



**Division of Criminal Justice  
Police Training Commission**

**Basic Course  
Firearms Manual**

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New Jersey Department of Law & Public Safety  
Division of Criminal Justice

## Table of Contents

<b>Definitions</b>	1 - 2
<b>Instructor Certification</b>	3
<b>Certification Requirements for Instructors of Certain Subjects</b>	4 - 5
<b>Duties and Responsibilities of Firearms Instructors</b>	6
<b>Range Master Certification Requirements</b>	7
<b>Duties and Responsibilities of Range Master</b>	8 - 9
<b>General Requirements</b>	10 - 12
Ammunition	10
Remediation Ammunition	10
Firearm	10 - 11
Equipment	11
Instructor Ratio	11
Non-Qualification	12
Records	12
<b>Performance Objectives</b>	13 - 16
9.1 Firearms Safety	13
9.2 Handgun and Shotgun	14
9.3 Shooting Principles	15 - 16
9.4 Range Exercises	17
<b>Handgun Training</b>	18 - 21
Fundamental Shooting Exercises	19
50 Yard-line Training Exercises	19 - 21
Handgun Qualification Course Exercises	21
<b>Handgun Qualification Course HQC</b>	22 - 26
Instruction Procedures (HQC)	27 - 29
<b>Instructional Procedures for Handgun Night Training Course (HNTC)</b>	30
<b>Handgun Night Training Course</b>	31 - 33
<b>Shotgun Training Course (STC)</b>	34 - 35
Instructional Procedures for Shotgun Training Course (STC)	36

<b>Rifle Course (Basic Course for State Corrections Officer)</b> .....	37 - 38
<b>Course Pull-Outs (instructor aids)</b> .....	39 - 42
HQC .....	39
HNTC (w/o lights) .....	40
HNTC (w/ lights) .....	41
STC .....	42

## DEFINITIONS

"Ammunition" - Trainees at all academies may use ammunition for qualification exercises, qualification and remediation, which by bullet weight and muzzle velocity is substantially identical to their agency's "service" ammunition. All ammunition use by a trainee, however, must be factory loaded.

Non-Toxic Ammunition (also known as "frangible") - The use of non-toxic ammunition is permissible for all PTC range activities as long as the bullet weight and muzzle velocity of the non-toxic ammunition is substantially identical to the trainee's agency's "service" ammunition.

Non-jacketed, powdered metal with nylon bonding frangible projectile ammunition is NOT permissible.

"Commission" means the Police Training Commission or officers or employees thereof acting on its behalf.

"Firearms Instructor" means an individual certified by the commission to teach firearms under the immediate supervision of a range master at a commission-approved school.

"Handgun" means a firearm (pistol or revolver) that can be held and fired with one hand.

"Law Enforcement Unit" means any police force or organization in a municipality or county which has by statute or ordinance the responsibility of detecting crime and enforcing the general laws of the state.

"Performance Objective" means an explicit statement describing the performance or action the trainee will demonstrate at the conclusion of training.

"Qualification Score-Handgun" means an average score of 80% or higher for three consecutive firings of the Handgun Qualification Course.

"Range Master" means an individual certified by the commission and designated by a school director to control and to supervise all firearms activities at the firearms range with respect to the activities set forth in this manual.

"School" means an institution approved by the commission to provide basic and/or in-service courses of study.

"School Director" means an individual designated as having the responsibility for the administrative and day-to-day operations of a school.

"Shotgun" means a smooth bore shoulder weapon capable of firing shotgun shells.

"Trainee" means an individual attending a commission-approved school.

"Unit Goal" means a general statement of instructional intent that summarizes the content of related performance objectives.

## INSTRUCTOR CERTIFICATION

### 13:1-4.1 CERTIFICATION REQUIREMENT

All instructors participating in a course authorized by the Commission must be certified before they are permitted to teach except as set forth in this subchapter and except as provided for in an emergency as set forth in N.J.A.C. 13:1-7.2(a)13 .

### 13:1-4.2 ELIGIBILITY FOR CERTIFICATION

An individual who has completed two years of college, has a minimum of three years of experience in his or her teaching specialty or career and can demonstrate knowledge and/or skill in a subject contained in a Commission-approved curriculum is eligible for consideration for instructor certification. The Commission may waive the educational and/or work experience requirement for a compelling reason.

### 13:1-4.3 CERTIFICATION PROCESS

An individual seeking instructor certification shall complete the Commission-prescribed application and shall have his or her law enforcement agency's endorsement where applicable. The school director shall interview the applicant and, if there is an intention to utilize the services of the individual, shall then endorse the application and forward it to the Commission. The Commission staff shall review the application and either approve or disapprove the request for certification as an instructor.

### 13:1-4.4 TYPES OF CERTIFICATION

Police officers who have completed or will subsequently complete a Commission-recognized instructor training course shall be entitled to a police instructor certification. Individuals other than police officers shall be entitled to a special instructor certification.

### 13:1-4.5 CERTIFICATION

(a) Initial instructor certifications and renewals shall expire on December 31 of the third year of the initial certification or renewal. As a condition of recertification, an instructor must teach at least once during the prior certification period.

(b) The Commission may impose conditions with respect to any certification and may withdraw certification at any time, or deny renewal, for good cause.

(c) An instructor denied certification or renewal, or whose certification was withdrawn by the commission, may appeal the decision to the Commission in accordance with

the provisions of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

#### 13:1-4.6 CERTIFICATION REQUIREMENTS FOR INSTRUCTORS OF CERTAIN SUBJECTS

(a) Applicants who seek certification to instruct in certain subjects must be certified as an instructor and meet the following requirements:

1. An individual seeking certification as a firearms instructor must successfully complete a Commission-recognized Firearms Instructors Course. In addition, under the immediate supervision of a school's range master, the individual must successfully:

- i. Demonstrate knowledge of the established range safety rules;
- ii. Identify the major parts of those firearms which will be used in the training program;
- iii. Demonstrate the ability to handle safely those firearms designated by the Commission under conditions such as the following:
  - (1) Loading and unloading;
  - (2) Using loading devices;
  - (3) Clearing ammunition and weapon malfunctions; and
  - (4) Cleaning and maintaining weapons properly;
- iv. Demonstrate the knowledge and skills required to teach the techniques of marksmanship and be able to identify the reasons that may be leading a trainee to possible failure; and
- v. Score no less than 95 in the Commission-required firearms course.

2. An individual seeking recertification as a firearms instructors must annually satisfy the range master of his or her ability to perform the requirements as set forth in paragraphs (a) 1 i through iv above and comply with an appropriate firearms requalification program.

3. An individual seeking certification as a range master must be certified by the Commission as a firearms instructor and meet each of the following requirements:

- i. Possess a minimum of five years active experience as a certified firearms instructor at a commission-approved school. The Commission may waive this requirement for compelling reasons;
- ii. Have served in the capacity of a certified firearms instructor under the supervision

of a certified range master during at least six basic firearms courses at a Commission-approved school; and

- iii Receive the recommendation of the school director at the school where the applicant will serve and a range master designated by the Commission to review the application. Both the school director and the range master shall state in their recommendation to the Commission that the applicant is competent to perform the duties and responsibilities of range master.

## DUTIES AND RESPONSIBILITIES OF FIREARMS INSTRUCTORS

### A FIREARMS INSTRUCTOR IS:

- responsible for the direct supervision of trainees assigned to him/her by the range master.
- required to take immediate and appropriate action when, in the instructor's judgment, the conduct or activity of a trainee constitutes a danger to himself/herself or to other individuals.
- required at all times while on the firing line to remain with the trainees who are under his/her direct supervision (unless properly relieved).
- required to instruct trainees in range safety and the appropriate handling and firing of the handgun and/or shotgun.
- required to render all possible assistance to trainees in helping them achieve the performance objectives set forth in this manual.
- responsible for the recording of firearms scores attained by each trainee under the direct supervision of the instructor, on a form prescribed by the range master; the firearms instructor is also responsible for signing a form for each trainee who fails to achieve a qualifying score and for having the unqualified trainee sign it as well.
- responsible for providing the range master with the targets used on the record runs during the subsequent training period of any trainee who, after additional training, fails to achieve the required qualifying score; the firearms instructor is also responsible for signing the targets and having the trainee do so, as well.
- required to call to the immediate attention of the range master any firearm that appears to be faulty.
- required, when designated by the range master and approved by the school director, to act as range master in his/her temporary absence.

## RANGE MASTER CERTIFICATION REQUIREMENTS

13:1-4.6(a)3

An individual seeking certification as a Range Master must be certified by the Commission as a firearms instructor and:

- i. Possess a minimum of five years active experience as a certified firearms instructor at a Commission-approved school. The Commission may waive this requirement for compelling reasons;
- ii. Have served in the capacity of a certified firearms instructor under the supervision of a certified range master during at least six basic firearms courses at a Commission-approved school; and
- iii. Receive the recommendation of the school director at the school where the applicant will serve and a range master designated by the Commission to review the application. Both the school director and the range master shall state in their recommendation to the Commission that the applicant is competent to perform the duties and responsibilities of range master.

## DUTIES AND RESPONSIBILITIES OF RANGE MASTERS

### A RANGE MASTER IS RESPONSIBLE FOR:

- all firearms activities in this manual that are conducted at the school.
- the safety of all individuals engaged in firearms activities.
- street relevant safety shall be maintained by keeping all firearms' muzzles pointed towards the ground. This shall include handgun as well as any long gun.
- complying with all commission requirements as set forth in this manual with respect to trainees undergoing basic firearms training.
- ordering and removing from the range any trainee, instructor, or individual whose conduct or activity constitutes a danger to individuals using the range; the range master shall immediately inform the school director of the action taken and the reason for it.
- the initial qualification, and subsequent recertification, of firearms instructors used at the school in accordance with Police Training Commission Rule, N.J.A.C. 13:1-4.6.
- maintaining instructor-trainee ratios as set forth in this manual.
- ensuring that each trainee is equipped with proper eye and hearing protection.
- ensuring that a currently certified first aider is present at the range. (This person should be an academy instructor or police officer, certified either as an EMT or First Responder, or a fully certified member of a local volunteer first aid squad.)
- ensuring that adequate first aid supplies are available at all times. Included within the recommended supplies are:

Triangular bandages  
Roller-type bandages  
Universal dressing  
Gauze pads  
Occlusive dressing  
Bandage scissors  
Adhesive tape  
Blanket  
Antiseptic solution  
Oxygen equipment and masks

Bag-valve mask  
Oropharyngeal airways

- ensuring that a communications link exists between the firing range and the local emergency services.
- developing and completing appropriate records for recording the scores achieved by each trainee, the model and serial numbers of each handgun used by every trainee, and other appropriate information. (The model and serial numbers should be recorded at the time of qualification.)
- determining the time allocation and method of instruction for trainees who require additional training as a result of the failure to achieve initially the qualification score required by the commission.
- submitting to the school director a comprehensive report on each trainee who fails to achieve the commission-required qualification score.
- ensuring that all weapons and ammunition used in basic firearms training are inspected and either are approved as mechanically operable and safe, or are disapproved.
- ensuring that faulty weapons are not used and that the trainee is supplied by the trainee's employing agency with a properly functioning weapon.
- with prior approval from the school director, designating a competent Commission-certified firearms instructor to act in the place of the range master during his/her temporary absence.

## GENERAL REQUIREMENTS

### Ammunition

Each trainee shall be provided with factory-loaded ammunition by the trainee's law enforcement agency (if not furnished by the school). The range master, or qualified representative, shall inspect and approve all ammunition to be used by a trainee.

### AMMUNITION REQUIREMENTS FOR EACH TRAINEE:

Generally, no less than 700 rounds of ammunition shall be fired in practice and record runs. The ammunition shall be expended as follows:

- Fundamental Shooting Exercises 300 rounds
- Fifty-yard line Training Exercises 40 rounds
- Handgun Qualification Course Exercises 180 rounds
- Handgun Qualification Course Record Runs 180 rounds

360 rounds to be expended in firing the Handgun Qualification Course Exercises and in the three Handgun Qualification Course Record Runs. The Commission recommends that additional rounds be used if the range master believes that it will benefit the trainees. Conversely, less than the minimum number of 700 rounds may be expended provided trainees can achieve a qualifying score with less ammunition.

- 20 rounds of agency's duty shotgun ammunition (i.e., OO Buck)
- 5 slug rounds if agency uses slugs

### Remediation Ammunition

- A maximum of 300 additional rounds may be expended.
- Of these additional rounds, **180** rounds are reserved for the second attempt at qualification.
- The remaining 120 rounds are to be used for Remedial Training Exercises.

### Firearms

Training and qualification for the record shall be conducted with a handgun approved for official duty use by the trainee's law enforcement agency. Shotgun training shall be conducted with a shotgun approved by the trainee's law enforcement agency. Before a firearm is used, the range master (or qualified designee) shall inspect and approve the use of the weapon. If it is determined that a weapon is not serviceable, either prior to or during its use, the range master shall require the trainee's law enforcement agency to furnish the trainee with a serviceable

weapon.

### Equipment

Each trainee, prior to undergoing firearms instruction, must be equipped with the agency's regulation belt, holster, loading device and or bullet loops authorized by the employing agency. (Loading devices may include speed loaders, speed strips, bullet pouches and magazines).

Use of safety glasses is mandatory during all live-fire activities. Hearing protection is mandatory for all live-fire exercises.

### Instructors

The certification of each firearms instructor employed in the training shall be checked by the range master to ensure that the instructor has complied with Police Training Commission Rule, N.J.A.C. 13:1-4.6. For safety and training purposes, the following firearms instructor-trainee ratios shall be minimally maintained at all times on the firing line:

- one firearms instructor for a maximum of 6 trainees using handgun during daytime firing.
- one firearms instructor for a maximum of 3 trainees using handguns during night-time firing.
- one firearms instructor for each trainee for training with the shotgun.

### Safety Devices for Scenario type or off range "dry-fire" training

Any working firearm, which will be used in any scenario or off-range "dry-fire" exercise, must have a visible chamber-blocking safety device installed. This device will be of a sharply contrasting color to the firearm, will block the chambering of any ammunition and be visibly protruding from the muzzle of the firearm.

It is further recommended that all instructors, while providing instruction through demonstration with a working firearm, utilize this same device when feasible.

## Non-Qualification

A trainee who fails to achieve an average score of 80% or higher for record, after three consecutive firings of the Handgun Qualification Course, shall receive additional training. This remedial training must be given before the trainee is again allowed to reattempt qualification. The time allocated and the method of remedial instruction shall be determined by the range master. The remediation record runs may not be fired on the same day as the initial record runs. The three remediation record runs scores shall be three separate scores with no influence from the initial record runs scores. The range master (or qualified designee) in consultation with firearms instructors and/or other academy officials, including the trainee, will:

1. Check to determine the cause of non-qualification, including a check of the trainee's weapon.
2. Record the results of the analysis, stating why the trainee failed.
3. Set the date for the trainee to attempt qualification again.
4. Record the steps taken to bring the trainee from failure to success.
5. Retain these records, with targets and other class records, pending any possible appeal.

## Remediation Ammunition

- A maximum of 300 additional rounds may be expended.
- Of these additional rounds, **180** rounds are reserved for the second attempt at qualification.
- The remaining 120 rounds (training ammunition) are to be used for Remedial Training Exercises.

## Records

An individual written record shall be maintained on each trainee undergoing firearms instruction. Each record shall include, but not be limited to, the following information:

- General identification of any firearm used (model, make, caliber, and serial number).
- Scores achieved on practice and record runs.
- The signature of trainee and firearms instructor next to record run scores on the target of the unqualified trainee.
- Location where targets of unqualified trainees are stored. (These targets must bear the signatures of trainee and instructor and must be maintained on file for a period of 3 years).

## GOALS AND PERFORMANCE OBJECTIVES

UNIT TITLE: Firearms Safety

9.1 UNIT GOAL: The trainee will handle weapons in a safe manner.

### PERFORMANCE OBJECTIVE:

9.1.1 The trainee will demonstrate the safe handling of handguns and shotguns.

This will minimally be done under the following conditions/situations:

- A. Securing all agency-authorized shotguns and on- and off-duty handguns at all times
- B. Loading and unloading revolvers, semi-automatic pistols, and manual and autoloading shotguns
- C. Utilizing authorized agency loading devices or bullet loops (Authorized agency loading device may include speed loaders, speed strips, and bullet pouches.)
- D. Holstering and drawing authorized agency handguns
- E. Inspecting weapons
- F. Operating weapons storage mechanisms in agency-authorized vehicles and in agency-authorized storage areas\*
- G. Clearing malfunctions.

\*(This will be done at the trainee's agency.)

## GOALS AND PERFORMANCE OBJECTIVES

UNIT TITLE: Handgun and Shotgun

9.2 UNIT GOAL: The trainee will identify the firearms/ammunition authorized for his/her agency's use and explain the mechanical functions, capabilities, and maintenance of these weapons.

### PERFORMANCE OBJECTIVES:

- 9.2.1 The trainee will identify those firearms and ammunition his/her agency authorizes for both on- and off-duty use.\*  
\*(This will be done at the trainee's agency.)
- 9.2.2 The trainee will identify the major parts of his/her service handgun and explain its basic mechanical functions.
- 9.2.3 The trainee will name the major parts of his/her agency's shotgun(s) and describe its basic mechanical functions.
- 9.2.4 The trainee will describe the effective range and lethal capabilities of the agency handgun(s) and shotgun(s).
- 9.2.5 The trainee will demonstrate the ability to clean his/her service handgun and agency shotgun effectively.

## GOALS AND PERFORMANCE OBJECTIVES

UNIT TITLE: Shooting Principles

9.3 UNIT GOAL: The trainee will understand recognized shooting principles and will demonstrate the techniques of good marksmanship with the agency-approved handgun and shotgun.

### PERFORMANCE OBJECTIVES:

9.3.1 The trainee will explain the principles of good marksmanship and will demonstrate the techniques with a handgun and shotgun. The presentation will minimally include:

- A. Stance
- B. Grip
- C. Breath Control
- D. Sight Alignment
- E. Trigger Control
- F. Follow Through

9.3.2 The trainee will demonstrate commonly recognized handgun shooting positions.

These positions will minimally include:

- A. Prone
- B. Standing (barricade, strong hand)
- C. Kneeling (barricade, strong hand)
- D. Point shoulder (with or without barricade)
- E. Natural point
- F. Isosceles stance
- G. Weaver stance
- H. Weapon retention

9.3.3 The trainee will demonstrate the standing, strong shoulder shooting position with his/her shotgun.

9.3.4 The trainee will demonstrate loading techniques with his/her shotgun.

These techniques will minimally include:

A. Administrative loading

B. Combat loading

## GOALS AND PERFORMANCE OBJECTIVES

UNIT TITLE: Range Exercises

9.4 UNIT GOAL: Trainee will develop shooting proficiency with the service handgun and will undergo training with the agency shotgun.

### PERFORMANCE OBJECTIVE:

- 9.4.1 The trainee, given both day and night range exercises, will load, empty, and reload his/her service handgun and shotgun, using authorized ammunition\* and his/her authorized agency loading device and/or bullet loops worn by the officer on duty. \*Authorized ammunition can include dummy ammunition during these loading and unloading exercises.
- 9.4.2 In daylight, the trainee will achieve an average of no less than 80% of a possible perfect score (100%) for three consecutive firings of the Handgun Qualification Course, as set forth in the Police Training Commission Basic Course Firearms Manual.
- 9.4.3 Deleted - February 1991
- 9.4.4 Under subdued lighting conditions, the trainee will fire the Handgun Night Training Course as set forth in the Police Training Commission Basic Course Firearms Manual.
- 9.4.5 In daylight and under subdued lighting conditions, the trainee will fire the Shotgun Training Course as set forth in the Police Training Commission Basic Course Firearms Manual.

## HANDGUN TRAINING

### HANDGUN QUALIFICATION REQUIREMENTS FOR EACH TRAINEE:

1. No less than an average of 80% of a possible perfect score (100% for three consecutive firings of the Handgun Qualification Course, as set forth in this manual). (See Handgun Qualification Course, 3.d below for requirements with respect to borderline shots.)
2. Demonstration of the safe handling of the service handgun.
3. Identification of the major parts of the handgun and explanation of the basic mechanical functions of each major part.
4. Demonstration of the proper care and cleaning of the service handgun.
5. Demonstration of the techniques of good marksmanship.

### AMMUNITION REQUIREMENTS FOR EACH TRAINEE:

Generally, no less than 700 rounds of ammunition shall be fired in practice and record runs. The ammunition shall be expended as follows:

- Fundamental Shooting Exercises 300 rounds
- Fifty-yard line Training Exercises 40 rounds
- Handgun Qualification Course Exercises 180 rounds
- Handgun Qualification Course Record Runs 180 rounds

360 rounds are to be expended in firing the Handgun Qualification Course Exercises and in the three Handgun Qualification Course Record Runs. The Commission recommends that additional rounds be used if the range master believes that it will benefit the trainees. Conversely, less than the minimum number of 700 rounds may be expended, provided trainees can achieve a qualifying score with less ammunition.

## FUNDAMENTAL SHOOTING EXERCISES

1. Range - 25 yards maximum
2. Target - at option of range master
3. Course - option of the range master
4. Instructional Procedures (Single and Double Action Exercises)
  - a. The range master or designated firearms instructor shall stress range safety rules and procedures, shall explain commands, principles of good marksmanship, and procedures for clearing malfunctions and shall demonstrate commonly recognized shooting positions. (Demonstrations on the range should occur at the shooter's position.) The range master or designated firearms instructor shall also describe scoring methods.
  - b. The firearms instructor shall immediately correct trainee stance, grip, breath control, sight alignment, trigger control, and follow through.
  - c. The firearms instructor shall analyze each target and correct deficiencies as described in (b) above.
  - d. The firearms instructor shall analyze results and inform each trainee of his or her best shooting technique to improve skills as described in (b) above.

## 50 YARD-LINE TRAINING EXERCISES

1. Range - 50 Yards. In the event a 50-yard range is unavailable, a modified training exercise on a 25-yard range is permissible.
2. Target - FBI type Q target, either cardboard or paper. If a 25-yard range is used, the "reduced" Q type, B-21 "reduced" target, utilizing the K-5 scoring ring only, or NRA. TQ-16 target is permissible.
3. Course

### Directions:

- a. Total of 40 rounds per participant, (two strings of 20 rounds).
- b. Single action or double action is permitted for shooting from the 50-yard

line. Semi-automatics are to be fired in the manner in which the individual weapon functions normally. Semi-automatic weapons are to be decocked when changing positions or hands.

- c. No time requirements for any part in the training exercises.
- d. All firing is on command.
- e. There is no required passing score. The exercises from the 50-yard line are specifically for training purposes. For instructional purposes, and correcting shooter technique, the firearms instructor will count each hit which lands within the silhouette.

Part I            5 rounds                    50-Yard line  
Standing Off-hand Position

- On command, load and holster an uncocked weapon.
- On command, assume the Standing off-hand position, and fire 5 rounds.
- Reload weapon as required and holster an uncocked weapon.

Part II            5 rounds                    50-Yard line  
Standing Strong-Hand, Barricade Position

- On command, assume the Standing Strong-hand, Barricade position, and fire 5 rounds.
- Reload weapon as required and holster an uncocked weapon.

Part III            5 rounds                    50-Yard line  
Kneeling Strong-Hand, Barricade Position

- On command, assume the Kneeling Strong-hand, Barricade position, and fire 5 rounds.
- Reload weapon as required, and holster an uncocked weapon.

Part IV            5 rounds                    50-Yard line  
Prone Position

- On command, assume the prone position, and fire 5 rounds
- Clear all weapons. Holster a safe, empty weapon.

### Instructional Procedures (50-yard Line)

1. The firearms instructor shall demonstrate the standing off-hand position, which is standing point shoulder, without cover or support.
2. At the completion of the first string, the firearms instructor and shooter shall inspect the target.
3. The firearms instructor shall evaluate each target, correct errors in shooter technique, and replace the target.
4. After target evaluation and replacement, the firearms instructor shall again administer Parts I through IV to shooters.

### HANDGUN QUALIFICATION COURSE EXERCISES

1. Range - 25 yards.
2. Target - FBI Type Q Target (Cardboard or Paper)
3. Each trainee should receive individualized instruction and exercises in preparation for the Handgun Qualification Course.

## HANDGUN QUALIFICATION COURSE (HQC)

1. Range - 25 yards.
2. Target - FBI Type Q Target, either cardboard or paper.
3. Course
  - a. Total of 60 rounds per participant.
  - b. Double action is required for revolvers for all phases. Semi-automatics are to be fired in the manner in which the individual weapon functions normally and are to be decocked when changing positions or hands.
  - c. To achieve a passing score of 80%, the participant, in 3 consecutive firings of the Handgun Qualification Course must place a minimum of 144 shots within the border of the Q target silhouette. If failure occurs, remediation then takes place. To achieve a passing score of 80% after an initial failure and remediation, the participant, in 3 additional consecutive firings, must place a minimum of 144 shots within the borders of the Q Target silhouettes.
  - d. Scoring: During qualification firing of the Handgun Qualification Course, the range master (or qualified designed) shall determine when a bullet hole is a borderline shot. A borderline shot is defined as one that touches or breaks the border between a scoring and a non-scoring area. When a trainee fires the Handgun Qualification Course for qualification, those shots touching the borderline are to be counted for score.  
Any rounds fired after the “cease fire” command at any phase will be deducted from the total hits in the scoring area by the scoring instructor. This will not include any rounds fired after the “cease fire” command for any trainee who had a malfunction and preformed an immediate action drill. This scoring procedure will be made known to the trainees prior to the qualification runs.
  - e. Barricade (representing hood of car) at 25-yard line.
  - f. Handgun shall be kept holstered until trainee is in firing position.

NOTE: Parts I through X are to be fired as separate segments for reasons of range safety. Shooters should be reminded, however, that they should reload as needed as quickly as possible.

Phase I

25 Yard Line. Time: Three 30-sec. stages

Strong-hand kneeling, barricade position.

Crouched over top of barricade position.

Strong-hand kneeling or standing, support side barricade position.

- Shooter will stand approximately 2 yards behind the barricade. On command, from a secured holstered position, move to the barricade and assume the strong-hand kneeling barricade position on the strong side of the barricade, fire 4 rounds with the strong hand within 30 secs.

---STOP TIME---

- Remain behind cover with the firearm in a ready position with visual focus towards the threat area.
- On command assume a crouched position behind the barricade and fire 4 rounds over the top of the barricade using the strong hand within 30 secs.

---STOP TIME---

- Remain behind cover with the firearm in a ready position with visual focus towards the threat area.
- On command assume strong-hand kneeling or standing barricade position on the support side of the barricade and fire 4 rounds within 30 secs.

---STOP TIME---

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

Phase II

15-Yard Line. Time: 8 seconds. 3 rounds.

Standing point shoulder position.

- On command, from a secured holster position, draw and fire 3 rounds in 8 seconds from a standing point shoulder position.

---STOP TIME---

- Reholster an uncocked weapon.

Phase III 15-Yard Line. Time: 25 seconds. 9 rounds.  
Standing point shoulder position.  
Strong-hand kneeling position.

- On command, from a secured holster position, draw and fire 3 rounds from a standing point shoulder position.
- Assume a strong-hand kneeling position, reload if required and fire 6 rounds from a strong-hand kneeling position.

---STOP TIME---

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

Phase IV 10-Yard Line. Ready Position.  
Each drill, Time: 3 seconds. 2 rounds.  
(Total 6 rounds).

- On command, draw the weapon and assume a ready position, i.e., muzzle depressed below eye level.
- On command, bring weapon up to eye level and fire 2 rounds in 3 seconds. Repeat drill twice, firing a total of 6 rounds.

---STOP TIME---

- Reload if required and holster an uncocked weapon
- Reload loading devices.

Phase V 7-Yard Line. Time: 4 seconds. 3 rounds.  
Standing point shoulder position.

- On command, from a secured holster position, draw and fire 3 rounds in 4 seconds from a standing point shoulder position.

---STOP TIME---

- Reholster an uncocked weapon.

Phase VI 7-Yard Line. Time: 25 seconds. 6 rounds.

Standing point shoulder position. Mandatory reload.

- On command, from a secured holster position, draw and fire 3 rounds from a standing point shoulder position.
- Reload and fire 3 more rounds within the 25 second time period.

---STOP TIME---

- Reholster an uncocked weapon.

Phase VII 7-Yard Line. Time: 4 seconds. 3 rounds.  
Standing point shoulder position.

- On command, from a secured holster position, draw and fire 3 rounds in 4 seconds from a standing point shoulder position.
- 

---STOP TIME---

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

Phase VIII 5-Yard Line. One-handed firing (strong hand). Each drill,  
Time: 4 seconds. 2 rounds. (Total 6 rounds).

- On command, draw weapon and fire two rounds with the strong hand (one handed only). Holster an uncocked weapon.
- Repeat drill twice, firing a total of 6 rounds.
- Reload if required and holster an uncocked weapon.

Phase IX 5-Yard Line. One-handed firing (support-hand)  
Each drill, Time: 5 seconds. 2 rounds. (Total 6 rounds).

- On command, draw weapon and place the weapon in the support hand, assume a ready position.
- On command, fire 2 rounds in 5 seconds (one-handed only). Repeat twice, firing a total of 6 rounds.
- Reload if required and holster an uncocked weapon.

Phase X 1-Yard Line (or as close to 1-yard line as safety dictates). Weapon retention position. Each drill, Time: 2 seconds. 2 rounds.

(Total 6 rounds).

- On command, draw and fire 2 rounds in 2 seconds from the weapon retention position.
- Reholster an uncocked weapon.
- Repeat drill twice, firing a total of 6 rounds.
- Clear all weapons. Holster a safe, empty weapon.

---END OF COURSE---

## Instructional Procedures (HQC)

1. The range master or designated firearms instructor shall explain the content of the Handgun Qualification Course, the commands, the types of ammunition used, and the scoring methods.
2. Prior to firing the qualifying record runs, there shall be a minimum of three (3) days of shooting fundamentals and HQC practice exercises.
3. The range master or designated firearms instructor shall explain the advantages and disadvantages of using the barricade for cover; using it when loading and firing; and using it for supporting the shooting hand.
4. The range master or the designated firearms instructor shall explain the one handed shooting techniques, ready and weapon retention positions. When firing with one hand, the shooter must have a firm grip on the weapon with either the strong or support hand, , bring the sights to the eyes and then control the trigger until the weapon discharges. The ready position requires the shooter to have his or her weapon drawn with the muzzle depressed below eye level, in the direction of the target. In the weapon retention position, the shooter will begin with placing the support hand and arm across the chest and holding onto the collar of their shirt or body armor and a firm grip on a holstered weapon. On command the shooter will draw and fire utilizing one hand, keeping the forearm parallel to the ground, and not extending the weapon to a point shoulder position.
5. The range master or designated firearms instructor shall explain the proper procedures for clearing malfunctions.
6. Trainees shall be notified prior to shooting for record that practice has ended and qualifications firing has begun.
7. During the record qualification run there shall be no individual instruction or coaching. The record qualification runs shall be considered just as any other final examination taken by a trainee.
8. During the record run for qualification the following”alibi” procedure shall be followed:

No trainee shall receive an “alibi” during a qualifying run unless the weapon is found to be mechanically unsound or the trainee is using faulty ammunition. Any other malfunction (failure to extract or eject, failure to feed, double feed, slide striking clothing, etc.) or “fatal error” (failure to load a magazine, failure to place a loaded magazine in the weapon, failure to lock the magazine into the weapon, failure to remove a safety device, etc.) must be handled by an immediate action drill. As long as the

immediate action drill is seamless, the trainee may continue to fire a particular phase of the HQC without penalty. This alibi policy shall be made known to the trainees prior to firing the qualifying record runs.

9. For record runs, the scores of trainees shall be recorded by the firearms instructor and witnessed by the trainee.
10. If a trainee does not qualify, the trainee shall be so informed and shall sign the form and target containing his/her score.
11. The firearms instructor shall: (a) collect the targets of a non-qualifier, (b) sign the targets, (c) have the non-qualifying trainee also sign the targets, and (d) submit the signed targets to the range master.
12. The range master shall preform the following activities:
  - (a) notify the trainee who did not qualify that remedial training must be given before the trainee is again allowed to attempt qualification;
  - (b) inform the trainee who did not qualify that a maximum of 300 rounds (to include ammunition to be expended on record runs) will be allowed for the additional training;
  - (c) notify the trainee as soon a practicable when, where, and how the additional training will be given;
  - (d) determine the cause of non-qualification and recheck the trainee's weapon
  - (e) record the results of the analysis, stating why the trainee failed;
  - (f) record the steps taken during the remedial training phase; and
  - (g) retain these records with the targets and other class records pending any possible appeal.
13. If a trainee fails to qualify after receiving remedial training, targets and scoring forms from remedial training, signed by the trainee and the firearms instructor, shall be submitted to the range master. The trainee shall be informed that he/she has failed the firearms course.

14. The trainees shall be instructed to index their trigger finger outside the trigger guard by placing their trigger finger on the frame of the firearm above the trigger. Indexing the trigger finger on the trigger guard should be discouraged. Trigger guard indexing could result in an unintentional discharge due to being startled or through sympathetic reflex.

## Instructional Procedures for Handgun Night Training Course (HNTC)

1. The firearms instructor shall explain the commands and content of the Handgun Night Training Course.
2. In addition to raising one's free hand, trainees shall be instructed to inform their firearms instructor orally of any problems encountered; it may not be possible to see a raised hand in the dark.
3. Trainees issued revolvers shall be told to keep the thumb of the non-shooting hand on a timing notch in the cylinder when reloading revolvers. As the round is loaded, the cylinder is to be rotated counter-clockwise until the thumb is on the next timing notch.
4. Trainees issued revolvers shall be shown the proper method of indexing their weapons when their weapons are not loaded to capacity.
5. Techniques for seeing at night and for preserving night vision shall be explained. Several shooting techniques utilizing a handheld or gun mounted light shall be explained.
6. Trainees shall be informed that the weapon may not be brought up to eye level while searching or assessing threats. They may look over the top of the weapon in order to see the threat with an unobstructed view.
7. Trainees shall be informed of the procedures to follow if a malfunction occurs or if there is a need to reload.
8. During the weapon retention position firing, the trainee will bring the support arm and hand across the front of the body and grasp the collar of their shirt or body armor.

## HANDGUN NIGHT TRAINING

### Handgun Night Training Course (HNTC)

1. Range - 15 yards
2. Target - FBI Type Q, either paper or cardboard
3. Course
  - a. A minimum of 80 rounds per participant, (two strings of 40 rounds)
  - b. Double action is required for revolvers for all phases. Semi-automatics are to be fired in the same manner in which the individual weapon functions normally and are to be decocked when changing positions or hands.
  - c. Record number of rounds fired, and number of rounds within the scoring silhouette.
  - d. No time requirement, however, a sense of urgency must be instilled especially from 7 yards and closer.
  - e. Night firing conditions may be artificially created. However, if light dimming goggles are used, handheld lights must be deployed when the course is fired a second time utilizing handheld lights.
  - f. **Fire the course once without handheld lights and then once with handheld lights.**

#### Phase I 15 yard line; 6 rounds

- On command draw and fire 1 round standing, then 2 rounds kneeling; scan and breathe.
- Decock; keep the weapon at a ready position and recover to a standing position.
- Maintain weapon at a ready position.
  
- On command fire 1 round standing, then 2 rounds kneeling.
- Scan, breathe, reload if necessary, decock, holster and stand up.

#### Phase II 10 yard line; 6 rounds

- Draw and assume a ready position.

- On command fire 2 rounds and take one step to the right (vacating the area the shooter just fired from), maintain a ready position.
- On command fire 2 rounds on your target and take one step to the left (vacating the area the shooter just fired from), maintain a ready position.
- On command fire 2 rounds on your target and take one step to the right (vacating the area the shooter just fired from), scan, breathe, reload if necessary, decock and holster.
- Return to the original shooting position.

Phase III 7 yard line; 8 rounds

- Draw and assume a ready position.
- On command fire 2 rounds; scan, breathe, decock and return to a ready position.
- Repeat once
- From a ready position, on command fire 2 rounds, make a magazine change and fire 2 rounds
- Scan, breathe, decock and holster.

Phase IV 5 yard line; 12 rounds (One-handed shooting)

- On command draw and fire 2 rounds, one-handed only with the strong hand. (When using a handheld light, the light hand may not support the gun hand)
- Scan, breathe, decock and holster
- Repeat twice for a total of 6 rounds. Reload if necessary.
- **Secure handheld lights if relevant, no lights are used at the next position.**
- Draw, assume a ready position.
- Pass the weapon to the support hand and assume a ready position. Strong hand is limp along the side simulating a disabled arm.
- On command fire 2 rounds, one-handed with the support hand, scan, breathe, decock and reassume a ready position.

- Repeat twice for a total of 6 rounds, return the weapon to the strong hand, reload if necessary, decock and holster.

Phase V      3 yard line; 4 rounds (motor vehicle stop or field interview)

- With a holstered weapon the shooter will assume a position normally taken while reading credentials during a motor vehicle stop or field interview. **(When shooting the course with a handheld light, the shooter will place the light in a position used to illuminate credentials. ( i.e. light “on” held over the shoulder or tucked under the support armpit)**
- On command draw and fire 2 rounds, scan breathe, decock and holster.
- Repeat once, decock and holster

Phase VI      1 yard line; 4 rounds Weapon Retention position; **No lights**

- Place support arm across chest grasp the collar of vest or shirt
- From a holstered position, on command draw and fire 2 rounds from the weapon retention position.
- Scan, breathe, decock and holster
- Repeat once, clear all weapons and holster a clear, safe, empty weapon.

–END OF COURSE--

## SHOTGUN TRAINING

### Shotgun Training Requirements for Each Trainee

1. Identify the major parts of the shotgun and explain the basic mechanical functions of each major part.
2. Demonstrate the techniques of good marksmanship.
3. Demonstrate the safe handling of the agency-issued shotgun.
4. Demonstrate the proper care and cleaning of the shotgun.
5. Demonstrate the loading and unloading of the shotgun under administrative conditions.
6. Demonstrate the loading and unloading of the agency issued shotgun under combat conditions.

### Ammunition Requirements for Each Trainee

1. A minimum of 20 rounds of agency issued standard duty ammunition.

### Shotgun Training Course (STC)

1. Range - 25 yards
2. Target - FBI Type Q Target, either paper or cardboard.
3. Course
  - a. Total of 10 rounds of authorized service load per participant.
  - b. Those shots landing anywhere on paper will be counted for score.
  - c. Two strings of fire, one part at night, one part in day. Night firing conditions may be artificially created.
  - d. No time limit for any part of course.

Phase I      25-Yard Line

- On command, inspect an empty safe weapon to become re-familiar with the operation of the weapon.
- On command, proceed to the 20-yard line, carrying the weapon in a safe manner.

20-Yard Line. 5 rounds.

Police Ready Condition

Point Shoulder, Muzzle Depressed Position.

- With action closed, safety on, load weapon with 4 rounds in magazine and assume a point shoulder, muzzle depressed position.
- On command, bring weapon up and work the action cycling a round into the chamber. Fire the 4 rounds in the weapon leaving action open after firing the fourth round.
- Combat load 1 round and fire from the point shoulder position.
- Upon firing the last round, leave action open and place safety on.
- After all trainees have completed firing at the 20-yard line, the line of shooters is moved to the 10-yard line.

Phase II      10-Yard Line. 5 rounds.  
Point Shoulder Position.

- On command, with shotgun in an empty, safe condition and action open, combat load 1 round, close action and load 2 rounds into the magazine.
- Assume point shoulder position; fire 3 rounds, keeping the action open after firing the third round.
- Combat load 1 round, close the action and load 1 round into the magazine.
- Assume point shoulder position, fire 2 rounds.
- Place weapon in a safe condition with the action open and the safety on.

--END OF COURSE --

## Instructional Procedures for Shotgun Training Course (STC)

1. Trainees shall be instructed in the proper loading and unloading of the shotgun, the procedures for clearing malfunctions, and the safe handling of the weapon. The range master or designated firearms instructor shall explain the commands and content of the Shotgun Training Course and shall explain the need to work the action, i.e. utilizing the slide release for pump shotgun, to cycle the first round from the magazine into the chamber.
2. The trainee shall demonstrate the administrative load and combat load. The administrative load is a loading mode during which the trainee will load the shotgun in a way that is to be carried in a patrol vehicle (cruiser ready). Generally, the shotgun is carried without a round in the chamber, action closed, magazine loaded to capacity, and safety on. The combat load is a loading mode that requires the shooter to retain the weapon in the shooting hand, with the weapon pointed down range, and to load with the non-shooting hand, by placing one round into the ejection port of the weapon (if applicable), chambering that round, and loading the magazine.
3. After each shot is fired, the firearms instructor in charge of the trainee shall inform the shooter whether or not the target was hit.
4. The instructor may make adjustments to the shooter's position as needed.

## RIFLE COURSE (BASIC COURSE FOR STATE CORRECTIONS OFFICERS)

### Qualification Requirements for Each Trainee

1. Not less than 80% of a possible perfect score (100%) for one firing of the rifle course.
2. Identify the major parts of the rifle and explain the basic mechanical functions of each major part.
3. Demonstrate the techniques of good marksmanship.
4. Demonstrate the safe handling of the agency issued rifle.
5. Demonstrate the proper care and cleaning of the rifle.

### Ammunition Requirements for Each Trainee

No less than 20 rounds

### Course

1. Range - 50 yards
2. Target - B-21NS

Part I : Time (no limit)      12 Rounds

- 50-Yard Line
- On command, trainee shall step up to firing line and load rifle with 12 rounds: 1 in chamber
- Target line is composed of a B-21NS target
- The trainee shall fire ten (10) rounds at the target from the strong hand, kneeling, barricade position.
- The trainee will then unload 2 rounds from the rifle following prescribed Department safety guidelines.

Part II: Time (no limit)      10 rounds

- On command the trainee shall load the rifle with 10 rounds: 1 in chamber

- The trainee shall fire all ten rounds at the target from the strong hand standing, barricade, position.
- The trainee will then make the weapon safe, following prescribed Department safety guidelines.

### Instructional Procedures

Trainees shall be instructed in the proper loading and unloading of the rifle, the procedures for clearing malfunctions, and the safe handling of the weapon. The range master or designated firearms instructor shall explain the commands and content of the rifle course.

### Non-Qualification

A trainee who fails to achieve a score of 80% or higher for record, after firing the Rifle Qualification Course shall receive additional training. This remedial training must be given before the trainee is again allowed to re-attempt qualification. The time allocated and the method of remedial instruction shall be determined by the Range master. A maximum of 80 additional rounds may be expended.

## Basic Firearms Course HQC

Range: 25 yards

Target: FBI "Q" type

60 rounds

<u>Range</u>	<u>Rounds</u>	<u>Position</u>	<u>Course of fire</u>	<u>Time</u>
25 yds	4	Kneeling strong side of cover	Shooter will start standing 2 yards behind the barricade. On command the shooter will move forward and fire 4 rds from the strong side of cover kneeling. Remain behind cover in a ready position with visual focus towards the threat area.	30 sec.
	4	Over the top of cover	On command fire 4 rds over the top of cover. Remain behind cover in a ready position with visual focus towards the threat area.	30 sec.
	4	Support side of cover, kneeling or standing (strong hand)	On Command fire 4 rds with the strong hand (supported is recommended) from the support side of cover kneeling or standing. Reload if necessary decock and holster. Replenish loading devices	30 sec.
15 yds	12	Standing	Draw and fire 3 rds standing, decock and holster	8 sec.
15 yds		Standing & kneeling	Draw and fire 3 rds standing, assume a kneeling position and fire 6 rds kneeling	25 sec.
10 yds	6	Standing Ready	Draw and come to the ready position. Fire 2 rds on each command.	3 sec. (3X)
7 yds	12	Standing	Draw, fire 3 rds, decock and holster	4 sec.
7 yds		Standing	Draw, fire 3 rds make a magazine change, fire 3 rds, decock and holster	25 sec.
7 yds		Standing	Draw, fire 3 rds, decock and holster	4 sec.
5 yds	12	Standing one hand, strong hand	Draw, fire 2 rds one handed with the strong hand, decock and holster	4 sec. (3X)
5 yds		Standing one hand, support hand	Weapon should be in the support hand at the ready. Fire 2 shots one handed with the support hand each command, return to the ready.	5 sec. (3X)
1 yd	6	Standing, weapon retention	Assume an interview stance position. Draw and fire 2 rds from the weapon retention position, decock and holster.	2 sec. (3X)
<b>End course, score targets (48 hits – 80%)</b>				

# Handgun Night Training Course HNTC

(# 1 Without Lights)

**Range: 15 yards**

**Target: FBI "Q" type**

**40 rounds**

Range	Rounds	Position	Course of fire	Time
15 Yds	6	Standing To Kneeling	From a secured holster position, draw and fire 1 round standing then 2 rounds kneeling. Decock and recover to a standing ready position. From the ready position fire 1 round standing then 2 rounds kneeling. Reload if necessary, decock and holster.	N/A
10 Yds	6	Standing Point Shoulder	From a ready position, on command fire 2 rounds and step to the right. Remain at a ready position. On command fire 2 rounds and step to the left. Remain at a ready position. On command fire 2 rounds and step to the right. Reload if necessary, decock and holster. Return to the original shooter position.	N/A
7 Yds	4	Standing Point Shoulder	Draw and bring the weapon to a ready position. On command fire 2 rounds and return to the ready position. Repeat once	N/A
	4	Standing Point Shoulder; Mandatory magazine change	From a ready position on command fire 2 rounds make a magazine change and fire 2 rounds, decock and holster.	N/A
5 Yds	12	One Handed shooting (strong side)	From a secured holstered position on command draw and fire 2 rounds,(support hand may not be used to stabilize the handgun). Repeat twice	N/A
		One handed shooting (support side)	Weapon should be in the support hand at a ready position. (Strong side hand and arm is limp at the side.) On command fire 2 rounds and return to the ready. Repeat twice, decock and holster	N/A
3 yards	4	Standing Point Shoulder	Stand in a manner the officer would while making a motor vehicle stop or conducting a field interview and examining identification from a secured holstered position, draw and fire 2 rounds. Repeat once. Decock and holster	N/A
1 yd	4	Weapon Retention	From a secured holstered position, on command draw and fire 2 rounds from the weapon retention position. Repeat once.	N/A

\*Ambient light may be provided

# Handgun Night Training Course HNTC

(# 2 With Lights)

Range: 15 yards

Target: FBI "Q" type

40 rounds

Range	Rounds	Position	Course of fire	Time
15 Yds	6	Standing To Kneeling	From a secured holster position, draw and fire 1 round standing then 2 rounds kneeling, utilizing a handheld or gun mounted light. Decock and recover to a standing ready position. From the ready position fire 1 round standing then 2 rounds kneeling. Reload if necessary, decock and holster.	N/A
10 Yds	6	Standing Point Shoulder	From a ready position, on command fire 2 rounds utilizing a handheld or gun mounted light, light off and step to the right. On command fire 2 rounds utilizing a handheld or gun mounted light, light off and step to the left. On command fire 2 rounds utilizing a handheld or gun mounted light, light off and step to the right. Reload if necessary, decock and holster.	N/A
7 Yds	4	Standing Point Shoulder	Draw and bring the weapon to a ready position. On command fire 2 rounds utilizing a handheld or gun mounted light and return to the ready position. Repeat once	N/A
	4	Standing Point Shoulder; Mandatory magazine change	From a ready position on command fire 2 rounds utilizing a handheld or gun mounted light, make a magazine change and fire 2 rounds, decock and holster.	N/A
5 Yds	12	One Handed shooting (strong side)	From a secured holstered position on command draw and fire 2 rounds, utilizing a handheld or gun mounted light, (support hand may not be used to stabilize the handgun). Repeat twice	N/A
		One handed shooting (support side)	Weapon should be in the support hand at a ready position. (Strong side hand and arm is limp at the side.) No handheld lights may be used. On command fire 2 rounds and return to the ready. Repeat twice, decock and holster	N/A
3 yards	4	Standing Point Shoulder	Standing, holding a handheld light in a manner the officer would while making a motor vehicle stop or conducting a field interview and examining identification (i.e. over the shoulder or under the armpit) from a secured holstered position draw and fire 2 rounds. Repeat once. Decock and holster	N/A
1 yd	4	Weapon Retention	Without a light from a secured holstered position, on command draw and fire 2 rounds from the weapon retention position. Repeat once.	N/A

\*Ambient light may be provided

# Basic Firearms Course Shotgun Training Course STC

Range: 20 yards

Target: FBI "Q" type

10 rounds

Range	Rounds	Position	Course of fire	Time
20 Yds	5	Standing Point Shoulder	<p>On command with the action forward, safety on and muzzle depressed, load the shotgun with 4 rounds into the magazine.</p> <p>On command from a standing point shoulder position, fire the 4 rounds; Combat load a 5<sup>th</sup> round and fire that 5<sup>th</sup> round.</p> <p>Action open, safety on, muzzle depressed.</p>	N/A
10 Yds	5	Standing Point Shoulder	<p>With the action open and safety on, on command combat load 1 round, load 2 rounds into the magazine and fire those 3 rounds.</p> <p>Combat load 1 round and load 1 round into the magazine; fire those 2 rounds.</p> <p>Action open, safety on, muzzle depressed.</p>	N/A
<p>End course, score targets (90 hits – 100%) Score any hit on the paper or cardboard not just in the scoring silhouette.</p>				