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Safety

WEAPONS SAFETY PROGRAM

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This instruction outlines the McChord AFB Weapons Safety Program. The requirements established in this instruction are derived directly from Air Force Instruction (AFI) 91-202, *The US Air Force Mishap Prevention Program*, Air Force Manual (AFMAN) 91-201, *Explosive Safety Standards*, and Department of Defense Instruction (DoDI) 6055.9, *DoD Ammunition and Explosive Safety Standards*. This instruction applies to all personnel and units assigned or attached to McChord AFB.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This instruction has been completely revised to incorporate changes/revisions from AFMAN 91-201 (*Explosive Safety Standards*) and DOD 6055.9 (*DOD Ammunition and Explosive Safety Standards*).

1. Introduction and Scope:

- 1.1. The 62d Airlift Wing (62 AW), as host, will manage the wing weapons safety program in accordance with (I.A.W.) AFI 91-202, paragraph 10.1.
- 1.2. Units with explosives licenses, munitions, or explosives operations as defined in AFI 91-202, paragraph 10.1 and AMC Supplement 1, 24 January 2000, paragraph 10.1.1. will establish a weapons safety program and appoint a primary and alternate Additional Duty Weapons Safety Representative (ADWSR).

2. Weapons Safety Training and Education:

- 2.1. Weapons Safety Education. Safety education is essential for a sound weapons safety program. *TIG Brief*, *The Mobility Forum*, *Countermeasure Magazine*, and many other periodicals are a source of safety information. 15 AF and AMC Safety Newsletters, as well as cross-tell and sanitized mishap reports give us lessons learned and can prevent similar occurrences on McChord AFB.

2.2. Weapons Safety Training:

2.2.1. Additional Duty Weapons Safety Training. One-time training is given to unit representatives within 30 days of appointment. Emphasis is placed on program management.

2.2.1.1. Training. Training administered by wing weapons safety personnel will be recorded and a copy will be maintained by wing weapons safety in unit management folders. Unit weapons representatives will maintain a copy.

2.2.2. Annual Explosive Safety Training. Unit ADWSRs will administer initial and annual explosive safety training for all personnel who handle, transport, or maintain ammunition or explosives. Personnel who handle only Hazard Class/Division (HC/D) 1.4 small arms ammunition, cartridge actuated tools, or aircraft fire extinguisher cartridges in properly packed Department of Transportation (DOT) configured containers are exempt from initial and annual refresher explosives safety training.

2.2.2.1. Training Responsibilities. Training agencies at base level are responsible for documenting and tracking all completed training. Training agencies will also ensure documentation is forwarded when individuals PCS or PCA I.A.W. AFI 91-202, AMC Supplement 1, page 7, para. 10.11.

2.2.3. Informal Training. This may include short safety talks or briefings before each shift, cross-tell review, or informal group discussions.

2.2.4. Lesson Plans. Unit trainers and ADWSRs will prepare explosive safety training lesson for initial and recurring explosive safety training with the assistance of base level training agencies. These lesson plans will contain basic explosive safety awareness and unit specific explosives operations. Upon the completion of training, a written test will be administered to individuals to monitor training efficiency.

3. Weapons Safety Responsibilities:

3.1. Wing Weapons Safety Manager:

3.1.1. Manages the installation weapons safety program in accordance with (IAW). AFI 91-202 and AFMAN 91-201.

3.1.2. Acts as the single point of contact on McChord AFB for all matters relating to weapons safety and informs the Chief of Safety and the 62 AW Commander of any areas requiring command-level attention. Briefs items of high interest to the 62d Airlift Wing Occupational Safety and Health (AFOSH) Council.

3.1.3. Conducts periodic and annual weapons safety inspections of 62 AW, 446 AW, and tenant units with explosive operations to ensure compliance with AFMAN 91-201 criteria. Forwards inspection results to unit commanders and ADWSRs.

3.1.3.1. Monitors all close air support operations conducted by Air National Guard and Air Force Reserve flying units with explosives operations. Reports status of operations, corrects unsafe operations or practices, and informs installation leadership of violations or problem areas requiring senior leadership attention.

- 3.1.4. Ensures that units take action to correct discrepancies noted during wing and higher headquarters weapons safety inspections. Maintains a file of all open discrepancies and matters of special interest until corrective actions have been accomplished.
- 3.1.5. Develops local wing instructions for specialized explosives operations and coordinates on all locally developed unit operating instructions.
- 3.1.6. Serves as a technical advisor to the Real Estate Working Group (REWG) and Facilities Board (FB).
- 3.1.7. Annually reviews all base comprehensive plans for currency.
- 3.1.8. Conducts explosives site planning (IAW) AFMAN 91-201. Reviews existing sited facilities to determine if mission requirements support continued use.
- 3.1.9. Locally approves exceptions/exemptions to AFMAN 91-201 criteria, if compensatory actions can be taken to avoid a violation. Processes these requirements IAW AFMAN 91-201 and 62 AWI 91-2.
- 3.1.10. Maintains a file of all explosives waivers and deviations to include a historical file of past exceptions.
- 3.1.11. Briefs the 62 Airlift Wing Commander/vice commander annually on the status of waivers, exemptions, deviations, and contingency parking plans for explosives loaded aircraft. Briefs new wing commanders/vice commanders as soon as possible after assumption of command.
- 3.1.12. Ensures that approved waiver and renewal requests are sent to HQ AMC/SEW through 15 AF/SEW at least 60 days before the expiration date.
- 3.1.13. Evaluates AF Form 457, **USAF Hazard Report**, to determine the best course of action to eliminate the hazard and forwards the Hazard Report to the individual responsible for corrective action.
- 3.1.14. Investigates all explosive mishaps, establishes casual factors, makes recommendations for prevention of like mishaps and prepares mishap reports using AFI 91-204 as a guide.
- 3.1.15. Notifies the Consolidated Command Center of all explosive mishaps so OPREP-3 reporting requirements can be evaluated.
- 3.1.16. Ensures that each wing and tenant unit with ammunition and explosives have a primary and alternate ADWSR appointed in writing.
- 3.1.17. Trains all appointed ADWSR's within 30 days of appointment.
- 3.1.18. Disseminates weapons safety crosstell to units with explosives operations.
- 3.1.19. Maintains an Explosives Safety Quantity-Distance (Q-D) Tab D-8 grid map IAW AFI 32-7062 (Air Force Comprehensive Planning). The Tab D-8 grid map must reflect the following areas:
 - 3.1.19.1. Explosives Storage and Operational Facilities.
 - 3.1.19.2. Aircraft Explosive Cargo Parking Areas (AECPA) defining (HC/D) for each parking location.
 - 3.1.19.3. Explosives Ordnance Disposal (EOD) training and demolition ranges.

- 3.1.19.4. Explosive HC/D and net explosives weight (NEW) authorized at all explosives storage and operating sites.
 - 3.1.19.5. All Explosive Q-D safety clear-zones.
 - 3.1.19.6. Primary and alternate explosives safety Transportation routes.
 - 3.1.19.7. Electro-Magnetic Radiation (EMR) locations.
 - 3.1.19.8. All licensed explosives facilities.
 - 3.1.20. Updates grid maps semi-annually through 62 CES/CECES and forwards a copy to AMC/SEW and 15th AF/SEW.
 - 3.1.21. Develops and provides an in-depth explosive risk assessment of all operations and exercises to installation leadership prior to the start of any operation.
- 3.2. Commanders of 62 AW and Tenant Units:
- 3.2.1. Ensure compliance with this instruction, AFMAN 91-201, *Explosive Safety Standards* as it pertains to their unit's explosive operations.
 - 3.2.2. Appoint a primary and alternate unit ADWSR in writing. A copy of the appointment letter must be forward to 62 AW/SEW to ensure proper training is administered to all ADWSRs within 30 days of appointment.
 - 3.2.3. Approve and sign all unit operating instructions (OIs) for explosive operations that are not covered by standard publications or technical orders.
 - 3.2.3.1. Ensure all explosive related OIs are coordinated with the 62d Airlift Wing Weapons Safety Manager.
 - 3.2.4. Request an AF Form 2047, **Explosives Facility License**, when mission essential quantities of explosives are required for daily operations in non-explosives operating buildings. AFMAN 91-201, paragraph 2.35 will provided guidance.
 - 3.2.5. Ensure that all explosive mishaps are reported to the 62d Airlift Wing Weapons Safety Manager and Consolidated Command Center.
 - 3.2.6. Promptly reply to findings noted during higher headquarters and 62d AW weapons safety inspections.
 - 3.2.7. Coordinate all changes of sited explosive facilities through 62 CES/CERR (Real Property Section) for processing by the Facilities Utilization Board (FUB).
- 3.3. Additional Duty Weapons Safety Representative:
- 3.3.1. Implements their unit program in accordance with this instruction and listed references.
 - 3.3.2. Requests initial weapons safety training from the wing weapons safety manager within 30 days of appointment.
 - 3.3.3. Accompanies the wing weapons safety manager during annual and spot inspections.
 - 3.3.4. Briefs supervisors, flight chiefs, and unit commanders, on all explosive hazards and discrepancies which could affect the unit's capabilities.

- 3.3.5. Ensures that all directives needed for the unit's explosives operations are available and current.
 - 3.3.6. Posts weapons safety information on the unit's safety bulletin board and disseminates crosstell information.
 - 3.3.7. Assists the wing weapons safety manager investigate unit's explosives mishaps.
 - 3.3.8. Ensures that OIs or unit directives are available for all explosive operations.
 - 3.3.9. Requests assistance from the wing weapons safety manager when a weapons safety problem arises.
 - 3.3.10. Promptly advise the unit commander and wing weapons safety manager when weapons safety standards cannot be met.
 - 3.3.11. Advise the unit commander and the wing weapons safety manager when explosive operations or facility changes require a new AF Form 2047.
 - 3.3.12. Identify **high-interest areas** within your unit and submit a listing to the weapons safety manager.
 - 3.3.13. Maintain a unit-tailored weapons safety guidance package. Information must include, but is not limited to:
 - 3.3.13.1. Copy of Commander's safety policy letter.
 - 3.3.13.2. Mishap notification and reporting procedures.
 - 3.3.13.3. Safety directives, including operating instructions, if applicable.
 - 3.3.13.4. Inspection checklists.
 - 3.3.13.5. Hazard reporting procedures.
 - 3.3.13.6. Copy of Commander's letter of appointment for additional duty weapons safety personnel.
 - 3.3.13.7. Documentation of training for additional duty weapons safety personnel.
 - 3.3.13.8. High interest inspection areas.
- 3.4. Unit Supervisors:
- 3.4.1. Ensure that personnel who work with ammunition and explosives are properly trained and qualified.
 - 3.4.2. Ensure initial and annual weapons safety training is given to personnel prior to working with explosives.
 - 3.4.3. Develop OIs when an explosive operation is not covered in a technical order or other publication. Ensure that OIs are sent to the weapons safety manager for coordination. Use AFMAN 91-201, paragraph 2.4 as a guide.
 - 3.4.4. Ensure that all explosives operations are performed under the supervision of qualified personnel.
 - 3.4.5. Conduct a pre-operational safety briefing to eliminate misunderstanding or confusion.

- 3.4.6. Ensure that personnel protective clothing and equipment are available when required.
- 3.4.7. Take prompt action to eliminate unsafe acts or conditions.
- 3.4.8. Advise the unit commander, the Consolidated Command Center and the unit weapons safety representatives as soon as possible when an explosives mishap occurs.
- 3.4.9. Advise unit weapons safety representatives when operational or facility changes require a new AF Form 2047.
- 3.4.10. Ensure that correct fire symbols and chemical hazard symbols are posted according to AFMAN 91-201, Paragraph 2.25.
- 3.4.11. Call the fire department communication center each time there is a change in facility fire or hazard symbols.

3.5. Individuals:

- 3.5.1. Ensure they have complete knowledge of the task before beginning explosive operations.
- 3.5.2. Comply with weapons safety standards, operating instructions, directives, and precautions.
- 3.5.3. Report unsafe acts, hazards, or conditions to their supervisors immediately.
- 3.5.4. Use required protective clothing and equipment.

4. WEAPONS SAFETY INSPECTIONS

4.1. Weapons Safety Inspections:

- 4.1.1. Wing weapons safety personnel will conduct weapons safety inspection as specified in AFI 91-202, Chapter 3.

4.2. Annual Wing Weapons Safety Inspections:

- 4.2.1. All units, as a minimum, will be evaluated for the following:
 - 4.2.1.1. Compliance with Air Force and local directives.
 - 4.2.1.2. Mishap prevention support.
 - 4.2.1.3. Mishap reporting procedures.
 - 4.2.1.4. Hazard reporting procedures.
 - 4.2.1.5. Explosive Safety Training course.
 - 4.2.1.6. Documentation of initial and annual explosive safety refresher training.
 - 4.2.1.7. Explosive Safety Program Management.

4.3. 62d Airlift Wing Weapons Safety Inspections.

4.3.1. **62d Aircraft Maintenance Squadron (62 AMXS):**

- 4.3.1.1. All Sortie Generation Flights.
- 4.3.1.2. Unit Mobility Office.

4.3.2. **62d Aerial Port Squadron (62 APS):**

- 4.3.2.1. Cargo Processing (Air Transportation).
- 4.3.2.2. Transportation Management Office (TMO).
- 4.3.2.3. Aerial Delivery.
- 4.3.3. 62d Civil Engineer Squadron (62 CES):**
 - 4.3.3.1. Explosive Ordnance Disposal Storage Facilities.
 - 4.3.3.2. Prime Beef Mobility Storage.
 - 4.3.3.3. South Approach Zone Training Area.
 - 4.3.3.4. Disaster Preparedness (Exercise Munitions Support).
 - 4.3.3.5. CES Maintenance Complex (Hilti/Ramset Cartridges).
 - 4.3.3.6. Explosive Ordnance Proficiency Range operations.
- 4.3.4. 62d Maintenance Squadron (62 MXS):**
 - 4.3.4.1. 359/800 Non-nuclear Munitions Storage Areas.
 - 4.3.4.2. Electro-environmental Element.
 - 4.3.4.3. Survival Equipment Element.
 - 4.3.4.4. Electronic Countermeasures and Aerial Defensive System Element.
- 4.3.5. 62d Operations Support Squadron (62 OSS):**
 - 4.3.5.1. Aircrew Life Support.
 - 4.3.5.2. South Approach Zone Life Support Training Areas.
 - 4.3.5.3. Base Operations (BASH Support).
- 4.3.6. 62d Security Forces Squadron (62 SFS):**
 - 4.3.6.1. Armory.
 - 4.3.6.2. Combat Arms Training and Maintenance (CATM).
 - 4.3.6.3. Military Working Dog Element (MWD).
 - 4.3.6.4. MWD Explosive Storage Area.
 - 4.3.6.5. Mobility Courtesy-storage.
- 4.3.7. 62d Services Squadron (62 SVS):**
 - 4.3.7.1. Adventures Unlimited / Marine Flares Storage. (MWR).
 - 4.3.7.2. Prime Ribs Warehouse.
 - 4.3.7.3. Sportsman's Club Range Safety/Explosives Storage (Skeet Range).
- 4.3.8. 62d Logistics Readiness Squadron:**
 - 4.3.8.1. Armory.
- 4.3.9. 446th Airlift Wing (AFRC):**

- 4.3.9.1. 36th Aerial Port Squadron (36 APS).
- 4.3.9.2. 86th Aerial Port Squadron (86 APS).
- 4.3.9.3. 446th Civil Engineer Squadron (446 CES).
- 4.3.9.4. 446th Security Forces Squadron (446 SFS).
- 4.3.9.5. 446th Aircraft Generation Squadron (446 AGS).
- 4.3.9.6. 446th Maintenance Squadron (446 MXS).
- 4.3.9.7. 446th Explosive Ordnance Disposal (EOD).
- 4.3.10. **Detachment 305, Air Force Office of Special Investigations (OSI):**
 - 4.3.10.1. Weapons Armory and explosives storage.
- 4.3.11. **22d Special Tactics Squadron (AFSOC):**
 - 4.3.11.1. Armory.
 - 4.3.11.2. Explosive Ordnance Proficiency Range operations.
- 4.4. Weapons Safety Spot Inspections:
 - 4.4.1. Wing weapons safety personnel will periodically conduct notice or no-notice evaluations and spot inspections. Those areas classified as **High Interest Areas** will be inspected monthly.
- 4.5. Unit Spot Inspections:
 - 4.5.1. The unit ADWSR will conduct periodic spot inspections of their operations and/or areas at least quarterly.
 - 4.5.2. All Inspections and evaluations will be documented and maintained in the unit weapons safety program management folder.
- 4.6. Daily Supervisory Safety Inspections:
 - 4.6.1. First-line supervisors should make daily weapons safety inspections of their areas of responsibility. Make these inspections at the start of each workday or shift to ensure that the explosives facility or area is prepared and the needed equipment is on hand and serviceable.
- 4.7. Inspection Reports:
 - 4.7.1. For annual inspections, a formal report will be sent to group commanders and unit commanders in-turn. When an inspection results in a "FINDING," an AMC Form 480, **Safety Inspection Report**, will accompany the letter with a corrective action suspense date. A follow up inspection will be made every 30 days until "FINDINGS," are closed out. When a discrepancy is found during a spot inspection, only the AMC Form 480 will be sent out for corrective action to the unit commander. For both types of inspections, a courtesy copy of the report will be sent to the ADWSR.

5. Explosives Mishap Investigation and Reporting.

- 5.1. General:

5.1.1. AFI 91-204 contains U. S. Air Force explosives mishap investigation and reporting procedures.

5.2. Notification Procedures:

5.2.1. In the event of an explosives mishap, the first person aware of the incident will notify the explosives operation supervisor immediately. The supervisor will notify the unit commander, the Consolidated Command Center, and the unit/wing weapons safety representatives.

5.3. Mishap Investigation:

5.3.1. The 62 AW Commander will ensure that all Department of Defense (DOD) explosives mishaps that occur on or in the vicinity of McChord AFB, are investigated.

5.3.2. The wing weapons safety manager will investigate all DOD explosive mishaps that occur on or in the vicinity of McChord AFB. Technically qualified personnel such as EOD or Munitions Maintenance personnel may be requested to assist in the investigation process. Unit ADWSRs may be requested to assist in the investigation.

5.4. Reporting:

5.4.1. The wing weapons safety manager will report explosives mishaps IAW AFI 91-204. Use the following basic guidelines for reporting mishaps:

5.4.2. Class A and B Mishaps. Submit both a message and formal report.

5.4.3. Class C mishaps. Report these by message.

5.4.4. Class D mishaps. Report these by message within 10 working days.

5.4.5. Explosives High Accident Potential Mishaps (HAP). Prepare message as soon as possible.

5.4.6. The Consolidated Command Center will prepare Operational Reports.

6. AF Form 2047, Explosives Facility License.

6.1. Requesting a License:

6.1.1. The organization requesting a license will initiate a formal request via a Memorandum for Record seven days prior to proposed implementation date.

6.1.2. The form will be filled out using the format identified in AFMAN 91-201 by wing weapons safety personnel.

6.1.3. Upon receipt of license request, the weapons safety staff will inspect the proposed facility for compliance with explosives safety and security requirements.

6.1.4. The weapons safety office will assign a control number and approve the license by signature once all other requirements and signatures have been met or obtained.

6.1.5. The original and one copy will be sent to the requester, one copy to the fire department, and one copy to the munitions flight. The weapons safety manager maintains a copy for the master file.

6.1.6. All facility explosives licenses will be reviewed annually for validity by the user and weapons safety office.

6.2. Approved Licenses:

- 6.2.1. Upon receipt of an approved license, ADWSRs will post a copy on the building and/or room and will be given a copy for their program management folders. ADWSRs will check licenses periodically to ensure explosive requirements are still valid.
- 6.2.2. For operational locations, the license may be kept in the office of primary responsibility.
- 6.2.3. For training sites, the license will be maintained by the person coordinating or conducting the training exercise.
- 6.2.4. Information addressees, such as the fire department, will keep the licenses on file until told by the Wing Weapons Safety Manager that the license has been superseded, cancelled, or revoked.

ROBERT R. ALLARDICE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 91-202, *The U.S. Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports.*

AFMAN 91-201, *Explosive Safety Standards.*

DODI 6055.9, *DOD Ammunition and Explosive Safety Standards.*

62 AWI 15-1, *Weather Support.*

62 AWI 91-2, *Utilization of Facilities within Quantity-Distance Clear-zones.*

Abbreviations and Acronyms

ADWSR—Additional Duty Weapons Safety Representative.

AECA—Aircraft Explosive Cargo Parking Area.

AFI—Air Force Instruction.

AFMAN—Air Force Manual.

AWI—Air Wing Instruction.

CATM—Combat Arms Training and Maintenance.

DOD —Department of Defense.

EOD—Explosive Ordnance Disposal.

FUB—Facilities Utilization Board.

HAP—Hazardous Accident Potential.

HC/D—Hazard Class / Division.

IAW—In Accordance With.

MWD—Military Working Dog.

OPREP—Operational Report.

OI—Operating Instruction.

PCA/PCS—Permanent Change of Assignment/Station.

QD—Quantity-Distance.

TMO—Traffic Management Office.