

**BY ORDER OF THE COMMANDER
75TH AIR BASE WING**

**HILL AIR FORCE BASE INSTRUCTION
91-201**



12 NOVEMBER 2015

Safety

EXPLOSIVES SAFETY STANDARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction formally establishes and implements the 75th Air Base Wing (75 ABW) weapons safety program in accordance with (IAW) Air Force Manual (AFMAN) 91-201, *Explosives Safety Standards*, and Air Force Instruction (AFI) 91-202, *The US Air Force Mishap Prevention Program*. This instruction applies to units assigned to 75 ABW at Hill Air Force Base (AFB) including tenant (stationed or on temporary duty) units at, Utah Test and Training Range (UTTR) and Little Mountain Test Complex, Utah. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). 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

The publication has been substantially revised and must be completely reviewed. Changes include: changing from a wing to a base instruction, reorganizing paragraphs for ease of reading and flow, adding ADWSR spot inspection requirements, expanding the nuclear portion to add new requirements, updating fire symbol reporting, clarifying existing requirements for training and risk assessment, and updating office symbols and phone numbers.

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1. Explosives Safety Program Management.

1.1. Ventilators on Earth Covered Magazines (ECM) remain in the closed position regardless of serviceability; ECM without closable ventilators are exempt from this requirement. Ventilators need not be maintained in a serviceable condition due to the extremely diverse weather conditions at Hill AFB. Additionally; AFMAN 91-201, para 5.58.2 is not applicable per this instruction. (AFMAN 91-201 para 5.58, DDESB Technical Paper 15)

1.2. Prior to conducting any new munitions process, base organizations and tenants notify 75 ABW/SEW. This includes development, test, or manufacture of any equipment or fixtures directly interfacing with a munition or explosives device. Systems Safety Project Officer

(SSPO) IAW 75 ABW/SES determines if a safety analysis is required and what military standards are appropriate. Submit completed safety analysis to 75 ABW/SES for review and coordination. (AFMAN 91-201 Chapter 4)

1.3. Solid propellant residue or explosive scrap is stored and handled IAW assigned classification. If no classification has been assigned or determined, scrap is handled as Hazard Class/Division (HC/D) 1.1L until a HC/D can be obtained. Functioned or fired ordnance retains the original hazard classification until certified empty IAW T.O. 11A-1-60, *General instructions for Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed to, or Containing Explosives*.

1.4. Each group, tenant, or staff agency offering munitions and explosives scrap residue to the Defense Reutilization and Marketing Office (DRMO), Hill AFB, is responsible for the inspection and certification required by T.O. 11A-1-60. Qualified personnel are appointed in writing by organizational commanders (qualification requirements are contained in T.O. 11A-1-60). Organizations send a copy of the commander's appointment letter for inspection and certification personnel to DRMO. This letter is updated as changes occur. Organizations not having assigned personnel meeting the qualification requirements may request support from any organization having a qualified inspector. Inspection procedures and equipment required to perform this task are in strict compliance with T.O. 11A-1-60

1.5. Consolidated Munitions Control Center (CMCC) maintains, at a minimum, records of the last three fire drills.

1.6. Hill AFB Fire Department (75 ABW/CEF) has prohibited the use of gas or charcoal barbecues grills within the confines of the fenced in munitions storage area as well as any explosives operating location.

1.7. Vegetation control in the Munitions Storage Area (MSA) is maintained to the semi-improved requirements. Semi-improved grounds are defined as vegetation maintained between 7"-10" per *Air Force Grounds Maintenance Performance Work Statement (PWS) Template*. Additional guidance or information may be requested from Base Civil Engineering, Grounds Maintenance Section.

1.8. Explosive Ordnance Disposal (EOD) ranges are maintained as prescribed in AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*.

1.9. Firebreaks are maintained free of dead vegetation and other combustible materials.

1.10. Upon receiving approval, weapons safety makes copies of all licenses available to the originator, security forces, base fire department, tenant unit safety office (if applicable), and the Munitions Accountable Systems Officer (MASO). The Fire Symbol Tracking System (FSTS) is the avenue used for storing and conveying license information for all agencies.

1.11. Explosive Facility Licenses are reviewed annually as part of the annual weapons safety inspection. Annual review does not require re-accomplishing the AF Form 2047. Licenses are re-accomplished whenever the certifying official (commander or equivalent) changes. Coordination is accomplished prior to submitting to 75 ABW/SEW for approval. If the annual review determines the license is no longer required, the certifying official revokes the license and notifies 75 ABW/SEW, by letter or e-mail of this action. The 75 ABW/SEW will keep the approved facility licenses in FSTS so the organizational Additional Duty Weapons

Safety Representative (ADWSR), the fire department, and security forces have access to the license. **Annual reviews of licenses that do not change are documented by the approving official changing the date on their signature block.**

1.12. If Electro-Explosive Devices (EED) are stored at the licensed explosive storage location, ensure personnel handling and grounding requirements are met and included in the written local operating instruction and explosive safety lesson plans.

1.13. The 75 ABW/SEW is the sole point for explosive site planning on Hill AFB. Organizations requesting site planning actions route the requests through 75 ABW/SEW and the Explosive Clear Zone (ECZ) committee. Deviation, exemption, and waiver request are routed through 75 ABW/SEW. The requesting organization provide 75 ABW/SEW all necessary information to include; justification statement, period of time the waiver, exemption, and deviation is required, and proposed corrective actions.

1.14. Mixed compatibility group authorization letters are signed by the unit commander (or equivalent) having responsibility for the assets.

1.15. A pre-task safety briefing is conducted prior to commencing any explosives operation. Use the Pre-task Safety Brief (**Attachment 3 or suitable sub for EOD**) when conducting this briefing. The briefing must be documented and present at the explosives operation site. (NOTE: Within the same building is not acceptable; briefing must be accomplished at the actual location of the explosives operation).

1.16. Organizations with Weapons Safety Managers (WSM) assigned must publish a letter stating how many spot inspections are accomplished monthly. The letter must include high interest items and be signed by the organization's current Chief of Safety.

1.17. ADWSRs, or their alternate for the unit, perform a minimum of one spot inspection a month in their respective areas. The spot inspections conducted over a 12 month period must cover the full spectrum of their assigned operation.

2. Fire Symbol Procedures

2.1. Areas reporting fire symbol status for their explosives location or structures use the Hill AFB FSTS. <https://52krsm-ap-geop.area52.afnoapps.usaf.mil/fsts/fsts.htm>

2.2. Supervisors must ensure there are enough trained personnel with the capability to change fire and chemical symbols or Net Explosive Weight (NEW) content in FSTS.

2.3. Fire symbol reporting includes the correct fire and chemical symbol(s), the current amount of NEW in the affected building, compatibility group or groups, critical item identification code, risk category, type of building, owning organization, facility manager, and building number.

2.4. FSTS is updated each time the fire or chemical symbol or NEWs are changed.

2.5. Organizations within the MSA must contact the CMCC to make changes. Organizations without a representative in the CMCC may change FSTS without contacting CMCC (i.e. licensed locations, Air Force Test Center, and UTTR.). However, contact with the CMCC is highly encouraged.

2.6. FSTS is updated as soon as practical to comply with AFMAN 91-201, AFMC supplemental requirements.

2.7. The fire symbol for 30260 remains a 1 as deemed necessary by the UTTR Fire Chief. (See letter)

2.8. Per AFMAN 91-201, paragraph 10.5; the backing for fire symbols must be of non-combustible material. The Hill AFB Fire Chief has determined that magnetic, Dura-lite and E-panel material may be used as a suitable non-combustible backing for fire symbol decals. (See letter)

2.9. The Hill AFB Fire Chief determined that posting of fire symbols on the exterior of Explosives Licensed Facilities is not required at Hill AFB with one exception; rooms with exterior doors leading directly into Explosive Storage rooms require signs on the outside of the door.

2.10. Half-size fire or chemical symbols may be used for individual bays on structures where full size symbols prohibit the proper functioning of the doors. Post full size symbols for the highest explosives hazard and applicable chemical hazard sets to ensure visibility from all approach roads.

3. Munitions Transportation

3.1. EOD transporting explosives on range. The use of DD Form 836 and DD Form 626 IS NOT required for the following routes; between Oasis, the Thermal Treatment Unit (TTU), and the south range (all are United States Air Force property):

3.1.1. Between the Oasis Arctic Road Gate and the TTU via the Box Elder County Road.

3.1.2. Between the Oasis and the north gate of the south range via I-80 Clive Exit. Use of DD Form 626 and DD Form 836 IS required when transporting explosives to Dugway Proving grounds (United States Army property) via the Skull Valley route (Ibapah/Dugway Exit 77).

3.1.3. This information is included in the 775 CES/EOD transportation OI 32-3004 *Transportation of Explosives*.

3.2. Munitions movements on Hill AFB utilize established explosives routes. These routes can be located on GeoBase or contact the installation Weapons Safety office for information. All hazard and class divisions of explosives are prohibited from using Gate 112, adjacent to the CMCC including pick-up and delivery to licensed explosives locations.

3.3. Munitions movements at Oasis Range are considered on the range therefore no explosives routes are or will be established. However, all explosive movements avoid the built up areas as much as possible. For munitions movements, EOD uses the East MSA gate if solely conducting TTU operations. When conducting other operations requiring turn in of keys, EOD stops in a location that presents the least exposure to the built up area and only for the required time it takes to sign in or out keys.

4. Risk Assessment

4.1. Explosives risk assessments effecting criteria of AFMAN 91-201, *Explosives Safety Standards*, other than Quantity-Distance waivers and exemptions, must be coordinated through the 75 ABW/SEW. Written and documented risk assessments are conducted when the risk cannot be mitigated to a low risk. The risk assessment must be signed by the responsible commander.

4.2. A risk assessment will be accomplished for any identified unique situation. This risk assessment includes the specifics of the training required and a detailed list of the explosives items to be used. The responsible unit commander approves the risk. 75 ABW/SEW sends the packages to AFSC/SEW for final approval

4.3. Hot work permits (AF Form 592) are accomplished each time cutting, welding, or any other operation producing heat or sparks is performed within the MSA. Hot work permits are accomplished whether explosives are present in the structure or area being worked on or not. Individuals must have a signed Hot Work permit at the work location and must comply with all requirements on the Hot Work permit. A hot work permit when filled out fulfills the requirement of a risk assessment. The Hot Work permit must be signed by the fire department, the weapons safety office, and the risk must be determined as low. Routine facility maintenance not involving a Hot Work permit does not require a written risk assessment.

4.4. The authority having jurisdiction or the commander with responsibility for accepting risks is determined by the risk category. Once mitigated, if the risk is LOW, the squadron commander or equivalent is the approving authority. If the risk is mitigated to a MEDIUM, the group or wing commander or equivalent is the approving authority. If the risk is mitigated to HIGH, the base commander is the lowest level of approval for accepting the risk.

5. Training

5.1. Personnel requiring unescorted access to the MSA that are not assigned to the MSA, must complete course POI 358, *Initial Explosive Safety Awareness*, before a line badge or vindicator card is issued. This course is given every Monday at 1430 hours in the base weapons safety training room.

5.2. Individuals, working in the MSA, do not require initial safety awareness training (course POI 358) as long as they have completed the unit explosive safety training and are current on yearly refresher training requirements.

5.3. Wing WSM provides initial Explosive Safety Awareness Training for employees who are not permanently assigned to areas in the MSA, but whose jobs require them to periodically work or transit in the MSA.

5.4. WSM, ADWSRs, or designated representatives well versed in explosive safety training can provide the annual refresher training for their group or organization.

6. Quarterly Weapons Safety Interchange Meeting

6.1. 75 ABW/SEW chairs and conducts the Hill AFB quarterly Weapons Safety Interchange meeting.

6.2. Appointed WSM and ADWSRs are permanent members of the Weapons Safety Interchange Group and must attend the meetings. Non-attendance is considered non-support of the weapons safety program and is documented in the unit annual weapons safety report; unless the absence has been previously reported and approved by 75 ABW/SEW.

7. Unit Continuity Information

7.1. Assigned units with an explosives mission maintain continuity information using the 75 ABW/SEW SharePoint data base. Do not post classified or sensitive information in the SharePoint folders. Use the following Uniform Resource Locator (URL) to access the SharePoint page: <https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/default.aspx>

7.2. Contact 75 ABW/SEW for training or questions concerning the upkeep of SharePoint files.

8. Mutual Support Guidelines Between the 75 ABW/SEW and OO-ALC/SEW, 388/419 FW/SEW, AFLCMC/SEW, AFNWC.

8.1. OO-ALC/SEW, 388/419 FW/SEW, AFLCMC/SEW, AFNWC/NIEV:

8.2. Conduct and document annual weapons safety inspections and assessments of their assigned explosives structures. A formal report is prepared each year and a courtesy copy is provided to 75 ABW/SEW. Placing the report in the SharePoint folder is the preferred method of information transfer. <https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/default.aspx>

8.3. Annual facility inspections of assigned weapons related facilities must be conducted during the annual assessment. Provide 75 ABW/SEW with inspection dates and facility numbers. Use the SharePoint as much as possible and request help from 75 ABW/SEW as needed.

8.4. Conduct the number of weapons safety spot inspections for their organization IAW the organization's established requirements.

8.5. Initially approve and annually review, all explosive related lesson plans for their organization. This includes refresher and site specific Explosive Safety training plans.

8.6. Initially approve and annually review, all local written procedures (i.e., test plans and operating instructions) for the organization.

8.7. Develop Dull Sword reporting procedures for their organization. This instruction can be used for procedures (see paragraph 4). See SharePoint for Dull Sword formatting information. <https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/default.aspx>

8.8. Conduct new commander's briefings within 60 days of assignment to the position for those commanders within their organization that have an explosive mission. Commanders at squadron level and below may be briefed by the ADWSR.

8.9. Work closely with 75 ABW/SEW on explosive siting issues impacting assigned explosives facilities.

8.10. Conduct training for appointed ADWSRs assigned to their organization within 30 days of appointment.

8.11. Conduct safety investigation on mishaps occurring within their organization. Notify 75 ABW/SEW when assistance is required.

8.12. Communicate with AFSC/SEW and Higher Headquarters (HHQ) agencies on matters concerning their organization's weapons safety program. Advise 75 ABW/SEW if such matters effect installation safety.

- 8.13. Approve and advise 75 ABW/SEW of new munitions programs conducted by their organization prior to commencing the new munitions operation.
- 8.14. Prepare explosive risk assessments for their respective organizations. Coordinate risk assessments with 75 ABW/SEW.
- 8.15. Assist 75 ABW/SEW with the yearly review of exceptions regarding or involving their organization.
- 8.16. 75 ABW/SEW:
- 8.17. Acts as a focal point for explosive site planning activities on Hill AFB and maintains the siting database for the installation.
- 8.18. Works closely with units on siting issues related to munitions structures assigned to their organization.
- 8.19. Reviews installation explosive maps yearly; advises organization WSM of changes as they occur.
- 8.20. Attends the Work Order Review Board (WORB), Facilities Working Group (FWG), Facility Planning Committee (FPC), and the Facilities Board (FB) meetings; invites specific organizational WSM as required.
- 8.21. Advises tenant WSM of any items concerning munitions structures addressed during the WORB, FWG, FPC, or FB.
- 8.22. Maintains the accuracy of GeoBase and FSTS.
- 8.23. Assigns Explosives Facility license numbers, signs as the approving official on Explosive Facility licenses, and updates FSTS.
- 8.24. Reviews explosive safety waivers and coordinates with the respective WSM during coordination sequence.
- 8.25. Conducts a two year program review of each organization.

9. Nuclear Surety Program Management.

9.1. 75 ABW/SEW:

9.1.1. Acts as the focal point for the installation nuclear surety program. Uses the SharePoint as the preferred mode for storing reference information and communicating needs.

<https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/Nuclear%20Weapons%20Surety%20Program/Forms/AllItems.aspx>

9.1.2. Maintains installation surveillance over all matters relating to the Nuclear Surety Program and implements the required elements of AFI 91-101, *Air Force Nuclear Weapons Surety Program*.

9.1.3. Initially approves, annually reviews, and tracks Nuclear Surety training curriculum; reviews annually to ensure currency (as applicable).

9.1.4. Conducts AFMC unique Nuclear Surety and Nuclear Certified Equipment (NCE) and Master Nuclear Certified Equipment Listing (MNCL) training.

9.1.5. Conducts annual program and random spot inspections on units with either Nuclear Surety missions or requirements assigned IAW local policy.

9.1.5.1. Includes required Nuclear Surety elements in the annual weapons safety inspection report.

9.1.6. Initially approves and annually reviews and tracks locally developed publications, checklists, plans, and other documents impacting the Nuclear Surety mission.

9.1.7. Advises the Wing Commander, senior staff, and supervisors on Nuclear Surety related issues and changes in the program.

9.1.8. Manages the Installation Dull Sword reporting process IAW AFI 91-204, *Safety Investigations and Reports* and AFMAN 91-221, *Weapons Safety Investigations and Reports*.

9.1.8.1. Units possessing NCE ensure annual inventories and reporting is conducted IAW AFI 63-125, *Nuclear Certification Program*.

9.1.8.2. Ensure NCE monitors are thoroughly trained to identify NCE within the unit, utilizing the MNCL, identify deficiencies and reports deficiencies IAW AFMAN 91-221, *Weapons Safety Investigations and reports*.

9.1.9. Ensure Host-Tenant Support Agreements and Memorandum of Understanding Agreements, for units with Nuclear Surety program requirements, include the required elements for mission support and delineate program responsibilities.

9.1.10. Ensure adequacy and completeness of corrective actions for Nuclear Surety findings and deficiencies found during the WSM inspections, Nuclear Surety Inspections, and Staff Assistance Visits.

9.1.11. Review and disseminate information from Nuclear Deficiency reports.

9.1.12. Works with commanders, staff, supervisors, and support personnel to ensure Personnel Reliability Program (PRP) is properly administered.

9.1.13. Participates in the preparations of Safe Haven and Primary Nuclear Air Force (PNAF) mission support plans.

9.1.14. Emphasizes a Nuclear Surety culture.

9.2. 75 ABW/CC:

9.2.1. Chairs the Team Hill Nuclear Review forum to address pertinent nuclear surety issues.

9.3. 75 FSS/CL:

9.3.1. Enforces Nuclear Surety program requirements.

9.3.2. Ensure that Military Personnel Section (MPS) directs and administers the wing PRP IAW DoD 5210.42-R, AFMAN 13-501, *Nuclear Weapons Personnel reliability Program*. This includes civilian PRP in the Civilian Personnel Flight.

9.3.3. Appoints primary and alternate ADWSR for Nuclear Surety.

9.3.4. Provides appointment letters to 75 ABW/SEW (put in folder in SharePoint).

9.3.5. Ensures ADWSRs for Nuclear Surety are trained by 75 ABW/SEW within 60 days of appointment.

9.3.6. Determines the number and frequency of Nuclear Surety related spot inspections the ADWSR for Nuclear Surety perform.

9.3.7. Attends the Team Hill Nuclear Review.

9.4. 75 MDG/CC:

9.4.1. Enforces Nuclear Surety program requirements. Uses the SharePoint as the preferred mode for storing information and communicating needs. (<https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/Nuclear%20Weapons%20Surety%20Program/Forms/AllItems.aspx>)

9.4.2. Establishes procedures to ensure assigned clinic and PRP personnel are trained on the objectives of PRP and the necessity for keeping PRP documentation accurate and current.

9.4.3. Ensure medical and dental requirements of the PRP are met.

9.4.4. Appoints primary and alternate ADWSRs for the Nuclear Surety Program.

9.4.5. Provides ADWSR for Nuclear Surety appointment letter to 75 ABW/SEW (use SharePoint as much as possible).

9.4.6. Ensures ADWSRs for Nuclear Surety are trained by 75 ABW/SEW within 60 days of appointment.

9.4.7. Attends the Team Hill Nuclear Review.

9.5. 75 LRS/CC:

9.5.1. Enforces Nuclear Surety program requirements. Use the SharePoint as the preferred mode for storing information and communicating needs. (<https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/Nuclear%20Weapons%20Surety%20Program/Forms/AllItems.aspx>)

9.5.2. Ensures the NCE program is managed IAW AFI 63-125.

9.5.3. Appoints primary and alternate ADWSRs for Nuclear Surety.

9.5.4. Provides ADWSR for Nuclear Surety appointment letter to 75 ABW/SEW (use SharePoint as much as possible).

9.5.5. Ensures ADWSR for Nuclear Surety are trained by 75 ABW/SEW within 60 days of appointment.

9.5.6. Determines the number and frequency of Nuclear Surety related spot inspections the ADWSR for Nuclear Surety perform.

9.5.7. Ensures Host-Tenant Support Agreements and Memorandum of Understandings and Agreements for units with Nuclear surety program requirements are current and coordinated with 75 ABW/SEW.

9.5.8. Attends the Team Hill Nuclear Review.

9.6. ADWSR for Nuclear Surety:

9.6.1. Performs Nuclear Surety spot inspections and emphasize Nuclear Surety culture. Use the SharePoint as the preferred mode for storing information and communicating needs.

<https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/Nuclear%20Weapons%20Surety%20Program/Forms/AllItems.aspx>

9.6.2. Coordinates with 75 ABW/SEW on matters concerning Nuclear Surety.

9.6.3. Evaluates corrective actions for Nuclear Surety findings and deficiencies found during inspections, evaluations, and assistance visits.

9.6.4. Contacts the 75 ABW/SEW for training after being appointed.

9.6.5. Assists the 75 ABW/SEW in checking squadron's PRP.

9.6.6. Use Nuclear Surety cross-feed reports for unit mishap prevention.

9.6.7. Ensures unit developed checklists, instructions, operating procedures, and plans impacting Nuclear Surety are coordinated through 75 ABW/SEW.

9.6.8. Ensures initial and recurring training is documented for unit individuals.

9.7. Units supporting the Nuclear Surety Mission:

9.7.1. Use the SharePoint as the preferred mode for storing information and communicating needs.

<https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/Nuclear%20Weapons%20Surety%20Program/Forms/AllItems.aspx>

9.7.2. Coordinates locally redeveloped publications, checklists, plans, and other documents. impacting the Nuclear Surety mission with 75 ABW/SEW. Examples:

9.7.2.1. Base Support Plan

9.7.2.2. Master Aircraft Parking Plan

9.7.2.3. Integrated Defense Plan

9.7.2.4. Quick Reaction Checklists such as PNAF diverts, Safe Havens, and National Defense Areas.

9.7.3. Ensures 75 ABW/SEW is a notification agency on locally developed publications, checklists, plans, and other documents impacting the Nuclear Surety mission.

9.8. OO-ALC/SEW:

9.8.1. Manages the OO-ALC Nuclear Surety program IAW AFI 91-101.

9.8.2. Attends the Team Hill Nuclear Review.

9.9. 309 MMXG/CC serves as the certifying official for 309 MMXG personnel required to be on PRP.

9.10. AFNWC/NIE manages the AFNWC Nuclear Surety program IAW 91-101.

10. Units Hosting Incoming Organizations Requiring Munitions Support:

10.1. Coordinates munitions support with the base safety office, the ECZ, and the hosting unit. Deploying units do not ship munitions to Hill AFB until storage and handling capabilities are confirmed; 125-day prior notification is required for munitions support. Munitions support requests are coordinated through sponsoring WSM and the 75 ABW/SEW prior to approval.

10.1.1. Advise deploying munitions specialists of special issue and receipt handling requirements; identify points of contact to resolve any problems.

10.1.2. Coordinates the Explosive Aircraft parking plans through the 75 ABW/SEW and 75 OSS/CC to ensure no ECZ violations are created.

10.1.3. Ensures incoming units utilize Hill AFB local hung ordnance procedures.

10.1.4. Ensures deploying units utilize local operating instructions for explosive operations.

10.1.5. Prepares a familiarization briefing covering safety requirements unique to Hill AFB.

10.1.6. Validates incoming personnel are current with Explosive Safety Training prior to performing any munitions operations.

11. Dull Sword Reporting Procedures.

11.1. Hill AFB WSM have an Air Force Safety Automated System (AFSAS) account. The account is set up to ensure Dull Sword reports are submitted through AFSAS.

11.2. When an incoming Dull Sword e-mail is received via AFSAS, the WSM coordinates with affected organizations.

11.3. To initiate a Dull Sword, the units contact organizational WSM to assist in determining if the discrepancy is Dull Sword reportable. Information for preparing Dull Sword reports can be obtained from the Weapons Safety SharePoint page using the dull sword icon. <https://org.eis.afmc.af.mil/sites/75ABW/SE/SEW/default.aspx>

11.4. Once determined to be reportable, the safety office of the owning unit initiates a Dull Sword using AFSAS and coordinate it through the installation weapons safety office.

RONALD E. JOLLY, SR., Col, USAF
Commander

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

Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008

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

AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015

Adopted Forms

AF Form 592, *USAF Hot Work Permit*

AF Form 847, *Recommendation for Change of Publication*

DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*

DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported By Government Vehicles*

Abbreviations and Acronyms

ADWSR —Additional Duty Weapons Safety Representative

AF —Air Force

AFB —Air Force Base

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFRIMS —Air Force Records Information Management System

AFSAS —Air Force Safety Automated System

CMCC —Consolidated Munitions Control Center

ECM —Earth Covered Magazines

ECZ —Explosive Clear Zone

EED – Electro-Explosive Devices

EOD —Explosive Ordnance Disposal

FB —Facilities Board

FPC —Facility Planning Committee

FSTS - Symbol Tracking System

FWG – Facilities Working Group

DRMO —Defense Reutilization and Marketing Office

HC/D —Hazard Class/Division

HHQ —Higher Headquarters

IAW —In Accordance With

MASO —Munitions Accountable Systems Officer

MNCL —Master Nuclear Certified Equipment Listing

MPS —Military Personnel Section

MSA —Munitions Storage Area

NCE —Nuclear Certified Equipment

NEW —Net Explosive Weight

PNAF —Primary Nuclear Air Force

PRP —Personnel Reliability Program

PWS —Performance Work Statement

SEW – System Safety Division

SSPO - Systems Safety Project Officer

TTU —Thermal Treatment Unit

MSA - Munitions Storage Areas

RDS – Records Disposition Schedule

OPR —Office of Primary Responsibility

UTTR —Utah Test and Training Range

URL —Uniform Resource Locator

WORB —Work Order Review Board

WSM —Weapons Safety Manger

Attachment 2

FIRE SYMBOL POSTING LETTER

Figure A2.1. Fire Symbol Posting Letter



DEPARTMENT OF THE AIR FORCE
75TH CIVIL ENGINEER GROUP (AFMC)
HILL AIR FORCE BASE UTAH

April 16, 2014

MEMORANDUM FOR 75 ABW/SEW

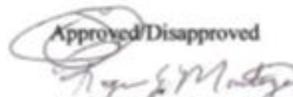
TO: MR. RICKY STONG

FROM: 75 CEG/CEUF CHIEF KALLMAN

SUBJECT: FIRE SYMBOL DESIGNATION FACILITY 30260, OASIS MSA

1. As per mission operations, as well as unscheduled/emergency operations, facility 30260 is used to store either short, or long term Class 1 explosives. Although Class 1, Division 1 (1.1) is not stored in the facility at all times, it is normally there. I understand the parameters and requirements of AFI 90-201; specifically information contained in paragraphs 7.46.1, and 10.6.
2. After referencing AFI 90-201, I feel it to be both in the best interests of the facility owners/users, as well as the emergency responders tasked with protecting this facility, that a Fire Symbol 1 be posted on the facility at all times. The justification for doing so is included (as a list) in the next paragraph.
3.
 - It is our most utilized storage/dispense MSA facility
 - Several bays
 - Several owners
 - 1.1 is "habitually" stored there by EOD. (They arrive in the morning, place it in there, and use it throughout the week)
 - The facility is sited for 1.1
 - Situational constraints may cause FD NOT to be notified of a(n) increase/reduction in the required FS.
4. If you have further questions, please call me at DSN 777-1590.


DAVID KALLMAN, GS-0081-12, DAF
Chief, UTTR Fire and Emergency Services

Approved/Disapproved

ROGER J. MONTOYA, WS-18, DAF
Range Support Division Director

Attachment 3

MUNITIONS PRE-TASK SAFETY BRIEF

Figure A3.1. Munitions Pre-Task Safety Brief

<p>Crew Chief: _____</p> <p>Crew Members _____</p> <p>2. The following munitions operation is (to be or being) performed:</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><u>ITEMS BEING HANDLED/ OVERALL BUILDING</u></p> <p>Hazard/Class Division: _____ Chemical Hazard: _____</p> <p>Compatibility Group: _____</p> <p>Withdrawal Distance: _____</p> <p>Hazard Involved: _____</p> <p>Drop Distance Packaged (operating locations): _____</p> <p>Drop Distance Unpackaged (operating locations): _____</p> <p style="text-align: center;"><u>LIMITS</u></p> <p>Explosive/Operating Limits: _____</p> <p>Personnel Limits:</p> <p>Supervisors: _____</p> <p>Workers: _____</p> <p>Casuals: _____</p> <p>Visitors _____ *Cease Ops when visitors are present</p> <p>3. Ensure that all watches, rings, and any other jewelry are removed.</p> <p>4. The evacuation point is _____ or as directed by CMCC.</p> <p>5. In case of a fire, the first person to notice the fire will sound the alarm.</p> <p>6. _____ notifies CMCC via the radio or by phone at (801) 777-6618, (801) 586-3781, or (801) 586-3789.</p> <p>7. _____ and _____ will man the fire extinguishers.</p> <p>8. _____ evacuates casuals and non-essential personnel to the evacuation point, and report personnel accountability to CMCC.</p> <p>9. _____ meets emergency response vehicles, inform them of the nature of the incident, and direct them to the location.</p> <p>10. The crew chief will brief/ensure the following:</p> <p>___a. All personnel will wear safety toed footwear, proper personal protective equipment as required: _____</p> <p>___b. All personnel involved with the munitions operation know their specific emergency duties.</p> <p>___c. All warnings, cautions, and notes have been reviewed from applicable technical orders and squadron operating instructions.</p> <p>___d. At least two exits (if available) are unlocked for an escape route in case of emergency.</p> <p>___e. At least two serviceable (2A:10BC rated) fire extinguishers are available during munitions operations.</p> <p>___f. Any explosives-laden vehicles possess at least two serviceable (2A:10BC rated) fire extinguishers.</p>

- g. Any vehicles being loaded or unloaded with munitions have parking brake set and are chocked.
- h. Spotters are properly utilized.
- i. Industrial hazards/all other hazards applicable to the operation are identified.
- j. All radios, cell phones, pagers, or other mobile emitters are utilized IAW AFMAN 91-201
- k. Explosive operations signs are posted IAW AFMAN 91-201
- l. For any explosives that are dropped, or are partially armed and not involved in a fire, withdraw personnel 300 feet and notify CMCC.
- m. Fight fires involving 1.1/1.2 munitions only if a rescue attempt is being made.
- n. Fight fires involving 1.3 munitions only if explosives are not directly involved.
- o. Fight fires involving 1.4 munitions only if personnel safety is not in jeopardy.
- p. All available personnel will render first aid for any personal injuries after evacuating.