



DEPARTMENT OF THE ARMY  
(YOUR UNIT LETTERHEAD)

(Current Date)

MEMORANDUM FOR RANGE CONTROL

FROM (Your Office Symbol)

SUBJECT: Certification of OIC/RSO

- References: AR 385-63 and USARAK Regulation 350-2.
- The following personnel from (Your Unit) are trained per the references and are certified to perform the duties therein. Request a Range Control Safety Briefing and clearance to receipt for and operate training facilities as Range OIC or RSO.

Name	Rank	Last 4 SSN	MOS	1	2	3	4	5	6	7	8	9	10
Doe, John	1LT	2211		X	X	X			X			X	X
Smith, Joe	SSG	6789		X	X	X						X	

- Request that personnel listed above be qualified to perform OIC or RSO duties per USARAK Regulation 350-2, Para 1-8h2.

- |                  |              |
|------------------|--------------|
| 1 – Rifle        | 6 – Claymore |
| 2 – Pistol       | 7 – AT4/LAW  |
| 3 – M203         | 8 – NBC      |
| 4 – Machine Gun  | 9 – MK-19    |
| 5 – Hand Grenade | 10 – Shotgun |

- The point of contact for this memorandum is (Your POC), (POC telephone #). Certification will expire 3-years from the date of training.

Your BN (or AF Group) CC's signature block. Must be an O-5 or greater.