

**BY ORDER OF THE COMMANDER  
507TH AIR REFUELING WING**

**507TH AIR REFUELING WING  
INSTRUCTION 91-201**



**21 MARCH 2016**

**Safety**

**BLANK AMMUNITION SAFETY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRD 91-2, *Safety Programs*. It establishes the directed procedures for using and handling blank ammunition. It outlines responsibilities, issue, turn-in, expenditure, and controlling and inventory procedures, emergency or abnormal conditions action and safety according to Air Force Manual 91-201, *Explosive Safety Standards*, and applicable supplements. It applies to all assigned 507th Air Refueling Wing personnel that use blank ammunition for training. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include reorganizing paragraphs for ease of reading and flow, clarifying existing requirements for training and risk assessment, and updating office symbols and phone numbers.

**1. Responsibilities.**

1.1. It is the responsibility of all commanders or their designated representatives to ensure that live ammunition is not introduced into a training environment where live and blank ammunition (ammo) could be commingled or mistaken for each other.

1.2. It is the responsibility of the 72 LRS/LGRM Munitions Accountability Systems Officer (MASO), to ensure that customers receive the proper blank ammunition requested. At temporary duty stations, the temporary duty station MASO will be responsible as well.

1.3. It is the responsibility of the 72 LRS/LGRM Senior Munitions Inspector or equivalent to visually inspect all blank ammunition to verify that no live ammunition has been commingled with blank ammunition. At temporary duty stations, the temporary duty station MASO will be responsible as well.

1.4. Users are directly responsible for the control and use of ammunition issued to them for either real world or exercise purposes. Accountability of assets, to include expenditures, will be validated upon the issue and turn-in of the assets, at the beginning and end of each shift, or whenever required to eliminate a discrepancy.

## **2. Issue, Turn-In, Expenditure, and Controlling Procedures.**

### **2.1. Issue.**

2.1.1. The procedures for issuing, turn-in, and reporting expenditures are located in the 72 LRS/LGRM Munitions Customer Guides supplied to the customer account representative by the MASO. If at a temporary duty station, the temporary duty station Munitions Customer Guide procedures will be followed.

2.1.2. All assets will be issued from 72 LRS/LGRM in proper shipping configuration. This will apply to temporary duty stations as well.

2.1.3. Once assets are issued to a custody account, it is the responsibility of that organizational commander or designated representative to issue the ammunition to their personnel using an AF Form 1297, *Temporary Issue/Receipt Document*. Forms will be maintained for a period of 90 days from the date of the exercise termination.

2.1.4. Once issued to an authorized individual, the ammunition may be distributed to those persons requiring munitions for training purposes as long as all persons are identified and briefed on safety and accountability.

2.1.5. Personnel and equipment will be inspected to ensure that live rounds of ammunition are not introduced into an exercise/training environment.

2.1.6. Units must provide training to emphasize safe handling, weapon operation, use of blank and bird control ammunition, and operator maintenance. This training should be documented in the Career Field Education and Training Plan (CFETP), or on AF Form 1098, *Special Task Certification and Recurring Training*, in accordance with AFMAN 31-229, Para 4.

2.1.7. Under no circumstances will blank ammo be issued to other than appointed 507 ARW personnel (account custodians), or an individual trained and qualified in accordance with this wing instruction and AFMAN 91-201, Paragraphs 7.25, 7.26, & 7.27.

### **2.2. Turn-in.**

2.2.1. All unexpended rounds will be returned to the point of issue, along with any dud/damaged ammunition, upon completion of the exercise. Commanders or their

designated representatives will ensure all personnel and equipment are inspected for any live rounds, and that live and blank ammunition is segregated.

2.2.2. All unexpended munitions will be returned to their original containers according to lot number. The quantity will be annotated on a piece of tape placed over the original quantity.

2.2.3. Commanders or their designated disinterested representatives will visually inspect all ammunition turned-in. Segregate live, blank, and expended rounds and upon termination return them to 72 LRS/LGRM (MASO). Unexpended rounds must be returned in their original containers. Expended brass will be turned IAW procedures set forth by the 72 LRS/LGRM MASO (see **Para 7**).

### 2.3. Controlling.

2.3.1. Commanders will designate a disinterested representative(s) to monitor the installation/removal of blank ammunition from magazines.

2.3.2. During exercises involving training munitions, all magazines loaded with “Blank” ammunition will be marked with the color blue. Use blue paint or blue tape a minimum of 3” wide on the bottom 2/3 of the magazine to mark magazines loaded with blank munitions.

2.3.3. Live ammo is prohibited in the exercise area unless absolutely necessary.

2.3.3.1. Personnel armed with live ammo are prohibited from participating in any exercise involving blank munitions.

2.3.3.2. When it is necessary to have live ammo present at an exercise involving blank munitions; the guard weapon should be an M9 to prevent commingling of training and live munitions.

2.3.3.2.1. If the guard weapon is an M16 Series Weapon, the 30 round magazines loaded with live ammo will be marked with red tape or paint no less than 3” wide visible on the bottom 2/3 of the magazine.

2.3.4. At no time will blank ammunition be fired through a weapon that does not have a Blank Firing Adapter (BFA) properly installed.

## 3. Exact location and method of employment.

3.1. The commander will appoint an Exercise Team Chief (ETC).

3.2. The ETC will prepare written procedures specific to each exercise using **Attachment 4** of this document.

3.2.1. **Attachment 4** will be coordinated with the following authorities, in the following order:

3.2.1.1. Exercise Team Chief (for approval/signature)

3.2.1.2. Wing Weapons Safety Manager (for approval/signature)

3.2.1.3. Responsible Commander (for approval/signature)

3.2.1.4. Wing Weapons Safety Manager (for filing)

#### 4. Emergency or Abnormal Conditions Actions.

4.1. Immediately report all accidents or incidents to your supervisor or senior member of your team.

4.2. A live round of ammunition mixed in with blank ammunition is an emergency situation. If found, stop all exercise activities, notify your supervision and the MASO, immediately. Exercise will not continue until authorized personnel can determine verification of ammunition.

4.3. The Safety Official designated by the Commander or Exercise Supervisor, will have a cellular telephone or radio to enable him/her to contact emergency personnel to include the Security Forces Control Center in the event of a mishap or abnormal condition.

4.4. 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, Security Forces Controller, MASO, Base Medical Personnel, Fire Department and Weapons Safety offices are notified of any mishaps and complete any necessary paperwork.

##### 4.5. Unexploded Ground Simulators/Pyrotechnics

4.5.1. Unexploded ordinance will be marked with a red flag or any other highly visible marking device to facilitate their identification.

4.5.2. EOD will be contacted through the Safety Official, and EOD will be the only personnel designated to breach the cordon surrounding the dud rounds.

4.5.3. At no time will dud rounds be broken open.

4.6. In the event a round fails to fire, take the appropriate immediate action detailed in the weapon's operator manual.

4.7. In the case of an abnormal condition other than an emergency, stop the operation and contact the supervisor who will determine an appropriate course of action for the situation. An abnormal condition is a condition other than an emergency, which is not covered elsewhere, but warrants further consideration to determine if other actions are necessary to ensure a safe operation. Ensure the Wing Weapons Safety Office is notified of these situations.

#### 5. Inventory Procedures.

5.1. A complete inventory of all blank and live ammunition will be conducted prior to the start of the exercise, at the change of shift, at the end of the day, and at the end of the exercise.

5.2. All out of balance conditions shall cause the exercise to be terminated until the out of balance condition is resolved.

5.3. **Attachment 2** will be used to document the inventory of all live ammunition. Attachment 3 will be used to document the inventory of all blank ammunition. Forms will be maintained for a period of 90 days from the date of the exercise termination.

**6. Munitions Residue.** Munitions residue procedures are contained in 72 LRS/LGRM Munitions Customer Guides. If at a temporary duty station, the temporary duty station munitions residue procedures will be followed.

**7. Expenditures.** To the maximum extent possible, all expended brass generated during the training exercise will be picked up, inspected, placed in containers and returned to the munitions function according to 72 LRS/LGRM Munitions Customer Guides. This process will apply to temporary duty stations in accordance to the temporary duty station Munitions Customer Guides.

**8. Training.**

8.1. A safety briefing will be given prior to commencing any training with munitions or explosives. Brief personnel regarding their responsibilities from a safety and accountability standpoint. The briefing must be recorded and the documentation will be kept for a minimum of 90-days. Records must include the following:

8.1.1. Name of the personnel who received the briefing.

8.1.2. Date the briefing took place.

8.1.3. A description, copy or location of briefing materials used to brief personnel.

8.1.4. The name of the person who provided the briefing.

8.2. The safety briefing will contain as a minimum the following points.

8.2.1. Ammunition identification, to include pictures of blank and live ammunition.

8.2.2. Blank/training ammunitions will not be fired/discharged any closer to personnel than specified below.

8.2.2.1. 5.56mm blank ammunition, P/N: M200 will be fired no closer than 20 feet. P/N M200 ammunition is used in M16/M16A2 /M4 rifles, GUU-5/P sub machine guns and M249 automatic rifles. Air Force Technical Orders (TO) 11W3-5-5-41, *Operator's Manual, Rifle, 5.56mm, M16A2*, and 11W3-5-5-51, *Operator's Manual, Machine Gun, 5.56mm, M249*.

8.2.2.2. 7.62mm blank ammunition, P/N: M80, will be fired no closer than 20 feet. M80 ammunition is used in the M240 machine guns. According to TO 11W2-6-4-11, *Operator's Manual, Machine Gun, 7.62mm, M240*.

8.2.3. Prior to starting or terminating training, conduct a thorough check of all ammo pouches, rucksacks, mobility bags and magazines for live ammunition.

8.2.4. Prior to firing any weapon, all personnel will be thoroughly indoctrinated in the proper handling of the weapon.

8.2.5. All ammunition will be pre-checked to determine if they are the types intended to be fired.

8.2.6. Never allow a round to be chambered unless it will be immediately fired.

BRIAN S. DAVIS, Colonel, USAFR  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFI 91-202, *The USAir Force Mishap Prevention Program*, 05 August 2011

AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011

AFMAN 91-201\_ AFRC SUP, *Explosives Safety Standards*, 28 February 2012

#### *Adopted Forms*

AF Form 1297, *Temporary Issue/Receipt Document*

AF Form 1098, *Special Task Certification and Recurring Training*

#### *Abbreviations and Acronyms*

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AMMO**—Ammunition

**ARWI**—Air Refueling Wing Instruction

**BFA**—Blank Firing Adapter

**EOD**—Explosives Ordinance Disposal

**ETC**—Exercise Team Chief

**GBS**—Ground Burst Simulator

**IAW**—In Accordance With

**MASO**—Munitions Accountability System Officer

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

#### *Terms*

**Ammunition**—Any munition designed to be thrust from a gun barrel by expanding gases resulting from burning propellant. Rockets would not be included in this definition.

**Explosives**—All ammunition, munition fillers, demolition material, solid rocket motors, liquid propellants, cartridges, pyrotechnics, mines, bombs, grenades, warheads of all types, explosives elements of ejection and aircrew egress systems, air-launched missiles and those explosive components of missile systems and space systems, and assembled kits and devices containing explosive material. Explosives, explosives weight, net weight, and other like terms also refer to the fillers of an explosive item. Fillers may be explosive mixtures, propellants, pyrotechnics, and other toxic substances. This term does not include liquid fuels and oxidizers that are not used with missiles, rockets, and other such weapons or explosive items.

**Munitions**—See “Explosives.”

## Attachment 2

**FIELD EXERCISE LIVE MUNITIONS ACCOUNTABILITY LOG**

Date:

Field Munitions Custodian:

Total Live Ammunition Taken for Exercise:

9MM Ball: \_\_\_\_\_

5.56MM Clipped: \_\_\_\_\_

5.56MM Linked: \_\_\_\_\_

7.62MM Linked: \_\_\_\_\_

*Issued Live Ammunition:*

9MM Ball:                      Rounds To:                      Individuals (AF Form 1297)

5.56MM Clipped:              Rounds To:                      Individuals (AF Form 1297)

5.56MM Linked:                Rounds To:                      Individuals (AF Form 1297)

7.62MM Linked:                Rounds To:                      Individuals (AF Form 1297)

Issued Training Explosives:

Issued To:

Type Issued (Smoke Grenade, Trip Flare, etc., on AF Form 1297):

Quantity Issued:

*Total Live Ammunition Returned:*

9MM Ball:                      Rounds From:

5.56MM Clipped:              Rounds From:

5.56MM Linked:                Rounds From:

7.62MM Linked:                Rounds From:

*Total Training Explosives Returned:*

Type:

Quantity:

I certify that the above munitions were issued in the exercise and that all live ammunition has

been turned in. I also certify that all magazines/clips were empty of all rounds before and again emptied after the exercise.

Name & Rank of Field Munitions Custodian	Signature	Date
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Name & Rank of Exercise Coordinator	Signature	Date
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Attachment 3

FIELD EXERCISE BLANK AMMUNITION ACCOUNTABILITY LOG

Date:

Field Munitions Custodian:

Total Blank Ammunition Taken for Exercise:

5.56MM Single: \_\_\_\_\_

5.56MM Linked: \_\_\_\_\_

7.62MM Linked: \_\_\_\_\_

Issued Blank Ammunition:

5.56MM Single:                      Rounds To:                      Individuals (AF Form 1297)

5.56MM Linked:                      Rounds To:                      Individuals (AF Form 1297)

7.62MM Linked:                      Rounds To:                      Individuals (AF Form 1297)

Shift Change Inventory:

Day Shift:

5.56MM Single: \_\_\_\_\_

5.56MM Linked: \_\_\_\_\_

7.62MM Linked: \_\_\_\_\_

Swing Shift:

5.56MM Single: \_\_\_\_\_

5.56MM Linked: \_\_\_\_\_

7.62MM Linked: \_\_\_\_\_

Returned Blank Ammunition:

5.56MM Single:                      Rounds From:

5.56MM Linked:                      Rounds From:

7.62MM Linked:                      Rounds From:

I certify that the above munitions were issued in the exercise and that all blank ammunition has been turned in. I also certify that all magazines/clips were empty of all rounds before and again emptied after the exercise.

Name & Rank of Field Munitions Custodian

Signature

Date

Name & Rank of Exercise Coordinator

Signature

Date

## Attachment 4

**EXERCISE SPECIFIC WRITTEN PROCEDURES/PARTICIPANT BRIEFING**

**A4.1. Personnel Limits.** Personnel will adhere to personnel limits while employing the use of explosives. Supervisors are responsible for enforcing the following personnel limits for the duration of the exercise: (Ref: AFMAN 91-201, Para 7.3.1.)

Supervisors:\_\_\_\_\_

Workers:\_\_\_\_\_

Casuals:\_\_\_\_\_

**A4.2. Explosives Limits.** Explosives limits will expose personnel to the minimum amount of explosives necessary to ensure the success of the exercise. This exercise will be limited to the deployment of the following amount of explosives: (Ref: AFMAN 91-201, Para 7.3.2.)

Hazard Class/Division 1.\_\_\_\_ Compatibility Group\_\_\_\_ Nomenclature\_\_\_\_\_

NSN\_\_\_\_\_, Rounds/Item Quantity\_\_\_\_\_

Hazard Class/Division 1.\_\_\_\_ Compatibility Group\_\_\_\_ Nomenclature\_\_\_\_\_

NSN\_\_\_\_\_, Rounds/Item Quantity\_\_\_\_\_

Hazard Class/Division 1.\_\_\_\_ Compatibility Group\_\_\_\_ Nomenclature\_\_\_\_\_

NSN\_\_\_\_\_, Rounds/Item Quantity\_\_\_\_\_

Hazard Class/Division 1.\_\_\_\_ Compatibility Group\_\_\_\_ Nomenclature\_\_\_\_\_

NSN\_\_\_\_\_, Rounds/Item Quantity\_\_\_\_\_

**A4.3. Exact Location.** Specifically detail the location(s)/"play area" where munitions will be employed during this exercise. This location will be separated from all sited explosives storage areas by Public Traffic Route Distance (EXCEPTION: Security Forces). Contact the responsible Weapons Safety Manager for further guidance. Munitions employment within a Munitions Storage Area MUST be authorized by the owning commander or Munitions Flight Chief. Personnel will not utilize munitions outside of the following location(s):

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**A4.4. Safety Requirements.** Specify Personal Protective Equipment/Clothing, and additional equipment necessary to ensure a safe and healthful operation. The following clothing/equipment items will be used when necessary throughout the duration of the exercise ("X" all that apply):

A4.4.1. Personal Protective Equipment

\_\_\_ Protective Eyewear

\_\_\_ Hearing Protection

\_\_\_ Safety Toe Footwear

\_\_\_ Fire Extinguishers (readily available fire extinguishers WILL be provided)

\_\_\_ Specify number of extinguishers available

\_\_\_ Gloves

\_\_\_\_\_ Specify Type (i.e. leather, nylon, etc.)

\_\_\_ Other (list below)

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#### A4.4.2. Transportation Safety Equipment

\_\_\_ Vehicle Chocks

\_\_\_ Fire Extinguishers (x2 per explosives laden vehicle)

\_\_\_ Cargo Tie-Down Straps

\_\_\_ Explosives Route Map

\_\_\_ Explosives Vehicle Placards

\_\_\_ Other (list below)

#### A4.4.3. Additional Safety Requirements

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**A4.5. Step-by-Step Procedures.** Personnel are authorized to employ exercise munitions in accordance with the following:

M16-Series Weapons (AFPAM 10-100): Safety – Pg. 98

Loading – Pg. 103

Firing – Pg. 104

Reloading – Pg. 104

Clearing – Pg. 104

Immediate Action (SPORTS) – Pg. 105

M9 (AFPAM 10-100):

Safety – Pg. 115

Loading – Pg. 119

Firing – Pg. 121

Reloading – Pg. 119

Clearing – Pg. 117

Immediate Action – Pg. 120

Ground Burst Simulator (M116A1/M115A2):

1. Pre-Use Inspection:

- a. Ensure that the fuse has not been pulled out of the body of the munition.
- b. Ensure the safety clip is properly installed. (If not, notify EOD immediately)

- c. Ensure the body shows minimal to no wear.
  - d. Ensure the munition does not exhibit signs of having been exposed to excessive moisture.
2. Operation:
    - a. Remove safety clip
    - b. Grasp string (not plastic end cap) and pull completely through the fuse igniter.  
NOTE: Pull cord should separate from simulator
    - c. Drop the simulator into the functioning area.
    - d. Immediately turn your back to the munition and walk away as quickly as possible.  
NOTE: Continue to walk until the noise from the explosion is heard.

#### Smoke Grenade

1. Pre-Use Inspection:
  - a. Ensure that the safety pin is in-place. (If not, notify EOD immediately)
  - b. Ensure that the body of the munition is not damaged nor dented deeper than 1/4 inch. (If damage is noted, contact EOD immediately)
2. Operation:
  - a. Straighten ends of safety pin.
  - b. Pull the pin with one hand while keeping handle covered with palm of other hand.
  - c. Drop the grenade into the functioning area.
  - d. Immediately turn your back to the munition and walk away as quickly as possible.  
NOTE: The burning time of the fuse is 1.2 to 2 seconds. A delay of five to eight seconds is considered normal. The filler (potassium chlorate, sulfur, baking soda, and dye) burns for approximately 40 seconds.

#### Additional Procedures To Be Followed:

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**A4.6.** Emergency Action. The following action will be taken during “Real-World” emergency situations:

1. **LIVE ROUND:** If a live-round is found commingled with blank ammunition, the exercise will STOP. The responsible commander will be notified of the situation, and ALL exercise ammunition will be inspected.
2. **MISFIRE PROCEDURES:** Personnel will utilize the “SPORTS” method in AFPAM 10-100, Page 105, if a misfire occurs. If this does not correct the issue, notify supervision immediately.

- 3. DUD GBS/SMOKE: If a Ground Burst Simulator/Smoke Grenade is a dud, immediately establish a 200 FT cordon. The nearest EOD function will be notified immediately. The Exercise Team Chief will consider a STOPEX until the dud munition has been “safe’d” by the EOD function.
- 4. Other Emergency Notification Procedures. The following agencies will be notified as applicable during a “Real-World” Emergency:
  - a. Fire: \_\_\_\_\_
  - b. Local Safety: \_\_\_\_\_
  - c. Medical: \_\_\_\_\_
  - d. Command Post: \_\_\_\_\_
  - e. EOD: \_\_\_\_\_
  - f. Security Forces: \_\_\_\_\_
  - g. Other: \_\_\_\_\_

**A4.7.** Designated Disinterested Individual(s). The responsible commander has designated the following individual(s) as the “Designated Disinterest Individual” in accordance with AFMAN 91-201, Para 7.25.1.1. The following individual will inspect all exercise ammunition, and will certify that only blank ammunition is loaded in exercise magazines.

Name/Rank: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone: \_\_\_\_\_

**A4.8.** Expended Brass/Residue Turn-In Procedures. All personnel responsible for munitions during the exercise are responsible for being familiar with, and utilizing the following local expended brass/residue turn-in procedures:

Reference: \_\_\_\_\_

As a minimum the following procedures will be followed:

- 1. All expended munitions residue, packaging material, and munitions containers will be returned to the issuing munitions management function for inspection and disposition.
- 2. Using personnel will inspect munitions residue, packaging material, and munitions containers for live munitions prior to turn-in.
- 3. Unused, serviceable, munitions which have been removed from their shipping/storage containers will be returned to their original shipping container prior to transporting to the issuing munitions management function.

**A4.9.** Additional Safety Considerations. The following additional guidance is mandatory for the duration of the exercise:

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**A4.10. Coordination and Approval.** The following authorities must approve these written procedures prior to implementation. The Exercise Team Chief will ensure that the Wing Weapons Safety Manager (507 ARW/SEW) has been provided with a copy of these procedures after the Responsible Commander has authorized implementation.

**Figure A4.1. Ammunition.**




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Responsible Commander

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Wing Weapons Safety Manager

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Exercise Team Chief

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SE Initials