

20 JULY 2001



Safety

**BLANK AMMUNITION HANDLING AND
ISSUE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 8

Distribution: F

This instruction implements AFD 91-2, *Safety Programs*. It ensures ammunition custodians and Exercise Team Chiefs (ETC) follow ammunition handling and issue procedures established in this instruction during exercises, training or competitive events for which blank ammunition is requested and issued. Live ammunition will only be issued to weapons couriers, controllers and the security detail. For no reason will live and blank ammunition be issued to the same individual. Information in this instruction complies with AFMAN 91-201, *Explosives Safety Standards*. This instruction applies to all personnel assigned to the wing and deployed units utilizing 944th Fighter Wing (FW) facilities and personnel associated with exercises involving blank ammunition.

1. Responsibilities. Responsibilities for implementing, monitoring, and enforcing this instruction are assigned as follows:

1.1. Commanders:

1.1.1. Ensure this instruction is fully implemented within the unit before blank ammunition is removed from long-term storage. Ensure each organization authorized for use of blank ammunition develops a locally written instruction (OI) for their specific use and control of blank ammunition. The OI must specify step-by-step instructions for issuing, turn-in, and controlling of ammunition.

1.1.2. Appoint, in writing, a unit ETC responsible for inventory, issue and control of all ammunition requested for use during each exercise or with the training element.

1.1.3. Ensure ETC prepares an exercise plan and risk assessment for each exercise IAW AFMAN 91-201, paragraph 2.16, and coordinate operations through proper channels.

1.1.4. Ensure the wing safety office is notified, in advance, of all exercises involving blank or live ammunition.

1.2. Squadron Safety Personnel:

1.2.1. Conducts initial and recurring annual training for personnel. Training will include use and identification of blank and live ammunition.

1.2.2. Develop and implement written lesson plans. Lesson plans must be approved by the wing and installation safety offices.

1.3. 944 FW Safety Office:

1.3.1. Assist unit commanders and supervisors in facilitating implementation of this instruction.

1.3.2. Evaluates and monitors unit training and approves lesson plans.

1.4. Exercise Team Chief (ETC):

1.4.1. Prepares an exercise plan and risk assessment in accordance with AFMAN 91-201, paragraph 2.16, to include a detailed list of ammunition specifying the National Stock Number (NSN), Hazard Class/Division and quantity intended for use during the exercise; and a detailed list of locations where the munitions will be deployed. Refer to AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*, for methods on eliminating or reducing risks associated with the operation. The risk assessment and list of ammunition must be prepared and submitted at least 30 days prior to the start of the exercise for approval. Include 944 FW Safety personnel in exercise planning and risk assessment.

1.4.2. Obtains written approval of exercise plan from installation commander where operations are to be conducted.

1.4.3. Ensures ammunition identified in the plan is the only ammunition used for the exercise.

1.4.4. Designates individuals responsible for issuing, controlling and turning-in of blank and live ammunition within the exercise environment.

1.4.5. Designates someone to oversee field-training activities.

1.4.6. Designates individuals authorized to carry and use live ammunition (i.e., Weapons Courier, Controllers, etc.) in the exercise environment.

1.4.7. Ensures a safety briefing is conducted prior to operations. As a minimum, the following information will be documented and kept on file for 90 days from the date of the briefing:

1.4.7.1. Participants name and rank

1.4.7.2. Date briefing was conducted

1.4.7.3. Copy of the material briefed

1.4.7.4. Name and rank of person conducting briefing

1.5. All Participating Personnel:

1.5.1. Responsible for safety of operations. Stop and correct any unsafe operations or conditions immediately.

1.5.2. Any person observing an unsafe act or an unexpected condition involving blank ammunition or other conditions will immediately declare a STOP-X via the fastest means available. The STOP-X will remain in effect until the unsafe act or discrepancy can be properly explained or corrected.

2. Procedures:

- 2.1. Utilize the Field Training Exercise (FTX) Planning Sheet ([Attachment 2](#)) to develop an exercise plan and coordination checklist.
- 2.2. To the maximum extent possible, all blank ammunition will be loaded in magazines in a controlled environment prior to the start of the exercise. Personnel loading the clips and or magazines will be observed by a Combat Arms Instructor (CAI), the ETC or their designee trained in the identification of blank and live ammunition. At no time will live and blank ammunition be mixed.
- 2.3. Detailed safety briefings must be outlined in unit OIs to include the following as a minimum:
 - 2.3.1. Exercise briefing to include how ammunition will be issued, where operations will be conducted, and rules of engagement.
 - 2.3.2. Personal protective equipment required.
 - 2.3.3. Blank adapters will be affixed to weapons at all times.
 - 2.3.4. A thorough inventory of ammunition and equipment will be conducted prior to and after each exercise to ensure all blank and live ammunition is accounted for.
 - 2.3.5. All precautions must be taken to ensure blank and live ammunition are not mixed.
 - 2.3.6. Supervisors and team leaders must directly oversee all ammunition handling operations.
- 2.4. The ETC, designated individuals and or observers will:
 - 2.4.1. Ensure all clips and magazines to be used in the exercise have been thoroughly inspected and cleared of all ammunition.
 - 2.4.2. Ensure only designated blank ammunition is loaded into clips and magazines.
 - 2.4.3. Ensure all clipped or unclipped blank ammunition to be used in the exercise is placed in ammo cans labeled "BLANK AMMUNITION". The ammunition type and quantity must also be marked on the label. Blank ammunition clips will be color coded yellow.
 - 2.4.4. Ensure all live ammunition is monitored at all times ensuring positive control.
 - 2.4.5. Inspect all personnel rucksacks, bags, ammunition pouches, gear and other personal items, for existing ammunition of any type prior to the exercise and before issuing any blank ammunition.
 - 2.4.6. Ensure blank adapters are installed on all weapons prior to blank ammunition being issued to participants.
 - 2.4.7. Issue blank ammunition to the participants. Each participant must document issue of ammunition on the Personnel Ammunition Inventory Log ([Attachment 3](#)).
 - 2.4.8. Conduct sweeps to the maximum extent possible to collect any expended blank ammunition upon completion of the exercise.
 - 2.4.9. Collect all expended brass for turn-in and reconciliation.
 - 2.4.10. Document and reconcile all blank ammunition that was not expended.
 - 2.4.11. Inspect all personnel rucksacks, ammunition pouches, personal gear and equipment for any ammunition before departure from the exercise environment.

3. Live Ammunition Used For Security During Exercises:

- 3.1. When live ammunition is issued, it will be issued in non-painted clips.
- 3.2. When not performing security duties, the weapon will be unloaded and certified cleared of all ammunition. Live ammunition must be stored separately and monitored at all times.
- 3.3. All live ammunition that was issued will be turned in to the issuer, reconciled and documented upon completion of the exercise.

4. Inventories:

- 4.1. A complete inventory of all blank and live ammunition will be conducted prior to the start of the exercise, at change of shift, at end of day and end of exercise. The inventory will be documented on the Master Ammunition Inventory Sheet ([Attachment 4](#)).
- 4.2. Document all ammunition issued to personnel and upon completion of the exercise on Personnel Ammunition Inventory Log ([Attachment 3](#)).

CRAIG S. FERGUSON, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 91-201, *Explosive Safety Standards*

AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

CAI—Combat Arms Instructor

ETC—Exercise Team Chief

FTX—Field Training Exercise

FW—Fighter Wing

IAW—in accordance with

NSN—National Stock Number

OI—Operating Instruction

ORM—Operational Risk Management

Attachment 2**SAMPLE FTX EXERCISE PLANNING SHEET****A2.1. Establish Training Needs And Objectives:**

- A2.1.1. Create scenarios (have approved by Squadron Commander).
- A2.1.2. Complete ORM worksheet for exercise to identify all hazards.
- A2.1.3. Are the following emphasized?
 - A2.1.3.1. Immediate isolation & sealing off of affected area
 - A2.1.3.2. Command and control at every level
 - A2.1.3.3. Radio discipline to include OPSEC/COMSEC
 - A2.1.3.4. Fire and maneuver tactics
 - A2.1.3.5. Small unit leadership skills
 - A2.1.3.6. Employment of weaponry

A2.2. Coordination:

- A2.2.1. Identify key personnel.
- A2.2.2. Perform site survey, if applicable.
- A2.2.3. Verify process for loading, issuing and equipping participants with munitions.
- A2.2.4. Schedule classrooms and training areas as appropriate.
- A2.2.5. Armory NCOIC on number of blank adapters needed.
- A2.2.6. Provide training dates to operations and vehicle support.
- A2.2.7. Identify individuals performing controller/evaluator duty and ensure required training is completed.
- A2.2.8. Coordinate planning package where required (Meds, Safety, Fire Dept.).
- A2.2.9. Verify armory/vehicle support.

A2.3. Post Exercise Actions:

- A2.3.1. Conduct on-site critique with participants.
- A2.3.2. Conduct thorough sweeps through exercise area for spent brass and lost equipment.
- A2.3.3. Verify accountability of all items with armory, supply and transportation sections.
- A2.3.4. Review ORM worksheet to ensure all hazards were properly managed.
- A2.3.5. File original copy of after-action report with unit training section and provide copies as directed.

Attachment 3

PERSONNEL AMMUNITION INVENTORY LOG

Noun	Issued Quantity	Receiver's Printed Name	Issuing Personnel's Printed Name	Date	Quantity Turned-In	Receiving Personnel's Printed Name	Expended Quantity	Inventory Quantity
5.56 Blank								
5.56 Linked Blank								
7.62 Linked Blank								
9 MM Ball								

Attachment 4

MASTER AMMUNITION INVENTORY LOG

Noun	Beginning Balance	Issued Quantity	End of Shift/Day Expended Balance	End of Shift/Day Remaining Balance	Date/Time
5.56 Blank					
5.56 Linked Blank					
7.62 Linked Blank					
5.56 NATO Ball					
9 MM Ball					

INVENTORY CONDUCTED BY:

PRINTED NAME

SIGNATURE