

REFERENCE

*Revised/chg 1, FAM 25-30, dated January 1998*  
Army Regulation 920-20

Civilian Marksmanship

## Promotion of Practice With Rifled Arms

Form 100-10 (100-10)  
Army Marksmanship Documents Section  
Room 1A518, Pentagon  
Washington, DC 20310-6050

Headquarters  
Department of the Army  
Washington, DC  
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# SUMMARY of CHANGE

AR 920-20

Promotion of Practice With Rifled Arms

This revision--

- o Clarifies administrative and logistics management procedures.
- o Requires that any theft, unlawful disposition, or inventory shortages of firearms and ammunition--or their recovery--be reported, and that an investigation fix responsibility for the lost, stolen, or missing property (chap 3).
- o Makes other approved organizations eligible for training support through the Director of Civilian Marksmanship (DCM) (para 3-6).
- o Specifies certain internal control procedures and authorizes new types of marksmanship training support and services (paras 4-3, 4-4, and 4-5).

Effective 19 April 1990

**Civilian Marksmanship**

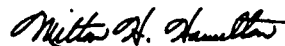
**Promotion of Practice With Rifled Arms**

This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

By Order of the Secretary of the Army:

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**Summary.** This regulation prescribes policies, responsibilities, standards, and procedures for the Civilian Marksmanship Program. It specifies the types of organizations that may participate in the program; the procedures they must follow; and the privileges and responsibilities of membership.

**Applicability.** This regulation applies to the Active Army, the National Guard Bureau, all Reserve Components, and enrolled civilian rifle clubs.

**Internal control systems.** This regulation contains internal control provisions but does not contain the checklist for review.

This checklist is in DA Circular 11-87-5, 15 December 1987.

**Supplementation.** Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Office of the Secretary of the Army, HQDA (SFDM).

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent of this regulation is the Office of the

Assistant Secretary of the Army (Installations, Logistics, and Environment). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or by letter directly to HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 20314-0100.

**Distribution.** This publication has been distributed as required on DA Form 12-09-E, block 4569, intended for command level D for the Active Army, ARNG, and USAR.

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation prescribes policies, responsibilities, standards, and procedures for the Civilian Marksmanship Program (CMP). It governs—

- a. The organization of civilian clubs and their enrollment in the CMP.
- b. Marksmanship training requirements.
- c. Provision of firearms, ammunition, and other equipment used by clubs.
- d. Civilian use of Government ranges.
- e. Provision of other support to eligible clubs, State associations, and other nonprofit civic organizations.

### 1-2. References

Required publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. The Director of Civilian Marksmanship (DCM) will direct the CMP and will provide support to enrolled civilian clubs, State associations, and other nonprofit civic organizations.

b. The Commanding General, U.S. Army Materiel Command (AMC), will provide support as indicated in chapters 3, 4, and 5.

(1) The Commanding General, U.S. Army Depot System Command (DESCOM), will designate the depot at which DCM-owned stocks will be stored.

(2) The following will manage DCM-owned stocks in wholesale storage at AMC depots, and will maintain accounting records for these stocks:

(a) The officer in charge of the National Inventory Control Point (NICP) at the U.S. Army Armament, Munitions, and Chemical Command (AMCCOM), Rock Island, Illinois.

(b) The officer in charge of the Secondary Item Control Center (SICC) and the General Materiel and Petroleum Activity (GMPA) at New Cumberland Army Depot, Pennsylvania.

c. Commanders controlling military rifle and pistol ranges will provide range support as indicated in paragraph 6-1 and in accordance with Department of Defense Directive 1025.1.

d. Officials of enrolled organizations are responsible for requesting the loan or issue of Government property authorized in this regulation. They are also responsible for its care, maintenance, use, and safeguarding in accordance with policies and procedures specified in chapters 3 and 5 and other policies as may be established by the DCM. Finally, officials requesting materiel will be responsible for compliance with administrative procedures outlined in chapter 5 of this regulation.

e. Custodian responsibilities are listed in paragraph 5-4.

### 1-5. The Civilian Marksmanship Program

The purpose of the CMP is to promote practice in the use of rifled arms by citizens of the United States and other persons subject to induction into the U.S. Armed Forces who are not reached by other marksmanship training programs. Its primary emphasis is training juniors; however, participation by adult members is required and is considered the best source of competent instruction and responsible leadership for junior members. The program supports the maintenance and management of marksmanship training; competition; the loan of firearms; and the issuance of ammunition, targets, and other supplies and equipment necessary for marksmanship training. The program must be conducted within the limits of available DCM funds, supplies, equipment, and materiel.

### 1-6. Eligibility limitations

a. Members of the Armed Forces of the United States may be members of civilian marksmanship organizations enrolled in the CMP.

b. Clubs enrolled with the DCM may be organized on military reservations as explained in paragraph 3-15.

## Chapter 2

### Organization of Rifle Clubs and State Rifle Associations and Enrollment in the Civilian Marksmanship Program (CMP)

#### 2-1. Minimum organization and membership

Four types of organizations may enroll in the CMP: junior clubs; senior clubs that sponsor junior clubs; senior clubs with junior divisions; and State rifle associations. Specific eligibility requirements for each type of organization are listed below.

a. To be eligible to enroll in the CMP, junior clubs must have—

(1) A membership of at least 10 U.S. citizens or noncitizens subject to induction into the Armed Forces of the United States. Members between the ages of 10 through 20 are generally referred to as eligible junior members; however, when a club is organized from the students of a college or university, students under 27 years of age are also eligible as junior members. Juniors who have any status in the active U.S. Armed Forces or their Reserve Components are not eligible as juniors under this regulation.

(2) At least three responsible adult leaders to supervise junior members in all aspects of the CMP. These leaders must be U.S. citizens. At least one leader must be a certified marksmanship instructor. The adult leaders must be formally named in the club organization and membership.

(3) A range (or access to a range) with adequate facilities for junior members to fire for practice regularly and for record at least once a year.

b. A club may enroll as a senior club if it—

(1) Has a membership of 10 or more U.S. citizens who are 21 years old or older.

(2) Meets the requirements in a(2) and (3) above.

(3) Sponsors a separate eligible junior club (a above).

c. A club may enroll as a senior club with a junior division if it—

(1) Has a membership of 10 or more U.S. citizens who are 21 years old or older.

(2) Meets the requirements in a above.

(3) Identifies its eligible junior members as its junior division.

d. State rifle associations may promote civilian marksmanship programs to assist the DCM in statewide marksmanship training and competitive programs. As such, State associations may enroll in the CMP and receive logistical support similar to that provided to enrolled clubs as described in paragraph 3-2. State associations may also receive firearms for promotion of their State rifle teams competing in the National Trophy Matches. To receive the logistical support, State associations will submit to the DCM copies of their constitution and bylaws.

#### 2-2. Enrollment in the CMP

a. To apply for enrollment in the CMP, a club or State association official will submit a letter of request for enrollment to the DCM, Headquarters, Department of the Army (HQDA) (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 20314-0100. The DCM will forward the club enrollment forms listed in (8) and (9) below, along with other information required in this paragraph. Forms listed in (1) through (7) below are at the end of this regulation. They may be copied and reproduced locally. (Additional instructions for State association applications are in para 2-1d.)

(1) DA Form 1271-R (Application for Enrollment of a Civilian Rifle Club).

(2) DA Form 1271-1-R (Roster of Club Members).

(3) DA Form 1271-2-R (Assurance of Compliance with the Department of Defense Directive under Title VI of the Civil Rights Act of 1964).

(4) DA Form 1271-3-R (Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and Army Regulation 600-7).

(5) DA Form 1272-R (Bond Application for Civilian Rifle Club).

(6) DA Form 1273-R (Requisition for Articles Authorized for Issue to Civilian Rifle Clubs). The club or organization must include a description of its methods and facilities for safeguarding firearms and ammunition provided by the DCM as required by paragraphs 5-2, 5-3, and 5-4.

(7) DA Form 1274-R (Description of Available Range Facilities for Civilian Rifle Club).

(8) DD Form 398-2 (Personnel Security Questionnaire). DD Forms 398-2 must be submitted for at least three adult club leaders.

(9) Field Division (FD) Form 258 (Fingerprint Card). FD Forms 258 must be submitted for the same three adult leaders as in (8) above.

b. A club will also submit with its application the name, title, and address of at least one local or State law enforcement officer who knows the club.

c. Before approving an enrollment application, the DCM will have the DD Form 398-2 and FD Form 258 submitted by club leaders checked by the National Agency Check and Investigative Center (NACIC) to verify that the club leaders have not been involved in any criminal or subversive activities. Clubs and State associations cannot be enrolled in the CMP until the NACIC completes its checks and the DCM accepts them. After an organization is enrolled, each new club leader must submit DD Form 398-2 and FD Form 258.

d. The DCM will deny an application for enrollment if a proposed club leader has been judged mentally ill or addicted to drugs or has been convicted of or has charges pending for—

(1) A crime for which the maximum penalty by law is imprisonment of more than 1 year.

(2) A crime involving assault against a person.

(3) A crime involving the use of firearms.

(4) A violation of Federal or State firearms regulations.

e. When the DCM denies an application for enrollment, it will advise the organization of the reason. The organization may submit additional information to the DCM to justify reconsideration for approval.

f. The DCM may revoke an organization's enrollment and recover Government-issued or loaned property if the organization fails for 2 consecutive years to—

(1) Meet organization requirements prescribed in paragraph 2-1.

(2) Conduct and report the results of marksmanship training as prescribed in chapter 4.

g. The DCM will ensure that all records of identifiable personal information are safeguarded and disclosed only for lawful purposes authorized by AR 340-21.

## **Chapter 3**

### **Provision of Firearms, Ammunition, Targets, and Related Equipment to Director of Civilian Marksmanship (DCM)-Approved Organizations**

#### **3-1. Issue and loan of Government property**

This chapter sets forth policies, procedures, and eligibility criteria for issuing and lending Government-owned equipment and other materiel as prescribed in AR 700-131 and AR 725-1. It also sets forth responsibilities and requirements for reimbursement for lost or stolen Government property.

#### **3-2. Issue and loan policies**

a. The DCM will approve issues and loans based on statutory authority and consideration of the following factors:

(1) Military requirements and priorities.

(2) Continuity of military operations.

(3) Minimum diversion of military stocks.

(4) The adequacy of the club or association's resources.

(5) Availability of materiel.

b. Property issued or loaned under this chapter will be serviceable. It will not be further loaned unless authorized by provisions of this regulation or with approval of the DCM as an exception to established policies.

c. The issue or loan of property to a club or State association may be suspended or the property recalled at any time to meet military requirements or as specified in paragraph 5-2b.

d. Borrowers are responsible for the care, custody, maintenance, and proper use of Government property. Borrowers must reimburse the Government for damage or destruction.

e. Borrowers must provide DA Form 1571 (Surety Bond) before receiving materiel. Surety bonds will be prepared in accordance with paragraph 3-4. Request DA Forms 1571 from the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 20314-0100.

f. Clubs and State associations enrolled in the CMP that continue to comply with this regulation may be issued or loaned marksmanship training equipment and materiel at no cost.

g. All Government property is normally issued to a designated official of a DCM-enrolled club, State association, or nonprofit civic program, and not to individual members unless directed otherwise by the DCM. Government property is to be used solely to support an organized marksmanship training program. Sale, barter, exchange, or private use of property issued under this regulation is prohibited.

h. All issues and loans are subject to availability of resources.

#### **3-3. Initial request for loan and issue of Government property**

To begin receiving marksmanship equipment and other materiel from the Government, a civilian rifle club or State rifle association must enroll in the CMP. Enrollment procedures are outlined in paragraph 2-2.

#### **3-4. Surety bonds**

a. Borrowers of nonexpendable (serial-numbered) Government property (materiel) from the DCM must post a surety bond with the DCM. Bonds ensure safe return of the borrowed materiel or reimbursement for any loss or damage. Bonds must be obtained by Government-approved surety companies as prescribed by the DCM. Bonds must equal or exceed the total price of borrowed items.

b. In approving an organization's enrollment application, the DCM will prescribe the type of bond required. Once accepted by the DCM, a bond must remain in force until—

(1) The DCM accepts a new bond in place of the old one.

(2) All materiel covered by the existing bond is returned to the Government or paid for if lost or stolen.

c. Bond forfeitures do not release the borrower from returning borrowed materiel or affect ownership. Bonds are normally forfeited under the following conditions:

(1) Materiel is not returned at the termination of a loan period or when the DCM directs its return.

(2) An official of the borrowing organization refuses to pay for damaged, lost, or unaccounted-for Government property or for other Government expenses associated with the loan.

d. The DCM will hold surety bonds until the loan is terminated and final settlement is made. At that time, the DCM will return the bond to the borrower.

#### **3-5. Loan of firearms and accouterments**

a. Loans to clubs and State associations enrolled in the CMP will be handled as normal loans with the added requirement of maintaining serial number accountability.

b. Borrowers of DCM-loaned firearms and accouterments will be responsible for their care, custody, maintenance, and proper use. Physical security measures must equal or exceed the requirements set forth in AR 190-11 and in paragraph 5-3.

c. If borrowed firearms are lost, stolen, or unaccounted for, the borrower must inform the Office of the Director of Civilian Marksmanship (ODCM), the local police, and the Federal Bureau of Investigation (FBI) as soon as the loss is discovered and not later than 24 hours after the discovery. (See *i* below and para 5-2c.)

d. The Commanding General, AMCCOM, will transfer to the DCM accountability for Government materiel shipped to enrolled organizations and other authorized borrowers in accordance with AR 710-2. The ODCM will record all property transactions between the DCM and the civilian organizations as loan transactions and the ODCM will retain accountability.

e. The DCM will prepare requisitions based on information from the DCM-enrolled organizations or other authorized borrowers. DA Form 1273-R will be used. The DCM will send two copies of the requisition to the borrower.

f. The borrower will complete the form and

(1) Return one signed copy to the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 20314-0100.

(2) Keep one copy for the organization's file.

g. The DCM will have the materiel issued upon receiving a signed DA Form 1273-R.

h. When an enrolled club or State association returns its firearms to the Government, the DCM will prepare seven copies of DD Form 1348-1 and will—

(1) Send three copies to the enrolled organization.

(2) Send one copy to Commander, AMCCOM, ATTN: AMSMC-MML, Rock Island Arsenal, IL 61299-5000.

(3) Send one copy to Director for Supply (Receiving), Anniston Army Depot, Anniston, AL 36201-6000.

(4) Keep one copy in the enrolled organization's file.

i. The organization will report lost, damaged, or destroyed Government property by telephone to the ODCM, the local police, and the FBI as soon as discovered and not later than 24 hours after discovery. All public and local laws must be complied with. Firearms and other equipment (except ammunition) that become unserviceable will be reported to the ODCM. The DCM will give instructions for returning the equipment at no cost to the Government. Any equipment damaged or lost through the fault of the borrower will be charged to the borrower, who must then reimburse the Government. The DCM may replace damaged equipment after reimbursement. Government property lost or destroyed through no fault of the borrower will be replaced, if replacements are available, and the borrower need pay only shipping and handling charges.

### 3-6. Basis for loan and issue of Government property

a. Each newly enrolled junior club will be issued on a temporary loan basis 4 training or match grade (if available) caliber .22 rifles for its first 10 junior members, plus 1 rifle for each additional 5 juniors, up to 10 rifles. The club may request issue of more than 10 rifles but must fully justify the request to the DCM. Under certain circumstances, caliber .30 rifles and ammunition may be issued if the club can fully justify the request.

b. Each newly enrolled senior club will be issued the following on a temporary basis:

(1) Four training or match grade (if available) caliber .22 rifles.

(2) For its first 10 senior members, 4 caliber .30 service grade M1 rifles plus 1 caliber .30 rifle for each additional 5 senior members, up to 10 rifles. The club may request issue of more than 10 caliber .30 M1 rifles but must fully justify the request to the DCM.

c. Junior divisions will be issued additional caliber .22 rifles as follows: 4 training or match grade (if available) caliber .22 rifles for the first 10 junior members, plus one rifle for each additional 5 juniors, up to 10 rifles. Issue of more than 10 caliber .22 rifles must be fully justified.

d. Clubs and State associations that want to conduct carbine training for juniors ages 12 through 20 years may request the loan of not more than four caliber .30 M1 carbines provided they are covered by the required surety bond.

e. After a junior or senior club has submitted its first DA Form 1277 (Annual Statistical Report of Civilian Rifle Club) (para 5-1), and with each Annual Statistical Report thereafter, the club official may request additional rifles to support an increase in membership. Only members who meet the requirements in paragraph 4-2 may be counted when determining quantities of ammunition to be issued. When the number of members eligible to be counted (as shown in DA Form 1277) declines, the DCM may withdraw excess firearms unless the decline is satisfactorily explained in the report.

f. Subject to the availability of funds, ammunition, targets, and accouterments will be issued to junior and senior clubs free of charge except for transportation costs as stated in *i* below.

(1) All newly enrolled junior clubs or junior divisions of senior clubs will be issued 300 rounds of caliber .22 long rifle (LR) ammunition per junior member. After submitting their first Annual Statistical Report (para 5-1), junior clubs or divisions may be issued 300 rounds of caliber .22LR ammunition, if available, for each member who fired and reported a DCM-approved course of fire in accordance with paragraph 4-2 during the reporting year. No ammunition will be issued if a club reports fewer than 10 members who fired a qualification course for smallbore.

(2) For continuing training of juniors (paras 4-2 and 4-4), an annual issue of 150 rounds of caliber .30 carbine ammunition can be requested per member participating in carbine training.

(3) All senior clubs newly enrolled under paragraphs 2-1b and 2-1c will be issued 150 rounds of caliber .30 ball ammunition per eligible adult member, up to a maximum of 11,520 rounds. After submitting their first DA Form 1277 (para 5-1), senior clubs will be issued 150 rounds of caliber .30 ball ammunition for each member who fired and reported a qualification course in accordance with paragraph 4-2 during the reporting year. Similar issues will be made in succeeding years based on annual report results, not to exceed 150 rounds per member up to a maximum of 11,520 rounds. No ammunition will be issued if a club reports fewer than 10 adult members who fired and reported a qualification course for highpower as prescribed in paragraph 4-2.

g. Loan of rifles and issue of ammunition to State associations, to include those enrolled under paragraph 2-1d.

(1) State associations may be loaned match grade M14, 7.62mm, and caliber .30 service grade rifles and appropriate ammunition, if available, to conduct tryouts and training for junior and adult teams representing those States in the National Trophy Matches.

(2) The DCM may authorize issue of ammunition for State association team tryouts and training, subject to availability, on a basis to be established annually.

h. DCM-enrolled clubs and State associations may conduct rifle training and promotional clinics for new junior and senior shooters as prescribed in paragraph 4-3. The DCM may authorize issue of ammunition to support this marksmanship training at no cost to the State association, except as stated in *i* below, upon receipt of written requests from club officials.

i. Sponsors of Scout summer camp rifle marksmanship programs may request, with full justification, up to 50 rounds of caliber .22LR ammunition per participating camper, at no cost to the sponsoring organization except as stated in *i* below. The ammunition will be provided subject to DCM approval and availability. Requests will be forwarded to the DCM through the respective national headquarters, Boy Scouts of America (BSA) or Girl Scouts of America (GSA).

(1) Sponsors of other special youth marksmanship training programs, such as the Junior Olympic Training Program, 4-H, Young Men's Christian Association (YMCA), and Young Women's Christian Association (YWCA), may request with full justification and be issued caliber .22LR ammunition. With DCM approval, subject to availability, ammunition will be issued at no cost to the sponsoring organization, except as stated in *i* below.

(2) Organizations must submit a narrative and statistical After-action Training and Ammunition Usage Report for support provided under (1) above. The DCM can provide a sample report.

j. Limited quantities of marksmanship training equipment and other materiel may be issued or loaned in promoting the CMP, as authorized by the DCM, subject to availability of funds. All materiel must comply with requirements set forth for DCM-enrolled organizations in this regulation.

k. All organizations receiving DCM support are responsible for the cost of transporting DCM ammunition and firearms. An exception is ammunition provided for Excellence-in-Competition (EIC) Matches, which will be paid by the ODCM if funds are available. Organizations are also responsible for the cost of returning equipment and materiel to the Government, except as prescribed in paragraphs 5-7 and 5-8. Refusal to accept a requested shipment may be cause for suspension or disenrollment.

### **3-7. Shipment of loaned materiel**

a. Loaned Government materiel will be shipped only to the official authorized by the borrowing activity to receive and sign for it. To keep the materiel out of unauthorized hands, the DCM will inform the designated recipient, in advance, of the items that will be loaned and in what quantities, who the supplier is, and whether the items are to be picked up or shipped. The supplying depot will inform the AMC item manager and the DCM when the shipment is made.

b. Two copies of DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) will be forwarded with the shipment and one copy mailed to the DCM.

c. Shipments will be consolidated whenever possible to get the lowest charges.

d. The DCM will provide separate shipping instructions to AMCCOM for each recipient.

### **3-8. Receipt of borrowed property**

a. The official designated to receive the shipment will—

(1) Inspect the shipment and record on DD Form 1348-1 the quantity, condition, and, if applicable, serial numbers of the items received.

(2) Mail one completed copy of the form signed by the designated recipient to HQDA (SFD), 20 Massachusetts Avenue, NW., Room 1205, WASH, DC 20314-0100.

(3) Keep the second completed copy in the organization's file.

b. The recipient will immediately notify the DCM-accountable property officer of any discrepancy in the quantity or condition of the materiel, giving the national stock number, the document number, and an explanation (if known) of the discrepancy.

c. If no DD Form 1348-1 arrives with the shipment or by mail, the designated recipient will send an informal letter of receipt to the ODCM at once. The letter will include the nomenclature, quantities, condition, and, if applicable, the model numbers and serial number of all materiel received. The DCM will use this letter as a loan voucher.

d. If shipments are received damaged or short, the recipient will notify the DCM as prescribed in paragraph 3-13.

### **3-9. ODCM accounting procedures**

a. Loaned nonexpandable property will be kept on the accountability records of the ODCM property account.

b. ODCM personnel will process loans according to normal supply procedures and ODCM policies.

c. The ODCM will keep enough documentation to provide an audit trail for loan transactions and a single source of accounting and billing for reimbursement.

### **3-10. Accounting by borrowers**

Borrowers will keep available for audit copies of all documents related to loan transactions. These files may be destroyed once the borrower has returned the materiel, completed all accounting procedures, and reimbursed the Government for any costs related to the loan.

### **3-11. Return of borrowed materiel**

a. Borrowed materiel will be returned to the Government in the condition in which it was received, less fair wear and tear.

b. Property for which a repair cost is claimed will be held at the AMC depot until final charges are determined and the DCM gives a release to the AMC inventory manager at AMCCOM or the GMPA.

c. The ODCM will send a letter of instruction to the borrower for return of the materiel. The borrower will verify or modify the instructions provided in the loan agreement.

(1) To terminate loans, the ODCM will send a written loan termination notice to the borrower. A followup notice will be sent every 30 days until the materiel is returned or other settlement is made.

(2) When notified by the AMC inventory manager that the items have been returned in acceptable condition, the ODCM will clear the loan records. The ODCM will also inform the borrower that the transaction has been completed and, if the account is closed, cancel and return the surety bond.

(3) The DCM accountable property officer will forward to the U.S. Army Finance and Accounting Office any reimbursement received.

d. The AMC depot or arsenal will inspect the returned materiel and enter on DD Form 1348-1 the quantity of items received; the condition of materiel; and any discrepancies in inventory, including damaged or missing components.

(1) If the returned materiel is in condition code C (serviceable) or better, the item(s) will be processed as a normal receipt.

(2) If the actual condition of the returned items is lower/less than condition code C, the depot will develop an estimate of repair costs and then continue normal receipt processing.

(3) If the condition of the property differs from that noted on the DD Form 1348-1, the discrepancy will be reported to the SICC.

(4) The national stock number, quantity, condition code, document number, discrepancies, and other relevant information will be reported as a receipt to the responsible NICP/SICC.

(5) The depot or arsenal will prepare a SF 364 (Report of Discrepancy) for each returned item that needs to be repaired and will document all component shortages. The documentation will include the cost to repair or to replace components or both. The depot will send at least two copies of each completed SF 364 through the AMCCOM item manager to the DCM accountable property officer.

### **3-12. Loan inventories**

a. The DCM will reconcile loan accounts with the borrower every 12 months in accordance with paragraph 5-1. If no discrepancies are noted between the borrower's inventory and ODCM files, the DCM accountable property officer will file the signed annual inventory form.

b. If the inventory shows any discrepancies, the ODCM will—

(1) Account for any overages.

(2) Reconcile any shortfall and either seek reimbursement for the value of the missing property or adjust the discrepancy.

### **3-13. Lost, damaged, or destroyed materiel**

a. When loss or damage occurs during shipment, the recipient will immediately notify the ODCM. The ODCM will refer to AR 55-38 for specific instructions.

b. Damage or loss that is the fault of the carrier will be billed to the carrier after reconciliation.

c. Government materiel lost, damaged, or destroyed while in the possession of a borrower will be handled as described in paragraph 3-5.

### **3-14. Sale of Government-owned materiel**

Beyond the basic issue of materiel prescribed in paragraph 3-6, enrolled organizations may purchase additional ammunition or materiel from the AMCCOM Surplus Sales Activity using the most current ODCM pricelist published.



a. The DCM is authorized to approve for sale to enrolled organizations certain targets that are not available from commercial sources. (See AR 725-1.)

b. Eligible junior clubs and divisions, including State associations enrolled under paragraph 2-1d, can buy limited quantities of caliber .22LR ammunition for use *by junior members only*.

### 3-15. Clubs located on military reservations

Clubs located on military reservations are eligible to receive equipment and materiel assistance from the DCM if they meet the requirements for enrollment prescribed in chapter 2.

## Chapter 4 Marksmanship Training Requirements

### 4-1. Training

Enrolled clubs must conduct an active rifle marksmanship training program (firing and nonfiring) for at least 9 months each year unless a club official requests and fully justifies an exception which the DCM approves. All enrolled senior clubs must maintain a smallbore program with at least 10 junior participants.

### 4-2. Annual qualification courses and requirements

a. At least once a year, each junior and adult member participating for DCM support must fire and report the score attained on a DCM-approved rifle course of fire.

b. Adult leaders will determine the DCM qualification course to be fired. The specified course may be fired more than once during the year, but only the highest complete score of each participating member by category (i.e., highpower rifle, carbine, or smallbore rifle) will be reported. (See para 5-1.)

c. An approved competitive course of fire that corresponds to a DCM Qualification Course may be credited as a member's annual record firing even if it is not on club property.

d. Annual allowances of ammunition will not be increased to support the firing of record courses more than once.

e. As an exception to a above, members who do not fire a course for record in a given year should still be listed in the annual membership report (para 5-1) but cannot be counted in determining allocation of ammunition to the club.

### 4-3. DCM-supported civilian marksmanship training and promotional clinic programs

a. The basic purpose of the DCM-supported training and promotional rifle clinic programs is to train members in marksmanship. Although a competitive event may be included in the clinic program as a logical test of lessons learned, emphasis will be on training, not competition. The DCM will not support competitive events under the clinic training/promotional program.

b. Civilian training and promotional rifle clinic programs (hereafter referred to as clinic programs) must include but need not be limited to the following:

- (1) Basic marksmanship techniques.
- (2) Range safety and operation.
- (3) Match procedures, coaching, and leadership.
- (4) Other pertinent topics that time and instructor resources permit.

c. The clinic programs should be voluntary and should be directed primarily toward juniors (new shooters) and secondarily toward new (unclassified) adult shooters, with experienced club members acting as instructors and coaches. Juniors participating in highpower rifle clinic programs must be at least 14 years old and not more than 20.

d. Clinic program policies will be governed by current ODCM directives based upon availability of equipment and materiel.

e. To receive materiel for its clinic program, a DCM-enrolled club or State association should send for the ODCM clinic support request letter. The completed form must be approved by the ODCM before support equipment or materiel is issued.

### 4-4. Carbine training and support program policies

a. DCM-enrolled clubs and State associations may use DCM-loaned carbines to conduct caliber .30 M1 carbine instruction for junior members age 12 and older who wish to graduate from smallbore-rifle to highpower-rifle marksmanship. Organizations will report annual training results on DA Form 1277 as required in chapter 5 and will request carbine program support by writing the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 20314-0100.

b. Carbine ammunition issued by the DCM will not be used to support competitive events, such as matches and tryouts, or for adult shooters.

c. Only the DCM-approved qualification courses of fire for carbine will be supported.

d. The initial issue of carbine ammunition will be based on the number of eligible junior members in the carbine training program (para 3-6d).

e. Clubs will submit a written annual CMP carbine training plan when requesting support for start-up and continuing carbine training.

f. Loan of carbines and issue of carbine ammunition will be contingent upon DCM approval of the CMP carbine training plan.

g. Juniors who participate in the carbine training plan may continue to participate in smallbore (caliber .22LR) rifle training, and clubs may continue to request caliber .22LR ammunition for juniors who fire in both a carbine and a DCM-approved caliber .22 rifle course of fire for record. Clubs must continue to enlist new smallbore shooters to maintain an active junior program and remain eligible for DCM support.

### 4-5. Air gun activity

Some clubs may conduct air gun programs with DCM support. Clubs wishing to obtain ODCM permission to conduct these programs must justify their requests. Clubs wishing to conduct air-rifle-only programs must explain what prevents them from conducting a smallbore program. Clubs wishing to conduct smallbore and air-rifle programs must guarantee their ability to support both programs with emphasis on the smallbore program. Each air gun program will be negotiated separately. Clubs approved for air gun programs must have a minimum of 10 juniors participating.

## Chapter 5 Administrative Procedures

### 5-1. Annual Statistical Report of Civilian Rifle and Pistol Clubs

a. *Purpose and scope.* Each year DCM-enrolled clubs are required to submit a report to continue receiving DCM support. It provides the basis for awarding qualification certificates or medals to eligible members and for issuing additional equipment and ammunition to clubs.

b. *Form supply.* Use DA Form 1277. Request DA Forms 1277 from the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 20314-0100.

c. *Related forms.* Club officials will complete and attach a copy or set of each of the following forms to DA Form 1277:

(1) DA Form 1275 (Annual Inventory of U.S. Property Held by Civilian Rifle Club). Officials will list the names and addresses of adult club members possessing DCM-loaned firearms and certify that a complete physical inventory has been conducted. Request DA Forms 1275 from the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., Washington DC 20314-0100.

(2) DA Form 1275-1 (Roster of Firing Members). Each member who has fired the qualification course required in paragraph 4-2 must be identified on record.

d. *Submission.* An enrolled club must submit its Annual Statistical Report not later than the end of the month specified by the ODCM. One copy of DA Form 1277 and of each related form

should be sent to the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 200314-0100.

e. *Failure to report.* If the club fails to submit DA Form 1277 with related forms by the due date, the DCM may deny further support or withdraw current support or both.

## 5-2. Responsibility for equipment

a. Officers and leaders of enrolled organizations are responsible for the care, maintenance, proper use, safeguarding, and security of Government property issued or loaned by the DCM. They will take adequate measures to—

- (1) Maintain the property in serviceable condition.
- (2) Prevent use by unauthorized persons.
- (3) Ensure the safeguarding of firearms as prescribed in this paragraph and in paragraphs 5-3, 5-4, and 5-5.

b. Clubs may be denied enrollment or may be suspended or removed from the rolls if the DCM considers their security measures inadequate.

c. If DCM-loaned firearms or DCM-issued ammunition is lost, stolen, or cannot otherwise be accounted for, the responsible club custodian or the adult member (para 5-4c) must telephone the ODCM without delay, and not later than 24 hours after the discovery, and report all facts known about the missing Government property. The official will also immediately notify the local police and the FBI of any missing firearms or other serial-numbered items and request an immediate investigation. Club officials will submit to the DCM a written report of all facts and circumstances related to the missing property within 7 days of the initial telephone report. The written report must describe the corrective action taken and include copies of the police and FBI reports.

d. The ODCM will prepare a DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition and Explosives) as prescribed in AR 190-11. Additionally, if required by AR 190-40, the DCM will submit a Serious Incident Report.

e. The DCM will ensure that the Government is reimbursed for the value of the property as required by AR 735-5. Lost or stolen Government firearms continue to be accountable Government property even though the Government has been reimbursed for their cost. Reports of missing firearms remain in the files of the DCM, as well as the Office of Army Law Enforcement, ODCSPER, HQDA, and the FBI National Crime Information Center, until the firearms are recovered.

f. When DCM firearms are issued to an individual member of an enrolled club, State association, or recognized nonprofit civic organization, a hand receipt of DD Form 1348-1 (in duplicate) will be prepared for the member to complete. (See para 5-4c.)

## 5-3. Security measures

Firearms and ammunition in the custody of the DCM or borrowing organizations will be stored and protected according to the physical security and accountability requirements cited in AR 190-11 and those outlined below.

a. While in transit, firearms will not be left unattended at any time.

b. Firearms may be stored in the home of the club custodian or designated responsible club member(s). Stored firearms will not at any time be in plain view. They must be kept out of sight in a locked container, preferably made of at least 12-gauge metal, that is secured to the structure of the residence.

c. Firearms may be stored in an unoccupied facility if they are stored as prescribed in *b* above and the facility (e.g., a school, club, or range structure) is protected either by guards or by an intrusion detection alarm system and monitored by local police.

d. Not more than 10 DCM-issued caliber .30 and 10 DCM-issued caliber .22 rifles will be stored in any one facility except for military and law enforcement facilities.

e. Storage of firearms will conform to all local ordinances and regulations.

f. Firearms may be stored at a military or law enforcement facility if the facility is available to the club and the facility manager agrees to safeguard the firearms.

## 5-4. Custodian's duties and responsibilities

a. Each organization will name a responsible senior member or officer as official custodian of firearms and ammunition loaned or issued by the DCM. The custodian will comply with the rules in *b* and *c* below. The custodian will also conduct both an annual inventory of the DCM-issued firearms, as required on DA Form 1275, and quarterly inventories as required in paragraph 5-5.

b. For each shipment of DCM-issued firearms received, the custodian will—

(1) Enter a copy of the firearm receipt in the organization's official records.

(2) Notify the DCM immediately upon receipt of any discrepancies in serial-numbered items.

c. The custodian may issue DCM firearms to the custody of an individual adult member after establishing that the individual is responsible, law-abiding, and able to provide the security required by this regulation. Issues to individuals are encouraged, since dispersal of inventory helps prevent theft. Issues of rifles to adult club members must be accompanied by a hand receipt prepared in duplicate. The original of the signed hand receipt will be made a part of the organization's official records and a copy will be given to the recipient of the firearms. The DCM can provide guidance on preparation of the hand receipt. Request guidance from the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 200314-0100.

## 5-5. Inventory controls

In addition to the annual inventory requirements prescribed in paragraph 5-1, organization officials will take a quarterly inventory, by serial number, of all firearms loaned by the ODCM to the organization. For members who have firearms or other materiel issued by hand receipt (para 5-4c), telephone confirmation of the location and condition of materiel will be sufficient proof for quarterly inventories.

## 5-6. Modification of Government-owned firearms

a. Club officials may modify caliber .22 rifles by installing accessory rails and improved front and rear sights. They may also shorten the pull of the stock to make the rifles easier for junior members to use. These alterations must be made by a professional, and must not leave the rifles unserviceable if removed or restored. Under no circumstances may rifle barrels be altered.

b. Service rifles may be modified internally to improve functioning and accuracy as authorized by AR 920-30. Special match barrels may be installed. Synthetic coatings may be applied to the interior of the stocks to improve the bedding. Modifications must not interfere with the functioning of the firearms or safety devices as manufactured. Also, modifications must not change the configuration or appearance of the assembled firearms.

## 5-7. Defective ammunition

a. If an organization receives unserviceable ammunition from the DCM, the following procedures will apply:

(1) Within 30 days, an official of the organization will forward a letter of request for replacement of the unserviceable ammunition to the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 200314-0100.

(2) The letter of request for replacement must include the following information:

- (a) The reason(s) for requesting replacement.
  - (b) The nomenclature and lot number of the ammunition.
  - (c) The date the ammunition was received and the name of the shipper.
  - (d) The quantity on hand for which replacement is desired.
  - (e) Other pertinent facts and circumstances.
- (3) Ammunition samples should not be included unless the ODCM or AMC support agency requests them.

b. Ammunition found to be defective will be replaced on a round-for-round basis by the servicing AMC depot at no cost to the organization.

### 5-8. Other defective equipment

If other Government-issued equipment or materiel becomes unserviceable, the organization will report to the DCM. The DCM will provide shipping instructions or other guidance for its disposition. If the organization is found responsible for the damage, the receiving AMC depot will determine the extent of the damage and notify the ODCM. If the organization is not found responsible for the damage, the ODCM may authorize AMC to replace the returned property, subject to transportation charges.

### 5-9. Transportation of equipment

The DCM will prescribe the method of shipment for rifles, ammunition, and other supplies between organizations and the servicing AMC depots and Civilian Marksmanship Support Detachment (CMSD). When shipping Government property to the depot, organizations will pay all shipping costs except as specified in paragraphs 5-7 and 5-8.

## Chapter 6

### Civilian Use of Government Rifle and Pistol Ranges

#### 6-1. Application for use

a. Under chapter 401, section 4309(b), title 10, United States Code, all ranges built in whole or in part with Federal funds may be used by eligible persons to support the Civilian Marksmanship Program subject to local range regulations. In addition, DODD 1025.1 states that the Secretaries of the military departments will encourage commanders to offer the use of rifle and pistol ranges under their authority to recognized local police organizations, rifle and pistol clubs, schools, colleges, and other responsible civic organizations, provided that such use will not interfere with military training and will be subject to local command and range regulations.

b. The procedure for requesting use of military ranges is as follows:

(1) An official of the ODCM-enrolled organization will send a request to the ODCM.

(2) The ODCM will verify that the organization is in good standing, validate the request, and return it to the originator with an attached DCM letter recommending approval by the responsible military authority.

(3) The originator will then send a letter of request to the controlling military authority stating the date(s) the organization wishes to use the range. The DCM's letter of recommendation will be attached to this request.

(4) The military authority will—

(a) Approve or disapprove the request with rationale for disapproval.

(b) Indicate the dates that the range will be available and give instructions for use of the range.

(c) Advise the requesting official where to report upon arrival at the range.

(5) The official may arrange for future use of the range without going through the DCM if the military authority concurs. However, the military authority may request recertification.

(6) The official may request the use of a National Guard or other Government range. The procedure is as follows:

(a) The official sends a letter of request to the DCM.

(b) The ODCM forwards the request to the military department of the State or other Government agency concerned, recommending appropriate action. The National Guard Bureau will be notified only when situations occur that cannot be resolved by the State military department.

(c) The requesting official may arrange further details of range use after receiving a response from the Government agency concerned.

c. If the military authority denies the request for range facilities or fails to provide support to the organization within the spirit and intent of this chapter, the requesting official may forward a

letter of appeal to the DCM. The letter should answer the following questions:

(1) Who denied the organization's request?

(2) Why was the request denied?

(3) Did the responsible military authority impose unreasonable or arbitrary regulations or prohibitive rental fees? If so, provide specifics.

(4) What alternative action, if any, has the requesting official taken?

#### 6-2. Range control

a. Provision of range personnel and materiel to ODCM-enrolled organizations will be subject to local availability and the discretion of the local commander.

b. The firearms, ammunition, methods of firing, and target arrangements the organizations use may deviate from accepted military standards if local range safety precautions are observed and the range is compatible with the intended use. The organization official will ensure that at the end of firing the range is restored to its original condition.

c. Civilian organizations will furnish their own firearms and ammunition.

#### 6-3. Denial of privileges

The military authority controlling a range may refuse the use of the range or access to the military installation to any person—

a. Who willfully disobeys range rules.

b. Whose conduct on the range or installation warrants such action.

c. Whose failure to observe the principles of firearms safety poses a safety hazard.

d. When use of the range will interfere with scheduled military training.

e. When the intended use of the range will pose a safety hazard.

## Chapter 7

### Other Civilian Marksmanship Support

#### 7-1. Authorized organizations

Certain nonprofit civic organizations may buy up to 300 rounds of caliber .22LR ammunition for each eligible member aged 10 through 20 years who takes part in a marksmanship training program approved by the DCM. Programs that can qualify include youth summer camps and marksmanship programs conducted by the YMCA, YWCA, 4-H, BSA, and GSA. Other organizations may apply to the ODCM for support on an exception basis.

#### 7-2. Procedures for sale of ammunition

Qualifying organizations may buy ammunition through the DCM sales program. They must pay the Government ammunition acquisition cost plus packing, handling, and transportation charges. Written requests with full justification will be submitted to the DCM, HQDA (SFDM), Room 1205, 20 Massachusetts Avenue, NW., WASH DC 20314-0100. The DCM will forward approved requests to the proper support agency for action.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 55-38**

Reporting of Transportation Discrepancies in Shipments. (Cited in para 3-13.)

#### **AR 190-11**

Physical Security of Arms, Ammunition, and Explosives. (Cited in paras 3-5, 5-2, and 5-3.)

#### **AR 190-40**

Serious Incident Report (RCS GSGPA-1340). (Cited in para 5-2.)

#### **AR 340-21**

The Army Privacy Program. (Cited in para 2-2.)

#### **AR 700-131**

Loan of Army Materiel. (Cited in para 3-1.)

#### **AR 710-2**

Supply Policies Below the Wholesale Level. (Cited in para 3-5.)

#### **AR 725-1**

Special Authorization and Procedures for Issues, Sales, and Loans. (Cited in paras 3-1 and 3-14.)

#### **AR 735-5**

Policies and Procedures for Property Accounting. (Cited in para 5-2.)

#### **AR 920-30**

Rules and Regulations for National Matches and Other Excellence-in-Competition (EIC) Matches. (Cited in para 5-6.)

#### **DODD 1025.1**

Civilian Rifle and Pistol Marksmanship Training Program. (Cited in paras 1-4 and 6-1.)

### **Section II Prescribed Forms**

#### **DA Form 1271-R**

Application for Enrollment of a Civilian Rifle Club. (Prescribed in para 2-2.)

#### **DA Form 1271-1-R**

Roster of Club Members. (Prescribed in para 2-2.)

#### **DA Form 1271-2-R**

Assurance of Compliance with the Department of Defense Directive Under Title VI of the Civil Rights Act of 1964. (Prescribed in para 2-2.)

#### **DA Form 1271-3-R**

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and Army Regulation 600-7. (Prescribed in para 2-2.)

#### **DA Form 1272-R**

Bond Application for Civilian Rifle Club. (Prescribed in para 2-2.)

#### **DA Form 1273-R**

Requisition for Articles Authorized for Issue to Civilian Rifle Clubs. (Prescribed in paras 2-2 and 3-5.)

#### **DA Form 1274-R**

Description of Available Range Facilities for Civilian Rifle Club. (Prescribed in para 2-2.)

#### **DA Form 1275**

Annual Inventory of U.S. Property Held by Civilian Rifle Club. (Prescribed in paras 5-1 and 5-4.)

#### **DA Form 1275-1**

Roster of Firing Members. (Prescribed in para 5-1.)

#### **DA Form 1277**

Annual Statistical Report of Civilian Rifle Club. (Prescribed in paras 3-6, 4-4, and 5-1.)

#### **DA Form 1571**

Surety Bond for Nonexpendable Government Property Issued to Civilian Rifle Clubs and Schools. (Prescribed in para 3-2.)

### **Section III Referenced Forms**

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DA Form 3056**

Report of Missing/Recovered Firearms, Ammunition, and Explosives

#### **DD Form 398-2**

Personnel Security Questionnaire (National Agency Check)

#### **DD Form 1348-1**

DOD Single Line Item Release/Receipt Document

#### **FD Form 258**

Fingerprint Card

#### **SF 364**

Report of Discrepancy

## **Glossary**

**YWCA**  
Young Women's Christian Association

**AMC**  
U.S. Army Materiel Command

**AMCCOM**  
U.S. Army Armament, Munitions, and  
Chemical Command

**BSA**  
Boy Scouts of America

**CMP**  
Civilian Marksmanship Program

**CMSD**  
Civilian Marksmanship Support  
Detachment

**DCM**  
Director of Civilian Marksmanship

**DESCOM**  
U.S. Army Depot System Command

**DOD**  
Department of Defense

**DODD**  
Department of Defense Directive

**EIC**  
Excellence in Competition

**FBI**  
Federal Bureau of Investigation

**FD**  
Field Division

**GMPA**  
General Materiel and Petroleum Activity

**GSA**  
Girl Scouts of America

**HQDA**  
Headquarters, Department of the Army

**LR**  
long rifle

**NACIC**  
National Agency Check Investigative  
Center

**NICP**  
National Inventory Control Point

**ODCM**  
Office of the Director of Civilian  
Marksmanship

**SICC**  
Secondary Items Control Center

**YMCA**  
Young Men's Christian Association

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**APPLICATION FOR ENROLLMENT  
OF A CIVILIAN RIFLE CLUB**

For use of this form, see AR 920-20; the proponent is DCM

**TYPE OF CLUB**\_\_\_\_ SENIOR  
\_\_\_\_ SENIOR W/JR DIV  
\_\_\_\_ JUNIOR \_\_\_\_ COLLEGE**DATE****FORM APPROVED**  
**OMB No. 0702-0043**  
**Expires Jun 30, 1991**

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collect of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, Virginia 22202-4302; and to the Office of Information and Regulatory Affairs, Officer of Management and Budget, Washington, DC 20503.

**TO: Director of Civilian Marksmanship**  
**Department of the Army**  
**Washington, DC 20314-0100****FROM: (Name of Club exactly as affiliated with the National Rifle Association of America)****LOCATION OF CLUB (City or town and State) (Include ZIP Code)****NUMBER OF MEMBERS****NUMBER OF MEMBERS BY AGE GROUP****JUNIOR CLUB OR JUNIOR DIVISION****SENIOR CLUB**

10-11

12-13

14

15

16

17

18

19

20

21-26

27 &amp; OVER

This club is organized under the rules of the National Board for the Promotion of Rifle Practice (NBPRP) to accomplish target practice with small arms in accordance with the regulations prescribed by the NBPRP, and agrees to accomplish and submit to the Director of Civilian Marksmanship (DCM) annual reports of such practice. In this connection, this club agrees further to accomplish such other reports which may from time to time be requested by the DCM.

The club, collectively and individually, clearly understands that failure on the part of the club officials or the instructor (*in the case of Junior Club*) to comply with existing, regulations, as well as any other rules and regulations which may be prescribed by the Secretary of the Army concerning the use, care, preservation and accountability of any equipment issued to it by the United States Government, for the exclusive use of the club will be considered sufficient cause for the prompt withdrawal of all the Government property in its possession, and for the removal of the club's name from the active rolls of the DCM.

**TO BE COMPLETED BY JUNIOR CLUB INSTRUCTOR**

In testimony to this agreement and as part of this request, as duly authorized representative of this club, I, the club instructor (*also the club supervisor*), affix hereunto my signature.

**TYPED OR PRINTED NAME OF INSTRUCTOR****SIGNATURE OF INSTRUCTOR****ADDRESS OF INSTRUCTOR (Include ZIP Code)****TO BE COMPLETED BY SENIOR CLUB (Officers of the Senior Club)****TYPED OR PRINTED NAME****ADDRESS (Include ZIP Code)****PRESIDENT****VICE-PRESIDENT****EXECUTIVE OFFICER****SECRETARY****TREASURER**

In testimony to this agreement and as part of this request, as duly authorized representatives of this club, the president and secretary have affixed hereto their signatures.

**SIGNATURE OF PRESIDENT****SIGNATURE OF SECRETARY**





# ROSTER OF CLUB MEMBERS

For use of this form see AR 920-20; the proponent is DCM

**FORM APPROVED**  
**OMB No. 0702-0043**  
**Expires Jun 30, 1991**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, Virginia 22202-4302, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

**TO:** Director of Civilian Marksmanship  
Department of the Army  
Washington, D.C. 20314-0100

**FROM:** (Name of club exactly as affiliated with the National Rifle Association of America)

NAME (Please print)			ADDRESS	AGE	DATE OF BIRTH
LAST	FIRST	MIDDLE INITIAL			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

I HEREBY CERTIFY THIS ROSTER IS CORRECT AS OF \_\_\_\_\_ (Date)

NAME OF INSTRUCTOR OR SECRETARY

SIGNATURE OF INSTRUCTOR OR SECRETARY

HOME PHONE NUMBER

BUSINESS PHONE NUMBER



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**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF DEFENSE DIRECTIVE UNDER  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

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For use of this form see AR 920-20; the proponent is DCM.

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(Name of Applicant-Recipient) (hereinafter called "Applicant-Recipient")

HEREBY AGREES that it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Directive of the Department of Defense (32 CFR part 300, issued as Department of Defense 5500.11, December 28, 1964) issued pursuant to that title, to the end that, in accordance on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives Federal aid in the form of equipment, supplies, or financial assistance from the Department of the Army and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant-Recipient by the Department of the Army, assurance shall obligate the Applicant-Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant-Recipient for the period during which it retains ownership or possession of the property. In all other cases this assurance shall obligate the Applicant-Recipient for the period during which the Federal financial assistance is extended to it by the Department of the Army.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining after the date hereof, the loan of rifled arms for marksmanship training, the receipt of ammunition, targets, and other supplies and appliances necessary for such training, and of conducting competitive marksmanship activities in which equipment, property, and supplies provided in whole or in part through federally financed assistance are utilized. The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant-Recipient)

By \_\_\_\_\_

\_\_\_\_\_  
(Authorized club official)

\_\_\_\_\_  
(Applicant-Recipient's mailing address)

Note: (Official name of club is referred to as "Applicant-Recipient")

**DA FORM 1271-2-R, DEC 89**



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**ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS  
AMENDED, AND ARMY REGULATION 600-7**

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For use of this form see AR 920-20; the proponent is DCM.

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(Name of club or organization)

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(Address)

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(City or county)

(State and ZIP Code)

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HEREBY AGREES that it will comply with Federal law which provides that no otherwise qualified handicapped individual in the United States shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, 29 U.S.C. §794. It also agrees to advise the Department of the Army of any complaints received that allege discrimination against handicapped persons.

HEREBY GIVES assurance that it will immediately take reasonable measures to effectuate this agreement.

HEREBY ACKNOWLEDGES that this assurance shall obligate the recipient for the period during which any Federal financial assistance is extended to it by the Department of the Army through the Director of Civilian Marksmanship. Army representatives, upon advance notification, will be allowed to visit recipient facilities. They will be permitted to inspect the facilities to ensure that there are no barriers to impede a handicapped person's opportunity for full participation in the Civilian Marksmanship programs or activities.

THIS ASSURANCE is given in consideration of and for the purpose of retaining or obtaining any and all Federal loans, property, discounts, or other Federal financial assistance provided to the recipient by the Department of the Army through the Director of Civilian Marksmanship.

THIS ASSURANCE is binding on the recipient, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this assurance on behalf of the recipient.

(Date)

(Recipient)

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(Name, title, and signature of authorized official)

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**DA FORM 1271-3-R, DEC 89**



**BOND APPLICATION FOR CIVILIAN RIFLE CLUB**

For use of this form see AR 920-20; the proponent is DCM

DATE

**FORM APPROVED**  
**OMB No. 0702-0043**  
**Expires Jun 30, 1991**

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, Virginia 22202-4302; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

Fill in the information below and return this form to the Office, Director of Civilian Marksmanship, Washington, D.C. 20314-0100, Attn: CLUB BRANCH, when a bond or a change in the bond is desired. Either of the bonds described below will be accepted by this office.

Upon receipt of this form, a partially prepared bond form will be sent to the club together with instructions for completion of the bond, and a list of the approved bonding companies. Bonds are required in the penal sum of \$500.00 for junior clubs, \$1000.00 for senior clubs. Cost of each is approximately \$10.00 for two years. The premium for the bond is paid direct to the agent executing the bond. DO NOT send your remittance to the DCM.

**INDIVIDUAL PRINCIPAL BOND**

An individual (*or individuals*) acts as principal on the bond and is responsible for the property covered by the bond. This may be an officer of the club, the instructor in a junior club, or any individual who is willing to accept this responsibility. This method is recommended as easier, quicker, and more economical than the corporate principal bond.

**CORPORATE PRINCIPAL BOND**

A corporate principal is an incorporated organization acting as principal on the bond instead of an individual. A rifle club, if incorporated, may name itself as principal on the bond. If the club is not incorporated, but is being sponsored by an organization which is incorporated, that organization may act as corporate principal on the bond. A copy of the ARTICLES OF INCORPORATION of the CORPORATE PRINCIPAL on the bond MUST BE submitted with this form unless such copy has been previously furnished with a prior bond. This copy MUST BE authenticated by the SECRETARY OF STATE of the state in which the club is located.

**INDIVIDUAL PRINCIPAL BOND***(Fill in this section if your club desires an individual principal bond.)*

NAME OF INDIVIDUAL PRINCIPAL OR PRINCIPALS

ADDRESS (Street, city or town, county, State) (Include ZIP Code)

NAME OF CLUB (Exactly as affiliated with National Rifle Association)

LOCATION OF CLUB (City or town, county, State) (Include ZIP Code)

**CORPORATE PRINCIPAL BOND***(Fill in this section if your club desires a corporate principal bond.)*

NAME OF CORPORATE PRINCIPAL (i.e., Corporation)

ADDRESS (Street, city or town, county, State) (Include ZIP Code)

NAME OF CLUB (Exactly as affiliated with National Rifle Association)

LOCATION OF CLUB (City or town, county, State) (Include ZIP Code)





**REQUISITION FOR ARTICLES  
AUTHORIZED FOR ISSUE TO THE CIVILIAN  
RIFLE CLUBS**

For use of this form, see AR 920-20: the proponent is DCM

**TYPE OF CLUB**☐ SENIOR  
☐ SENIOR W/JR DIV  
☐ JUNIOR ☐ COLLEGE**DATE OF  
REQUISITION****FORM APPROVED**  
**OMB No. 0702-0043**  
**Expires Jun 30, 1991**

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**TO: Director of Civilian Marksmanship  
Department of the Army  
Washington, D.C. 20314-0100****FROM: (Name of club exactly as affiliated with the National Rifle Association of America)**

1. SHIP TO (Name and complete shipping address of individual who will receive shipment) (Include ZIP Code)

2. SHIP BY

☐ FREIGHT  
☐ EXPRESS

TELEPHONE NUMBER CONSIGNEE DURING WORKING HOURS: ( )

3. NO. OF MEMBERS

## 4. Articles available for issue (In accordance with AR 920-20, paragraph 3-6)

NON-EXPENDABLE ARTICLES	QUANTITY REQUESTED a	APPROVED (Do not write in this column) b
(1) Rifle, Caliber .22, without equipment		
(2) Rifle, U.S. Caliber, .30 M1 with equipment		
EXPENDABLE ARTICLES	NUMBER OF MEMBERS a	APPROVED (Do not write in this column) b
(3) Cartridge, Ball, Caliber .22		
(4) Cartridge, Ball, Caliber .30		
(5) Target, Caliber .22 SB Rifle, 50 Foot A17 (Conventional)		
(6) Target, Caliber .22 SB Rifle, 50 Foot A36 (International)		
(7) Target, Caliber .30 SR, with centers		
(8) Target, Caliber .30 MR, with centers		

**NOTE: No articles will be issued unless requested in column a, item 4 above.**

## 6. REMARKS

The undersigned and/or consignee has knowledge of local laws and fire regulations concerning the use and storage of small arms and ammunition and agrees to comply with them. He also understands that ammunition and targets issued by the Director of Civilian Marksmanship for marksmanship training may not be sold under any circumstances. Request for issues to a Junior Rifle Club must be made by the instructor of the club. This requisition must be signed by the instructor.

7a. ADDRESS (Instructor or secretary, as applicable) (Include ZIP Code)

7b. TYPED OR PRINTED NAME (Instructor or secretary, as applicable)

7c. SIGNATURE (Instructor or secretary, as applicable)

**INSTRUCTIONS FOR RECEIPT OF ARTICLES**

NOTE: After shipment, copies of the Shipping Document or of the requisition are sent by the shipping depot or arsenal to the club. Material received should be checked IMMEDIATELY with these documents to determine that there are no shortages. One copy of Shipping Document (or requisition) must then be signed and forwarded TO THIS OFFICE. Date of receipt of supplies is to be shown on Shipping Document (or requisition). If a shortage exists, notify this office IMMEDIATELY, listing all articles short.



**DESCRIPTION OF AVAILABLE RANGE  
FACILITIES FOR CIVILIAN RIFLE CLUBS**

For use of this form, see AR 920-20; the proponent is DCM

**TYPE OF CLUB**☐ SENIOR  
☐ SENIOR W/JR DIV  
☐ JUNIOR ☐ COLLEGE

DATE

**FORM APPROVED**  
**OMB No. 0702-0043**  
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**TO: Director of Civilian Marksmanship**  
**Department of the Army**  
**Washington, D.C. 20314-0100****FROM: (Name of club exactly as affiliated with the National Rifle Association of America)****OUTDOOR RANGE**

1. NAME AND LOCATION OF RANGE						2. DISTANCE FROM TOWN (Where club is located)					
3. Ownership or control of range (Check applicable line)											
<input type="checkbox"/> CLUB		<input type="checkbox"/> MUNICIPAL		<input type="checkbox"/> STATE		<input type="checkbox"/> NATIONAL GUARD		<input type="checkbox"/> COAST GUARD		<input type="checkbox"/> LEASED BY CLUB	
<input type="checkbox"/> ARMY		<input type="checkbox"/> NAVY		<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> OTHER (Specify)			
4. Number of firing points at each range											
a. PISTOL AND REVOLVER			b. SMALL BORE RIFLE			c. CALIBER .30 RIFLE					
15 YARDS	25 YARDS	50 YARDS	50 FEET	50 YARDS	100 YARDS	100 YARDS	200 YARDS	300 YARDS	500 YARDS	600 YARDS	1000 YARDS

**5. Danger areas**

THE FOLLOWING ARE THE DANGER AREAS IN THE DIRECTION OF FIRE FOR SMALL ARMS AMMUNITION

.22 CALIBER - 1500 YARDS

.45 CALIBER - 1700 YARDS

.30 CALIBER - M2 - 4000 YARDS

.30 CALIBER, M1 - 5500 YARDS

To be safe, ranges without artificial or natural backstops must have the above distances from the firing point unoccupied and without habitations, highways, railroads, or navigable waters, and lateral safety angle of 5 degrees to right and left of the direction of fire. Add to this sector such additional areas as may be necessary to provide safety from ricochet bullets as determined by actual examination of the nature of the terrain.

**BACKSTOP:** The above danger areas may be modified when, in the opinion of responsible officials, the height and nature of existing artificial or natural backstops make smaller areas safe.

**INDOOR RANGE**

6. BUILDING AND LOCATION											
7. Ownership and control of range (Check applicable box)											
<input type="checkbox"/> CLUB		<input type="checkbox"/> MUNICIPAL		<input type="checkbox"/> STATE		<input type="checkbox"/> NATIONAL GUARD		<input type="checkbox"/> COAST GUARD		<input type="checkbox"/> LEASED BY CLUB	
<input type="checkbox"/> ARMY		<input type="checkbox"/> NAVY		<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> OTHER (Specify)			
8. NUMBER OF FIRING (Small Bore at 50 feet)						9. RANGE IS SAFE TO FIRE THE FOLLOWING (Check applicable box(es))					
						<input type="checkbox"/> CALIBER .22 <input type="checkbox"/> CALIBER .38 <input type="checkbox"/> CALIBER .45					
10. REMARKS (If additional space is required, continue on the reverse side.)											

**11. To be completed by instructor or secretary, as applicable**

a. ADDRESS	b. TYPED OR PRINTED NAME
	c. SIGNATURE



















10/10/10

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