U.S. Department of Homeland Security

United States Coast Guard

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MAY 12 2009

# MEMORANDUM

From: D.L. Scott, CAPT, USCG
Commander, Sector Delaware Bay

Reply to
Attn of:

To: All Sector Delaware Bay Reservists

Subj: RESERVE WEAPONS QUALIFICATION PROCESS

Ref: (a) COMDTINST M8000.2 (series), Ordnance Manual
(b) USCG Sector Delaware Bay Reserve Annual Range Schedule

1. One of the fundamental contingency preparedness skills required of Reservists at operational units is the ability to achieve and maintain qualification on all weapons systems required by billet description.

2. Weapons qualification is a continuous process that requires meticulous oversight, management, and documentation.

3. In order to ensure the readiness for mobilization of all Reservists, the Sector Delaware Bay Armory will ensure that all members are afforded the opportunity to qualify on all appropriate courses of fire. To effectively administer the qualification process, the Sector Delaware Bay Armory has promulgated a range schedule that affords all Reservists the opportunity to qualify, as well as to maintain qualifications, on all requisite weapons. Basic pistol and rifle qualification dates will be held twice per year. All other scheduled range dates will be for practical courses of fire. The primary point of contact between the Sector Armory and the various units for Reserve weapons qualification matters will be the Sector Reserve Response Training Officer.

4. In order to optimize training availability for all Reservists, the Sector Armory will make every effort to minimize the time commitment required for weapons qualification. It will be the responsibility of each unit to designate at least one PQS qualifier in writing. The Sector Armory will assist in training designated members from each unit as a PQS qualifier. The PQS qualifier will ensure that each member attending a scheduled range date has completed and passed PQS for each weapon prior to and within one month of the actual range date. This will eliminate the need for any additional weapons familiarization training at the range, allowing the Sector Armory Small Arms Instructors to conduct the necessary pre-fires and commence with live fire training.

5. The annual range schedule provides every member with the opportunity to qualify on the basic courses of fire during the months of February and August. In order to ensure that all range dates run smoothly and that all scheduled courses of fire are completed in a timely manner, these basic qualification dates are conducted independently of the practical courses of fire. Individuals who require basic qualification must route a request through their unit's senior Reservist, who will pass the request to the Reserve Response Training Officer.

6. The annual range schedule provides each unit an assigned range date every six months during the months of March, April, & May and September, October, & November, at which time all

required practical courses of fire will be conducted. All Reservists who are required to maintain weapons qualifications must participate on their unit's scheduled range date. Units must route a request through the unit's senior Reservist, who will pass the request to the Reserve Response Training Officer.

7. It is the responsibility of each unit's senior Reservist to ensure that all Reserve members achieve and maintain weapons qualification. The unit's senior Reservist must ensure that a list of range participants is provided to the Reserve Response Training Officer by the third weekend of the month preceding the scheduled range date.

8. If changes occur after the list of participants is submitted, the unit's senior Reservist must immediately inform the Reserve Response Training Officer. No personnel will be added to the range list within two weeks of the scheduled range date.

9. If a member cannot participate in the unit's assigned range date, the unit's senior Reservist must communicate with the Reserve Response Training Officer in order to reschedule. The Reserve Response Training Officer will coordinate with the member and the Sector Armory in order to determine a suitable make-up date.

10. If a member fails to qualify on a specific course of fire, the member must communicate that fact to the unit's senior Reservist. The senior Reservist will communicate with the Reserve Response Training Officer in order to request a re-qualification date. The Reserve Response Training Officer will coordinate with the member and the Sector Armory in order to determine a suitable re-qualification date. Members whose job description requires weapons qualification will be expected to achieve and maintain weapons qualification. Repeated failure to qualify will be grounds for removal from a programmed billet.

11. It is the responsibility of Sector Armory personnel to ensure that all qualification documentation is completed in an accurate and timely manner. For each scheduled range, Sector Armory personnel must deliver this documentation to the senior Reservist from the unit involved, as well as to the Reserve Response Training Officer and the affected units' Training Petty Officers. It is the burden of each unit to ensure that all training records reflect current qualification status, and that all other documentation requirements are met.

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# RESERVE RANGE TRAINING

## SPRING 2009

| DATE | TIME | RESERVE UNIT | COURSE OF FIRE | LOCATION |
|---|---|---|---|---|
| February 21, 2009 | 0800-1600 | ALL RESERVE UNITS | BPMC/BRMC | CANCELLED |
| March 14, 2009 | 0800-1600 | PHILADELPHIA | PPC/CRC/RSC | FAA TECH (A.C.) |
| March 15, 2009 | 0800-1600 | ATLANTIC CITY | PPC/CRC/RSC | NJ Parks Police (Batsto) |
| April 11, 2009 | 0800-1600 | BARNEGAT | PPC/CRC/RSC | Cresthaven (Cape May) |
| April 12, 2009 | 0800-1600 | MANASQUAN | PPC/CRC/RSC | Cresthaven (Cape May) |
| May 9, 2009 | 0800-1600 | CAPE MAY | PPC/CRC/RSC | Cresthaven (Cape May) |
| May 10, 2009 | 0800-1600 | SECTOR / SFO | PPC/CRC/RSC | Cresthaven (Cape May) |

## FALL 2009

| DATE | TIME | RESERVE UNIT | COURSE OF FIRE | LOCATION |
|---|---|---|---|---|
| August 8, 2009 | 0800-1600 | ALL RESERVE UNITS | BPMC/BRMC | Cresthaven (Cape May) |
| September 12, 2009 | 0800-1600 | ATLANTIC CITY | PPC/CRC/RSC | NJ Parks Police (Batsto) |
| September 13, 2009 | 0800-1600 | PHILADELPHIA | PPC/CRC/RSC | Cresthaven (Cape May) |
| October 17, 2009 | 0800-1600 | BARNEGAT | PPC/CRC/RSC | Cresthaven (Cape May) |
| October 18, 2009 | 0800-1600 | MANASQUAN | PPC/CRC/RSC | Cresthaven (Cape May) |
| November 14, 2009 | 0800-1600 | CAPE MAY | PPC/CRC/RSC | Cresthaven (Cape May) |
| November 15, 2009 | 0800-1600 | SECTOR / SFO | PPC/CRC/RSC | Cresthaven (Cape May) |

## SPRING 2010

| DATE | TIME | RESERVE UNIT | COURSE OF FIRE | LOCATION |
|---|---|---|---|---|
| February 13, 2010 | 0800-1600 | ALL RESERVE UNITS | BPMC/BRMC | CANCELLED |
| March 13, 2010 | 0800-1600 | PHILADELPHIA | PPC/CRC/RSC | Cresthaven (Cape May) |
| March 14, 2010 | 0800-1600 | ATLANTIC CITY | PPC/CRC/RSC | NJ Parks Police (Batsto) |
| April 10, 2010 | 0800-1600 | BARNEGAT | PPC/CRC/RSC | Cresthaven (Cape May) |
| April 11, 2010 | 0800-1600 | MANASQUAN | PPC/CRC/RSC | Cresthaven (Cape May) |
| May 8, 2010 | 0800-1600 | CAPE MAY | PPC/CRC/RSC | Cresthaven (Cape May) |
| May 9, 2010 | 0800-1600 | SECTOR / SFO | PPC/CRC/RSC | Cresthaven (Cape May) |

## FALL 2010

| DATE | TIME | RESERVE UNIT | COURSE OF FIRE | LOCATION |
|---|---|---|---|---|
| August 14, 2010 | 0800-1600 | ALL RESERVE UNITS | BPMC/BRMC | Cresthaven (Cape May) |
| September 11, 2010 | 0800-1600 | ATLANTIC CITY | PPC/CRC/RSC | NJ Parks Police (Batsto) |
| September 12, 2010 | 0800-1600 | PHILADELPHIA | PPC/CRC/RSC | Cresthaven (Cape May) |
| October 9, 2010 | 0800-1600 | BARNEGAT | PPC/CRC/RSC | Cresthaven (Cape May) |
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