

UNIT LETTERHEAD

YOUR UNIT OFFICE SYMBOL

CURRENT DATE

MEMORANDUM FOR: Fort Eustis Range Control, ATTN: Installation Range Officer

SUBJECT: Certification/Recertification of Range Safety Personnel

1. I hereby certify that the below listed personnel are competent with the weapons indicated IAW DA PAM 385-63. Competency includes but is not limited to employment, misfire procedures, malfunctions, loading and unloading ammunition, handling, storage, weapons clearing procedures and other hazardous characteristics of the weapons being employed. I further understand that my responsibility and authority to certify these personnel cannot be delegated IAW AR 385-63, Chapter 1.

2. The below personnel, know, understand and are familiar with the requirements directed by AR 385-63, DA PAM 385-63 and ASA 350-1 including all applicable updates and changes. Additionally, they are aware they must have a Range Certification Card and computer file entry in the Range Facility Management Support System (RFMSS) database at JBLE-FE.

<u>Name</u>	<u>Rank</u>	<u>Duty</u>	<u>Weapons*</u>
Jones, Joe W.	1LT	OIC/RSO	M16A2, M60, M1911A1 M9, AT-4, M249, M2
Doe, John P.	CPT	OIC/RSO	M16A2, M60, M9, M60 M2, Grenade
Smith, Jane R.	SSG	OIC/RSO	M16A2, M60, NBC**
Brown, Roger	SGT	RSO	M16A2, M9

* NOTE: All weapons to be fired must be specified by type!!

** SM is a Chemical Officer or NCO or possesses the additional skill identifier (ASI).

3. POC is CPT Doe, SSG Smith, XXXXX-XXXXX., Email: poc@unit.email.address. (Give only Civilian phone numbers and include email and fax number)

JOSEPH M. SMITH****
LTC, TC
Commanding

**** Must be the personal signature of the Battalion or Squadron Commander, the 1st O5 in the Chain of Command or Branch Chief GS-12 or above. If acting Commander, IAW AR 600-200, assumption of Command Orders must accompany this memorandum.

If attending for a recertification personnel must present their certification card to range control on the day of recertification.