

**BY ORDER OF THE COMMANDER  
30TH FORCE SUPPORT SQUADRON**

**30TH FSS COMMUNITY SERVICES FLIGHT**

**OPERATING INSTRUCTION 34-165  
1 February 2009**

**FORCE SUPPORT**

**ROD AND GUN CLUB**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Operating Instruction (OI) establishes standard policies, procedures, general guidance, for the operation of the Vandenberg Air Force Base Rod and Gun Club (VAFB R and G Club). References include AFI 34-262, *Service Programs, and Use Eligibility*.

**1. SCOPE:** This OI covers the functional organization of the VAFB R and G Club, the rules and responsibilities of its advisory council, and its manner procedures for the operation of the VAFB Rod and Gun club.

**2. MEMBERSHIP:** The VAFB R and G Club's activities are directed by the club manager. Membership eligibility is outlined in AFI 34-262, *Services Programs and User Eligibility*. It is the responsibility of every member to comply with safety directives, safe hunting, and fishing practices, and personal safety in conducting all VAFB R and G Club activities.

**2.1.** There is a fee for membership. A member must be in good standing and dues paid on a current basis to participate in club activities or purchase items from the club's retail store. Individual membership also includes membership for eligible family members.

**2.2. All participants must complete and sign the VAFB R & G CLUB HOLD HARMLESS AGREEMENT (Attachment 1) prior to participating in a Rod and Gun activity/event.**

**2.2.1.** Staff will ensure the **VAFB R & G CLUB HOLD HARMLESS AGREEMENT** is attached to the member's file

**2.3. All participants must read, agree, and sign to all range rules (attachment 2) prior to entering the fire range.**

### **3. GUN CONTROL AND RE-SALE OPERATION POLICIES:**

**3.1.** The sale of weapons is restricted to active members in accordance with AFI 34-262, *Service Programs and Use Eligibility*, and must comply with Bureau of Alcohol, Tobacco, and Firearms (ATF) procedures.

**3.1.2. Do** not sell firearms or ammunition to anyone if the buyer is in violation of state law or public ordinance.

**3.1.3.** Sales of firearms, ammunition, or reloading supplies must comply with the safeguard information collected during firearms transactions IAW the Privacy Act of 1974. Within 30 days of closing the resale operation, the manager of the Rod and Gun Club must send all firearm sales records to the regional ATF office.

**3.2. Special** orders may be placed for items not normally carried by the retail store. All orders will be in total compliance with federal and state firearms laws. A 50 percent non-refundable deposit is required on all special order items.

**3.2.1. Purchases** and special orders are priced at cost plus 11 percent. All applicable shipping and California Transfer Charges will be assessed.

**3.2.2. Shipping** and transferring services are also available to members for personal firearms and private party transfers. An approved fee by the NAF council will be charged in addition to the California Transfer Charges.

### **4. ORDERING/RECEIVING/ POLICIES**

**4.1. Under** the U.S Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives, only licensed employee can request the orders and receive firearms. To be in compliance with both the Department of Justice and the Air Force Instruction, the assigned duties and procedures are as follows:

**4.1.2.** The firearm can only be ordered by a licensed employee at the Rod and Gun Club.

**4.1.3.** The California Department of Justice Dealer's Record of Sale of Firearm and the Firearm Transaction Record ATF Form 4473 MUST fill out by both the licensed employee and the buyer prior ordering of the firearm.

**4.2.** The licensed employee will submit the Dealer's Record of Sale of Firearm form to the California Department of Justice via website.

**4.2.1.** The licensed employee will place the orders with customer's last name, and membership number on the AF Services Purchasing Card (P-Card).

**4.3. The** Community Services Flight Chief or the designee reviews the purchase order documentation.

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**4.4.** The NAF accounting officer will again review and approve the purchase order.

**4.5.** The employee must submit the invoice within 3 days to the accounting officer.

**4.6.** The accounting officer will verify the names of the customers from the original purchase orders and input it into the Service Agency Information System (SAIS) for inventory purposes.

**4.7.** **The** firearm can only be received by a licensed employed at the VAFB R and G Club. It must be kept and locked in the controlled safe for ten days of mandated waiting period prior to issuing to the buyer. Ensure the firearm is recorded in the Firearm Acquisition and Disposition records with name of the buyer, manufacturer, model, serial number, type of firearm, date, and signature.

## **5. INVENTORY CONTROL:**

**5.1.** All firearms must be inventoried at the start and close of the business day by the manager or designated employee. The firearm inventory report is provided to the Community Services Flight Chief and the Resource Management Section Chief. Any discrepancies will report promptly to the Community Services Flight Chief and the Security Police.

**5.2.** Storage Rooms 2 and 5 are the only two authorized storage locations for firearms. The rooms will be locked at all times to prevent pilferage and unauthorized handling.

**5.2.1.** Quantities will be limited to amounts listed on the license.

**5.3.** The re-sale inventory must be conducted monthly. The inventory sheet can be picked up at the NAF accounting office at the end of the month. Inventory must be performed by more than one employee or with NAF Accounting officer and/or the flight chief.

**5.4.** **The** inventory must be completed and turned in to NAF accounting office by the first business date of each month.

## **6. SAFETY**

**6.1.** There will be no hand loading at the facility.

**6.2.** Primers and powder will be stored as outlined in AFMAN 91-201, *Explosive Safety Standards*. They will not exceed limits outlined in the license. The license will be posted at each location. The facility is limited to a re-sale operation only.

**6.2.1.** Storage Rooms 2 and 5 are the only two authorized storage locations for firearms. The rooms will be locked at all times to prevent pilferage and unauthorized handling.

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**6.2.2.** Quantities will be limited to amounts listed on the license.

**6.2.3.** The total net explosive weight of Hazard Class/Division 1.3 will be limited to 1001bs at each location.

**6.3.** The license will be updated as needed.

**6.4.** An explosive safety inspection for the VAFB R and G Club will be conducted annually by the Base Safety.

## **7. RANGE INFORMATION:**

**7.1.** Clay target ranges may only be opened and closed by an authorized club member whose membership card has been annotated with the training.

**7.2.** Once a range is opened, each member/user present is personally responsible for the safe use of facilities, ranges, firearms, and archery equipment.

**7.3.** Members must review all clubs' rules upon completing their membership application. All guests must read and initial range safety rules each time they visit the range.

## **8. Fire/Chemical:**

**8.1.** Hazardous symbols will be posted. The exterior symbols must be the large (24") size. In addition, the lockers and containers will be marked with the proper fire/chemical hazard symbol. Containers will show the item nomenclature and quantity.

**8.2.** The Fire Department will be notified each time fire or chemical symbols change, 8.6. Proper housekeeping will be maintained in the storage areas.

**8.3.** No smoking is allowed in the building

**8.4.** There will be no flammable storage within 50 feet from the explosives.

**8.5.** The facility will have an automatic alarm system.

**8.6.** At least one fire extinguisher will be available that is suitable for the hazards involved. Placement will be determined by the Fire Department and annotated on the facility license.

## **9. EVACUATION PROCEDURES**

**9.1.** The VAFB R and G Club personnel will notify the Fire Department in the event of an emergency.

**9.2.** Personnel will evacuate to a location directly south of the facility near the silo fence.

## **10. SPECIAL USE OF VANDENBERG ROD AND GUN CLUB FACILITIES**

**10.1. Members** may request the use of club facilities for their own enjoyment, or may act as sponsors for organized recreational or official activities. An approved fee by the NAF council will be charged for the facility: Example of the fees: \$35 for up to 4 hours or \$60 for 4-8 hours.

**10.2.** Members or organizations may request the use of club facilities when no other Force Support Squadron-sponsored activity/event is scheduled and during normal hours of operation. A request form for Use of VAFB Rod and Gun Club Facilities (Attachment 3) must be completed and submitted to the club manager for approval or disapproval.

**10.3.** The VAFB R and G Club manager approves or disapproves personal use requests in coordination with the Community Services Flight Chief, 30 FSS/FSC. The club's retail store shall not be opened for personal use.

**10.4.** Members using the facility are responsible for cleaning the area before and after their use. A deposit of \$50.00 will be required for cleaning.

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Director, Outdoor Recreation

CHRISTOPHER G. COWDEROY, YC-02 DAF  
Chief, Community Services Flight

## APPENDIX A

### TRAP, SKEET, AND SPORTING CLAYS RANGES SAFETY BRIEF

It shall be the responsibility of all Rod and Gun club members and their guests, using the club's trap, skeet, and sporting clays ranges to comply with the following rules, procedures and practices. No member shall use these ranges unless his/her membership card has been endorsed, certifying he/she has read and agrees to abide by all range rules.

1. Only authorized Rod and Gun Club members, their family members, and occasional guests, are authorized to use the club facilities and ranges. An authorized club member shall be present at all times whenever the ranges are in use.
2. Club members must review range safety briefing upon renewal of their membership. Documentation of the briefing will be annotated on the club membership card. Shooters **must** have a current individual club membership card in their possession whenever using these ranges.
3. Only shotguns will be used on these ranges. No slugs or similar loads shall be fired.
4. Shotgun breeches shall remain open upon entering and departing range-shooting positions. They will remain open until the shooter takes a shooting position upon his/her turn to shoot.
5. Guns will be made safe and firing positions shall be vacated when any person is entering or departing a trap, skeet, or sporting clay house for any purpose.
6. When occupying firing positions, shooters will keep their shotguns pointed safely down range.
7. Shotguns shall be safely pointed skyward or toward the ground when passing behind other shooters upon changes of shooting stations.
8. No person shall attempt to retrieve expended shotgun cases until all shooting has ceased and the range and firing lines have been cleared.
9. Spectators, other than designated coaches, shall not enter the trap or skeet range while shooting is being conducted.
10. Alcoholic beverages are prohibited on these ranges. No persons shall be permitted on these ranges when impaired or by otherwise under the influence of alcohol or other drugs.
11. Horseplay of any sort is prohibited. Any person violating this rule, after being warned, shall be ejected from the ranges.
12. Shoots may be conducted with other skeet and trap clubs. Escorted guests may use the ranges but a higher fee is charged. This does not apply to National Skeet Shooting Association (NSSA) shoots.
13. Changes to shooting fees will be recommended by the club manager and/or advisory council, submitted through the Community Services Flight Chief to the 30th Force Support Squadron Commander for consideration by the NAF council.
14. Night shooting is allowed only at scheduled times upon the club manager's approval.

15. Eye protection and hearing protection will be worn while shooting on these ranges.
16. Only personnel who have been properly trained may open, operate, and close the facilities and  
operate machines on these ranges. Training will be annotated on the club membership card.
17. Any club member observing an unsafe act involving bows, firearms or any range operations is required, as a condition of club membership, to immediately call the attention of those present and cease all range activities until the unsafe condition is corrected. All such instances are to be reported to the club manager at the earliest possible time. Failure to adhere to this safety requirement may result in termination of club membership at the discretion of the 30th Force Support Squadron Commander.

**APPENDIX B**  
**STATIONARY TARGET RANGES, 25 YARDS, 50 YARDS AND 100 YARDS**  
**SAFETY BRIEF**

It shall be the responsibility of all Rod and Gun Club members and their guests using the club's 25, 50, and 100-yard stationary ranges to comply with the following rules, procedures and practices. No member shall use these ranges unless his/her membership card has been endorsed certifying he/she has read and agreed to abide all range rules.

1. Only authorized Rod and Gun Club members, their family members, and occasional guests; are authorized to use club facilities and ranges. An authorized club member shall be present at all times whenever the ranges are in use.
2. Club members shall receive a range safety briefing during the current year. Documentation of the briefing will be annotated on the club membership card. Shooters must have a current individual club membership card in their possession whenever using these ranges.
3. Shotguns using slugs, black powder pistols, rifles, and rim and/or center fire pistols and rifles, are authorized to be used on these ranges. No automatic weapons are allowed. Shotgun patterning is allowed on the skeet field after notifying staff. All .50 BMG rifles, recently banned for purchase in California, are prohibited.
4. All guns on or in the vicinity of these ranges shall be considered loaded and handled accordingly.
5. Alcoholic beverages are prohibited on these ranges. No persons shall be permitted on these ranges when impaired by or otherwise under the influence of alcohol or other drugs.
6. Smoking is not permitted on any firing line.
7. Members will sign in at the club house and a red flag will be raised before shooting is conducted on any target ranges during normal operating hours. After hours, members must present their membership upon request.
8. Firearms shall be carried to the firing line unloaded with actions open.
9. Paper targets only shall be used (except for certain organized and controlled shooting activities). Mount the paper targets so that the bullets will strike and impact on the earthen berm and not on wood posts or target supports.
10. Only shooters, instructors, and/or coaches are permitted on the firing line. All other persons shall stand behind the **firing line**.
11. Only one gun per shooter is allowed on the firing line.
12. When multiple ranges are in use at the same time, the following rules apply: 13.1. Ensure, that all firing lines are aligned, left to right, and that one is not ahead or behind the other. If this is not possible, treat both ranges as one and make both firing lines safe prior to anyone moving forward of the firing line.



13. A range-qualified member present will be designated range master by mutual agreement of the shooters present.
14. Ranges are open during daylight hours only.
15. Eye protection and hearing protection will be worn while shooting on these ranges.
16. Any club member observing an unsafe act involving bows, firearms or any range operations is required, as a condition of club membership, to immediately call the attention of those present and cease all range activities until the unsafe condition is corrected. All such instances are to be reported to the club manager at the earliest possible time. Failure to adhere to this safety requirement may result in termination of club membership at the discretion of the 30th Force Support Squadron Commander.

## APPENDIX C

### SPONSORED EVENTS AT THE VANDENBERG ROD AND GUN CLUB.

Large Social Events and Gatherings (trap and skeet tournaments.) must be prearranged through 30 SFS/S5SV via written memorandum. Agencies wishing to sponsor social events will develop and issue a memo or flyer describing the event, which will also serve as authority for the visiting party to enter the installation. The sponsor will also provide window placards for all vehicles being driven on during the event. The memo will be approved by NCOIC, VCC and will be valid for the duration of the event only. The memo will include the following information:

1. Name of sponsoring agency, sponsor's first and last name, sponsor's phone number.
2. An alphabetical list of all visitors, first and last name, social security number (SSN), state Driver's license number or state identification card number, date of birth, event location, date and time.
3. The window placard will include (name of sponsor, location of event, date and time of event) including the following statement: "If you are found in any location other than (location of event), you may be permanently barred from the installation."
4. This information must be presented to Visitor Control Center (30 SFS/SV), 108 Colorado Avenue, Vandenberg AFB CA 93437-63003, at least 10 days prior to allow for completion of a criminal history check on each individual bringing a firearm on to the installation).
5. If placards are not submitted with the memorandum, the package will be denied.
6. Entry with firearms for recreation purposes (hunting, Rod & Gun Club members, shooting com competitions, does not include paintball guns.
7. Must be a U.S. citizen.
8. Letter of Understanding must be signed. This letter explains proper usage of the base pass.
9. Rod and Gun Club members will get the letter from 30 FSS; hunters will get their letter from 30 SFS Fish and Game section.
10. Submit to a criminal history check. If this check comes back with no disqualifying information, the individual may be eligible for up to a one year base pass.
11. Exception: Hunters passes will be no longer than three days. Violation of the terms of use will result in immediate confiscation of the pass and termination of base access for recreational use of weapons.
12. Information from the check will be maintained on file in Reports and Analysis for one year.
13. The criminal history check will be re-accomplished each year on all individuals who have the passes before new ones are issued.
14. It is the responsibility of 30th Force Support Squadron to confiscate all terminated or expired Rod and Gun Club passes.

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15. All firearms brought on to the installation for recreational use must comply with California Firearms Laws. For further information refer to the following website:  
[caag.state.ca.us/firearms](http://caag.state.ca.us/firearms).
16. All personnel who own weapons or possess firearms must comply with all Department of Justice and AFI requirements. No matter what state of residency, members must comply with California state firearm laws.
17. Off base residents must comply with all California registration requirements.
18. Personnel residing on base are exempt from California State firearm possession and registration laws; however, transporting some weapons off base may be in violations of state laws.
19. Ensure registration of weapons is conducted in accordance with this instruction. Unit orderly rooms or equivalent will maintain a list of personnel assigned storing weapons using the AF Form 1314 within the unit.
20. Sponsor must read, sign the attachment 4, and abide all rules that apply to this Appendix.

ATTACHMENT 1

Vandenberg Rod and Gun Club

Name: \_\_\_\_\_ Rank: \_\_ Active ( ) Retired ( ) Reserve ( ) DOD/NAF ( )  
VAFB Contractor ( ) Federal Employee ( )  
(Print) Last First MI

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street City/State/ Zip

E-Mail: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Duty Station \_\_\_\_\_ Duty Phone \_\_\_\_\_  
Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

**VANDENBERG AFB ROD & GUN CLUB HOLD HARMLESS AGREEMENT**

The undersigned, as a precondition for permission to use the VAFB Rod & Gun Club Facilities, do hereby expressly agree to indemnify the U. S. Government, any of its agencies, and/or the Gun Club, its officers or directors, against all suits, actions, claims, costs or demands for death, person injury or property damage proximately caused by my use of the facilities. Further, on behalf of myself, my heirs, agents, successors, executors, administrators, and assigns, I release, waive, discharge, and covenant not to sue the U.S. Government, any of its agencies, the VAFB Rod & Gun Club, its officers, directors, members from and for any and all liability to me, my heirs, agents, successors, executor, administrators, and assigns for any injury to my person, damage to my property, or my death, while I am using the facilities of the Rod & Gun Club facilities.

\_\_\_\_\_  
Applicants' Signature Date

**AGREEMENT FOR MINOR PARTICIPANT HOLD HARMLESS AGREEMENT**

I have read and understand the VANDENBERG AFB Rod and Gun Club Hold Harmless Agreement.

I, \_\_\_\_\_ parent of \_\_\_\_\_, minor do hereby consent to him/her participating in the Rod and Gun Club program, agree to the provisions of the above agreement and adopt it as my own, and agree to reimburse the US Government for any damages or loss incurred by it for which this minor would be liable were he/she not over 18 years of age.

\_\_\_\_\_  
Parent Signature Date Card # Expiration Date

**ATTACHMENT 2**

1. I HAVE READ AND UNDERSTAND THE VANDENBERG ROD AND GUN CLUB SAFETY RULES, APPENDIX A AND B.
  
2. I HAVE READ AND UNDERSTAND THE SPONSORED EVENTS MEMORANDUM FOR VANDENBERG ROD AND GUN CLUB IN APPENDIX C.
  
3. I WILL ABIDE BY ALL RULES AND REGULATIONS REGARDING THE USE OF THE VANDENBERG ROD AND GUN CLUB.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number (Work) (Home)

\_\_\_\_\_  
Address

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

ATTACHMENT 3

REQUEST FOR USE OF ROD AND GUN CLUB FACILITIES

Name \_\_\_\_\_ Membership # \_\_\_\_\_

I request authorization to use the following Rod and Gun Club facilities on

Date \_\_\_\_\_

Time from \_\_\_\_\_ to \_\_\_\_\_

PLEASE CHECK ONE:

\_\_\_\_\_ \$35 for up to 4 hours  
\_\_\_\_\_ \$60 for 4-8 hours.

\_\_\_\_\_ Main Meeting Room

\_\_\_\_\_ Skeet/Sporting Clays Range

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Rifle/Pistol Range

\_\_\_\_\_ Dining Room

\_\_\_\_\_ Trap Range

\_\_\_\_\_ Barbeque Pit

I understand that if this request is approved, I will assume full responsibility for all areas to which my guests and I may have access. This will include responsibility for:

- a. Cleaning deposit of \$50.00.
- b. Clearing of all areas to which I am afforded access both before and after use.
- c. Payment for any damages incurred.
- d. Controlling all members and guests present or invited.
- e. Securing the club, in accordance with the procedures I have been provided separately, at the end of my use of the club facilities.

I agree to cooperate fully with base and club authorities, to identify myself or any member of my party when required and to show this authorization to any authorized person who asks to see it.

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT 4**

1. I HAVE READ AND UNDERSTAND THE VANDENBERG 30 SECURITY FORCES SQUADRON MEMORANDUM FOR SPONSORED EVENTS AT THE VANDENBERG ROD AND GUN CLUB, APPENDIX C.

2. I WILL ABIDE BY ALL RULES AND REGULATIONS REGARDING THE MEMORANDUM FOR SPONSORED EVENTS AT THE VANDENBERG ROD AND GUN CLUB.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number (Work) (Home)

\_\_\_\_\_  
Address

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code