

**BY ORDER OF THE COMMANDER
96TH TEST WING**



AIR FORCE INSTRUCTION 91-202

**AIR FORCE MATERIEL COMMAND
Supplement**

96TH TEST WING Supplement

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Safety

96TH TEST WING SAFETY PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*, and provides guidance and direction for implementing the safety program at 96th Test Wing (96 TW). In conjunction with Air Force and AFMC directives, it constitutes the 96 TW Mishap Prevention Program as required by AFI 91-202, *The US Air Force Mishap Prevention Program*. This instruction applies to all EAFB activities. Associate (tenant) units will comply with requirements as stated in host-tenant support agreements and as specified in this instruction. 96 TW/Safety (96 TW/SE) is **the approval authority for waivers and exceptions to this instruction**. 96th Test Group (96 TG) will follow this guidance to the extent practical. Otherwise, they will follow local installation guidance. Supplements to this publication must be routed to 96 TW/SE for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised to updated procedures and office symbols; must be completely reviewed. Major changes include clarification of 96th Test Wing Safety roles and responsibilities and updates to organizations, directives, prescribed forms and office symbols.

1.1. The vision of the 96 TW safety program is to promote “zero mishaps” in all 96 TW environments.

1.5.14.7.1. **(Added) 96 TW Environment, Safety, and Occupational Health Council (ESOHC).** The 96th Civil Engineer Group, Environmental Division (96 CEG/CEV) serves as executive secretary for the councils covering the first and third quarters of each fiscal year, at which the environmental division briefing is included. The 96th Test Wing Chief of Safety (96 TW/SE) serves as executive secretary for the councils covering the second and fourth quarters of each fiscal year, at which the confined spaces briefing is included.

1.5.15. **(Added) Mission:** The mission of the 96 TW/SE is to promote and enhance total safety awareness and practices during all on and off-duty activities through education and training of 96 TW personnel and through participation in the design and test of conventional weapon systems.

1.5.16.1.1. **(Added)** 96 TW contracting offices will establish a process to ensure all new contracts are coordinated through the 96 TW Safety Office for inclusion of safety requirements. The contracting office will ensure coordination has been accomplished prior to accepting the documents from the program manager. The contracting officer will pre-coordinate any changes to the contract safety specifications with 96 TW/SE.

1.5.20.1.1. Unit Safety Representatives will:

1.5.20.1.1.1. **(Added)** Appoint a Weapons Safety Representative (WSR) and alternate to manage the unit weapons safety program. Send a copy of the appointment memo to 96 TW/SEW; see Attachment 18 for an example. The unit WSR should be highly qualified and preferably a non-commissioned officer in a career field applicable to the explosives operations of the unit or a civilian with equivalent experience.

1.5.20.1.1.2. **(Added)** WSRs will attend training as scheduled by 96 TW/SEW no later than 30 days from initial appointment.

1.5.20.6.1. **(Added)** Ensure a process is in place that requires any items being purchased on the government purchase card (GPC) which may affect the safety and health of employees are coordinated through the 96 TW Safety Office for inclusion of product safety requirements. See attachment 20 for sample equipment/machinery listing. Note: No matter what purchasing document or funding avenue is used to acquire the products, documents must be coordinated through the host safety office for the protection of government personnel and property. Email the following to 96 TW/SEG aac.seg.groundsafetyoffice@us.af.mil: 1) details of the item to be purchased; 2) manufacturer’s specifications of item to be purchased and 3) how the item will be used by personnel.

1.5.20.6.2. **(Added)** Ensure a process is in place for all contract documents (e.g., Performance Based Work Statement (PBWS), Statements of Work/Objectives (SOW/SOO), Requests for Proposal (RFP), purchase requests (PRs) etc.) to be coordinated through the 96 TW Safety Office for inclusion of specific industrial and explosives safety requirements the contractor and subcontractors must comply with while working on an Air Force installation or assets.

1.5.21.7.1. **(Added)** Supervisors will inform the 96 TW Safety Office at 882-2540 as soon as possible after occurrence and complete the required form below.

1.5.21.7.1.1. **(Added)** Use the AF Form 978, *Supervisor’s Mishap Report*, for reporting military on and off duty injuries, civilian on duty injuries and damage to government property.

Complete the form and e-mail to 96 TW/SEG aac.seg.groundsafetyoffice@us.af.mil as soon as possible but no later than three calendar days from the date of the mishap.

2.10. **(Added) Safety Awards.** Recognition for a job well done is one of the most important aspects of mishap prevention. It is impossible to estimate how many mishaps are actually prevented by the actions of single individuals or even entire units. Outstanding safety achievements may be evidenced by a low mishap rate over an extended period of time or by a single accomplishment. AFI 36-2833, *Safety Awards*, provides guidance on the safety award program.

2.10.1. **(Added) Air Force Level Award Responsibilities:**

2.10.1.1. **(Added)** 96 TW/SE will:

2.10.1.2. **(Added)** Publicize available awards and encourage supervisors to submit nominations.

2.10.1.3. **(Added)** Provide assistance in preparing award nominations for submission to higher headquarters.

2.10.1.4. **(Added)** Forward nominations to HQ AFMC as outlined in AFI 36-2833, *Safety Awards*.

2.10.2. **(Added) 96 TW Quarterly (Division) Safety Award.** This award recognizes personnel who enhance the 96 TW mishap prevention effort through continued excellence in the performance of duty and in the demonstration of sound judgment and ability in coping with emergency conditions. Awards may be presented from any division.

2.10.2.1. **(Added) Eligibility.** 96 TW military and civilian personnel (except 96 TW/SE personnel and those instrumental in administering the awards program) are eligible.

2.10.2.2. **(Added) Nomination.** Any person may submit recommendations in writing through their safety managers to their commanders who will forward recommendations to 96 TW/SE. Nominations will contain the candidate's name, grade, organization, and a concise narration justifying the nomination. Justification will include the individual or group actions, how it was done, and how the contribution prevented a mishap or averted an otherwise serious situation.

2.10.2.3. **(Added)** Nominations will be based on:

2.10.2.4. **(Added)** Outstanding ability, judgment, or feat performed while handling or preventing an emergency situation.

2.10.2.5. **(Added)** Any factor that significantly contributed to the 96 TW Safety Program.

2.10.2.6. **(Added)** Outstanding contribution to the activity's mishap prevention program by identifying a serious hazard, initiating positive action to correct it, and following up to ensure the hazardous condition was eliminated.

2.10.2.7. **(Added) Selection.**

2.10.2.8. **(Added)** 96 TW/SE (Division) will:

2.10.2.9. **(Added)** Evaluate the nominations submitted and select award recipients on a quarterly basis. All nominations received during the quarter will be considered and more than one winner may be chosen if warranted.

2.10.2.10. **(Added) Presentation.**

2.10.2.11. **(Added)** The award will:

2.10.2.12. **(Added)** Be presented at a regularly scheduled unit level meeting by the commander or, at his request, by the Safety staff.

2.1. **(Added) Structure of 96 TW Safety Office.** 96 TW/SE contains five divisions to manage the 96 TW Safety Program. The three traditional elements of Flight Safety (SEF), Ground Safety (SEG), and Weapons Safety (SEW) perform duties as defined in AFI 91-202, *The US Air Force Mishap Prevention Program* and AFI 91-204, *Safety Investigations and Reports*. The Systems Safety element (SES) fulfills the requirements of AFI 91-205, *Nonnuclear Munitions Safety Board* and the AFMC supplement by providing Systems Safety engineering to the Air Force weapons acquisition process. The Test/Range Safety element (SEU), in conjunction with SEF, SEG, and SEW, fulfill the requirement of AFI 91-202 and AFTCI 91-203, *AFTC Test Safety Review Policy* by providing risk analysis and risk mitigation on testing in the Eglin AFB test ranges.

2.9.1.1. **(Added)** The primary objective of the Test/Range Safety Program is to minimize the risk to life and property from the tests being conducted at the 96 TW and Eglin AFB without unduly restricting range users in the accomplishment of their test or training programs. Safety reviews will be conducted IAW AFTCI 91-203 and any required 96 TW supplement to AFTCI 91-203. Specific range and test safety instructions for each type test event or munitions employment are outlined in each test program's support documents. The application of the Test/Range Safety Program to other activities (training) conducted at the 96 TW and Eglin AFB is further defined in the 96 TW supplement to AFTCI 91-203.

2.9.4. **(Added)** Any unusual occurrence, breach of safety, or hazardous condition will be immediately reported by telephone to the Eglin Command Post by the test director or other person having such knowledge. That person will send 96 TW/SE a written report within 24 hours for appropriate action.

3.6.4.6.1. **(Added)** The inspected unit will submit corrective actions for all open findings to the 96 TW Safety Office within 30 days of the final report and every 30 days thereafter until all corrective actions are complete. The corrective actions package will be signed by the unit commander/director to ensure management is kept apprised of all the open/closed items.

3.13.1.1. **(Added)** Commanders will direct unit Contracting Officer Representatives (COR) required to monitor performance of contractor weapons operations of any kind (explosives, DEW, etc...) to attend specialized training by 96 TW/SEW no later than 90 days from initial appointment.

7.1. **Program Management.** The purpose of the 96 TW Aviation Safety Program is to equip the 96 TW with policy, tools, analysis, and review to ensure 96 TW plans and executes flight operations in the safest manner possible consistent with mission requirements.

7.2.3. **(Added)** The Flight Safety Branch (96 TW/SEF) will:

7.2.3.1. **(Added)** Supervise the work of United States Department of Agriculture Animal and Plant Health Service Wildlife Services (USDA-APHIS-WS) biologists hired in support of the BASH Program.

7.2.3.2. **(Added)** Participate in all flight-related test approval briefs.

7.2.4. **(Added)** Squadron Assigned Flight Safety Officers will:

7.2.4.1. **(Added)** Ensure 96 TW/SEF is notified immediately of all mishaps and other unusual occurrences involving 96 TW aircraft.

7.2.4.2. **(Added)** Ensure aircrews are aware of proper procedures for reporting aircraft mishaps and other unusual occurrences.

7.2.4.3. **(Added)** Assist in investigating and reporting 96 TW mishaps, when required.

7.2.4.4. **(Added)** Maintain liaison with 96 TW/SEF in all matters involving flight safety.

8.5.1. Advise the commander on mishaps, mishap trends, hazardous operations/tasks, safety problems, or concerns and serve as the commander's personal representative and advisor on unit safety matters. Document what was discussed at the meeting with commander on spot log.

8.5.1.1. **(Added)** Serve as the single point of contact within the unit for ground/industrial safety matters and act as safety liaison with 96 TW/SE.

8.5.3.1. **(Added)** Provide prompt notification of all unit mishaps to 96 TW/SEG and assist, as required, in the investigation and reporting of mishaps. Mishaps must be forwarded to 96 TW/SEG within three (3) calendar days. Do not hold up the paperwork for unit coordination. There is a specific timeline that must be met to comply with mishap notification requirements by OSHA.

8.5.5.1. **(Added)** Inspect supervisors' AFMC Forms 316, *Supervisor Safety Meeting Minutes*, or equivalent form/electronic system, to verify safety meetings are being conducted quarterly and documented as required by AFI 91-202/AFMC Sup, para 1.5.21.20. Ensure form is filled out correctly.

8.5.6.1. **(Added)** Inspect supervisors' AFMC Forms 315, *Supervisor Safety Inspection Record*, or equivalent form/electronic system, to verify inspections are being conducted monthly and documentation of inspection meets all elements in paragraph 3.6.4 of AFI 91-202. USR must document this inspection IAW AFI 91-202, para 3.6.4.

8.5.6.2. **(Added)** Establish a safety spot inspection schedule to ensure all areas of responsibility are inspected annually. USR will be required to conduct and document a minimum of one facility spot inspection per month. Documentation must include all elements of AFI 91-202, para 3.6.4. Retain documentation of all spot inspections conducted since the last annual safety inspection.

8.5.6.3. **(Added)** Provide 96 TW/SEG a list of all unit facilities and areas of responsibilities with building numbers (room numbers for joint use buildings).

8.5.8.1. **(Added)** Attend quarterly USR meetings chaired by 96 TW/SEG.

8.5.9.1. **(Added)** Establish a safety bulletin board that is readily accessible to employees and post safety-related materials. The safety bulletin board will include, as a minimum, an AFVA 91-209, *Air Force Occupational Safety and Health Program*, U.S Dept of Labor Form CA-10, *What an employee should do when injured at work* (if civilians assigned to unit), AF Form 457, *USAF Hazard Report*, the units Mishap Notification Procedures, the Wing Commander's published safety policy letter and unit's appointed primary and alternate USRs and phone numbers.

8.5.10. **(Added)** Maintain a safety continuity book with the following tabs:

8.5.10.1. **(Added) Tab A**--Appointment Memorandums and Responsibilities: (Unit Safety Representative and Alternate Appointment Memorandum, Unit Safety Representative training documentation, List of all unit facilities and areas of responsibility. Use building numbers, for multi-use facilities, include room numbers).

8.5.10.2. **(Added) Tab B**--Unit Commander's published safety policy letters, as required.

8.5.10.3. **(Added) Tab C**--Inspections to Include: Copy of annual safety inspection from 96 TW/SE, USR spot inspection log/reports, AF Form 3, *Hazard Abatement Plan* and AF Form 1118, *Notice of Hazard*.

8.5.10.4. **(Added) Tab D**--Safety publications applicable to work area and processes will be identified in this section. No need to print publications. As a minimum, publications listing will include the following: AFI 91-202 (*The US Air Force Mishap Prevention Program*), AFI 91-204 (*Safety Investigations and Report*), AFI 91-207 (*The US Air Force Traffic Safety Program*).

8.5.10.5. **(Added) Tab E**--Job Safety Training Outline (per attachment 5 of AFI 91-202).

8.5.10.6. **(Added) Tab F**-- AF Form 978 (Supervisor's Mishap Report).

8.5.10.7. **(Added) Tab G**--Educational material, safety correspondence, safety Alerts/ashes, etc.

8.5.11. **(Added)** Keep records of each annual safety inspection and corrective actions taken on findings that were noted and file in Tab C of the safety manager's binder. Maintain inspection reports for one year.

8.5.12. **(Added)** Assist in coordinating unit safety activities.

9.1. The 96 TW and 96 TG weapons safety offices are also responsible for oversight of safety programs for directed energy weapons (DEW) IAW AFI 91-401.

9.1.1. Units at and above squadron level with an operational DEW mission must have a weapons safety program.

9.2. 96 TW and 96 TG weapons safety personnel will maintain a minimum security clearance of at least SECRET and have access to all facilities and operations involving 96 TW weapons activities.

9.2.4.1. **(Added)** 96 TW/SEW personnel are eligible for three-year assignment deferment IAW the AFPC stabilized tour guide.

9.3.1. **(Added)** Explosives Safety Standards. See AFMAN 91-201, *Explosives Safety Standards*, EAFB Sup_1 for additional installation unique explosives safety guidance.

9.4.1. **(Added)** Evaluate and coordinate all requests from 96 TW subordinate and tenant units for exceptions to explosives safety criteria prior to submission to higher headquarters.

9.4.3.1. **(Added)** Publish a formal instruction assigning responsibilities and establishing procedures for acquisition and review of source data necessary to ensure safe and efficient hazard classification, inspection, storage, transportation and disposal of new munitions and munitions components. Review source data packages for all munitions and munitions components new to Eglin AFB.

9.4.5. Coordinate on and perform initial and annual review of 96 TW locally written instructions (e.g. publications, procedures, checklists, training plans, etc.) involving nuclear surety, explosives, missiles, or DEW.

9.4.6. Participate as required in the Installation Development Council, Joint Checklist Working Group, Airfield Operations Board, Configuration Control Board, Outdoor Activities Committee, Traffic Safety Committee, Space Management Committee, and the Maintenance of Land Training and Test Area Program.

9.4.6.1. **(Added)** Coordinate on all environmental impact statements, reviews, studies, plans, or Base Civil Engineer (BCE) work requests which involve explosives, explosives quantity-distance arcs, unexploded ordnance, or DEW.

9.4.8.4. Monitor the Explosive Ordnance Disposal (EOD) program and approve all EOD safe handling and render safe procedures (SHARPs).

9.4.8.8. Review and approve or disapprove requests for disassembly or modification of munitions items in coordination with the Systems Safety Division (96 TW/SES).

9.4.8.11. Serve as the single authority delegated responsibility by the installation commander for issuing explosives licenses and publishing licensing procedures and requirements in the base supplement to AFMAN 91-201.

9.4.8.14. Participate in the test safety review process and attend pertinent Safety Review Boards and Test Approval Briefs.

9.4.8.17. **(Added)** 96 TG will investigate and report weapons safety mishaps under their purview for approval by 96 TW/SEW.

9.4.9. Serve as the data steward for all explosives safety related objects (e.g. quantity-distance buffer zones, explosives transport routes, etc...) in the installation geographic information system.

9.4.9.1. Assist subordinate and tenant units in the development of explosives safety site plans (ESP) and UXO explosives safety submissions (ESS). Review and recommend approval or disapproval for all ESP or ESS and forward to HQ AFTC/SEW for further action.

9.4.9.2. Serve as the single authority delegated responsibility by the installation commander for designating explosives vehicle inspection points and suspect vehicle areas and publishing delivery routes for explosives cargo. Designations will be coordinated with representatives from logistics, operations, fire department, and security forces and be reviewed annually.

9.4.9.3. Publish a formal instruction designating locations on Eglin AFB for explosives-loaded aircraft parking, loading/unloading, concurrent servicing, hung ordnance response, gun clearing, and aircraft arm/de-arm.

9.4.12. **(Added)** Evaluate and provide recommendations regarding requests for purchase of commercial off-the-shelf (COTS) explosives, munitions, or DEW.

9.4.13. **(Added)** Develop and manage a program to promote weapons safety through awards, briefings, campaigns, newspaper articles, or other means.

9.4.14. **(Added)** 96 TW/SEW will conduct weapons safety assessments and inspections as follows:

9.4.14.1. **(Added)** All 96 TW units lacking a fully qualified full-time Weapons Safety Manager but conducting weapons operations at Eglin AFB will receive an annual inspection and program management assessment by 96 TW/SEW. 96 TW units conducting weapons operations at other installations will arrange for appropriate weapons safety support via a host-tenant support agreement but will still receive an annual program management assessment by correspondence and a tri-annual on-site inspection from 96 TW/SEW. Tenant units at Eglin AFB lacking a fully qualified full-time Weapons Safety Manager will receive assessments or inspections IAW the host-tenant support agreement.

9.4.14.2. **(Added)** The Chief of Weapons Safety will ensure designated high interest weapons operations receive spot inspections and will review the list of high interest areas annually for currency.

9.4.14.3. **(Added)** All applicable weapons operations, explosives quantity-distance arcs, and explosives transportation routes will receive periodic monitoring and surveillance.

9.5. Commanders of 96 TW units and tenant at Eglin AFB which own, handle, use, transport, or store explosives, missiles, or directed energy weapons will:

9.5.13. **(Added)** Unit Weapons Safety Representatives (WSR) will:

9.5.13.1. **(Added)** Keep the unit commander informed on weapons safety matters and serve as the primary interface between the unit and 96 TW/SEW.

9.5.13.3. **(Added)** Be familiar with all the unit's explosive operations and the locations of these operations.

9.5.13.4. **(Added)** Maintain a Weapons Safety Program Management Book as specified in the 96 TW Weapons Safety Program Management Book.

9.5.13.5. **(Added)** Disseminate weapons safety information, crosstells, and educational material throughout the unit.

9.5.13.6. **(Added)** Identify which unit personnel must work with explosives and ensure they receive weapons safety training before assuming such duties and refresher training at least every 15 months thereafter.

9.5.13.7. **(Added)** Review weapons safety and explosives transport lesson plans for currency prior to submitting to 96 TW/SEW for annual review.

9.5.13.8. **(Added)** Annually review unit explosives facility licenses and request changes or renewals as required.

9.5.13.9. **(Added)** Conduct and document a minimum of one spot inspection per month. Supervisors should accompany the WSR during the spot inspection. Spot inspections may consider any subject within the unit's responsibility (e.g. explosive operations, licensed facilities, training documentation, explosive transport vehicles). Retain documentation of all spot inspections conducted since the last annual safety inspection.

9.5.13.10. **(Added)** Ensure locally written instructions (e.g. publications, procedures, checklists, training plans) are developed as needed for operations involving weapons, explosives, missiles, or directed energy weapons and are reviewed by 96 TW/SEW before implementation and annually thereafter. Annual review can be requested during the annual unit weapons safety inspection.

9.5.13.11. **(Added)** Publicize the available weapons safety awards and encourage supervisors to submit eligible personnel.

9.5.13.12. **(Added)** Maintain copies of approved unit explosives site plans, monitor compliance with any associated compensatory measure, and review the necessity for exceptions to weapons safety requirements.

9.5.13.13. **(Added)** Maintain a record of weapons safety mishaps and hazard reports within the unit and report to 96 TW/SEW any weapons safety hazards that cannot be corrected internally.

9.5.13.14. **(Added)** Identify which unit personnel must transport explosives and ensure they receive required training IAW AFMAN 91-201 and DoD 4500.9-R, Defense Transportation Regulation, before assuming such duties.

9.7. **Nuclear Surety.** The 96 TW Nuclear Surety Program is intended to ensure compliance with applicable nuclear surety requirements by all personnel involved in the research, design, development, testing, acquisition, operation, maintenance, or modification of nuclear weapons, related systems or subsystems, or nuclear certified items (NCI) or nuclear certified equipment (NCE). Nuclear surety oversight also applies to 96 TW personnel responsible for responding to potential contingencies (e.g. SAFE HAVEN) or emergencies involving nuclear weapons or nuclear weapons components.

9.7.1. The oversight of nuclear weapons related material (NWRM) is outside the scope of this instruction and will be conducted IAW AFI 20-110, NWRM Management.

9.7.2.1. **(Added)** 96 TW/SEW will:

9.7.2.1.1. **(Added)** Serve as the 96 TW OPR for nuclear surety.

9.7.2.2. **(Added)** Advise the 96 TW staff on pertinent nuclear surety issues.

9.7.2.3. **(Added)** Serve as the 96 TW Liaison for NCE to AFTC/SEW.

9.7.2.4. **(Added)** Monitor unit nuclear surety compliance; train unit nuclear surety representatives and NCI monitors; participate in developing plans and procedures to support contingencies or emergencies involving nuclear weapons or nuclear weapons components; investigate and report nuclear accidents, incidents, and deficiencies.

9.7.2.5. **(Added)** Fulfill all other applicable responsibilities listed in AFI 91-101 for Wing/Base Level Safety Offices.

9.7.3. **(Added)** The Commanders of the 96th Test Group, 96th Maintenance Group, and the 96th Mission Support Group will:

9.7.3.1. **(Added)** Appoint a primary and an alternate Nuclear Surety Representative (NSR).

9.7.3.2. **(Added)** Ensure sufficient NCI Monitors are appointed to provide adequate oversight and accountability for all NCI owned or possessed. NOTE: the organizational level for appointment and the number of NCI monitors required is at the discretion of the commander or director. If so designated, NSRs can serve simultaneously as NCI monitors.

9.7.4. **(Added)** Nuclear Surety Representatives (NSR) will:

9.7.4.1. **(Added)** Keep the commander or director informed on pertinent nuclear surety matters and serve as the primary interface on nuclear surety between the unit and 96 TW/SEW.

9.7.4.2. **(Added)** Send a copy of their appointment memo to 96TW/SEW and attend training as scheduled by 96TW/SEW no later than 90 days from initial appointment.

9.7.4.3. **(Added)** Advise the commander or director on the recommended organizational level and number of NCI monitors needed to ensure adequate oversight and accountability of all NCI owned or possessed.

9.7.4.4. **(Added)** Send a memo documenting completion of annual NCE inventories and any noted discrepancies to 96 TW/SEW NLT August 15th.

9.7.4.5. **(Added)** Participate in developing plans and unit procedures to support contingencies or emergencies involving nuclear weapons or nuclear weapons components.

9.7.5. **(Added)** NCI Monitors will:

9.7.5.1. **(Added)** Send a copy of their appointment memo to 96 TW/SEW and to their respective NSRs and attend training as scheduled by 96 TW/SEW no later than 90 days from initial appointment.

9.7.5.2. **(Added)** Establish access to the MNCL.

9.7.5.3. **(Added)** Maintain a list of all unit-serviced NCI.

9.7.5.4. **(Added)** Validate the certification status and configuration of unit-serviced NCE IAW AFI 63-125, *Nuclear Certification Program*.

9.7.5.5. **(Added)** Conduct annual hands-on inventories of NCE IAW AFI 63-125. Verify legibility of identification information (i.e., data plate, information plate, appropriate markings, etc.) and that the information matches the MNCL listing. Send a memo documenting completion of annual inventories and any noted discrepancies to their respective NSRs NLT August 10th.

9.7.5.6. **(Added)** Notify 96 TW/SEW when deficiency reports (e.g. MDR, AFTO-22, etc...) are processed for NCI.

9.7.5.7. **(Added)** Request approval from 96 TW/SEW for all add-ons or modifications to any unit-serviced NCI. Approval by Vehicle Management is also required for any vehicles which are nuclear certified.

9.7.5.8. **(Added)** Request approval from 96 TW/SEW for NCI use-restrictions or decertification's.

9.7.5.9. **(Added)** Notify 96 TW/SEW promptly if a nuclear surety deficiency (DULL SWORD) is suspected, an unauthorized modification to NCI is discovered, or of any other unusual occurrence involving NCI.

9.11.2. 96 TW/SEW will provide refresher training to WSRs in conjunction with the annual unit program management assessment and inspection. Refresher training will focus on pertinent changes made to the explosives safety standards.

9.11.3. Pertinent Group and Squadron Commanders will:

9.11.3.1. Ensure lesson plans are developed for weapons safety training to include the minimum essential elements listed at Attachment 19. The Air Force Munitions Explosives Safety Training

CBT may be used to fulfill most of the training; however, the CBT must be supplemented with training on local conditions and requirements. Units will submit lesson plans to 96 TW/SEW for review prior to implementation and annually thereafter. Any lesson plan changes or additions made by the OPR after initial approval must be re-coordinated with 96 TW/SEW.

9.11.3.2. Ensure Weapons safety training for TO 11A-1-33, Handling and Maintenance of Explosives Loaded Aircraft, is provided to all personnel who may be dispatched to work on or around explosives loaded aircraft. This training is required initially and every 15 months (not later than the end of the month in which the initial training was conducted) thereafter. The training will include how to identify armed aircraft and familiarization with the hazards involved when working on or around explosives loaded aircraft.

9.11.3.3. Provide appropriate initial and bi-annual refresher hazardous materials training for operators of vehicles or material handling equipment (e.g. forklifts, K-loaders, etc.) who transport explosives. Explosives transportation lesson plans must address requirements in AFI 24-301, AFMAN 91-201, and DoD 4500.9-R; be coordinated through 96 TW/SEW; and be approved by the unit commander. Basic explosives transportation training will be documented by the unit in personnel training records. Exception: In-use ammunition items that must accompany security forces are not governed by transportation rules.

9.11.3.3.1. **(Added)** Drivers who must transport explosives over roads accessible by the public (e.g. outside of the Eglin, Duke, or 7th SFG(A) Cantonments) require initial and bi-annual refresher training that satisfies DoD, DOT, and EPA licensing requirements. WSRs should contact 96 TW/SEW to review training requirements and receive a list of potential training providers.

9.12. Personnel from 96 TW/SEW will:

9.12.1. **(Added)** Be available for unit safety meetings upon request and provide topics and information to supervisors.

9.12.2. **(Added)** Conduct special meetings with individual units or weapons safety managers when required to coordinate matters of special interest in weapons safety.

9.12.3. **(Added)** Bring important weapons safety matters to the attention of the members at the Team Eglin safety meetings and the 96 TW ESOHC Weapons Safety Program.

11.1.5.1. Independently conducted Safety Studies developed by 96TW/SES in support of USAF NNMSB mission will incorporate MIL-STD-882 systems-level hazard analysis or safety assessment reports as appropriate.

11.2.3.3.3. **(Added)** Commanders, directors, and Program Managers, and functional managers of Eglin's associate/tenant organizations responsible for research and development, acquisition, test and evaluation of weapon systems/munitions are responsible for the following:

11.2.3.3.3.1. **(Added)** Ensure program managers/developmental engineers and project/test engineers obtain and provide timely, complete and accurate technical information, including qualification and test plans & reports to 96 TW/SES in order to perform detailed safety studies and/or assess the design safety levels for assigned conventional weapon/munitions systems and/or energetic materials or devices.

11.2.3.3.3.2. **(Added)** Facilitate timely exchange of data and information between 96 TW/SES systems safety engineers, Systems Engineering Integrated Product Teams, and weapon/systems

designers (e.g. contractors). Ensure timely communication of programmatic/design changes affecting critical safety functions and/or design safety levels are provided to 96 TW/SES systems safety engineers.

11.2.3.3.3.3. **(Added)** Resource and support USAF NNMSB proceedings, including timely satisfactory resolution of assigned NNMSB action items. Eglin AFB Form 391 (located on the AF E-publishing website at: <http://static.e-publishing.af.mil/production/1/eglinafb/form/eglinafb391/eginafb391.xfdl>) will be used to officially record the status of actions assigned by the USAF NNMSB until final close-out.

11.2.3.3.3.4. **(Added)** Resource and support testing of weapon system/munition, energetics materials/devices in need of obtaining explosive hazard classification.

11.2.7.1.1.1. **(Added)** The 96 TW/SES will provide systems safety engineering assistance and technical management services In Accordance With (IAW) applicable signed AFTC and AFLCMC Center Level Agreement (CLA). In addition, 96 TW/SES provides the technical and administrative support needed by the USAF Nonnuclear Munitions Safety Board (NNMSB) to carry out its mission in accordance with (IAW) AFI 91-205, *Nonnuclear Munitions Safety Board*. As applicable, assistance may include the following:

11.2.7.1.1.2. **(Added)** Assign a qualified and trained systems safety engineer to support Eglin's associate/tenant organizations. This engineer (not collocated) will represent program managers/project engineers for all systems safety matters and be an integral member of the Systems Engineering Integrated Product Team.

11.2.7.1.1.3. **(Added)** Assists in developing systems safety design requirements for use in acquisition program documentation and/or requirements documents (System Requirement Document, Systems Engineering Plan, etc). Development and incorporation of safety requirements, design criteria, safety design and performance, test, and analysis criteria for weapons systems/munition will accomplish IAW Chapter 6 of AFI 91-205. Ensure adequate design safety requirements are planned, programmed and executed in appropriate development and production contracts.

11.2.7.1.1.4. **(Added)** Evaluate contractor performance relative to contract systems safety requirements.

11.2.7.1.1.5. **(Added)** Conduct systems analyses and related safety performance tests to characterize hazards associated with developmental munitions considering design maturing designs to assure hazards are adequately controlled and if needed residual risks are properly identified and characterized.

11.2.7.1.1.6. **(Added)** Perform independent safety studies and/or analyses to obtain USAF NNMSB approval for live flight test and/or design safety certification for AF operational use.

11.2.7.1.1.7. **(Added)** Provide technical assistance for Insensitive Munitions (IM) regarding insertion of IM technology into weapon designs, development and approval of IM test plans, and official test scoring of IM tests as part of the NNMSB Insensitive Munitions Technical Working Group (IMTWG).

11.2.7.1.1.8. **(Added)** Provide systems safety engineering assistance to the 96 TW test and evaluation mission. Assistance includes the following:

11.2.7.1.1.8.1. **(Added)** Provide qualified systems safety engineers to serve as members of Safety Review Boards (SRB), the aircraft modification (T-2) Configuration Control Board (CCB), and the Test Approval Brief (TAB).

11.2.7.1.1.8.2. **(Added)** Support for T-2 CCB will be limited to the weapon/munitions system(s) to be tested and related airborne test instrumentation and/or specialized stores fixtures.

11.2.7.1.1.8.3. **(Added)** Conduct design safety assessments of test hardware utilized for weapons/munitions during testing that could conceivably put 96 TW resources (aircraft, personnel, and facilities) at risk. This assistance is provided as requested and on a case-by-case basis, provided accurate and complete technical information is available and provided to 96 TW/SES.

11.2.7.1.19. **(Added)** The 96 TW/SES will issue Interim Hazard Classification (IHC) and process final hazard classification (FHC) IAW TO 11A-1-47 for Eglin's associate/tenant organizations responsible for research and development, acquisition, test and evaluation of weapon systems/munitions as required. IHC are valid for a year from date of issue, as such the program/project managers/test engineers are responsible to notify 96 TW/SES at least 30 day prior to expiration of IHC, if renewal of IHC will be required. IHC are intended only for the developmental phase of a weapon program and as such, use of these interim documents in lieu of long term FHC efforts are prohibited by DoD and DOT policy. Hazard classification for weapons, systems/subsystems, and related energetic devices under Air Logistics Center (ALC) management control (e.g. sustainment, modifications, follow-on procurement, and obsolescence changes) are the responsibility of the gaining ALC.

11.2.7.1.19.1. **(Added)** Develop IHC to support movement of test assets during the developmental phase of munitions acquisition.

11.2.7.1.19.2. **(Added)** Provide technical review and recommendations of hazard classification test plans and actions relevant to the pursuit of FHC.

11.2.7.1.19.3. **(Added)** Consolidate and summarize relevant test data and information and produce a comprehensive final hazard classification package for submittal into the FHC approval process. Submit FHC packages and response to queries and requests for additional information as the FHC package moves through the approval process.

11.2.7.1.19.4. **(Added)** Provide Technical Data Package (TDP) support IAW EAFBI 91-206, *Munitions Source Data*, as required to facilitate the movement and storage of test assets on 96 TW facilities. Coordinate TDP reviews and provide approval of final TDP packages as required.

11.2.10.1. **(Added)** Provide systems safety engineering assistance to the 96 TW test and evaluation mission. Assistance includes the following:

11.2.10.1.1. **(Added)** Provide qualified systems safety engineers to serve as members of Safety Review Boards (SRB), the aircraft modification (T-2) Configuration Control Board (CCB), and the Test Approval Brief (TAB).

11.2.10.1.2. **(Added)** Identify special test planning and execution provisions to control known test hardware design deficiencies while allowing test objectives to be met.

11.2.10.1.3. **(Added)** As requested, assist in the investigation of test anomalies, including mishaps, when weapons/munitions hardware failure is a suspected causative factor.

11.6. **(Added)** The 96 TW/SES will provide technical and administrative support to the USAF NNMSB as specified in AFI 91-205 and AFMC Supplement thereto. Support includes the following:

11.6.1. **(Added)** Provide an individual to serve as Executive Secretary, NNMSB.

11.6.2. **(Added)** Arrange regular and special meetings of the NNMSB as directed by its chairperson.

11.6.3. **(Added)** Scheduling and conducting, on behalf of Eglin's associate/tenant organizations program offices, the necessary NNMSB advisory, flight test approval, and design safety recommendations for operational use at the appropriate points in the development cycle.

11.6.4. **(Added)** Acting as special NNMSB consultant to other AFMC product and logistics centers and to other MAJCOMs, as requested by the organizations involved or as directed by higher authority. Such consultation services could involve the full range of technical support, including participation in program activities and preparation of safety study reports on which NNMSB certification is based.

11.6.5. **(Added)** Executing all Executive Secretary responsibilities specified in the NNMSB's Standard Operating Procedures documented in AFI 91-205 and related AFMC supplement.

11.6.6. **(Added)** As applicable, the USAF NNMSB fulfills, for the Eglin's associate/tenant organizations, the functions equivalent to a Systems Safety Group as required in AFI 91-202 and AFMC Supplement thereto.

11.7. **(Added)** Systems safety engineering support and technical management services for organizations outside the established EAFB host-associate/tenant agreements and/or AFTC/AFLCMC/EB CLA are addressed below.

11.7.1. **(Added)** Systems safety engineering and NNMSB technical arm consultation/assistance will be provide on a special case to other AFMC product/logistics centers and to other MAJCOMs, as requested by the organizations involved or as directed by higher authority. The services may involve the full range of technical support, including participation in program activities and preparation of safety study reports to obtain NNMSB approval/certification. In such cases, a Statements of Capability (SOC) will be prepared to resource (fund) the specialized safety engineering efforts.

11.7.2. **(Added)** The SOC will be prepared by the 96 TW/SES, at the start of the project, and will address specific services to be provided along with corresponding manpower and/or travel funding estimates to complete the project. Renewal of SOC will be requested at the beginning of each fiscal year to complete the project, if needed. Inputs to other 96 TW test wing personnel participating in the project will be solicited and/or included, as appropriate.

13.3.4. The responsibility for test and range safety rests with the 96 TW/SE and specifically with the 96th Test Wing Test/Range Safety Engineering organization (96 TW/ SEU). 96 TW/SEU will:

13.3.4.8. **(Added)** Participate in Integrated Product Teams, Design Reviews, Technical Interchange Meetings, and Test Planning Working Groups as related to test/range safety issues in conjunction with units/components of the Air Force Life Cycle Management Center (AFLCMC) and other services, nations or organizations.

13.3.4.9. **(Added)** Provide approval, technical guidance and performs design evaluations of technical data related to the Flight Safety System (FSS)/Flight Termination System (FTS) for units/components of AFLCMC and other services, nations or organizations. The technical data includes contractor designs, design changes, RCC Document 319 waivers/deviation requests, analyses, test plans/procedures and test reports for FSSs/FTSs used with conventional weapons that are required to have an approved FSS/FTS for testing at Eglin AFB.

13.3.4.10. **(Added)** Perform evaluations of aerodynamic capabilities technical data including contractor analyses and report on conventional weapon systems' range safety data and footprints for testing at Eglin AFB for units/components of AFLCMC and other services, nations or organizations.

13.5.4.5. **(Added)** Flight Safety System/Flight Termination System approval, as required, and either stated in the Safety Annex or issued as a separate memorandum.

13.5.4.6. **(Added)** In addition, 96 TW/SEU is the OPR for any required 96 TW supplement to AFTCI 91-203.

13.7.4. **(Added)** All tests covered by a 96 TW test directive are reviewed at a Safety Review Board. 96 TW/SEU will prepare the appropriate documentation to support the test. Upon publication of documentation and approval of the Test Approval Brief, if required, the test is approved to start testing. Approval may be withdrawn upon the determination that a hazardous condition exists that was not previously anticipated, a failure of a safety device has occurred, or failure of test personnel to follow required safety criteria.

13.8.4. **(Added)** Upon completion of the documents in paragraph 5.3 that are required for a specific test, the implementation phase begins. The implementation phase is also tailored for the specific test. Some examples of this phase are as follows:

13.8.4.1. **(Added)** Assigning personnel as range safety officers for tests which require real-time safety decisions.

13.8.4.2. **(Added)** Participating in Test Approval Brief including providing briefings on hazardous aspects of specific tests and providing advice upon which a decision may be made.

13.8.4.3. **(Added)** For tests not requiring real-time decision making, assigning responsibility for implementing and executing the test/range safety criteria documented in the safety appendix will be as follows:

13.8.4.3.1. **(Added)** EOD, when providing real-time support, shall be responsible for the safety of all explosive operations.

13.8.4.3.2. **(Added)** The O&M Range Chief, as range controller, shall be responsible for the implementation of all safety criteria specified in the Safety Annex.

13.12.11. **(Added)** A database for 96 TW generated Test Hazard Analysis (THA) worksheets (AFTC Form 5000) is located in the 96 TW LiveLink electronic documentation repository.

DAVID A. HARRIS, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- AFI 13-213, *Airfield Driving*, 1 Jun 2011
- AFI 20-110, *Nuclear Weapons-Related Material Management*, 20 Aug 2009
- AFI 24-301, *Vehicle Operations*, 1 Nov 2008
- AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 Oct 2013
- AFI 34-217, *Air Force Aero Club Program*, 1 Feb 1997
- AFI 36-2833, *Safety Awards*, 8 Feb 2011
- AFI 63-125, *Nuclear Certification Program*, 15 Mar 2004
- AFI 90-801, *Environment, Safety, and Occupational Health Councils*, 25 Mar 2005
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 1 Aug 1998
- AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 1 Jun 2012
- AFI 91-204, *Safety Investigations and reports*, 24 Sep 2008
- AFI 91-205, *Nonnuclear Munitions Safety Board*, 12 Apr 2012
- AFI 91-205, *Nonnuclear Munitions Safety Board, AFMC Supplement IC 1* 18 Oct 2013
- AFI 91-205, *Nonnuclear Munitions Safety Board, Eglin AFB Supplement* 13 May 2013
- AFMAN 91-201, *Explosives Safety Standards*, 12 Jan 2011
- AFMCI 90-103, *Incident Investigations and Reports*, 13 Aug 2009
- AFMCI 90-902, *Operational Risk Management*, 10 Dec 2007
- AFTC 91-203, *Test Safety Review Process*, 30 Apr 2014
- EAFBI 91-206, *Munitions Source Data*, 9 Sep 2010
- EAFB Plan 91-204, *Mishap Response Plan*, Feb 2012
- EAFB Plan 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Plan*, Feb 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

- 96TW—96th Test Wing
- ACC—Air Combat Command
- AETC—Air Education Training Command
- AFLCMC—Air Force Life Cycle Management Center

AFMC—Air Force Material Command

AFOSH—Air Force Occupational Safety & Health

AFRC—Air Force Reserve Center

AFRL/RW—Air Force Research Lab Munitions Directorate

AFTC—Air Force Test Center

AFVA—Air Force Visual Aid

ALC—Air Logistics Center

BASH—Bird/wildlife Aircraft Strike Hazard

BCE—Base Civil Engineer

CMAV—Controlled Movement Area Violation

COTS—Commercial off-the-shelf

DEW—Directed Energy Weapons

DoD—Department of Defense

EB—Armament Division

DOT—Department of Transportation

EB—Armament Division

EOD—Explosives Ordinance Disposal

EPA—Environmental Protection Agency

ESC—Electronic Systems Center

ESOHC—Environmental Safety Occupation Health Council

ESP—Explosives Site Plan

FHC—Final hazard classification

FOA—Flight Operations Authority

HATR—Hazardous Air Traffic Report

IHC—Interim Hazard Classification

JCWG—Joint Checklist Working Group

JTF—Joint Test Force

LRS—Logistics Readiness Squadron

MACA—Midair Collision Avoidance

MNCL—Master Nuclear Certification Listing

MOA—Memorandum of Agreement

NCE—Nuclear Certified Equipment

NNMSB—Nonnuclear Munitions Safety Board

NSR—Nuclear Surety Representative

NTSB—National Transportation Safety Board

NWRM—Nuclear weapons related material

OI—Operating Instructions

ORM—Operational Risk Management

OSHA—Occupational Safety and Health Administration

PME—Program Management Evaluation

SAV—Staff Assistance Visit

SEF—Flight Safety

SEG—Ground Safety

SEW—Weapons Safety

SES—Systems Safety

SOC—Statements of Capability

SOW—Statement of Work

SRB—Safety Review Board

SRBS—Safety Review Board Summary

SSSP—Supervisor Safety Surveillance Program

TAB—Test Approval Brief

TD—Test directives

TDP—Technical Data Package

THA—Test Hazard Analysis

USR—Unit Safety Representative

USDA-APHIS-WS—United States Department of Agriculture Animal and Plant Health Service
Wildlife Services

WSR—Weapons Safety Representative

Attachment 18 (Added)

SAMPLE USR/WSR APPOINTMENT MEMORANDUM

Figure A18.1. Sample USR/WSR Appointment Memorandum

Letterhead	Day Month Year
MEMORANDUM FOR 96 TW/SE	
FROM: Unit Office Symbol/CC	
SUBJECT: Appointment of Additional Duty Unit Safety Representative (USR) or Weapons Safety Representative (WSR)	
SSgt John Doe is hereby appointed to be the (Primary or Alternate) USR (or WSR) for the (unit name). SSgt Doe has been directed to contact your office to receive USR (or WSR) training within the next 30 days.	
JANE DOE, Major, USAF Commander	

Attachment 19 (Added)**MINIMUM WEAPONS/EXPLOSIVE SAFETY TRAINING PLAN REQUIREMENTS**

A19.1.. Purpose. This outline provides minimum elements to meet explosive safety training requirements.

A19.1.1. Cardinal Principle.

A19.1.2. Risk Management.

A19.1.3. Fire Fighting Guidance.

A19.1.4. HERO/EMR.

A19.1.5. Emergency Procedures.

A19.1.6. Mishap Reporting.

A19.1.7. Storage of Explosives.

A19.1.7.1. Fire Symbol/Chemical Signs.

A19.1.7.2. Licensed Locations.

A19.1.7.3. Sited Locations.

A19.1.8. Transportation of Explosives.

A19.1.8.1. Placard Requirements.

A19.1.8.2. Load Stability.

A19.1.9. Handling of Explosives.

A19.1.9.1. Static electricity hazards.

A19.1.9.2. Personnel Limits & Explosives Limits.

A19.1.10. Unit Specific Information.

A19.1.10.1. Identify Unit Munitions/Explosives Family Groups (e.g. general purpose bombs, flare, missiles, cartridges, small arms, etc...).

A19.1.10.1.1. Describe associated explosives hazards.

A19.1.11. Identify Compensatory Measures required to avoid violations (if any).

A19.1.12. Review local written instructions used for explosives operations.

A19.1.13. Identify non-explosives hazards that may impact explosives operations on base (if any).

Attachment 20 (Added)

96 TW/SE SAFETY COORDINATION REQUIREMENTS LIST

Figure A20.1. 96 TW/SE Safety Coordination Requirements List

Sample GPC Purchases
Eyewash Stations (permanently installed, portable and eyewash bottles)
Confined Space Equipment
Vehicles, Tugs, Tow Trucks, Tractors, etc.
Golf Carts, Gators (Slow Moving Vehicles)
Forklifts
Trailers
Maintenance Stands
Aerial Lifts, Manlifts
Scaffolding
Ladders
Fall Protection equipment
Woodworking Machines of all kinds
Boring Machines
Broaching Machines
Drilling Machines
Lathes
Milling Machines
Metal Heat Treating and Non-thermal Treating Equipment
Welding Equipment
Bending and Forming Machines
Hydraulic and Pneumatic Presses
Manual Presses
Shearing and Punching Machines
Forging Machinery and Hammers
Material Handling Equipment
Agriculture Machinery and Equipment
Highway Maintenance Equipment

Power Tools

Overhead Cranes/hoists

Personal Protective Equipment listed in AFI 91-203, chap 14

Pressure Washers

Lasers

Any equipment/machinery that will be permanently attached to the facilities