time line of events.