



DEPARTMENT OF THE ARMY
RANGE CONTROL OPERATIONS
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

Date: _____

Unit: _____

Facilities: _____

The assigned OIC and RSO will ensure:

1. All agreements with range operations regarding training will be honored.
2. No occupation of any range or training area occurs without Range Operations notification and approval.
3. A completed and accurate Risk Management Worksheet is present at Range Operations prior to occupation/training.
4. Prerequisite: Non-standard live fire training must include a pre-approved scenario, concept sketch and Risk Management Worksheet.
5. Understanding and strictly comply with the safety requirements of applicable SDZ waivers.
6. The range flag is flying and/red light of flagpole is on during night training.
7. Range and SDZ gate guards are properly instructed and in place with comms prior to live (mobile/cellular devices are not an approved means of communication).
8. Guards will not deny access to any Range Operations or Emergency personnel.
9. Personnel are in the proper uniform IAW West Point Reg 350-11.
10. Safety briefings are conducted for all personnel prior to training.
11. Range limit markers are known to all personnel and no firing is permitted outside of markers.
12. Appropriate medical support, equipment and CASEVAC vehicle are on site.
13. Medical support personnel will have no other duties to provide medical support.
14. Only POVs with approved Range Operations POV passes are allowed on the range.
15. Communications is established with Range Operations, the range radio is monitored at all times and hourly radio checks are completed at the top of each hour.
16. OIC's place of duty is in the tower or other command and control location while range is hot.
17. RSO's place of duty is on the firing line when the range is hot.
18. Immediate "Cease Fire" is called for: Any injury; major weapons malfunction; negligent discharge, personnel, animal, vehicle or aircraft down range, fire on the range or observation of inclement weather. **ONLY RANGE OPERATIONS CAN LIFT A CEASE FIRE.**
19. All listed conditions in line 18 will be immediately reported to Range Operations with the 5 W's. (Who, What, When, Where, Why)
20. A change of OIC/RSO must be **immediately requested** through Range Operations.
21. Range Operations equipment, facilities and grounds will not be altered (painted, moved, modified, etc.) by unit personnel.
22. Personnel will not operate vehicles on grass areas without prior approval from range operations. All damage done to grassy areas are the responsibility of the OIC.
23. Range Operations is notified of the completion of training and a cold time is requested. A closing report, containing the number of personnel trained and ammunition expended is provided to Range Operations via Range Operations radio.
24. The range is policed or all brass, dunnage, trash and any material brought by the using unit. Firing lines are raked, targets holder removed from target frames and frames restored to their previous position. Damage target frames are reported to Range Operations.
25. All facilities used (classrooms, towers, latrines) and equipment is cleaned and returned to issue condition.

SUBJECT: OIC/RSO Responsibilities Memorandum

26. The range is cleared IAW the Range Clearance Inspection Checklist prior to contacting Range Operations for a Range Inspector to clear the range/training area.

27. All equipment signed out from Range Operations and necessary forms are provided to Range Operations prior to departing the training complex.

28. By signing below I certify the following:

"I have been given this range briefing by West Point Range Operations. As the Officer-in-Charge (OIC) or Range Safety Officer (RSO), I am responsible for the actions and behavior of all personnel on the range/training area for which I have been assigned. I understand that failure to comply with West Point Regulation 350-11 can result in decertification as an OIC and RSO."

OIC: _____
PRINT NAME CLEARLY SIGNATURE

OIC: _____
PRINT NAME CLEARLY SIGNATURE

OIC: _____
PRINT NAME CLEARLY SIGNATURE

OIC: _____
PRINT NAME CLEARLY SIGNATURE

RSO: _____
PRINT NAME CLEARLY SIGNATURE

RSO: _____
PRINT NAME CLEARLY SIGNATURE

RSO: _____
PRINT NAME CLEARLY SIGNATURE

RSO: _____
PRINT NAME CLEARLY SIGNATURE

Range Control Representative (RCR):

"I certify the above personnel have been OIC/RSO certified, with signed memo, and are listed in RFMSS. I have ensured the OIC/RSO is aware that he/she is responsible for the range/training area in question. He/she has been given all necessary equipment to support training and is briefed on the need for continuous communications with Range Control."

RCR: _____
PRINT NAME CLEARLY SIGNATURE