

**BY THE ORDER OF
THE BASE COMMANDER**

GF INSTRUCTION 91-201

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Safety

EXPLOSIVE SAFETY PROGRAM



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OPR: 319 ARW/SEW (MSgt Eugene Thomas)

Certified by: 319 ARW/CC
(Lt. Col. Robert J. Mahoney)

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This instruction implements AF Policy Directive 91-2, Safety Programs, and AFI 91-202, The US Air Force Mishap Prevention Program. It establishes responsibilities and procedures for the Grand Forks Air Force Base (GFAFB) Weapons Safety and Transportation of Hazardous Cargo Program. The goal of the program is to help each commander involved with munitions, explosives, and or transportation of hazardous cargo operation to carry out the unit mission without accidental injury to or loss of personnel, property, or equipment. This program applies to all Department of Defense (DoD), organizations and contractors who handle munitions or explosives on GFAFB or GFAFB leased land, use AF owned storage facilities and transport explosives or hazardous cargo on GFAFB.

1. REFERENCES:

- 1.1. AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Cargo
- 1.2. AFI 13-212, Volume 1, Weapons Ranges
- 1.3. AFI 21-112, Aircraft Egress and Escape Systems
- 1.4. AFJMAN 24-204, Preparing Hazardous Material for Military Air Shipment
- 1.5. AFJI 24-211, Defense Traffic Management Regulation
- 1.6. AFI 31-202, Military Working Dog Program
- 1.7. AFI 32-7061, Environmental Impact Analysis Process
- 1.8. AFI 36-2226, Combat Arms Training and Maintenance Program
- 1.9. AFMAN 91-201, Explosives Safety Standards
- 1.10. AFI 91-202, The USAF Mishap Prevention Program

- 1.11. AFI 91-204, Investigating and Reporting US Air Force Mishaps
- 1.12. GFAFBI 91-201, Movement of Explosives
- 1.13. Bureau of Explosives Tariff, BOE-6000-N
- 1.14. DoD Ammunition Catalog
- 1.15. Technical Order 11A-1-46, Fire Fighting Guidance, Transportation and Storage Management Data and Ammunition Complete Round Chart
- 1.16. Technical Order 11A-1-60, Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives
- 1.17. DoD 6055.9-STD, DoD Ammunition and Explosives Safety Standards

2. EXPLANATION OF TERMS

2.1. Discrepancy: Noncompliance with requirements in directives.

2.2. Exemption: A relatively long-term departure from a mandatory requirement of the quantity-distance (Q-D) standards of AFMAN 91-201. An exemption may be granted by law, by congressional resolution, or by a finding and determination by the secretary or under-secretary of a military department.

2.3. Explosives Area or Location

2.3.1. Cargo Aircraft Explosives Parking Area. The "Horse Shoe" Hot Cargo Pad, and Alpha Ramp spot 12 are the only explosive sited areas to park cargo aircraft carrying explosives. The Horse Shoe is sited for 800 lbs. and Alpha 12 is sited for 11,000 lbs. net explosive weight (NEW) of United Nations Organization (UNO) hazard class 1 division 1 explosives. Alpha 12 can only be used when all other aircraft are removed from the ramp (compensatory action) and with approval of the wing commander.

2.4. Explosives High Accident Potential (HAP) Mishaps: These are explosive with high potential for causing injury or damage. For example, finding a live explosive item in a barracks, lying at the side of a road, or in the Defense Reutilization and Marketing Office (DRMO) disposal area; the loss or theft of explosives items; the unintentional firing of small arms; the inadvertent firing of aircraft guns; unplanned detonation, functioning or release of any explosive devices; dropping explosive items from a vehicle, forklift, or munitions handling equipment (MHE), etc.

2.5. Weapons Safety Education: The education element covering the advertising and publicity of the Explosives Safety Program.

2.6. Weapons Safety Training: The training needed to enable people to safely perform their work involving explosives without constant supervision. Explosive Safety Training is normally concurrent with on-the-job training. Safety learned as an essential part of the job prevents explosive mishaps and increases efficiency.

2.7. Hazard Classification: Identifies the hazardous characteristics of explosive items by assigning them to established categories governing storage and transportation. These categories are UNO hazard class and division, storage compatibility group, and Department of Transportation (DOT) classification.

2.8. Operating Instructions (OIs): A written procedure covering any explosives operation and containing pre-planned steps in a logical sequence, along with safety precautions, a supervisor expects to accomplish a given job.

2.9. Operational Facilities: For the purpose of this instruction, those explosives facilities located outside sited GFAFB explosive storage areas.

2.10. Explosives: All ammunition, munitions fillers, demolition material, solid rocket motors, liquid propellants, cartridges, pyrotechnics, mines, bombs, grenades, warheads of all types, explosive elements of ejection and aircrew egress systems, air-launched missiles and those explosive components of missile and space systems, and assembled kits and devices containing explosives material. Explosives, explosive weight, net weight, and other like terms also refer to the fillers of an explosive item. Fillers may be explosive mixtures, propellants, pyrotechnics, chemical agents, and other toxic substances.

2.11. Explosive Contamination: Any remaining explosive material, on or in munitions residue (scrap) or packaging material, as determined by inspection procedure, presenting a hazard to people or material.

2.12. Items Associated with Explosives: Includes items such as bomb racks, pylons, multiple ejection racks (MERs), triple ejection racks (TERs), tanks, launchers (rocket and missile), stores suspension units, canisters, dispensers, cluster adapters, aircraft ejection seats and guns.

2.13. Munitions: For the purpose of this instruction, any item containing explosive material.

2.14. Munitions Inspector: For the purpose of this instruction, a person with an Air Force specialty code of 2W0X1 or 2W2X1 or equivalent for other branches of the military is technically qualified to determine if items inspected are free from explosive contamination.

2.15. Munitions Residue (Scrap): Material remaining after an explosive item has functioned normally, has been demilitarized by detonation, burned, or disassembled and explosive material removed by washout or other acceptable means.

2.16. Packaging Material: The non-hazardous material used to protect or contain munitions during shipment or storage. This includes containers and other reusable. These materials may become explosives contaminated if subjected or exposed to explosives.

2.17. Weapon: For the purpose of this instruction, any item used in training, testing, destruction, demolition or initiation containing explosive material (military, commercial, or experimental).

3. RESPONSIBILITIES FOR MISHAP PREVENTION

3.1. The 319th Air Refueling Wing (ARW) Safety Office (SE), as host, will manage the coordinated and integrated weapons safety program as outlined in AFI 91-202.

3.1.1. Weapons safety concerns and problems of major interest will be presented to the Base Safety and Health Councils.

3.2. The Base Weapons Safety Manager will:

3.2.1. Manage all phases of this program as outlined in AFI 91-202.

- 3.2.2. Act as the single point of contact on GFAFB for all matters relating to explosives safety, and inform the 319 ARW Commander and the Chief of Safety (319 ARW/SE) of those discrepancies requiring command level action.
- 3.2.3. Conduct weapons safety inspections of all 319 ARW and associate units explosives operations and facilities. Send inspection results to the unit commander and 319 ARW commander, if command level action is required. Inspection of associate units will be coordinated with their explosives safety representative and will be accomplished for units occupying 319 ARW owned or leased facilities.
- 3.2.4. Ensure units take action to correct discrepancies noted in explosives safety inspections made by the Weapons Safety Office (319 ARW/SEW) or higher headquarters safety representatives. Keep a file on all open discrepancies and ensure follow-up action is accomplished every 30 days until the corrective actions are complete.
- 3.2.5. Review and coordinate on all locally developed explosive operating instructions (OIs).
- 3.2.6. Serve as a technical advisor to the Base Occupational Safety and Health Council.
- 3.2.7. Review all base comprehensive plans, individual facility site plans, and individual programs involving or encroaching on explosive facilities clear zones to ensure that Q-D criteria is not violated.
- 3.2.8. Approve all waivers, deviations, and other departures from standards and procedures contained in Air Force, Air Mobility Command (AMC), or Air Force Space Command (AFSPC) directives when local approval is authorized. The local approval will be in writing, assigned a control number and expiration date. The base weapons safety manager will forward a copy of each locally approved request to HQ AMC/SEW.
- 3.2.9. Maintain a log of all waiver and deviation requests and maintain a file of each approved waiver and deviation.
- 3.2.10. Ensure approved waivers and deviations renewal requests are sent to HQ AMC/SEW at least 60 days prior to the expiration date.
- 3.2.11. Evaluate hazard reports, AF Form 457, that pertain to ammunition or explosives and determine the correct course of action according to AFI 91-202.
- 3.2.12. Investigate all explosive mishaps, establish cause factors, make recommendations for prevention of like mishaps, and prepare the mishap reports as outlined in AFI 91-204.
- 3.2.13. Notify the Grand Forks Command Post of all explosive mishaps so that Operational Report-3 (OPREP-3) reporting requirement can be evaluated.
- 3.2.14. Administer initial weapons safety training within 30 days of appointment of a new unit explosive safety representative.
- 3.2.15. Prepare and disseminate weapons safety information to all units working with explosives.
- 3.2.16. Ensure that each host and associate unit on GFAFB that works with ammunition and explosives has a weapons safety representative appointed in writing.
- 3.2.17. Maintain a map of GFAFB that shows:
 - 3.2.17.1. Explosive storage and operational facilities sites.

- 3.2.17.2. Explosive United Nations Organization (UNO) hazard class and division and net explosives weight (NEW) authorized at each site.
- 3.2.17.3. Explosive safety clear zones required by Q-D criteria or standards.
- 3.2.17.4. Explosive movement routes, to include primary and alternate routes.
- 3.2.17.5. Identification of waivers and deviations for explosives facilities.
- 3.2.17.6. Areas used for explosives tests, disposal, and training.
- 3.2.17.7. Explosives Loaded Aircraft Parking Locations.

3.3. The full cooperation and support of all commanders and chiefs of 319 ARW units and associate units working with ammunition and explosives, or who support these units, are essential for the prevention of explosive mishaps. Personnel safety and the prevention of damage to facilities and equipment cannot be compromised when ammunition and explosives are involved. Commanders and branch chiefs of host and associate units will:

- 3.3.1. Apply all parts of the Weapons Safety Program applicable to their units ammunition and or explosives operations.
- 3.3.2. Appoint, in writing, unit explosive safety representatives. Send copies of the appointment letter to 319 ARW/SEW.
- 3.3.3. Ensure OIs or unit regulations are developed before the start of explosive operations when the procedures are inadequate or not covered in other publications
- 3.3.4. Ensure all explosive mishaps are reported to 319 ARW/SEW and the Grand Forks Command Post.
- 3.3.5. Ensure explosive facility licenses are requested according to AFMAN 91-201 for all explosive facilities.
- 3.3.6. Ensure necessary actions are taken to correct all discrepancies noted in higher headquarters and 319 ARW safety inspection reports.
- 3.3.7. Review all plans and directives on projects involving explosives to determine if the proposed projects require preparation of a formal environmental assessment as outlined in AFI 32-7061.
- 3.3.8. Ensure no ammunition or live ammunition components, or any other items containing explosives are brought into or stored in any office, barracks, warehouse, or other building not licensed or sited for use in the storage or handling of explosives.
- 3.3.9. Set up procedures to ensure all vehicles used for on and off-base transportation of explosives are inspected, according to AFMAN 91-201, by the shipping activity before and after loading. If there is any doubt as to the serviceability of the vehicle, request assistance from a qualified vehicle inspector assigned to the 319th Transportation Squadron Vehicle Maintenance Branch (LGTM).
- 3.3.10. Ensure all operational plans and programs are coordinated with 319 ARW/SEW when the use of explosives or munitions items, on Grand Forks AFB property, are included in plans or programs.
- 3.3.11. Call 319 ARW/SEW when serious explosive safety hazards exist.

3.3.12. Submit requests to change the use of properly sited explosive facilities before using them for non-explosive purposes. Send requests for change to 319 ARW/SEW and 319th Civil Engineer Squadron (CES) Real Property (CERR) for processing.

3.3.13. Ensure fire drills are conducted and documented at intervals not to exceed six months for explosive storage areas as outlined in AFMAN 91-201. Contact 319 CES/CEFT for assistance.

3.4. Unit explosive safety representatives will:

3.4.1. When appointed make arrangements with 319 ARW/SEW to receive initial training.

3.4.2. Implement the parts of the explosive safety program, which apply to their unit.

3.4.3. Ensure all directives needed for their unit explosives operations are available and current.

3.4.4. Promptly advise 319 ARW/SEW, unit commander, section supervisors, and flight chiefs of all quantity distance criteria problems, inability to comply with mandatory explosive safety standards, explosive hazards or discrepancies found in the unit.

3.4.5. Assist in unit explosive safety training.

3.4.6. Keep a file of new explosives safety information and ensure people who work with explosives or ammunition have access to this information. Ensure all information posted on unit safety bulletin boards, if available, is pertinent, current and posted conspicuously.

3.4.7. Make frequent visits to unit sections to conduct spot and high interest area inspections. Also, assist 319 ARW/SEW in conducting annual explosive safety inspections or as required during other inspections.

3.4.8. Assist 319 ARW/SEW in investigating explosive incidents or accidents that occur in the unit.

3.4.9. Ensure unit OIs are available for the ammunition or explosive operations being conducted and people involved are aware of and use the OIs.

3.4.10. Request assistance from 319 ARW/SEW any time a weapons safety problem is identified and the proper way to handle the problem is unknown or in question.

3.4.11. Enforce explosive safety standards and directives.

3.4.12. Identify high interest areas and submit a written listing to 319 ARW/SEW for approval. The listing will be reviewed and updated annually. This review will be documented.

3.4.13. Promptly advise 319 ARW/SEW, unit commander, flight chiefs when there are new or changed needs for ammunition or explosives or location changes for facilities that require an AF Form 2047, Explosives Facility License.

3.4.14. Ensure each unit has a Unit Explosives Safety Representative Guide. Guides should contain sufficient information for unit representatives to administer the explosives safety program during the absence or change of the primary unit representative. Guides should be tailored to unit programs and specify how program elements are administered.

3.4.15. Conduct spot inspections of their units' explosives operations as determined by unit commanders. Spot inspections will include all operations and facilities involving the handling, storage, or transportation of explosives or munitions. Spot inspections will be annotated on the unit spot inspection log, to be reviewed during annual and spot inspection conducted by 319 ARW/SEW.

3.5. Unit supervisors will:

- 3.5.1. Ensure all people who work with ammunition or explosives are properly trained and qualified, prior to handling, transporting, or storing explosives.
- 3.5.2. If an explosive operation is not covered in sufficient detail, in a technical order or other publication, develop a detailed OI before the initiation of the operation. Ensure the proposed OI is sent to 319 ARW/SEW for review and coordination before publication.
- 3.5.3. Keep copies of all OIs and ensure these directives are clearly posted or available at all stations involved in an explosives operation.
- 3.5.4. Discuss each phase of the explosives operation with all people involved to ensure there is no misunderstanding or confusion.
- 3.5.5. Ensure people use required protective clothing and equipment.
- 3.5.6. Ensure all explosives operations are performed under the supervision of qualified personnel.
- 3.5.7. Take prompt and positive action to eliminate unsafe acts or conditions when explosives are involved.
- 3.5.8. Advise the unit commander and 319 ARW/SEW immediately of all explosive mishaps.
- 3.5.9. Enforce all explosive safety standards and directives are enforced.
- 3.5.10. Advise the unit explosive safety representative of new or changed requirements for ammunition or explosives, or locations for facilities that need new or revised AF Form 2047.
- 3.5.11. Ensure the correct fire symbols and chemical hazard symbols are posted as outlined in AFMAN 91-201.
- 3.5.12. Call the fire department communication center each time there is a change in ammunition or explosive location or when the fire or hazard symbols are changed.
- 3.5.13. Ensure vehicles and equipment operators used in the transportation or handling of ammunition or explosives are physically fit, carefully selected, well trained and have a thorough knowledge of safe handling and transportation procedures. The supervisors and unit vehicle control focal point personnel will ensure these operators are certified as "Explosives Trained" in applicable training records.

3.6. All people will:

- 3.6.1. Ensure they have complete knowledge of the task before work begins.
- 3.6.2. Comply with all explosive safety standards and directives.
- 3.6.3. Follow the OIs, unit directives, checklists or technical order procedures when performing assigned tasks.
- 3.6.4. Ensure all unsafe acts or conditions are reported to the supervisors as soon as possible.
- 3.6.5. Use all required safety equipment.

3.7. 319 ARW Command Post will, upon receipt of information on incoming explosives or hazardous cargo air shipments or armed aircraft which arrive after normal duty hours, notify the proper base support elements as outlined in AFJI 11-204 and local procedures.

3.8. 319th Logistics Group (LG)

3.8.1. 319th Transportation Squadron (319 LGT).

3.8.1.1. Traffic Management Branch (LGTT) will:

3.8.1.1.1. Ensure the proper packaging, labeling, certification and handling of explosives and hazardous cargo shipments are accomplished according to AFJMAN 24-204; AFJI 24-211; BOE-6000-N; Department of Transportation Civil Aeronautics Board and other Federal regulations. Certifying officials will be appointed in writing and will have completed training as outlined in AFJMAN 24-204.

3.8.1.1.2. Ensure all inbound commercial and military trucks or trailers loaded with UNO 1.1, 1.2 or 1.3 cargo for DoD organizations are inspected by a Surface Freight Section inspector before the cargo is unloaded. If the inspector has any doubt as to the serviceability of the truck, request a qualified vehicle inspector from the Vehicle Maintenance Branch.

3.8.1.1.3. Ensure sufficient information on UNO 1.1, 1.2, and 1.3 explosives and DOT Class A poisons is contained in the Terminal Facility Guide to prevent exceeding base capabilities.

3.8.1.1.4. Comply with GFAFBI 91-101 when moving explosives.

3.8.1.1.5. Ensure lesson plans for training inspectors of inbound and outbound explosives laden vehicles are used to train all inspectors and are reviewed and updated annually.

3.8.1.2. Vehicle Maintenance Branch (LGTM) will:

3.8.1.2.1. Ensure all military trucks used to transport explosives are kept in sound mechanical condition.

3.8.1.2.2. Ensure a qualified vehicle inspector is available, if requested by Freight Traffic Section or shipping activity inspector, to help in the inspection of commercial and military trucks loaded, or waiting to be loaded with explosives cargo.

3.8.2. Chief of Supply (LGS) will:

3.8.2.1. Ensure commercial explosives and ammunition items are not locally purchased unless such items are stock listed, approved for purchase by Air Force Logistics Center, or are listed in T.O. 11A-1-46.

3.8.2.2. Establish procedures to control the local purchase of explosives and ammunition.

3.8.3. 319th Maintenance Squadron (MXS)

3.8.3.1. The 319 MXS Commander will:

3.8.3.1.1. Appoint, in writing, qualified personnel as munitions inspectors and furnish copies of the appointment letters to the individual's assigned units, Defense Reutilization and Marketing Office (DRMO) and 319 ARW/SEW.

3.8.3.2. 319th MXS Munitions Maintenance Section (319 MXS/LGMW) will:

3.8.3.2.1. Manage the base munitions storage area.

3.8.3.2.2. Ensure the letter appointing munitions inspectors for 319 MXS/LGMW is current. Advise the resource manager prior to a personnel change so the subject letter will be kept current.

3.8.3.2.3. Prepare a contingency plan for the intransit storage of explosives or munitions if a national emergency occurs or when directed by higher headquarters.

3.8.3.3. Munitions Storage Section will:

3.8.3.3.1. Ensure information on restricted, suspended and released lot numbers of conventional munitions is made available to all units they support.

3.8.3.3.2. Ensure all munitions residue and reusable munitions containers are inspected by qualified munition inspectors prior to the turn-in to DRMO or return of containers to authorized sources.

3.8.3.3.3. Ensure the munitions inspectors appointment letter is current.

3.8.3.4. Survival Equipment will:

3.8.3.4.1. Report all inadvertently fired parachute actuators to the 319 ARW Grounds and Weapons Safety Manager in order to determine mishap reportability.

3.8.3.4.2. Ensure all pyrotechnics temporarily removed from survival kits, rescue kits, and life rafts are stored in the survival equipment explosives storage locker.

3.8.3.4.3. Keep lot number records for pyrotechnics on hand and when items are declared unsafe, over age, or otherwise suspended or restricted from use return them to 319 MXS/LGMW at the earliest possible time.

3.8.3.5. Electro-Environmental Section will:

3.8.3.5.1. Report all incidents of inadvertently expended explosive devices to the 319 ARW Grounds and Weapons Safety Manager for determination of reportability.

3.8.3.5.2. Ensure all temporarily removed explosive actuated devices are stored in a licensed storage locker.

3.8.3.5.3. Keep lot number records for explosive devices on hand and when the items are declared unsafe, over age, or otherwise suspended or restricted from use return them to 319 MXS/LGMW at the earliest possible time.

3.9. 319th Support Group (SPTG)

3.9.1. 319th Civil Engineer Squadron (319 CES).

3.9.1.1. The commander will:

3.9.1.1.1. Ensure weapons safety is included in the training program for all 319 CES personnel who are required to use firearms and other munitions, including munitions simulators, as part of their training.

3.9.1.1.2. Notify 319 ARW Weapons Safety Manager at least one duty day in advance

when the training includes munitions and munitions simulators, other than small arms ammunition.

3.9.1.2. Operations Flight (CEO) will:

3.9.1.2.1. Keep the munitions and explosives storage, maintenance, and operational facilities in good structural condition. This also includes vegetation and erosion control, roads, fences, gates and drainage.

3.9.1.2.2. Provide the necessary major repair and maintenance for the small arms ranges under AFI 36-2226, Combat Arms Training and Maintenance Program.

3.9.1.2.3. Keep the Explosive Ordnance Disposal ranges and all explosives training sites in good condition.

3.9.1.2.4. Test static grounding systems for explosive storage, maintenance, and operational facilities under AFMAN 91-201. Send a copy of each test result to the using agency for its records.

3.9.1.2.5. Wear and use protective clothing and equipment when needed.

3.9.2. 319th Security Forces Squadron (SFS)

3.9.2.1. The Security Forces Administration Flight (SFA) will ensure representatives are available to make a joint inspection with the Base Weapons Safety Manager on each new operational explosive facility for which an explosive facility license has been requested.

3.9.2.2. Training (SFTT) will notify the Base Weapons Safety Manager, at least one duty day in advance when training includes munitions and munitions simulators, other than small arms ammunition.

3.9.2.3. Combat Arms Training and Maintenance (CATM) will:

3.9.2.3.1. Keep the range safety standards as outlined in AFI 13-212V1.

3.9.2.3.2. Ensure the maintenance of the range meets Air Force requirements.

3.9.2.3.3. Ensure munitions residue is turned into the 319 MXS munitions section.

3.9.2.4. Law Enforcement Branch (SPOL) will:

3.9.2.4.1. Ensure the gate guards control the entrance of vehicles loaded with explosives or hazardous materials as outlined in GFAFBI 91-101 and GFAFBI 91-102.

3.9.2.4.2. Ensure each base entry gate is provided with copies of Functional Plan 31-XX, Tab H, Appendix 8 to Annex T.

3.9.2.4.3. Provide an escort for commercial or military vehicle shipments loaded with UNO hazard class and division 1.1 and 1.2 (DOT explosive class A) cargo or UNO hazard class and division 1.3 (DOT explosive class B) cargo as outlined in GFAFBI 91-201. Provide an escort for vehicles loaded with dangerous or hazardous material.

3.9.2.5. Military Working Dog Flight (MWD) will:

3.9.2.5.1. Ensure each dog handler using patrol or detector dogs in explosive detection training is certified as outlined in AFI 31-202.

3.9.2.5.2. Ensure all assigned people who handle explosives comply with the explosive safety precautions listed in AFI 31-202 and this instruction.

3.10. 319th Operations Group (OG)

3.10.1. Squadron Life Support Sections (OSS/DOL) will retain lot numbers for pyrotechnics on hand and when items are declared unsafe, out of date, or otherwise suspended or restricted from use return them to 319 MXS/LGMW at the earliest possible time.

3.10.2. 319 OSS Airfield Management (OSS/OSAA) will:

3.10.2.1. Ensure explosive loaded cargo or transit aircraft are parked in approved explosive loaded aircraft parking locations.

3.10.2.2. Ensure the parking areas for explosives loaded cargo are kept in good condition. This includes ensuring aircraft parking areas and approaches are swept on a regular basis.

3.10.2.3. Advise the Base Weapons Safety Manager immediately when, due to an emergency situation or operational necessity, the explosives limits are exceeded or aircraft are required to be parked in unsited or licensed locations.

4. EXPLOSIVE SAFETY INSPECTIONS AND VISITS

4.1. The Base Weapons Safety Manager will conduct annual explosives safety inspections on all host and associate units assigned on GFAFB. Follow-up inspections will be conducted when the results of the initial inspection show a discrepancy requiring corrective action. A suspense file will be established on all open inspection discrepancies.

4.2. Base weapons safety personnel will make frequent visits to all 319 ARW and associate units' explosives facilities and operations with special emphasis on high-interest items.

4.3. 319 ARW and associate unit's unit explosive safety representatives will make visits to their unit's explosives facilities and operations at any time deemed appropriate. Such visits should be made more often in high interest areas such as assembly, arm and de-arm operations, egress shop activities, load crew operations, disposal operations and test projects involving ammunition or explosives.

4.4. First line supervisors will make daily explosives safety inspections of their areas of responsibility. Supervisors should make these inspections at the start of each work day or work shift, to ensure people are prepared to carry out all assigned tasks in a safe manner, the explosives facility or area is prepared for the operation to be conducted, and all required and needed equipment is on hand and in good operation condition.

4.4.1. If a hazard is found, the operation will not be started or will be stopped immediately until the hazard is corrected.

4.5. Explosive safety inspections must be comprehensive and include all explosive activities in the unit. Guidance for conduction explosive safety inspections will be obtained from the Base Weapons Safety Manager.

4.6. Reports of explosive safety inspections and annual evaluations will be prepared by the Base Weapons Safety Manager and sent to the unit commander. If the report lists serious discrepancies, an information copy of the report will be sent to 319 ARW/CC. Initial response to any report will be

within 10 duty days, with follow-up action to be annotated every 30 days until all open discrepancies are corrected and closed.

4.7. Local Written Procedures for Explosive Operations

4.7.1. All local written procedures will meet the criteria set up in AFMAN 91-201.

NOTE: The using organization may obtain the required explosive information from 319 ARW/SEW if not available in unit. Ensure the Explosives Facility License agrees with the limits listed in the written procedure.

4.7.2. 319 ARW/SEW will review all locally written procedures annually. Using agencies will be responsible for notifying 319 ARW/SEW when a locally written procedure is canceled.

5. CONTROLS FOR LOCAL PURCHASE OF AMMUNITION AND EXPLOSIVES

5.1. All explosives, explosive devices, munitions or ammunition to be used, stored, inspected, maintained, or handled by Air Force personnel will have technical data, be stock listed, and be included in T.O. 11A-1-46 and the DoD Ammunition Catalog.

5.2. Local purchase of these items, for Air Force use, is prohibited unless Air Logistics Center (ALC), HQ USAF and the Non-nuclear Munitions Safety Board have approved the item. Explosives or munitions approved for local purchase will be published in T.O. 11A-1-46, the DoD Ammunition Catalog and have storage and maintenance technical data. Local purchase of such items may be authorized by ALC. But only when explosive safety and security are not compromised; when uniform quality, configuration and packaging of the item can be assured; and when, because of shelf and service life limitations and excessive transportation costs, it is clearly beneficial to obtain items in this manner.

5.3. The Base Weapons Safety Manager will review the request if the munitions technical data package is not available and will coordinate with the Non-nuclear Munitions Safety Board prior to the purchase of any explosive item.

6. EXPLOSIVE FACILITY LICENSE (AF Form 2047)

6.1. Use AFMAN 91-201 attachment 3 for instructions on filling out explosive facility licenses.

6.2. A copy will be filed in the Unit Explosives Safety Representative Guide.

6.3. The unit explosive safety representative will check the licenses for currency and notify the Base Weapons Safety Manager of any proposed or actual changes.

7. EXPLOSIVE SAFETY EDUCATION AND TRAINING

7.1. Explosive safety education covers the advertising and publicity of the Explosive Safety Program.

7.2. Schedule meetings with as little conflict as possible to operational routine.

7.3. Use visual aids such as mock-ups, slides, films, charts, diagrams, and blackboards as much as possible.

7.4. All explosives safety material in the USAF safety kits and USAF maintenance magazines should be reviewed and the applicable articles made available to all people who work with ammunitions or explosives. The Base Weapons Safety Manager will extract these articles and send them to the units.

7.5. Explosive mishap reports are one of the most valuable tools in the explosives safety education program. Lessons learned from other bases' mishaps can prevent similar occurrences on GFAFB.

7.6. Weapons safety training will be stressed in all training programs being conducted. Concentrate training on the mandatory requirements outlined in AF safety directives and specific item technical orders.

7.7. The type and amount of material used in the unit explosive safety-training program will depend on the unit's mission and the degree of involvement with ammunition or explosives.

7.8. The unit trainers along with unit explosive safety representatives will prepare the necessary lesson plans to be used to conduct training. The Base Weapons Safety Manager will provide guidance upon request and review lesson plans prior to use.

8. EXPLOSIVE MISHAP INVESTIGATION AND REPORTING.

8.1. Explosive mishaps will be investigated and reported as outlined in AFI 91-204.

8.2. Whenever an explosive mishap occurs, regardless of the classification, the first person aware of the mishap will tell the supervisor in charge immediately. The supervisor will, in turn, tell the unit commander, Grand Forks Command Post, and Base Weapons Safety Manager.

8.3. The commander, 319 ARW, will ensure all DoD explosives mishaps occurring on or in the vicinity of GFAFB are investigated.

8.4. The Base Weapons Safety Manager will investigate all DoD explosive mishaps occurring on or in the vicinity of GFAFB.

8.5. The Base Weapons Safety Manager will prepare and submit messages and formal reports on all class A, B, and C explosive mishaps as outlined in AFI 91-204. A log will be kept on all class D mishaps.

8.6. The Base Weapons Safety Manager will prepare and send the report of an explosives HAP mishap, by message, as soon as possible after learning such an event has occurred.

9. INSPECTION AND CONTROL OF MUNITIONS RESIDUE (SCRAP) AND PACKAGING MATERIAL GENERATED FROM ITEMS EXPOSED TO OR CONTAINING EXPLOSIVES.

9.1. The sale or transfer of explosives residue or explosives contaminated material is prohibited.

9.2. Set up positive controls to make sure all munitions residue, packaging material, and items associated with explosives, which are turned-in to DRMO have been properly inspected, marked or stamped, and certified "Explosives Free" as outlined in T.O. 11A-1-60.

9.3. The Chief of Defense Reutilization and Marketing Office (DRMO) will:

9.3.1. Ensure all DRMO personnel who receive and sign for munitions residue, packaging material, or items associated with explosives know the requirements for the inspection and certification of this material before signing and receiving it.

9.3.2. Establish procedures to maintain positive control of material that has been inspected and certified to be free of explosive contamination.

9.3.3. Ensure material being sold to commercial buyers or being shipped out has the correct stamps or markings and the certificates of inspection are attached to the inspected item.

9.3.4. Keep an up-to-date list of all munitions inspectors or personnel authorized to certify items as “explosives free.”

9.4. Munitions inspectors will be selected and appointed, in writing, as outlined in T.O. 11A-1-60.

9.5. Commanders of organizations who have personnel qualified as munitions inspectors will:

9.5.1. Ensure munitions inspectors inspect and stamp or mark all munitions residue, packaging material and items associated with explosives as outlined in T.O. 11A-1-60 prior to turning the items in to DRMO.

9.5.2. Ensure munitions inspectors are appointed, in writing, and a list of these inspectors is on file at DRMO and 319 ARW/SEW.

9.6. Commanders of organizations who do not have personnel qualified as munitions inspectors will ensure the munitions residue, packaging material, and items associated with explosives are delivered to 319 MXS/LGMW for inspection and certification by a munitions inspector prior to turn-in to DRMO.

9.7. Munitions inspectors will conduct all inspection of munitions residue, packaging material, and items associated with explosives, mark or stamp the items and certify the items as “explosives free” outlined in T.O. 11A-1-60.

10. FORMS PRESCRIBED.

10.1. AF Form 457, USAF Hazard Report.

10.2. AF Form 2047, Explosive Facility License.

10.3. AF Form 1098, Special Task Certification and Recurring Training.

JAMES A. HAWKINS, Colonel, USAF
Commander