

**BY ORDER OF THE COMMANDER
436TH AIRLIFT WING**

**DOVER AIR FORCE BASE
INSTRUCTION 11-205**



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Flying Operations

**SUPPORT OF AIRCRAFT TRANSPORTING
HAZARDOUS CARGO**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 11-2, *Aircraft Rules and Procedures*. It establishes procedures for handling of aircraft transporting hazardous cargo. It applies to all units associated with command and control, parking, maintenance, loading and off-loading, servicing and guarding of these aircraft. This instruction establishes policies and procedures for implementing Dover Air Force Base (DAFB) Form 22, *Emergency Notification/Hazardous Cargo*, movement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. 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*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This interim change revises DOVERAFBI 11-205 by (1) updating the reference to new explosive site plan (paragraph 1), (2) correcting the reference to AFMAN 24-204 (paragraph 2), and (3) Deleting Attachment 2 (Aircraft Parking Spot Explosive Weight Limits).

1. Hazardous Cargo On or Off-Loading and Parking Areas. Locations are identified in base explosive site plan and on map D-8 which designates areas for on or off-loading and aircraft parking for specific DOD Explosives Class Divisions and quantities of cargo. Use of these areas depends on size and weight of aircraft, ramp condition and grounding. Map distributed by Wing Weapons Safety Manager.

1.1. Aircraft carrying explosive cargo, radioactive material, chemical agents, biological or etiological material will park on the appropriate spot designated by explosive site plan. If explosive hazard class cannot be determined before arrival, aircraft will park on the hot cargo pad spot 3 until such time as Command Post determines proper hazard class division. Aircraft will then park according to criteria in explosive site plan.

1.2. Directives differ as to what constitutes hazardous cargo. For the purpose of this regulation, hazardous cargo is defined by AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*. Aircraft placarding is IAW highest classification/division of hazardous cargo on board the aircraft.

2. Procedures and Responsibilities.

2.1. The following agencies will develop internal procedures to ensure compliance with this instruction:

2.1.1. Aerial Port will:

2.1.1.1. Receive hazardous cargo information from previous stations or external agencies in order to accomplish applicable hazardous materials movement documentation. Any other agency that becomes aware of information regarding hazardous cargo movement will immediately provide the Aerial Port Air Terminal Operations Center (ATOC) with known information.

2.1.1.2. Coordinate movement clearances with all en-route and off-load bases to ensure that explosive net explosive weight (NEW) limitations will not be exceeded.

2.1.1.3. Provide applicable information to Airfield Operations (Airfield Ops) and coordinate a prior permission required (PPR) number, when required.

2.1.1.4. Advise 436 AW Current Operations with any hazardous cargo movement information that pertains to home station aircraft.

2.1.1.5. Accomplish a DAFB Form 22, *Emergency Notification Hazardous Cargo Movement*, for the hazardous material movement including, but not limited to, the following information:

2.1.1.5.1. Aircraft identification type, tail number, call sign and mission number.

2.1.1.5.2. Location of aircraft.

2.1.1.5.3. Estimated date and Coordinated Universal Time (UTC) of arrival and/or departure.

2.1.1.5.4. Proper Shipping Name, Hazard Class and UN Number.

2.1.1.5.5. Gross weight of the hazardous cargo.

2.1.1.5.6. Net explosive weight of DOD class divisions 1.1, 1.2, 1.3, 1.4 and

fragment distance if known.

2.1.1.5.7. Special hazards and passenger limitations as reflected in AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, if applicable.

2.1.1.6. Advise base support agencies of all hazardous cargo movements utilizing DAFB Form 22. This encompasses any inbound, through or originating mission moving hazardous cargo as identified in AFMAM 24-204. Distribute the DAFB Form 22 via a Conference 3 Net to the following agencies:

2.1.1.6.1. Command Post

2.1.1.6.2. Security Forces

2.1.1.6.3. Airfield Management Operations

2.1.1.6.4. Medical Group

2.1.1.6.5. Fire Department

2.1.1.6.6. Disaster Preparedness (on call)

2.1.1.6.7. Weapons Safety

2.1.1.6.8. Aircraft Maintenance Squadron (AMXS)

2.1.1.7. Complete the load plan and manifest for all outbound missions ensuring compliance with all hazardous cargo compatibility requirements in accordance with AFJMAN 24-204. Ensure red bordered copies of the Shipper's Declaration of Dangerous Goods for all the hazardous cargo are included in the final manifest package.

2.1.1.8. Provide an in-person briefing to aircrew or the commercial representative for all outbound missions, using the Shipper's Declaration of Dangerous Goods, the GATES brief sheet and the final manifest. The briefing will cover characteristics, location and quantities of all hazardous cargo on the aircraft. The briefing will be given at a mutually convenient location, normally at the aircraft.

2.1.1.9. Meet all inbound aircraft carrying hazardous cargo to obtain transportation documentation.

2.1.1.10. Safely process hazardous cargo in compliance with approved procedures and utilizing fully qualified personnel.

2.1.1.11. Safely handle all hazardous cargo during aircraft on/off-loading operations in compliance with approved procedures and utilizing fully qualified personnel.

2.1.1.12. Document hazardous cargo information on AMC Form 77, *Aircraft Ground Handling Record*, as required.

2.1.1.13. Ensure that proper hazardous cargo placards are in place around the parked aircraft. Remove and store place cards when no longer required.

2.1.1.14. Inform all base support agencies of any changes relating to hazardous cargo movement information.

- 2.1.1.15. Notify the Wing Weapons Safety Office (SEW) when quantity and distance limitations are exceeded or are questioned. If a waiver is required Aerial Port will provide all hazardous cargo information for the request. SEW will prepare the message IAW AFMAN 91-201, *Explosives Safety Standards*, and retain a copy.
- 2.1.2. Command Post will:
- 2.1.2.1. Notify Fire Department on completion of up and down load of hazardous cargo.
 - 2.1.2.2. Coordinate all through loads with ATOC.
 - 2.1.2.3. Coordinate on and off-load hazardous cargo parking locations with maintenance operations center (MOC) for inbound aircraft.
 - 2.1.2.4. Coordinate with ATOC when handling radioactive material (RAM) on the hot cargo pad.
 - 2.1.2.5. Airfield Management Operations will:
 - 2.1.2.5.1. Acknowledge receipt of Dover AFB Form 22 to ATOC.
 - 2.1.2.5.2. Document hazardous cargo information of flight progress strips.
 - 2.1.2.5.3. Relay all hazardous cargo information to Command Post.
 - 2.1.2.5.4. Notify Control Tower of all hazardous cargo shipments, inbound and outbound.
 - 2.1.2.5.5. Make the appropriate flight plan entries IAW AFJI 11-204, when known (unless prohibited by area directives) and comply with communications, security and clearance requirements listed in Foreign Clearance Guide.
 - 2.1.2.5.6. Process pilot violations of hazardous cargo procedures in accordance with AFJI11-204.
- 2.1.3. AMXS will notify MOC with parking spot changes and to confirm receipt of DAFB Form 22.
- 2.1.4. Maintenance Operations Center will:
- 2.1.4.1. Coordinate parking spots and changes with Airfield Ops, Command Post and Transient Alert, to assure that aircraft are assigned to spots consistent with the limitations in [Attachment 1](#).
 - 2.1.4.2. Assure that all maintenance personnel working on the aircraft are aware of the hazards associated with contents of the aircraft.
 - 2.1.4.3. Direct the aircraft to the assigned spot and assure that it is grounded, wheels are chocked, and appropriate serviceable fire extinguishers are available in the area.
- 2.1.5. Security Forces will:
- 2.1.5.1. Acknowledge receipt of DAFB Form 22 to ATOC.
 - 2.1.5.2. Provide assistance to personnel to ensure security of firearms and munitions according to Community Code.

- 2.1.5.3. Provide aircraft security IAW Air Force 31 series directives.
 - 2.1.6. Civil Engineering Fire Protection will:
 - 2.1.6.1. Acknowledge receipt of DAFB Form 22 to ATOC.
 - 2.1.6.2. Assure that fire fighting and rescue personnel and equipment are prepared to respond to emergencies on aircraft carrying hazardous cargo, and personnel are familiar with T.O. 11A-1-46.
 - 2.1.6.3. Maintain a chart showing parking spots for hazardous cargo aircraft and current on and off-load operations in progress.
 - 2.1.6.4. Coordinate with support agencies on policies and procedures applicable to handling. If unfamiliar, discuss it with 436 AW/SEW and 436 CES/CED.
 - 2.1.7. Emergency Management will:
 - 2.1.7.1. Acknowledge receipt of DAFB Form 22 to ATOC.
 - 2.1.7.2. Provide Command Post with a monthly non-duty hour standby roster through Civil Engineering Control Center.
 - 2.1.8. Control Tower will:
 - 2.1.8.1. Document applicable hazardous cargo information when received from AM Ops.
 - 2.1.8.2. Relay information to ATOC and Transient Alert if the tower receives information from and aircraft inbound to spot D.
 - 2.2. When anyone notices that an aircraft carrying hazardous cargo is parked in an improper area, all loading and unloading operations and aircraft movements in the immediate area will cease until the aircraft is moved to a proper location.
- 3. Prescribed Form.** Dover AFB Form 22, *Emergency Notification/Hazardous Cargo Movement*.

SAMUEL D. COX, Colonel, USAF
Commander

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

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 91-201, *Explosives Safety Standards*

DOVERAFBI 91-201, *Weapons Safety Program*

DOVERAFBI 91-204, *Reception of Hazardous/Sensitive Cargo*

T.O. 11A-1-46, *Fire Fighting Guidance, Transportation, and Storage Management Data and Ammunition Complete Round Chart*

Abbreviations and Acronyms

AMXS—Aircraft Maintenance Squadron

ATOC—Aerial Port Air Terminal Operations Center

AM Ops—Airfield Management Operations

MOC—Maintenance Operations Center

NEW—Net Explosive Weight

PPR—Prior Permission Required

RAM—Radioactive Material

SEW—Weapons Safety Office

UTC—Coordinated Universal Time

Attachment 2

DELETE