

**BY ORDER OF THE COMMANDER
KIRTLAND AIR FORCE BASE**

**KIRTLAND AIR FORCE BASE
INSTRUCTION 31-131**

29 JULY 2026

Security



**COMBAT ARMS TRAINING
AND MAINTENANCE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 377SFG/S4C

Certified by: 377SFG/CC
(Colonel Matthew P. Foisy)

Supersedes: KIRTLANDAFBI36-2654, 15 July 2021

Pages: 49

This publication implements Department of the Air Force Instruction (DAFI) 31-131, *Combat Arms Training and Maintenance (CATM) Program*, which establishes responsibilities and procedures to be followed during the operation of Kirtland Air Force Base (KAFB) Firing Ranges and KAFB Backup Force emergencies. It is applicable to all personnel assigned to the 377th Air Base Wing (ABW) and mission partners with existing support agreements. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Refer recommended changes about this publication to the OPR using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Requests for waivers must be submitted through the chain of command to the OPR listed above for consideration and approval. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does apply to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). IAW AFI 33-332, *Air Force Privacy and Civil Liberties Program*, this publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10 United States Code Section 8013 (10 USC § 8013), *Secretary of the Air Force*; Department of Defense Instruction (DoDI) 7730.47, *Defense Incident Based Reporting System (DIBRS)*; 18 USC §, Section 922 note, *Brady Handgun Violence Prevention Act*; 28 USC, Section 534 note, *Uniform*

Federal Crime Reporting Act; 42 USC, Section 10601 et seq., *Victims Rights and Restitution Act of 1990*; and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*. System of Records Notice (SORN) F031 AF SF B, *Automated Readiness Information System (ARIS)* applies. Forms affected by the PA have an appropriate PA statement. The applicable PA System Notice is available online at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/tabid/5915/category/11159/department-of-the-air-force.aspx>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the AF. Failure to comply with chapter one (1) of this publication is punishable as a violation of Article 92, of the Uniform Code of Military Justice (UCMJ).

SUMMARY OF CHANGES

This Instruction has been significantly revised and must be reviewed in its entirety. Revisions include new regulation updates and new AFFORGEN procedures for scheduling Combat Arms Training and Maintenance (CATM) training, weapon inspections, and weapon maintenance. Also added, a chapter on CATM's role during recall and contingency operations. Lastly, the change of CATMs organizational ownership changed from 377 Weapon System Security Squadron to 377 Security Forces Group (SFG). Small Arms Range (SAR) East and CATM-West opening and closing procedures/checklist attachments have been added.

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Chapter 1

RESOURCE PROTECTION

1.1. Resource Protection. Failure to observe the prohibitions and mandatory provisions in this chapter of this publication by military members is a violation of Article 92 of the UCMJ.

1.1.1. The CATM armory located in building 706 on KAFB will be manned as needed by authorized individuals. The CATM armory door will be inspected every duty day to ensure it is secure when not in use. Annotations will be made on Standard Form 701, *Activity Security Checklist*, located next to the armory door in building 706.

1.2. Entry Procedures.

1.2.1. Entry into the 377 SFG CATM armory will be authorized in writing by the 377 SFG/Commander (CC). The SFG/CC will identify personnel authorized to access Arms Ammunition & Explosives (AA&E) keys. The armory custodian must arm him/herself with a guard weapon located in the Weapons Maintenance Room safe prior to entering the armory. Entry into the armory, will be limited to personnel listed on the Entry Authority Listing (EAL) and other personnel on official business with proper escort. If the CATM armory is open, there must be a minimum of one (1) authorized personnel but no more than a maximum of eight (8) authorized personnel in the armory facility at any given time. Additionally, there may be no more than three (3) Casuals (individuals not considered to be working) in the armory facility at any given time. All personnel requesting entry will contact the on-duty armory custodian, if manned, by knocking on the armory window shade and identifying himself/herself by rank/name and stating his/her security status. When the armory is not manned, personnel requesting entry will contact an authorized escort listed on the EAL or the 377 SFG/S4.

1.3. Unescorted Entry.

1.3.1. The armory custodian will ensure personnel entering the armory have authorized access.

1.3.2. All personnel granted unescorted entry will be designated in writing by the 377 SFG/CC with the EAL posted on the armory door.

1.4. Escorted Entry.

1.4.1. All personnel not listed on the EAL will be allowed entry for official business only. They will be provided a safety brief prior to entering the armory facility and will be signed in/out on the AF Form 1109, *Visitor Register Log*.

1.4.2. All hand carried items will be inspected and personnel will be subject to a random search. Escort will be provided by one of the personnel who are authorized to perform escort duties as listed on the EAL.

1.4.3. All personnel not listed on the EAL will be provided with a safety brief prior to being escorted into the armory facility. See [Attachment 6](#) of this regulation for the briefing.

1.5. Normal Entry/Exit Procedures.

1.5.1. Prior to entry being gained the armory custodian will arm him/herself with an M18 and 38 rounds located in the General Services Administration (GSA) safe in the maintenance room. Initial the SF Form 702 on the side of the safe with date, time of entry, and initials.

1.5.2. Once the custodian is armed, they will ensure they are authorized access by utilizing the posted EAL on the exterior of the armory door, fill in the SF Form 702 on the armory door indicating date, time of entry, and initials.

1.5.3. Personnel must know the combination of the lock on the armory door and have a personal alarm access code created for their use and authenticated by the 377 Security Forces Squadron (SFS)/S5C.

1.5.4. Open the small safe adjacent to the armory to access the AA&E keys and initial the AF IMT 2432, *Key Issue Log*.

1.5.5. Armory custodians will then conduct the AF Form 1473, *Gun Equipment Room Inventory* to ensure all weapons, munitions, and equipment are accounted for prior to conducting any other business in the armory.

1.6. Exiting Procedures.

1.6.1. When exiting the armory, armory custodian will ensure all weapons racks and cages are locked, and keys are returned and secured in the small GSA safe, unless being hand carried by the armed Assistant-Instructor of the day.

1.6.2. The armory custodian will set the alarm and secure the armory door. Verify the armory door lock has engaged by turning the numeric dial to the left and to the right. Attempt to turn the armory door handle to ensure the door is locked.

1.6.2.1. Fill in the SF Form 702 on the armory door indicating date, time of exit, and initials.

1.6.2.2. Ensure another EAL listed member conducts the armory check and annotates the SF Form 702 "Guard Check" with the date, time of check, and initials.

1.7. Emergency Entry.

1.7.1. Emergency entry into the armory facility will be conducted by following procedures listed below.

1.7.1.1. Base Defense Operation Center (BDOC) will notify the building custodian or alternate to open the door(s).

1.7.1.2. If for some unforeseen reason the armory door combination lock cannot be used, at the direction of the Defense Force Commander (DFC), the base fire department will be contacted and requested to cut the door hinges for emergency entry.

1.7.1.3. Upon termination of the emergency, the armory custodian will re-enter the armory and conduct a 100% inventory.

1.7.1.3.1. Post a sentry in the armory until repairs to the door have been made. This may require 24-hour operations and additional unit support to man this temporary requirement.

1.8. Emergency Egress Procedures.

1.8.1. In the event of an emergency or any other unforeseen circumstances, the armory custodian/armorer will take all AA&E keys and the AF Form 1473, immediately exit, and secure the armory and both doors to the maintenance room, non-essential personnel will be evacuated to 300 feet. Once outside building 706, they will proceed directly to the flagpole to maintain a safe distance from building 706 and standby for responding emergency personnel.

1.8.2. If classroom operations are being conducted and students have their weapons disassembled, instruct them to grab the lower receiver of the weapon ONLY and depart the area using the appropriate evacuation route.

1.8.3. Always depart the building IAW the building evacuation plan.

1.8.4. When the emergency has ended and/or it is safe to return the armory, the armory custodian will complete 100% inventory of all assets and document it on the AF Form 1473.

1.9. Key and Lock Control.

1.9.1. The number of keys will be kept to an absolute minimum. Keys to the armory will be maintained separately from other keys and will only be accessible to those individuals whose official duties require access to them. Key control registers must be maintained to reflect continuous key accountability. Accountability record for the 377 SFG will be a computer-generated form that is specific to the CATM armory.

1.9.2. Key logs must be maintained for one year. Key issue logs will contain name and signature of the individual receiving keys, date, hour of issue, serial number or other identifying information of the key, and signature of the individual issuing the keys. The same information will be recorded when the keys are returned. Key logs will be maintained IAW Records Disposition Schedule (RDS) disposition.

1.9.3. All keys will be stored in the small safe unless being hand carried by the armed Assistant-Instructor of the day. Once the rack is unlocked the lock will be reattached to the rack and locked while the rack is opened to prevent theft, loss, or substitution of the lock. Place the key back in the safe until needed to secure the rack.

1.9.4. Keys are only considered in-use when the armory custodian is in the armory and has opened the small safe. Keys are not authorized to be removed from the armory so there is no transferring of keys to another individual.

1.9.5. When the armory custodian must leave the armory for any reason all racks will be locked, and keys will be placed in the safe and secured. Keys will not be left unsecured or unattended at any time.

1.9.6. When not attended or in use, keys providing access to the CATM Armory will be secured in a GSA approved Class 5 security container and a GSA approved weapons storage containers.

1.9.7. Key and lock custodian must be designated in writing by the 377 SFG/CC. The key and lock custodian will not be the primary/alternate armory custodian, or someone listed on the EAL.

1.9.7.1. The custodian must do a semiannual inventory. This inventory will be maintained in the key and lock binder.

1.9.8. In the event of lost, misplaced, or stolen keys the affected locks or cores must be replaced immediately. Then the facility must be inventoried and guarded by owner/user personnel until the areas can be properly secured.

1.9.9. The Alarm Panel Key is maintained by alarm maintenance and are the only authorized personnel to perform any services to the system. All work orders for the Advantor System® will be opened via the 377 SFS on duty alarm monitor.

1.9.10. Codes and combinations to the CATM armory will be changed when CATM personnel Permanent Change of Assignment (PCA) or Permanent Change of Station (PCS) out of the CATM Sections.

1.10. Anti-robbery Procedures.

1.10.1. Anti-robbery procedures. The CATM Section Chief will ensure that personnel responsible for the control of the small arms/munitions' storage facility are knowledgeable of the following procedures.

1.10.2. Upon notification of an on-base robbery, place the following KAFB procedures into effect: Remain calm and sound the alarm as soon as possible (i.e., activate the duress alarm or call 911) without making noticeable movements that would tip off the robber. Do nothing to jeopardize the safety of individuals being robbed or innocent bystanders. As soon as possible notify coworkers and on-duty supervisors of the situation.

1.10.3. Obtain an accurate description of the robber. As soon as possible after the robber departs complete AF Form 439, *Robbery Checklist*. Give completed form to responding Security Forces (SF). (Form is located by armory entrance and windows)

1.10.4. Immediately after the robber departs the area, if feasible without jeopardizing the safety of individuals, determine the direction of travel and mode of transportation. Do not follow the robber. Secure the area and prohibit entry to or exit from the area by personnel other than responding SF.

1.10.5. Preserve the crime scene. Do not allow personnel to touch or walk around areas where the robber was. Establish an AF Form 1109 for anyone needing to gain access to the crime scene. Identify any witnesses, but do not compare notes. Hand out AF Form 1168s and have them begin recounting their experience.

1.10.6. When told to do so by the desk sergeant or alarm monitor, designate a person to meet responding SF outside the area.

1.11. Bomb Threat Procedures.

1.11.1. If a bomb threat is received via telephone **DO NOT HANG UP THE PHONE**. Attempt to keep the caller on the line and use another phone to call BDOC. Complete an AF Form 440 and immediately transfer pertinent information obtained from caller to BDOC.

1.11.2. Notify all personnel in the building that a bomb threat has been received. Instruct them to evacuate the building. Ensure the weapons racks are secure and lock all doors upon leaving. The on-duty armory custodian will ensure that responding patrols have all entrances to the armory covered.

1.11.3. Upon completion of the bomb threat, notify the CATM Section Chief, 377 SFG/S4, and 377 SFG/CC immediately.

1.12. Challenging Procedures.

1.12.1. The armory custodian will attempt to identify questionable/unidentifiable personnel within the vicinity of the armory. If the questionable individual does not respond when challenged by the armory custodian, the armory custodian will immediately secure the armory.

1.12.2. Notify BDOC via telephone or duress alarm and await the arrival of responding Security Forces.

1.12.3. The armory custodian will not leave the armory unattended.

1.13. Alarms.**1.13.1. Alarm Testing Procedures.**

1.13.1.1. The following procedures will be followed in testing the alarm system.

1.13.1.2. Prior to each test, Base Defense Alarm Monitor (BDAM) will be notified at extension 6-7913 or 6-6672. They will stay on the line for the duration of the alarm test to ensure personnel remain all secure and that the alarms reset.

1.13.1.3. A record of each check will be recorded on AF IMT 2530. AF IMT 2530 must be maintained IAW RDS disposition. A copy of the AF IMT 2530 will be kept in the CATM Resource Protection binder for reference.

1.13.1.4. A monthly check of all alarms (duress, intrusion, vibration, and motion alarms) will be performed prior to the end of month. This test will be coordinated with the BDAM operator, CATM will annotate the test on the AF IMT 2530 and BDAM will annotate it on the AF Form 53.

1.13.2. Planned/Unplanned Alarm System Failures.

1.13.2.1. In the event the 377 SFG CATM is notified of an announced alarm shutdown/power outage it is their responsibility to provide an individual to man their facility until which time the power is turned back on.

1.13.2.2. One of the individuals listed on the alarm custodian letter will stand by at the facility until informed the system is operational. At that time an alarm test will be conducted to ensure the armory is monitored.

1.13.2.3. In the event there is an unannounced alarm failure, the BDAM will notify one of the individuals on the Alarm custodian letter. Once notified, the individual will respond within the one-hour response time. Upon arrival at the facility the individual will make contact with the BDAM to check the status of alarms. He/she will then open the armory following procedures outlined and conduct an inventory. The responding individual will then stand by until notified the system is operational once again. At that time an alarm test will be conducted to ensure the armory is monitored. If the test comes back good, conduct a closing inventory and secure the armory prior to departure.

1.14. Considerations for Establishing Additional Controlled Area Free Zones.

1.14.1. Free Zones are established within controlled areas when construction projects and similar activities make it inappropriate or impractical to apply normal circulation controls. In such cases, establish a Free Zone corridor from some point on the controlled area boundary to the work project to aid in moving personnel and equipment.

1.14.2. The 377 SFG does not utilize Free Zones. In the event a Free Zone is required, procedures would be followed IAW DAFI 31-101, *Base Defense Operations*.

1.15. Items Not Practical for Controlled Area #29 CATM armory.

1.15.1. The following listed items are required to be trained or listed within a units Operating Instruction (OI) or Standard Operating Procedure (SOP), however, due to the location, size, and operation of this organization they are not applicable. Emergency response to the airfield and runway incursion prevention is only required if receiving a flight line driver's license. Due to CATM mission this is not applicable to this controlled area.

1.15.2. Vehicular entry/exit procedures regardless of type (emergency, commercial, or private) are unable to gain entry due to location and size of area. To include privately own vehicles is prohibited. There is no garage door access to this facility.

1.15.3. Pedestrian entry/exit procedures to the CATM armory are established with controlled area escort procedures located in section 1.2. of this Instruction.

Chapter 2

ACCOUNTABILITY CONTROLS

2.1. Accountability Procedures.

2.1.1. Each time the CATM armory is accessed, the following requirements will be accomplished:

2.1.1.1. Conduct a 100% inventory of all weapons, munitions, and associated equipment prior to issue on the AF Form 1473 (This can be a locally developed form). Complete the form in one copy with no errors (whiteout, correction tape, or strikeovers). If errors are made, a new AF Form 1473 must be used. armory custodians will leave no blocks incomplete. If blocks are not used, "N/A" or "0" will be placed in the block. After completion of the AF Form 1473, it will be filed with the resource protection monitor and maintained for three months. AF Form 1473 must be maintained IAW RDS disposition.

2.1.1.2. A 100% inventory will be conducted each time the armory has been accessed for weapons issue or prior to a shift change. If a shift change occurs, both armory custodians will be present at the time of inventory making it a joint changeover.

2.2. Weapons Accountability.

2.2.1. When inventorying weapons, ensure the following.

2.2.1.1. All weapons on hand will be counted and annotated on the AF Form 1473 in the "on hand" section. All issued weapons will be accounted for on the AF Form 1473 in the "issued" section. All Temporary duty (TDY) weapons are considered issued and will be accounted for by checking AF Form 1297s or other documentation provided. The total of the on hand, issued weapons will be annotated in the "total" section. The "total" section should match the "total assigned" section. If there is a discrepancy, the procedure will be repeated. If the discrepancy cannot be resolved, the CATM Section Chief and the 377 SFG/S4 will be notified immediately.

2.2.1.2. If at any time there is a weapon missing, or presumed to be missing, the CATM Section Chief, 377 SFG/S4, and 377 SFG/CC will be notified immediately. The CATM Section Chief and 377 SFG/S4 will in turn conduct a search for the weapon. The 377 SFG/CC will be notified if the weapon cannot be found. The 377 SFG/CC will then direct an investigation to be started.

2.2.1.3. Every month a 100% serialized inventory of all weapons will be accomplished using the Custodian Authorization/Custody Receipt Listing (CA/CRL) provided by the 377th Logistic Readiness Squadron (LRS) Equipment Office.

2.2.1.4. Every quarter a serialized inventory must be signed by the 377 SFG/CC and the original document must be provided to the 377 LRS equipment office.

2.2.1.5. There must be a serialized inventory conducted annually in conjunction with the 377 LRS equipment office and signed by the 377 SFG/CC and the weapon account custodian.

2.3. Munitions Accountability.

2.3.1. All munitions on hand will be counted and annotated on the AF Form 1473 in the “on hand” section. For all cans marked as “LITE BOX” they will be opened to verify the quantity during accountability.

2.3.2. Quarterly Inventories will be accomplished as directed by the 377th Maintenance Squadron/Munitions Accountability office.

2.3.3. Semiannual munition inventories will be accomplished as directed by the 377th Munitions accountability office, utilizing the Theater Integrated Combat Munitions System (TICMS) produced Custody Account listing. This is accomplished as a joint inventory with 377th Maintenance Squadron and the CATM Munition Custodian as appointed by the 377 SFG/CC.

2.3.4. The maximum allowable munitions to be stored in the armory are annotated on the AF Form 2047 Explosives Facility License. The AF 2047 will be maintained IAW RDS disposition. A copy will be posted on the outside of the armory door. A new AF Form 2047 must be accomplished if there is a need to change any storage quantities.

2.3.5. The munitions will be stored IAW DESR 6055.09_DAFMAN 91-201, *Explosives Safety Standards*.

2.4. Radio Accountability.

2.4.1. Radios will be accounted for on the AF Form 1473, they are only issued during the activation of the Alternate Armory and belong to the 377 WSSS and/or 377 SFS/Armory sections.

2.4.2. The Non-Commissioned Officer In Charge (NCOIC) of 377 WSSS and/or 377 SFS must complete 100% inventory of all radios stored at CATM.

2.5. Miscellaneous/Associated Equipment Accountability.

2.5.1. All miscellaneous/associated equipment maintained inside the CATM armory will be accounted for and annotated on locker inventory sheets with a seal. All seals will be annotated on the AF Form 1473. Any time a seal is broken annotate in the remarks section of the AF Form 1473 stating the reason for entering the locker and person who broke and replaced the seal is required. Prior to placing the new seal, the on-duty armory custodian must conduct a 100% inventory to ensure everything on the inventory sheet is present at the time the new seal was placed.

2.6. Missing/Lost Equipment.

2.6.1. If at any time, the on-duty armory custodian discovers equipment missing, the CATM Section Chief will be notified immediately. The on-duty armory custodian will investigate the location of the missing equipment. If the missing equipment is a firearm, then the CATM Section Chief will immediately notify the 377 SFG/S4, and 377 SFG/CC. The 377 SFG/CC will direct that an investigation be started.

2.7. Issuing Weapons.

2.7.1. When issuing any weapon, the armory custodian will ensure that the weapon is cleared in the clearing barrel at the issue window, using the proper clearing procedures as outlined in Department of The Air Force Manual (DAFMAN) 31-131V3, *Small Arms and Light Weapons Handling Procedures*. Personnel will not clear a weapon which they are not fully knowledgeable. A weapon that has not been cleared properly will never be placed in a weapon rack or issued to a student.

2.8. Clearing Barrel.

2.8.1. Prior to issuing any weapons ensure that the clearing barrel and clearing barrel instructions have been posted in the assigned clearing barrel area and a knowledgeable clearing barrel attendant is present. All qualified armory custodians are designated clearing barrel officials regardless of rank. **All weapons will be cleared in a clearing barrel. No loaded weapons will be stored in the armory.**

2.9. Weapons Turn-in.

2.9.1. All weapons will be cleared and put into the rack safe configuration prior to being removed from the firing line. Students will be directed to the cleaning classroom where they will be directed to clear their weapons out. Once cleaning is complete, they will be directed to re-assemble their weapons, clear them out, and function check them. All weapons will be cleared out and turned into the armory as directed by DAFMAN 31-131V3.

2.10. Issuing Ammunition.

2.10.1. CATM issues ammunition for classes in red bins through the issue window in the hallway. Students are directed they **MUST** proceed straight outside to the firing line and will **NOT** return to the classroom until the ammunition is brought out to the firing line.

2.10.1.1. No live ammo will be authorized in the training classroom for any reason.

2.10.2. Once all firing is complete and students return to the classroom their gear will be purged to ensure there is no live ammunition being brought into the training classroom. If live rounds are found, they must be given to the nearest CATM Instructor.

2.11. Turn-in of Ammunition.

2.11.1. Unless extenuating circumstances prevent the firing of the complete course of fire, there should not be any turn-in of ammunition. Only exact pulls are conducted for each class based on the number of students and number of rounds required per course of fire being accomplished.

2.11.2. Utilizing the AF Form 710 as the class roster, annotate the number of rounds fired by each student and the number of rounds they did not expend. The armory custodian will then utilize the pull sheet to annotate the total number of rounds returned and annotate the inventory as required.

2.11.2.1. Document Automated Readiness Information System (ARIS) accordingly.

2.12. Issue/Turn-In of Radios and Associated Equipment.

2.12.1. Radios and associated equipment will be issued using a locally developed log/book/sheet and/or AF Form 1297. When the radio/associated equipment is turned in, the armory custodian will check it for damage/cleanliness and if using an AF Form 1297, ensure the AF Form 1297 is given back to the individual. If the radio/associated equipment being turned in is damaged, an AF Form 1168 statement will be completed prior to the individual departing. The statement will then be forwarded to the CATM Section Chief.

Chapter 3

SAFETY

3.1. General Safety.

3.1.1. Specific Range Rules. This portion of the document sets the standards for the specific range(s) in question (rifle range, handgun range, shoot house, or shotgun range). This will also include other ranges the section may use periodically. Explain unique requirements for range operations, including special circumstances such as specialized firing or events. Include limitations and prohibitions for range activities as well as emergency notification procedures.

3.2. Approved Weapons.

3.2.1. When utilizing the SAR East Pistol/Rifle range, machine guns to include the M249, M240B will be fired adjacent to the Pararescue Firing Range Berm. MK19 will be fired on dirt pad behind Pararescue Firing Range. Rifles, such as the M4, and pistols, to include the M18, will be fired on the Shoot Move Communicate and Rifle Range. M2A1 Machine Gun, and GAU-134 “mini gun” will be fired from the .50 Cal concrete pad.

3.2.1.1. On the scheduled day of firing SAR-East, CATM Section Chief or utilizing units will verify with Kirtland Command Post (KCP) or Kirtland Weather that conditions are safe prior to firing.

3.2.2. M320A1 can be fired from the platform above the covered firing platform on SAR East or on the M320A1 range located behind CATM -West. These are the only two authorized locations for this weapon to be utilized.

3.2.3. As a general practice, privately owned weapons (POW) will not be used at SAR-East. POWs, when approved by the CATM Section Chief, may be utilized at the CATM -West range under supervision of CATM personnel. If POWs are used, the caliber allowances or restrictions of the range will not be exceeded. All military weapons will be allowed if they do not exceed the caliber allowances or restrictions of the range.

3.2.4. Only frangible ammunition with a maximum caliber of 5.56mm will be used at CATM -West Pistol/Rifle range, other ammunition will be approved by 377 SFG/CC. Lead and frangible ammunition, to include armor-piercing and steel penetrating rounds with calibers up to .45, are authorized at the SAR-East Pistol/Rifle range. 40mm grenade launcher training ammunition is authorized on the M320A1 range located behind CATM -West or at SAR East from the M320 platform as long as it does not create an explosion or incendiary effect. Incendiary producing ammunition is not permitted on KAFB (i.e., tracer rounds).

3.3. Approved Targets and Barricades.

3.3.1. CATM ranges will utilize barricades made from wooden structures to support shooters in varied positions of kneeling, standing over barricade, crouching and prone positions. Additional barricades may be added and made with wood and metal framing to enhance training. These barricades enhance training by providing simulated cover and support. Barricades must be inspected for deterioration and splintering before each use. All standalone barricades must be approved by the CATM Section Chief before use.

3.3.2. CATM -West range targets will be paper and Cardboard type targets i.e., green “E” silhouette and paper rifle qualification targets. Target stands, backers, and steel targets will be approved by the CATM Section Chief.

3.3.3. SAR-East machine gun range targets consist of tanks, vehicles, and barricades to simulate troop formations. Additional wood, plastic and metal targets may be placed, as necessary, to enhance firearms training and realism. Additional targets will not be added unless approved by the 377 TSS/TSOR, CATM Section Chief, and notification to the 377th ABW/Weapons Safety (SEW) office.

3.3.4. SAR-East Rifle/Pistol range targets will consist of paper targets and cardboard or plastic backers for routine operations. Steel targets such as reactive targets may be utilized on the range (no closer than 7 meters) during pistol competitions (i.e., National Police Week). Reactive steel targets may be utilized for rifle firing when at distances 23 meters and beyond. Placement of any targets must be approved by Range Management and CATM Section Chief and not placed in such a way as to violate the established parameters of the Surface Danger Zone (SDZ). No exploding or pyrotechnic targets or rounds may be used at any of the CATM ranges.

3.4. Approved Laser Devices.

3.4.1. Identify approved laser devices that may be used on the range(s). Approved Laser Devices can be found on the SF Center Website <http://www.afsfc.af.mil>.

3.4.2. All students with Laser Aiming Devices will be briefed on proper use.

3.4.3. During live fire operations laser aiming devices will be turned off prior to anyone going down range to avoid inadvertent eye exposure.

3.4.4. For additional laser safety guidance reference Range Management, Public Health, or 377 SFG Training section program managers.

3.5. Mishap Procedures.

3.5.1. In the event of a mishap, immediately clear the area of personnel, contact the BDOC and Site Security Control Center (SSCC), and relay information concerning the incident (location, type and area of involvement). BDOC or SSCC will contact the fire department. Additionally, contact Range Management, the Additional Duty Weapons Safety Representative (ADWSR), and 377 ABW Safety Office.

3.5.1.1. If time permits during the incident notify the 377 SFG/S4 and 377 SFG/CC of the incident and provide as much detail as is available at the time of the notification.

3.6. Range Closure and Cancellation Procedures .

3.6.1. Identify procedures for range closures due to hazardous conditions. Define training cancellation procedures for inclement weather as defined by the 377 SFG/CC. Conditions to consider include severe cold, extreme heat, local lightning, heavy fog, heavy rain, heavy winds, etc. The decision to cancel training due to high winds rests with the senior ranking CATM official on duty.

3.6.2. During inclement weather conditions, the CATM Section Chief or the 377 SFG/CC has the authority to suspend or cancel firing. During winter months, firing may be canceled when the temperature falls to 20 degrees or lower. Rain, snow, ice, hail, wind, severe dust storm, etc., depending on the severity, may be grounds for canceling or suspending firing. If there is notification of lightning within 5 nautical miles from Kirtland Command Post (KCP), all firing will be suspended for 30 minutes and if the lightning does not clear after the wait period the firing session will be canceled. As a general rule, any condition which may hinder visibility, or safety may be considered grounds for cancelation or suspension of firing. Personnel will be rescheduled for the next available class.

3.6.3. Severe wind is a major concern at CATM -West if sustained winds exceed 15 knots or gusts over 20 knots firing will be cancelled. Ultimately, the highest ranking CATM Instructor operating the range will make the final decision based on safety and effectiveness of training.

3.7. Explosive Safety/Munitions Operations.

3.7.1. The 377 SFG/CC will appoint the ADWSR in writing. This NCO will also maintain the Squadron Explosives Safety Management Book. Explosives Safety Management Book will be maintained in the CATM office.

3.7.2. The ADWSR or designated representatives responsibilities will ensure that all personnel are trained on Explosives safety at least annually by the 377 SFG/Training section per DAFI 91-202, *The Department of The Air Force (DAF) Mishap Prevention Program*. The training section will utilize the approved slide show from the 377 ABW/SEW office. A class attendance roster is acceptable documentation for proof of training which must be provided to the ADWSR or designated representative.

3.7.3. Any time an unsafe act in handling weapons and/or munitions is detected; the individual detecting the unsafe act will correct it immediately and report it to the ADWSR or designated representative.

3.7.4. When dealing with crates of ammunition, CATM personnel are required to wear appropriate personal protective equipment when handling/moving munition crates to and from the CATM facility and Munition Depot.

3.7.4.1. Any time working directly with or around explosives, no jewelry will be worn on the person to prevent potential hazards.

3.7.4.2. A minimum of two (2ea) 2A:10B:C fire extinguisher will be present any time CATM transports ammunition.

3.7.4.3. IAW DESR 6055.09 _DAFMAN 91-201, placards will be utilized when required IAW KAFBI 91-201 para. 11.1-11.4.

3.7.4.4. Storage of packing material, empty boxes and other similar materials inside the CATM armory are not authorized and must be removed. Storage of flammable liquids inside the CATM armory is not authorized.

3.7.5. Store ammunition in approved containers only. Identify and mark partial containers with "LITE BOX" markings affixed to the exterior along with the quantity, type, lot number, Caliber, date, and packer's initials. There will be only one lite container and one box per weapon Caliber. Properly close open containers before storing.

3.7.6. Stack ammunition on wooden or metal pallets or 2x4 pieces of wood so that the ammunition crate is 2 inches from the floor and containers will not touch the wall. Separate by lot number, type, stock number, and caliber.

3.7.7. An approved AF Form 2047, *Explosives Facility License*, must be posted outside the CATM armory door. The CATM armory stores all of the Arms, Ammunition & Explosives (AA&E) contained in building 706. Appropriate fire symbol signs will be posted and visible, as applicable.

3.8. Transporting Munitions or Weapons.

3.8.1. Transportation on and off the installation will be IAW DESR 6055.09_DAFMAN 91-201. Placards will be utilized when required IAW KAFBI 91-201 paragraphs 11.1-11.4. IAW KAFB BDP 31-101, *Base Defense Plan*, personnel may transport 14 or fewer Category II, III, or IV arms in the trunk of a POV for the purpose of training, maintenance or weapons qualifications.

3.8.1.1. Ammunition cans/crates will be shipped securely and fastened in the bed of a vehicle to minimize the risk of munitions falling out of the vehicle.

3.8.1.2. Ammunition will not be placed near a heat source. Ammunition will be placed in cool, dry areas to prevent exposure to direct heat and sunlight. In the event ammunition must be utilized in an open environment during summer months, ammunition will be shaded from direct sunlight.

3.8.2. Ammunition cans and crates will never be thrown or tossed when distributed for training. Individuals handling ammunition will wear protective gloves and eyewear.

3.8.3. When transporting AA&E off the installation, all movements will take the most direct route without stopping anywhere between the point of origin and destination. If it is extremely urgent that the movement be stopped for vehicle refueling or other unforeseen anomalies, the senior ranking individual will ensure all measures outlined in Enclosure 1 to Tab B to Appendix 3 to Annex K to KAFB BDP 31-101 are followed.

3.8.4. Ensure weapons and ammunition are separated and not stored in the same container. Weapons must be contained in a locked and/or sealed container and secured in such a way to prevent jettison.

3.8.5. KAFB BDP 31-101, outlines arming requirements depending on the class of weapon(s) being moved. When transporting weapons and ammunition off base, maintain contact with the BDOC via radio or cell phone communication. An initiation notification must be conducted as well as termination notification once arriving at the destination. A status update must be initiated every thirty minutes with the BDOC during movement.

3.9. Lead Management .

3.9.1. Lead management procedures such as remediation will be coordinated through Bio-Environmental and CE Environmental office. CATM personnel will not attempt to perform de-leading or lead decontamination projects. Specific hazards are associated with exposure to lead and bullet residue.

3.9.2. Ammunition residue from frangible rounds at the West range are collected through an auger system and then disposed into a collection bin to be picked up by the 377 Civil Engineer (CE) section when full. Students are briefed on the hazards associated with brass pickup.

3.9.3. The East range does not use a bullet trap system. Spent casings must be collected immediately following the end of firing. Aluminum projectiles from MK19 and M320A1 are cleaned and disposed on the same day of firing upon completion of training. Air Emission logs will be filled out and sent to the CE Environmental office for further processing.

3.10. Hazardous Material (HAZMAT) Procedures .

3.10.1. Identify HAZMAT associated with local range operations and necessary safety precautions when dealing with these substances. Outline procedures for storing and handling HAZMAT.

3.10.2. HAZMAT associated with daily range operations include, but are not limited to, ammunition, weapons, and cleaning lubricants, i.e., Cleaner, Lubricant, Preservative (CLP), Lubricant Semifluid, Automatic (LSA) weapons, and Lubricant Arctic Weapon (LAW).

3.10.3. CATM personnel instruct students on the safe handling of weapons systems as well as cleaning agents. Students are also instructed in the safe handling of ammunition prior to and after firing IAW the AF SF Center generated CATM Lesson Plans.

3.10.3.1. All cleaning materials are kept in a container and labeled appropriately.

3.10.3.2. In the cases of an accidental spill or chemical release, procedures are posted in the cleaning room.

3.10.4. General Safety/ Hazards. Identify potential hazards and mitigating activities associated with each. Include all operations regardless of frequency.

3.10.4.1. General Safety/Hazards include, but are not limited to, weapons handling and firing.

3.10.5. All CATM personnel are required to accomplish an AF IMT 55, *Employee Safety and Health Record*, to acknowledge safety concerns outlined in the form.

3.10.6. When handling weapons, instructors, and students should remove all jewelry and practice safe weapons handling.

3.10.7. When firing, all personnel on the firing line are required to wear ballistic approved eye protection and hearing protection. CATM personnel should utilize dual hearing protection such as foam hearing protection and over-the-head hearing protection.

3.10.8. A House Keeping plan will be established and followed to maintain facility cleanliness and be a part of the Hazardous Communication (HAZCOM) program.

3.11. Personal Protective Equipment (PPE).

3.11.1. When performing duties on the firing line instructors will wear dual hearing protection, protective eye wear; gloves are optional if they choose.

3.11.1.1. Students will wear eye protection, hearing protection (single layer), helmet, and LRS provided vest for all training at CATM. During M249 or M240B firing students have the option to wear the throat guard and groin protector if they so choose. It is mandatory for students to wear gloves when firing except for the M4 and M18/Pistol weapon systems.

3.11.1.2. Care of all PPE is on the individual to ensure it is always clean and serviceable. Students may bring their personal PPE, foam hearing protection and eye protection are provided if needed. Eye protection is replaced when excessive damage (scratches) has occurred.

3.11.1.3. Instructors will clean and care for their electronic headset according to manufacturer instructions. Electronic Headsets are required for instructors to communicate with each other regarding student training tactics and communication with the Tower Operator during life-fire operations. Eye pro will be provided annually to replace or as needed due to damage.

Chapter 4

TRAINING REQUIREMENTS

4.1. Training Requirements.

4.1.1. Personnel assigned duties as a CATM member will complete the following initial and annual training.

4.2. AA&E training.

4.2.1. Anti-robbery and controlled area training by reviewing this Instruction. After the review of this Kirtland Air Force Base Instruction (KAFBI) a Memorandum for Record (MFR) listing each member by name and date that the review was accomplished with each member signing for proof of completion. **Documentation of training will be maintained within the resource protection binder.**

4.3. Job Qualification Training.

4.3.1. Satisfactory complete all training required by Air Force Job Qualification Standard (AFJQS), as applicable.

4.3.2. All 3P031B personnel will not perform any duties without a certified CATM member or first being signed off on the task in their training records.

4.3.3. Instructors will be evaluated by their certified instructors on the weapon they are instructing and will receive their critique on their performance.

4.3.3.1. If an instructor is unsuccessful on their training evaluation, they are provided additional training for any area they failed to receive a “GO” status and given a follow-up evaluation within 30 days.

4.3.3.2. An instructor will have an evaluation by the CATM Trainer, CATM Instructor Supervisor or CATM Section Chief once they receive two passing instructor training critiques on the evaluation prior to being lead certified on that weapon.

4.3.3.3. Once the instructor is lead certified on the weapons they instruct, they will receive an annual evaluation each Calendar year to ensure continued quality of instruction and training.

4.3.4. The CATM Trainer or CATM Section Chief must conduct this annual evaluation on a different weapon each year in addition to this annual evaluation, additional “No-Notice” evaluations are conducted throughout the year.

4.3.5. On a quarterly basis, instructors are allotted proficiency rounds to maintain their proficiency as well as maintain an annual qualification on the weapons they do or do not instruct and use authorized CATM proficiency ammunition and are expended throughout the fiscal year (FY).

4.4. Weapon Maintenance Evaluations.

4.4.1. CATM instructors require a documented weapon maintenance evaluation under two conditions: Annually, as a recurring certification requirement and/or upon receiving a weapon system on which the instructor has not previously been evaluated.

4.4.1.1. The form is rated on a “GO/NO-GO” scale to rate each item evaluated on each SA/LW before being task certified to perform inspections or maintenance without supervision.

4.4.1.2. CATM personnel must satisfactorily complete a weapons maintenance evaluation.

4.4.1.3. Weapons maintenance evaluations include, but are not limited to, accomplishing and identifying procedures for:

4.4.1.3.1. Scheduling weapon inspections and maintenance.

4.4.1.3.2. Use of T.O.s, proper sequence, required gauges, fixtures, tools, etc.

4.4.1.3.3. Troubleshooting suspected weapon malfunctions.

4.4.1.3.4. Function firing of repaired weapon, when applicable or directed by Technical Orders (T.O.). Completing required documentation, such as annotating weapons maintenance log, weapon parts accountability documents, entering Air Force Technical Order (AFTO) Form 105, *Automated Readiness Information System (ARIS)* and completing appropriate Department of Defense and local forms.

4.4.1.3.5. Once the instructor completes their weapons maintenance, their performance will be documented on AFJQS and/or AF Form 1098.

4.4.2. CATM section uses a locally developed spreadsheet to record and track when evaluations are accomplished.

4.4.3. CATM personnel are trained to use authorized equipment and know the potential hazards of the workplace. Kirtland specific equipment are table saw, bench grinder, and other power tools associated with range maintenance and self-help projects.

4.4.4. The instructor also reviews occupational safety and health guidance and are to be familiar with the Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) for all hazardous products used in the section. Such hazards they are exposed to include exposure to noise, airborne lead, cleaning solvents, various chemicals and improper range or cleaning room ventilation.

4.4.5. The SFG training section ensures all CATM personnel receive periodic training in ground/weapons safety, use of force, and Tactical Combat Casualty Care (TCCC).

4.4.6. There will be a minimum of one day each calendar month dedicated to instructor training and one day quarterly for proficiency firing to ensure instructors are maintaining proficiency in their job as well as keeping up with their assigned programs. These days will be used each month and annotated in ARIS and/or instructor training records.

Chapter 5

CATM PROGRAMS

5.1. Munitions Program.

5.1.1. Maintain ammunition accountability records for expenditures, issues and turn-ins IAW DAFMAN 21-201, *Munitions Management*, and local Logistics Readiness directives and procedures and IAW the AFRIMS RDS.

5.1.2. Daily, the munitions custodian will record ammunition transactions in the ammo book and ammo Excel spreadsheet. At the end of the week, expenditures are verified and processed with the 377th Maintenance Squadron munitions accountability section.

5.1.3. The munitions custodian will coordinate with the CATM Scheduler to predict for munition pulls and issue requests.

5.1.4. The munitions custodian is responsible for conducting forecast, issue request, and ammo pulls from storage.

5.1.5. Ammunition Authorizations and Forecasting. DAFMAN 21-209V1, *Ground Munitions*, to develop appropriate requirements forecasts. Commands and/or units will prepare and submit a Peacetime Conventional Ammunition Requirements (PCAR) forecast using the Forecast and Allocation Module (FAM) of the Agile Munitions Support Tool (AMST).

5.1.6. Munition forecasting is conducted by the CATM munition custodian. Forecasts are conducted annually, prior to the end of the FY, to ensure allocations meet training requirements for the next FY. The munitions custodian will coordinate with the CATM Scheduler for training request forecast. The GMAT is referenced for allocation amounts and then submitted to the 377 Maintenance Squadron munitions accountability section.

5.1.6.1. Each FY the 377 SFG/CC will sign and approve the CATM ammunition forecast prior to final routing to the Air Force Security Forces Center (AFSFC).

5.1.6.2. Munitions accountability is a responsibility for all CATM personnel. For each training session, ammunition pulls are recorded on an ammunition log for each lot of ammunition.

5.2. Precision Measurement Equipment Laboratories (PMEL).

5.2.1. All gauges will be tracked using reports furnished by PMEL.

5.2.2. All gauges due for calibration will be brought to PMEL on designated drop-off dates.

5.2.3. New gauges will be brought to PMEL once an Initial Calibration request is accomplished.

5.2.4. A minimum of 3 active kits for each weapon will be maintained, unless otherwise specified within DAFMAN 31-131 V1 para 1.16.19..

5.3. Parts Program.

5.3.1. The designated parts custodian will conduct (under the observation of a non-CATM person) an inventory of all parts annually.

5.3.1.1. All parts considered major components of weapons will be maintained with the same security as a weapon. Example: barrels, sears, receivers, etc.

5.3.1.2. All other parts will be stored in containers that can be locked and keys will be maintained by the Parts Custodian.

5.4. Weapon Maintenance.

5.4.1. Weapons maintenance will be conducted as needed.

5.4.1.1. When a weapon requires maintenance, CATM personnel must utilize the applicable T.O., to include gauging and basic weapons repairs.

5.4.1.2. Individuals performing maintenance will wear eye protection, regardless of the maintenance being conducted, unless gauging of weapons is being performed.

5.4.1.3. When replacing weapons parts, personnel will document pertinent information on a locally generated Weapons Maintenance Log to ensure accountability. Once maintenance is complete and documented, personnel will document the maintenance on the weapon's AFTO 105, *Inspection Maintenance Firing Data for Ground Weapons*, in ARIS.

5.4.1.4. Weapon Maintenance logs will be maintained for the duration of the weapon's existence, for record of historical data and to assist with parts purchases.

5.4.1.5. Parts will be tracked on a locally developed tracker to assist in inventory counts and purchasing requirements.

5.4.2. All unserviceable weapons, whether broken or damaged, will be tagged and fixed within five duty days of the discrepancy unless a part is required to be ordered. If parts are needed, notify the supply custodian or parts program monitor within the five-duty day window to ensure they are aware of the needed part.

5.5. Weapon Inspection Monitor.

5.5.1. CATM are responsible for the inspection and maintenance of all 377 ABW and/or tenant units with current support agreements on file.

5.5.2. Schedule all weapon accounts a minimum of 60 days out to prevent scheduling conflicts between the unit and the CATM shop.

5.5.3. Annually receive a base CA/CRL from the 377 LRS equipment office to verify no new accounts have been created and no changes have occurred to existing accounts without notification to CATM.

5.5.4. Ensure all AFTO 105s are updated to reflect all inspections that have been accomplished on any weapon.

5.5.5. Produce the weapon inspection report for any type of inspection that occurs within 5 duty days of the inspection.

Chapter 6

RANGE USE BY OUTSIDE AND BASE AGENCIES

6.1. Approving Authority.

6.1.1. The 377 SFG/CC can determine if on base ranges will be made available for non-DAF and non-military use, however, military AF use always has priority starting with the 377 SFG/CATM. This use will be based on the CC, local range instructions, and legal considerations.

6.1.2. The Section Chief of CATM will certify all Line Officials, if needed for manning by following procedures in [Attachment 4](#) of this regulation. Individuals will be appointed in writing by their CC prior to certification.

6.1.3. The Section Chief of CATM will provide Range Safety Officer Training and/or Line Official Certification by following procedures in [Attachment 3](#) of this regulation. Individuals will be appointed in writing by their CC prior to certification

6.2. Range use requirements.

6.2.1. Before conducting live fire training, CATM must approve the courses/type of fire for each weapon used on their range to ensure range safety limitations are met.

6.2.2. The only range area authorized for use by other organizations is SAR-East located in Frustration Canyon. CATM-West, the baffled range will not be authorized for any use other than by 377 SFG/CATM, or SFG/CC discretion.

6.2.3. If after a unit utilizes the SAR-East range and it is found to be dirty and items were left behind the organization will be contacted and required to return for range clean up the day contact is made and/or, the unit could face a Range Violation and/or Range Suspension

6.2.4. The CATM Section Chief will revoke certifications if individuals fail to follow established guidance or perform duties in an unsafe manner.

6.2.5. Suspension is three (3) months/90 days and also requires refresher training, and their organizational CC will be contacted. If the unit receives three (3) suspensions within a year, that unit may be banned from all future use of ranges under the control of 377 SFG.

6.2.6. CATM, Range Management, or the 377 ABW/SE office will perform periodic spot inspections on organizations utilizing the range. Any range violations found during this spot inspection will result in a suspension for the unit.

6.2.7. Refusing to allow either organization access to the range during use for a spot inspection will result in suspension and immediate removal from the range area.

6.2.8. CATM will not provide manpower and/or equipment to support any other units' use of the range.

6.2.9. Range opening and closing procedures are listed on [Attachment 5](#) of this regulation.

6.2.10. Range opening and closing Checklists are listed as [Attachment 7](#) and [Attachment 8](#) of this regulation.

Chapter 7

ANNUAL RANGE INSPECTIONS/RANGE MAINTENANCE

7.1. Annual Range Inspection.

7.1.1. Annually, the CATM Section Chief will conduct a formal range inspection, with Range Management, 377 ABW/SE, CE environmental, CE maintenance and BE, as required.

7.1.2. The Section Chief of CATM will prepare the report of the inspection and ensure corrective actions are taken to ensure safe range operations. This report will be forwarded to the 377SFG/CC, after coordination with the 377 ABW/SE office and all other agencies who participated in the inspection.

7.1.3. The Section Chief along with CE personnel will ensure corrective actions and repairs comply with the Engineering Technical Letter (ETL) titles “*Small Arms Range Design and Construction*” criteria or future published guidance.

7.1.4. Inspection of the below items will utilize, but not be limited to, the following manuals and/or regulations: DAFI 31-131, *Combat Arms Training and Maintenance (CATM) Program*, DAFMAN 31-131V1, *Combat Arms Training and Maintenance (CATM) Operations* and the ETL, *Small Arms Range Design and Construction*.

7.1.5. Bullet Traps. Check for excessive bullet residue and/or lead build-up in trap area. The cleaning schedule depends on the amount of use and the design of the trap. Periodically, contract personnel need to remove bullet residue (lead, jacket and other residual material) from the bullet trap.

7.1.5.1. Cracks in Metal Bullet Traps and Support Brackets. If cracks are detected in metal bullet traps or their supports, repair the area in question as soon as possible. If there are dimpled areas in the steel, fired bullets could return toward the shooter or be deflected out of the bullet trap.

7.1.6. Bullet Residue. CATM Personnel will not be responsible for the cleaning of the bullet residue, CE will be responsible for this or contractor personnel.

7.1.7. Deterioration of Baffles and Supports. Visually check each baffle to make sure rounds are not passing through them.

7.1.8. Ranges. Impact ranges need to possess an adequate SDZ from any location that shooters fire from to ensure rounds fired remain within range boundaries. Additionally, the ranges SDZ and Vertical Danger Zone (VDZ) are to be plotted on base maps to prevent encroachment.

7.2. Non-DoD Range Inspection.

7.2.1. If required to use non- Department of Air Force (DAF) firing ranges (host nation, Department of Energy (DOE), Federal Bureau of Investigation (FBI), local civilian, etc.) for weapon qualification or proficiency training, the CATM Section Chief and 377 ABW/SE representative will conduct a range certification inspection per the Risk Management (RM) Evaluation of Existing Range Facilities guidance provided in DAFMAN 31-131V1.

7.2.2. The range certification inspection ensures the facilities meet the intent of DAF training programs and do not expose AF personnel to unmitigated conditions or endanger others.

7.2.3. This inspection should be conducted annually if continued use of the range is requested.

Chapter 8

SCHEDULING

8.1. CATM Scheduler Responsibilities.

8.1.1. CATM will maintain at least one system administrator for ARIS at all times to create new user accounts and unlock accounts when needed.

8.1.2. CATM will create a quarterly schedule based on unit slot requests and AFFORGEN cycle by the 15th of the first month of the previous quarter (i.e. 4th quarter Oct-Dec schedule will be created by the 15th of July), if applicable. This must consider the number of instructors available for each day to aid in planning class sizes.

8.1.3. Each year he/she must ensure they get the training forecast from each unit scheduler and all units with applicable support agreements. These numbers will be compiled and transferred to the ammunition custodian so they may justify the annual ammo forecast.

8.1.4. CATM Scheduler will deal with all unit schedulers with an appointment letter on file, any person contacted CATM directly will be directed back to their unit scheduler.

8.1.5. It is the CATM Scheduler's responsibility to unlock and create all new ARIS accounts once all requirements are met to include a completed DD Form 2875, CC signed Appointed Letter MFR and sufficient training on the system.

8.2. Task Priority.

8.2.1. CATM will use the below task priority listing to ensure they meet mission requirements and to show what is priority when manning falls below acceptable levels.

8.2.1.1. Priority 1 - Personnel identified by name by their CC to fill a deployment tasking to a combat zone in time of war or a designated hostile fire area.

8.2.1.2. Priority 2 - Personnel permanently reassigned overseas with an essential need and personnel processing code requiring small arms qualification.

8.2.1.3. Priority 3 - Individuals/Air Force Specialty Codes (AFSC) who are required to be armed for their home station mission and personnel assigned to Demand Force Teams (DFTs) under AFFORGEN will qualify every 12-months.

8.2.1.4. Priority 4 - Home station arming consists of individuals, and or AFSCs, that must arm as a requirement of either their AFSC, function, or mission (e.g., Security Forces, AFOSI agents, Aircrew armed for anti-hijacking, etc.).

8.2.1.5. Priority 5 - Utilization of the range for unit sustainment/proficiency training.

8.2.1.6. Priority 6 - Performance of weapons inspections (i.e., annual, semi-annual, initial, turn-in, pre- embarkation, and post deployment). This includes follow up inspections.

8.2.1.7. Priority 7 - Perform weapons maintenance.

8.2.1.8. Priority 8 - Perform range maintenance. Section Chief ensure at least one day per month is scheduled to perform repairs and maintenance on installations supported weapons. This day may be combined with scheduled monthly range maintenance day.

8.2.1.9. Priority 9 - Conduct instructor training. The Section Chief must ensure at least one day per month is scheduled for weapon proficiency, instructor on the job training (OJT), weapons maintenance training, and other required in-house training.

8.2.1.10. Priority 10 - Maintain required programs.

8.2.1.11. Priority 11 - Conduct quarterly scheduler briefings.

8.2.1.12. Priority 12 - Conduct annual weapons custodian briefing.

8.3. Unit Scheduler Responsibilities.

8.3.1. Ensure your ARIS Appointment Letter for CATM is current, signed by your unit CC and forwarded to the 377 SFG/CATM Scheduler. Only the schedulers listed on the ARIS Appointment Letter will be allowed to schedule, cancel slots, or have access to ARIS. All others requesting training will be referred to their unit scheduler, unless there are extenuating and verifiable circumstances. Unit CCs and upper leadership will be authorized to make telephonic changes as a last resort.

8.3.2. Each unit is authorized, two personnel for ARIS access. These letters must be re-accomplished annually as they expire on 30 September each year. Failure to re-accomplish the letter could result in deletion/suspension of ARIS accounts.

8.3.3. You must justify your required training annually when your unit requests slots for the upcoming year (e.g., AFFORGEN Cycle, resource protection, PCS) on your forecast letter. If the documentation for justification is classified, please arrange for CATM to view upon request.

8.3.4. Schedulers must receive training from 377 SFG/CATM on their responsibilities and ARIS training within 30 days of appointment as the scheduler (unless previously trained). Until training has been completed, schedulers will not have access to ARIS. If training is not completed within the 30 days, that person will be removed from the letter and a new letter will need to be accomplished.

8.3.5. Ensure your monthly training slots are filled no later than two duty days prior to the training date. Our training time is valuable, as is your students' time and other units may be able to utilize the slots that your unit cannot fill. Any slots not filled will be considered non-utilized, unless they are cancelled at least 72 hours prior to the class date. You will not be able to input names, or delete personnel after 1500L the duty day before class. You may cancel personnel or swap student names up to 1459L the duty day prior, as it locks at that hour via ARIS. Anyone whose name is not in the ARIS sign-in sheet on the day of training will be turned away, unless prior coordination with the CATM Scheduler.

8.3.6. Ensure personnel attending training are in need of training due to resource protection/duty requirements. Personnel NOT WITHIN 90 days of their current expiration will NOT be allowed to fire for resource protection/duty purposes. Personnel deploying MUST be within 90 days of their Report No Later Than Date (RNLTDD) will receive a one year qualification on their primary duty weapon (enlisted is M4, officers is M18 unless otherwise stated on their reporting instructions). Everyone firing must hand carry a copy of their reporting instructions with the line remarks requiring weapon training/tasking letter to class or will be turned away from training.

8.3.7. All personnel will qualify wearing the individual combat equipment (ICE) they will use at their deployed location. As a minimum, ICE must include helmet, individual body armor (IBA), load bearing apparatus, magazine pouches (if not incorporated in a vest), and holster/magazine pouches for the handgun if applicable. Gloves are recommended, but not mandatory. The individual being trained must also utilize the weapon(s) they will be deploying with. If personnel have personal safety glasses, they may bring those. If a shooter shows up without gear, they will be turned away and a no show letter will be issued to the member's unit CC.

8.3.8. Unit Schedulers must ensure their personnel have all required paperwork, gear, and clothing. If not the individual will be removed from the class and the unit will receive a no show letter.

8.4. Mandatory Items Required for Class .

8.4.1. Rifle/Carbine requirements, if the shooters are deploying they must have a signed letter by their Unit CC stating they require the training, or if shooters are firing for permanent changing of station they must have training reporting instructions stating weapons firing is required. Gear required is helmet, IBA (With Rifle Magazine Pouches), and Gas Mask.

8.4.2. Pistol requirements are if the shooters are deploying they must have a signed letter by their Unit CC stating they require the training, or if shooters are firing for permanent changing of station they must have training reporting instructions stating weapons firing is required. Gear required is helmet, IBA (With Rifle Magazine Pouches).

8.4.3. If a special holster is needed for a deployer it must be identified on their reporting instructions and provided at time of class. CATM provides Safari Land Drop Down Thigh Rig Holsters to all individuals for pistol class.

8.4.4. If the individual firing has assigned weapons by their unit (ie, Office of Special Investigation (OSI), SF, and Investigation), the individual must have their assigned weapons for training or they will be turned away.

8.5. Annual Training Forecast.

8.5.1. Requests for training slots will be accomplished annually, through the Combined FY Forecast. Your units' FY Forecast must be accomplished, and turned in to CATM by the 30th of August every year. Your forecast must include all pre-deployment, AFFORGEN, and all resource protection requirements. These letters must be accomplished annually and will expire on the 30th of August of the following year. If your FY forecast is not turned in by the 30th of August for the next FY, training for your unit may cease until your unit CC signs a letter requesting training slots and must provide justification for why it was not accomplished on time. This forecast is very important as this is how CATM forecasts for ammunition. If CATM does not have the correct number of slots requested per year, CATM may not have the proper amount of ammunition resulting in a loss of training and an out of cycle ammunition request that must be approved by Air Staff. The amount of time that an out of cycle request takes Can vary and may mean that training may cease until ammunition has been supplied through the proper channels.

8.6. Making Slot Requests.

8.6.1. Any last minute requests must be addressed via e-mail to the 377 SFG CATM Scheduler as soon as the requirement has been brought to your attention. A short notice tasking is five (5) duty days or less notice that an individual must depart their home station, is not an indication of poor time management. Last minute taskers must have a letter stating the requirement and when they were notified, if the individual failed to simply do what is needed their class date or when the individual leaves for deployment will need to be pushed back. CATM will not set up a special class to qualify someone that failed to get prepared for three (3) months.

8.6.2. If your unit requires training slots, and your requests are not inputted by the deadline, they will wait until the following month, or you will only get what is available. Prioritize your shooters if members add on to your monthly requirement that is over your initial request and CATM has no additional training slots available try to train those who will be first out and have those that Can wait to the following month wait.

8.6.3. Due to remedial training only occurring at the end of the month do not send students the month they are departing KAFB. If a member fails to qualify for any reason they will be automatically scheduled for the remedial class. If the students' final out is before that date then the unit must accomplish appropriate paperwork to have their final out or Required Delivery Date (RDD) changed.

8.6.4. With ARIS all schedulers are required to input names of personnel attending classes as a primary student. All names of students, scheduled for class must be in ARIS at minimum 1500hrs the duty day prior to the class date. If the student's name is not in ARIS and they show up for training, the individuals will be turned away from class and a No-Show will be issued.

8.6.5. Schedulers must verify that this individual has a need for the training and have no outside, verifiable issues that would impact their safety with firearms. Unit CCs or Designated Representative must ensure individual are not listed on the Temporary Arming Withdraw roster prior to arriving for this scheduled appointment. It is your responsibility as a scheduler to ensure each student sent to training has read and signed the Lautenberg act, DD Form 2760.

8.6.6. A full class consists of twenty-one shooters. Due to the mandatory instructor to student ratio (1:7) it takes the same amount of manpower to train one person as it does seven. If range capacity does not meet 70% utilization then the 377 SFG/CC, or the CATM Section Chief will determine whether or not the class will be cancelled.

8.6.7. All PCS personnel and no-notice deployment personnel that require training will be afforded the opportunity to attend training as long as they are scheduled via ARIS *or* have prior coordination with the CATM Scheduler in a situation where scheduling via ARIS is not feasible.

Chapter 9

ADVANCED DESIGNATED MARKSMAN (ADM) PROGRAM MANAGEMENT

9.1. Program Management Rules.

9.1.1. As outlined in DAFMAN 31-131V2, *Small Arms and Light Weapons Qualification Programs* the ADM program is a joint venture between CATM and the owning unit. The 377SFG and CATM have established lines of communication to ensure successful upkeep of the program. Constant communication between the ADM program managers and the CATM Section Chief will ensure this program is not only a success, but prevent shortfalls in weapon qualifications in support of the 377 SFG mission requirements.

9.2. Unit responsibilities.

9.2.1. 377 SFG/S3T will track current Annual/Sustainment qualifications on the Authorization to Bear Firearms Listing (ABL) and will coordinate with the ADM program manager to schedule classroom and firing dates at a minimum one month prior to expiration of training.

9.2.2. CATM will be responsible for facilitating (classrooms and ranges) the recurring Air Force Qualification Course (AFQC) of fire for the ADM weapon systems as outlined in DAFMAN 31-131V2.

9.2.3. CATM will facilitate logistics for Annual/Sustainment training such as providing targets, reserving ranges, acquiring necessary equipment needed to successfully fire the course of fire and have the necessary and adequate ammunition readily available.

9.2.4. All lessons, from the Lesson Plan, outlined in DAFMAN 31-131V2 without asterisks will only be taught by a certified ADM CATM Instructor.

9.3. 377 SFG program managers will. Track current annual/sustainment qualification firing. This will be treated as a check and balance system to ensure annual and sustainment firing timelines are met and not missed.

9.3.1. 377 SFG program managers are responsible for creating and facilitating sustainment training IAW DAFMAN 31-131V2.

9.3.2. 377 SFG will be responsible for updating the Standard Operating Procedures (SOP) to ensure employment of tactics/techniques are enhancing lethality and contributing to mission success.

9.3.3. All lessons, from the lesson plan outlined in DAFMAN 31-131V2, with asterisks will be taught by the ADM program manager or designee with a minimum of one year of ADM qualification and experience, IAW reference 11.2. *Initial ADM AFQC*.

Chapter 10

RECALL AND CONTINGENCY PROCEDURES

10.1. Section responsibilities.

10.1.1. Upon notification of a primary and alternate arming point, All CATM personnel will respond to the alternate arming point, known as the CATM Facility for accountability and distribution of tasks. Unless otherwise directed by section or squadron leadership.

10.1.2. Responding Members will arrive with all designated gear outlined in SFG SOP 31-101, *Recall Response Procedures*. Upon arrival, designated members will open the CATM armory and conduct an immediate inventory of all assets followed by procedures outlined in SFG SOP 31-101.

10.1.3. CATM personnel will be designated armorers and open the issue window located directly in the main classroom. Additional issue windows will be opened as soon as recalled armorers/CATM personnel arrive on scene.

10.1.4. Posting table will be located at the end of the hallway (ensure the armory door is under constant guard when open as to not allow unauthorized entry).

10.1.5. Issue weapons to responding forces.

10.1.6. Upon termination of recall, CATM personnel will reconvene in the armory and ensure proper accountability of weapons, equipment and ammunition are accounted for. Departure from facility will not occur until all inventoried assets are on hand.

JUSTIN D. SECREST, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 31-101, *Base Defense Operations*, 10 September 2024

DAFI 31-131, *Combat Arms Training and Maintenance (CATM) Program*, 31 March 2025

DAFI 91-202, *The Department of The Air Force (DAF) Mishap Prevention Program*, 20 March 2020

DAFMAN 21-201, *Munitions Management*, 24 October 2024

DAFMAN 21-209V1, *Grounds Munitions*, 20 February 2025

DAFMAN 31-131V1, *Combat Arms Training and Maintenance (CATM) Operations*, 01 April 2025

DAFMAN 31-131V2, *Small Arms and Light Weapons Qualification Programs*, 01 April 2025

DAFMAN 31-131V3, *Small Arms and Light Weapons Handling Procedures*, 01 April 2025

DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 24 March 2022

DESR 6055.09_DAFMAN 91-201, *Explosives Safety Standards*, 28 May 2020

KirtlandAFBI91-201, *Transportation Procedures for Hazardous Materials, Radioactive Materials and Explosives*, 22 Dec 2022

DoDI 7730.47, *Defense Incident-Based Reporting System (DIBRS)*, 23 January 2014

KAFB BDP 31-101, *Base Defense Plan*, 8 Oct 2025

SFG SOP 31-101, *Recall Response Procedures*, 20 September 2023

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

28 USC, Section 534 note, *Uniform Federal Crime Reporting Act*

18 USC §, Section 922 note, *Brady Handgun Violence Prevention*

42 USC, Section 10601 et seq., *Victims Rights and Restitution Act of 1990*

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

Prescribed Forms

None

Adopted Forms

AF Form 53, *Security Forces Desk Blotter*

AF Form 1109, *Visitor Log*

AF Form 1473, *Gun Equipment Room Inventory*

AF Form 439, *Robbery Checklist*

AF Form 440, *Bomb Threat Aid*

AF IMT 55, *Employee Safety and Health Record*

AF IMT 483, *Certificate of Competency*

AF IMT 2432, *Key Issue Log*

AF IMT 2530, *Alarm System Test Record*

AFTO 105, *Automated Readiness Information System (ARIS)*

DAF Form 1098, *Special Task Certification and Recurring Training*

DAF Form 1168, *Statement of Suspect/Witness/Complaint*

DAF Form 1297, *Temporary Issue Receipt*

DAF Form 2047, *Explosives Facility License*

DAF Form 710, *Combat Arms Training Record*

DAF Form 797, *Job Qualification Standard Continuation/Command JQS*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

DD Form 2875, *System Authorization Access Request (SAAR)*

SF Form 701, *Activity Security Checklist*

SF Form 702, *Security Container Check Sheet*

Abbreviations and Acronyms

AA&E—Arms Ammunition & Explosives

ABL—Authorization to Bear Firearms Listing

ABW—377th Air Base Wing

ADM—Advanced Designated Marksman

ADWSR—Additional Duty Weapons Safety Representative

AF—Air Force

AFFORGEN—Air Force Force Generation

AFI—Air Force Instruction

AFOSI—Air Force Office of Special Investigations

AFQC—Air Force Qualification Course

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Codes

AFSFC—Air Force Security Forces Center
AFTO—Air Force Technical Order
AMST—Agile Munitions Support Tool
ANG—Air National Guard
ARIS—Automated Readiness Information System
BDAM—Base Defense Alarm Monitor
BDOC—Base Defense Operation Center
CA—Custodian Authorization
CATM—Combat Arms Training and Maintenance
CC—Commander
CD—Deputy Commander
CE—Civil Engineer
CLP—Cleaner, Lubricant, Preservative
CRL—Custody Receipt Listing
CRO—Chief Range Officer
DAF—The Department of The Air Force
DAFI—Department of The Air Force Instruction
DAFMAN—Department of The Air Force Manual
DFC—Defense Force Commander
DFT—Demand Force Teams
DoD—Dept. of Defense
DoDI—Department of Defense Instruction
DOE—Department of Energy
EAL—Entry Authority Listing
ETL—Engineering Technical Letter
FAM—Forecast and Allocation Module
FBI—Federal Bureau of Investigation
FY—Fiscal Year
GMAT—Ground Munitions Authorization Tables (GMAT)
GOV—Government-Owned Vehicle
GSA—General Services Administration
HAZCOM—Hazardous Communication

HAZMAT—Hazardous Material
IAW—In Accordance With
IBA—Individual body armor
ICE—Individual Combat Equipment
KAFB—Kirtland Air Force Base
KAFBI—Kirtland Air Force Base Instruction
KCP—Kirtland Command Post
LAW—Lubricant Arctic Weapon
LRS—Logistic Readiness Squadron
LSA—Lubricant Semifluid, Automatic
MFR—Memorandum For Record
MSDS—Material Safety Data Sheets
MTP—Master Training Plan
NCO—Non-Commissioned Officer
NCOIC—Non-Commissioned Officer In Charge
OI—Operating Instruction
OJT—On the Job Training
OPR—Office of Primary responsibility
OSI—Office of Special Investigation
PA—Privacy Act
PCA—Permanent Change of Assignment
PCAR—Peacetime Conventional Ammunition Requirements
PCS—Permanent Change of Station
PMEL—Precision Measurement Equipment Laboratories
POW—Privately Owned Weapon
PPE—Personal Protective Equipment
RDD—Required Delivery Date
RDS—Records Disposition Schedule
RM—Risk Management
RNLTD—Report No Later Than Date
RSO—Range Safety Officer
SAR—Small Arms Range

SDS—Safety Data Sheets
SDZ—Surface Danger Zone
SE—Wing Safety Office
SEW—Weapons Safety
SF—Security Forces
SF Form—Standard Form
SFG—Security Forces Group
SFS—Security Forces Squadron
SMC—Shoot, move, communicate
SOP—Standard Operating Procedure
SORN—System of Records Notice
SSCC—Site Security Control Center
T.O.—Technical Order
TAW—Temporary Arming Withdraw
TCCC—Tactical Combat Casualty Care
TDY—Temporary Duty
TICMS—Theater Integrated Combat Munitions System
UCMJ—Uniform Code of Military Justice
USAF—United States Air Force
VDZ—Vertical Danger Zone
XP—Wing Plans and Programs Office

Attachment 2

TEMPORARY ARMING WITHDRAW (TAW) PROCEDURES

A2.1. In order to ensure CATM personnel who have had their authority to bear firearms withdrawn do not have access to the weapons and ammunition, the following procedures will be adhered to.

A2.2. Upon notification of withdrawal to bear firearms, day or night. The CATM Section Chief or delegated CATM members, still authorized to bear arms, will immediately respond to the CATM building and change the entrance PIN code to the maintenance room door. Changing of the PIN code will eliminate the possibility that the CATM member that has been removed from arming status cannot gain access to the CATM armory.

A2.3. Personnel who have had their authority to bear firearms withdrawn for mental health reasons . Will be re-assigned to an alternate work center until their authority to bear firearms has been reinstated, or if the CC determines the member is not a threat to themselves or others.

A2.4. A PIN code is kept in a sealed ammo can located at the Fire Station adjacent to the CATM facility. This is used for entry into the CATM facility as an alternate arming location, if needed. CATM Section Chief will establish steps to allow access into the maintenance room where responders will have access to the CATM armory. Once the code is used, for exercise or real world response, and all scenarios have been completed, the Section Chief will change the PIN code to a new 4 digit code and re-seal in the Fire Station adjacent to the CATM facility. If the CATM Section Chief right to bear arms is removed, the CATM Trainer will create new codes for entry into the maintenance room and Fire Station adjacent to the CATM facility. .

A2.5. Each morning prior to the armory opening, SharePoint® will be checked for the current ABL and TAW roster. These items will be printed and placed in the Backup Forces (BF) binder. In the event SharePoint® is unavailable, the posted TAW roster and ABL will be utilized.

Attachment 3

RANGE SAFETY OFFICER (RSO)/CHIEF RANGE OFFICER (CRO)

A3.1. RSO/CRO Requirements.

A3.1.1. All certifications will be valid for one year. The CATM Section Chief will develop the criteria via AF Form 797, *Job Qualification Standard Continuation/Command JQS* in the SharePoint and annotate recertification on the AF 483, *Certificate of Competency*.

A3.1.2. Instructors are trained on the range requirements to include caliber limitations, personnel, authorized weapons, firing line duties, and safety procedures. Once trained, individuals will receive an AF IMT 483, *Certificate of Competency*, and complete refresher training annually.

A3.1.3. After receiving certification, the individuals Can request range time through the 377 TSS Range Management Office. All courses of fire must be approved by the CATM Section Chief.

A3.1.4. Non-DoD civilian shooters and range safety officials must sign a hold harmless agreement relieving the AF and DoD from any liability resulting from injuries or death of these personnel while utilizing the base range(s). Non-DoD civilians are not authorized to use the range or supervise range operations without this agreement.

A3.1.5. Individuals attending training for RSO/CRO will complete a classroom portion and then be required to work a portion of the day on the firing line demonstrating their competency on the firing line as a Range Safety Officer. Certified Range Officials will be made to perform those duties to complete that certification.

A3.1.5.1. RSO duties Can only be performed by an E5 or above, CRO duties are required to be an E6 or above. **Exception:** Security Forces personnel with a minimum grade of E-5 or above may conduct RSO/CRO duties.

A3.1.5.2. RSO/CROs must be appointed in writing by name by their unit CC and be approved by the 377 SFG/CC prior to range use occurring.

A3.1.6. All organizations utilizing the range must maintain the AFs minimum standards for instructor to student ratios.

A3.1.6.1. There must be a minimum of one (1) CRO in the grade of E6 or above, and for every three (3) students there must be one (1) RSO certified by CATM Section Chief.

A3.1.6.2. CATM will ensure that during range operations, at least one range officer (CRO or RSO) is present at the range that has received and Can administer TCCC or equivalent first aid training.

A3.1.6.3. Personnel performing CRO and RSO duties will not perform any other responsibilities during range use. CRO/RSO will conduct necessary actions annotated in [Attachment 7](#) for SAR -EAST and [Attachment 8](#) for CATM -WEST opening and closing procedures.

A3.1.7. Range safety officials are responsible for safe range operations and will remain on the firing range until all weapons and personnel have been removed from the range area and the one hour minimum range presence after live fire is completed. Only then Can the RSOs depart the range area.

A3.1.8. Units/individuals using the range are liable for damage during their use.

A3.2. Shoot, Move, and Communicate (SMC).

A3.2.1. **SMC Requirements.** CATM personnel do not conduct SMC training for any units. CATM will conduct initial training to SMC instructors.

A3.2.1.1. SMC Instructors are trained on SMC and RSO/CRO duties in the event simunition rounds are not available live fire can be accomplished in its place.

A3.2.1.2. To become an SMC Instructor you must be an E5 or above, be identified on a memorandum signed by their unit CC, with the 377 SFG/CC approval.

Attachment 4

LINE OFFICIAL CERTIFICATION PROGRAM

A4.1. Requirements for becoming a line official.

A4.1.1. Security Forces personnel with a 5-skill level, can be task certified on firing line official duties by the CATM Section Chief.

A4.1.1.1. They must be qualified on the weapon and course of fire for each weapon system they assist with.

A4.1.1.2. They may perform as a firing line official for rifle, Carbine, handgun and shotgun training only.

A4.1.1.3. Line official training will include at a minimum 62.5 hours of training and on the job performance evaluations of these items.

A4.1.1.3.1. Weapon and Range Safety.

A4.1.1.3.2. Role of the Tower Operator (they will NOT perform these duties but must be familiar with them).

A4.1.1.3.3. Role of a firing line official to include duties and responsibilities.

A4.1.1.3.4. Range Operations to include opening and closing procedures for all SARs.

A4.1.1.3.5. Range Commands.

A4.1.1.3.6. Course of fire requirements/procedures.

A4.1.1.3.7. Coaching techniques.

A4.1.1.3.8. Firing line evaluation techniques.

A4.1.1.3.9. Shooter errors and target analysis.

A4.1.1.3.10. Emergency notification procedures.

A4.1.1.3.11. Final evaluation will be conducted during live fire operations by the Section Chief of CATM.

A4.1.1.4. Document task certification of firing line officials on AF Form 1098. Maintain a locally developed training log of all personnel certified as firing line officials and indicate when their certification expires (refresher training is due) at the CATM section.

A4.1.1.5. The 377 SFG/CC and the members command must approve firing line officials in writing.

A4.1.1.6. Personnel must complete refresher training annually to maintain their certification.

A4.1.1.7. The CATM Section Chief revokes certifications if individuals fail to follow established guidance or if they perform duties in an unsafe manner. **A qualified 5-skill level Security Forces personnel may only perform duties as an Assistant Instructor and perform Line Official duties. This is IAW DAFMAN 31-131V1, *Combat Arms Training and Maintenance Operations*, Table 3.2.**

Attachment 5**DAILY RANGE OPENING PROCEDURES****A5.1. CATM West procedures.**

A5.1.1. Please utilize CATM -West opening and closing Checklist referenced in [Attachment 7](#) and of this regulation.

A5.1.2. Opening.

A5.1.2.1. Ensure the Red flag is up prior to range operations begin. During night fire the red beacon must be turned on to indicate firing is in progress.

A5.1.2.2. Conduct range inspection utilizing the locally developed checklist that is maintained in the Tower Operator book.

A5.1.2.3. Any item on the checklist found to be missing or damaged will require immediate notification to the Section Chief of CATM.

A5.1.3. Closing.

A5.1.3.1. Police the area for brass, remove trash.

A5.1.3.2. Power down bullet retrieval system.

A5.1.3.3. Turn off lights.

A5.1.3.4. Ensure targets are at the 1-meter line.

A5.1.3.5. Lock tower and target shed.

A5.2. SAR East.**A5.2.1. Opening.**

A5.2.1.1. Once all vehicles enter the area ensure the main gate is closed.

A5.2.1.2. Put the red flag up using the flagpole at the entrance.

A5.2.1.3. Flip the range Warning Signs down to denote live fire is in progress, as applicable.

A5.2.1.4. Utilize a vehicle to drive through the range area honking the horn to clear the range of wildlife and potential trespassers that may be in the area.

A5.2.1.5. Drive the dirt road up to the back gate to ensure it is closed to prevent entry to the area from the mountain entrance.

A5.2.1.6. Following range sweeps the range will be determined clear and weapons can then be introduced to the firing line.

A5.2.1.7. Spotters will be briefed on their responsibilities prior to live fire and positioned where they can see access points to the range.

A5.2.2. Closing Procedures.

A5.2.2.1. Clear the firing line of all weapons once all firing is complete.

A5.2.2.2. Students will police the area for brass and trash.

A5.2.2.3. All equipment will be loaded into the vehicles or trailer.

A5.2.2.4. Instructors will walk the range to inspect for brass and trash to ensure nothing is left behind.

A5.2.2.5. A minimum of 1 hour after live fire has been completed personnel are required to maintain a presence to make sure there are no hot spots on the range that may result in a forest fire.

A5.2.2.5.1. After the one-hour presence is completed proceed to the range flag and signs.

A5.2.2.6. Take down the red flag and turn up the range signs to show firing is no longer in progress. If there are enough personnel, this can be done during the one hour wait time to expedite range closure.

Attachment 6**SAFETY BRIEFING**

A6.1. Welcome to the CATM armory, for your safety you need to be aware that the armory contains Hazard Division 1.4 explosives. In the event of a fire or other emergency involving explosives non-essential personnel shall be evacuated to 300 feet. For fire there will be a hazard of projection, fire, smoke, heat, or loud noise. The expected blast, thermal, and projection effects of this fire will not significantly hinder firefighting or other emergency responses. There is no smoking in the armory and all spark producing items must be placed in the designated can on the exterior of the armory before making entry. Do you have any spark producing devices on your person? Remember to use caution when around the gun racks and ammunition, do not handle weapons or ammunition without the consent of the armory custodian. In the event of an emergency, we will evacuate the facility as soon as possible. There are two exits available in the maintenance room. We will take the safest route and proceed across the street directly across from the flagpole. This concludes my briefing at this time, do you have any questions or concerns before entering the armory?

Attachment 7

SAR-E/FRUSTRATION CANYON WEAPON FIRING PROCEDURES

Figure A7.1. SAR-E/Frustration Canyon Weapon Firing Procedures.

Name (Last Name, First Name, M.I.): _____

Unit/Org Symbol: _____ Scheduled Firing Date: _____ Today's Date: _____

STEP	STATUS	ACTION
Before Firing Day		
1		Schedule Frustration Canyon Range firing time with TSS/XP. Ensure TSS/XP approves of conditions for specified date.
2		Coordinate with S3T for establishing firing class on specified date. (SFG only)
3		Check inventory for enough ammo (NO tracer rounds)
Day of Firing		
4		Ensure all ammo is on-hand.
5		Ensure equipment is prepared.
5a		Shovels
5b		Rakes
5c		Fire Extinguishers
5d		Red Flags
5e		Trash Bags
6		Ensure following personnel are present
6a		Lead Instructor (Chief Range Official)
6b		Range Safety Officers/Firing Line Officials
7		Ensure all needed vehicles are present
8		Before firing, ensure:
8a		No personnel are downrange, in front of firing line, and near the impact zone
8b		Firing line and impact areas around targets are brush-free
8c		A sweep is conducted to verify there are not sparks, 'hot spots', embers, etc. or any obstacles or objects that can cause or spread a fire.
8d		A vehicle (GOV or POV) or cones block the road leading downrange, so that no personnel may cross the line of fire.
9		In conditions that do not allow for safe firing, instructors will ensure weapons are cleared out if firing needs to halt: If there is lightning within 5 nautical miles, suspend firing IMMEDIATELY. Monitor conditions. Lead instructor will make the call to cancel firing and evacuate.

Figure A7.2. SAR-E/Frustration Canyon Weapon Firing Procedures (*Continued*).

		If lightning ceases, wait 30 minutes prior to resuming firing (clock resets if new lightning is observed).
9a		If precipitation is present, lead instructor will make the call to cancel firing.
9b		If visibility drops to the point where impact area is not easily identifiable suspend firing IMMEDIATELY. Lead Instructor will make the call to cancel firing.
9c		If fire breaks out, call the Fire Department. Lead instructor will ensure all weapons are cleared and await guidance from Fire Chief in regard to whether it is safe to resume firing.
9d		If winds conditions become severe, Lead Instructor will make the call to cancel firing.
Upon Completion of Firing		
10		Upon completion of firing, Instructors will clear the range. All other personnel must stay behind firing line until Instructors say it is safe to proceed.
11		Students and assisting personnel will clean up the range once the range is cold. This includes picking up brass, debris, ammo cans, and trash that was utilized during the course of fire.
11a		Lead Instructor will verify that the range is "clean"

Attachment 8

SAR-W/CATM RANGE FIRING PROCEDURES

Figure A8.1. SAR-W/CATM Range Firing Procedures.

Name (Last Name, First Name, M.I.): _____

Unit/Org Symbol: _____ Scheduled Firing Date: _____ Today's Date: _____

STEP	STATUS	ACTION
Before Firing Day		
1		Coordinate with S3T for establishing firing class on specified date
2		Check inventory for enough ammo
Day of Firing		
4		Ensure all ammo is on-hand. If there is an ammo shortage, complete a short notice ammo pull.
5		Ensure equipment is prepared.
5a		All lanes being utilized have functional target stands and backers
5b		Turn on blowers and vacuum
5c		Ensure staplers have staples and are ready to use for the day
6		Ensure following personnel are present
6a		Lead Instructor (Chief Range Officer)
6b		Assistant Instructor(s)
7		Before firing, ensure:
7a		Nobody is downrange or setting up targets
7b		Firing line and impact areas are debris free
8		If conditions exist that do not allow for safe firing, Instructors will ensure weapons are cleared out if firing must halt
8a		If there is lightning within 5 nautical miles, firing must stop IMMEDIATELY. If lightning ceases, wait 30 minutes prior to resuming firing. Clock is reset if lightning is observed. If wind exceeds 15 kts, or gusting up to 20 kts, Lead Instructor will make the call to cancel firing for the day. If precipitation is present, lead instructor will make the call to cancel firing.
Upon Completion of Firing		
9		Upon completion of firing, Instructors will clear the range. All other personnel must stay behind firing line until Instructors say it is safe to proceed
10		Students and assisting personnel will clean up the range once the range is cold. This includes picking up brass, debris, ammo cans, and trash that was utilized during the course of fire.
11		Lead instructor will verify that the range is "clean"
12		Students will place all target stands at the 1 meter line, laying down