

20 JUNE 2011



Safety

**CONTROLLING OF BLANK AND LIVE
AMMUNITIONS IN THE TRAINING
ENVIRONMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 301MSG/CC
(Colonel Linda M. McCourt)

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This instruction establishes procedures for the handling and inspection of blank ammunition and expended munitions items and reusable containers that are handled by 301st Fighter Wing personnel participating in exercises. This Instruction applies to all personnel assigned to the wing that are required to use blank ammunition.

1. Purpose: The purpose of this Instruction is to establish and standardize procedures and responsibilities for 301st Fighter Wing personnel, concerning the inspection, issue, loading and turn-in of blank munitions used during field exercises.

2. General Instructions: When munitions operations are not covered in sufficient detail by other applicable publications such as Technical Orders (T.O.s), local instructions are required. Compliance with the cardinal principle rule for munitions safety is mandatory: "Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time." The designation of Commander applies to the squadron Commander utilizing the munitions. The designation of Munitions Custodian applies to the squadron utilizing the munitions.

3. Objective: The provisions of this instruction apply whenever blank munitions are present during an exercise or training mission. It is the responsibility of each Squadron Commander or member designated by the Wing Commander (301FW/CC) to ensure the separation of training and weapons courier ammunition and that live munitions are not introduced into a field training exercise.

4. Requirements:

4.1. M-9s will be used as guard weapons. Members armed with the M-9 and performing official duties will not be permitted into the training exercise area unless “real world” security is required in the training area.

4.2. Individuals carrying the weapon(s) loaded with live ammo are also required to wear an orange reflective vest. Only those individuals qualified to carry the M-9 pistol will perform “Overwatch” (Guard Duty) for protection of resources used in field exercises. Guard M-9 magazines must indicate they are loaded with “Live” ammo by painting the bottom foot plate “Red”.

4.3. All units will designate an overall Exercise Supervisor, in the grade of E-5 or above, who is in charge of all Observers/Controllers. The Exercise Supervisor will ensure that personnel are briefed on their responsibilities regarding accountability from a safety standpoint. The Exercise Supervisor is responsible for briefing the Misfire Procedures, in accordance with Air Force Manual (AFMAN) 36-2227V1, *Combat Arms Training Programs Individual Use Weapons*, 36-2227V2, *Combat Arms Training Programs Crew Served Weapons*. Each Exercise Supervisor and Observer/Controller will be responsible for conducting inspections of weapons and ammunition to maintain 100 percent accountability of all expended and unexpended ammunitions, as well as the separation of training and weapons courier ammunition.

4.4. All magazines used for training and exercises with blank munitions will be identified by color-coding the bottom one-third of the magazine with a light to medium shade of BLUE tape. These are the only authorized weapons magazines to be used in exercise and training areas. Absolutely no other magazine/ammunition will be introduced into the exercise area.

4.5. Live ammo will be identified by color-coding the bottom one-third of the M-16/M-4 magazine with RED tape to identify the magazine and the M16/M-4 as containing “Live Rounds.”

5. Inspection/Loading:

5.1. Combat Arms or a member designated by the Commander who is a qualified AFSC 2W070 or equivalent will, prior to start or termination of training, check all ammo pouches, rucksacks, mobility bags, gear and magazines for live ammunitions.

5.2. Combat Arms Noncommissioned Officer in Charge (301 SFS/SFTC) or a member designated by the Commander will visually inspect all blank munitions utilized by the 301st Security Forces Squadron (301 SFS) prior to use in any/all field exercises to ensure that no live ammunition is present.

5.3. Combat Arms or a member designated by the Commander will supervise the loading of all magazines with blank munitions in a controlled environment under the observation of a disinterested third party familiar with blank and live ammunitions.

5.4. Combat Arms or a member designated by the Commander will ensure that all magazines containing blank munitions are identified by color coding the bottom one-third of the magazine with a light to medium shade of Blue tape, sealed with masking tape and marked with the initials of the member responsible for loading

5.5. Combat Arms or a member designated by the Commander will ensure that all magazines containing blank munitions are stored in an approved metal container during

exercises. The container will be sealed and “Blank Ammo” will be written in large legible words on the outside of the container.

5.6. Combat Arms or a member designated by the Commander will ensure that live or blank ammo will not be issued to other than security forces personnel without the supervision of a Combat Arms Instructor or Munitions Custodian.

6. Issue:

6.1. The Commander shall designate an overall Exercise Supervisor who will oversee the issue of “Exercise-Safe” blank munitions for use in field exercises.

6.2. The Exercise Supervisor or member designated by the Commander will only issue munitions to a squadron Point of Contact (POC), Supervisor or Team Leader via AF Form 1297, *Temporary Issue Receipt* or AF Form 629, *Small Arms Hand Card* for the container of blanks. The container of blanks will be marked in large legible words to designate “Blank Ammo” prior to the POC, Supervisor, or Team Leader issuing blank munitions to their personnel; they will also inspect every weapon to ensure they are in proper working order.

6.3. At a minimum, all AF Form 1297’s will be maintained for a period of 90 days from date of exercise by the squadron supply representative. At a minimum, the following information will be included on file:

6.3.1. Participants Name, Rank and signature

6.3.2. Date of issue

6.3.3. Name, Rank and signature of issuing official

6.3.4. Description and quantity of weapons issued

6.3.5. Blank Ammo-FSN, Noun, Lot # and Quantity

6.3.6. Date of Turn-in

7. Turn-In:

7.1. All expended brass, unexpended rounds, dud and/or damaged blank munitions will be returned to the issue point upon completion of the exercise. The Exercise Supervisor and Observer/controllers will ensure all personnel and equipment are inspected for any unfired blank rounds.

7.2. The Exercise Supervisor or Senior Noncommissioned Officer designated by the Commander will oversee or monitor the removal of blank munitions from magazines.

7.3. The squadron supply NCO will visually inspect all unexpended blank munitions to ensure “blank rounds” are not stored with expended or live munitions.

7.4. Upon completion of the inspection, unexpended blank munitions will be stored in the original container according to lot number and a seal will be placed on the container. The outside of the container will be marked “blank ammo” along with the quantity.

7.5. Upon completion of the exercise, the overall Exercise Supervisor will have sweeps conducted to the maximum extent possible to collect expended blank ammunition. AF Form 2005, *Issue/Turn-In Request* will be filled out for the number of rounds expended; munitions remaining will then be returned to the supply point.

7.6. Upon returning from the exercise(s), a clearing barrel and safety glasses will be utilized. All weapons will be cleared at the clearing barrel prior to turn-in to the armory or storage vault and exit from the exercise area. The Unit Commander or designated representative will appoint a Clearing Barrel Supervisor to monitor the clearing operation. (Reference: Air Force Manual (AFMAN) 31-229, *USAF Weapons Handling Manual*)

8. Safe Firing Distances: To meet the requirements of Air Force Technical Order (AFTO) 11W3-5-5-42, *Unit and Direct Support Maintenance Manual (M16, 5.56mm), M-16/M-4 Rifle* shall not be discharged within 25 feet of any individual. The M240 and M249 shall not be fired at individuals closer than 60 feet.

9. Emergency Procedures/Communications:

9.1. The Safety Official designated by the Commander or Exercise Supervisor will have a Cellular Phone or radio to contact emergency personnel to include the Base Law Enforcement Desk in the event of a mishap or abnormal condition.

9.2. The Safety Official will obtain a list of emergency numbers to contact from the exercise area in the event of a mishap or abnormal condition. Appointed individual will ensure the Security Forces Commander (301 SFS/CC), Base Law Enforcement Desk (x-5200), Munitions Supply Officer (MASO) (x-7851), Base Medical Personnel (x-5960), Base Control Tower (x-7812), Fire Department (x-6331) and Weapons Safety (x-6885) offices are notified of any mishaps and complete any necessary paperwork.

9.3. The Safety Official will establish a clearing area where weapons can be checked prior to and after, in the event of a mishap during the exercise.

9.4. The Safety Official or member designated by the Commander will perform and document inventories of both live and blank ammunition to include a reconciliation of assets at the start of the training exercise, change of shifts, and at the end of the duty day.

9.5. All "out of balance conditions" shall cause the training operations to be terminated until the "out of balance" condition is resolved.

9.6. The following notifications will be made whenever a training area is to be used: DoD Police (x-7070), Base Fire Department (x-6331) and Wing Safety Offices (x-6885, 6878).

10. Safety Officials:

10.1. The 301 SFS/SFTC (Combat Arms Work Center) will ensure that all personnel appointed by the Commander (Safety Officials/Designated Members) shall be trained prior to participating in field exercises.

10.2. The squadron Safety Official will conduct a pre-task safety briefing prior to exercise. A sign in sheet will be completed and maintained for a period of 90 days within the 301 FW/SE. At a minimum the following will be on the sign-in sheet:

10.2.1. Date of briefing

10.2.2. Name and Rank of briefing official

10.2.3. Name and Rank if individual attending the briefing

10.2.4. A description, copy, or location of briefing materials used

11. Transportation of Munitions: Only properly trained and certified Government Owned Vehicles operators will drive vehicles. Firearms transportation and protection requirements will be in accordance with AFI 31-101, *Integrated Defense (FOUO)*, paragraph 23.5.2.3.

12. Protecting of Firearms Under Field Conditions: When deployed in the field for actual or exercise purposes, firearms (regardless of risk category) must be under continuous positive control. The commander may elect to consolidate firearms in a central location to make surveillance easier. Weapons are never left unattended or unsecured. The deploying commander must establish and enforce procedures for protecting deployed firearms.

13. Procedures must be based on the following guidelines:

13.1. Weapons must always be under positive control.

13.2. It is the responsibility of all personnel to ensure that safety measures and requirements are adhered to while handling munitions and expendable munitions items. Munitions intended for training are clearly marked "X.XXmm BLANK" accordingly, stored in a storage locker and are physically separated from "LIVE" munitions in the storage facility.

13.3. Persons charged with custody of the weapons (off base only) must be armed and have the capability to sound an alarm if a forceful theft is attempted. **Note:** The armed guard requirement will not be used when the exercise is located on a secured installation. Live ammo and blank ammo will not be mixed together inside the exercise area. However, designated protection custodians must have the capability to sound the alarm and contact the Base Law Enforcement Desk (x-5200), at all times whether on or off base.

13.4. An armed response force must be capable of responding within 10 minutes.

RONALD B. MILLER, Brig Gen, USAFR
Commander

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

AFMAN 36-2227V1, *Combat Arms Training Programs Individual Use Weapons*

AFMAN 36-2227V2, *Combat Arms Training Programs Crew Served Weapons*

AFI 36-2226_AFRC1, *Combat Arms Program*

AFI 31-101, *Integrated Defense*

Adopted Forms

Air Force (AF) Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 2005, *Issue/Turn-In Request*, 28 August 2008

AF Form 1297, *Temporary Issue Receipt*, 1 July 1987

AF Form 629, *Small Arms Hand Card*, 1 June 1987

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

OIC—Officer in Charge

NCOIC—Non-Commissioned Officer in Charge

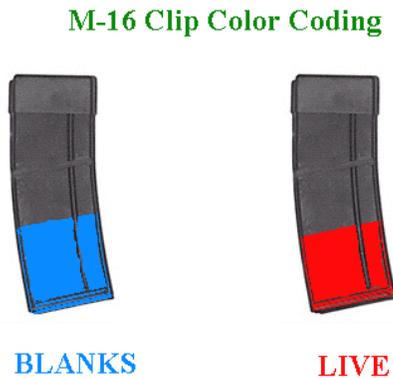
Attachment 2

M-16 CLIP COLOR CODING EXAMPLE

A2.1. Live ammo will be identified by color coding the bottom one-third of the M-16/M-4 magazine with **RED Tape** to identify the magazine and the M-16/M-4 as containing “Live Rounds.”

A2.2. Blank ammo, all magazines used for training and exercises with blank munitions will be identified by color coding the bottom one-third of the magazine with a light to medium shade of **BLUE Tape**. These are the only authorized weapons magazines to be used in exercise and training areas. Absolutely no other magazine/ammunition will be introduced into the exercise area.

Figure A2.1. M-16 Blank and Live Ammo Clip Color Coding.



Attachment 3

BLANK MUNITIONS HANDLING CHECKLIST

Table A3.1. Blank Munitions Handling Checklist.

<p>TRAINING AND EXERCISE PLANS INVOLVING BLANK AMMUNITION HANDLING.</p> <p>APPOINTMENTS:</p> <p>1. Has the Squadron Commander or above designated an overall Exercise Supervisor/Team Chief E-5 or above, who will oversee the issue of “Exercise-Safe” blank munitions for use in field exercise?</p> <p>THE EXERCISE SUPERVISOR IS: _____</p> <p>NOTE: The Exercise Supervisor may act as the Exercise Safety Official if properly trained by 301 SFS Combat Arms Work Center or 301 SFS Paragraph 6.1.</p> <p>2. Has the Squadron Commander or the Exercise Supervisor appointed a Safety Official for the exercise? Has the Safety Official been trained by the 301 SFS Combat Arms Work Center? Paragraph 10.1</p> <p>THE EXERCISE SAFETY OFFICIAL IS: _____</p> <p>301 FW WEAPONS SAFETY MANAGER: DSN: 739-6885, Commerical: 817-782-6885</p> <p>EXERCISE RISK ASSESSMENT:</p> <p>1. Has the Exercise Supervisor prepared a risk assessment and comprehensive list of explosives detailing the National Stock Number (NSN) of the items, the Hazard Class/Division, and explosive weights authorized for use in the exercise and a detailed list of locations where munitions will be deployed? AFMAN 91-201, paragraph 7.27.1.</p> <p>USE ATTACHMENT 1 FOR THE COMPREHENSIVE LIST OF EXPLOSIVES FOR THIS EXERCISE.</p> <p>2. Has the Exercise Supervisor included Wing Weapons Safety Personnel in exercise planning and risk assessment? AFMAN 91-201, paragraph 7.27.1.</p> <p>INSTRUCTIONS</p> <p>SECTION 1: <u>Identify the Hazards:</u> Visualize the expected flow of</p>			
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events and identify any conditions that might result in personnel injury or death, property damage, or degraded mission performance. If some prior planning has been done, focus on changes in the operation from the original plan to help identify hazards.

Identify the potential sources of danger which cause risk. Examples include: poor weather, deviations from a plan, or lack of adequate rehearsal.

SECTION II: Assess the Risks:

Determine which of the identified hazards present the greatest risk, considering the potential outcomes and their probability and severity.

Review hazards identified in step 1 and describe the overall impact using qualitative (numerical probability) analysis.

Determine the level of risk associated with each hazard.

Prioritize the hazards for action.

SECTION III: Analyze Risk Control Measures: Determine what controls can be implemented to counter the assessed risks.

Avoid risk - Can high-risk elements be eliminated without compromising objectives?

Reduce risk - Can the mission be modified or changed to reduce the risk, perhaps by increased training or procedures?

Spread the risk - Example: increase exposure distance or limit exposure time.

Transfer the risk - Kill it with technology. Send the mission to a unit better suited to handle the task. Use a machine versus a person.

SECTION IV: Make Control Decisions: Determine which courses of action will best accomplish the mission with an acceptable level of risk.

Allocate the resources to the prioritized list of risks. Resources include: time, money and manpower.

Resources should be allocated to improve the balance between benefit and risk. Avoid excessive resources to completely eliminate risks when a simple reduction is sufficient.

Make decisions at the lowest possible level. Elevate to a higher level when necessary.

Consider the following tools to aid the decision-making process:

Regulations and specific decision-level guidance.

Figure A3.1.



RISK CONTROL MEASURES:

RISK CONTROL DECISIONS:

IMPLEMENTATION OF RISK CONTROLS:

SUPERVISOR REVIEW OF CONTROL MEASURES:

EMERGENCY PROCEDURES/COMMUNICATIONS:

1 Does the Safety Official have a Cellular Phone or radio to enable her/him to contact emergency personnel in the event of a mishap or abnormal condition? Paragraph 9.1.

2. Does the Safety Official have a list of emergency numbers to contact from the exercise area in the event of a mishap or abnormal condition? Paragraph 9.2.

POLICE _____

FIRE _____

AMBULANCE _____

BASE SAFETY _____

COMMAND POST _____

MASO _____

OTHER _____

4. Has the Safety Official established a clearing area where weapons can be checked and cleared after a mishap? Paragraph 9.3

5. Does the Safety Official perform and document inventories of both live

<p>and blank ammunition to include a reconciliation of assets at the start of the training exercise, change of shifts, and at the end of the duty day? Paragraph 9.4</p> <p>6. Does the Safety Official terminate all training if an out of balance condition exist and not allow a continuation of the exercise until the out of balance condition is resolved? Paragraph 9.5</p> <p>7. Does the Safety Official contact the following agencies if an unbalanced condition, mishap or abnormal condition exists? Paragraph 9.6</p> <p>COMMANDER _____</p> <p>WEAPONS SAFETY MANAGER _____</p> <p>MASO _____</p> <p>COMMAND CENTER _____</p> <p><i>Security Requirements</i></p> <ol style="list-style-type: none"> 1. Are M-9's used as guard weapons? Paragraph 4.1 2. Are members armed with M-9's and performing official duties not permitted into the training exercise area unless "real world" security is required in the training area? Paragraph 4.1 3. Are individuals carrying weapons loaded with live ammo performing guard duties wearing an orange reflective vest? Paragraph 4.2 4. Are only those individuals qualified to carry the M-9 pistol allowed to perform Guard Duty for protection of resources used in field exercises? Paragraph 4.2 5. Is the bottom foot plate of the magazine used in the M-9 for guard duty painted RED indicating it is loaded with "<i>Live</i>" ammo? Paragraph 4.2 6. Has the squadron commander designated an overall Exercise Supervisor in the grade of E-5 or above, who is in charge of all Observers/Controllers? Paragraph 4.3 7. Does the Exercise Supervisor ensure that personnel are briefed on their responsibilities regarding accountability from a safety standpoint? Paragraph 4.3 8. Does the Exercise Supervisor and Observer/Controller responsible for conducting inspections of weapons and ammunition maintain 100% accountability of all expended and unexpended ammunitions, as well as the separation of training and weapons courier ammunitions? Paragraph 4.3 			
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<p>9. Are all magazines used for training and exercises with blank munitions identified by color-coding the bottom one-third of the magazine with a light to medium shade of blue tape. Paragraph 4.4</p> <p>10. Is all live ammo identified by color-coding the bottom one-third of the M-16 magazine with red tape to identify the magazine and the M-16 as containing “Live Rounds”? Paragraph 4.5</p> <p>INSPECTION/LOADING</p> <p>1. Does a qualified Combat Arms troop or a unit member designated by the Squadron Commander who is a qualified AFSC 2W070 or equivalent inspect all ammo pouches, rucksacks, mobility bags, gear, and magazines for live ammunition prior to the start or termination of training? Paragraph 5.1</p> <p>2. Does the Combat Arms NCOIC or a unit member designated by the Squadron Commander visually inspect all blank munitions utilized by the 301 FW prior to use in any/all field exercises to ensure that no live ammunition is present? Paragraph 5.2</p> <p>3. Does a Combat Arms instructor or a unit member designated by the Squadron Commander supervise the loading of all magazines with blank munitions in a controlled environment under the observation of a disinterested third party familiar with blank and live ammunitions? Paragraph 5.3</p> <p>4. Does a Combat Arms instructor or a unit member designated by the Squadron Commander ensure that all magazines containing blank munitions are identified by color-coding the bottom one-third of the magazine with a light to medium shade of blue tape, sealed with masking tape and marked with the initials of the member responsible for loading? Paragraph 5.4</p> <p>5. Does a Combat Arms instructor or a unit member designated by the Squadron Commander ensure that all magazines containing blank munitions are stored in an approved metal container during exercises and is the container sealed with the words “BLANK AMMO” written in large legible words on the outside of the container? Paragraph 5.5</p> <p>ISSUE OF BLANK MUNITIONS:</p> <p>1. Only the Exercise Supervisor will issue munitions to a Point of Contact (POC), Supervisor or Team Leader via AF Form 1297 or AF Form 629 for the container of blanks. The container of blanks will be marked in large legible words to designate “Blank Ammo” prior to POC ,</p>			
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<p>Supervisor or Team Leader issuing blank munitions to their personnel; They will also inspect every weapon to ensure they are in proper working order. Paragraph 6.2</p> <p>2. All AF Form 1297's will be maintained for a period of 90 days from date of exercise by the squadron supply representative. Paragraph 6.3</p> <p>TURN-IN OF BLANK MUNITIONS:</p> <ol style="list-style-type: none"> 1. Are all expended brass, unexpended rounds, duds and/or damaged blank munitions returned to the issue point upon completion of the exercise? Paragraph 7.1 2. Does the Exercise Supervisor inspect all personnel and equipment for any unfired blank rounds? Paragraph 7.1 3. Does the Exercise Supervisor monitor the removal of blank munitions from magazines? Paragraph 7.2 4. Does the Exercise Supervisor or Squadron supply NCO visually inspect all unexpended blank munitions to ensure "blank rounds" are not stored with expended or live munitions? Paragraph 7.3 5. Does the Exercise Supervisor insure that unexpended blank munitions are stored in the original container according to lot number and a seal placed on the container? Is the outside of the container marked with "blank ammo" along with the quantity? Paragraph 7.4 6. After the completion of the exercise, does the Exercise Supervisor direct sweeps of the exercise area to the maximum extent to collect expended blank ammunition? Paragraph 7.5 7. Is a clearing barrel and safety glasses available for use after returning from the exercise area? Paragraph 7.6 8. Does the Squadron Commander appoint a qualified Clearing Barrel Supervisor to monitor the clearing operation? Paragraph 7.6 9. Are all weapons cleared under the direction of the Clearing Barrel Supervisor prior to turn-in to the armory or storage vault and exit from the exercise area? Paragraph 7.6 <p>SAFE FIRING DISTANCES:</p> <ol style="list-style-type: none"> 1. Do exercise participants understand that no M-16/M-4 shall be discharged within 25 feet of any individual: additionally the M240 and M249 shall not be fired within 60 feet of any individual? Paragraph 8 and AIR FORCE TO 11W3-5-5-42. 			
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Attachment 4

PRE-TASK SAFETY BRIEFING

A4.1. GENERAL: Exercise Director will brief security force members on operations to be performed and on each person’s roll in the task. Casuals will be briefed on hazards and actions to be taken in the event of an emergency, and location of fire extinguishers throughout the exercise area. This briefing applies to all personnel participating in the exercise area.

A4.2. PROCEDURES: OPERATION TO BE PERFORMED:

Table A4.1. LIST TECHENICAL ORDERS (T.O.) TO BE USED.

Table A4.2. EXERCISE LOCATIONS WHERE EXPLOSIVES WILL BE DEPLOYED:

Table A4.3. EXPLOSIVE LIMITS:

(List all explosives used during the exercise to include NSN, HC/D with compatibility group and net explosives weights):

ITEM/NSN	QTY	NEW	HC/D

