

CONNECTICUT MILITARY DEPARTMENT



INSTRUCTIONS FOR RANGE REQUEST FORM

PURPOSE: To request firing ranges at East Haven Rifle Range and ensure all documents, personnel and equipment have been identified.

USE: To be submitted to the Military Administrative & Programs Officers (MAPO) no later than 90 days prior to the requested event. The MAPO will place the request in the Range Facility Management Support System (RFMSS)

INSTRUCTIONS:

1. DATES REQUESTED: Provide at least two dates in which the training is to take place.
2. RANGES REQUESTED: Identify the ranges in which the unit is requesting to utilize.
3. SUPPORT AREAS REQUESTED: Identify all other areas required to complete training.
4. KEY PERSONNEL: The Officer in Charge (OIC), NCO in Charge (NCOIC) and Range Safety Officer (RSO) must have passed the Range Safety Exam within the past two years of the scheduled training. The medic must have completed the Combat Life Saver Course or be a certified EMT or other medical professional and have their certifications on hand at the training event.
5. REQUIRED DOCUMENTS: These are the mandatory documents required to conduct training at East Haven Rifle Range.
6. SUPPLY/EQUIPMENT REQUEST: List the supplies and equipment necessary to conduct training as well as the quantity. Examples include weapon systems, ammunition, protective equipment, vehicles, scorecards, etc.
7. EQUIPMENT CHECKLIST: The items identified are mandatory to conduct training. Failure to have any of these items will result in training being cancelled.

SEND REQUEST & SUPPORTING DOCUMENTATION TO:

Connecticut Military Department
Military Administrative & Programs Officer
360 Broad Street – Room #113
Hartford, Connecticut, 06105-3795
860-524-4968 (Phone)
860 -548-3239 (Alt Phone)
860-493-2721 (fax)

CONNECTICUT MILITARY DEPARTMENT RANGE REQUEST FORM



UNIT:

DATE:

DATES REQUESTED			
Primary Date			
Alternate Date			
Alternate Date			
RANGES REQUESTED			
Rifle Zero Range			
Rifle Qualification Range			
Pistol Qualification Range			
SUPPORT AREAS REQUESTED			
Classroom (Admin Building)			
Training Shelter 1			
Training Shelter 2			
KEY PERSONNEL <small>(must be certified)</small>			
	Rifle Zero Range	Rifle Qual Range	Pistol Qual Range
OIC (E7 or above)			
NCOIC (E6 or above)			
RSO (E6 or above)			
Medic			
Gate Guard(s)			
Casualty Evacuation Driver			
REQUIRED DOCUMENTS			
Environmental Checklist			
Training Schedule (CTMD Form 1-7)			
Risk Assessment (DD Form 2977)			
Commander's Certification Memo			
SUPPLY/EQUIPMENT REQUEST <small>(weapon systems, ammunition, etc.)</small>			
Item	Quantity		
EQUIPMENT CHECKLIST			
Fire Extinguisher			
Combat Lifesaver/Medic Bag			
Casualty Evacuation Vehicle			
Hearing Protection			
Eye Protection			
Helmets			