**Range Planning Checklist**

* Land

-Is your range reserved?

-Have you called range control to confirm? (Including time)

-Have you ensure that the ammo you want to fire can be fired on this range? (Confirm with range control)

* Ammo

-Have you spoken to the BAO?

-Has your ammo been requested? (Confirm 1 week prior to range that SPO has accepted and will be giving you requested amount, and the ASP has confirmed your pick up date)

-Have you confirmed the number of rounds you need per soldier to zero/qual?

(Ask the BAO to see the regulation if you are unsure, ensure you have the correct headcount of soldiers)

-Did you coordinate a pick-up time in the BN AHA for ammo?

-Did you coordinate a return time in BN AHA for dunnage?

-Are both the driver(s) and TC(s) Ammo Handler Certified of whichever vehicle you are transporting ammo in?

-Have you ensured that this vehicle does not also contain soldiers? (For example you cannot transport ammo in the back of an LMTV with soldiers, but you could use a HMMV trailer)

* Weapons

-Have you talked to the armorer to ensure they will be there at the time you need to have firers pick up their weapons? (Backwards plan from the time you need to SP)

-Did you also ensure they will be there when you return to receive the weapons back?

-Did you plan time either after the range (same day) or the following day to clean weapons?

-Did you arrange with the armorer whatever is necessary to ensure soldiers have weapon’s cleaning supplies?

-Have you coordinated for PMI?

* Briefing

-Have you briefed your CDR on your plan? (This includes timeline, CONOP, PMI etc)

-Do you need to brief the BN CDR on your range? (Did you get on his/her calendar for this? And did you pre-brief either the BN XO or the S3?)

-Do you have a concurrent training plan? (Have you coordinated for additional personnel and included them in your head count if necessary? Think CBRN, Medical or other METL tasks)

* MREs

-Have you requested enough for however many meals you will miss?

* Drinking Water (water buffalo)

-Have you ensured it’s dispatched? (Included BN XO signature if going off-post)

-Has the water been tested by Water Sanitation?

* Ice Sheets (if summer)

-Have you put in an ice request? (Through S4)

-Have you coordinated to pick it up? (DFAC Manager)

* Convoy Request (if going off-post)

-If you have any ammo, regardless of vehicle count you need a convoy number (you will need pax count, vehicle count, and type of ammo being carried)

-If you have more than 2 vehicles you need a convoy number (Through S4)

* Vehicles

-Do you have dispatches? (Through PLL)

-Are they signed for off-post by the BN XO if necessary?

-Do they include your trailer(s) and water buffalo?

-Did you do you cheek-to-seat? (Do you have enough seats for your pax count?)

-Does every TC know their headcount? (Including names)

-Does every dispatch include the correct DRAW?

-Does every TC have a TC/VC card?

-Is every driver authorized to drive off-post if necessary? (TMP license, state-side license and Army 348-e)

-Does every vehicle have a full fuel tank? (Including those from other units that may be borrowed or joining your convoy?)

* Commo

-Do you have radios for every vehicle?

-Have you checked that they work from each vehicle?

-Did you sign for an SKL so you can fill them if one or more drop fill?

-Did you get your JCR up?

-Did you sign for a DGR so you can use your JCR?

-Can BN (or other higher HQ) receive your JCR message?

-Do you have the number for Staff Duty in case you have a JCR/ASIP issue?

* Convoy Brief

-Do you know your pax and vehicle count?

-Have you put them in a common sense OOM? (Think tracks are slower)

-Have you briefed the speed limit, red light procedures, roll over procedures, and what to do if a civilian breaks the convoy?

-Have you briefed your entire convoy in the proper format? (TACSOP)

* If you are in a foreign country do you have a translator?

-This is a requirement if going off-post, don’t forget to include one in your headcount and ensure availability

* Recon

-Do you know how to get to your range?

-Do you have a strip map for every vehicle that shows the route?

-Do you have a MEDEVAC strip map?

-Do you have the radio freq for MEDEVAC labeled on the strip map?

-Do you know where the closest medical facility is? (Not just the map, but how to actually get there?)

-Did you check in with range control? Do you need anything you don’t have?

* Medical

-Does every vehicle have a CLS bag? (Did you sign for them from supply?)

-Are you bringing a medic? Did you ensure availability? (Are they bringing a vehicle? Include in total vehicle number for convoy request)

-Which of your vehicles is designated as the CASEVAC vehicle? (It must be able to include a liter, so not a HMMV)

-Do you have the correct number of CLS qualified personnel coming to your range?

* Range Control

-Do you know how to get to range control?

-Do you have your ROPD Phase 4A certificate off AKO to be the OIC? (Bring a printed copy with you to range control)

-Does your RSO also have one? (You are the OIC, both need to bring a copy)

-Do you have the memo signed by the BN CDR authorizing you to fire ammunition? (Does it include approval for the ammo you will fire? This is the check boxes on page 1.)

-Does your RSO also have the memo? (You both need to be in the Range System)

-Do you have your DRAW? (You’ll need a copy at range control)

* DRAW

-Does it cover any issue you may come into contact with?

-Is it mitigated to the correct level?

-Is it signed at the correct level?

-Is a copy in every vehicle?

* Movement (check the TACSOP book)

-Did you send a Black 3 (Convoy Report) to Staff Duty? (1 Hour Prior)

-Did you send a Black 4 (Departure Report) to Staff Duty? (When SPing)

-Did you send a Black 5 (Closure Report) to Staff Duty? (Upon Return)

* Range Safety

-Do you have the correct number of lane safeties in the proper rank? (This varies by ammo type)

-Do you have extra ear pro for the range? (Did you get it from the Arms Room?)

-Do you know how to run this type of range? (Did you read the regulation?)

-Do you have a layout of where everything is going in relation to the tower/lanes at the range? (Think personnel, concurrent training, water buffalo, medic, etc.)

-Do you have the targets you need?

-Do you have a stapler (and extra staples)?

-Do you have markers to mark targets during zero?