

# *U.S. NAVAL SEA CADET CORPS*

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15 November 2004

## **NSCC ACTION LETTER 08-04**

From: Executive Director, Naval Sea Cadet Corps (NSCC)  
To: Distribution

Subj: 2004 REGIONAL DIRECTOR'S CONFERENCE CHANGES IN POLICY  
AND/OR ADMINISTRATIVE PROCEDURE

Ref: (a) NSCC Regulations Manual  
(b) 2004 National Regional Director' Conference, 2 & 3 October 2004  
(c) NSCC Action Letter 14-98  
(d) NSCC Action Letter 12-99  
(e) NSCC Action Letter 6-00  
(f) NSCC Action Letter 9-02  
(g) NSCC Action Letter 11-03

Encl: (1) NSCC Small Arms Policy, Checklist and Lesson Plan  
(2) NSCC and NLCC Physical Fitness Standards

1. IAW ref (a), ref (b) was convened at the Fleet Antisubmarine Warfare Training Center (ASW Base Point Loma), San Diego, Ca. Meeting minutes have been separately distributed to all Regional Directors and Field Representatives. Action items in this letter are a continuation of those resulting from the 1998 thru 2003 Regional Directors conferences, previously promulgated in refs (c) through (g). All refs (c) through (g) action items remain in effect. This year's action items having immediate, or near future impact on NSCC/NLCC policy and/or administrative procedure and requiring Unit CO's immediate attention, are as immediately follow in this paragraph and are being incorporated into updates of NSCC directives as appropriate.

a. **Small Arms Safety And Training Policy Established** Creation of a Small Arms Training Policy for the NSCC was agreed to in the Regional Directors meeting of 2000, ref (e) refers. That policy is at encl (1) and is effective upon receipt. Credit for policy development goes to Recruit Training Command New England with LCDR Dave Carchia, RD 011, as COTC. Further as briefed during the 2004 Regional Director's conference, a committee headed by LCDR Jim Lukaszewicz, RD 041 has been established to implement for the NSCC an advanced summer training opportunity in small arms for cadets, and also to develop a national NSCC program in small arms training modeled after other youth programs currently in existence. This NSCC Small Arms Safety and Training Policy will be incorporated into updates of the Advancement and Training Manual and the Escort Officer Handbook.

b. **"TWT" Acronym Being Replaced With Simply "Advanced Training"**. The Advancement and Training Manual currently carries "TWT" as an advancement requirement defined as 10 days. Summer and Winter Training generally falls into one of

3 broad categories; NLCC training, NSCC Recruit Training, and NSCC Advanced Training. In practice advanced training evolutions as published in the summer and winter training schedules can run anywhere from 7 or 8 days to as much as 21 days. The goal for advancement is to have cadets participate in advanced training evolutions as promulgated in the summer and winter training schedules even if under 10 days. Current guidance for advancement requirement is “TWT”, five days of which must be continuous and cadets must make up an additional five days. Cadet deposit and transportation costs, as well as the varying rigor of the training, reinforce that attendance regardless of days be the dominating criteria for advancement. Accordingly, the new policy is that participation in “advanced training” meets the requirement for advancement regardless of number of days. Advanced training are those training evolutions promulgated in the summer and winter training schedules, and in most cases will always be somewhere between 7 or 8 days and 14 days in length. Cadets attending a published evolution less than 10 days do not need to make up the additional days to get a total of 10 days for advancement. Cadets attending evolutions in excess of 10 days do not gain additional days which can be credited towards future advancement. Advanced Training requirements are now evolution based and not days based. Exceptions will be as noted in the summer and winter training schedules, if any. Special circumstances and/or requests for special considerations should be referred to NHQ for resolution. This NSCC change will be incorporated into updates of the Advancement and Training Manual and carried in the Summer and Winter training schedules.

c. **Ribbon Recognition For Honor Guard Training Established.** Effective immediately, cadets who successfully complete Honor Guard training as published in the summer training schedules are authorized to wear the color guard ribbon with gold frame. This change is retroactive to include all cadets who have successfully completed any Honor Guard training as published in prior summer training schedules. This change will be incorporated into updates of the Awards Manual.

d. **COTC Qualifications Established.** Effectively immediately, COTC’s minimum qualification standards are established as completion of the Officer Midshipman Study Guide, completion of OPD 101, and one year’s experience in the NSCC/NLCC program. OPD 201 completion is very highly recommended as is previous escort duty at the particular training for which they wish to be COTC. These standards will be included in updates to the Advancement and Training Manual and Escort Officer’s Handbook. They will also be included in the summer and winter training schedules as well as in COTC guidance. Exceptions must have NHQ approval.

2. Other action and information items being undertaken which may impact units in the future are as follow. Unit CO’s have no immediate action to take with regard to these items. They are provided for information and advance planning only.

a. **Recruit Training Short Course Being Developed.** NSCC Recruit training is ideally 14 days in length including day of arrival and day of departure. The Navy approved curriculum for Recruit Training has been 76 hours of lessons, and 30 hours of company

commander, PT and testing time for a grand total of 106 hours which fits this 14 day model. In practice, non-school days over the holiday season, unavailability of berthing and/or messing or restricted times of availability due to active service component (our hosts) requirements, and instances of limited escort availability, all coupled with escalating costs, have led the NSCC to sponsor and schedule Recruit Training evolutions of less than 14 days. Additionally the U.S. Navy has modified its' recruit training requirements and changed its' course to reflect a lesser number of hours required for its' own graduates. Accordingly the NSCC, in concert with Recruit Training Command Great Lakes, has initiated action to develop a shorter course for Recruit Training (an alternate 9 day model) that still delivers the training required to satisfy Navy's requirements so that those cadets who go on to active duty still get E-3 directly upon USN RT completion vice E-2. If approved (as expected) these shorter courses will be offered more frequently along with the standard 14 day course in future training schedules.

**b. New Junior Petty Officer Development (JPD) Course Under Development.** The US Navy has developed a Petty Officer Indoctrination Course to specifically aid newly appointed petty officers (PO3's) in developing their leadership skills as first line supervisors. In the NSCC a similar course of instruction has been identified as needed to help cadets newly appointed or aspiring to be appointed to NSCC PO3. Our current POLA curriculum may be completed anytime between E-3 and CPO. E-3 can not be attained until at least 6 months after completion of Recruit Training. Accordingly, there is a gap in availability of leadership training for cadets immediately graduating from Recruit Training and aspiring to quickly attain Petty Officer grade. The JPD course under development is intended to provide the Recruit Training graduate, the E-3 cadet, and newly appointed PO3 with enhanced abilities to carry out duties as an assistant or full squad leader commensurate with their change of responsibility from simply taking care of themselves to also taking care of cadets that they have been assigned to assist and supervise as first line supervisors. It will also help prepare them for summer training cadet staff assignments. The NSCC JPD course will borrow from the Navy course, incorporate what was learned from correspondence courses, and employ practical hands on and on the job training experiences for enhancement of leadership skills. After testing, the target completion date is late 2005.

**c. PT Standards For NSCC To Remain Unchanged And Standards For The NLCC Being Adopted.** Existing NSCC Physical Readiness Test standards were reviewed and compared against the revised standards now contained in the updated President's Challenge. There will be no change to the current NSCC policy and standards. However, the NLCC has no standards prescribed. Effectively immediately, the NLCC standard will be generally the same as the NSCC but at the NLCC cadet's particular age level. Cadets are encouraged to meet the standards, but failure to meet the standards will not be a disqualifier for participation in the NLCC. There are no established requirements to meet these standards at this time. The updated standards are at encl (2). Please note that all NSCC standards remain at or below the 50<sup>th</sup> percentile, and that percentiles for each test may vary. NLCC standards are based on the existing NSCC standards, simply

extended to the younger age groups. NLCC standards will be promulgated in updates to the Advancement and Training Manual.

d. **BMR Recommended For Officers Not Having This Background.** It is recommended that all NSCC Officers complete the Basic Military Requirements (BMR).

e. **OPD 301 Under Review.** Officer Professional Development Course 301 is being reviewed for probable update. NHQ Representative Northwest Capt John Payne is conducting this review and comparing the NSCC 301 with the newly developed Naval Reserve Officer Leadership Course available to all Naval Reserve Officers. As part of the review, development of a seminar module which focuses on best practices and practical experiences in dealing with problems is also being considered (modeled after a previous suggestion for an OPD 401 structured the same way). NSCC is targeting 2005 for results of the review and final decisions on the nature of the update.

f. **NSCC Website To Include Sections For Public Relations Ideas, And Fund Raising Ideas.** For public relations ideas and promotional material that can be adapted for unit use and downloaded go to [www.seacadets.org/resources](http://www.seacadets.org/resources). Scroll down to Public Affairs and Promotional Materials on the left hand side of the screen. There you will find materials that can be adapted for specific units and their use...just fill in the blanks, download and reproduce and use. A similar site is soon to be available specifically targeting fund raising ideas. Anyone having ideas or programs that have worked well for them are encouraged to send your ideas to the to the Resources Page Administrator. All you have to do is, once again, go to [www.seacadets.org/resources](http://www.seacadets.org/resources) and click on "Communications" in the headline banner. Then click on "Feedback to the USNSCC Resources Page Administrator". Title your comment "Fund Raising Idea" and we will start collecting and posting at a new site successful ideas that have worked for units throughout the NSCC.

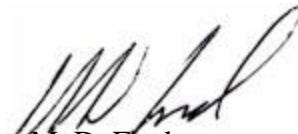
g. **GENERAL NOTE FOR ALL HANDS.** With federal funding to offset cadet and escort messing and berthing costs once again available for 2005, the NSCC continues to look for additional training opportunities to offer our growing numbers of NSCC/NLCC cadets. Specifically, expanded one week or two week (or even longer) summer training opportunities are desired. While military training onboard bases, stations, and ships, continues to be of first preference in accordance with our program goal of making cadets aware of the prestige of military careers and also to increase advancement potential for those who join, we are not restricted to only that training. Our other goals are:

- Develop interest and skills in basic seamanship and seagoing skills.
- Instill virtues of good citizenship and strong moral character and principles.
- Demonstrate value of alcohol, drug and gang free lifestyle.

One and two week training courses that support any of these goals are desired. If you have any ideas or recommendations, call NSCC NHQ Capt Nyland or 1SG Bunting. We need your help, and remember, messing and berthing will be covered and this applies to both NSCC and NLCC training.

h. **DEFY Opportunities.** DEFY stands for Drug Education For Youth. It is a program endorsed by the Navy and targets youth among Navy families; youth who are not at risk. This is a program designed for good kids, and to keep kids good! It is a 3 phase program starting with classroom learning, physical fitness and educational trips. Phase 2 is school year mentoring, interactive workshops and ends with out placement which is phase 3 and where the NSCC fits in. After initial training, students in DEFY are out placed into successful youth organizations including the NSCC. Others might be the Boy Scouts/Girl Scouts, Big Brother/Sister, and Young Marines. Information regarding the 2005 year program is still in development but soon to be promulgated. Once known (to include an adult training program in Reno) NSCC NHQ will forward details to each Regional Director. More to follow, but if you're really interested and wish more information now, you can call the DEFY Program Office directly at (202) 433-3113.

3. Refs (c) thru (g) remain in effect until all actions or changes are incorporated into relevant manuals. This action letter also remains in effect until incorporation of changes into relevant manuals.



M. D. Ford

Distribution:  
National Chairman/National President  
NSCC NHQ Representatives  
NSCC Regional/Associate Regional Directors  
NSCC/NLCC Unit Commanding Officers

**U.S. NAVAL SEA CADET CORPS  
SMALL ARMS TRAINING POLICY  
30 Aug 2004**

**I. AUTHORIZATION**

The NSCC/NLCC Small Arms Training Policy is authorized by NSCC Action Letter 6-00.

**II. OBJECTIVE**

Firearms training and qualification is a critical aspect of military training. Sea Cadets are required to know the fundamentals of military small arms as found in Chapter 11 (Small Arms) of the Basic Military Requirements - NAVEDTRA 14325. The objective of this policy is to insure that all small arms training conducted by NSCC personnel is conducted in a safe and efficient manner. A checklist and safety lesson plan is provided as part of, and in support of, this NSCC Small Arms Training Policy.

**III. SAFETY**

Safety SHALL always be paramount to any Small Arms training conducted by the NSCC. When League Cadets are included in small arms training, their age, physical ability and physical size will be taken into consideration when selecting the type of firearm to be used in the live fire training.

Prior to conducting live fire training, all personnel, including all adult escort officers and volunteer range personnel shall be present for a firearms safety briefing. This briefing shall cover the Cardinal Rules of Firearms Safety (in the checklist), basic firearms nomenclature, range commands and rules, fundamentals of marksmanship. Every effort should be made to familiarize the shooters with the type of firearm to be used in the training prior to going to the firing line. A roster of all attendees will be maintained.

Prior to conducting live fire training, the officer in charge will complete the Range Operations Checklist. As stated in the directions on how to use the checklist, special attention is to be paid to any "NO" answer. "No" answers are potential safety hazards. Every effort is to be made to rectify "No" answers or to implement a corrective action.

The Officer in Charge shall insure that all ammunition used in NSCC Small Arms Training is of the proper caliber and type for the firearm and range facility being used.

Compliance with all federal, state and local firearms laws is required. All personnel are reminded that the 1996 Lautenberg Amendment to the Gun Control Act of 1968 (18 USC 922) prohibits access to firearms by people convicted of domestic violence, including military and law enforcement personnel.

#### **IV. OFFICER IN CHARGE / RANGE MASTER QUALIFICATIONS**

The Officer in Charge (Range Master) of any NSCC small arms training shall be a qualified firearms instructor. The term “Qualified Instructor” shall be defined as follows: an adult holding a valid certification as

- Basic Pistol, Shotgun, Rifle or Personal Protection Instructor rating as certified by the National Rifle Association;
- Training Counselor or Coach as certified by the National Rifle Association;
- Firearms Instructor or Instructor Trainer as certified by a federal, state or municipal law enforcement training agency or POST;
- Small Arms instructor as certified by a branch of the U.S. armed forces.

All training shall be under the direct supervision of a qualified firearms instructor.

#### **V. RANGE OFFICERS / COACHES**

Wherever possible, Range Officers and Coaches should be experienced shooters or instructors. Supervision shall be on a 1:1 ratio – one coach for each shooter.

Foreseeing that inexperienced adults may be called into service to coach shooters, every adult must attend the firearms safety & marksmanship fundamentals briefing prior to reporting to the range. Inexperienced coaches/range officers should be cautioned that it may be better to remain silent than to unwittingly induce poor habits in a cadet. The level of participation of a coach will be up to the Officer in Charge after evaluating the coach/range officers experience and capabilities. Remember - “Adult” does not necessarily mean qualified or experienced in this type of training.

#### **VI. TARGETS**

Targets will be NRA or MILSPEC and appropriate to the type of firearm course of fire and shooting distance. Paper bullseye type targets are the preferred type for ease of scoring. Use of human silhouette targets is prohibited.

#### **VII. QUALIFICATION vs. TRAINING**

NSCC and NLCC personnel are authorized to qualify for the NSCC Marksmanship Ribbon. The criterion for this ribbon is outlined in the NSCC Awards Manual.

Briefly, the shooter will qualify under the guidelines of the governing body (NRA, etc.) Any time a shooter attempts a “qualification” score, the type of target, number of rounds, time limits and range (distance) requirements must be in accordance with the regulations of the governing body. When conducting “training”, these requirements may be relaxed to achieve the training goals.

#### **VIII. TYPES OF SMALL ARMS TRAINING**

Small arms training need not be limited to small bore rimfire rifle. Handgun training may be conducted at a suitable facility . The use of devices to ensure the muzzle of the handgun is always points down range is strongly recommended. Indoor shooting ranges with lane partitions or sheets of plywood with a square shooting port cut in it may be suitable for this. Military service rifle training is authorized if the shooting range will support this type of firearm.

## **IX. RANGE FACILITIES**

Training shall be conducted on approved ranges. If using private property, the consent of the landowner must be obtained. In all cases, the Range Master shall ensure that an adequate backstop for the type of ammunition is present and in good condition. If shooting indoors, the Range Master will insure that the ventilation system is operable and adequate for the type of shooting planned.

## **X. PROHIBITED TRAINING**

Paint ball is not authorized for training. Use of airsoft type weapons are not authorized for any type of training. The act of firing any type of projectile at or towards another person is forbidden in the course of NSCC training.

# **U.S. Naval Sea Cadet Corps**



## **RANGE OPERATIONS CHECKLIST**

August 2004

# **FIREARMS SAFETY RULES**

## **CARDINAL RULES OF FIREARMS SAFETY**

- 1. Treat all firearms as if they were loaded – all the time.*
- 2. Always keep the muzzle pointed in a safe direction.*
- 3. Always keep your finger off the trigger until you have made the decision to fire.*
- 4. Always keep the action open and the gun unloaded until you are ready to shoot.*

### **Additional Safety Rules**

1. Eye and hearing protection are required at all times when firing is being conducted on the range. This applies to shooters, instructors/coaches and bystanders.
2. Immediately upon picking up a firearm, open the action and check to be sure that it is unloaded.
3. Repeat #2.
4. Never give a firearm to or take a firearm from a person unless the action is open and the gun is unloaded.
5. Load, reload, unload only when on the firing line and only when instructed to do so.
6. Keep your firearm pointed down range at all times.
7. Never go forward of the firing line unless instructed to do so by the Range Master. Never step back off the firing line unless directed to do so by the Range Master and your firearm has been unloaded and placed in a safe position.
8. There will be no horse play while on the firing line.
9. No talking on the firing line except to or by a Range Officer or coach.
10. Pay strict attention to all range commands. Do not anticipate a range command.
11. Never permit the muzzle of your firearm to touch the ground.
12. Wash your hands and face after leaving the range and before eating or drinking.

**REMEMBER – Everyone is responsible for range safety!**

# **RANGE OPERATIONS CHECKLIST**

## **HOW TO USE THIS CHECKLIST**

This checklist is intended for use of Naval Sea Cadet Corps personnel for the purpose of training Sea Cadets and League Cadets in fundamentals of safe gun handling and marksmanship as well as the qualification of NSCC / NLCC personnel for the NSCC Marksmanship Ribbon. This publication has been adapted from the U.S. Army's Range Operations Checklist (October 1994 edition) available from the Army's Multi-media Branch.

It is understood that each firing range will have different range requirements based on size and number of personnel on the training roster. This check list was designed with these varying needs in mind. As you use this publication, you may find some items that will not apply to your particular situation. When filling out this check list, those items that do not apply should be noted as "N/A".

This checklist consists of nine sections, each covering a different aspect of range operations. It is the responsibility of the Officer in Charge (Range Master) for the training evolution to ensure that all training is done in accordance with current NSCC Small Arms Training policy. While completing this checklist, special attention should be paid to any questions that result in a "NO" answer. "NO" answers are potential safety hazards. Every effort should be made to rectify "NO" answers or to implement a corrective action.

This check list will provide a complete record of the training. Keep this on file to document your training and qualification. The checklist contains a score sheet which may be reproduced in sufficient quantities to cover the number of people trained.

A blank score sheet is included which may be duplicated as needed.

**SECTION ONE – MISSION ANALYSIS**

1. Who will be firing on the range? \_\_\_\_\_

2. How many shooters per line? \_\_\_\_\_

3. Total personnel firing? \_\_\_\_\_

4. What firearms will be used? \_\_\_\_\_

5. What caliber ammunition is required? \_\_\_\_\_

6. What course of fire will you shoot? \_\_\_\_\_

7. If you are shooting for qualification,  
do you have the proper targets for the  
course of fire? \_\_\_\_\_

8. Have you confirmed the range? \_\_\_\_\_

Date(s):

Start time:

Finish time:

NOTES:

**SECTION TWO – DOUBLE CHECK**

	YES	NO	N/A	REMARKS
1. Has sufficient ammunition been ordered and/or supplied for the number of personnel to be trained?				
2. Are the range facilities adequate for the type of training and/or qualification planned?				
3. Has enough time been scheduled to complete the planned training?				
4. Have any conflicts arisen?				
5. Have they been resolved?				

**SECTION THREE – REVIEW YOUR OPERATION REQUIREMENTS**

	YES	NO	N/A	REMARKS
1. Have you reviewed the operating manuals for all the firearms to be used?				
2. Are you or do you have personnel experienced with this type of firearm on your range staff?				
3. Have you reviewed all safety procedures and ensured that all safety requirements are made known to all range personnel?				
4. Have you visited Range Control and read the Range Regulations so that you are aware of any particular requirements?				
5. Have you visited the range facility while in use?				
6. Will your course of fire and lesson plan be successfully integrated with the range training plan?				

**SECTION FOUR – PERSONNEL REQUIREMENTS**

	YES	NO	N/A	REMARKS
1. Do you have a Range Master?				
2. Do you have sufficient Range Officers?				
3. Do you have a Corpsman or other medical personnel?				
4. Do you need an armorer?				

**SECTION FIVE – EQUIPMENT REQUIREMENTS**

YES NO N/A REMARKS

1. Copy of Range Safety Rules
2. NSCC Small Arms Training Policy
3. Training roster, score sheets, lesson plans
4. Radio or cell phone for emergency communication
5. P.A. system or bull horn
6. Fully stocked Trauma Kit
7. Other appropriate training aids
8. Eye protection for all personnel
9. Hearing protection for all personnel
10. Stapler, staples & other equip for hanging targets
11. Targets, target frames & bases
12. Firearm cleaning supplies
13. Spare firearms and repair parts as needed
14. If an outside range – tent, tarp or other temporary shelter as necessary

**SECTION SIX – AVAILABLE RESOURCES**

YES NO N/A REMARKS

1. Training roster of all personnel
2. Coordinate w/ supporting personnel or organization
  - a. Sufficient ammunition
  - b. Transportation
  - c. Training aids and equipment
  - d. Emergency medical response (ambulance or local rescue squad)

**SECTION SIX – AVAILABLE RESOURCES (cont.)**

	YES	NO	N/A	REMARKS
e. Food service (feeding during all day range training if personnel not permitted to leave the range)				
f. Sufficient firearms available for planned number of shooters and training schedule.				
g. Other equipment and supplies as required.				

**SECTION SEVEN – FOOL PROOF THE TRAINING**

	YES	NO	N/A	REMARKS
1. Do you have an overall Training Plan?				
2. Do you have a lesson plan for the Safety Briefing?				
3. Do you have an outline for the course of fire?				
4. Do you have copies of the range commands for all range safety personnel?				
5. Have you briefed the instructors of any training that will be held concurrent to the range training?				
6. Is the equipment scheduled for use on the range organized in one location?				
7. Have you reported to Range Control or the Range Safety Officer for the safety briefing and signed for the use of the range?				
8. Are your Range Officers familiar with the scheduled training?				
9. Have you posted the requirements for:				
a. Uniform of the day				
b. Required equipment (hydration system, etc.)				
c. Transportation schedule				
10. Has the Safety Briefing for all hands been conducted?				

## **SECTION EIGHT – OCCUPYING THE RANGE & CONDUCTING TRAINING**

YES NO N/A REMARKS

1. Upon arrival, contact Range Control and request permission to occupy the assigned range.
2. Establish communication with Range Control
3. Have following designated areas prepared and marked as required:
  - a. Parking
  - b. Ammunition Supply Point
  - c. Medical Station
  - d. Safety area for cleaning/repair (ammo free)
4. Inspect the range for operational condition
5. Range in use flag or other SOP per Range Control
6. Check ammunition for proper type and quantity
7. Ensure all personnel have proper safety equipment
8. Conduct safety check of all firearms
9. Have all hands on the range attended the Safety Briefing?
10. Has each Range Officer/Coach been assigned a position?
11. Have the shooters been organized into a firing order?
12. If required, has permission to commence live fire been obtained from Range Control?
13. Are all bystanders in a safe area away from the firing line?
14. Do you have score sheets on hand to record scores?
15. Are you ready in all respects to begin live fire training?

**SECTION NINE – SECURING THE RANGE**

	YES	NO	N/A	REMARKS
1. Close down the range in accordance with local SOP?				
2. All ammunition & equipment removed from the range?				
3. Range policed for spent brass and properly disposed of?				
4. Target frames returned to storage area?				
5. All other maintenance tasks required by local SOP performed?				
6. Request range officer or inspector from Range Control when ready to clear?				
7. Completed score sheets submitted to ADMIN for entry into Service Jacket or ribbon awards?				
8. Post-training report completed?				
9. Any noted safety hazards reported to proper authority?				

NOTES



# U.S. Naval Sea Cadet Corps

## SMALL ARMS TRAINING SAFETY BRIEFING LESSON PLAN

DATE: August 2004

AUTHOR: Todd Bailey  
Recruit Training Command New England

TIME ALLOTMENT: 2 hr 30 min

CLASS SIZE: up to 75 people

TARGET AUDIENCE: Naval Sea Cadet Corps personnel taking part in small arms training.

OBJECTIVE: Teach basic safety, nomenclature and marksmanship fundamentals to personnel prior to their live fire training/qualification on the range.

REQUIRED MATERIALS: Classroom with adequate seating for the target audience, demo firearms, white/chalk board, visual training charts (available through the NRA), VCR and training tapes (NRA Firearms Safety & Woman's Guide to Firearms)

### **PART I INTRODUCTION**

A. Instructor introduction - background

B. Course Objectives - upon completion each student will be able to:

- a. Identify the basic components of the type of firearm(s) to be used in the training;
- b. Identify and demonstrate the Rules of Safe Handling of Guns;
- c. Demonstrate how to safely operate the type of firearm used in training;
- d. Demonstrate basic shooting positions and describe sight alignment/picture;
- e. Demonstrate the basic shooting positions.

C. Review firearms safety rules from the checklist.

*Accidents are caused by people not guns. A gun is merely a collection of metal and plastic parts designed to be operated by a person. By itself a firearm is no more dangerous than a rake or hammer. If used improperly, any object can be dangerous; some more than others. Like automobiles and chain saws, firearms can be dangerous if used carelessly or incorrectly. A prudent person will seek the knowledge necessary to use these devices in a safe and responsible manner.*

### **PART II NOMENCLATURE**

*It is critical that everyone (shooters and range staff) understand the terminology you will be using on the range. If someone does not know what a trigger is, it does no good to tell them to keep their finger off the trigger until they are ready to fire!*

A. Show the portion of the NRA video "A Woman's Guide to Firearms" (if available) dealing with various types of firearms, actions and ammunition.

- B. Demonstrate using chart or actual firearm, the basic components of the type of firearm to be used in the training.
1. Be sure to highlight the following
    - a. Major components and all parts that will be used by the shooter (trigger, safety, sights, etc.)
    - b. Manual safety mechanisms
    - c. Internal safety mechanisms
    - d. How the action operates

### **PART III FIREARM OPERATION**

- A. Using the type of firearm to be used in the training and dummy ammunition, demonstrate the proper way to:
1. LOAD
  2. UNLOAD
  3. COCK
  4. DECOCK

If dummy ammo is not available, simulate the process without ammunition.

NOTE 1: It is not possible to decock some types of firearms without dry firing. If you are using this type of firearm, be sure to note that and factor this into your training plan.

NOTE 2: If using a semi-auto or manually operated repeater, be sure to note that it is necessary to remove the magazine first to prevent cycling a round into the chamber during the “unloading” process.

### **PART IV AMMUNITION (Optional depending on time available)**

- A. Types of Ammunition
1. Center Fire
  
  2. Rimfire - 22 caliber S, L, LR & WMR
- B. Ammunition Components - Use inert or unloaded components w/visual chart
1. Case
    - a. Straight walled rimless usually for semi autos
    - b. Straight walled rimmed usually for revolvers and lever action rifles
    - c. Bottleneck rimmed & rimless (some pistols, usually for rifles)
    - d. Shot gun
  
  2. Primer
    - a. Rim fire
    - b. Center fire
  
  3. Propellant (gun powder)

4. Projectile (bullet or shot)
  - a. Lead or cast bullets
    1. Round nose (RN) - general purpose, plinking
    2. Semi Wad Cutter (SWC) - plinking, informal target
    3. Wad Cutter (WC) - target shooting
    3. Hollow Point (HP) - hunting, personal defense
  - b. Jacketed bullets
    1. Full Metal Jacket or Ball (FMJ) - general purpose, plinking
    2. Jacketed Soft Point (JSP) - hunting
    3. Jacketed Hollow Point (JHP) - hunting, personal defense
  - c. Frangible bullets - designed to break up on impact for range safety
- C. Describe the process of what happens when a round of ammo is fired. Use visual chart.
- D. Emphasize the importance of knowing the proper ammunition to use.
  1. Show how to read the label and guns markings.
  2. Note how some types of ammunition will fit in guns not made for them

## **PART V SAFE GUN HANDLING**

- A. Responsibility for Safe Gun Handling requires:
  1. KNOWLEDGE
    - a. Education through courses, manuals and experience.
    - b. Being cautious of the actions of others with firearms.
    - c. Many accidents are caused by people with no little or no knowledge.
  2. SKILL
    - a. Experience develops better marksmanship thus safety.
    - b. The ability to put your knowledge to work safely.
  3. POSITIVE ATTITUDE
    - a. Maturity - firearms do not belong in the hands of the irresponsible.
    - b. Ethics - the desire to obey laws and regulations for the benefit of all.
    - c. Be open to learning from the experience of others.
    - d. You must have a desire to be safe in order to be safe.

*Above all, learn from the mistakes of others without making the same mistake yourself.*

- B. Rules for Safe Gun Handling  
*Show video "Fundamentals of Gun Safety" (10 minutes)*

*Every firearm will always be treated as if is loaded – even if you have double checked that it is not!*

1. **ALWAYS** keep the muzzle pointed in a SAFE DIRECTION.
  - a. Be “muzzle conscious”
  - b. Remember the laser principle (imagine the muzzle of your firearm contains laser beam. Everything it passes through is destroyed)
  - c. A “safe direction” is one that if a shot is fired inadvertently, no one will be injured either by the shot, a ricochet or penetration of a wall or other barrier.
  - d. Even when dry firing, you must do so in a safe direction to avoid accidents.
2. **ALWAYS** keep your finger off the trigger until you are ready to shoot.
  - a. Off the trigger and outside of the trigger guard until ready to shoot.
  - b. Remember “OFF TARGET - OFF TRIGGER”.
3. **ALWAYS** keep the gun unloaded until ready to shoot.
  - a. ALWAYS TREAT EVERY GUN AS IF IT WERE LOADED
  - b. Different situations will require different definitions of “ready to shoot”.
  - c. Store your ammo separately from the firearm.

*With a modern firearm in good working order, there is no such thing as an “accidental discharge”. Firearms today, are made to exacting industry standards with built in safety devices that make a firearm in good working order almost impossible to fire unless the human being holding it operates the trigger. What we have are UNINTENTIONAL DISCHARGES where the gun was discharged because the person was careless or fooling around.*

#### C. Causes of accidents

1. Ignorance - not knowing what to do, lack of education or experience
2. Carelessness - had the knowledge but failed to use it.

**Ignorance** is curable through education and experience.

**Carelessness** is very dangerous because it shows a complete disregard for basic safety and common sense.

## **PART VI SHOOTING POSITIONS**

*Demonstrate the proper shooting positions you will be using in your training. If you have novice shooters, there is no point in confusing them with positions they will not be using. Instead, concentrate on teaching them effective ways to assume the shooting position you intend to use at the range.*

### A. Prone

1. Easiest and most steady for new shooters
2. Demo traditional and cross leg style
3. Highlight arm position for steadiness
4. Cheek weld to stock

### B. Sitting

1. Very steady
2. Highlight elbow to knee contact
3. Cross leg style
4. Open leg style

- C. Kneeling
  - 1. Less steady for target shooting – more of a hunting position.
- D. Standing or Offhand
  - 1. Support forearm in a vertical plane under rifle for better support.

## **PART VII SIGHT ALIGNMENT & SIGHT PICTURE**

*Visual charts, a chalk or white board are required to properly teach this section*

- A. Sight alignment is the process of indexing the front and rear sights into the proper relationship so that the shot will impact at the desired point. It does NOT include the target.
  - 1. Illustrate the proper sight alignment of the types of sights on the firearms you will be using in your training.
    - a. Open sights
    - b. Peep sights
    - c. Target sights
  - 2. Advise shooters of your policy on sight adjustment
    - a. Will they be adjusting sights or not
    - b. If not, who will?
- B. Sight picture is the relationship of the properly aligned sights and the target.
  - 1. Human eye can only focus at one distance at a time
  - 2. Front sight is sharp and in focus
  - 3. Rear sight is fuzzy
  - 4. Target bullseye is fuzzy.
- C. Be sure you are shooting at YOUR target.

## **PART VIII FUNDAMENTALS OF MARKSMANSHIP**

- A. Stance
  - 1. A proper stance is the foundation to a solid shooting position.
  - 2. Less movement means more accuracy.
- B. Breath Control
  - 1. Breathing = movement of the body which will throw your shot off.
  - 2. Take several deep breaths to oxygenate your blood
  - 3. Take a last deep breath and exhale part of it until your lungs are comfortable
  - 4. Hold your breath while making the shot or for 6 to 8 seconds maximum.
  - 5. If you can not make the shot in the 6 to 8 seconds, repeat the process.
- C. Trigger Control
  - 1. Jerking the trigger is the cause of more missed shots than anything else.
  - 2. Slowly squeeze the trigger.
  - 3. The shot should come as a surprise.
  - 4. If you anticipate the shot, you will miss the bullseye.
- D. Follow Through

1. After you hear the shot go off – pause and recall where the sights were when the shot broke.
2. This is called being able to “call your shot”.
3. Resist the urge to move immediately after the shot.

## **PART IX RANGE COMMANDS & PRACTICES**

- A. It is understood that different ranges may have slightly different range commands. In the interest of safety, all personnel in the training should know and understand the basic commands for the following:
  1. Shooters have permission to take their firing point;
  2. Shooters have permission to pick up their firearm;
  3. Shooters have permission to load their firearm;
  4. Shooters have permission to fire their firearm;
  5. Shooters **MUST** cease firing and unload their firearm **IMMEDIATELY**;
  6. Shooters may leave the firing point.
- B. Range commands shall normally be given by the Range Master.
- C. Anyone may call a CEASE FIRE if an unsafe condition is seen to exist.
- D. A policy that all firearms must be put down, unloaded and actions open when anyone is down range shall be in place for all NSCC Small Arms Training.
- E. If in doubt – ASK!!!!
- F. Safety Equipment
  1. Always use quality eye protection
    - a. Even with safety glasses, eye injuries can occur. Don't take chances.
    - b. Use wrap around styles for maximum protection.
    - c. Everyday corrective lenses are not sufficient.
  2. Always use hearing protection
    - a. Ear plugs, muffs or both may be worn.
    - b. The higher the NRR the better.

***Drugs & Alcohol do not mix with firearms or firearms training.***

***While this should not be an issue with Naval Sea Cadet training, the point should be made since this training will be taken outside the program.***

## NSCC MINIMUM PHYSICAL FITNESS STANDARDS

### MALE

Age	Curl Ups	V-Site Reach	Shuttle Run	One Mile Run	Push Ups
13	34	+0.5	12.2	9:45	20
14	36	+1.0	11.9	9:30	20
15	38	+2.0	11.7	9:15	25
16	40	+3.0	11.4	9:00	25
17	40	+3.0	11.4	8:45	30

### FEMALE

Age	Curl Ups	V-Site Reach	Shuttle Run	One Mile Run	Push Ups
13	32	+3.5	13.1	12:15	7
14	32	+4.5	13.2	12:00	7
15	31	+5.0	13.0	11:45	10
16	30	+5.5	12.9	12:15	10
17	29	+4.5	13.0	12:15	12

Note: These minimum standards must be passed prior to submitting for Recruit Training. Cadets must maintain their physical fitness from the date of testing through graduation of Recruit Training.

## NLCC MINIMUM PHYSICAL FITNESS STANDARDS

### MALE

Age	Curl Ups	V-Site Reach	Shuttle Run	One Mile Run	Push Ups
10	28	+1.0	14.5	11:40	12
11	29	+1.0	13.5	11:25	14
12	32	+1.0	12.4	10:22	15

### FEMALE

Age	Curl Ups	V-Site Reach	Shuttle Run	One Mile Run	Push Ups
10	26	+3.0	14.2	13:00	9
11	28	+3.0	13.4	12.42	7
12	30	+3.5	12.9	12.24	5