

## UNIT LETTERHEAD

DATE DOCUMENT PUBLISHED

### MEMORANDUM FOR CAJMTC Range Control

**SUBJECT:** Letter of Instruction (LOI) (List date of event, location, and event type).

**Example:** *Letter of Instruction (LOI) for LIVE FIRE AND MANEUVER EXERCISE on Range 37 on 22JAN2009 at Camp Atterbury, Indiana.*

**Ref:** List Applicable References

**Example:**

- (a) DA PAM 385-63
- (b) CA 385-63
- (c) Applicable field manuals

1. LOI: This block needs to include the following:

a. **Type of mission:**

**Example:** *Dismounted or Mounted Deliberate Attacks (daytime only)*

b. **Level of Mission:**

**Example:** *Squad LFX or Mounted Convoy Patrol*

c. **Training Plan:** List a detailed training plan to include intermediate training objectives and final training objective. A progressive training plan for rehearsal walk through, blank and live runs to include number of planned iterations for day and night.

**Example:** *All members of the Company have recently undergone and passed marksmanship training. The Company has been through LFAM ranges within the current year. Each squad will conduct a talk-through, dry run, and blank ammunition run of the scheme of maneuver on the range until safety personnel are satisfied that every Soldier is proficient with the scheme of maneuver. Squad leaders and safety personnel will also conduct a walk through prior to the live fire iteration. Number of planned iterations will be 6 for day and 6 for night.*

d. **Scheme of Maneuver:** List a detailed sequence of events from start of planned event through completion. (This may be done in power point as an attachment visually displaying the sequence of events, however it may be done in paragraph form) NOTE: A sketch of scheme of maneuver will be required.

**Example:** *The platoon maneuver element (2 squads) will begin at the starting point (vic of grid EJ1234 5678). A Support by Fire element, composed of a MG squad and rifle squad, will be established in the (vic of grid EJ8765 4321). The SBF element will engage targets on Objective Bravo, while the PLT maneuvers in a northerly direction towards Objective Bravo. When the PLT reaches the shift fires position, the SBF element will shift fires on order to the sniper location (west of Obj. Bravo vic EJ6549 5555). When the PLT reaches the cease fire position, the SBF element, on order, will cease all fires. The PLT will assault through OBJ Bravo to the LOA, PL Red (Road 4E, immediately north of OBJ Bravo). On order, the SBF element will displace and collocate with the PLT. The PLT will consolidate and reorganize on Objective Bravo.*

e. **Safety Plan:** List a detailed description of your Safety Plan to include the following: Locations of OIC, RSOs, and OCs; List Ammunition breakdown/segregation plan. A detailed MEDEVAC plan is required IAW CA 385-63

**Example:** *The RSO will be assisted by 6 non-participating safety NCO's per platoon iteration. The RSO and OIC will be strategically placed in order to provide the best command and control of the training event. A non-participating qualified medic will maneuver downrange with the platoon. The RSO and OIC will maintain positive communications with the safety vehicle and range control. The safety vehicle will be parked at the starting point (vic of grid EJ 1234 5678). The safety vehicle will maintain a fuel level above 3/4s of a tank. The*

safety vehicle driver will be briefed about Camp Atterbury MEDEVAC procedures. All pyrotechnic, blank, and ball ammunition will be physically separated by a minimum of 50 feet.

- f. **F. Scheme of Maneuver Sketch:** (This may be done in power point as an attachment visually displaying the sequence of events, however it may be done in paragraph form) NOTE: A sketch of scheme of maneuver will be required. The sketch will be a SEPARATE attachment from the SOM statement.

**Medical Coverage Plan:** Coverage and Evacuation. A detailed MEDEVAC plan is required IAW CA 385-63. If there is a MEDEVAC and the assigned medic leaves with the patient then the range CANNOT continue training until another medic is on site. Reference established MEDEVAC plans for your specific range or training area.

g.

**Example: RG 37 Coverage Plan**

Coverage: Event OIC will coordinate for MOS qualified medics to be onsite for the entire time that the Range is in a "HOT" status. These medics will come from the medical detachment that is organic to the Brigade.

Dedicated Evac Vehicle: Additionally these medics will have a fully equipped FLA that they will ensure remains above 3/4s full of fuel. The FLA will be strategically placed on the range by the OIC with its position being briefed to all participants.

Primary Procedure: MEDEVAC procedures will be briefed to all personnel on the range. Range OIC and RSO will contact Range Control in the event of any safety incident or weapons malfunction. An injured Soldier will initiate self and buddy aid. The injured soldier will be seen by the onsite MOS qualified medic. The OIC or RSO will contact Range Control for all MEDEVAC requests. The on-site medic and the OIC in coordination with Range Control will make the decision on whether ground or aerial MEDEVAC is required. The RSO will prep the LZ or initiate the ground MEDEVAC.

No Comm Plan: The MOS qualified medic will initiate ground MEDEVAC. The RSO will send a messenger to Range Control. The OIC will place themselves into a "Check Fire" until communication is established.

- h. **Internal Communications Plan:** List the Command, Control, and Communications Plan for the exercise. Tactical FM frequencies used in the exercise must be requested from the Camp Atterbury Frequency Manager prior to the exercise (812) 526-1499 ext. 2047. Note that in some areas FM communication is weak and that you may need to reach higher ground for a signal. If this occurs switch to channel 2 on your range control issued radio and attempt to establish communication again. Keep in mind that a radio check must be performed at the bottom of every hour with the range control fire desk.

**Example:**

	<u>Primary</u>	<u>Secondary</u>
Cease Fire:	voice	whistle
Emergency cease:	red pyrotechnics	whistle/voice/hand&arm

*Positive radio and signal communications will be maintained between the OIC, RSO, and safety vehicle. In addition, positive radio communications will be maintained between the OIC, RSO, and Range Control. A radio watch and relay station will be established in the Range Tower. Intra-Squad Radios will be used as backup communications between all agencies at the range. Voice communications and hand-and-arm signals will be maintained between the RSO and non-participating safety NCOs.*

- i. **Weapons, Ammunition, and Pyrotechnics:** Provide a complete listing of all weapons, types of ammunition, and pyrotechnic items that are planned for use during the exercise.

**Example:** Below is the complete listing of all weapon systems, types of ammunition, and types of pyrotechnics that will be used throughout this operation.

**(a) Weapons Systems:**

**Example:** M16A4/ M203/ M249 SAW/ M240 Bravo

- (b) **Ammunition:** Use Department of Defense Identification Code (DODIC)  
**Example:** A059/ A062/ A143/ B504/ B535/ G940/ G982/ A080/ A075/ A111
- (a) **Pyrotechnics:**  
**Example:** L601 L603 G940 G950 G955

**j. Range Activity Timeline:**

**Example:**

<b>08 January</b>	
1200	Unit will occupy range
1300-1330	Safety Brief
1330-1730	Squad LFAM Dry and Blank Run
1730	Call Range Cold
<b>09 January</b>	
0600	Unit will occupy range
0700-0730	Safety Brief
0730-0745	Ammo Issue
0745-1200	Squad LFAM Live Fire
1700	Call Range Cold
<b>10 January</b>	
0600	Unit will occupy range
0700-0730	Safety Brief
0730-0745	Ammo Issue
0745-1200	Squad LFAM Live Fire
1700	Call Range Cold
<b>11 January</b>	
0700-TBD	Final Police Call

- k. Environmental Assessment:** Describe how the exercise will affect the environment and list the mitigations you will take to decrease the negative environmental impact. Areas to be covered are wildlife and nature preservation, spills and spill response, rut damage, trash and debris, as well as, any other way the operation will affect the environment.

**Example:** *This exercise will have minimal impact on the environment. The following mitigations have been made in order to prevent environmental damage: Unit will only travel on approved roads and trails on the range. If rut damage is created the Range OIC or RSO will notify Range Control so the proper repair or remediation can be arranged for. Unit will have a spill response kit on-site to contain any POL spills. Additionally, the Unit will notify Range Control of any spill and will request additional support if necessary. The Range OIC or RSO will ensure that the Camp Atterbury Spill Response Worksheet is completed and turned into Range Control immediately following the incident. The Unit will not throw pyrotechnics in bodies of water or near trees. Unit OCs and safeties will ensure that participating personnel are briefed to not intentionally fire at wildlife. Upon completion of Range Operations the Unit will conduct a thorough police call of all affected areas in order to ensure that all trash, debris, and brass have been picked up.*

- l. Range Set up and Clearance Plan:** Describe how you will complete range set up and clearance operations. Also list any special request items needed for the operations such as targets, hostile fire simulators, training aids, and Class IV materials. All ranges will need to be walked by a range control representative for issuance and clearance.

**Example:** *The event OIC will coordinate with Camp Atterbury RTLP on 03JAN2009 in order to discuss the emplacement of targets for the exercise. We will be prepared to provide Camp Atterbury RTLP with a working party to assist in the set up of the targetry if so requested, the day prior to the event. The safety vehicle and RSO will drive through the objectives and range prior to live fire. During the day of the event, brass will be policed between each iteration and at the end of operations. At end of the day's operations, the Range OIC will ensure that all required range clearance and range usage documentation is submitted to Range Control prior to 2300 hours. This documentation includes: Strength Report, Facility Usage Report, and clearance of all hand receipt items. Special Request Items)  
 Special Request Items: This training event will require the use of hostile fire simulators.*

2. The following list includes all personnel who have been briefed and fully trained on this MLFX packet. These personnel are authorized to hold the position of OIC or RSO. If a hot time is requested and the names haven't already been authorized then a hot time will not be issues.
  - a. John smith, CPT OIC
  - b. Dave Smith, SFC RSO
  - c. Jack Smith, MAJ OIC/RSO
3. Point of contact at this command, for this operation, is MAJ Dave Johnson at commercial (812) 867-5309.

John A Doe  
LTC, IN  
Commanding