



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 3551.1
N3
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CNIC INSTRUCTION 3551.1

From: Commander, Navy Installations Command

Subj: SMALL ARMS RANGE SMALL ARMS WEAPONS SIMULATORS AND
AMMUNITION REPORTING REQUIREMENTS MANAGEMENT ON NAVY
INSTALLATIONS

Ref: (a) OPNAVINST 3591.1
(b) NOSSAINST 8020.14
(c) NOSSAINST 8023.11
(d) MIL-HDBK-1027/3B
(e) NEHC-TM6290.99-10 Rev.1
(f) OPNAVINST 3501.360A
(g) NAVSUP P-724
(h) DoD Instruction 4000.19 of 25 April 2013
(i) NAVSO P-1000
(j) CNICINST 4000.1
(k) OPNAVINST 8020.14

Encl: (1) Commanding Officer's Annual SAR Report Template

1. Purpose. To provide policy for operating and maintaining Commander, Navy Installations Command (CNIC) Small Arms Ranges (SAR), Small Arms Weapons Simulators (SAWS), and ammunition accountability.
2. Scope and Applicability. This instruction applies to all CNIC Headquarters, Regions, and Installations.
3. Background. CNIC facilitates attainment of shore and fleet enterprise small arms training and qualification requirements through the safe operation and management of CNIC operated SAR (fixed and mobile ranges) and SAWS. CNIC also tracks and manages installation ammunition accountability.
4. Policy. Per references (a) through (k), this instruction provides guidance for all U.S. Navy Regions and installations which operate CNIC SAR and SAWS. Navy Special Warfare ranges, SAWS and ammunition, Tenant Command Operated Ranges (TCOR), and tenant command operated SAWS located on Navy installations are not CNIC-operated and are not within the scope of this instruction.

a. CNIC provides SAR and SAWS resources to support required installation Navy Security Force (NSF) and fleet and tenant command training per reference (a). SAR types include indoor, outdoor, mobile, and modular.

(1) Indoor SAR. These are indoor, stand-alone permanent buildings, or rooms and spaces within other buildings which have been specifically constructed for the purpose of executing live-fire weapons training. The number of firing lanes in these facilities varies.

(2) Outdoor SAR. These are outdoor facilities which have been constructed and designated for the purpose of executing live-fire weapons training. The number of firing lanes in these facilities varies.

(3) Mobile SAR. These are enclosed mobile facilities constructed and designated for the purpose of executing live-fire training. As the name states, they can be moved to different locations. All mobile facilities have three firing lanes.

(4) Modular SAR. These are enclosed facilities which are stand-alone non-permanent buildings placed on a cement pad. The number of firing lanes in these facilities varies.

b. Live fire training at a SAR is required to attain weapons qualification per reference (a). For installations without a live-fire SAR, other Department of Defense Federal, State and Local government live-fire training facilities (or, if necessary, civilian private sector live-fire facilities) will be utilized.

c. SAR inspections and maintenance are required to satisfy material readiness standards and to ensure overall safety. References (a) through (e) provide guidance on inspection material readiness maintenance criteria. Installations will utilize the SAR condition assessment checklist to inspect and maintain CNIC SAR. The checklist can be downloaded from the CNIC N3AT G2 site at <https://g2.cnic.navy.mil/tscnichq/N3/N3AT/SAR/SitePages/Home.aspx?activeTab=Shared%20Documents>.

d. The following specific maintenance criteria and procedures regarding live-fire impact berm lead removal and cleaning will be implemented. These maintenance criteria and procedures are included in the SAR condition assessment checklist.

(1) Outdoor earthen live-fire impact berms. Lead removal and cleaning of outdoor earthen berms is required when ricochets take place or when berm saturation is visibly evident. Reapplying fresh dirt to the berm face can be a viable option depending on variables such as remaining training area, surface danger zone, other local environmental considerations.

(2) Indoor Granulated Rubber Material (GRM) live-fire impact berms. The maximum number of rounds per lane between lead removal procedures is 80,000. When a particular lane reaches 80,000 rounds, or when ricochets occur, that lane will be secured. When all lanes have

reached 80,000 rounds, or are experiencing ricochets, the range will be secured and the entire berm is required to have lead removed and be properly cleaned. Maintain proper rubber coverings over the berm at all times and keep both feeder and safety bins topped off to manufacturer's recommended levels.

(3) Mobile and Modular GRM live-fire impact ranges. The maximum number of rounds per lane between lead removal procedures is 50,000. When a particular lane reaches 50,000 rounds, or when ricochets occur, that lane will be secured. When all lanes have reached 50,000 rounds or are experiencing ricochets, the range will be secured, properly cleaned, and have lead removed from the berm.

e. Installation security officers will submit an annual SAR inspection report, Enclosure (1), to the Commanding Officer no later than 31 January for the previous calendar year. This inspection is designed to ensure SAR are in a state of high material readiness, afforded requisite command visibility, and remain safe for training. References (a) and (b) listed in enclosure (1) can be found on the CNIC N3AT G2 site at <https://g2.cnic.navy.mil/tscnichq/N3/N3AT/SAR/SitePages/Home.aspx?activeTab=Shared%20Documents>.

f. Range Facility Management Support System (RFMSS) is the authoritative database for CNIC SAR and SAWS and will be used by the installation and unit utilizing the SAR for scheduling and data collection, see paragraph 4a(3). Reference (k) requires installations to maintain permanent records of range activities. RFMSS automates this administrative requirement. RFMSS can also be utilized for other installation training ranges and facilities. RFMSS does not provide the capability to track the number of rounds expended per firing lane. Rounds expended per firing lane are required to be tracked per paragraph 4e(7). Tabulation of rounds expended per firing lane is necessary for planning maintenance required by paragraphs 3d(2) and 3d(3).

g. SAWS may be used to satisfy sustainment training requirements per reference (a). However, live-fire may also be utilized for sustainment training and therefore SAWS procurement and maintenance is not considered a requirement.

h. Installation ammunition administration will be per Reference (g). Installation ammunition requirements (i.e., allowances) and installation ammunition on-hand (i.e., inventory) will be accurately reflected in Ordnance Information System - Wholesale (OIS-W) and Ordnance Information System - Retail (OIS-R) under the installation unit identification code (UIC). Readiness reporting via Defense Readiness Reporting System - Navy (DRRS-N) is required by reference (f). DRRS-N will not be able to display accurate ammunition and ordnance readiness data within the Ordnance Pillar if the information is not being reported under the installation UIC.

5. Responsibilities

a. CNIC is responsible for:

(1) Identifying, through the Program Objective Memorandum (POM) process the Base Operating Support (BOS) resources required to provide adequate SAR, range maintenance, and appropriate SAR personnel staffing throughout the shore enterprise.

(2) Providing policy and guidance for the operation of BOS-funded SAR per references (a) through (k).

(3) Ensuring RFMSS is available for SAR data collection. Data collected will include facility utilization percentage, courses of fire executed, and ammunition expended. Reference (k) requires installations to maintain permanent records of range activities. RFMSS automates this administrative requirement.

b. Region Commanders (REGCOM) are responsible for:

(1) Ensuring all Region SAR are managed per this instruction.

(2) Ensuring collection of requisite SAR data using RFMSS (see paragraph 4a(3)).

(3) Ensuring requisite budget data, POM data, and unfunded requirements are submitted as required.

c. Region N3/Region Security Officers are responsible for:

(1) Ensuring operation of SAR is per this instruction, ensuring the REGCOM is aware of SAR issues, and ensuring SAR readiness is current in DRRS-N per reference (f).

(2) Ensuring requisite SAR data is collected utilizing RFMSS (see paragraph 4a(3)).

(3) Ensuring requisite budget data, POM data, and unfunded requirements are submitted as required.

d. Installation Commanding Officers (CO) are responsible for:

(1) Validating and approving a SAR standard operating procedure (SOP) per reference (c).

(2) Ensuring SAR are maintained in a high state of material readiness and ensuring SAR are examined closely during Explosive Safety Inspections (ESI) and Explosive Safety Self Assessments (ESSA) per reference (b).

(3) Ensuring SARs are adequately manned. Tenant and fleet commands are responsible for providing Small Arms Marksmanship Instructors (SAMI), Range Safety Officers (RSO) and Line Coaches (LC) per reference (a).

- (4) Ensuring SAR readiness is accurately reported in DRRS-N in per reference (f).
 - (5) Ensuring requisite SAR data is collected utilizing RFMSS, paragraph 4a(3).
 - (6) Reviewing annual CO SAR memorandum, template provided in enclosure (1). Take action as necessary to correct material discrepancies noted within the report.
 - (7) Ensuring SAR inter-service support agreements, if any, are documented via memorandum of agreement or memorandum of understanding at the Region and Installation level per references (h), (i), and (j).
- e. Installation Security Officers (SO) are responsible for:
- (1) Supervising the safe operation and management of installation SAR.
 - (2) Ensuring SOP is current and accurate.
 - (3) Providing SAMI, RSO, and LC for small arms qualification of installation NSF personnel.
 - (4) Providing weapons, ammunition, SAR consumables (i.e., targets, hearing protection, weapons cleaning gear, etc.) for small arms qualification of installation NSF personnel. Tenant and fleet units provide their own consumables, targets, hearing protection, weapons cleaning gear, etc.
 - (5) Ensuring all SAR users schedule the SAR properly using RFMSS.
 - (6) Ensuring DRRS-N NMET 4.15.4.1 reflects accurate SAR readiness information per reference (f).
 - (7) Submitting annual SAR memorandum (enclosure (1)) to the CO for previous calendar year (CY) no later than 31 January of current CY. Take action as necessary to correct material discrepancies noted within the report. Maintain current and previous three reports on file.
 - (8) Ensuring collection of requisite data utilizing RFMSS (see paragraph 4a(3)). For indoor and mobile ranges with GRM impact berms, ensure rounds expended per individual firing lane are recorded via means other than RFMSS.
 - (9) Ensuring current Naval Facilities Engineering Command (NAVFAC) issued Record of Compliance is available at the range per references (a) and (d).
 - (10) Ensuring ESI and ESSA criteria is met per reference (b).

- f. Units utilizing CNIC SAR for live fire training will:
- (1) Schedule SAR usage utilizing RFMSS.
 - (2) Provide SAMI, RSO, and LC.
 - (3) Provide weapons, ammunition, SAR consumables (i.e., targets, hearing protection, weapons cleaning gear, etc.).
 - (4) Where required, attend range safety training prior to use.
6. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
7. Review and Effective Date. Per OPNAVINST 5215.17, CNIC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



D. R. SMITH
Vice Admiral, U. S. Navy

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0 <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

COMMANDING OFFICER'S ANNUAL SAR REPORT TEMPLATE

Date

From: Installation Security Officer, (name of installation)

To: Commanding Officer, (name of installation)

Subj: CALENDAR YEAR (insert year here) SMALL ARMS RANGE EXPLOSIVE
SAFETY/CONDITION ASSESSMENT REPORT

Ref: (a) SAR Condition Assessment Checklist

(b) NOSSA Program 7 Evaluation Guide

(c) Defense Readiness Reporting System Navy (DRRS-N)

1. The Security Department has inspected the below range(s) using references (a) and (b). Other resources (Installation Safety Officer, Industrial Hygienist, and Public Works Officer) were utilized as necessary.

Name of Range Type (Indoor/Outdoor/Mobile)

Note: Add rows as necessary for multiple ranges.

2. The following are items of concern:

a. (List items of concern and plans to mitigate, or state "There are no items of concern.")

3. Installation SAR material readiness/explosive safety degradations and/or readiness issues are accurately documented in reference (c), specifically Navy Mission Essential Task 4.15.4.1.

Signature