

**SCHOFIELD ROD & GUN CLUB**  
**RANGE CADRE POLICY**  
October 01, 2017

**Purpose**

The purpose of this policy is to ensure that the Schofield Rod & Gun Club's (SRGC or the Club) Range Cadre of volunteers are duly qualified and appointed in accordance DA PAM 385-63, US Army Hawaii (USARHAW) Regulation No. 350-19 and the Memorandum of Understanding between Range Division, USARHAW and SRGC. To provide a safe recreational shooting experience for the benefit of our members.

**Policy & Procedure**

1. Qualification.

a. Officer in Charge (OIC). Members wishing to serve as an OIC should possess the leadership, management, administrative and communications skills to enable the person to fulfill the duties of an OIC, as outlined below. *As an example*, an Army Staff Sergeant, or higher, including officers, and GS-7 civilian employee, or higher, would normally typify a person meeting such skill requirements.

b. Range Safety Officer (RSO). Members wishing to serve as an RSO should possess the leadership, management, administrative and communications skills to enable the person to fulfill the duties of an RSO, as outlined below. *As an example*, an Army Sergeant, or higher, including officers, and GS-5 civilian employee, or higher, would normally typify a person meeting such skill requirements.

2. Duties.

a. OIC. The OIC shall: 1) Secure the assigned range for use from Range Control (RC) and conduct a range risk assessment; IAW DA PAM 385-30 2) Ensure the overall safe conduct of the shooting activity and proper use of the range IAW DA PAM 385-63, USARHAW Regulation 350-19, MOU between Range Division, USARHAW and SRGC, and Club SOP's; 3) Establish and maintain communications with RC; 4) Ensure authorized ammunition is being used; 5) Request and receive occupy, hot and cold times from RC; 6) Control movement to and from the firing line; 7) Continuously monitor firing points and impact areas within the assigned range boundaries and applicable Surface Danger Zones (SDZ); 8) Have designated medical personnel and evacuation vehicle on onsite; 9) Ensure RSO is present and briefed on duties to be performed; 10) Report any catastrophic occurrence to RC (such as, injury, death, property damage, and the like); 11) Upon completion of the range activity request a cold time from RC and report the following – a) Total number of ammunition expended, b) Number of personnel trained, and c) Number of vehicles; and 12) Supervise the policing of the range before requesting for inspection by RC.

b. RSO. The RSO shall: 1) Be familiar with the permitted firearms being used; 2) Before granting clearance to fire that firearms and personnel are properly positioned; 3) Make sure that authorized ammunition is used; 4) Ensure SDZ is clear of personnel and equipment before firing; 5) Ensure that proper eye and hearing protection is worn by firers; 6) Commence firing after permission is secured from the OIC; 7) Verify upon completion of firing or firing order that all firearms are clear and safe before allowing the removal of weapons from the firing area; 8) Order cease-fire whenever an unsafe condition occurs; 9) Report all accidents and ammunition malfunctions to the OIC; 10) Verify and notify the OIC when all weapons are cleared

and safe to remove from the firing area; and 11) Be physically present on the range and free of any other duties.

### 3. Training of Range Cadre.

a. Range Safety Certification. Candidates are required to complete the Range Safety Officer Class conducted by the Range Division, USARHAW. Upon completion of the class, the member will be issued a USARHAW RSO Validation Card by RC. This card must be presented when signing for a range and is valid for three years.

b. Firearm Safety Certification. IAW Chapter 2-3.a (5) of DA PAM 385-63: "The non-military organization will designate an OIC and RSO. Personnel designated as OICs and RSOs will complete a pistol and rifle course approved by the National Rifle Association". An NRA Certified Instructor must conduct the course. Active military personnel may submit a Commander's memorandum for record, which stipulates military firearms training in lieu of a NRA approved Firearms Course.

c. CPR and CLS or First Aid Certification. Candidates are required to complete a Cardio Pulmonary Resuscitation (CPR) and Combat Life Saver (CLS) or First Aid course. The class should cover basic CPR and First Aid, to include training for possible injuries that may occur during SRGC hosted activities.

d. Range Experience Certification. Candidates, who have completed the three certification requirements, above, will also be required to satisfactorily perform the duties of a Range Cadre under the supervision of the activity Director or his representative during an actual Club shooting event.

### 4. Appointment.

a. Members. Members wishing to volunteer as Range Cadres and Marksmanship Coordinators must complete the prerequisite training requirements as stated in Section 3, above, and submit a copy of the completed training certificates to the Education & Training Director at [training@srgchi.org](mailto:training@srgchi.org) for review, consideration and appointment. The member must indicate which discipline they want to cadre. Each member will provide a current contact number and email address for internal communications, these will be updated routinely by the member.

#### b. Education & Training Director.

(1) Review & Approval. The Director is responsible for receiving, reviewing and considering a member's application to serve as Range Cadre, to include qualifications and training certifications pursuant to this Policy and either approve or decline the application. If the application is approved, the Director will appoint the member's name to the Club's Roster of Range Cadre. The Director will also be responsible for advising the application whether their application was approved or declined.

(2) Range Cadre Roster. The Director shall maintain and update the SRGC Roster at least quarterly, and submit the updated Roster to the President for review, approval and distribution, as required or appropriate.

(3) Schedule Training. The Director shall schedule and publish the Range Safety Officer Class provided by Range Division, USARHAW for SRGC Range Cadre at least semi-annually.

c. Activity Directors.

(1) Training & Supervision. The Rifle/Pistol and Trap/Skeet/Archery Activity Directors, or assigned Deputy Directors, shall be responsible for training newly appointed Range Cadre on the unique operating, safety and accountability requirements of the shooting activities under their control.

(2) Recruiting & Retention. The Rifle/Pistol and Trap/Skeet/Archery Activity Directors shall be responsible for recruiting and retaining Range Cadre to satisfy their activity requirements.

**Delegation Authority**

Education & Training Director is responsible for administering this policy.

**Reporting**

Quarterly

**References**

DA PAM 385-30 Risk Management  
DA PAM 385-63 Range Safety  
USARHAW Regulation No. 350-19 Installations Ranges and Training Areas  
MOU between Range Division, USARHAW and SRGC

**Tracking Information**

Approval and Effective:  
August 19, 2015  
July 15, 2017  
Revised October 01, 2017