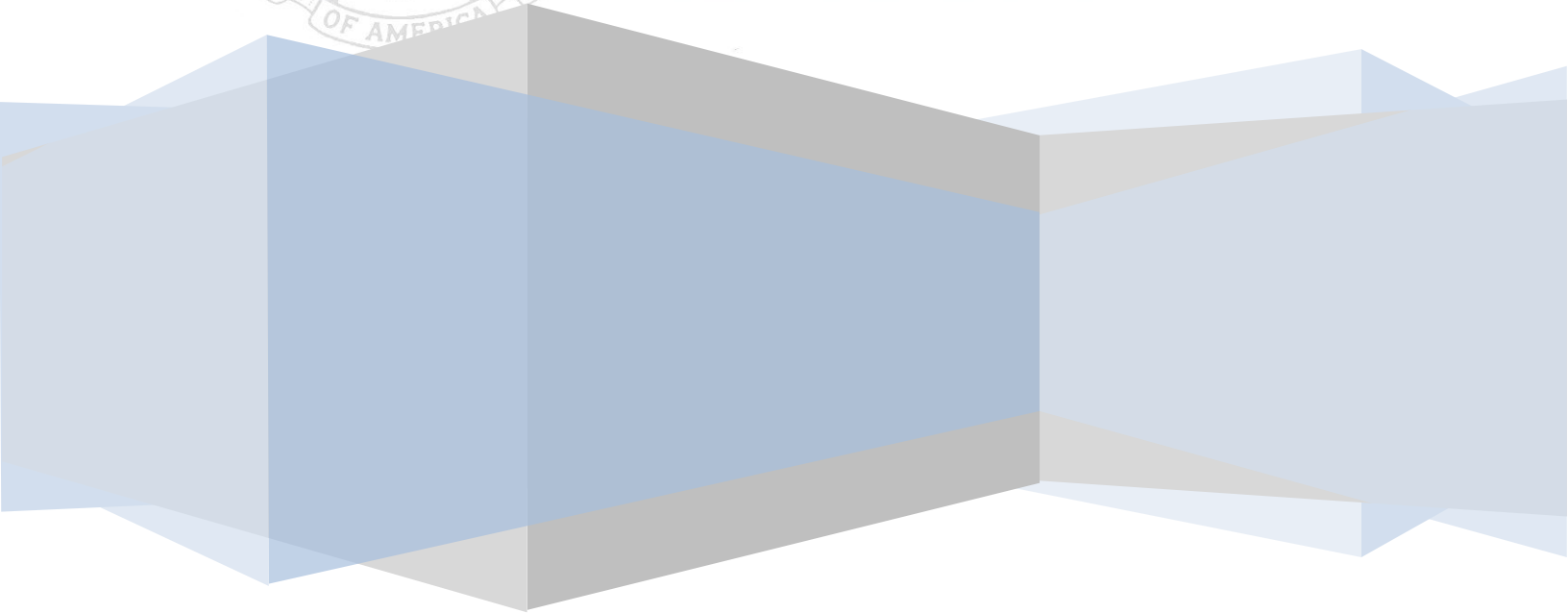


National Rifle Association of America

Range Technical Team Advisors

Standard Operating Procedures (SOP)
(Must Read) Effective March 2022



NATIONAL RIFLE ASSOCIATION OF AMERICA
RANGE SERVICES DEPARTMENT
11250 WAPLES MILL ROAD - FAIRFAX, VA 22030
Telephone: (703) 267-1279

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.

STANDARD OPERATION PROCEDURE (SOP)

This SOP provides the administrative, operational, and support guidance for all personnel that are a part of the Range Technical Team Advisor Program. The SOP provides guidance for conduct of their activities and the processing of administrative documents.

SOP #1: SOURCE DOCUMENT

The NRA Range Source Book (Current Edition) 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 Resource page at <https://rangeservices.nra.org/technical-team/RTTA-Resources>

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 contract(s) 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

\$750 Case Origination Fee (includes one day on-site assistance) an additional \$100 fee for each additional day of on-site assistance.

Non-NRA Affiliated Club/Organization

\$1,000 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

Day & evening phone numbers

Email

Website (if applicable)

NRA Club Affiliation Number (if applicable)

2. POINT OF CONTACT

Name

Mailing address

Day, Evening, Cell phone numbers

Email

a) Paragraph describing specific type of assistance required.

b) Does the range have a copy of *the NRA Range Source Book (Current Edition)*?

c) 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?

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, and all other 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 (dependent upon 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 that contact has been made with the POC. All communications from the RTTA on matters of the assigned range case will be with the NRA Range Services Staff, in regards to the Travel Authorization date, completion of the report, and timeliness of the report submission. Information or submission of an Expense Report will be directed to the NRA Range Services Staff, and the submission is only after the RTTA Report has been received at NRA Headquarters from the RTTA.

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 for the range visit and will request for any other documentation such as maps, etc. Within **30** days of the confirmed date of the visit to the range 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) and should **wait until final approval has been determined prior to departure.** In addition, all RTTA's must receive Authorization for an overnight stay in order to be covered by NRA insurance and for expense reimbursement. *For any other mode of travel (other than their POV) the RTTA must receive Authorization from the NRA Range Services Department Staff. All hotel, airfare, rental cars must be booked thru NRA's designated travel agency, Direct Travel. They may be contacted at 703-650-5316 or (866) 451-6429. Please note, travel may only be booked AFTER a Travel Authorization form has been completed and approved with confirmed travel dates at which point in time a TA # will be generated to provide to NRA's designed travel agency.*

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.)**

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.

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 NRA Range Services Staff. 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 to the Range Technical Team Leader 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 Range Services Staff. The submission of the report between the RTTA and Range Technical Team Leader will be sent using email or Dropbox. 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 Range Technical Team Leader and RTTA.

SOP #9: FINALIZATION OF REPORT

The Range Technical Team Leader/ NRA Range Services Department will ensure the final report is edited for any last grammatical or spelling errors prior to finalization to provide to the range, and will contain the final report, digital photos, designs or plans provided by the range, and any other necessary supporting documents the POC as listed in on the contract file.

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 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.**