



**U.S.  
FORCES**



## **Administrative & Control Procedures**

**For sport shooters of the U.S. Forces  
and other authorized shooters within the Area of  
Responsibility of the Hunting,  
Fishing and Sport Shooting Clubs  
(former Rod & Gun Clubs)  
within the Federal Republic of Germany**

## **Administrative and Control / Standard Operating Procedures (SOP)**

### **U.S. Forces Sport Shooting Program**

#### **1. References:**

- a. Department of Defense Instruction 4715.5 Management of Environmental Compliance at Overseas Installations, 22 April 1996.
- b. Army Regulation 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities, 22 June 2010.
- c. Army Pamphlet 385-63, Range Safety, 4 August 2009.
- d. Army Europe Regulation 1-3, International Agreements and Third Party Agreements, 7 August 2009
- e. Army Europe Regulation 190-6, Registration and Control of Privately Owned Firearms and other Weapons in Germany, 4 June 2010
- f. Army Europe Regulation 215-145, Hunting and Fishing Procedures in Germany, 8 May 2007.
- g. German Federal Weapons Law, updated 1 Apr 03.
- h. Sport Handbook, German Shooting Federation, updated 6 Nov 02.
- i. Sport Shooting Handbook of the BDMP, as amended.

2. Summary. The US Forces Sport Shooting Program provides a means for members of the US Forces to use privately owned firearms in an organized, ongoing, and safe environment. The focus is on regular and safe participation to demonstrate participants' need to maintain the privately owned weapons registration. The sport shooting program functions in MWR Category B status.

3. Applicability. The procedures and information contained in this Handbook apply to oversight, program managers, and participants at US Forces installations in Germany.

4. Eligibility for sport shooting at US Forces facilities.

a. In accordance with (IAW) AR 215-1, chapter 6-2a, US Forces sport shooting activities are established primarily for active duty personnel, DoD civilians, and their family members.

b. IAW AER 1-3, Para 2, the US Forces may negotiate formal agreements that provide access to US Forces Shooting programs by members of registered host nation private organizations.

c. IAW AER 190-16, Installation Access Control, the following policy will be used for “guests” who wish to participate:

Non US ID card holders, to include host country nationals are considered “guests”. Guests must be sponsored on a not greater than four guests to one sponsor ratio by valid US ID card holders. All sponsors must either take part in the event or remain at the site for the duration of participation by their guest in the event.

d. All sport shooting program participants must have liability insurance (either valid for one day or long-term) with coverage for sport shooting by a private insurance company. Prior to taking up sport shooting, the participant must provide proof of their insurance. MWR facilities and personnel are insured through the US Forces Risk Management Program (RIMP). Local sport shooting oversight shall keep a copy of the proof of liability coverage of each shooter on file for the term of the insurance policy. Members and/or sport shooters must attach a copy of the respective proof of liability coverage to each application for registration of firearms.

## 5. Sport Shooting Facilities

### a. US Forces:

(1) Full Installation Support. Installations with recreational ranges and existing Hunting, Fishing and Sport Shooting programs (formerly known as “Rod and Gun Clubs”) may serve as host to all operational functions of this program. In Category B status these facilities qualify for appropriated fund support for maintenance and repair, subject to funds availability.

(2) Partial Installation Support. Installation MWR/Services leaders without recreational ranges may organize Hunting, Fishing and Sport Shooting programs, and may facilitate this program through formal co-user agreements, initiated at the local level in accordance with USAREUR Regulation 1-3, for access to, and use of, local host nation sport shooting club facilities.

b. Host Nation. Local host nation shooting clubs enable club members and courses to participate in sport shooting programs in accordance with German shooting association policies and procedures.

## 6. Responsibilities and Operations

### a. Oversight.

(1) In accordance with AE Regulation 215-145, Para 4a, the US Forces Hunting, Fishing, and Sport Shooting Advisory Committee will conduct an annual review of all program and facility functions relating to US Forces personnel participation in this program.

(2) The IMCOM-Europe Family and MWR Recreation Branch will oversee this program at IMCOM-Europe garrisons, and the USAFE A1 Services will oversee this program at USAFE installations, to ensure:

(a) All active members comply with the German Weapons Law.

(b) All program functions comply with US Forces policies for environmental management (DoDI 4715.5), range safety (DA PAM 385-63) and weapons safety (US Forces Sport Shooting Program).

(c) Effective operation of a competitive US Forces sport shooting program, with hosting opportunities for each US Forces installation.

(d) Reporting of results from ongoing oversight, on an annual basis, to the US Forces Hunting, Fishing, and Sport Shooting Advisory Committee.

(3) US Forces garrison and base commanders will ensure that the installation sport shooting programs operate in compliance with this SOP.

(4) In accordance with AR 215-1, Para 8-18b(23), installation outdoor recreation program managers will oversee US Forces sport shooting operations at the installation level. In this role, the outdoor recreation program manager shall:

(a) Serve as the local US Forces Sport Shooting Program Manager, (“Schützenmeister”) or oversee the functions of the designated Hunting, Fishing and Sport Shooting program manager as applicable, and as noted below in Para 6.a.(5).

(b) Conduct the local sport shooting program in accordance with policies prescribed in this SOP and in our US Forces Sport Shooting Handbook.

(5) US Forces Hunting, Fishing and Sport Shooting program manager serves as the US Forces Sport Shooting Manager (“Schützenmeister”), being responsible for the operation of the sport shooting program in accordance with German federal weapons law and US Forces policies.

(6) Training of the local sport shooting program managers/range officers will be conducted by the US Forces Hunting, Fishing and Sport Shooting program managers as identified in paragraph 10 (Points of Contact). Basis for the training are the US Forces Sport Shooting Handbook, the pertinent US Army regulations on safety, weapons and shooting training, the effective version of the German Weapons Law and Law on the Control of Weapons of War, as well as the regulations on self-defense and emergency.

(a) The courses will be held on a shooting range as a two-day event with a practical and a theoretical part. At the end of the course the participant must take and pass a test.

(b) The test consists of a practical, oral and written part. In the practical part the participant must provide proof of knowledge in the practical procedure of the shooting operation. In the oral part questions by the members of the examination board must be answered and explained in full detail. The written examination consists of 40 questions from the field of technical knowledge on weapons, shooting operations, safety regulations and law. The test is considered passed if at least 75% of the written questions were answered correctly and the performance in the practical and oral part were positively rated by the majority of the examination board members.

(c) The examination board consists of the US Forces Hunting, Fishing and Sport Shooting program managers Ulrich Sibbers, David Mattingly, and Daniel Gasparino, all of IMCOM-Europe.

## b. Operations

(1) The IMCOM-Europe Family and MWR Recreation Branch will oversee this program at IMCOM-Europe garrisons. The USAFE Services SVPCO will coordinate with installation managers to conduct an annual sport shooting competition, with monthly events that award points for both participation and quality performance.

(2) The installations-level sport shooting program manager will:

(a) Organize weekly training times and coaching, and monthly competitions, for eligible users.

(b) Maintain records of eligible customer participation for a minimum of three years.

(c) Assist customers in preparing their "Certificate of Need" (AE Form 190-6L) as part of the application process for the German weapons possession card and US Forces weapons registration. In providing the Certificate of Need, the local sport-shooting manager ensures the following from the applicant:

- A detailed instruction on the handling of hand guns and long weapons and passing of a corresponding practical test.

- Submit a completed AE Form 190-6D, Part A, Application for/ Authorization to Conduct Background Investigation.

- Submit a completed AE Form 190-6H(a) (for active duty applicants) or AE Form 190-6H(b) (for civilian and family member applicants) in which their commander confirms their reliability which is required to possess firearms.

- Participate at least 18 times over a period of 12 months in a sport shooting program.

- Purchase and registration of no more than two firearms within a period of six months.

- Be at least 21 years of age, or older, except being at least 18 years of age for the following:

- 1- Registration of firearms with a maximum caliber of 5.6 mm (.22lr) and muzzle energy of less than 200 Joules.

- 2- Registration of single-load shotguns, maximum 12 gauge, including "over/under" shotguns, if the rules of the installation sport shooting program allows such firearms.

(d) Forward for approval to the IMCOM-E Family and MWR Recreation Branch all applications for “Certificate of Need” (AE Form 190-6L). The application shall include a copy of the certificate of insurance coverage, any weapons possession cards, and the personal shooting book of the applicant, as well as copies of documents showing participation in competitions and the applicant’s justification for needing the specific firearm.

(e) Inform IMCOM-E, Family and MWR Recreation Branch and RMV within 5 working days about termination of membership.

(f) The responsible personnel at IMCOM-E, Family and MWR Recreation Branch shall review submitted applications for completeness and accuracy, apply signature and official seal and pass the applications on to the RMV. Responsible individuals for IMCOM-E, Family and MWR are Ulrich Sibbers and David Mattingly.

## 7. Sport Shooter Participant Conduct

a. All participants must follow rules expressed in this SOP and applicable local refinements. Anyone not following these rules faces suspension from the activity, possible disciplinary action from their chain of command, and/or referral to military or host nation police.

b. All participants are responsible for maintaining records of their own registration and participation in both training and competition. A green memorandum book is recommended. The first page must state at least the first name, last name, date of birth, location of the club and club membership number of the shooter. The following pages will be used to enter the respective shooting activities. Each entry must contain the location, date, the used caliber(s), the type of weapon, the stamp of the range and the signature of the the local shooting program manager. Shooters are obliged to attach copies of the respective shooting records to the certificate of need (see part 6.b(2)d, above).

c. Every three years the sport shooter must, upon request of the Federal Administration Office (BVA), have his reliability and qualification checked. For this check the shooter shall submit completed and signed AE Form 190-6D, Part A (Background Investigation) and AE Form 190-6H(a) or 190-6H(b) (Certificate of Reliability) to the Federal Administration Office. The BVA has the option to consult the US Forces Weapons Registry (RMV) for clarification.



d. Upon expiry of three years after their initial weapons possession card (WBK) was issued, the shooter is obliged, upon request of the BVA, to submit a Certificate of Need. This Certificate of Need is an appropriately completed and signed AE Form 190-L, page 3. The BVA has the option to consult the US Forces Sport Shooting Program Manager for clarification.

## 8. Termination of Membership

a. In case of misconduct, members may be excluded from sport shooting and hunting, and hence lose their club membership.

b. In case of termination of membership, if a shooter leaves Germany (e.g. reduction of forces), if the insurance coverage expires or in case other criteria of these sport shooting rules are not complied with, the sport shooter or local shooting program manager must inform IMCOM-E, Family and MWR Recreation Branch and RMV accordingly within 5 work days. In addition, the sport shooter must deregister all weapons subject to registration at the RMV as required by regulations and return all weapons possession cards to the RMV. In accordance with AE Regulation 190-6 weapons may only be deregistered at the US Forces Weapons Registry (RMV) if proof can be provided of their legal whereabouts (e.g. sale, transportation to the United States, etc.).

## 9. User Fees.

a. Installation Hunting, Fishing, and Sport Shooting Program managers may charge an annual membership fee to eligible users, to offset the cost of employees and incidental operating costs that are not covered by appropriated funds.

### b. Financial Management.

(1) IMCOM-E garrison program managers should deposit user fee revenue into program code JE, GLAC 530.

(2) USAFE SVPCO will provide guidance for programs at USAFE installations.

c. In return for user fees, customers will be eligible for regularly scheduled sport shooting training, coaching, and competitions. In addition, customers will be eligible for hunting and fishing instruction.



## 10. Points of Contact.

a. US Forces Weapons Registry (RMV) POC is Mr. Robert Owen, at DSN 496-4637, commercial 06302-67-4637 or email: [robert.a.owen2.naf@mail.mil](mailto:robert.a.owen2.naf@mail.mil)

b. IMCOM-E, Family and MWR POC and US Forces Sport Shooting Program Manager is Mr. Gert Lindenau at DSN 496-5175, commercial 06302-67-5175, or email: [gert.lindenau.naf@mail.mil](mailto:gert.lindenau.naf@mail.mil).