MISSION
Shooting ranges provide the foundation on which responsible firearms education, training, and programs stand. The Range Technical Team Advisors (RTTAs) help build, preserve, and strengthen that foundation. The mission of the Range Technical Team presents one of the greatest challenges of our time, maintaining and improving of existing ranges, the constant pursuit to support the constructing and building of new ranges, and the successful growth of our shooting community throughout the nation.

BACKGROUND
The Range Technical Team was developed to provide an extension of NRA Range Services by providing assistance to shooting range owners/operators. It is our goal to have at least two Range Technical Team Advisors (RTTA) in each state. This will allow the NRA the ability to provide every shooting community with the necessary assistance and support to keep operating in a safe and healthy environment.

PURPOSE
To establish, a Standard Operating Procedure (SOP), for all personnel that are a part of the Range Technical Team Advisor Program. This SOP will be continuously studied and revised when necessary.

STANDARD OPERATION PROCEDURE (SOP)
This SOP provides the administrative, operational, and support guidance under which all personnel that is a part of the Range Technical Team Advisor Program. Conduct of their activities and the processing of administrative documents.

OBJECTIVE
To assist and support in the planning, developing, designing, improving, and maintaining shooting ranges across America. To ensure the highest level of safety possible and to maintain the healthiest environmental conditions possible for all ranges across America. This will be accomplished by training and educating RTTAs to provide assistance to firing ranges and shooting organizations for a low cost alternative, designed to ensure that ranges continue to operate, for both the public and private use long into the future.

ADMINISTRATION, TRAINING, OPERATIONS AND LOGISTICS
Administration, training, operational guidance and logistical support will be provided to the RTTAs by the NRA Range Services Department Staff.
SOP #1: SOURCE DOCUMENT

*The NRA Range Source Book 2012* will serve as the basic document from which all information and evaluation assistance is provided. All other reference material will be made available on the Range Technical Team Website.

SOP #2: ACTION ON BEHALF OF THE NRA

RTTAs will not act officially, or unofficially, on behalf of the NRA, or NRA Range Services, without proper authorization from the NRA Range Services Department Staff. This includes not agreeing to or offering to assist as an official spokesperson of the NRA. In particular, the NRA Range Services Department, when a range matter involves a third party.

NRA RTTA contact information will not be provided to the general public. Contact information is only shared by the NRA with the Point of Contact (POC) that has signed contracts for a Range Case that is on file. However, if you (the RTTA) are contacted directly by someone for range advice or information on a range case, they should be immediately directed to NRA Range Services Department Staff.

RTTAs that choose to take on any cases with a third party on their own should note, you may only do so by informing the range that the case will not be conducted in any regards pertaining to this program or any other program offered by the NRA. RTTA’s are not allowed to utilize their RTTA Credentials for any personal gain or references. Please, only take on personal or informal cases that you are prepared to be personally liable for and only upon your certified achievements and experience.

SOP #3: COST RECOVERY PROFILE

Any expenses incurred by an RTTA for on-site evaluation will be reimbursed by the NRA. Changes hereto will be generated by separate correspondence and/or a revised SOP.

**NRA Affiliated Club/Organization**

$450 Case Origination Fee (includes one day on-site assistance) an additional $100 fee for each additional day of on-site assistance.

All expenses are covered in this fee structure relative to transportation, lodging, meals, telephone, administrative, and postage fees etc., for an initial visit and for all follow up visits. Any other agreements will only be authorized by the Range Services Department Staff.

**Non-NRA Affiliated Club/Organization**

$500 Case Origination Fee (includes one day on-site assistance) an additional $100 fee for each additional day of on-site assistance.

All expenses are covered in this fee structure relative to transportation, lodging, meals, telephone, administrative, and postage fees etc., for an initial visit and for all follow up visits. Any other agreements will only be authorized by the Range Services Department Staff.
SOP #4: OPENING A RANGE CASE

In order for the NRA Range Services Department Staff to open a range case and assign an RTTA, the following documents and procedures must be in place:

(a) RANGE TECHNICAL TEAM ADVISOR ASSISTANCE REQUEST FORM

The requesting range must complete the Range Technical Team Advisor Assistance Request form available at: http://rangeservices.nra.org/range-technical-team.aspx. This form contains the following information:

1. RANGE INFORMATION

   Physical location & Mailing address
   County
   Day & evening phone numbers (If applicable)
   Fax number (If applicable)
   Email (If applicable)
   Website (If applicable)
   NRA Club Affiliation Number (if applicable)

2. POINT OF CONTACT

   Name
   Mailing address
   Day, Evening, Cell phone numbers
   Email
   Fax number (If applicable)

1. Paragraph describing specific type of assistance required.

2. Does the range have a copy of The 2012 NRA Range Source Book?

3. Does the range have bylaws, range rules, and regulations? If an outdoor range, do you have a topographic map, tax map, and aerial photographs of the range property and the surrounding area?

4. Statement, preferably with a letterhead letter format, attesting range understands the cost recovery and expense reimbursement policy.
3. **CONTRACT AND ASSIGNMENT**

a) **RTTA CONSULTANT AGREEMENT**

Upon receipt of the official RTTA Request Form, the NRA Range Services Staff will evaluate the request and determine what type of assistance is required, and if the programs for which they are requesting are compatible with the services provided by the Range Technical Team. The NRA Range Services Staff is responsible for the preparation and execution of an RTTA Consultant Agreement. This consultant agreement must be fully executed prior to NRA Range Services assigning an RTTA to a Range Case.

b) **RANGE CASE ASSIGNMENT**

After the RTTA Consultant Agreement has been fully executed, the NRA Range Services Staff will assign the case to an appropriate RTTA. The RTTA will be notified of the assignment by email and letter outlining the assistance required, point of contact information, Range Case Number, Expense Report, Assigned RTTA Supervisor to the case, and all other supporting documents. The NRA Range Services Staff will notify the assigned RTTA Supervisor to the range case via email and letter outlining the assigned RTTA to the range case, point of contact information, Range Case Number, and supporting documents. Upon receipt of the range case assignment email and letter, RTTA’s are required to contact the Point of Contact (POC) within (10) business days. As the timeline from the time of the contract is completed to assignment of an RTTA can be between 60 to 90 days; depicting on the number of cases at Headquarters. Cases are worked in the order in which they are received at Headquarters unless there is a special circumstance such as legal issue, weather, etc…The RTTA is required to notify the NRA Range Services Staff and the assigned Supervisor that contact has been made with the POC; for the assigned case. All communications from the RTTA on matters of the assigned range case will be with the assigned RTTA Supervisor, in regards to the Travel Authorization date, completion of the report, and timeliness of the report submission unless, the Supervisor is not able to be reached, at which time you will contact the Range Services Staff. Information or submission of an Expense Report will be directed to the NRA Range Services Staff, and the submission is only after the Final Report has been received at NRA Headquarters from the RTTA Supervisor.

c) **COMMUNICATION WITH POINT OF CONTACT**

Upon the RTTAs start of the range case assignment, the RTTA will be asked to communicate with the assigned point of contact (POC). The RTTA and the POC will reach an agreed date and time to meet to conduct an evaluation on the range and will request for any other documentation
such as maps, etc. Within five days of the confirmed date for the evaluation with the POC, the RTTA will notify the Range Services Staff and request for Travel Authorization at that time and then contact their assigned RTTA Supervisor to notify them on the date and time of the Range Evaluation. This request can be via phone or email to the NRA Range Services Staff for travel authorization approval, upon approval of the travel authorization, a Travel Authorization number will be given to the RTTA to identify that Travel Authorization, for that assigned case, to be used for the corresponding RTTA’s Expense Report.

SOP #5: TRAVEL AUTHORIZATION

Notification of the travel date agreed between the POC and the RTTA should be forwarded to the NRA Range Services Staff. The RTTA will be authorized to embark upon travel with their Personal Owned Vehicle (POV). For any other mode of travel, other than their POV, the RTTA must receive Authorization from the NRA Range Services Department Staff. All RTTA’s must receive Authorization for an overnight stay in order to be covered by NRA Insurance and for expense reimbursement.

SOP #6: PREPARING AND PROCESSING AN NRA EXPENSE REPORT

It is the RTTA’s responsibility to obtain receipts, while in the conduct of their assigned Range Case. The RTTA must submit original receipts or the RTTA will not be reimbursed for their incurred expenses. Per NRA policy, expense reports and receipts are to be provided within 30 days of the date of travel. If not submitted within this timeframe, you may not receive reimbursement (All extenuating circumstances are on a case-by-case basis only and reimbursement will only be authorized by the Managing Director, Community Engagement).

The following receipts should be obtained for all authorized travel, tolls, lodging, meals (not to exceed $50/day), and any other out of pocket expenses related to the range case. Non-travel receipted expenses, (i.e., administrative supplies (within reason), parking meters, and postage fees etc.), can be explained in the comment section of the Expense Report. Entertainment, in-room movies, and alcoholic beverage costs will not be reimbursed. Reimbursement for any and all expenses will only be authorized by the Managing Director, Community Engagement.

SOP #7: FINAL REIMBURSEMENT OF EXPENSES

After the NRA Range Services Staff has reviewed and the Managing Director, Community Engagement have approved the Expense Report, it will be then, forwarded to the NRA Financial Services for final payment. Reimbursement will be between 7 to 30 days for receipt of the reimbursement check. Any delay in payment over thirty days should be brought to the attention of the NRA Range Services Staff. Please note, reimbursement will not be submitted until the final draft report has been provided to the NRA Range Services Staff from the assigned Supervisor of the Range Case.
SOP #8: INITIAL REPORT AND SUPPORTING RANGE CASE FILE DOCUMENTATION

The RTTA will utilize the NRA RANGE FINAL REPORT TEMPLATE provided on the RTT Website or by the assigned RTTA Supervisor. The RTTA report will be based on their observations and photos of the observations, completion the appropriate sections of the Field Note Checklist; provided on the RTT Website. Within (10) Days after the range evaluation, the completion of the drafted report by the RTTA must be submitted in draft form to their assigned RTTA Supervisor for review and any required assistance for compiling the report for finalization. Any extenuating circumstances that preclude the RTTA from being able to submit the draft within the 10 day timeline, notification must be sent to the RTTA Supervisor and the Range Services Staff. The Supervisor is responsible for the submission of the Final Report to the NRA Range Services Staff. The submission of the report between the RTTA and Supervisor will be sent using the Dropbox application software. When the RTTA and RTTA Supervisor are assigned to a range case there will be an email request sent via Dropbox allowing permission to both the RTTA Supervisor and RTTA into a range case file identified by their range case designator i.e. TX-2099-14. Upon completion of the draft report the RTTA will upload the report into the range case file and notify the RTTA Supervisor via email or by phone that the draft report has been uploaded into the file. The RTTA Supervisor will then read the report in its entirety and notate any needed corrections and then notify the RTTA on those specific corrections or needed additions. The RTTA and RTTA Supervisor can look at the range report together and address all changes or they can address necessary changes over a period of time; via the Dropbox application software.

SOP #9: FINALIZATION OF REPORT

The RTTA Supervisor is responsible to notify the Range Services Staff upon the completion of the Final Report in the range case designated in Dropbox application software. The RTTA Supervisor should ensure the final report is edited for any last grammatical or spelling errors prior uploading of the Range Report Cover to include with the Final Report which signifies the RTTA and they have finalized the range report prior to notifying the Range Services Staff. The range report will then be downloaded into its designated electronic file on the NRA site and a copy of the range report will be placed in an self addressed envelope contain the final report, digital photos, designs or plans provided by the range, and any other necessary supporting documents to the following address:

NRA Range Services Department  
Attn: Range Services Coordinator  
11250 Waples Mill Road  
Fairfax, VA 22030

Please note: All range reports will be reviewed for final edits by the Range Services Staff. Range Services Staff may make edits, deletions or request for any additional information in preparation to finalize the range report. It is essential that an electronic copy be provided to the NRA Range Services Staff via Dropbox software application to facilitate the completion of all range reports.
SOP #10: RANGE CASE CLOSING PROCEDURES

Range Services Staff will consider the range case closed only after the payment is received. You are to destroy any field notes or copies of any and all reports that you have been assigned to. The RTTA Supervisor will not destroy the final report until confirmation that the report is accepted by the NRA Range Services Staff. The finalization of a range report, per the contractual agreement, is the property of the NRA and the Point Of Contact listed on the signed contract. For legal reasons, there is not to be any other copies of range case reports; due to the NRA copyrights. This is essential to maintain the confidentiality for all participants, range cases, and the integrity of the NRA Range Case Program.

SOP 11# SOP EFFECTIVE DATE

The SOP effective date is August 15, 2019. Please destroy any and all previous copies of the Range Case Program SOP.

I, _____________________________ have read and understand the policies and procedures of the NRA Range Case program as detailed in the NRA Range Services, Standard Operating Procedures for Range Technical Team Advisors document. By signing this form, I acknowledge receipt and understanding of these policies and will uphold the terms presented by the National Rifle Association.

_____________________________        _____________________________
Date      Signature of RTTA