



ORIGINAL

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MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 3574.2L
S3TR
24 AUG 2011

AIR STATION ORDER 3574.2L

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: STANDING OPERATION PROCEDURES (SOP) FOR THE MARINE CORPS AIR STATION
(MCAS) BEAUFORT PISTOL RANGE

Ref: (a) OPNAVINST 3591.1F
(b) NAVSEA OP 5, Vol. 1
(c) NAVMC DIR 5100.8
(d) MCO 3550.9
(e) MCO 3550.10
(f) MCO 3574.2K
(g) MCO 5100.29A
(h) MCO 8020.13
(i) MCO 8025.1E
(j) MCO P3570.1B
(k) MCO P5090.2A
(l) MCRP 3-01B
(m) 33 C.F.R.
(n) ASO 3440.2L
(o) ASO 4570.4A
(p) ASO P8027.3B

1. Situation. This Order establishes Marine Corps Air Station (MCAS) Beaufort policy and prescribes requirements governing standard operating procedures (SOP) for the MCAS Beaufort Pistol Range.

2. Cancellation. ASO 3574.2K.

3. Mission. This Order establishes MCAS Beaufort policy and prescribes requirements which govern the SOP for the MCAS Beaufort Pistol Range, as it applies to the utilization of the range for small-arms qualification or re-qualification training.

4. Execution. The MCAS Beaufort pistol range is designated for flexible marksmanship qualification and re-qualification, familiarization firing, and recreational firing. It will comply with all shooting regulations and is designed to meet the needs of all warfighting Marines and Sailors aboard MCAS Beaufort. References (a) through (k) contain Marine Corps and Federal Regulations concerning small arms marksmanship training to include safety regulations, qualification courses, ammunition allowances, and authorized weapons. Training will be conducted as specified in references (a) through (l) and this SOP, while on the MCAS Beaufort Pistol Range.

a. Commander's Intent. To ensure all permanent and Tenant Command personnel are familiar with the proper procedures for use of the MCAS Beaufort Pistol Range.

b. Concept of Operations. This Order is implemented to ensure safe

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usage of the MCAS Beaufort Pistol Range as it applies to the utilization of the range for small-arms qualification of re-qualification training.

5. Administration and Logistics. Any recommendations or comments pertaining to the MCAS Beaufort Pistol Range should be directed to the Commanding Officer, MCAS Beaufort.

6. Command and Signal

a. Command. This Order is applicable to all personnel and organizations, both civilian and military, using the pistol range aboard MCAS Beaufort.

b. Signal. This Order is effective the date signed.



B. C. MURTHA

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LOCATOR SHEET

Subj: STANDING OPERATION PROCEDURES (SOP) FOR THE MARINE CORPS AIR STATION
(MCAS) BEAUFORT PISTOL RANGE

Location: _____
(Indicate the location(s) of the copy (ies) of this SOP.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Changes

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CHAPTER 1

GENERAL RANGE INFORMATION AND RESPONSIBILITIES

1. Mission. The mission of the Marine Corps Air Station (MCAS) Beaufort Pistol Range is to conduct marksmanship training for permanent personnel of units stationed aboard MCAS Beaufort and other local units as directed by the Commanding Officer (CO), MCAS Beaufort.

2. General

a. The pistol range is located on Quilali Road, 1.2 miles to the Northwest of the intersection of Quilali and Moore Street.

b. The range will conduct approximately 31 details annually, depending on holidays and range maintenance cycles.

c. Each range is comprised of one day of preparatory training followed by three days of physical firing. A total of five blocks of shooting will occur within these three days. A typical schedule may be seen below:

(1) Friday (week prior)- Preparatory training and relay assignment. This phase will occur at 0715 in building 596 (Station Training) on the Friday prior to the actual firing week. This training is mandatory.

(2) Monday and Tuesday- Each relay will fire (blocks 1 and 2) on Monday and (blocks 3 and 4) on Tuesday. The exact beginning times for firing will be given during the Friday relay assignment.

(3) Wednesday- Qualification day (block 5).

(4) Thursday- Range administration and maintenance.

(5) Friday- Recreational fire.

3. Restricted Range Areas and Surface Danger Zone (SDZ)

a. Appendix A depicts the range, roads, impact areas, and SDZ for the pistol range. No movement of personnel, units, or organizations is allowed on or beyond the range roads or into the impact areas without prior authorization and scheduling from either the Range Control Officer (RCO) or Range Officer in Charge (OIC).

b. The road leading to the cemetery may be utilized with prior authorization from either the RCO or OIC; however, personnel utilizing this road will not leave the road unless escorted by range personnel.

c. The marsh area from the rear of the fence enclosed range area extending to the high tide navigable waterway will not be entered without range personnel escort.

4. General Responsibilities. The MCAS Beaufort Pistol Range requires four personnel for operation. Three billets are filled by permanent personnel from Headquarters and Headquarters Squadron (H&HS) and one billet is

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augmented from Marine Aircraft Group 31 (MAG-31). The two Armorers, Corpsman, and Navigable Waterway Watch (NWW) are required only during periods of firing.

5. Range Control Officer (RCO)

a. Definition. The RCO works in conjunction with the Station Training Officer and is responsible for the management, coordination, and daily operations of the range.

b. General. The RCO will conduct qualification and re-qualification firing per all current directives and is directly responsible for ensuring this training meets all Marine Corps training objectives. This Standard Operating Procedure (SOP) and its references will guide the RCO in the performance of their duties. Specifically, the RCO is responsible for the following:

(1) Providing liaison with units utilizing the range. All requests for range usage should be routed via the Station Training Office.

(2) That the recording, collection, and distribution of record day firing data is in accordance with current directives.

(3) Establishing, conducting, and reviewing range operations to ensure range procedures are in place regarding qualification and re-qualification firing. The RCO has the final decision on all matters pertaining to the range.

(4) Ensure all civilian organizations and civilian/military gun clubs adhere to all MCAS Beaufort and National Rifle Association (NRA) safety requirements in accordance with the references.

(5) Ensure all range personnel maintain a high degree of professionalism and competency in marksmanship training and instruction. All range personnel must possess secondary Military Occupational Specialties (MOS) of either 0931 (Combat Marksmanship Trainer) or 0933 (Combat Marksmanship Coach), as directed by reference (f).

(6) Preparation, submission, and maintenance of reports as directed by higher headquarters.

(7) Budgeting for materials and property necessary to support the mission.

(8) Establish and maintain relationships with civilian and law enforcement agencies to promote marksmanship.

(9) Ensure range facilities and property is properly maintained to include lead and brass disposal.

(10) Maintain liaison with the MCAS environmental branch regarding all environmental impacts of range usage.

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(11) Any additional duties or tasks as assigned by the Commanding Officer.

6. Range Safety Officer (RSO)

a. Definition. The RSO works in conjunction with the RCO and is responsible for the management, coordination, and daily operations of the range.

b. General. The RSO assists the RCO in the performance of their duties. Specifically, the RSO is responsible for the following:

- (1) Scheduling of all range details and facilities usage.
- (2) Supervising all personnel assigned to the range, to include Armorers, Corpsmen, and NWW and ensuring these individuals are present prior to live fire commencing.
- (3) Preparing, certifying, and submitting qualification and re-qualification scorecards to Station Training for filing no later than one working day after the completion of training.
- (4) Supervising all administrative functions of range operations, to include ammunition requests and expenditure reports.
- (5) Ensuring emergency procedures are practiced and in place as needed.
- (6) Submit to the Coast Guard, a local Notice to Mariners (NOMAR) when weapons firing is scheduled, per reference (k).
- (7) Maintain liaison with facilities maintenance and schedule maintenance for the range as needed.
- (8) Ensure a government vehicle is properly maintained and on hand, daily.
- (9) Maintain uninterrupted communications with the NWW during periods of firing.
- (10) Instruct and enforce all safety regulations as required.
- (11) Ensure all shooters have a condition 4 weapon prior to leaving the firing line and conduct a line out per reference (f).
- (12) Account for all ammunition and communications/range equipment.
- (13) Contact the Provost Marshals Office (PMO) prior to live fire commencing, and notifying PMO when live firing has ceased.

7. Combat Marksmanship Trainer (CMT)

a. Definition. The CMT works in conjunction with the RSO and is primarily responsible for all marksmanship instruction given to shooters

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during range evolutions.

b. General. The CMT assists the RSO in the performance of their duties. They will be thoroughly familiar with, and guided in the performance of their duties by this Order and its references. The CMT must possess the secondary MOS 0931 as required by reference (f). Specifically, the CMT is responsible for the following:

(1) Review, update, and present all periods of marksmanship instruction. Additionally, ensure the location for training is scheduled via Station Training.

(2) Ensure the curriculum taught and training conducted is per current procedures and lesson plans and that no contradictions exist in this training.

(3) Direct and control all personnel not directly involved in each firing evolution.

(4) On qualification day, ensure all line score cards are properly accounted for, filled out by each shooter, totaled, initialed by the block NCO, and turned in to the RSO upon completion of firing.

(5) Assign available Combat Marksmanship Coaches (CMC) to specific blocks of targets for each detail and ensure CMC's are not removed from their assigned blocks unless absolutely necessary.

(6) Supervise all marksmanship instruction given to shooters and assist CMCs who have identified problem shooters.

8. Ammunition Technician

a. Definition. The Ammunition Technician works in conjunction with the RSO in the handling of all ammunition issues.

b. General. The Ammunition Technician is responsible for the requisition, receipt, storage, issue, and turn-in of all ammunition. They will be thoroughly familiar with, and guided in the performance of their duties by this Order and the references. Specifically the Ammunition Technician is responsible for the following:

(1) Maintain a portable or fixed ammunition magazine storage facility per the reference.

(2) Maintain the necessary ammunition issue records per the reference.

(3) Ensure Station Ordnance receives weekly ammunition requisitions at least 48 hours prior to the desired issue or delivery date.

(4) Conduct ammunition consolidation inspections with Station Ordnance when ammunition is delivered to the range, as necessary.

(5) Issue ammunition and properly secure all residual rounds daily.

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(6) Enforce ordnance safety/security measures per the references.

(7) Maintain Notice of Ammunition Reclassification (NAR) reference files.

9. Armorer

a. Definition. The Armorer assists the RSO, and performs minor repairs on pistols during qualification and re-qualification details as necessary.

b. General. The Armorer will be present during all qualification and re-qualification evolutions, and is specifically responsible for the following:

(1) Ensure all weapons used for qualification or re-qualification have been Limited Technical Inspected (LTI) and Pre-Fire Inspected (PFI) prior to firing.

(2) Ensure a small arms tool kit is on hand for minor repairs and adjustments.

(3) Ensure all malfunctioning weapons are completely safe prior to removal from the firing line and before effecting repairs. Weapons with a chambered round will not be removed from the firing line until the round is removed and the weapon is verified safe.

(4) Advising the RSO when a weapon is unsafe to fire, the reasons for repair, and ensuring proper markings of unserviceable weapons are completed at the range prior to returning weapons back to the armory.

(5) Assisting the CMCs on "record day" by checking the validity of weapons malfunctions as alibis, on the firing line.

10. Tower Noncommissioned Officer (NCO)

a. Definition. The Tower NCO is assigned to assist the RSO in the operation of the range, to include spoken commands to shooters. Tower commands are provided in both reference (f), and the Detailed Instructor Guide.

b. General. The Tower NCO will be present during all firing evolutions, must hold the secondary MOS of 0933, and is specifically responsible for the following:

(1) Announcing spoken commands during firing evolutions.

(2) Enforcing all current safety regulations.

(3) Ensuring range flags/road barriers are in place prior to firing.

(4) Giving a safety brief to all shooters prior to commencing fire, each and every day, for all relays.

(5) Calling a cease fire if at any time an unsafe condition is noticed during all evolutions.

11. Combat Marksmanship Coach (CMC)

a. Definition. The CMC works in conjunction with the CMT and is primarily responsible for safety and instructing shooters during range evolutions.

b. General. The CMCs primary consideration is safety. They will be physically present on the firing line during all live fire evolutions. They will be thoroughly familiar with, and guided in the performance of their duties by this Order and all current CMC duties, and must possess the secondary MOS of 0933 as required by reference (f). Specifically, the CMC is responsible for the following:

(1) Enforcing all range safety regulations and reporting violations to the Block NCO.

(2) Calling "cease fire" immediately when an unsafe condition is observed.

(3) Ensuring shooters are prepared to fire before leaving the ready line.

(4) Watching the shooter, not the target during firing while being alert to spot and correct weak or illegal positions, and to ensure each shooter correctly utilizes the fundamentals of marksmanship (correct methods of sighting, aiming, and trigger control) in order to make recommendations or adjustments as needed.

(5) Observing the target for potential problems and needed adjustments.

(6) Emphasizing to the shooters the importance of cleaning and inspecting their weapons daily.

(7) Responsible for no more than three targets at a time.

(8) Actively and constantly supervising the shooters, paying particular attention to coaching techniques, attitude, and safety regulations.

(9) Ensuring all ammunition is collected from the shooters is turned in to the Ammunition Technician prior to shooters exiting the range.

(10) Assisting the RSO and Armorer in determining alibis on qualification day.

12. Assigned Range Corpsman

a. Definition. The assigned Range Corpsman works in conjunction with the RSO and is primarily responsible for providing prompt emergency medical care and first aid as required during all range evolutions.

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b. General. Medical support will be provided by the MCAS Beaufort Branch Medical Clinic (BMC). Chapter 2 covers medical support and emergency procedures for the range. Specifically, the Corpsman is responsible for the following:

- (1) Attending all preparatory training for each firing evolution.
- (2) Reporting to the RSO 15 minutes prior to fire commencing.
- (3) Being physically present at the range during all live firing.
- (4) Being properly equipped to handle emergency situations which require immediate medical assistance, with special emphasis placed on an adequate supply of equipment and materials necessary to treat gunshot wounds and heat or cold casualties.
- (5) Maintaining constant communication with the BMC.

13. Assigned Navigable Waterway Watch (NWW)

a. Definition. The assigned NWW works in conjunction with the RSO and Tower NCO and is primarily responsible for ensuring the range is notified when mariners are present inside the range Surface Danger Zone (SDZ).

b. General. This watch is provided on a rotating basis by all units conducting training and will be manned whenever weapons firing is scheduled or in progress, during daylight hours. Specifically, the NWW is responsible for the following:

- (1) Attending all preparatory training for each firing evolution, in order to be familiar with the range SDZ and location of their assigned post.
- (2) Reporting to the RSO 15 minutes prior to fire commencing.
- (3) Will be provided with one portable radio and one cell phone (by the range) to maintain uninterrupted lines of communication with the Tower NCO. The NWW will conduct a radio check with the Tower NCO once every 30 minutes. If at any time, communication is lost with the NWW, a "cease fire" will be called on the range until positive communication is reestablished.
- (4) Notifying the Tower NCO if a boat is about to enter the SDZ.
- (5) Notifying the Tower NCO when the boat is out of the SDZ. If the boat remains in the SDZ, the OIC or RSO will notify Provost Marshal's Office to request assistance in clearing the SDZ.
- (6) If at any time the NWW experiences reduced visibility in the SDZ, a "cease fire" will be called until visibility is regained.

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CHAPTER 2

RANGE REGULATIONS AND PROCEDURES

1. General. The following regulations apply to all personnel utilizing the range. Range personnel and unit commanders using the range will ensure that all personnel understand and adhere to all regulations as stated in this Order.

2. Weapons. Weapons other than those listed below must receive written approval from the CO, MCAS Beaufort. The following weapons are authorized for use at the range:

a. Pistols and revolvers up to, but not including the .50 caliber.

b. Rifles firing a pistol cartridge up to, but not including the .50 caliber.

c. Shotguns that are break action, pump action, semi-automatic, utilizing slugs, or twelve gauge buckshot.

d. No automatic weapons fire unless approved by the RCO or RSO. This pertains to Official Department of Defense (DoD) and federal agencies only.

3. Authorized Ammunition. Authorized ammunition is U.S. Government standard ammunition per the references.

a. Pistol Range. All ammunition used for qualification or re-qualification will be issued by MCAS. No MCAS issued ammunition will be taken off the range by any persons except by designated MCAS Ammunition Technicians. At no time will personal ammunition be used with government issued weapons.

b. Ammunition Malfunction. Ammunition that fails to perform as expected can normally be attributed to a malfunction, human error, or a weapon/equipment deficiency. In all instances, facts surrounding the matter must be immediately noted and reported so remedial action can be initiated to preclude a recurrence. If an ammunition malfunction occurs, a competent agent shall conduct a detailed technical investigation based on the data provided by the user in the malfunction report. To ensure the report contains the proper data, persons on the scene must take notes on the elements listed below as they relate to the particular situation. If any ammunition malfunction occurs, the MCAS Ammunition Technician will submit a malfunction report reflecting the following information:

(1) Record time, date, weather conditions, and note details of what actually occurred.

(2) Identify the item(s) involved and ammunition condition before firing.

(3) Identify the weapon used and information pertaining to the weapon.

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4. Accidental Shootings. The following are procedures to be used in the event of an accidental shooting.

a. Immediately call "cease fire".

b. The on-site Corpsman will make every effort to render medical care.

c. The OIC or RSO will contact PMO and request emergency medical support. The following information will be given:

(1) "My name is (rank/name) from MCAS Pistol Range. We need emergency medical assistance at the MCAS Beaufort Pistol Range".

(2) Give the phone number, 843-228-7698 (range).

(3) State the type of injury(ies).

(4) State the age and sex of victim(s).

(5) State the number of patients and their status, (i.e., is the patient conscious and breathing etc).

(6) Specific location of injured person(s).

d. The OIC or RSO will call Station Operations at 843-228-7301 and Base Safety Officer at 843-228-6938.

e. A guide will be dispatched to the range entry road to assist emergency vehicles responding.

f. The OIC or RSO will remain on the firing line to ensure only authorized personnel handle the emergency, providing as follows.

(1) The assigned Corpsman will render first aid until further medical assistance arrives. If there are numerous casualties, additional personnel will assist.

(2) The weapon(s) involved will be left on the firing line and moved no more than what's necessary to treat the injured person(s). Do not clear the weapon or remove any items from the firing point unless it is to move items for safety.

(3) Once the firing line has been cleared, move all shooters not needing medical assistance to the vehicle parking lot and conduct a head count. This will be done by range personnel and utilizing crowd control.

(4) The RSO will be prepared to assist in obtaining names and statements from personnel involved utilizing Appendix E.

(5) The RSO gathers information pertaining to ammunition lot numbers, number of rounds fired, condition of the weapon, stages of fire, etc.

(6) The OIC or RSO will decide if firing will resume. No personnel will be secured from the range unless by the OIC or RSO.

5. Personal Protective Equipment. All personnel on the range will wear approved double hearing protection during live firing. This protection will consist of both foam earplugs and hard ears per reference (c). Hearing protection will be provided by the range. Eye protection is recommended and will be provided by the shooters themselves.

6. Uniform and Equipment. Shooters will wear the prescribed uniform of the day. Military Police may wear appropriate civilian attire if they are Criminal Investigation Division (CID) or Naval Criminal Investigative Service (NCIS) agents. Flight suits are authorized for members of Special Response Team (SRT) or designated aircrew. Steel toed safety boots are not authorized for wear while firing. Shooters will have the following equipment during all training and live fire:

- a. Properly Pre-Fire Inspected (PFI) service pistol.
- b. Cartridge Belt.
- c. Holster (drop holsters and fitted holsters are authorized).
- d. Two magazines.
- e. One magazine pouch.

7. Scheduling and Roster. Military units or civilian agencies not directly stationed aboard MCAS Beaufort are required to submit a range usage request to the Station Training Office at 843-228-6642, who forwards the request to the OIC or RSO for coordination. These requests are submitted at least 30 working days before the desired range date. Air Station qualification and re-qualification scheduling and quota distribution is assigned by Station Training. The assignment roster must be received by Station Training via email or hard copy, no later than one working day prior to the preparatory training for each range. Units submitting late rosters will forfeit assigned quotas, which will be re-distributed aboard MCAS Beaufort on a first come, first served basis. Changes to the assignment roster will not be made after 1300 of the working day prior to the preparatory training.

8. Pre-Fire Inspection (PFI). All weapons will receive a PFI before firing for qualification and re-qualification. All weapons will be annotated by serial number on an Equipment Repair Order (ERO), NAVMC 10245, as having been PFI'd and must be submitted by the close of business on the Wednesday before the first day of firing. Under no circumstances will an uninspected weapon be fired.

9. Course of Fire. All courses of fire conducted at the MCAS Beaufort Pistol Range will be in strict compliance with the regulations contained in reference (f). Shooters will attend all training to include preparatory training and live fire. All blocks of firing will be completed prior to a score being assigned. It is the shooter's responsibility to be at their appointed place of duty, this includes all preparatory training. All unexpected situations will be referred to the OIC or RSO. The prescribed course of fire is conducted over a three day period.

- a. Preparatory training will be conducted by the CMTs from the Pistol

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Range on the Friday prior to the actual firing week. Shooters will complete blocks one through four prior to block five on qualification day. Shooters will be issued enough rounds to complete each qualification block, per reference (f). All shooters will receive the required preparatory training prior to firing.

b. The course will be fired as prescribed by reference (f).

c. The range will provide official scorecards. The following will be strictly enforced:

(1) Shooters will not record their own scores on qualification day.

(2) Static targets will be scored using the carbon ring.

(3) Carbon rings touching the next higher value will be scored at the higher value. Shots on the silhouette outside the first ring will be scored with a point value of four. Shooters will not touch their targets until they are checked and scored by the scorekeeper.

(4) Range personnel will serve as verifiers. All misses and excessive hits will be verified. The OIC or RSOs decision is final on disputed shots.

(5) The OIC or RSO will be notified of questionable scoring practices.

(6) Ricochets and hits on the wrong target will be scored as misses.

d. Record firing will be conducted per the references, and this Order. The following will be enforced:

(1) Once record firing has commenced, it will be carried to completion. Suspension of record firing will be authorized by the OIC or RSO after confirmation with Station Training.

(2) Coaching during record firing is prohibited. The CMC's will remain behind the yellow ready line. The CMC's will ensure shooters are ready to fire prior to moving to either the ready or firing line.

e. Alibis will be conducted per reference (e). The following will be strictly enforced:

(1) Shooters will be given an alibi brief prior to record day firing.

(2) An alibi will be permitted per reference (f), for any stoppage, malfunction, or act not due to carelessness or neglect on the part of the shooter. Malfunction clearing procedures are located in Appendix B.

(3) The OIC or RSO has the final decision on all alibis.

10. Score Reporting

a. Station Training will make available scores to each shooter's S-3, no

later than the close of business of the following business day after qualification. The Station Training Office will maintain all scorecards for a period of two years following the qualification date. Units desiring to review scorecards can send a representative to Station Training, where the scorecards will be made available. No scorecards will be removed from the Station Training Office.

b. Upon completion of qualification, unofficial scores are available upon request by the shooters, prior to exiting the range. Scores will not be given to outside parties. All shooters will be referred to their respective S-3 for final qualification scores.

11. Recreational Firing. Valid military identification card holders are authorized to utilize the MCAS Beaufort Pistol Range for recreational fire. The following information is provided.

a. Days of Operation. Recreational firing is authorized from 1100-1300 on Fridays. Firing is conducted in one hour time blocks with a maximum of twelve shooters.

b. Authorized Weapons. All personal weapons fired at the range must be registered with the MCAS Pass and ID Office. Registration certificates must be on hand at all times when aboard MCAS and while transporting weapons to and from the range. The following weapons are authorized for recreational fire:

(1) Rifles. Single shot, breech loading, bolt action, or semi-automatic weapons firing pistol calibers up to, but not including the .50 caliber.

(2) Pistols. Handguns, single shot, revolver or semi-automatic weapons up to, but not including the .50 caliber. Unit commanders may authorize service pistols.

(3) Shotguns. Break action, pump action, semi-automatic, utilizing slugs or twelve gauge buckshot.

c. Authorized Ammunition. All shooters must provide their own factory ammunition. Unit commanders may authorize training ammunition to active duty personnel. No reloaded ammunition is authorized.

d. Range Scheduling. Personnel requesting to reserve the range must call 843-228-7698 two days prior to firing and have their names, phone numbers, and arrival times added to the roster. Only shooters listed on the roster will be reserved targets.

e. Check In Procedures. Shooters will transport weapons in either soft or hard cases, or carried muzzle up and bolt/slide locked to the rear; in condition 4. Shooters will check in with the Tower NCO upon arrival and read and sign a Release and Hold Harmless Agreement and Safety Form (Appendix C). All shooters should have completed a local safety course and be familiar with the weapon they are firing. All shooters should have completed a local safety course and be familiar with the weapon they are firing.

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f. Range Procedures. All firing will be conducted from static positions, no maneuver firing is authorized.

g. Safety. All safety regulations which are in place for qualification are in place for recreational fire. There are no deviations. Safety violators will be removed from the range and banned from further use at the discretion of the OIC or RSO. Range personnel will perform the following:

- (1) Conduct a safety brief for all shooters.
- (2) Inspect all weapons prior to and at the conclusion of firing.
- (3) Conduct themselves as professionals while on the range.

12. Environmental Considerations/Restrictions. When there are proposed changes to established range use, requests for increases or decreases in range use, planned development of new courses, construction, or introduction of new weapons systems, an environmental review of the proposed project or activity will be conducted prior to approval and scheduling of such proposed actions. Documentation normally takes the form of an Environmental Assessment (EA), or an Environmental Impact Statement (EIS). An EA or EIS will be undertaken at the earliest planning stages of any proposed course of action. Contact with the MCAS Facilities Department should be made prior to implementation of any action. The following are some examples of actions which under normal conditions require the preparation of an EA or EIS:

- a. New target ranges or range mission changes which would increase environmental impact.
- b. Creation of or changes to low altitude flying aircraft training routes, special use airspace and warning areas wherein over flights constitute a nuisance factor to wildlife.
- c. Proposed action in protected species habitat.
- d. New revisions to established regulations, directives, or policy guidance which initiates new action.
- e. Actions which cause a possible environmental impact or likelihood of causing a public controversy.
- f. Actions which impact historic or archaeological sites.

13. Navy and PMO Qualification Course. The Navy Handgun Qualification Course is designed to be fired on a 15-yard range using the transition target II or B-21 target. If a 10-yard mobile range is used, the transition target I is used in place of the transition target II or B-21 target for the 15-yard sequences. When using ranges with overhead baffling, it is permissible to move the targets downrange maintaining a fixed firing line beneath the baffling. All shots are to be fired at center mass of the target. The initial shot for each sequence of fire shall be fired double action, with all subsequent shots fired single action until the pistol is de-cocked.

- a. All locally produced target frames used, will be constructed of wood

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or plastic piping or a combination of both. No target frames will be made from steel or metal.

b. All requests for range usage will be submitted directly through the Station Training Office at 843-228-6642. If the request is approved and the requesting unit is providing their own OIC and RSO, all current required certification documents are to be on file with both the RCO and the the Pistol Range, prior to firing commencing.

14. Weather and Fire Emergencies. All weather alerts received via phone line will be strictly adhered to per reference (n). The following are procedures to be used in the event of a fire:

a. Immediately call "cease fire".

b. The OIC or RSO will contact the Fire Department and PMO and request support. The following information will be given:

(1) "My name is (rank/name) from MCAS Pistol Range. We need emergency fire assistance at the MCAS Beaufort Pistol Range".

(2) Give the phone number, 843-228-7698 (range).

(3) State the type of fire.

(4) Specific location of the fire.

(5) The OIC/RSO will call Station Operations at 843-228-7301 and Base Safety Officer at 843-228-6938.

(6) A guide will be dispatched to the range entry road to assist emergency vehicles responding.

(7) All personnel, weapons, and ammunition will be removed from the firing line if the situation permits.

(8) Once the firing line has been cleared, move all shooters to the vehicle parking lot and conduct a head count. This will be done by range personnel and utilizing crowd control.

(9) The assigned Corpsman will render first aid until further medical assistance arrives if necessary. If there are numerous casualties, additional personnel will assist.

(10) The RSO will be prepared to assist in obtaining names and statements from personnel involved.

(11) The RSO gathers information pertaining to ammunition lot numbers, number of rounds fired, condition of the weapon, stages of fire, etc.

(12) The OIC or RSO will decide if firing will resume. No personnel will be secured from the range unless by the OIC or RSO.

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15. Range Regulations and Safety Violations. All live firing will be conducted per the references and this Order. Safety violators will be dropped from the range.

a. Range flags will be displayed on the flagpole adjacent to the range access road. Flags will be affixed both to the range left and right lateral limits and entrance to the range. NOMAR and Notice to Advise Airmen (NOTAM) are to be published by Airfield Operations, one week prior to the firing date.

b. Shooters are responsible for being familiar with and adhering to all safety regulations contained in this Order.

c. Shooters are not allowed to participate in any phase of marksmanship training while under the influence of drugs or alcohol.

d. Shooters will conduct themselves as professionals while on the range.

e. No weapons will be left unattended at anytime.

f. Only the M-9 Service Pistol will be used for initial qualification and re-qualification firing, per reference (f).

g. Unit commanders are responsible for completed PFIs prior to firing.

h. All weapons will be in condition 4 and carried in the holster while on the range. The "administrative carry" will be used only upon command from range personnel.

i. All weapons will be treated as if they were loaded.

j. Weapons will never be pointed at any person or object except authorized targets, and fired only upon command from the Tower NCO.

k. Snapping-in will be conducted only on the firing line and will be supervised by range personnel.

l. Only government ammunition will be used for qualification or re-qualification. Ammunition will not be tampered with or altered, nor stored in pockets; at any time or by any personnel. All un-fired ammunition will be turned in to range personnel upon the completion of firing. Incendiary and tracer ammunition will not be fired on the range.

m. A weapons safety inspection will be conducted prior to entering and exiting the range. Weapons will be shown clear after each string of fire, and will be in condition 4 prior to exiting the firing line.

n. Shooters are responsible for the ammunition they are issued. Shooters losing ammunition will receive scores of zero for each round missing. Each shooter will sign for receipt of the correct amount of rounds issued to them each day. If rounds are reported missing by the shooter, a search of the immediate area and the shooter's person will be conducted. In the event the ammunition is not found, the shooter may be removed from firing at the discretion of the OIC or RSO.

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o. All shooters will move to and from the ready line in relays; weapons will be in condition 4.

p. All weapons will be in condition 4 and holstered if range personnel must move forward of the firing line. Shooters will remain behind the ready line and will not un-holster, load, or dry-fire any weapon while range personnel are forward of the firing line.

q. No one is allowed forward of the firing line at any time except by command from the Tower NCO.

r. No one will load a weapon except while on the firing line and then only after command from the Tower NCO.

s. Loaded weapons will not be exchanged between shooters. Range personnel may take a loaded weapon from a shooter to clear a stoppage or malfunction, if the shooter is unable to clear the weapon.

t. All weapons will be pointed down range when chambering a round with the weapon held "palms down".

u. Shooters will not be allowed to fire until receiving a safety brief from the Tower NCO. The safety brief will be conducted prior to commencing fire, upon changeover of each relay.

v. No firing will commence until positive communication has been established between the Tower NCO, NWW, and PMO.

w. Shooters will only commence firing upon command from the Tower NCO. Shooters will not shoot outside the lateral limits of the range, as briefed.

x. Weapon safeties will not be disengaged on the semi-automatic pistol until the command "targets" is received.

y. Shooters will only fire at their assigned target and will not fire if the command "cease fire" has been given.

z. During slow fire, weapons will not be benched or released until the safety is engaged. They may then be benched firmly inside the red groove of the bench with the muzzle facing downrange.

aa. To not disturb other shooters or range personnel executing their duties, talking will be kept to a minimum while on the firing and ready lines.

ab. Shooters will not eat or use tobacco while forward of the ready line.

ac. The Tower NCO will ensure a "cease fire" is given whenever a violation of the range impact area occurs.

ad. Whenever the command "cease fire, unload, show clear" is given, all shooters will immediately cease fire, unload and show clear. After showing clear, weapons will be placed in condition 4. No weapon will be aimed and

all muzzles will be pointed downrange until otherwise instructed by the Tower NCO.

ae. It is the responsibility of all personnel on the range to give the command "cease fire" whenever they notice an unsafe condition which endangers the safety of others.

af. In the case of a serious accident, emergency, or lack of positive communication, the Tower NCO will call "cease fire" and notify the OIC or RSO.

ag. At the conclusion of firing, all shooters will unload and show clear on command from the Tower NCO. Once weapons and magazines are cleared, shooters will release the slide, holster, and proceed to the clearing barrel located at the ready line exit, where each weapon will be visually inspected, placed in condition 4 and holstered.

ah. Shooters will not move from the firing line unless told to do so by the Tower NCO and only upon a CMC, CMT, or Armorer has "cleared" their weapon.

ai. Questions concerning range safety may be submitted to the OIC or RSO.

aj. Cheating and/or lying will not be tolerated. All violators will be referred to the OIC or RSO. Shooters caught cheating or lying will be immediately dropped from the range and their immediate chain of command will be notified.

ak. All shooters are under the operational control of the OIC or RSO while at the range. Shooters may be used for range maintenance, target construction, etc. as directed by the OIC or RSO. All shooters will participate in police call.

al. No vehicles shall proceed beyond the inner range gate without approval from the RCO or RSO. Vehicles will be parked in the parking area provided and will be parked so as to not interfere with the range safety vehicle.

am. Weapons firing will be suspended as long as there is a vessel in the SDZ.

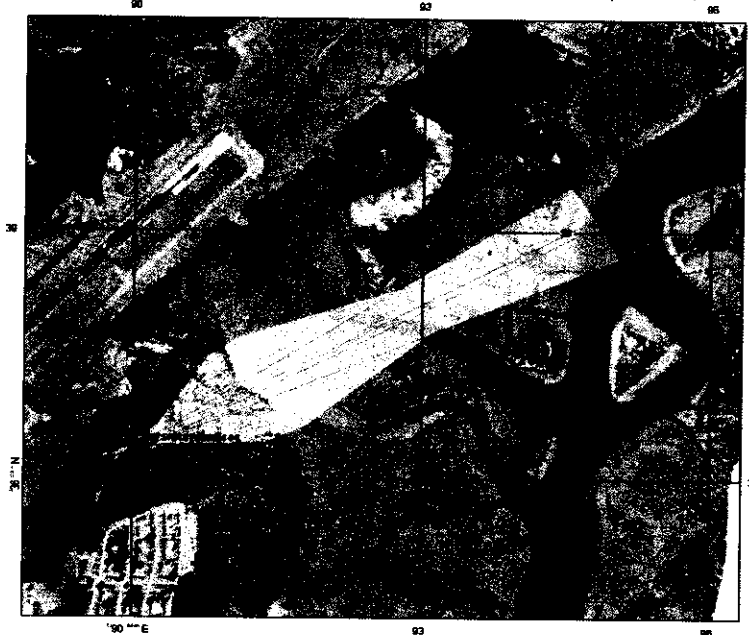
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APPENDIX A

SURFACE DANGER ZONES

Weapon Type: **SMALL ARMS**
 Weapon Caliber: **9mm:Ball M882**

Map Scale = 1:12,500

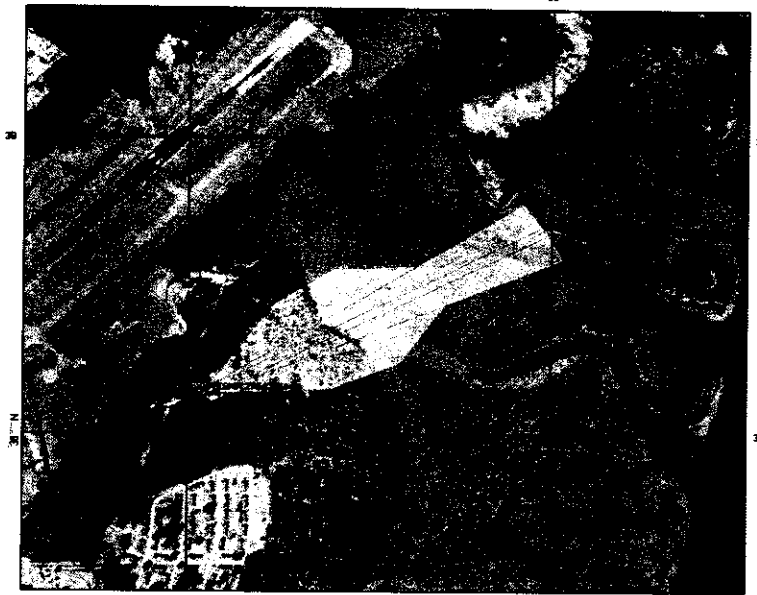


Range Manager Signature Authority:	Date:		
Approving Authority: Mr. Rodney McFadden			
Created By: Mr. Rodney McFadden, 04/11/2011		LINE:	Phone: Email:
SDZ Name: 9mm_Ball M882	Ground Target	Angle A: 30.0 deg	TP: 175NR275504168
Installation: MCAS Beaufort_sdz	Distance X: 1,800.00 m	Angle P: 23.1 deg	
Range Name: None	Distance Y: 1,077.00 m	Angle Q: 15.8 deg	
Range Officer: Mr. Rodney McFadden	Distance W: 158.00 m	Vertical Hazard: 90.00 m	
Min Target Dist: 23.54 m	Assn A: 100.00 m	FP: 175NR2752484165	
Max Target Dist: 23.54 m	Dispersion Angle: 5.0 deg	FP: 175NR2753304164	
Direct Fire	Recochet Angle: 5.0 deg	TP: 175NR2754484177	

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Weapon Type: SMALL ARMS
 Weapon Caliber: 12 Gauge:Slug

Map Scale = 1:10,000



Range Manager Signature Authority:	Date:		
Approving Authority: Mr. Rodney McFadden			
Created By: Mr. Rodney McFadden	Date: 04/11/2011	Unit:	Phone:
SDZ Name: 12 Gauge_Slug Initiator: MCHB_BestUDN_atz Range Name: None Range Officer: Mr. Rodney McFadden Min Target Dist: 18.18 m Max Target Dist: 18.36 m Direct Firing:	Ground Target Distance X: 1,073.00 m Distance Y: 1,030.00 m Distance W: 1,25.00 m Area A: 100.00 m Dispersion Angle: 5.0 deg Recoil Angle: 5.0 deg	Angle A: 30.0 deg Angle P: 22.0 deg Angle Q: 33.3 deg Vertical Height: 138.00 m FP: 175NR2754284168 PP: 175NR2754284168 TP: 175NR2754484177	

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APPENDIX B

Weapons Malfunctions, Conditions, and Immediate/Remedial Actions

1. Cycle of Operation, Stoppages, and Malfunctions

a. Cycle of Operation. The following are the eight steps in the cycle of operation for the M9 Service Pistol:

(1) Feeding. The slide starts forward, pushed by the recoil spring. The face of the slide makes contact with the cartridge at the top of the magazine, stripping it from the magazine and pushing it toward the chamber.

(2) Chambering. As the slide continues forward it pushes the cartridge into the chamber.

(3) Locking. As the slide assembly continues to move forward the locking block lugs move into the locking block recesses on the right and left sides of the slide.

(4) Firing. Once the thumb safety is off and the trigger is pulled to the rear, the hammer falls on the firing pin, which strikes and ignites the round.

(5) Unlocking. As the slide assembly moves to the rear the locking block rotates out of the notches in the slide and begins its movement rearward.

(6) Extracting. As the slide moves rearward the extractor withdraws the cartridge case out of the chamber.

(7) Ejecting. As the face of the slide passes over the ejector, the case strikes the ejector and is knocked upward and outward through the ejection port.

(8) Cocking. As the slide moves rearward the hammer is pushed back allowing the sear to engage the hammer hooks.

b. Stoppage. A stoppage is an unintentional interruption in the cycle of operation. An example of a stoppage is the slide not going fully forward, most commonly discovered when the pistol will not fire. Most stoppages are preventable by the proper care, cleaning, and lubrication of the weapon. The following are the most common types of stoppages of the M9 Service Pistol and actions to clear them:

(1) Stovepipe. A stovepipe occurs when the weapon fails to completely eject the spent casing. Immediate action will normally clear the stovepipe.

(2) Double Feed. A double feed occurs when two rounds are stuck in the receiver. To clear a double feed:

(a) Lock the slide to the rear.

(b) Remove the magazine from the weapon.

(c) Clear the stoppage by removing the jammed rounds from the chamber area.

(d) Reload with a fresh magazine.

1. With the pistol pointed at the target, depress the slide stop with the thumb of the left hand as you reestablish your two handed grip.

2. This will strip a cartridge from the magazine and chamber it as the slide moves forward. Sight and attempt to fire.

(3) Slide not fully seated. This stoppage can be caused by a number of reasons, as simple as dirty ammunition or dirty weapon. To clear:

(a) Check the chamber to ensure stoppage is not a double feed.

(b) Hit the slide from the rear to seat the slide.

(c) Sight and attempt to fire.

c. Malfunction. A malfunction is a failure of the pistol to fire properly or to perform as designed. A malfunction does not necessarily cause an interruption in the cycle of operation. An example of a malfunction is a broken sear, which allows the pistol to fire in a fully automatic mode. When a malfunction occurs an Armorer must repair the weapon.

(1) Audible pop or reduced recoil during training. If an audible pop or reduced recoil is experienced during firing, immediately cease fire. Do not apply immediate action, but instead perform the following:

(a) Point the weapon downrange.

(b) Place the weapon on safe.

(c) Raise your hand for assistance from range personnel.

(2) Audible pop or reduced recoil during Combat. If the tactical situation dictates, perform the following:

(a) Place weapon in Condition 4.

(b) Remove slide and barrel assemblies.

(c) Inspect bore for an obstruction.

(d) If obstruction found, insert cleaning rod and clear.

2. Weapons Conditions. The M9 Service Pistol's level of readiness is defined by three specific conditions. The steps in the loading and unloading process, take the pistol through specific conditions which indicate the

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pistol's readiness for live fire. Shooters must know and understand the condition of their pistol at all times.

- a. Condition 1. Magazine inserted, round in the chamber, slide forward, safety on.
- b. Condition 2. Not applicable to the M9 Service Pistol.
- c. Condition 3. Magazine inserted, chamber empty, slide forward, safety on.
- d. Condition 4. Magazine removed, chamber empty, slide forward, safety on.

3. Immediate/Remedial Actions

a. Immediate Action. Immediate Action is the unhesitating response to clear a stoppage without investigating the cause. To perform immediate action on the M9 Service Pistol, use the following procedures, easily remembered as "tap, rack, bang".

- (1) Tap: Slap the bottom of the magazine upward to seat.
- (2) Rack: Pull the slide back all the way to the rear and release, to ensure a round is chambered.
- (3) Bang: Sight and attempt to fire. If immediate action was successful, the pistol will fire.

b. Remedial Action. Remedial action is performed when a stoppage cannot be cleared by immediate action. Remedial action requires investigating the cause of the stoppage, clearing the stoppage, and returning the weapon to operation. To perform remedial action, use the acronym "SPORS". SPORS is divided into two phases:

- (1) Phase one
 - (a) S: Seek cover if the tactical situation permits.
 - (b) P: Pull the slide all the way to the rear and attempt to lock the slide to the rear.
 - (c) O: Observe the round or brass to be ejected and take appropriate action to clear the stoppage.
- (2) Phase two
 - (a) R: Release the slide by depressing the slide stop.
 - (b) S: Sight and attempt to fire.

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APPENDIX C

RELEASE AND HOLD HARMLESS AGREEMENT
AND
INDEMNIFICATION AGREEMENT

In consideration of _____ (Name of Participant) being allowed to participate in any way with activities related to _____ (Specify activity, i.e. Pistol Range at the Marine Corps Air Station Beaufort, South Carolina), on _____ (Date), the undersigned agree to the following:

1. That prior to participating, I agree to inspect the facilities and equipment to be used, and if I believe that anything is unsafe, I will advise the United States Marine Corps of such condition and refuse to participate.
2. That I acknowledge and fully understand that each participant will be engaging in activities that are known to involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from our own actions, inaction or negligence, but the actions, inactions or negligence of others, the rules of play, or the conditions of the premises or any of the equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. That I assume all risks and accept all responsibility for any damages following such injury, permanent disability or death that might result to me.
4. That I intend to be legally bound, and do hereby release, waive, discharge and covenant not to sue the United States Navy, United States Marine Corps, its administrators, officers, directors, agents, coaches, teachers, instructors, or other employees or volunteers of the organization, or the owners and leasers of the premises used to conduct the event, all of which are hereafter referred to as the "releasees", from any and all liability to each of the undersigned, his or her heirs, and next of kin for any claims, demands, losses or damages on account of any injury, including death and permanent or partial disability or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise in connection with and/or arising out of my travel to, participation in, and return from the event. I understand that in transporting me, the United States Government is not acting as a common carrier for hire and does not bear the liabilities attached to that status.
5. That I agree to indemnify and hold harmless the Department of the Navy, the U.S. Marine Corps, its administrators, officers, directors, agents, teachers, instructors, or other employees or volunteers, or owners or leasers of the premises used to conduct the class against all civil actions or claims for loss or damage to my property or the injury, death, disease, or disability to the undersigned that is caused or alleged to have been caused in whole or in part from any act having any connection with and/or arising out of my participation in the class.
6. That should I sustain injury or illness while participating in the activities described above, I hereby authorize any emergency first aid, medication or surgery deemed necessary by licensed medical personnel. I give permission for the attending medical personnel to execute on my behalf any necessary medical documents or permission forms and to act in my behalf if I am not able to do so.
7. That, I understand the United States Navy will not provide medical care (except on an

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emergency basis) for any injuries or disease occurring during the activities described above. I certify that I have sufficient medical insurance coverage to pay for any medical treatment should an injury occur. I agree to reimburse the Government for any medical care provided.

8. I certify that I am not currently under a physician's care, am in good health, and have no reason to believe that I am not physically capable of safely participating in the activities described above.

I, THE UNDERSIGNED HAVE READ THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT, AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS AND MADE CERTAIN IMPORTANT GUARANTEES BY SIGNING IT AND HEREBY SIGN IT VOLUNTARILY.

Signature of Participant

Date

Witness

Date

In the event I am injured and cannot be resuscitated, herein below is listed an emergency contact name and telephone number and I do hereby authorize the United States Navy to release any and all information on my injury and/or death.

Emergency contact and telephone number

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APPENDIX D

NAVY AND PMO QUALIFICATION COURSE

1. Three Yard Line. Twelve rounds from the standing position. All actions will be performed on command. The performance of action of the following is performed at the three yard line:

a. Load and Make Ready. Insert a six round magazine, make condition one, and holster.

b. Firing

(1) Fire two rounds in four seconds, cover target, holster.

(2) Fire two rounds in four seconds, cover target, holster.

(3) Fire two rounds, release magazine, insert magazine of six rounds, fire two rounds; all within ten seconds (strong hand supported), cover target, holster.

(4) Fire four rounds in eight seconds (two rounds from the strong hand position and two rounds from the weak hand position), cover the target, holster.

2. Seven Yard Line. Twelve rounds from the standing position (strong hand supported). All actions will be performed on command. The performance of action is the same sequence as performed at three yard line.

3. Fifteen Yard Line. Twenty-four rounds from the standing and kneeling positions (strong hand supported). All actions will be performed on command. The performance of action of the following is performed at the fifteen yard line:

a. Load and Make Ready. Insert a twelve round magazine, make condition one, and holster.

b. Firing.

(1) Fire two rounds in four seconds, cover target, holster.

(2) Fire two rounds in four seconds, cover target, holster.

(3) Fire four rounds in eight seconds, cover target, holster.

(4) Fire four rounds, release magazine, insert magazine of twelve rounds, fire four rounds; all within twenty seconds, cover target, holster.

(5) Kneel, fire eight rounds in twenty seconds, cover target, holster.

APPENDIX E

MCAS Beaufort Ground MISHAP and Incident Report

MISHAP Date: MISHAP Time: Location (City, State):

On/Off Base: Distance From Base: On/Off Duty: Liberty/Leave/TAD Status:

PERSONNEL INVOLVED

Name (L/F/M): Full SSN:

Employee Category: MOS/NEC: Rank/Rate/Grade:

Gender: D O B: Marital Status: Number of Dependents:

Section: Shop: RUC:

B-Bel:

Marine Risk Category: Assigned to USMC Mentoring Program:

Number of Deployments: Location of Last Deployment: Latest Return:

Supervisor Name and Phone Number:

Section or Shop Safety Rep Name and Number:

INCIDENT/MISHAP CATEGORY

Type of MISHAP: If Other/Training specify type:

Factor: Select all that apply
Speed: If Speed, then MPH: Alcohol: BAC if Applicable or Known:

Visibility/Weather Conditions: Description:

Road Conditions: Description:

Skating: Texting or Cell Phone use:

CASUALTY STATUS/INJURY RELATED LOSSES

Medical Treatment Given: Treatment Location:

SIC: From Date: To Date:

Hospitalized: From Date: To Date:

Military Only
Light Duty: From Date: To Date:

Limited Duty: From Date: To Date:

Civilian Only
Job Transfer: From Date: To Date:

Job Restriction: From Date: To Date:

INJURY TYPE: BE AS SPECIFIC AS POSSIBLE

Heat: Gun Shot: Industrial: Other:

Burn: Violent: MISC:

BODY PART INJURED

Head: Upper Body: Lower Body: Front/Back: Left/Right:

Other:

PERSONAL PROTECTIVE EQUIPMENT

Head: Hearing: Footwear: Eye:

Hands: Upper Body: Lower Body: Work Related:

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MOTOR VEHICLE INFORMATION

GMV PMV Motorcycle License Insurance

Motorcycle/ATV Information

Date Joined MC Club MC Club President

Year/Make/Model Engine Size # Years Owned

BRC ERC Date MSCRC Date

MISHAP SUMMARY: PROVIDE A DETAILED EXPLANATION OF THE MISHAP/INCIDENT TO INCLUDE ROOT CAUSE ANALYSIS. IF NEEDED USE THE BACK OF THIS FORM OR ANOTHER SHEET OF PAPER

[Empty text area for Mishap Summary]

Email Form

Print Form