



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMNE-ZA

18 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #21 - The Use of Fort A.P. Hill (FAPH) Range Facilities for Privately Owned Weapons (POW)

1. Applicability. This policy applies to all personnel participating in recreational shooting on Fort A.P. Hill.
2. Proponent. Directorate of Plans, Training, Mobilization and Security (DPTMS)
3. Policy. This policy addresses the firing of privately owned weapons (POW) on the installation for the purpose of recreation and education involving gun safety, with the goal of reducing or eliminating accidents associated with use and handling of privately owned firearms. Any use of ranges for this purpose will instill personal responsibility and provide a safe location for practice that will improve the skills and knowledge of both the beginner and experienced shooter. Pursuant to AR 350-19, para. 4-18, the Fort A.P. Hill Garrison Commander approves the use of Fort A.P. Hill range facilities for firing privately owned weapons with the following stipulations:
 - a. All individuals who participate in this program, to include those individuals who volunteer on the range, are required to sign a Release of Liability form before engaging in any activities on Fort A.P. Hill range facilities.
 - b. No appropriated funds or government resources will be used to support these particular activities.
 - c. All activities will be conducted in accordance with applicable safety, health, security and environmental laws, regulations, standards and policies. Involvement by Fort A.P. Hill employees will be voluntary and be restricted to their off duty hours.
 - d. Use of Fort A.P. Hill range facilities by recreational users will not interfere with military or government agency training operations or missions.
 - e. Family, Morale Welfare and Recreation (FMWR) will be permitted under the provisions of this policy to conduct special events for the purpose and benefit of the FMWR program.

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Resources and operation of the range for these sponsored events will be the responsibility of FMWR.

4. Rules. The use of the Sportsman Range shall be in accordance with the following General Range Rules.

a. To use a range for this purpose you must be:

(1) Active Duty, Reservist or a National Guard Service member.

(2) DoD employee or contractor assigned to FAPH.

(3) Guest of either A or B.

(4) A hunter that has a valid VA hunting license and a current FAPH hunting permit that can be obtained at Outdoor Recreation.

(5) Patron of FMWR participating in an FMWR sponsored event.

(6) Able to sign a statement attesting that they have read and understand the range rules.

b. The following fundamental safety rules apply while using a range for this purpose:

(1) All firearms carried onto the range must be unloaded until ready to use (open port).

(2) Always keep the firearm pointed downrange.

(3) Always keep the firearm unloaded until ready to shoot.

(4) Always keep your finger off the trigger until ready to shoot, selector switch on safe.

c. Shooting on the range must cease no later than 30 minutes prior to sunset.

d. Anyone using the range will show proper identification and all required documentation prior to signing in. When requested, they will furnish any needed additional identification.

e. Anyone entering the range will record their name and time-in into the logbook. Upon exiting the range they will record the time and the exact number and type of rounds fired.

f. All personnel must comply with Command Policy Letter #19 (Possessing, Transporting, Firing and Storing Privately Owned Weapons) and register all firearms.

g. All commands from the Range Safety Officer (RSO) must be obeyed.

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- h. Firearms will be fired only from the designated fixed firing points.
- i. When the Range Safety Officer (RSO) gives the command to go "HOT" every person on the range will indicate their acknowledgement with a thumbs up signal and a verbal response of "RANGE HOT."
- j. If a firearm misfires, the shooter will keep the firearm's action closed and the muzzle pointed downrange for 20 seconds (120 seconds for black powder firearms) before checking for the cause of the misfire.
- k. When the RSO gives the command to go "COLD" every person on the range will indicate their acknowledgement with a thumb down signal and a verbal response of "RANGE COLD."
- l. If a cease-fire is needed for a shooter to go down range for any reason, the RSO must be notified so the range can be commanded "COLD" as stated above.
- m. At that point "ALL" firearms shall then be made SAFE. (selector switch/magazine discharged, open port).
- n. No one may go beyond the firing line on the range until all firearms have been made **SAFE**.
 - (1) A firearm is in a **SAFE** state when the following conditions are met:
 - (a) Revolvers: cylinder or loading-gate open or cylinder removed or empty
 - (b) Pistols: slide or bolt locked back, chamber empty, magazine removed
 - (c) Long guns: action open (when possible), chamber empty, magazine removed. If the magazine is not removable, it must be empty.
 - (d) Black powder:
 - Long guns: barrel empty and de-primed or de-capped.
 - Revolvers: cylinder or loading-gate open, or cylinder removed or empty, and de-capped.
 - (e) One of the following conditions must also be met:
 - Firearm tabled and pointed downrange,
 - Firearm racked, or cased.

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- (2) The above definition of **SAFE** shall be used throughout the range rules.
 - (3) All firearms that are not in use shall be made **SAFE**.
 - o. When anyone is downrange, no one will touch or manipulate any weapon on the range.
 - p. Once all firers have returned to their firing point and made any adjustments, the RSO will give the command to go "HOT" once again.
 - q. When firing is in progress, hearing protection must be worn by all shooters and observers on the firing line. Eye protection should be used if required.
 - r. The command **CEASE-FIRE** may be issued by anyone and shall be instantly obeyed.
 - s. Alcohol use is never permitted on the range. Ingestion of alcohol or any substance that impairs the judgment or ability of an individual is not allowed before or during shooting. Anyone who is suspected of being under influence of any substance, either legal or illegal will be directed off the range.
 - t. Smoking is prohibited on the range except in the designated smoking area located away from the firing line.
 - u. Targets are the responsibility of the firer and will be removed at the completion of their firing.
 - v. Keep the ranges clean. Pick up all spent shell casings and dispose of them properly. Put all trash in the trash can or remove the trash from the range. Try to leave the range in better condition than you found it.
 - w. Pets are not allowed on range or in range areas.
 - x. A red range flag will be flown whenever a firearm range is being used.
5. Duration: Permission to conduct Privately Owned Weapons firing on Fort A.P. Hill range facilities is hereby granted by the Fort A. P. Hill Commander and will remain in effect for one year unless actions by the members or other factors or events require the Fort A.P. Hill Garrison Commander to rescind this permission. This endorsement and permission will be reviewed on an annual basis.

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6. Point of contact is the Installation Range Officer at (804) 633-8410.

A handwritten signature in dark ink, appearing to read "P. Dargle", written in a cursive style.

PETER E. DARGLE
LTC, AR
Commanding

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