

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 64)

17 August 2020

VMI Firing Ranges Policy

1. **Purpose:** The purpose of this policy is to establish standard procedures for the use of all firing ranges at VMI.
2. **Scope:** This policy will apply to all events utilizing the VMI Firing Range located at the Military Leadership Field Training Grounds at North Post, the Trap and Skeet Range at McKethan Park, and the Indoor Firing Range at Kilbourne Hall.
3. **Safety Requirements:** Anyone using the VMI Firing Range will utilize North Post Firing Range SOP (Annex A), with US Army Range Regulations as a further guideline for range operations. See Army Regulation 350-19 and FM 3-22.9 (Rifle Marksmanship) for more information. A Range Officer in Charge (ROIC), Range Safety Officer (RSO), and medical coverage will be designated for each firing event at the Firing Range. For the Trap and Skeet Range, users must follow the established Standard Operating Procedures (SOP) manual along with the safety annexes to that SOP (Appendix B). For the Indoor Firing range, users must follow the SOP (Appendix C) for that facility. Copies of each of these safety SOPs will be provided to all users. Full compliance with all mandates is required, and safety is paramount. All users are subject to no-notice compliance inspections by VMI Range officials.
4. **North Post Firing Range:** All requests to use the VMI Firing Range must be directed to Director of Corps Marksmanship for approval and required confirmation of schedule availability. Upon approval by the Director of Corps Marksmanship, all outside agency requests must be then submitted to the VMI Physical Plant for external use agreements and contracting. Final Approval must be coordinated and approved through the Deputy Chief of Staff and Operations.
 - a. North Post Range Open Shoot is normally held 1-2 times per month for faculty, staff, and Cadets. Rats or 4th Classmen are not eligible to participate without individual permission from the Director of Corps Marksmanship.
 - b. All Open Shoot participants must complete one of the following in order to participate in Open Shoot: an accredited firearms training course (Basic Pistol Course from a certified instructor, etc.), appropriate classroom and live fire weapons training at VMI (3rd Class Marksmanship to shoot rifle, 1st Class Pistol to shoot pistol, etc.), or have proof of Military/Law Enforcement firearms training and demonstrate competence to the Director of Corps Marksmanship.
 - c. Non-cadet personnel are required to provide their own weapons and ammunition IAW GO 64. There is a limited supply of VMI training ammunition and weapons for approved Cadets during Open Shoots. POC for questions on the Open Shoot program is the Director of Corps Marksmanship.

5. North Post Firing Range Notifications: The Director of Corps Marksmanship will notify the Deputy Commandant for Operations, Plans, and Training of all proposed uses of the range. The Director of Corps Marksmanship will include all approved range operations in the North Post Complex Calendar for post-wide planning purposes and ensure there are no impacts or conflicts with cadet activities. Additional notifications will be made to the Deputy Superintendent of Finance, Administration and Support, VMI Police, Physical Plant, and Chief of Staff through the North Post Complex Calendar.

6. Firing Range Priorities: Rat Challenge activities are scheduled during the fall semester from early September through November. These activities normally occur on Tuesday and Thursday afternoons during military duty (1605—1850 hours) and on some Wednesday afternoon periods (1605-1800) during Rat Military Duty. When these Rat Challenge activities are occurring, the Firing Range will not be used for live fire activities. When scheduling use of the range, efforts should be made to reduce the impact on cadet activities.

7. Firing Range Responsibilities: The Director of Corps Marksmanship will oversee the care and upkeep of the North Post Firing Range. This official has full authority to submit work orders and direct activities in support of this Range. This authority includes the ability to direct prior users to clean up or repair defects caused by their use. See also paragraphs 12 and 13 below.

8. Non-VMI Use of the Firing Range: Requests for use of the Firing Range by non-VMI organizations, such as local law enforcement, may be considered by the Director of Corps Marksmanship. Priority will be given to VMI-sponsored events. Appropriate use agreements and fees will be collected by the Physical Plant if non-VMI users are granted authority to use the range. Safety and adherence to all range rules is required, and will be a required item in the use agreement. Copies of the range safety procedures will be provided and **MUST** be reviewed by users prior to use. As with VMI users, a Range Officer in Charge and Range Safety Officer must be appointed prior to use. All users are subject to no notice compliance inspection by VMI officials.

9. Trap and Skeet Range Use: The Trap and Skeet Range is scheduled, operated, and maintained by the Trap and Skeet Coach. All requests to use the VMI Trap and Skeet Range must be directed to the Trap and Skeet Coach for approval and required deconfliction. Final approval resides with the Director of Corps Marksmanship. Upon approval by the Trap and Skeet Coach, all outside agency requests must be submitted to the VMI Physical Plant for external use agreements and contracting. All users are required to be familiar with the published Standard Operating Procedures maintained by Cadet Life. Range use and safety mandates are outlined in the SOP and Annex B of the SOP.

10. Non-VMI Use of the Trap and Skeet Range: Requests for use of the Skeet Range by non-VMI organizations will be considered by the Trap and Skeet Coach. Priority will be given to VMI-sponsored events. Appropriate use agreements and fees will be collected by the Physical Plant if non-VMI users are granted permission to use the range. All safety rules must be followed as established in the Virginia Military Institute Trap and Skeet Range SOP. Appropriate notices and deconflictions with other events scheduled at McKethan Park will be made by the Trap and Skeet Coach as required when the Trap and Skeet Range is in use. All

users will receive a copy of the range use safety mandates which must be reviewed prior to use of the range. The use agreement will reflect this requirement, and all users are subject to no notice compliance inspections.

11. Indoor Firing Range: This Range is scheduled, operated, and maintained by the VMI Athletic Department's NCAA Rifle Team Coaching staff. Use of this Range and the designated procedures and safety requirements will be in accordance with the NCAA Men's and Women's Rifle Rules and Interpretations as well as the VMI Indoor Firing Range Standard Operating Procedures. Priority of use is to VMI's NCAA Rifle Team and then to VMI Pistol Club for evening practices and occasional matches. The VMI NCAA Rifle team coaching staff is the sole authority to allow or deny use of the VMI Indoor Firing Range at Kilbourne Hall. All users will receive a copy of the range use safety mandates which must be reviewed prior to use of the range. The use agreement will reflect this requirement, and all users are subject to no notice compliance inspections.

12. Inspections: All authorized range users will be responsible for policing their brass and remove any debris generated from using the range including the removal of targets. The range used must be returned in a condition meeting VMI standards and may be subject to inspection.

13. Compliance Officials: The Director of Corps Marksmanship and other certified VMI range officials on staff are authorized to conduct inspections and take any steps necessary to ensure safety and compliance mandates are met. Other officials may be designated as necessary.

14. Transportation of Weapons: Weapons will be transported IAW the intent of General Order Number 25.

a. Internally on Post (from the Armory to the North Post Range, etc.) VMI-owned weapons will only be transported by a VMI employee. Weapons will be transported unloaded, and at no time will weapons be left unsecured in transit, including during loading and unloading of the transport vehicle.

b. In the local area (Armory to McKethan Park, etc.) VMI-owned weapons will only be transported by a VMI employee, and will be moved directly between authorized locations without additional stops. Weapons will be transported unloaded, ammunition will be transported separately from the weapons, and at no time will weapons be left unsecured in transit, including during loading and unloading of the transport vehicle.

c. For off-Post transport to other locations not covered in 14.a or 14.b (Field Training Exercises on non-VMI property, etc.) VMI-owned weapons will only be transported by a VMI employee with an assigned assistant. The responsible employee or their assistant must be with the VMI-owned weapons at all times. Weapons will be transported unloaded, ammunition will be transported separately from the weapons, and at no time will weapons be left unsecured or unaccompanied in transit, including during loading and unloading of the transport vehicle and during authorized stops. Transportation of VMI Weapons for off-post training events must be in compliance with Virginia state laws and regulations.

d. Personal weapons may be brought to the North Post Range IAW General Order Number 25 and Virginia state laws for transporting firearms.

GENERAL ORDER NUMBER 64, 17 August 2020

e. Federally owned weapons (Army ROTC-owned weapons, etc.) will be transported to all locations IAW applicable military regulations. Best practices of these regulations should be utilized by VMI employees transporting VMI-weapons IAW 14.a, 14.b, and 14.c.

15. The Chief of Staff's Office is responsible for notifying the on-Post community via published schedules, emails, and weekly bulletins any time the Firing Range is in use.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, U.S. Army (Ret.)
Chief of Staff

DIST: E, Cadets

Attached - Appendix A
- Appendix B
- Appendix C
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OPR: Director of Corps Marksmanship

Appendix A

North Post Firing Range SOP

VMI North Post Firing Range SOP References: VMI Range Operation and Maintenance Manual, Action Target FM 3-22.9, Rifle Marksmanship, M16A1, US Army FM 3-23.35, Pistol Marksmanship, M9, US Army FM 3-22.68, Crew Served Weapons, M249, M240, US Army VMI General Order Number 64, VMI Firing Range Policy NRA Range Safety Officer Manual

1. **Purpose:** To outline the procedures for the safe and efficient operation of the VMI North Post Firing Range.

2. Responsibilities

- a. Director of Corps Marksmanship, LTC (RET) Bill Bither (540-464-7075 bitherwf@vmi.edu) is responsible for the scheduling and approval of all firing on this range.
- b. The Director of Corps Marksmanship is responsible for approving the Courses of Fire fired on and the cleanliness and maintenance of the range.
- c. The Director of Corps Marksmanship will appoint three range control officers to assist with range operations/training, inspections, safety, and approval of unit firing plans.
- d. Physical Plant (P2) is responsible for external use agreements and contracting of outside agencies approved to use the range. P2 is responsible to clean, conduct repairs, and abate the hazardous material on the range at the request of the Institute and/or Director of Corps Marksmanship. This includes weekly vacuuming of the range floor, trash removal, and cleaning of the tables and range entrance area.
- e. The Range Officer in Charge (ROIC) will be responsible for the overall safe conduct of training and proper use of the North Post Range Complex.
- f. The Range Safety Officer (RSO) is responsible for the safe running of the range and for conducting a pre-firing safety briefing to all firers. He also ensures weapons and personnel are properly placed; authorized ammunition is used; weapons are properly cleared prior to entering the range, exiting the range, or moving down range to check targets; personnel wear approved hearing and eye protection; medic and aid vehicle are present; and a cell phone is on-hand for EMS. The RSO must be present on the range at all times.
- g. The ROIC will ensure sign posts announcing live fire and no trespassing are activated and returned to cover upon termination of firing.

3. Coordination

- a. Scheduling and approval for use of this range will be made 30 days in advance with the Director of Corps Marksmanship. Upon approval, outside agencies also will be required to sign an external use contract, prepared by Physical Plant IAW General Order 64.
- b. Once approval is granted, the firing unit will coordinate with the Director of Corps Marksmanship for the following actions: approved RSO, walk through of the range, approval of the Courses of Fire, and key card access.
- c. Key card electronic access will be limited to designated staff and faculty RSOs assigned to the VMI Military Department, Post Police, and Commandant Staff. Unauthorized access into the range control room will trigger the motion sensor and alert Post Police.
- d. A certified member of the VMI Marksmanship Staff or approved unit RSO must be present to ensure proper range operating procedures and safety rules are followed. No exceptions!

4. Cancellations

- a. Cancellations will be sent to the Director of Corps Marksmanship as soon as the firing unit knows of the change. (Outside agencies will also notify P2 of contract cancellation)

b. All range equipment, keys, weapons, and other equipment will be secured and stored in the proper containers and safes/armory upon completion of the firing event or cancellation.

5. Range Safety

a. Responsibility

- i. All personnel on the range are responsible for safety. Anyone may call a “cease fire.”
- ii. When moving on the range, firers will keep weapons on safe, pointed in a safe direction (port arms), down range, and toward the bullet stop when on the firing line, finger off the trigger, unloaded until ready to use, and follow all range commands.
- iii. Weapons will be locked to the rear and on “safe,” except when the firers are in approved firing positions, on the firing line, and preparing to fire.
- iv. Additional safety officers must be present when firing large groups of students (minimum rifle ratio 4:1, pistol 2:1); first class cadets with recent weapons training, National Guard/SMP Cadets, and ROTC Faculty/Staff are recommended.
- v. A coach will be assigned to each firer. VMI Cadets will receive instruction during VMI-scheduled and approved shoots only from VMI-certified instructors to ensure safe, proper instruction at all times.
- vi. Firers will lock bolts to the rear, remove magazines, place weapons on “safe,” and place weapons on the ground, before moving down range to check targets. Coaches and RSO will check the status of all weapons before giving the all clear signal to the ROIC.
- vii. Weapons will be cleared, checked, and dry-fired toward the Bullet Stop prior to removal from the range.
- viii. Range Control Room status switches must be in the “Live Fire” position” during live fire so that the outside live fire lights are flashing and exhaust fans are activated.
- ix. In order to mitigate the 45-Meter Surface Danger Area to the sides and rear of the range, “Do Not enter/Live Fire” signs will be posted to stop foot traffic on the hill above the firing Range; Signs #1 and #2 located at the Weaver (1) to stop foot traffic from entering the Red Loop trails above and below the conditioning obstacle course. Sign #3 located at the Mountain Rescue (D) to stop foot traffic from entering the Red Loop conditioning course trail (west) and black loop (south) toward range. Sign #4 located at the trail entrance below the 12 foot wall to prevent access along the west side of the range. Sign #5 located at the range parking lot entrance to block access to the east side of the range. Firing units will inspect and clear the 45-Meter SDZ prior to live fire. The pavilion located on the west side of the range is off limits when firing in the west bay between the 25-meter and 15-meter firing lines due to SDZ safety requirements.
- x. All firers will receive a Range Safety Briefing and Preliminary Marksmanship Instruction before firing on the range.
- xi. No food or drink is allowed on the firing range. Only water bottles and closed containers may be used in the ready area behind the firing line.
- xii. No smoking, chewing, or dipping of tobacco products is allowed on the firing range.

b. Medical Requirements

- i. Firing units are required to have an EMT or current Combat Lifesaver present during the entire live fire event. If needed, firing units should coordinate with VMI EMT CIC for medical coverage.
- ii. In the event of an emergency requiring advanced lifesaving care, firing units will immediately call cease fire and clear all weapons, provide immediate first aid, contact 911/EMS dispatch utilizing the blue light phone in front of the range, and request EMS and transport to Stonewall Jackson Hospital.

c. Ammunition

- i. No Tracer, Incendiary, Armor Piercing Incendiary rounds will be fired on the range.
- ii. All VMI ammunition will be stored in the bunker or in secured storage containers on the range.
- iii. No live rounds or empty cases, belonging to ROTC or VMI, will be removed from the range. Cadets will give a declaration of “No Brass or Ammo” before returning to Barracks. Amnesty point (Ammo Can) will be located in the Guard Room and checked daily for residue or live rounds.
- iv. Blanks and blank firing attachments are not allowed on the range.

d. Weapons

- i. Weapons up to .50 Caliber (Rifles only) may be fired on this range
- ii. Automatic Fire: M16A2/M4 shoulder fired from 10-Meter line only. M249 and M240 will only be fired from the Tripod, Bipod, or sandbag supported firing positions. Bipods and Tripods will be padded on plywood/rubber mats so as not to score the floor.

e. Protective equipment

- i. Hearing and eye protection will be worn at all times while firing, observing, or coaching on the range.
- ii. Range fans will always be on during firing and allowed to warm up before firing.
- iii. Fire extinguishers are located at the 25-meter firing line on the center wall and in the range control room.

f. Limits

- i. Left and right range limits are clearly defined by the Bullet Stop. Coaches will advise firers of left and right limits to ensure rounds do not impact the walls especially when firing on lanes 1, 15, 16, and 30.
- ii. Firers will fire only on their target and will not fire into adjacent lanes or cross fire.
- iii. Coaches will monitor firers and take corrective action to ensure rounds do not impact the ceiling, baffles, and sound-dampening material.
- iv. Inexperienced firers will first shoot from the 15-Meter firing line, or closer, to ensure they are applying the fundamentals of marksmanship before shooting from the 25-meter line.

6. Range

a. Preparation

- i. Firing units will supply their own targets.
- ii. Targets will be stapled to target backings, not glued.
- iii. Targets will be stapled as far down on the target backing as possible to keep rounds from impacting the target hangers.
- iv. Targets are hung from the target hangers by pushing up on the metal handle with the heel of the hand. Do Not use any sort of tool.
- v. At no time will items be stacked on the back wall under the Fans.

b. Range Packet

- i. A Range Packet containing the range reference material is located in the Control Booth.
- ii. Do not remove this packet from the range.
- iii. Copies of the Range SOP, suggested Safety Briefing, and Closing Report are located in this packet.

c. Operations

1. Before Firing (If using actuated targets)

- i. Turn on Air Compressor and turn Ball Valve to the on position (accessed from the outside, left of the building, behind the Bullet Stop).
- ii. Boot up the computers in the Control Room. Instructions for programming Courses of Fire are in the VMI Range Operation and Maintenance Manual, Action Target. If not using actuated targets, do not turn on Compressor or turn Ball Valve. Targets may be turned manually by hand twisting the Target Hanger rods. Turn on Lights and Range Fans. Post/flip signs at the (5) trail access points along the sides and rear of range.
- iii. Turn on Sound System and test and Switch Range switches to “Live Fire” and check Flashing Lights. Doors must be closed or alarm will sound.

2. While Firing, Doors should be closed and Range switches will be in the “Live Fire” position during actual live fire. In order to rotate personnel into the range, lock and clear all weapons and switch range switches to “Secure” before opening the doors. Commands may be given over the loud speaker system or on the firing line.

3. After firing.

- a. Set Range Switches to “Secure.” Ensure all blue flashing lights are off.
- b. Turn Off Fans. Police all Brass. Turn off Air Compressor. Close Air Valve and do not sweep the range due to lead dust particles. Remove all target backings from the target hangers, stripped of targets, and

GENERAL ORDER NUMBER 64, 17 August 2020

store neatly in the range closet. Do not throw away target backings. Remove all trash from the range and throw it in the dumpsters located near the baseball field. Roll all mats and store them in the supply closet. Neatly stack all sandbags along the 25-Meter Firing Line. Turn off the air handler remote in the HVAC room. Exhaust fans will turn off automatically when the red live fire switch is disabled.

c. Turn off all lights, inside and out. Make a final check. Close and lock all doors. Hang the Range Keys for the interior doors and latrines in the weapons safe.

4. POC: LTC (RET) Bill Bither (540-464-7075 bitherwf@vmi.edu) for all questions concerning this SOP, the Range, and Range Operations.

Appendix B

McKethan Park Firing Range SOP VMI Trap and Skeet Shotgun Range

VMI North Post Firing Range SOP

References:

VMI Range Operation and Maintenance Manual, Action Target

FM 3-22.9, Rifle Marksmanship, M16A1, US Army

FM 3-23.35, Pistol Marksmanship, M17, US Army

FM 3-22.68, Crew Served Weapons, M249, M240, US Army

VMI General Order Number 64, VMI Firing Range Policy NRA

Range Safety Officer Manual

1. **Purpose:** To outline the procedures for the safe and efficient operation of the VMI Trap and Skeet shotgun firing range located at McKethan Park.
2. **Responsibilities**
 - a. The Head Coach is responsible for all firing on this range. Physical Plant (P2) is responsible for external use agreements and contracting of outside agencies approved to use the range, again, with coordinated approval with the Head Coach.
 - b. The Head Coach is responsible for approving the Courses of Fire fired on and the cleanliness and maintenance of the range.
 - c. The Head Coach will appoint two range control officers to assist with range operations/training, inspections, safety, and approval of unit firing plans.
 - d. P2 is responsible to clean and conduct repairs on the range at the request of the Institute and/or Head Coach. This includes Trap and Skeet firing range facility maintenance and repair.
 - e. The Range Officer in Charge (ROIC) will be responsible for the overall safe conduct of training and proper use of the Trap and Skeet shotgun range.
 - f. The Range Safety Officer (RSO) is responsible for the safe running of the range and for conducting a pre-firing safety brief to all shooters. He also ensures weapons and personnel are properly placed; authorized ammunition is used; weapons are properly cleared prior to entering the range, exiting the range, or moving down range to inspect target throwers; personnel wear approved hearing and eye protection; medic (or medical trained personnel) and an aid vehicle with spine board (w/ head blocks), C-collar, AED, and Trauma Level Medical Kit at the minimum, are present; and a cell phone is available for EMS. The RSO **must be present on the range at all times.**
 - g. The ROIC will ensure the Range Flags are flying (Red for Live/Hot Range) or (Green for Cold Range) indicating no trespassing due to live fire operations being conducted, and returned to cover upon termination of firing.
3. **Coordination**
 - a. Scheduling and approval for use of this range will be made 30 days in advance with the Head Coach and the Director of Corps Marksmanship. Upon approval, outside agencies also will be required to sign an external use contract, prepared by Physical Plant IAW General Order 64.
 - b. Once approval is granted, the firing unit will coordinate with the Head Coach for the following actions: walk through of the range, approval of the Courses of Fire, and sign for the key.
4. **Cancellations**
 - a. Cancellations will be sent to the Head Coach as soon as the firing unit knows of the change. (Outside agencies will also notify P2 of contract cancellation.)
 - b. The key will be returned to the Head Coach upon completion of the firing event or cancellation.

5. **Range Safety**

a. Responsibility

- i. All shotgun shooters at McKethan Park Trap and Skeet firing range will receive a safety brief and instruction before firing on the range.
- ii. All personnel on the range are responsible for safety. Anyone may call a **"cease fire."**
- iii. When moving on the range: shooters will keep shotgun on **"safe"** with the shotgun **"actions open"** and barrels pointed in a safe direction; finger(s) off the trigger along the stock of the firearm and unloaded until ready to use; and all range commands must be followed.
- iv. When positioned on a station and readying to fire: shotgun actions will remain **"actions open,"** on **"safe,"** and pointed safely downrange, until it is their turn to fire, at which point the shooter may load, make ready, take the shotgun off safe, and proceed with their mounting procedure(s), and fire.
- v. When waiting to shoot: Shooters will keep shotguns on **"safe"** and pointed safely downrange while other shooters in the squad are firing
- vi. Upon completion of shooting: shotgun actions will remain **"open," "empty,"** and on **"safe."** The RSO will ensure all **"actions are open and clear"** prior to any shooters exiting any shooting stations or the firing range.

Definitions:

"Cease fire"- To completely stop shooting any firearm immediately, in the case of any situation that warrants, and especially in emergency or detriment to person(s) or property, conducted by **yelling "cease fire!!!"**

"Safe" - Safety mechanism to be engaged on any firearm.

"Actions open" - The port/opening of any firearm that projectiles are loaded into the barrel of the gun with the action locked back to the rear.

"Actions open and clear"- The port/opening of any firearm that projectiles are loaded into the barrel of the gun with the action empty of all projectiles.

"Empty" - Ensuring no ammunition resides in any state inside the firearm to include magazine tubes/extensions that are part of the firearm itself such as a shotgun magazine tube.

b. Medical Requirements

- i. During shooting events, to include VMI Trap and Skeet practice, a VMI EMT or other medically trained personnel must be present and the local first responder (Lexington/Buena Vista) units must be notified if needed; firing units should coordinate with VMI EMT CIC for medical coverage.
- ii. Firing units must provide a dedicated casualty evacuation vehicle capable of transporting a litter/stretchers. Vehicle will have a dedicated driver; Vehicle operators will be briefed on their duties/responsibilities and provided with a map to Stonewall Jackson Hospital.

c. Ammunition

- i. Lead shot ammunition for trap and skeet shall not exceed the following ballistic specifications (steel shot is prohibited):

Maximum Shot Shell Ballistic Specifications				
Shotgun Gauge	Shot Shell Size	Oz. Lead - max	Shot Size	(Feet per Second)
12	2 ¾	1 1/8	7.5 or 8	1350
20	2 ¾	7/8	7.5 or 8	1350
28	2 ¾	3/4	7.5 or 8	1350
.410	2 ½	1/2	7.5 or 8	1350

- ii. Factory Loads must be used. No Reloaded, Tracer, or Novelty Shotgun Ammunition is authorized.
 - iii. All VMI shotgun ammunition will be stored in the bunker at the North Post unless otherwise directed.
- d. Protective equipment
- i. Hearing and eye protection is mandatory at all times while firing, observing, or coaching on the shotgun range within 20 yards of the facility fences during shooting activities. See image (a).
- e. Limits
- i. Left and right lateral range limits are defined as the rear most side of the high house & low house buildings in respect to the range fan of both Skeet & Trap activities.
 - ii. Unless this SOP is amended in the future, at no time will anyone have authority to shoot outside the designated SDZ (Surface Danger Zone) lateral limits set forth as denoted in (i), additionally see image (b).
 - iii. Shotguns must be capable of firing one shot for Trap and two shots for Skeet.
 - iv. Shotguns may be a break action single barrel or double barrel (side-by-side or over-and-under), a pump action shotgun, or a semi-automatic shotgun.
 - v. All semi-automatic shotguns must have duck plugs installed.
 - vi. No more than two shells are to be loaded at any time.
 - vii. No attachments may be used to increase magazine(s) or shell capacity.

Image (a) -

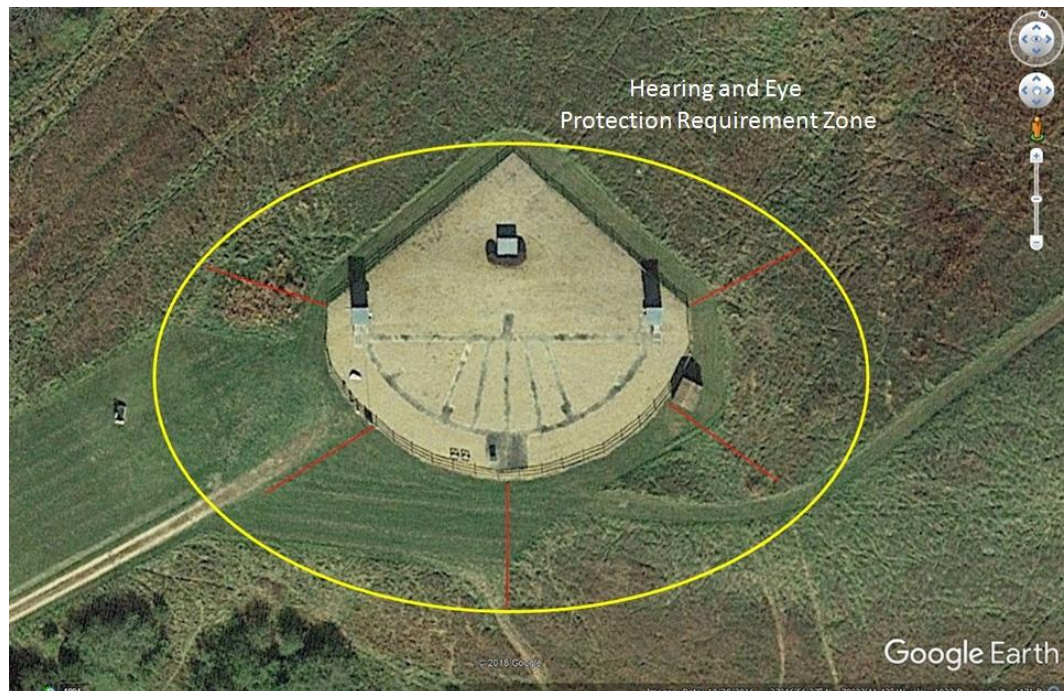
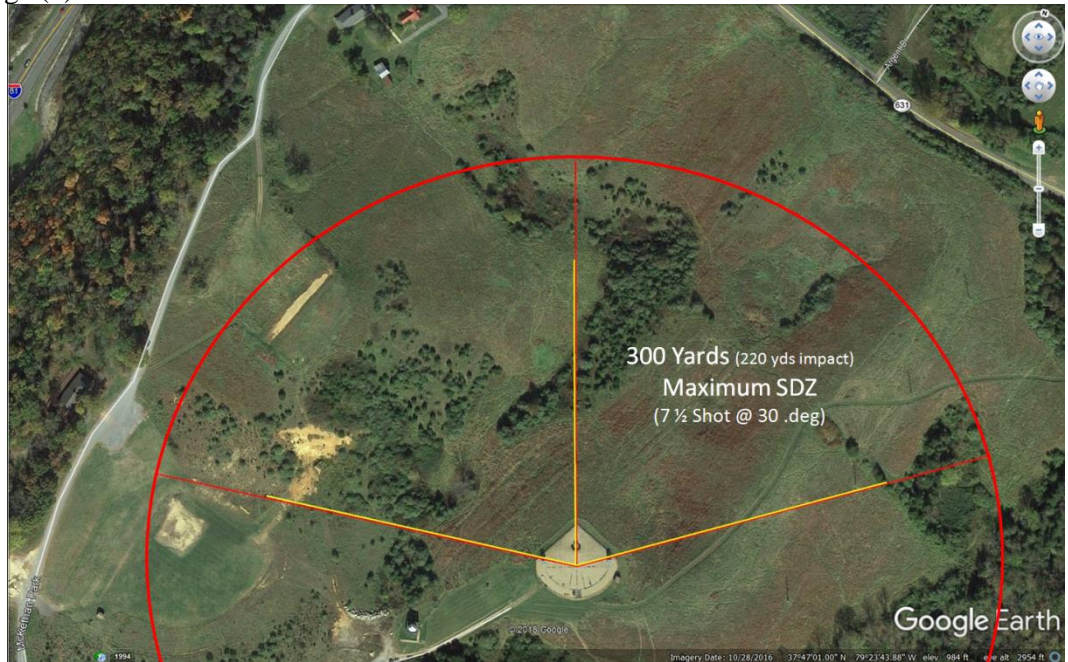


Image (b) -



6. Range

a. Preparation

- i. Attending personnel will supply their own targets if not part of the VMI Skeet & Trap Team or participating in a sanctioned event.
- ii. Targets will be of plain target clay in origin (explosive or modified clay targets are strictly prohibited).
- iii. Shooters, referees, coaching staff, and observers will not participate in any capacity outside the normal activity and structure of the original Skeet / Trap Field Layout. See images (b, c, & d)

Image (c) -

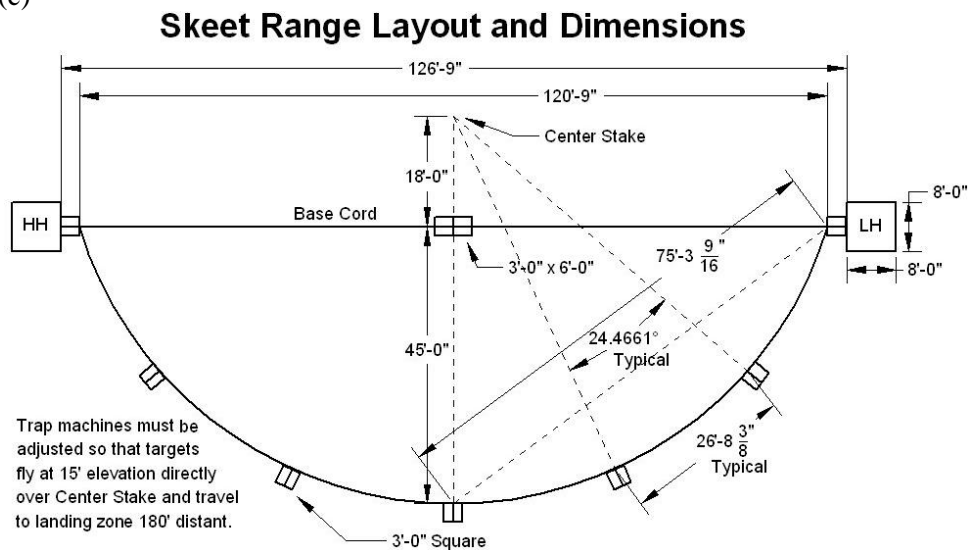
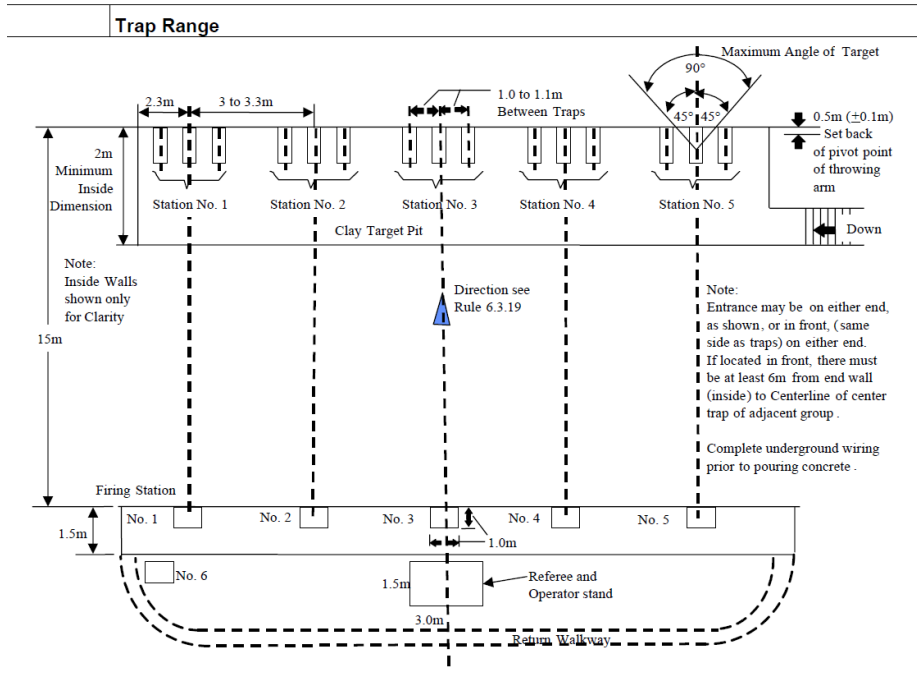


Image (d) -



- iv. Upon arrival, all vehicles must be parked in the observation area. See image (d) Image (e) -



- v. RED range flag raised to denote the range being in a hot status, and then the electricity to the all traps will be turned on. (Green to denote cold status/not firing)

GENERAL ORDER NUMBER 64, 17 August 2020

- b. Range Packet
 - i. A Range Packet containing the range reference material is located in the Control Booth.
 - ii. Do Not Remove this Packet from the Range.
 - iii. Copies of the Range SOP, suggested Safety Briefing, and Closing Report are located in this packet.
 - c. Operations
 - i. Before Firing (in order)
 - 1. Raise Red Range Flag (kept in the high-house/trap-house closest to entrance)
 - 2. Ensure everyone has Eye and Ear Protection, and vehicles are staged properly
 - 3. Accountability of all personnel (continuous) and conduct safety brief (to include trap house use)
 - 4. Turn on and set up all traps (2 person minimum) and set up all pull cords/equipment
 - 5. Assemble all firearms and their components as required
 - 6. Assign teams of active shooters and those observing/conducting dry practice
 - ii. While Firing
 - 1. Skeet: A Coach, Cadet Coach/Referee will always be to the immediate right/left of the shooter; -(moving from stations 1-4 on the right of the shooter (to include station 8 when the shooter is facing the 3 o'clock position of the range) -(moving from stations 5-7 on the left of the shooter (to include station 8 when the shooter is facing the 9 o'clock position of the range).
 - 2. Trap: A Coach, Cadet Coach/Referee will always be to the immediate right rear side (behind their shoulder) of the current shooter; Shooters will file in to the firing stations from Skeet Station 1, and file out from Skeet Station 6 when they are done shooting. Coaches/Referees have the responsibility to ensure this protocol is followed for safety and efficiency of range operations.
 - 3. Commands will be given on the firing line.
 - iii. After Firing (in order) (Maintenance & Recovery)
 - a. Account for all personnel (continuous)
 - b. Turn off all traps (2 person minimum)
 - c. Put all Trap equipment (pull cords) away
 - d. Account for all personnel (continuous)
 - e. Pick up all shells (police call) and trash on the range (2 person minimum)
 - f. Account for all firearms and accessories
 - g. Ensure all trap houses and the range shed are locked
 - h. Take down the Red Range Flag and store in the high-house
 - i. Account for all personnel (continuous), debrief, throw trash away in dumpsters on the way back to VMI Post (located just outside McKethan Park and cadets take all firearms back to VMI Post and store in the Armory unless otherwise directed. (Guard Shack for the night only, then transfer the following day to the Armory)
 - j. Turn in key for VMI-provided transportation as directed.
7. For other VMI Skeet & Trap Team shooting venues, refer to venue SOPs and adhere to the intent of this SOP as allowable to include representation of VMI. POC: Trap and Skeet Head Coach concerning this SOP, the Range, and Range Operations.

Appendix C

Kilbourne Hall Indoor Firing Range SOP

Kilbourne Hall Indoor Firing Range

SOP References:

VMI Range Operation and Maintenance Manual, MEGA LINK Electronic Target System

NCAA Rules and regulations for 50' small bore rifle and 10 meter air rifle competition

ISSF rules for international rifle and pistol shooting sports

1. **Purpose:** To outline the procedures for the safe and efficient operation of the VMI indoor rifle range located in Kilbourne Hall.
2. **Responsibilities**
 - a. The Director of Corps Marksmanship is responsible for all firing on this range. Physical Plant (P2) is responsible for external use agreements and contracting of outside agencies approved to use the range, again, with coordinated approval with the Director of Corps Marksmanship.
 - b. The Director of Corps Marksmanship is responsible for approving the Courses of Fire, competitions, and cleanliness/maintenance of the range.
 - c. The Director of Corps Marksmanship will appoint two range control officers to assist with range operations/training, inspections, safety, and approval of unit firing plans.
 - d. P2 is responsible for cleaning and conducting repairs on the range at the request of the Institute and/or Director of Corps Marksmanship. This includes indoor range facility maintenance and repair.
 - e. The Range Safety Officer (RSO) will be responsible for the overall safe conduct of training and proper use of the indoor rifle range.
 - f. The RSO is responsible for the safe running of the range and for conducting a pre-firing safety brief to all shooters. Also ensures weapons and personnel are properly placed; authorized ammunition is used; weapons are properly cleared prior to entering the range, exiting the range, or moving down range to inspect electronic targets; personnel wear approved hearing and eye protection; and medically trained personnel are present on the range.
 - g. The range officer in charge (ROIC) will ensure all firers follow strict guidelines for the use of clear bore indicators and monofilament for all small bore and air rifles on the range.
3. **Coordination**
 - a. All NCAA team and pistol club scheduling for competitions and practice are coordinated through the NCAA Rifle Coach, Club Pistol Coach, and SOCON scheduling coordinator. Upon approval, non-NCAA or teams not affiliated with VMI also will be required to sign an external use contract, prepared by Physical Plant IAW General Order 64.
 - b. Once approval is granted, the approved course of fire must be supervised by a certified member of the VMI rifle or pistol coaching staff.
4. **Cancellations:** Cancellations will be sent to the Director of Corps Marksmanship as soon as the team knows of the change. (Outside agencies will also notify auxiliary services and P2 of contract cancellations).
5. **Range Safety**
 - a. Responsibility
 - i. All rifle and pistol shooters at the indoor range will receive a safety brief and instruction before firing on the range.
 - ii. All personnel on the range are responsible for safety. Anyone may call a "**cease fire.**"
 - iii. When moving on the range: shooters will keep the actions open on all small bore rifles and pistols with clear bore indicators (CBI) clearly visible in the chamber and monofilament inserted through the chamber/muzzle for air rifles. Barrels must be pointed in a safe direction,

finger(s) off the trigger and along the stock or frame of the firearm, and unloaded until ready to use. All shooters will follow prescribed range commands for both competition and practice.

iv. When positioned at the firing line: rifle actions will remain open with CBIs inserted and pointed safely downrange. When the “PREP” period or record fire starts, shooters may load and fire IAW the course of fire. When the command “stop” is called, shooters will unload, clear the rifle, and replace the CBI.

v. When the course of fire is completed: Shooters will clear the rifle, replace the CBI, and keep the rifle pointed safely downrange. The rifle may not be removed from the firing line until all shooters are finished and the command to remove rifles from the firing line is called.

vi. Upon completion of the shooting event: The RSO will ensure all **"actions are open/clear with CBIs inserted into the empty chamber"** prior to any shooters exiting or casing the rifle.

b. Medical Requirements: During shooting events, to include competitions and practice, a medically trained person (CPR certified) must be present with a first aid kit and instructions on how to contact EMS in the event of an emergency.

c. Ammunition: Only .22LR ammunition and .177 pellets may be fired on the indoor range. When firing on the electronic targets, only subsonic or standard velocity .22LR may be fired.

d. Protective equipment

i. Hearing and eye protection is mandatory at all times while firing, observing, or coaching on the indoor range. Eye pro is optional when firing with approved competition blinders or prescription eyewear.

e. Limits

i. All firing is limited to the shooter’s designated target or corresponding lane number.

ii. Cross firing on another shooter’s target is a safety violation and strictly forbidden.

6. Range

a. Operations

i. All practices and competitions will follow the prescribed rules and regulations for NCAA/ISSF shooting sports.

ii. MEGA LINK electronic targets and scoring system will be operated IAW the operators manual and checklist located at each control station. All maintenance and required software updates will be coordinated through the Director of Marksmanship.

iii. The designated RSO will provide range commands and safety checks for both practices and competitions.

iv. Before firing begins, all exterior doors will be secured and HVAC system activated. The range doors must be closed in order for the air handler and exhaust fan to operate at full capacity.

b. Range Access

i. Only the Coaching staff and designated RSOs will have access to the indoor range via electronic key cards. Unauthorized access will trigger the motion sensor alarm and alert Post police.

ii. Range SOP, Target SOPs, NCAA/ISSF rules book and suggested safety briefing are located in the range office.

7. KH indoor range POC: Contact LTC (Ret) Bill Bither, Director of Corps Marksmanship, 540-464-7075, bitherwf@vmi.edu concerning this SOP, the Range, and Range Operations.