

OM 016-2003 (3934) FIREARMS TRAINING



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# Operations Memorandum

**NUMBER:** 016-2003 (3934)  
**DATE:** 10/21/2003  
**SUBJECT:** Firearms Training

**EXPIRATION DATE:** 10/21/2004

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1. **PURPOSE AND SCOPE.** To outline Fiscal Year 2004 firearms training, qualification standards, and loading procedures. The Bureau has adopted defensive reaction shooting techniques.

Annual Refresher Training (ART) and Advanced Qualification courses of fire will now overlap. This overlapping sequence better enables institution staff to advance from ART qualification to Advanced Firearms Training re-qualifications.

Specific details for requirements are set out in the approved lesson plans and are incorporated in this Operations Memorandum.

2. **DIRECTIVES REFERENCED**

PS 3906.16 Employee Development Manual (3/21/97)

3. **REQUIREMENTS FOR THE REMINGTON 870 SHOTGUN**

a. **Qualification for Introduction to Correctional Techniques (ICT) and ART.** The course of fire for the Remington 870 shotgun will be five rounds fired using the Transtar II silhouette target. On the facing of the target, or on the verbal command or signal designated by the instructor, the shooter will chamber and fire one round only in seven seconds. After the one round is fired, the shooter will stay aimed in on the facing target until the target edges or when the instructor gives the verbal command or signal. The Shooter will return to the ready position and place the weapon on safe.

On the next facing, command or signal, the shooter will fire the remaining three rounds, perform a combat load, and fire the fifth round within 38 seconds. After firing the fifth round, the shooter will make the weapon safe. The required score for qualification is five out of five hits (100%).

b. **Loading Procedure.** Prior to loading the Remington 870 shotgun, conduct a visual and physical inspection of the weapon at a clearing barrel to ensure the weapon is safe and free of ammunition. With the safety in the **on** position, continue to point the weapon at the deepest part of the clearing barrel and watch the action close on an empty chamber. Turn the weapon over and insert four rounds into the magazine tube.

#### 4. **REQUIREMENTS FOR THE 9MM HANDGUN**

a. **Qualification for ICT and ART.** The course will be a 30 round course fired from the three and seven yard lines using the Transtar II silhouette target. The specific course of fire is outlined in the Handgun Qualification Course of Fire for ICT/ART (Attachment A). To qualify, staff members must achieve 21 out of 30 (70%) hits within the silhouette.

b. **Qualification for Armed Basic Prisoner Transportation (BPT), Bus Operations Training (BOT), and Witness Escort Training.** The course will be a 66 round course fired from the three, seven, 15, and 25 yard lines using the Transtar II silhouette target. The specific course of fire is outlined in the Handgun Qualification Course of Fire for BPT/BOP/FITP/WITSEC Escort Programs (Attachments B). To qualify, staff members must achieve 247 out of 330 (75%) points.

c. **Qualification for Firearms Instructor Training (FITP).** The course will be a 66 round course fired from the three, seven, 15, and 25 yard lines using the Transtar II silhouette target. The specific course of fire is outlined in Attachments B. To qualify, staff members must achieve 264 out of 330 (80%) points.

#### 5. **REQUIREMENTS FOR THE M16 RIFLE/CARBINE**

a. **Qualification for ICT and ART.** The M16 rifle/carbine course of fire will be 30 rounds fired within 10 minutes from the 50 yard line using the Transtar II silhouette target. An emergency reload will be conducted after firing the first 15 rounds. Shooters may use the standing supported barricade position, if barricades are available. If barricades are not available, shooters will use the standing unsupported position. This course of fire will be used for institutions using the 9MM SMG as a duty weapon in place of the M16 rifle/carbine.

b. **Loading Procedures.** Prior to loading the M16 rifle/ carbine conduct a visual and physical inspection of the weapon at a clearing barrel to ensure the weapon is safe and free of ammunition. With the safety in the **on** position, continue to point the weapon at the deepest part of the clearing barrel, allow the bolt to go forward, then insert a magazine.

6. **PROFICIENCY TESTING.** During ICT and ART, staff are to be required to demonstrate proficiency in loading and unloading the handgun, M-16 carbine, and shotgun following the proper procedures at a clearing barrel.

## 7. **GENERAL FIREARMS TRAINING REQUIREMENTS**

a. **Instructor to Participant Ratio.** During all firearms training, there must be a minimum instructor to participant ratio of 1:6. This ratio does not include the instructor serving as range master or operating the tower. Any course involving tactical movement (stress course) requires an instructor to student ratio of 1:1.

b. **Retesting Procedures for Firearms Qualification in ICT.** Staff members will be given additional training and re-mediation attempts if they fail to achieve a qualifying score during the initial qualification. Staff members may be retained at the academy up to five working days past their class's graduation date to receive this re-mediation.

c. **Retesting Procedures for ART and Local Speciality Firearms Training Programs.** During firearms training, each staff member will have two initial opportunities to receive a qualifying score. Failure to attain a qualifying score requires the utilization of the following procedure.

- (1) If the staff member fails to meet the qualifying score after two attempts, the staff member is to receive training to identify and correct problem areas. After this training, the staff member will be given a third opportunity to qualify with the weapon.

If the staff member fails to achieve a qualifying score on this attempt, they will again receive additional training and a fourth opportunity to qualify.

\*NOTE: These remedial training sessions should focus upon basic marksmanship skills to include, grip, draw, trigger control, sight alignment and emergency reload drills.

- (2) After the fourth unsuccessful attempt, the matter will be forwarded to the Chief Executive Officer for disposition. The staff member will not carry a weapon on duty until a qualifying score has been obtained.

d. **Turning Targets.** Institutions without automatic turning targets shall attempt to replicate firearms training time limits and proficiency requirements to the extent possible.

/s/  
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/s/  
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**HANDGUN QUALIFICATION COURSE OF FIRE FOR ICT/ART**

<b>TIME (sec.)</b>	<b>TOTAL ROUNDS</b>	<b>DESCRIPTION</b>
		<b>STAGE 1 - 3 YARD LINE-6 ROUNDS</b>
3	2	On the facing, draw and fire two rounds. When the target edges, scan, then return to high ready.
2	2	On the facing, fire two rounds. When the target edges, scan, then return to high ready.
2	2	On the facing, fire two rounds. When the target edges, perform an emergency reload with an eight round magazine, scan, then holster.
	6	<b>STAGE 2 - 3 YARD LINE-6 ROUNDS (REPEAT STAGE 1, then execute proper clearing procedures)</b>
		<b>STAGE 3 - 7 YARD LINE-12 ROUNDS</b>
4	2	On the facing, draw and fire two rounds. When the target edges, scan, then return to high ready.
3	2	On the facing, fire two rounds. When the target edges, scan, then return to high ready.
10	4	On the facing, fire two rounds, perform an emergency reload and fire two additional rounds. When the target edges, scan, then return to high ready.
3	2	On the facing, fire two rounds. When the target edges, scan, then return to high ready.
3	2	On the facing, fire two rounds. When the target edges, perform an emergency reload with an eight round magazine, scan, then holster.
		<b>STAGE 4 - 7 YARD LINE-6 ROUNDS</b>
4	3	On the facing, draw and fire three shots. When the target edges, scan, return to high ready.
3	3	On the facing, fire three rounds. When the target edges, scan, then return to high ready. At the completion of this stage, execute proper clearing procedures and holster.

**MAGAZINES REQUIRED:**

- STAGE 1: 1 with 6 rounds & 1 with 8 rounds
- STAGE 2: 1 with 6 rounds & 1 with 8 rounds\*\* (weapon already loaded from stage 1)
- STAGE 3: 2 with 6 rounds & 1 with 8 rounds
- STAGE 4: Weapon will already be loaded from stage 3

**HANDGUN QUALIFICATION COURSE OF FIRE  
 BPT/BOT/FITP/WITSEC ESCORT PROGRAMS**

<b>TIME (sec.)</b>	<b>TOTAL ROUNDS</b>	<b>DESCRIPTION</b>
		<b>STAGE 1 - 3 YARD LINE-6 ROUNDS</b>
3	2	On the facing, draw and fire two rounds. When the target edges, scan, then return to high ready.
2	2	On the facing, fire two rounds. When the target edges, scan, then return to high ready.
2	2	On the facing, fire two rounds. When the target edges, perform an emergency reload with an eight round magazine, scan, then holster.
	6	<b>STAGE 2 - 3 YARD LINE-6 ROUNDS (REPEAT STAGE 1 then execute proper clearing procedures)</b>
		<b>STAGE 3 - 7 YARD LINE-12 ROUNDS</b>
4	2	On the facing, draw and fire two rounds. When the target edges, scan, then return to high ready.
3	2	On the facing, fire two rounds. When the target edges, scan, then return to high ready.
10	4	On the facing, fire two rounds, perform an emergency reload and fire two additional rounds. When the target edges, scan, then return to high ready.
3	2	On the facing, fire two rounds. When the target edges, scan, then return to high ready.
3	2	On the facing, fire two rounds. When the target edges, perform an emergency reload with an eight round magazine, scan, then holster.
		<b>STAGE 4 - 7 YARD LINE-6 ROUNDS</b>
4	3	On the facing, draw and fire three shots. When the target edges, scan, then return to high ready.
3	3	On the facing, fire three rounds. When the target edges, scan, then return to high ready. At the completion of this stage, execute proper clearing procedures and holster.

**HANDGUN REQUALIFICATION COURSE OF FIRE  
 BPT/BOT/FITP/WITSEC ESCORT PROGRAMS**

<b>TIME (sec.)</b>	<b>TOTAL ROUNDS</b>	<b>DESCRIPTION</b>
		<b>STAGE 5 - 7 YARD LINE-6 ROUNDS</b>
3	6	Shooters will start from aimed-in position. On the facing, they will fire one round in three seconds using the weak hand only, this will continue for six facings. After the sixth facing, shooters will execute proper clearing procedures and holster.
		<b>STAGE 6 - 15 YARD LINE-12 ROUNDS</b>
5	2	On the facing, draw and fire two shots. When the target edges, scan, then holster the weapon.
5	2	On the facing, draw and fire two shots. When the target edges, scan, then holster the weapon.
20	4	On the facing, draw and fire two shots, conduct a tactical magazine exchange and fire two additional rounds. When the target edges, scan, then holster the weapon.
5	2	On the facing, draw and fire two shots. When the target edges, scan, then holster the weapon.
5	2	On the facing, draw and fire two shots. When the target edges, scan, then execute proper clearing procedures and holster.
		<b>STAGE 7 - 25 YARD LINE-12 ROUNDS</b>
7	2	On the facing, draw and fire two shots from the right side barricade position. When the target edges, scan, then holster the weapon.
7	2	On the facing, draw and fire two shots from the right side barricade position. When the target edges, scan, then holster the weapon.
7	2	On the facing, draw and fire two shots from the right side barricade position. When the target edges, scan, then holster the weapon.

**HANDGUN QUALIFICATION COURSE OF FIRE  
 BPT/BOT/FITP/WITSEC ESCORT PROGRAMS**

<b>TIME (sec.)</b>	<b>TOTAL ROUNDS</b>	<b>DESCRIPTION</b>
7	2	On the facing, draw and fire two shots from the left side barricade position. When the target edges, scan, then holster the weapon.
7	2	On the facing, draw and fire two shots from the left side barricade position. When the target edges, scan, then holster the weapon.
7	2	On the facing, draw and fire two shots from the left side barricade position. When the target edges, scan, then execute proper clearing procedures and holster.
		<b>STAGE 8 - 25 YARD LINE-6 ROUNDS</b>
8	2	On the facing, kneel, draw and fire two shots from the strong side barricade position. When the target edges, scan, then holster the weapon.
8	2	On the facing, kneel, draw and fire two shots from the support side barricade position. When the target edges, scan, then holster the weapon.
8	2	On the facing, kneel, draw and fire two shots from the strong side barricade position. When the target edges, scan, then holster the weapon.

**MAGAZINES REQUIRED:**

STAGE 1: 1 with 6 rounds & 1 with 8 rounds  
 STAGE 2: 1 with 6 rounds & 1 with 8 rounds \*\* (weapon will already be loaded from Stage 1)  
 STAGE 3: 2 with 6 rounds & 1 with 8 rounds  
 STAGE 4: WEAPON WILL ALREADY BE LOADED FROM STAGE 3  
 STAGE 5: 1 with 6 rounds  
 STAGE 6: 1 with 8 rounds & 1 with 6 rounds  
 STAGE 7: 1 with 12 rounds  
 STAGE 8: 1 with 6 rounds