BY ORDER OF THE COMMANDER JOINT BASE MCGUIRE-DIX-LAKEHURST

JOINT BASE MCGUIRE-DIX-LAKEHURST INSTRUCTION 24-203

2 SEPTEMBER 2015

Transportation

HANDLING, PROCESSING, STORING, AND TRANSPORTING EXPLOSIVES

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This Joint Base McGuire-Dix-Lakehurst Instruction (JBMDLI) establishes procedures for controlling the safe handling, movement, storage, protection, and transporting of explosive cargo transiting the 305th Aerial Port Squadron. The provisions of this JBMDLI apply to all personnel involved with handling, movement, and storage of explosive commodities on JBMDL, including Air National Guard (ANG) units and Air Force Reserve Command (AFRC).

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. It defines the approval authority for all locations of explosive handling operations (**paragraph 1**), redefines hours of operation procedures (**paragraph 3**), explosive handling procedures (**paragraph 4**), general safety guidance (**paragraph 5**), redefines emergency evacuation procedures (**paragraph 6**), transportation of explosives (**paragraph 7**), originating explosive movements (**paragraph 8**),

terminating explosive movements (**paragraph 9**), and in-transit explosive movement procedures for arriving and departing aircraft (**paragraph 10**), redefines procedures for storage and warehousing (**paragraph 11**), Net Explosive Weight (NEW) Limits for Aircraft Parking Spots and Storage Areas (**paragraph 12**), vehicle breakdown or accident (**paragraph 14**), attempted theft/hijack (**paragraph 15**), use of force (**paragraph 16**), contact numbers for wing explosive safety, unit safety representative, Maintenance Operations Center (MOC) **(paragraph 17).**

1. Responsibilities. Safety and security of explosive cargo throughout an explosive-handling operation is the responsibility of all personnel involved. There will be an Explosive Operations Supervisor (EOS) or Safety Officer on-site during all explosive-handling operations. The EOS/Safety Officer is responsible for ensuring:

1.1. Strict compliance to the policies and procedures of this publication and all applicable service publications. The most stringent guidance will apply if there is a conflict between this instruction and any service instruction or regulation.

1.2. All Joint Base explosive handling operations will be conducted at sited locations with approval from JBMDL/SEW.

1.3. All applicable instructions, Standard Operating Procedures (SOP), Technical Orders (T.O.), and/or Field Manuals (FM) will be on hand and complied with during all explosive-handling operations.

1.4. Ensure explosive operations are carried out in the safest possible manner at all times.

1.5. Provide a safety briefing prior to beginning any explosive operation.

1.6. Ensure all flame or spark producing equipment, such as matches or lighters, have been placed in the appropriate metal container and are stowed away from the explosive area before beginning any explosive operation. **Note**: All explosive operations will be designed to ensure compliance with the cardinal rule of explosives safety. The principle states: "Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time."

2. Training. Any person involved with handling, transport or storage of explosive material (including their supervisors) must receive initial Explosive Safety Training before performing any of these tasks. Recurring training must be provided no later than the end of the 15th month following the initial training. Army personnel will be trained based on the skill level requirements for the job being performed in accordance with DA PAM 385-64, paragraph 1-8 Figure 1.1 page 5. Training requirements for Army Ammunition Supply Point (ASP) personnel are identified in Army Material Command Regulation 350-4, Appendix B.

2.1. Army motor vehicle operators transporting AA&E must possess a valid military and civilian driver's license and certification of completion of a Hazardous Material (HAZMAT) driver's training course (proof of course completion is required either by certificate or commander certification) in accordance with 49 CFR, *Transportation*. All personnel drawing ammunition from DIX ASP whether DOD Civilian and Military to include government contractor must complete the Ammo 67 Hazmat Familiarization in Transportation course, training must be completed every two (2) years **http://www.dactces.org**/. Civilian drivers must also possess a valid Commercial Drivers License (CDL) with HAZMAT endorsement. On military license Hazmat must be endorsed on the license. This requirement applies to both the driver and co-driver.

2.2. Army motor vehicle operators must have completed Army Accident Avoidance Training within the previous four (4) years. This requirement applies to both the driver and co-driver.

2.3. Joint Base (other than Army) training will be conducted by the unit's Weapon Safety Representative. Army personnel training will be certified by the ASP, Chief Ammunition Manager or Quality Assurance Specialist Ammunition Surveillance (QASAS).

2.3.1. Supervisors must ensure all training is annotated on the individual's applicable approved form located in the individual's on-the-job training (OJT) records.

2.3.2. When authorized the Joint Base unit's Weapons Safety Representative will issue personnel an AF Form 483, *Certificate of Competency*, must be carried at all times.

3. Hours of Operation. The published hours of operation for receiving explosives destined to or transiting through Joint Base McGuire-Dix-Lakehurst to include directions are indicated in AFJI 24-211, Vol. 4, *Terminal Facility Guide*.

3.1. McGuire Annex. The McGuire annex hours of operation are 0730-1500 hours, Monday through Friday, except for holidays and weekends.

3.2. Dix Annex. The Dix annex ASP hours of operation are 0800–1130 hours and 1230–1600 hours, Monday through Friday, except for holidays and weekends. There will be no scheduled ammunition deliveries to the ASP on Fridays.

3.2.1. Appointments for issues and turn-ins through the ASP must be scheduled five (5) working days prior to requested date of service (not including the date of the request). Issue and turn-in operations will not start after 1500 hours, Saturdays or Sundays without prior coordination and approval of ASP personnel.

3.3. Vehicles arriving after normal duty hours and prior to their scheduled appointment will not be refused entry or turned away. Drivers for these shipments will be presented with the option to drive to the in-transit truck parking area located at the ASP on the Dix annex or contact Surface Deployment and Distribution Command (SDDC) for directions to the nearest safe haven location.

3.3.1. The ASP in-transit truck parking area has been designated as the temporary munitions holding area for the installation. Procedures for drivers electing to use the in-transit truck parking area are as follows:

3.3.1.1. Security Forces personnel will inform the driver that he/she must remain with their vehicle at all times and that the in-transit parking area has portable latrines and phones available.

3.3.1.2. Security Forces personnel will give drivers an area map with the directions to ASP in-transit parking area from Check Point 9.

3.3.1.3. The driver will be informed that he/she must return to Check Point 9 for reprocessing/entry clearance, if the shipment is destined to the McGuire annex.

3.3.1.4. The ASP personnel will offload shipments consigned to the Dix annex the next business day.

3.4. The installation commander has authorized after-hours entry for explosive-laden vehicles to McGuire annex providing advance coordination has been accomplished and the shipments meet the criteria under **paragraph 8.1.6**. This authorization is to facilitate short-notice export or unscheduled retrograde munitions shipments that cannot be stored at the Munitions Storage Area (MSA) or Hazardous Cargo Loading Area (HCLA).

3.4.1. Security forces personnel at Checkpoint 9 will contact Air Terminal Operations Center (ATOC) to determine the final destination of explosive-laden vehicles consigned to the McGuire annex.

3.4.2. MSA standby personnel will be contacted, through the MOC, for all explosive shipments terminating JBMDL on an aircraft after-hours. Exception: Standby personnel can not accept hazard classification/division (HC/D) 1.1 exceeding 66 pounds (lbs.)

NEW, any 1.2.1 explosive items or any item with inhabited building distance (IBD) 500 ft or greater.

3.4.3. After-hours explosive shipments that cannot be stored in the MSA or ASP will be left on an approved HCLA 1-8. APS personnel will be responsible for this coordination and will provide constant surveillance until they can be turned over for storage or shipped via surface to final destination. JBMDL/SEW must be contacted for approval to store on any HCLA. APS personnel must know the total NEW when asking for this approval.

4. Explosive Handling Procedures.

4.1. Explosive-laden vehicles will be properly placarded while on JBMDL. The vehicle(s) will be placarded with the appropriate Department of Transportation placards to be visible on front, rear, and both sides, designating the most hazardous munitions being transported.

4.1.1. Only trained personnel, under the supervision of an individual who understands the hazards and risks involved during explosive operations, will be allowed to handle explosives.

4.1.2. Personnel will always use the correct lifting techniques when handling heavy items.

4.1.3. Spotters will be used whenever materials handling equipment (MHE) is used to handle explosives.

4.1.4. Personnel will not tumble, drag, drop, throw, roll or walk explosives; however, containers on skids may be pushed or pulled for final positioning.

4.1.5. Explosives will not be loaded or off-loaded during concurrent servicing operations.

4.1.6. As a minimum, when transporting explosives, the "two-person team" concept will be used. In the event of an accident, the second person will provide assistance and contact the appropriate agencies (911, ATOC, Command Post, Safety, etc.) (See **Table 3**.)

4.1.7. Munitions will be secured to the transport vehicle using the appropriately rated tie-down strap, chains and binders or properly configured blocking and bracing. All uncovered vehicles, traveling off the installation, must have a fire-resistant tarp.

4.1.8. Explosive operations must be stopped when visitors arrive. Operations will not resume until all visitors have departed the area. Safety and Quality Assurance (QA) personnel are not considered visitors but casuals to the operation. They are authorized to be present during the operations after they are briefed by the supervisor.

5. General Safety. The EOS/Safety Officer will provide a thorough safety briefing prior to all explosive handling operations. All operations will be performed safely. If an unsafe condition arises, then all operations will cease.

5.1. The EOS/Safety Officer will determine personnel limits based on operational requirements.

5.1.1. A minimum of one supervisor and one worker is required.

5.1.2. Nonessential personnel will vacate the operating area.

5.1.3. A maximum of three casuals are authorized to observe explosive-handling operations.

5.2. At a minimum, two serviceable 2A:10BC fire extinguishers must be readily available for use at all times during explosive-handling operations.

5.3. Smoking, matches, and other ignition sources are prohibited in any explosive-handling operations area.

5.4. Ensure mobile phones and in-car phones are turned off prior to entering explosive operations areas.

5.5. Fire and chemical hazard symbols must be posted at each location as applicable. Any time a fire or chemical hazard symbol changes at a building, to include the outside loading docks, the base fire department will be notified and the placards will be updated by the appropriate personnel. A log will be used to track the fire symbol change and coordination with the fire department.

5.6. Personnel will wear personal protective equipment during explosive-handling operations.

5.6.1. Hearing protection is mandatory whenever operations require the use of MHE and when personnel are working near aircraft that has engines or auxiliary power unit running.

5.6.2. Reflective belts are mandatory during the hours of darkness and when adverse weather conditions dictate (maintenance and flight line areas).

5.7. Explosive-handling operations will cease when electrical storms are within five (5) nautical miles of JBMDL. Supervisory personnel will consult with the supporting weather unit and/or review the local weather support plan to ensure watches/warnings provide coverage for their working areas and become familiar with the base notification processes.

5.7.1. Whenever there is an approaching electrical storm (thunderstorm) in the near vicinity of an explosive-handling operation area or facility, the supervisor will notify the personnel of the most expeditious means to evacuate the locations containing explosives, unless an urgent operational mission requirement necessitates retention of a minimum force.

5.7.2. Weather conditions will be closely monitored before and during explosive-handling operations. When an electrical storm seems imminent, the duty officer or senior controller will contact the MOC senior controller, ext. 4044, to determine if fueling operations have been suspended. Aircraft explosives loading, off-loading, or pre-load operations will be stopped at the same time.

5.8. Electrical power tools will not be utilized in areas where exposed explosives are temporarily stored or explosive handling operations are being conducted (excluding blocking/bracing).

5.9. Handheld radios used around explosive handling operations area must have a “Certified Intrinsically Safe” label affixed. Intrinsically Safe radios may operate at a minimum safe distance of 10’ from an explosive operation. Radios without a label **MUST** be turned off until explosive handling operations are completed.

5.10. No one will ride in the cargo compartment of a vehicle transporting explosives. No explosives will be placed in the passenger compartment.

5.11. Vehicles used to transport explosives will be inspected and fueled prior to loading.

5.12. Explosives will not be loaded or off-loaded from a vehicle while the engine is running.

5.12.1. Exception: Vehicles with diesel-powered engines may continue to run during loading and off-loading of explosives except when exposed explosives are involved.

5.12.2. Parking brakes are set and the operator remains in the driver's position or sets brakes, chocks wheels, and remains close to the vehicle.

5.13. An explosive-laden vehicle will not be left unattended.

5.14. Ammunition Amnesty Program

5.14.1. Amnesty ammunition is defined as non-bulk quantity (less than standard unit-pack) possessed by an individual without authorization. AA&E may have been withheld from prescribed turn-in with the individual's unit turn-in or may otherwise been obtained or found, whether intentionally or inadvertently.

5.14.2. Amnesty provides an opportunity for individuals to return ammunition that has been stolen, misplaced or erroneously left in the possession of an individual after turn-in and reconciliation has been finalized. These returns can be made without fear of prosecution.

5.14.3. Amnesty turn-ins will be accepted from individuals (normally military or civilian employees of the Federal Government). Military ammunition will be accepted from whatever source. Unless directed by higher authority civilian, ammunition will be accepted only if it is found on the Dix Annex. The ammunition amnesty program will not be a substitute for normal turn-in procedures or used by units to circumvent standard supply procedures. Such attempts will result in command notification and possible suspension of Class 5 supply support.

6. Emergency Evacuation Procedures.

6.1. It is the responsibility of the EOS to provide a safety briefing to all personnel as outlined in **Attachment 3**. The briefing must include the emergency evacuation procedures below.

6.2. In the event of an accident or mishap, the EOS will evacuate the area, immediately call 911 from a base phone or BDOC, and provide the following information:

6.2.1. The exact location of the accident or mishap.

6.2.2. The item's hazard class and division number.

6.2.3. The item's nomenclature.

6.2.4. The item's NEW

6.2.5. The total number of pieces involved in the mishap.

6.2.6. Identify any explosives located in adjoining buildings.

6.3. For any "dropped objects", all personnel will evacuate the area a minimum distance of 300 feet. In the event of a fire, personnel will retreat upwind from the mishap area. Under no

circumstances should personnel attempt to fight a fire that has engulfed munitions items or a storage facility. Once this has occurred, immediately evacuate all personnel to proper withdrawal distances. Refer to excerpt of AFMAN 91-201, refer to **Table 1** below.

6.4. Personnel will not return to the area after evacuation has taken place, unless cleared to do so by the Incident Commander.

6.5. When emergency response vehicles arrive, they will be directed to the mishap area and given all available information.

6.5.1. Witnesses and personnel involved in the mishap will provide any information needed by Explosive Ordnance Disposal (EOD) and safety personnel, such as the height at which the explosives were dropped, speed of vehicle(s) involved, and the type of explosive shipment.

6.6. During duty hours, unit and wing safety offices will be notified about the mishap.

6.6.1. After duty hours, Command Post will be contacted and instructed to notify the wing on-call weapons safety officer.

Table 1. Minimum Withdrawal Distances (in feet) for Explosives Involved in Fire.

1.4	Minimum Distance		300
1.3	Minimum Distance		600
1.2 (all) 1.6	Minimum Distance		2500
1.1	Unknown Quantity	Aircraft, Truck, Tractor, Trailer, Facility	4000
		Railcar	5000
1.5	Transportation Known Quantity	500 lbs. or less, all modes	2500
		More than 500 lbs., railcar	5000
		More than 500 lbs., all other modes including aircraft	4000
		All quantities bombs & explosives greater than 5 in. caliber	4000
	Facilities Known quantity	15,000 lbs. or less	2500
		More than 15,000 lbs., less than 55,285 lbs.	4000
		More than 55,285	K105

Note:
1. For quantities of HC/D 1.3 over 100,000 lbs. withdrawal distance is equal to K16.
2. When accidents occur and there is no fire, the Incident Commander will assess the risk and determine the withdrawal distance.
3. Incremental Distance: The distance based solely on overpressure protection (K factor) without regard to fragment protection. (Example: For 5,000 lbs NEW, the incremental K40/50 distance would be 685 feet instead of the 1,250 feet inhabited building distance (IBD)

separation required because of minimum fragment protection.)

7. Transportation of Explosives.

7.1. Explosive-laden vehicles will be properly placarded while on JBMDL. The vehicle(s) will be placarded with the appropriate Department of Transportation placards to be visible on the front, rear, and both sides, designating the most hazardous munitions being transported. If the tractor/tow-vehicle is disconnected from the trailer/enclosed van, a placard must be placed on the front of the trailer/enclosed van.

7.2. Force Protection Condition (FPCON) Charlie and Delta. Per AFI 31-101 8.4.2.24.3.2 and 8.4.2.24.3.3, during FPCON Charlie, provide armed military escort in separate military vehicles for all Category I and II items and classified munitions and conduct liaison with state and/or local law enforcement officials prior to off-base movements. During FPCON Delta, temporarily suspend all shipments in and out of the local area except those needed for critical operational requirements; ship critical items by military air if feasible; and provide armed military escort for all shipments.

7.3. Avoid contact with mission-essential areas when transporting explosives. Use designated explosives route (see **Attachment 2**).

7.4. Explosive-cargo movement around flight line: Explosive cargo will be transported with the utmost care and in compliance with the following:

7.4.1. It is the responsibility of the EOS to ensure explosives are transported in the safest possible manner at all times. Prior to transporting explosives, the EOS will:

7.4.1.1. Inspect the transportation vehicle to ensure it is in safe working condition.

7.4.1.1.1. Only approved MHE or vehicles will be utilized.

7.4.1.1.2. At a minimum, two portable fire extinguishers rated 2A:10BC or equivalent must accompany/be attached to each vehicle transporting explosives.

7.4.2. Only qualified, licensed operators will be utilized.

7.4.2.1. Operators must complete safety training and be certified on the safe transport of explosives.

7.4.2.2. Operators will carry an AF Form 483, *Certificate of Competency*, in their possession stamped "Explosive Trained" to accompany their military vehicle operator's license.

7.4.3. Explosive cargo will be securely fastened to each transport vehicle and inspected by the operations supervisor prior to movement.

7.4.3.1. Forklifts will not be utilized to transport explosives outside the immediate area of operations or for over-the-road transportation.

7.4.3.1.1. The immediate area of operations is defined as, at the aircraft during loading/off-loading operations or at the storage location during pallet buildup and on-/off-load of transport vehicles operations.

7.4.3.1.2. Only flatbed trailers or K-loaders will be used to transport palletized

munitions shipments between the aircraft and storage location. The only exception is when transporting munitions to/from HCLAs 1 thru 8 because of their close proximity of each other.

7.4.3.2. Notify ATOC of the explosive transportation start time.

7.4.4. Special services personnel will use the primary explosive transportation route.

7.4.4.1. Notify ATOC in advance when the alternate explosive transportation route will be used (see **Attachment 2**).

7.4.5. Prior to an over-the-road movement of HC/D 1.1; 1.2; or bulk 1.3 (exceeding 1,000 lbs. NEW), munitions on base, contact the fire department and BDOC, and provide the following information:

7.4.5.1. The Hazard Classification Code and Compatibility Group.

7.4.5.2. The item nomenclature.

7.4.5.3. NEW.

7.4.5.4. The registration number of the vehicle transporting the munitions.

7.4.5.5. The location and destination of the munitions being transported.

7.4.5.6. The munitions route being taken (primary or alternate).

7.4.5.7. Contact the fire department immediately upon completion of explosives movement.

7.4.6. ATOC will be contacted immediately upon completing the explosives transportation.

7.4.7. If ATOC calls an “All Stations Alert” on the radio and declares a ground or in-flight emergency, the EOS will inform ATOC of the location of the explosives transportation vehicle.

7.4.7.1. Cease all explosive transport movement to allow emergency vehicle’s easy response to a ground or in-flight emergency.

7.4.7.2. Personnel will not continue the transportation of explosives until ATOC can determine the nature, severity, and location of the emergency.

7.4.7.3. When the ground emergency is close to or on the explosive transportation route, the EOS will contact ATOC and ask for instructions on what actions to take.

8. Originating Explosive Movements.

8.1. Shipments arriving at JBMDL via commercial truck marked for McGuire Annex agencies (i.e. EOD, SFS, and APS for air export):

8.1.1. All explosive-laden vehicles will be directed to Checkpoint 9. The vehicle will be searched and the driver issued an entry pass at Checkpoint 9. Checkpoint 9 personnel will contact the Traffic Management Office (TMO) to inform them of shipment arrival, characteristics and to request an escort if the vehicle contains munitions with a category 1 risk code.

8.1.2. MSA and APS personnel will determine vehicle off-load location, meet the vehicle at the off-load location, and off-load the vehicle.

8.1.2.1. APS special services can only store HC/D 1.3 (max 100 lbs NEW) and 1.4. at 1757. All other classes of explosives must go to the MSA, ASP or to the In-transit Munitions Holding Area, HCLA 8 (facilities 1606 & 1607). When utilizing the docks for storage of 1.3 items, JB MDL/SEW must be notified for the storage restrictions before placing the items on the docks.

8.1.3. APS representative will conduct a vehicle inspection at the off-load location by completing the DD Form 626, *Motor Vehicle Inspection Transporting Hazardous Material*, and acknowledge receipt of shipment by signing carrier's Commercial Bill of Lading (CBL) and DD Form 1907, *Signature and Tally Record*. Items marked with an asterisk (*) on the DD Form 626 must be checked by APS personnel.

8.1.4. APS representative will annotate discrepancies or damage to shipment on CBL and initiate a DD Form 361, *Transportation Discrepancy Report*, as required.

8.1.5. In the event a suspect vehicle or suspect cargo arrives at the MSA or APS, the vehicle or cargo will remain in the MSA or ASP until further instructions are received from the Wing Safety Office. A suspect vehicle or cargo is one that:

8.1.5.1. Shows evidence of tampering or pilferage.

8.1.5.2. Signs of damage or unstable explosives.

8.1.5.3. Is determined to be unsafe for off-loading.

8.1.6. Shipments marked for export and departing JBMDL on an aircraft.

8.1.6.1. Any office notified of inbound munitions shipments via report of shipment (REPSHIP) or other means, is responsible for ensuring coordination is accomplished between all responsible parties.

8.1.6.2. All cargo will be received, inventoried, and inspected by APS special services personnel for compliance with regulatory requirements prior to onward movement. Cargo will be inspected using AMC Form 1015, Hazmat Inspection and Acceptance Checklist. All shipments must:

8.1.6.2.1. Be labeled with a DD Form 1387, *Military Shipment Label*.

8.1.6.2.2. Be certified using a Shipper's Declaration for Dangerous Goods.

8.1.6.2.3. Be packaged and marked in compliance with Military Standard 129 and Performance Oriented Packaging (POP).

8.1.6.3. Shipments determined acceptable for airlift will be properly stored and input into the Global Air Transportation Execution System (GATES) database, for onward movement by air.

8.1.6.3.1. Coordination will be made by 305 APS Capability Forecaster for diplomatic and port-to-port clearances.

8.1.6.4. Shipments not acceptable for airlift will be frustrated to the Customer Service Branch utilizing AMC Form 1015, Hazmat Inspection Checklist, to initiate

corrective action. Such cargo will be placed in the appropriate Frustrate "FR" status in GATES.

8.1.6.4.1. MSA personnel must be contacted if an explosive container is improperly packaged. Only qualified personnel are authorized to open a shipment that is improperly packaged. The 305 MXS Munitions is the only organization qualified to repackage explosives.

8.1.6.5. Prior to loading explosives aboard outbound aircraft, the EOS will (see checklist on **Attachment 3**).

8.1.6.5.1. The aircraft is placarded by special services personnel, with appropriate fire symbols, prior to beginning loading operations.

8.1.6.5.1.1. The ATOC ramp coordinator will remove placards when the aircraft blocks out and return them to special services.

8.1.6.5.2. There are two serviceable flight line fire extinguishers readily available for use; one at the nose of the aircraft and one at one wing tip.

8.1.6.5.3. The aircraft is grounded in two places and the main landing gear is chocked.

8.1.6.5.4. The explosives on the manifest and load-pull sheet match the explosive gram and are manifested correctly before beginning any explosive-loading operation.

8.2. Deployment Movements.

8.2.1. All shipments of munitions must be properly packed, marked, labeled, placarded, and palletized on 463L pallets (if necessary) prior to delivery at the Cargo Deployment Function (CDF).

8.2.2. Hazard Class/Division 1.1 and 1.2 (all quantities) will be marshaled to either HCLA 1, 2, or 8 IAW Deployment Schedule of Events (DSOE) for inspection by CDF personnel.

8.2.3. Hazard Class/Division 1.3 (up to 5,000 LBS NEW) and 1.4 (mission essential quantities) will be marshaled to and inspected by the CDF located at Big Beige (building 3209).

8.2.4. CDF personnel will ensure Hazard Class/Division 1.3 and 1.4 are expedited to the front of the inspection process for the appropriate chalk IAW DSOE. Once the inspection is completed, CDF personnel will immediately move the increment to the approved/sited aircraft parking spot (i.e., Romeo 1) for holding/staging until scheduled aircraft load time. Increments that are frustrated must also be immediately moved to an approved/sited aircraft parking spot. **NOTE**: CDF (building 3209) is only approved for the inspection process of Hazard Class/Division 1.3 (up to 5,000 LBS NEW) and 1.4 (mission essential quantities); no munitions will be staged/stored within the CDF.

9. Terminating Explosives Movements.

9.1. Import shipments arriving at JBMDL via military or commercial aircraft marked for JBMDL agencies or retrograde cargo:

9.1.1. Prior to off-loading explosives from inbound aircraft, the EOS will provide an explosive safety briefing to all personnel before off-load operations begin (refer to checklist at **Attachment 3**) and ensure:

9.1.2. There are two serviceable flight line fire extinguishers readily available for use. Position one extinguisher at the nose of the aircraft and one at one wing tip.

9.1.3. The aircraft is placarded by special services personnel, with the appropriate fire symbols, prior to the start of loading operations.

9.1.4. The aircraft is grounded in two places and the main landing gear is chocked.

9.1.5. The Special Handling and Commodity Code is checked to determine the security level required for the explosives.

9.1.5.1. If an armed guard is required for on base movement, the explosives will not be off-loaded until the armed guard arrives.

9.1.6. The aircraft manifest is signed before off-loading the explosives from the aircraft. **Note:** Loading and off-loading of explosive-laden pallets is performed the same as for general cargo only with increased safety consciousness.

9.1.7. Once off-load is complete, munitions are delivered to the appropriate storage location.

9.1.7.1. Explosive cargo will not be left unattended outside the MSA, ASP, buildings 1757, 1606 or 1607.

9.2. Standard terminating cargo procedures will be used to receipt and process for terminating explosive shipments and provide TMO all necessary information to release shipments to consignee or process for onward surface mode.

9.3. Shipments departing JBMDL via commercial truck (surface mode) will be received at the MSA or facilities 1606 and 1607 in accordance with AFJI 24-211, Vol. 4, *Terminal Facility Guide*.

9.3.1. APS or Army personnel will meet the commercial carrier at the pickup location (MSA, ASP, or special services section), conduct vehicle inspection using DD Form 626,*Motor Vehicle Inspection*, and provide DD Form 1907,*Signature and Tally Record*, and CBL to carrier after getting transfer signatures.

9.3.2. APS or Army personnel will ensure the shipment is blocked and braced to ensure the loads are stable and secure for movement.

9.3.3. MSA, APS or Army will contact BDOC and advise them of the shipment and request an escort to the gate if required.

10. In-transit Explosive Movements.

10.1. Whenever possible, in-transit explosives will remain onboard the aircraft.

10.2. When it becomes necessary to off-load in-transit explosives, follow procedures in Paragraphs 8 and 9 above.

10.3. Transit Alert will placard transiting explosive-laden aircraft with appropriate fire symbols and alert the base fire department.

11. Storage/Warehousing.

11.1. Explosives will be stored in authorized facilities only. MSA/APS personnel will control storage/warehousing in accordance with governing instructions, AFMAN 91-201, *Explosives Safety Standards*, and AFMAN 24-204, *Preparing Hazardous Materials For Military Air Shipments*.

11.1.1. APS Special Services will:

11.1.2. Report the following to the base fire department and BDOC: Presence of on-hand HC/D for all munitions at their approved facilities (to include risk category if required), fire symbols (as appropriate), and all changes throughout explosive-handling operations.

11.1.3. Perform daily inventories of all cargo.

11.1.4. Perform necessary security and safety checks, twice daily, reporting noted discrepancies to the unit's Explosive Safety Representative.

11.1.5. Ensure appropriate fire and chemical hazard symbols are posted and the Fire Departments Alarm Room is notified.

11.2. In-transit Munitions Holding Area (HCLA 8, facilities 1606 & 1607). See **Table 2** for HC/D and NEW limitations.

11.2.1. APS Special services security vault, Joint Inspection/Marshalling Area, and approved aircraft parking spots can be used for temporary storage of HC/D 1.3 and 1.4 as determined by the posted and approved license.

11.2.1.1. Special services will maintain a current license for temporary storage of HC/D 1.3 and/or 1.4 as outlined in the approved license for facility 1757. Additionally, special services will maintain the current site package for the temporary storage of all approved HC/D for items maintained at HCLA 8, (facilities 1606 & 1607).

11.3. Special services personnel will only process and palletized munitions at approved/licensed facilities/holding areas.

Table 2. Net Explosive Weight Limits for Aircraft Parking Spots and Storage Areas.

PARKING LOCATION	EXPLOSIVE LIMITS
HCLA 1 & 2	HC/D 1.1.(12): UP TO 24,000 LBS NEW HC/D 1.2.1.(12):>450 UP TO 28,000 LBS NEW HC/D 1.2.2.: UP TO 50,000 LBS NEW HC/D 1.2.3.(12)>450 UP TO 50,000 LBS NEW HC/D 1.3.: UP TO 250,000 LBS NEW HC/D 1.4.: Capacity / No restriction
HCLA 3	HC/D 1.1.(12): UP TO 25,000 LBS NEW HC/D 1.2.1.(12):>450 UP TO 28,000 LBS NEW HC/D 1.2.2.: UP TO 50,000 LBS NEW HC/D 1.2.3.(12)>450 UP TO 50,000 LBS NEW HC/D 1.3: UP TO 250,000 LBS NEW HC/D 1.4: Capacity / No restriction

LIMA TAXIWAY (HCLA 4 - 7) Notify JB MDL/SEW when in use.	HC/D 1.1.(12): UP TO 30,000 LBS NEW HC/D 1.2.1.(12):>450 UP TO 28,000 LBS NEW HC/D 1.2.2.: UP TO 50,000 LBS NEW HC/D 1.2.3.(12)>450 UP TO 50,000 LBS NEW HC/D 1.3.: Capacity / No restriction HC/D 1.4.: Capacity / No restriction
ALPHA ROW: SPOTS 1 - 3 BRAVO ROW: SPOTS 1 - 4 MIKE ROW: SPOTS 2 & 3 NOVEMBER ROW: SPOTS 2 & 3	HC/D 1.3.: UP TO 5,000 LBS HC/D 1.4.: Capacity/ No Restrictions
ROMEO ROW: PARKING SPOTS 1 - 14 MAIN RAMP (HOTEL – LIMA ROWS): 3 & 4 PARKING SPOTS VICTOR ROW: SPOTS 1 - 5	HC/D 1.3.: UP TO 5,000 LBS NEW HC/D 1.4.: Capacity/ No Restrictions
Building 1757, Room #116 and loading docks on the flight line side of 1757	HC/D 1.3: UP TO 100 LBS NEW HC/D 1.4: Mission Essential Quantities IAW approved license
HCLA 8 Facilities 1606 & 1607	HC/D 1.1(13):>450 UP TO 34,000 LBS NEW HC/D 1.2.1: UP TO 39,900 LBS NEW HC/D 1.2.2: UP TO 500,000 LBS NEW HC/D 1.2.3:(09)<450 UP TO 500,000 LBS NEW HC/D 1.3: UP TO 500,000 LBS NEW HC/D 1.4: Mission Essential Quantities

12. Security.

12.1. All weapons/munitions movements to/from HCLA must be coordinated with BDOC and ATOC prior to, and at completion of, each movement.

12.2. All signature transfers of custody must be completed and properly documented prior to moving cargo requiring such service. Additionally, necessary precautions must be taken to effectively safeguard all other DoD arms ammunition and explosive assets.

12.3. The possibility of covert or overt attack against munitions is always present; therefore, only essential personnel are allowed near the explosive-handling operations area. Challenges must be made to obtain the identity of anyone unknown within the immediate vicinity of the explosive-handling operations area.

13. Vehicle Breakdown or Accident.

13.1. Vehicle breakdown.

13.1.1. Move the vehicle as far off the road and away from populated areas as possible. Consider transferring explosives to another vehicle for immediate removal.

13.1.2. Driver will maintain security of the munitions.

13.1.3. Place reflectors out in the direction of approaching traffic. **DO NOT USE ROAD FLARES!**

13.1.4. Notify the following agencies:

13.1.4.1. Command Post and ATOC Duty Officer. Contact 87th Logistics Readiness Squadron (LRS) Vehicle operations only if a government vehicle requires repair service or replacement.

13.1.5. Take appropriate action within the scope of operator maintenance to repair vehicle and eliminate hazards as soon as possible.

13.2. Vehicle accident.

13.2.1. If in dangerous conditions, **EVACUATE** all nonessential personnel and establish a hazard cordon IAW **Table 1** Direct traffic, as required, until law enforcement agencies arrive. Check explosives for damage/condition.

13.2.2. Take immediate action to prevent explosives from detonating or burning. If fire is involved, fight the fire if the explosives are not directly involved. Consider evacuating the explosives from the vehicle.

13.2.3. If required, administer first-aid. Notify appropriate law enforcement and/or fire departments by the most expedient means available, phone 911, and/or use mobile radio.

13.2.4. Maintain security of the munitions.

14. Attempted Theft/Hijack.

14.1. Challenge and detain suspects using the minimum force necessary. If medium- or high-risk munitions are involved notify:

14.1.1. On-base: BDOC.

14.1.2. Off-base: Contact local law enforcement, 911.

15. Use of Force.

15.1. The degree of force used must be the minimum necessary to accomplish the duty. The application of an excessive amount of force is detrimental to the maintenance of law and order and may subject one to disciplinary action.

15.2. The minimum force necessary may include physical apprehension and restraining techniques.

15.3. Use of deadly force is justifiable only as a last resort.

Table 3. Contact Numbers.

Fire Department	754-2451
Base Defense Operations Center (BDOC)	562-6001
JBMDL Explosive Safety	Cell 609-947-2766
ATOC Duty Officer	754-4917/-2231
Maintenance Operations Center (MOC)	754-4044
Traffic Management Office (TMO)	754-4632
Munitions Storage Area	754-8087

Intransit Munitions	754-0277/-0760
Ammunition Supply Point	562-3850
Vehicle Operations	754-3004

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Commander, Joint Base McGuire-Dix-Lakehurst

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

CFR 49, Code of Federal Regulations, Title 49 - Transportation

DTR 4500.9-R, Defense Transportation Regulation Part II, Cargo Movement

AFJI 11-204, Operation Procedures for Aircraft Carrying Hazardous Materials

AFJI 24-211, Vol. 4, Terminal Facility Guide

AFI 24-203, Preparation and Movement of the Air Force Cargo

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

AFMAN 33-363, Management of Records

AFI 31-101, Integrated Defense

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

AFMAN 91-201, Explosives Safety Standards

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

AMCI 24-101, Volume 11, Air Transportation–Cargo and Mail

JOINT INTEGRATED DEFENSE PLAN

JBMDLI 91-201, Weapons Safety Program

Adopted Forms

AF Form 483, Certificate of Competency

AF Form 847, Recommendation for Change of Publication

AMC Form 33, Report of Frustrated Cargo

AMC Form 1015, Hazmat Inspection and Acceptance Checklist

DD Form 361, Transportation Discrepancy Report

DD Form 626, Motor Vehicle Inspection

DD Form 1387, Military Shipment Label

DD Form 1907, Signature and Tally Record

Abbreviations and Acronyms

AA&E—Arms, Ammunition, & Explosives

APS—Aerial Port Squadron

ASP—Army Ammunition Supply Point

ATOC—Air Terminal Operations Center

BDOC—Base Defense Operations Center

CBL—Commercial Bill of Lading

CBT—Computer Based Training

CDF—Cargo Deployment Function

CFR—Code of Federal Regulations

EOD—Explosive Ordnance Disposal

EOS—Explosive Operations Supervisor

FM—Field Manuals

FR—Frustrated Status

GATES—Global Air Transportation Execution System

HAZMAT—Hazardous Material

HC/D—Hazard Classification/division

HCLA—Hazardous Cargo Loading Area

IBD—Inhabited Building Distance

JBMDL—Joint Base McGuire-Dix-Lakehurst

LOGMOD—Logistics Module

MHE—Materials Handling Equipment

MOC—Maintenance Operations Center

MSA—Munitions Storage Area

NEW—Net Explosive Weight

OJT—On the Job Training

POP—Performance Oriented Packaging

QASAS—Quality Assurance Specialist Ammunition Surveillance

REPSHIP—Report of Shipment

SDDC—Surface Deployment and Distribution Center

SEW—Weapons Safety

SFS—Security Forces Squadron

SOP—Standard Operating Procedures

TMO—Traffic Management Office

Attachment 2

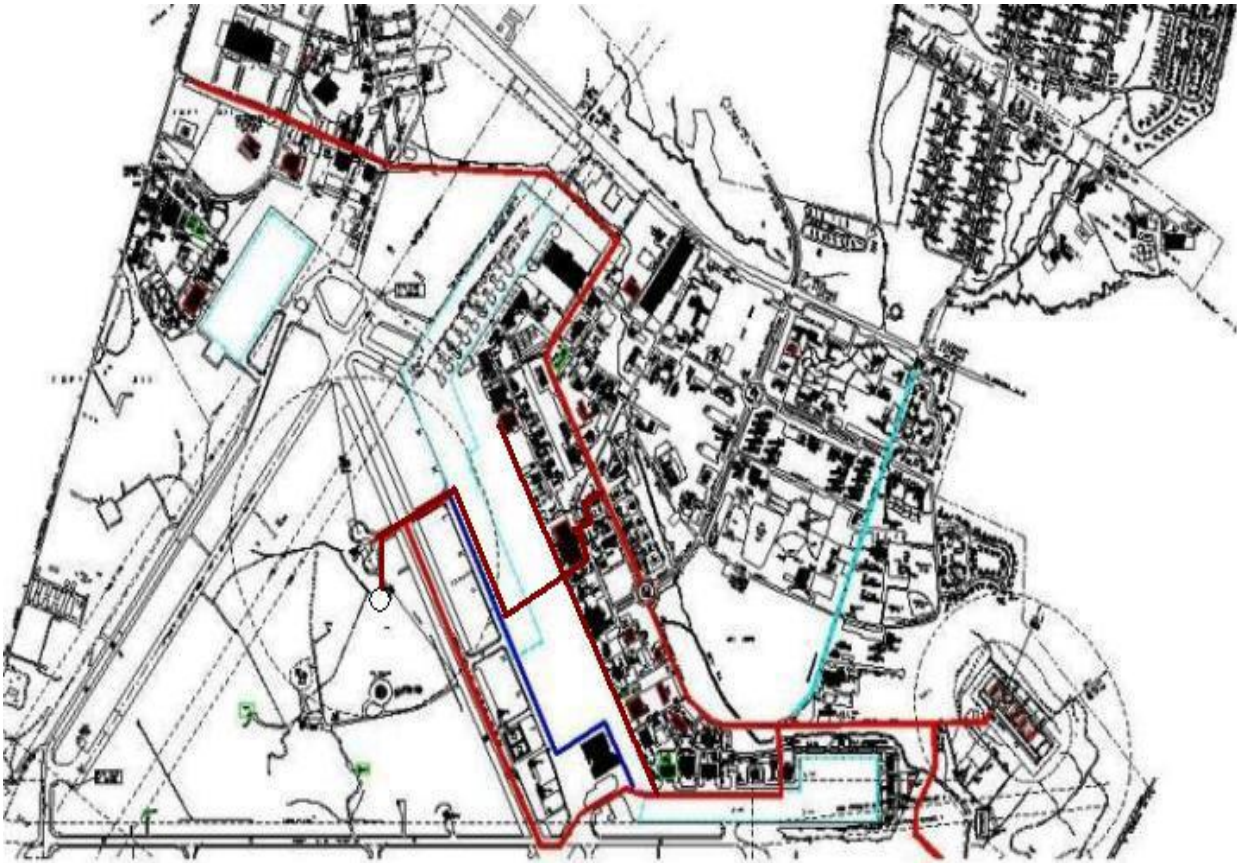
PRIMARY AND ALTERNATE EXPLOSIVE ROUTES

A2.1. RED: Primary Explosives Transportation Route

A2.2. Blue-Green: Alternate Explosives Transportation Route

A2.3. BLUE: Explosive Route for 305 MXS from Munitions Storage Area to ramp.

Figure A2.1. Primary Explosives Transportation Route.



A2.4. HCLA 8

Attachment 3

OPERATIONS SAFETY BRIEFING

NOTE: EXPOSE THE MINIMUM AMOUNT OF PEOPLE TO THE MINIMUM AMOUNT OF EXPLOSIVES FOR THE MINIMUM AMOUNT OF TIME NEEDED TO CONDUCT A SAFE AND EFFICIENT OPERATION

A3.1. Operation Briefing.

A3.1.1. Describe operation to be performed _____

_____

_____

A3.1.2. Explain each person's role.

Crew Chief: _____

Crew Members:

_____ _____

_____ _____

_____ _____

_____ _____

A3.1.3. Applicable technical orders: 11A-1-10 and Joint Hazard Classification System. List applicable item technical orders:

_____ _____

_____ _____

_____ _____

A3.1.4. Brief specific safety requirements to include WARNINGS, CAUTIONS, and NOTES

from item technical orders.

A3.1.5. Brief the hazard class/division, compatibility group, withdrawal distance, main hazards,

and chemical hazards.

Table A3.1. PLACE CHECK MARK BY APPLICABLE FIRE SYMBOL AND CHEMICAL HAZARD FILL IN APPROPRIATE COMPATIBILITY GROUP.

HAZARD CLASS/DIV &	WITHDRAWAL	MAIN

COMPATIBILITY GROUP	DISTANCE	HAZARDS
1.1	4000	MASS DETONATION
1.2	2500	EXPLOSION WITH FRAGMENTATION
1.3	600	MASS FIRE
1.4	300	MODERATE FIRE

Table A3.2. CHEMICAL HAZARDS.

_____ Set 1 (A) (RED)
_____ Set 2 (B) (YELLOW)
_____ Set 3 (C) (WHITE)
_____ Wear Breathing Apparatus (D)
_____ Apply No Water (E)

Table A3.3. Brief drop distances.

PACKAGED _____	UNPACKAGED _____

A3.2. Emergency Procedures.

A3.2.1. Follow these procedures as closely as possible; however, crew chiefs must make final decisions.

A3.2.2. In the event of a fire, sound the warning to all personnel in the immediate vicinity and notify the fire dept (911) or ATOC by the fastest means available.

A3.2.3. In the event of other emergencies, notify the fire department by the fastest means possible.

A3.2.4. In the event of an abnormal situation, which is not covered by pertinent procedures, contact ATOC for guidance before continuing the operation.

Table A3.4. Fill in the name of the individual performing the following emergency response duties:

_____ will notify fire department (911) and pass on as much of the following information as possible.
Name of individual making report _____
Location _____

Type of Emergency_____
Type of munitions involved _____
Estimated number of casualties _____
Time munitions were engulfed in flames, if known _____
_____ will sound the warning, evacuate non-essential personnel, and direct the fire department or other agencies to the scene.
_____ and _____ will fight the fire unless the munitions are engulfed in flames.

A3.2.4.1. Uninjured personnel will assist the injured.

A3.2.5. Welcome casuals. No more than three (3) will permitted in the immediate area of an explosive operation.

Table A3.5. Brief casuals with the following:

Describe the operation being or to be performed:_____
Primary fire symbol and chemical hazard:_____
Minimum withdrawal distance:_____
Required personal protective equipment: _____
_____ will sound the warning, evacuate non-essential personnel, and direct the fire department or other agencies to the scene.
_____ and _____ will fight the fire unless the munitions are engulfed in flames.
Location of fire extinguishers: _____

A3.2.6. Evacuation routes, individual evacuating non-essential personnel, and assembly point:

_____

A3.2.6.1. Not to touch anything.

A3.2.6.2. Not to disrupt the operation.

Note: Explosive