

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
OFFICE OF CHELTENHAM OPERATIONS**

TRAINING CENTER USE AGREEMENT

This use agreement between the _____ (partner organization) and the Department of Homeland Security (DHS), Federal Law Enforcement Training Center (FLETC), outlines the responsibilities of the partner organization and the FLETC relating to the training of personnel and use of the FLETC's Cheltenham, Maryland training facility.

The Cheltenham Deputy Assistant Director is responsible for maintaining, operating, and coordinating the use of the Cheltenham facility in order to serve all the Federal, state, and local law enforcement agencies in the metropolitan Washington, DC area.

Re-qualification and In-service training must be scheduled at least 60 days in advance of the start of the quarter. Shorter lead-time requests are handled case-by-case. Contact the FLETC scheduling office, (301) 877-8515 or 8516 for details on the scheduling process. If your agency must cancel a scheduled training event, please call the same number at the earliest possible time.

Partner organizations will ensure that all instructors conducting training on the Cheltenham indoor firing ranges and vehicle operation range are certified FLETC firearms and/or driver instructors, as appropriate, and are cognizant of range control standards as published by the FLETC.

Partner organizations shall conduct all firearms, driver, and tactical training in a manner that is safe, environmentally sound, and in compliance with published FLETC range policies and procedures. Partner organizations agree to comply with the attached requirements for the use of the Tactical Training Area.

All training accidents will be reported to the FLETC staff. Call 9-911 in an emergency. FLETC Security can be reached on (301) 877-8400. Please report any inoperative, missing, or damaged property to the FLETC Trouble Desk on (301) 877-8531.

The FLETC will staff all firearms range training with at least two (2) firearms instructors (a range tower officer and a line safety officer). The FLETC firearms safety policy requires a one instructor to six shooters ratio be maintained during all semiautomatic firearms requalifications. The partner organization is encouraged to staff the required number of firearms instructors to meet this 1:6 instructor to shooter ratio. The FLETC will staff all vehicle operation range training with at least two (2) driver training instructors (a main tower instructor and training venue instructor). The safe and effective

operation of the entire vehicle operations range requires ten driver instructors. However, this is dictated by the training exercises being conducted.

AGREEMENT

This agreement must be signed by an agency management official authorized to sign for the agency.

AGREED THIS _____ DAY OF _____

(Signature) (Title) (Organization)

(Typed or Printed Name and Position)

APPROVED:

**Assistant Director
Field Training Directorate
Federal Law Enforcement Training Center**

(Rev. 11/6/08)

Attachment: Tactical Training Policy

**FEDERAL LAW ENFORCEMENT TRAINING CENTER
CHELTENHAM, MARYLAND**

TACTICAL TRAINING POLICY

1. Live-fire weapons are prohibited from use in any training venue outside the Firearms Division Range Complex (Building 5). All weapons used in non-lethal training will be dedicated non-lethal weapons that cannot be used as live-fire weapons.
2. A dedicated safety/security officer will be assigned to physically inspect all weapons prior to the start of the exercise. The safety/security officer will control entry and egress of the assigned training area.
3. Live-fire weapons are not to be carried into the Sim City and the firearm simulator areas (Basement, Building 1A). Weapons will be secured in the weapon lockers provided at the entrances to those areas. Other areas may, from time-to-time, be temporarily declared as “firearms prohibited zones”, as required for safety involving special events/training.
4. Immediately react to, and follow the commands given by instructors. The command, “**Out of role**”, and/or a whistle will stop all action in scenario-based training.
5. Participants will wear all safety equipment appropriate to the training activity.
6. The use of “flash-bangs” or other similar explosive devices are prohibited.
7. The use of jam-spreaders, rams, or similar entry devices are prohibited.
8. All training will be confined to the specific area(s) you are scheduled. Officers/Agents in training should not stray into adjacent training venues, or interfere with another agency’s training.
9. All training must be scheduled, in advance, with the FLETC scheduling office, (301) 877-8515 or 8516. If your agency must cancel a scheduled training event, please call the same number at the earliest possible time.
10. All training accidents will be reported to the FLETC staff. Call 9-911 in an emergency. FLETC Security can be reached on (301) 877-8400. Please report any inoperative, missing, or damaged property to the FLETC Trouble Desk on (301) 877-8531.