

**BY ORDER OF THE COMMANDER
916TH AIR REFUELING WING**

**916TH AIR REFUELING WING
INSTRUCTION 31-202**



21 OCTOBER 2010

Incorporating Change 1, 27 AUGUST 2013

Security

BLANK AMMUNITIONS PROCEDURES

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 916 SFS/S5

Certified by: 916 SFS/CC
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Pages: 14

This instruction implements Air Force Policy Directive (AFPD) 91-2, Safety Programs. This instruction extends the guidance of Air Force Manual (AFMAN) 91-201, Explosives Safety Standards. It establishes procedures for the control and safety during the use of blank ammunition within the 916th Air Refueling Wing (916 ARW). This instruction applies to all units and personnel within the 916 ARW. This includes, but is not limited to; Active Duty, National Guard, AF Reserve and contract personnel. Refer recommended changes and questions about this publication to the 916 SFS/SFOC using the Air Force AF Form 847, Recommendation for Change of Publication. Route AF 847s through the appropriate chain of command. Ensure all records created as prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rds>.

SUMMARY OF CHANGES

This interim changes the contact information for the 4th Security Forces Squadron/Base Defense Operations Center and extends guidance for magazine marking when only blank ammunition is used. The Social Security Number column of Attachment 3 has been removed in accordance with AFI 33-360 and AFI 33-332. A margin bar (|) indicates newly revised information.

1. Policy.

1.1. 916th Air Refueling Wing personnel will enforce all safety procedures for all weapon systems used during training exercises.

2. Responsibilities.

2.1. All personnel will ensure compliance and will adhere to safe and responsible practices at all times in the handling and use of blank ammunition, weapons, and equipment.

2.2. Exercise Team Chief

2.2.1. The Exercise Team Chief will prepare a plan for training and exercises involving explosives. Include weapons safety personnel in development of the plan.

2.2.1.1. This plan will include:

2.2.1.1.1. A risk assessment of explosives operations for the training or exercise in accordance with AFMAN 91-201, Chapter 4.

2.2.1.1.2. A list of all explosives to be used in the training or exercise, to include NSN, HD, and explosives weights.

2.2.1.1.3. A detailed list of locations where explosives will be deployed for the training or exercise in accordance with AFMAN 91-201 paragraph 7.20.

2.2.1.1.4. A procedure for accountability and reconciliation of all items used in the training.

2.2.1.1.5. Required separation distances per AFMAN 91-201 paragraph 7.26.

2.2.1.1.6. The responsible commander will approve the plan in writing, ensuring personnel not normally associated with explosives operations and exercises are not exposed to explosives hazards.

2.2.2. The Exercise Team Chief is responsible for ensuring that the use of a designated disinterested official will certify only blank training ammunitions are loaded into magazines.

2.3. The Exercise Team Chief will make all notifications to the following agencies:

2.3.1. 4th Security Forces Squadron/Base Defense Operations Center (BDOC)/ DSN 722-1213 / Commercial 919-722-1213.

2.3.2. 4th Civil Engineering Squadron/Fire Department / DSN 722-7258 / Commercial 919-722-7258.

2.3.3. 4th Fighter Wing Base Operations / DSN 722-4097 / Commercial 919-722-4097.

2.3.4. 4th Fighter Wing Air Traffic Control Tower / DSN 722-4173 / Commercial 919-722-4173. (All Personnel using explosive devices on the airfield will maintain two-way radio contact with the control tower.)

2.3.5. 4th Fighter Wing Command Post/ DSN 722-2613 / Commercial 919-722-2613.

2.3.6. 916 Air Refueling Wing Command Post/ DSN 722-2181/2/3/4 / Commercial 919-722-2181.

2.3.7. 4th Civil Engineering Squadron/EOD (Ensure EOD support is available) / DSN: 722-3032 / Commercial 919-722-3032.

2.3.8. 4th Fighter Wing Base Safety Office / DSN 722-4094/4095 / Commercial 919-722-4094/4095.

2.3.9. 916 Air Refueling Wing/Base Safety Office / DSN 722-4088 /Commercial 722-4088.

3. Required Equipment.

3.1. All personnel will adhere to the following guidelines for exercises when participating in or observing training exercises and related activities.

3.2. All participants must wear the appropriate protective gear at all times when exercises are being conducted.

3.3. Blank adapters will be affixed on the weapon at all times.

3.4. Properly affixed M-16/M-4/M-249 and M-240B blank firing adapters will be utilized at all times when blank ammunition is being fired.

3.4.1. Blank firing adapters will be inspected for physical damage prior to their use to prevent unintentional injury when utilized. Blank firing adapters will be painted red or yellow to differentiate from live ammunition.

3.4.2. If other weapons are used i.e. pistols, shotguns; a 1/2 inch wide piece of red tape will be affixed around the pistol grip.

3.4.3. If both live and blank ammunition are used in the same exercise; blank ammunition magazines will be marked with blue tape, while live ammunition magazines will be marked with red tape to enable and ensure separation of live and blank ammunition IAW AFMAN 91-207_AFRCSUP1 Ch. 7.25.1.8.. If only blank ammunition is used, all magazines will be marked with blue tape.

3.5. A fire extinguisher must be readily available in areas where grass fires may be set by the use of munitions simulators. Munitions simulators may not be used in or near wild land grass areas without the approval of the Fire Department. Check with the Fire Prevention Office when wind speeds exceed 20 knots and to determine if there is a county burn ban in effect prior to using munitions simulators.

4. Safety.

4.1. During all training exercises, safety is the number one priority. All personnel will adhere to all elements of this section. This includes the use of the phrase, "Safety Kill, Safety Kill", which is a close quarter kill made inside the minimum firing distance of any weapon used against personnel during exercises.

4.1.1. All personnel must have the blank adapter in place prior to loading ammunition.

4.2. At no time will mixing of live and blank ammunition be authorized. Only blank ammunition will be loaded into weapons to ensure that no live ammunition is used. All personnel and immediate supervisors will inspect all magazines and open boxes of blank ammunition for live rounds.

4.3. All weapons will have the safety engaged unless firing is authorized.

4.4. Personnel will carefully load ammunition to ensure no live ammunition is intermixed with blank ammunition at any time.

4.5. No individual will test fire a weapon unless the Range Safety Officer gives the command to fire.

4.6. Safe Firing Distances:

4.6.1. Minimum safe firing distances for small arms will be adhered to by all exercise participants/evaluators.

4.6.1.1. Blank 5.56mm ammunition will not be fired at any person or facility within 20' radius. If a person is closer than 20 feet, the individual will say "Safety Kill, Safety Kill".

4.6.1.2. Blank 7.62mm ammunition will not be fired at any person or facility within 20 ft radius. If a person is closer than 20 feet, person will say "Safety Kill, Safety Kill".

4.6.1.3. Blank ammunition will not be fired into any doorways or windows closer than 10 feet.

4.6.1.4. Inside buildings blank ammunition is to be fired straight up to the ceiling or straight down to the floor, not at any personnel in the "Safety Kill" zone.

4.7. In the event of a misfire, the misfired round will be ejected from the weapon and a new round will be chambered.

4.7.1. The misfired round will be collected and turned into the supply point custodian.

4.7.2. In the event that the weapon continues to misfire the weapon will be cleared and inspected by trained personnel.

5. Amnesty.

5.1. Prior to turning in unexpended blank ammunition at in at the end of the exercise; all unexpended blank ammo will be inspected to ensure no mixing of live ammunition.

5.1.1. All supervisors, observation controllers, team leaders and squad leaders will insure that all unexpended blank ammunition is turned in. In addition, team leaders will inspect all magazines within their teams to verify that no blank ammunition is overlooked.

5.1.2. The Range Official will have each person dry fire their weapons, and will order all weapons at "SLING ARMS" when finished.

5.2. Unexpended ammunition, once turned in; will be re-sealed into the original containers.

5.3. Expended blank ammunition will be collected and put into wooden boxes or ammo cans marked with red tape or black marker stating "Spent Blanks".

5.4. No unexpended rounds will be collected in the "Spent Blank" canisters.

6. Resource.

6.1. Resource protection requires the use of live ammunition and caution.

6.2. Resource protection personnel will be armed with 9mm pistols and 30 rounds of ammunition to insure that this live ammunition does not get confused with any blank ammunition being used.

6.2.1. Live ammunition magazines will be marked with red tape, while blank ammunition magazines will be marked with blue tape.

6.3. Resource protection personnel within the vicinity of the exercise; will not carry any other weapon but the 9mm pistol when any exercise is being conducted with the use of blank ammunition.

7. Real World Medical Attention and Emergency Procedures.

7.1. At any duration of the exercise, anyone can call a cease fire or temporary termination by announcing "LIFE SAVER, LIFE SAVER, and LIFE SAVER". "Life Saver," when announced three times will indicate a "real world" medical emergency.

7.1.1. All exercise firing with CEASE and activity will STOP until the senior exercise controller and senior leadership resume play.

7.1.2. Senior leadership and/or any medical personnel will determine the severity of the injury and ensure that medical attention is rendered before the senior exercise controller along with the senior leadership will resume play.

7.1.3. If the medical injury is severe and cannot be treated on site; contact Base Emergency via 911 with the quickest means available.

7.1.4. In the event of a LIFE SAVER or Medical Emergency, the following personnel will be notified immediately: 916 SFS/CC, Augmentation Force/CCs, senior OPFOR, and all other appropriate personnel.

7.2. When lightning is observed within 5 nautical miles, all outside exercise operations will be terminated.

7.3. In the event of a fire during an exercise scenario take the following actions:

7.3.1. Sound the alarm and notify the Fire Department and EOD via 911, or by the quickest means available, through the 4 SFS/BDOC.

7.3.2. Provide the Fire Department with the following information:

7.3.2.1. Location.

7.3.2.2. Nature/type of munitions involved.

7.3.2.3. Extent (large or small fire).

7.3.2.4. Evacuate non-essential personnel from the area; withdrawal at a minimum safe distance of 300 feet (1.4 Hazard Class/Division for 5.56mm and 7.62mm).

7.4. Fire fighting procedures:

7.4.1. If the fire has not involved the explosive items, remove the explosives from the area and if possible, fight the fire.

7.4.2. If the fire involves the explosive items, do not attempt to fight the fire.

8. Storage and Transportation of Ammunition and Explosives (AE).

8.1. When storing explosives, everyone handling/transporting must ensure the proper requirements are being met in the storage locations.

8.1.1. All storage locations are properly posted with fire/chemical symbols. All exterior symbols will be visible from every approach road. All interior symbols will be placed on every locker or cabinet containing explosives. Every symbol will have a metal backing to enable the fire department to respond to the shape if the symbol is burned during a fire. The fire department will have copies of all approved licenses and explosive location plans of all explosive licensed facilities.

8.1.2. All explosive licensed facilities will have serviceable fire extinguishers on location. The number and type of fire extinguishers will be indicated on the AF Form 2047, Explosives Facility License. The fire extinguishers in the explosive licensed facilities will be inspected and documented monthly.

8.1.3. All explosive licensed facilities will display a "NO SMOKING" sign at the entrance and will not allow any flame-producing devices upon entry. The entry or operation supervisor will hold all flame-producing devices for the duration of the visit or operation.

8.1.4. All explosive storage facilities are secured when not occupied. All explosive facilities will be swept or otherwise cleaned as necessary. All trash containers will be emptied at the end of each shift or duty day.

8.1.5. Containers will not be kicked, rolled, slid, or dropped. All "lite" munitions containers will clearly have the words "lite box" and the correct NSN, organization code, nomenclature, lot number, and amount displayed on the containers. All damaged containers will be removed and replaced.

8.1.6. Dunnage is used for proper air circulation

8.1.7. Damaged munitions or containers are not stored with serviceable items

8.1.8. Munitions are inventoried each shift change

8.2. At no time will ammunition of any type be stored in other than approved safety containers. Ammunition, including blank ammunition; must never be stored in desk drawers or other unapproved containers.

8.3. Transportation of bulk explosives.

8.3.1. Only trained personnel will transport explosives and must adhere to all explosive transporting and handling procedures.

8.3.2. Personnel must ensure only authorized vehicles to include Polaris Rangers are utilized for transport. Department of Transportation placards will display the most hazardous class/division on all four sides of the vehicle during transportation and will be changed after completion of explosive movement. Personnel will do a check of the vehicle by utilizing AF Form 1800, Operator's Inspection Guide and Trouble Report, checking exterior and interior including verification of the two serviceable fire extinguishers.

8.3.3. Any vehicle used to transport explosives will be equipped with all required safety equipment for the type of munitions being transported (i.e. gas mask, gloves, min. of two

2A; 10 BC fire extinguishers) and will also utilize the primary or alternate explosive movement routes. All personnel involved in explosive movements or operations will remove all jewelry (rings, watches, necklaces, etc.) before transporting explosives.

8.3.4. The driver of the vehicle is responsible for ensuring explosives are in approved shipping and storage containers. The driver must ensure the explosives are restrained, blocked, braced, tied down or otherwise secured to the vehicle to prevent movement. No munitions will be allowed in the passenger compartment of any vehicle except for 916th Security Forces personnel qualified on the M203 with a basic load of 40mm grenades for base defense.

8.3.5. All movements of explosives off the installation must be coordinated through the Base Transportation Mobility Office (TMO) and adhere to DOT Requirements when off-installation in accordance with AFMAN91-201_ AFRC SUP1 8.25.9.

8.4. Refuel vehicles prior to transporting explosives. In the event this is not possible the following guidance applies:

8.4.1. Personnel must ensure the vehicle motor is turned off, the parking brake set and wheel chocks in place. One person must be present during the entire operation. Ensure to maintain a bonded path between the tank being filled and the tank being emptied. Ground the entire system.

8.4.2. In event of a fuel spill, immediately notify the base or local area Fire Department. Do not start motor until the area is rendered safe.

9. Issue, Loading, and Turn in Procedures.

9.1. Issue Procedures.

9.1.1. All personnel and supervisors must ensure ammo pouches, rucksacks, mobility bags, magazines and all other pertinent equipment are checked for live ammunition prior to receiving and loading of blank ammunition.

9.1.2. Upon receiving an allotment of blank ammunition, ensure you visually inspect all ammunition to ensure there is no mix of blank and live ammunition. Blank ammunition (M200) has a distinctive star crimp at the tip and does not have a projectile.

9.1.3. If you should notice any abnormalities or a round that does not have the characteristics of blank ammunition, notify proper personnel as soon as possible.

9.2. Loading Procedures.

9.2.1. Prior to loading a magazine or weapon, visually inspect ammunition to ensure blank ammunition is being used. Load each round individually for 100% accuracy.

9.2.2. Visually inspect each magazine to ensure no ammunition has been accidentally left in the magazine during prior usage.

9.2.3. In the event a preloaded magazine is given to you, carefully examine each individual round to make certain no projectile is visible.

9.3. Turn-In Procedures.

9.3.1. Turn all unused, blank ammunition into the proper personnel.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 91-2, Safety Programs, 28 September 1993

AFMAN 91-201, Explosives Safety Standards, 17 November 2008

AFMAN 91-201_AFRCSUP1, Explosives Safety Standards, 07 July 2009

AFMAN 33-363, Management of Records, 01 March 2008

Abbreviations and Acronyms

ARWI— Air Refueling Wing Instruction

AF— Air Force

AFPD— Air Force Policy Directive

AFMAN— Air Force Manual

ARW— Air Refueling Wing

AFRC— Air Force Reserve

AE— Ammunition and Explosives

BDOC— Base Defense Operations Center

SFS— Security Forces Squadron

CC— Current Commander

CATM— Combat Arms Training and Marksmanship

DSN— Defense Switch Networks

EOD— Explosive Ordnance Disposal

FW— Fighter Wing

HD— High Density Level

MM— Millimeter

NSN— National Serial Number

OPFOR— Opposing Force

RDS— Records Disposition Schedule

TMO— Transportation Mobility Office

Attachment 2**916TH AIR REFUELING WING BLANK AMMUNITION SAFETY BRIEF**

A2.1. GENERAL: 916 ARW personnel will enforce all safety procedures for all weapon systems used during training exercises.

A2.2. All personnel will adhere to safe and responsible practices at all times in the handling and use of blank ammo, weapons, and equipment.

A2.3. All participants must wear the appropriate protective gear at all times when exercises are being conducted.

A2.4. Blank adapters will be affixed on the weapon at all times.

A2.4.1. Only blank ammo will be loaded into the weapons, to ensure that no live ammo is used. All personnel and their immediate supervisors will inspect all magazines and open boxes of blank ammo for live rounds.

A2.5. Safety: During any training exercises, safety is the number one priority. All personnel will adhere to all elements of this section. This includes the use of the phrase, "Safety Kill, Safety Kill", which is a close quarter kill made inside the minimum firing distance of any weapon used against personal during exercises.

A2.5.1. At no time will live ammo be authorized to be mixed with blank ammo.

A2.5.2. All weapons will have the safety engaged unless firing is authorized.

A2.5.3. Personnel will carefully load ammo to ensure no live ammo is intermixed with blank ammo.

A2.5.4. No personnel will test fire a weapon unless the Range Safety Officer gives the command to "FIRE".

A2.5.5. Blank 5.56mm ammo will not be fired at any person or facility closer than 20 feet. If a person is closer than 20 feet, that person will shout "Safety Kill, Safety Kill".

A2.5.6. Blank 7.62mm ammo will not be fired at any person or facility closer than 20 feet. If a person is closer than 20 feet, that person will shout "Safety Kill, Safety Kill".

A2.5.7. Blank ammo will not be fired into any doorways or windows closer than 10 feet.

A2.5.8. Inside buildings blank ammo is to be fired straight up to the ceiling or straight down to the floor, not at any personnel in the "Safety Kill" zone.

A2.6. Prior to turning in unexpended blank ammo at in at the end of the exercise; all unexpended blank ammo will be inspected to ensure no mixing of live ammunition.

A2.6.1. All supervisors, observation controllers, team leaders and squad leaders will insure that all unexpended blank ammunition is turned in. In addition, team leaders will inspect all magazines within their teams to verify that no blank ammunition is overlooked

A2.6.2. The Range Official will have each person dry fire their weapons and order all weapons to "SLING ARMS" when finished.

A2.6.3. Unexpended ammo, once turned in; will be re-sealed into the original containers.

A2.6.4. Expended blank ammo will be collected and put into wooden boxes or ammo cans marked with red tape or black marker stating "Spent Blanks".

A2.6.5. Under no circumstances will unexpended rounds be placed in "Spent Blank" canisters.

A2.7. Resource protection personnel will only carry a 9mm pistol when any exercise is being conducted with the use of blank ammunition.

A2.7.1. Live ammunition magazines will be marked with red tape, while blank ammunition magazines will be marked with blue tape.

A2.8. During any time of the exercise, anyone can call a cease-fire or temporary termination by announcing "LIFE SAVER, LIFE SAVER, LIFE SAVER". Lifesaver, when announced three times will indicate a "Real World" medical emergency.

A2.8.1. All exercise firing with CEASE and activity will STOP until the senior exercise controller and senior leadership resume play.

A2.8.2. Senior leadership and/or any medical personnel will determine the severity of the injury and ensure that medical attention is rendered before the senior exercise controller along with the senior leadership will resume play.

A2.8.3. If the medical injury is severe and cannot be treated on site; contact Base Emergency via 911 with the quickest means available.

A2.8.4. In the event of a LIFE SAVER or Medical Emergency, the following personnel will be notified immediately: 916 SFS/CC, Augmentation Force/CCs, senior OPFOR, and all other appropriate personnel.

A2.9. Ensure all ammo pouches, rucksacks, mobility bags, magazines and all other present equipment is checked for live ammunition prior to receiving and loading of blank ammunition. This is the responsibility of all personnel and their supervisors.

A2.10. Upon receiving an allotment of blank ammunition, insure you visually inspect all ammunition to ensure there is not a mix of blank and live ammunition. Blank ammunition (M200) has a distinctive star crimp at the tip and does not have a projectile.

A2.10.1. If you should notice any abnormalities or a round that does not have the characteristics of blank ammunition, notify proper personnel as soon as possible.

A2.10.2. Prior to loading a magazine or weapon; visually inspect ammunition to ensure blank ammunition is being used. Load each round individually for 100% accuracy.

A2.10.3. Visually inspect each magazine to insure no ammunition has been accidentally left in the magazine during prior usage.

A2.10.4. In the event a preloaded magazine is given to you, carefully examine each round to insure no projectile is visible.

A2.10.5. Turn all unused blank ammunition in to the proper personnel.

A2.10.6. Ensure all magazines are emptied, the weapon is cleared and no loose ammunition remains on your person. Ensure pockets, web gear and all other equipment is checked to make certain no loose ammunition is present.

A2.11. When lightning is observed within 5 nautical miles, all outside exercise operations will be terminated.

A2.12. In the event of a fire during an exercise scenario take the following actions:

A2.12.1. Sound the alarm and notify the Fire Department and EOD via 911, or by the quickest means available, through the 4SFS BDOC.

A2.12.2. Provide the Fire Department with the following information:

A2.12.2.1. Location.

A2.12.2.2. Nature/type of munitions involved.

A2.12.2.3. Extent (large or small fire).

A2.12.2.4. Evacuate non-essential personnel from the area; withdrawal at a minimum safe distance of 300 feet (1.4 Hazard Class/Division for 5.56mm and 7.62mm).

A2.13. Fire fighting procedures:

A2.13.1. If the fire has not involved the explosive items, remove the explosives from the area and if possible, fight the fire.

A2.13.2. If the fire involves the explosive items, do not attempt to fight the fire.

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