

**BY ORDER OF THE COMMANDER  
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE  
INSTRUCTION 91-200**



**30 APRIL 2014**

*Incorporating Change 2, 1 MAY 2023*

**Safety**

**WEAPONS SAFETY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements and expands weapons/explosives safety standards as found in AFMAN 91-201, *Explosive Safety Standards*, as well as additional source material (see [paragraph 2.3](#) and [Attachment 1](#)). It provides guidance and procedures on local weapons safety processes and instructions. It applies to any personnel writing weapons/explosives standards and using explosives, blanks, and Dye Marking Cartridges (DMC) on Goodfellow AFB. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

This interim change revises Goodfellow AFB Instruction **91-200** by removing **paragraph 3.3** and revising **paragraphs (4.2.4, 4.3.3, 10.2, 12.3, 12.4, 12.6 and 13.1)**. The changes to GOODFELLOWAFBI 91-200, dated 30 April 2014, are effective immediately. A margin bar indicates newly revised material.

### **1. Responsibilities.**

1.1. It is the responsibility of each commander, exercise evaluator, and supervisor to ensure this standard is followed and implemented. Everyone has a responsibility to comply with this instruction.

1.2. Safety principles outlined are also applicable to off-base evaluation/ training sites when not in conflict with host base or state regulations. 17 TRW members and tenant units as applicable will coordinate with host base safety personnel to ensure local safety regulations are being followed. All personnel who handle, function, and/or transport explosives addressed in this instruction must receive explosives safety training.

1.3. The Weapons Safety Manager (WSM) is the base POC for all things related to weapons (explosives) safety.

1.4. The Weapons Safety Representative (WSR) is the unit POC for weapons (explosives) safety.

### **2. Written instructions.**

2.1. The squadron commander will approve locally written instructions. If an operation involving explosives is not specifically detailed under this, base, or Air Force Instruction, then a risk assessment needs to be accomplished and submitted to the Weapons Safety Manager WSM. The WSM will review any risk assessment regarding explosives or DMC prior to the operation. The 17 TRW commander will approve any risk assessment involving explosive operations that affect multiple squadrons or the base populace as a whole. Group commanders will approve risk assessments that affect multiple squadrons under its command. Squadron commanders can approve risk assessments that only affect the squadron and no one else.

2.2. Step-by-step procedures for doing the task will be referred back to a technical order (TO) or instruction for applicable portions of the operation.

2.3. The instructions in **Attachment 1** will be used (as applicable) in conjunction with this instruction.

2.4. Close Combat Mission Capability Kit (CCMCK) activities will reference SFOI 31-14, as applicable, and include adequate written instructions on the use of modified CCMCK weapons and training requirements. If there are no detailed, step by step, procedures for a training exercise, a risk assessment will be accomplished and signed by the commander. The risk assessment should be given to 17 TRW/SE for a courtesy review prior to the start of the training. If explosive operations are included in any Dye Marking Cartridges (DMC) exercise, then it will be treated as an explosives training/exercise and be routed through the WSM and signed by the appropriate level commander.

2.5. Anyone handling munitions at a TDY or deployed location must be trained and familiar with the applicable written instructions in the temporary duty or deployed location. If no training or instructions are available, the personnel will not handle munitions.

### **3. Designated Disinterested Official.**

3.1. It is the responsibility of all commanders to ensure that live ammunition is not introduced into a training environment where live, and DMC or blank ammunition could be commingled or mistaken for each other. The commander will designate a disinterested official to monitor the process to ensure this doesn't happen. This person will visually inspect all DMC and blank ammunition to verify that no live ammunition has been commingled with it.

3.2. All 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, exercise, or whenever required to eliminate a discrepancy.

3.3. DELETED

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

4.1. Issue.

4.1.1. The procedures for issuing, turn- in, and reporting expenditures are located in the Munitions Customer Guides supplied to the customer account representative by the Munitions Accountable Supply Officer (MASO).

4.1.2. All assets will be issued from munitions storage area in proper shipping configuration.

4.1.3. Assets issued to a custody account are the responsibility of that organizational commander or account custodian, who in turn will issue to unit personnel or exercise participants. The commander or designated representative will ensure munitions issued to their organization are not released to unauthorized personnel.

4.1.4. 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.

4.1.5. Personnel and equipment will be inspected to ensure that no live rounds of ammunition are introduced into an exercise/training environment.

4.1.6. Under no circumstances will live and blank ammo be issued to other than Security Forces personnel without the supervision of a Combat Arms Instructor or an individual trained and qualified in accordance with this operating instruction and AFMAN 91-201, *Explosive Safety Standards*.

4.2. Turn in.

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

4.2.2. 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.

4.2.3. Unexpended munitions will not be frivolously expended to avoid the turn in process.

4.2.4. Unit Commanders or their account custodians will visually inspect all munitions returned from the training exercise. Inspection will ensure all live and expended munitions are segregated and live rounds returned to their original storage containers prior to return to the munitions storage area.

4.2.5. 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.

4.2.6. The commander or designated representative will ensure an auditable record of all issues, expenditures, and turn-ins of munitions is accurate and up-to-date. Report all expenditures within five working days, unless directed otherwise, and request assets to replenish their stock in a timely manner (custody accounts only).

#### 4.3. Expenditure and Controlling Procedures.

4.3.1. Munitions and their residual effects will always be physically secured, tied down to non-moving parts of the government owned vehicle (GOV) (as applicable), never left out of sight, stored properly, prevented from unnecessary exposure, and accounted for.

4.3.2. All Army munitions expenditures will be reported following normal Army regulations.

4.3.3. All Air Force munitions expenditures will be submitted to 17 LRS munitions personnel within 2-duty days per instructions in AFI 21-201, Paragraph 7.18.

### 5. Fire extinguishers.

5.1. Two 2A: 10BC fire extinguishers mounted on any vehicle transporting explosives.

5.2. At least two water based fire extinguishers will be available at Camp Sentinel. WARNING - Water will not be used to fight fires involving White/TA smoke grenades. Dry chemical fire extinguishers must be used as oxygen in water will react with chemicals in this type of grenade and intensify the fire.

5.3. The fire department will be notified of any heat producing explosive (ground burst simulator (GBS), smokes, etc.) prior to use.

5.4. All fires starting in the vicinity of ammunitions or explosives will be reported and fought immediately with all available means to prevent fire from spreading to munitions. If the fire engulfs explosives or is supplying heat to it, or if the fire is so large that it cannot be extinguished with the equipment at hand, the personnel involved shall evacuate seeking safety and notify the Fire Department. All fires will be reported to the fire department.

### 6. Safety requirements, Personal Protective Equipment (PPE).

6.1. Explosives will not be tumbled, thrown, dropped, or handled in a rough manner.

6.2. No attempt will be made to disassemble, modify, or alter explosive items; or to use in a manner other than their intended purpose.

- 6.3. If abnormal conditions relating to the safe configuration of an explosive item are noted, no attempts will be made to use or correct the condition. Notify the WSM, the munitions personnel, and Explosive Ordnance Disposal (EOD) for assistance as needed.
- 6.4. Explosive items will be stored and transported in their approved storage and shipping container.
- 6.5. Only the quantity of munitions necessary for a specific operation will be drawn from storage.
- 6.6. A pre-exercise safety briefing will be conducted for all personnel before deployment to the exercise site.
- 6.7. Individuals armed with live ammunition in accordance with (IAW) AFI 31-117, *Arming and Use of Force by Air Force Personnel* and Army Regulation (AR) 190-14, *Carrying Firearms and Use of Force for Law Enforcement and Security Duties* will not participate in the exercise scenario. Weapons will be loaded IAW AFI 31-229, *USAF Weapons Handling Procedures*, at an approved clearing barrel.
- 6.8. In the event of an emergency, the exercise scenario will be stopped, all weapons will be placed in the safe position, and personnel will await instructions from appropriate supervisory personnel.
- 6.9. Hand and foot protection will be used when handling, detonating, or moving munitions containers, as needed.
- 6.10. Blank ammunition will not be fired from any weapon that does not have a blank adapter installed. Honor Guard may not use blank adapters for ceremonial purposes. 17 SFS K9 uses a 38 revolver for dog training that doesn't have a blank adapter.
- 6.11. Blank firing adapters will NEVER be covered or camouflaged in any way and will only be hand tightened.
- 6.12. M-16A2 blank ammunition will not be fired at or toward personnel who are within 20 feet, or IAW applicable owner's manual and directives. Personnel within the firing limits can be acted upon by calling out "Safety Kill."
- 6.13. Weapons will not be fired from inside buildings without a risk assessment being accomplished. 17 SFS-only indoor training exercises do not require a risk assessment if there are no explosives being used and exercise procedures have written instructions.
- 6.14. Commanders or their designated representatives will monitor the installation/removal of blank ammunition from magazines.
- 6.15. Live ammo is prohibited in the exercise area unless absolutely necessary.
- 6.16. When it is necessary to have live ammo present at an exercise involving blank or DMC munitions for real world security; the guard weapon will be loaded prior to, and at a separate location from, the weapons used for training. If live ammo needs to be present at a training location for any other reason than to serve as a guard weapon, route a risk assessment through Wing Safety first.

- 6.17. If the guard weapon is an M16/M-4, then the 30 round magazines loaded with live ammo will be marked with red tape or paint no less than three inches wide visible on the bottom 2/3 of the magazine.
- 6.18. Prior to loading a magazine or weapon, visually inspect ammunition to ensure that blank ammunition is being used. Load each round individually for 100% accuracy.
- 6.19. Visually inspect each magazine to ensure that no ammunition has been accidentally left in the magazine during prior usage.
- 6.20. In the event that a preloaded magazine is given to you for a blank training exercise, carefully examine each individual round to ensure that no live round or projectile is visible.
- 6.21. All blank and live ammunition stockpiles will be properly labeled, sealed, and physically separated by a distance of no less than 10 feet before, during, and after use.
- 6.22. A first aid kit will be available.
- 6.23. Radios will be available (as required).
- 6.24. Wheel chocks will be used if applicable.
- 6.25. Approved (as a minimum by 17 SFS/CC and 17 TRW/SE) CCMCK PPE will be used for DMC exercises. Condition of the PPE will be checked by each user prior to start of the exercise.
- 6.26. Use wooden dunnage for separation of munitions containers in stacks if needed.
- 6.27. Appropriate hand tools for opening/closing munitions containers will be available.
- 6.28. Cargo tie-down straps will be use where needed.
- 6.29. Applicable Operating Instructions will be immediately available for reference.
- 6.30. Wear eye protection (as required).
- 6.31. Wear hearing protection (as required).
- 6.32. Munitions residue containers will be used as applicable.

## **7. Emergency Actions.**

- 7.1. Immediately report any out-of-the-ordinary incidents to the WSM and your supervisor or senior member of your team. Refer to AFI 91-204\_GOODFELLOWAFBSUP, *Safety Investigations and Reports*, for mishap reporting criteria.
- 7.2. A live round of ammunition mixed in with blank ammunition is an emergency situation. If found, stop all exercise activities, notify your supervisor, WSM, and 17 LRS munitions personnel immediately. Exercise will not continue until authorized personnel can determine verification of ammunition.
- 7.3. A designated person 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.
- 7.4. The designated person 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

Security Forces, MASO, Base Medical Personnel, Fire Department and WSM are notified of any mishaps and complete any necessary paperwork.

7.5. In the event of an injury or emergency situation during an exercise or unusual occurrence involving an explosive, the exercise scenario will be stopped, all weapons/explosives will be placed in the safe position, and personnel will await instructions from appropriate supervisory personnel.

7.6. Before the start of any training operation, all applicable personnel will be briefed on a phrase that will be used to stop operations in the event of a safety incident or emergency. Phrases such as “KNOCK IT OFF”, “CEASE FIRE”, or “SAFETY, SAFETY, SAFETY” could be used.

## 8. Notifications.

8.1. Before the start of any operation involving, explosives, blanks, or DMC, a reasonable attempt should be made to notify the WSM.

8.2. In an emergency, dial 911. Other important contact numbers are listed in [Table 8.1](#) (The local area code is 325 or DSN 477 plus 4-digit extension).

**Table 8.1. Emergency Contact Numbers.**

Wing Safety/WSM	654-3963, 3894, 3895
Fire Department	654-3534
Security Forces	654-3504, 3505, 3530, 5555
Goodfellow Command Post	654-3558
LRS Munitions	654-4774, 3580, 5199, 1114
Dyess Command Post	696-1921
Dyess EOD	696-4108

## 9. Personnel Limits.

9.1. Personnel limits will vary based on location. Licensed and sited locations limits will be specific and documented as required. Personnel limits for training exercise areas will be the minimum number of personnel necessary to conduct the training exercise. This number should be justifiable in writing.

9.2. The following definitions apply to personnel limits.

9.2.1. Supervisor. Supervisors are persons directly in charge of the immediate explosive operation taking place (i.e., the senior ranking worker, NCOIC, OIC, etc.). Supervisors are responsible for enforcing personnel limits.

9.2.2. Worker. Workers are part of an explosive operation and have a need to be present.

9.2.3. Casual. Casuals are persons not normally part of an explosives operation but have duties that require their presence (i.e., Wing Safety, medical, Commanders, etc.). Their presence could be temporary in nature.

9.2.4. Visitor. Visitors are non-essential personnel with limited access who are not part of the explosive operation. Their presence is usually temporary in nature. Stop operations when visitors are present.

## 10. Misfire procedures.

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

10.2. In the event a GBS or smoke fails to ignite, establish a cordon and notify EOD as applicable IAW AFMAN 91-201.

10.3. Notify the WSM of any frequent, abnormal, or unusual incidents regarding misfires, duds, or failures to ignite, within five days. An AETC Form 435, *Mishap Data Worksheet*, may be used for notification.

## 11. Training.

11.1. Explosives will be handled, transported, and used only by personnel trained in the task to be performed. Training of all personnel should be verified prior to start of the exercise.

11.2. Notify WSM of any routine/recurring weapons safety training at unit level. The WSM has a requirement to attend training session periodically.

11.3. Only Wing Safety personnel will provide, or authorize others to provide, all of the training or use of explosive simulators by Goodfellow personnel. All training plans involving explosive simulators will be coordinated with the WSM

11.4. Units must provide training to emphasize safe handling, weapon operation, use of blank and DMC ammunition, and operator maintenance. This training should be documented.

## 12. Explosive limits.

12.1. No storage of arms, ammunition and explosives (AA&E) will happen outside designated licensed or sited locations.

12.2. "In-use" explosives must be secured during the duty day and turned in/properly stored at the end of the day if not used.

12.3. Air Force Office of Special Investigation (AFOSI) cannot store more than 999 rounds of live ammunition in any building IAW AFMAN 91-201, unless a license is requested.

12.4. 344 MIB will request a license if there are storage requirements outside the MSA.

12.5. Explosive limits for licensed locations will be justified in writing by the owning agency each time the license is changed. Licenses are not issued for convenience. Limits shall not be exceeded.

12.6. Recommended explosive limits for training exercises will be no more than two (2) GBS, smoke grenades, hand grenade simulators, or any like explosive training simulators per event or scenario. It is highly recommended that alternate lower or non-hazardous blast training simulators are used in exercises to mitigate risk to personnel. If GBS are used in exercises their use will be noted and justified in the risk assessment or memo (see [paragraph 2.1](#)).

## 13. Exact locations.

13.1. Blank ammunition used by the Honor Guard may be used at multiple locations on/off base for training and ceremonial purposes. A request should be made prior to the Honor Guard training on base with blanks and requires the approval and/or submittal of a risk assessment



routed through the WSM for review. Any type of exercise within the explosive clear zone shall be discussed with the WSM and 17 LRS/LGRW.

13.2. Any site selected must be surveyed for the following.

- 13.2.1. Potential fire hazards to vegetation and facilities.
- 13.2.2. Availability of firefighting equipment and personnel.
- 13.2.3. Accessibility for emergency equipment.
- 13.2.4. Ability to control accesses during the exercise.
- 13.2.5. Disruption or interference with other installation activities.
- 13.2.6. Ease of cleaning and validation of the area at the completion of the exercise.
- 13.2.7. Adverse public reaction and safety.

**KIMBERLEE P. JOOS, Colonel, USAF  
Commander**

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

AFI 21-201, *Conventional Munitions Maintenance Management*

AFI 31-117, *Arming and Use of Force by Air Force Personnel*

AFI 34-242, *Mortuary Affairs Program*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204\_GOODFELLOWAFBSUP, *Safety Investigations and Reports*

AFMAN 31-229, *USAF Weapons Handling Procedures*

AFMAN 33-326, *Preparing Official Communications*

AFMAN 91-201, *Explosive Safety Standards*

MOI 21-1, *Munitions Operations and Procedures*

SFS OI 36-2226, *Combat Arms Program*

SFOI 31-14, *Dye marking cartridges, Smoke Grenades, Blank Rounds, Ground Burst Simulators*

344MIB AA&E SOP, *344th Military Intelligence Battalion Arms, Ammunition and Explosives Standing Operating Procedures*

***Adopted Forms***

**(DELETED)** AF Form 847, Recommendation for Change of Publication

**(Added)** AF Form 978, Supervisor Mishap Report