

**BY ORDER OF THE
509TH BOMB WING COMMANDER**



**WHITEMAN AIR FORCE BASE
INSTRUCTION 91-101**

2 DECEMBER 2013

Incorporating Change 1, 29 FEBRUARY 2016

Safety

EXPLOSIVES SAFETY STANDARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 509 LRS/LGRDDC

Certified by: 509 LRS/CC
(Maj Jason M. Kalin)

Pages: 10

This instruction implements Air Force Policy Directive (AFPD) 91-1, *Nuclear Weapons and Systems Surety*. This instruction details the procedures for granting secure/temporary holding for conventional Department of Defense (DoD) sponsored arms, ammunition and explosives (AA&E) or classified (secret and confidential) shipments transported by commercial carriers. It includes guidance for accepting AA&E shipments during normal duty hours and after hour arrivals. It also provides guidance for primary and alternate movement routes to be used for explosives on Whiteman Air Force Base (AFB). This instruction applies to all wing and associate units who transport munitions on Whiteman AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. 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) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

SUMMARY OF CHANGES

This interim change revises Whiteman Air Force Base Instruction 91-101 by removing incorrect information contained in the instruction. A margin bar (|) indicates newly revised material.

1. Policy. In the interest of Public Safety or National Security, DoD policy guidance encourages installations to assist commercial carriers who are transporting DoD AA&E or classified materials when seeking secure holding during emergencies or circumstances beyond their

control. The force protection condition, security and holding area safety must be taken into account before accommodating the carrier.

2. Scope. The purpose of this base directive is to establish safe and proper receipt, movement and security procedures for convention DoD sponsored AA&E or classified shipments transported by commercial carriers. It also includes base policy for accepting or rejecting AA&E shipments during non duty hours. This requirement does not apply for Department of Energy, nuclear shipments.

3. Arrival during duty hours.

3.1. Collect information as stated in paragraph **4.1.1.1** of this operating instruction and up-channel to 509th Munitions Squadron Munitions Control (509 MUNS/MXWKA) 687-8040.

3.2. Collect information as stated in paragraph **4.1.1.1** of this operating instruction during normal duty hours and coordinate/inform the following:

3.2.1. 509th Security Forces Squadron Law Enforcement Desk (509 SFS LE) at 687-3700.

3.2.2. 509th Bomb Wing Command Post (509 BW/CP) 687-3778.

3.2.3. 509 MUNS/MXWKA 687-8040 or 509th Munitions Squadron (509 MUNS) after-hours standby 563-1010.

3.2.4. 509th Logistics Readiness Squadron Cargo Movement (509 LRS/LGRDDC) standby person.

3.3. Upon notification of after-duty hour arrival cargo movement standby person will adhere to paragraph **3.1** of this operating instruction.

3.3.1. For after hour arrivals, the driver can be requested to remain with the shipment in a temporary holding area. The driver should be made aware of the limited capabilities for secure/temporary holding. Responsibility for the shipment will remain with the carrier until formal delivery of the shipment is affected. If carrier prefers to find another secure holding area where they can “drop” and “go” or has amenities available for them, they should be directed to contact Surface Distribution Deployment Command (SDDC) Hotline number 1-800-524-0331 for assistance.

3.3.2. The secure holding is strictly temporary. Vehicles accorded secure/temporary parking will be parked inside an appropriate security area, preferably a fenced area. The compatibility restrictions and quantity distance requirements will be observed. Shipping documents will be examined to prevent surreptitious entry of any unauthorized shipments into the base. It will be the prerogative of the installation commander to permit carrier personnel to remain with the vehicle for constant surveillance purposes or to decline to extend secure holding.

3.3.3. The designated secure/temporary holding area for low and medium risk explosives is the Joint-Use Load and Unload Dock (Facility 1153). This area is used only during non duty hours. Security Forces will provide periodic checks on carrier vehicles parked in this area.

4. Base Entry Guidance.

4.1. Carrier Receiving.

4.1.1. **Normal Duty Hours.** Shipments should be delivered during normal operating hours which are 0730 -1530 hours, Monday- Friday for 509 MUNS (FB4625) and 0730-1400 hours, Monday-Thursday for 442nd Munitions Squadron (442 MUNS) (FV6616), excluding weekends, holidays or unless prescheduled munitions volume movement.

4.1.1.1. Upon receipt of a Shipper, Report of Shipment "REPSHIP" for Class 1.1, 1.2, 1.3 or 1.4 AA& E, a 509th Logistics Readiness Squadron (509 LRS) representative will advise Munitions Control of the shipment quantity, transportation control number (TCN) and estimated time and/or date of arrival.

4.1.1.2. Upon arrival, carriers with explosives will be stopped at Gate 14 by Security Forces. Security Forces will notify the 509 LRS representative to perform a vehicle inspection before formal delivery. **Note:** Escort is required for Class 1.1 or 1.2 explosives and should never be brought to building 139.

4.1.1.3. After completing the vehicle inspection, 509th Security Forces Squadron (509 SFS) or a 509 MUNS representative will provide escort to the carrier using the designated movement route to the explosive off-load area. Upon completion of off-load, 509 SFS or a Munitions Representative will provide escort to the carrier to the departing gate.

4.1.2. **Arrival after normal duty hours for shipments consigned to Whiteman AFB.** When carriers with explosives-laden vehicles arrive at Gate 14 the drivers should contact 509 BW/CP at 687-3778. 509 BW/CP will notify 509 SFS LE desk. Security Forces determines if the carrier is requesting temporary parking pending formal delivery of the shipment. If temporary holding is authorized then procedures under Paragraphs 2 are applicable. Security Forces will conduct anti terrorist inspections. Also, they will verify the shipment by matching the drivers name using a photo ID such as a valid driver's license, medical qualification or employee record against the shipping documents. Carrier's transporting AA&E and Class 1.1, 1.2, 1.3 explosives will be escorted to the Joint Use Load/Unload Truck Dock (Facility 1152) for temporary holding until regular duty hours. Periodic security patrol checks will be performed while the vehicle remains in the holding area. 509 LRS will not be notified until normal duty hours the following duty day for vehicle inspection/in check. After completing the vehicle inspection, a 509 SFS or 509 MUNS representative will provide an escort to the carrier using the designated movement route to the explosive off-load area. Upon completion of off-load, 509 SFS or 509 MUNS representative will provide escort the carrier to the departing gate.

4.1.3. **Arrival after normal duty hours for intransit shipments to another installation:** When carriers with explosives-laden vehicles arrive at Gate 14 the drivers should contact 509 BW/CP at 687-3778. 509 BW/CP will notify 509 SFS LE desk. 509 SFS determines if the carrier is requesting secure holding. If, secure/temporary holding cannot be accommodated, then instruct the carrier to contact SDDC Hotline for assistance. The provision outlined within Paragraphs 2 applies. 509 LRS will not be notified.

5. Carrier/Shipment Verification.

5.1. **Anti-Terrorist vehicle inspection.** Security Forces conducts a physical anti terrorist inspection of the vehicle. In addition, verify drivers name against the shipping documents with a photo ID such as a valid driver's license, medical qualification card or employee record card.

5.2. **Vehicle Inspection.** Gate 14 is designated as the base's munitions vehicle inspection station. Check the carrier's vehicle for obvious exterior damage. Examine the seals for tampering. If there is no apparent damage, then proceed with the vehicle inspection using the DD Form 626, *Vehicle Inspection*.

5.3. **Verification of Shipping Documents.** Verify documents by matching the drivers name against the shipping documents, using a photo ID such as a valid driver's license, medical qualification card or employee record card. Review the commercial bill of lading, verify driver's identification, seal numbers, and inspect carrier's vehicle using DD Form 626.

5.4. **Incheck Shipment:** Inbound cargo representative or designated munitions representative will in check the shipment by matching the shipment label TCN against the shipping document. The representative will acknowledge the number and condition of containers received, annotate shortages, damages or other discrepancies on the carriers freight bill and verify that carrier provide special service and equipment annotated on bill of lading. Special annotation regarding seal intact, as required.

6. Explosive Movement Routes.

6.1. Commercial Carriers.

6.1.1. Commercial explosives-laden vehicles will enter the base at the Gate 14 on D Highway and report to the security forces vehicle inspection station. Security Forces will conduct anti terrorism inspections. The vehicle will then be moved to the designated explosive vehicle inspection site. A representative from the 509 LRS/LGRDDC will complete the DD Form 626, prior to being released to the Joint Use Load/Unload Truck Dock, or the Hot Cargo Pad area. Do not remove explosives from a carrier while parked at the vehicle inspection area.

7. Secure Holding Areas.

7.1. Secure Holding Area. Secure holding is authorized at the Joint Use Load/Unload Truck Dock. Secure holding is only authorized for AA&E/Nuclear-War Related Material assets, and will not be granted for classified materials.

7.2. The Joint Use Load/Unload Truck Dock (Facility 1153) is cited for the following Hazard Class Divisions (HC/D) limits:

7.2.1. HC/D 1.1: (12)30,000 lbs.

7.2.2. HC/D 1.2.1 > 451: 28,000 lbs.

7.2.3. HC/D 1.2.2: 30,000 lbs.

7.2.4. HC/D 1.2.3 > 450: (12)30,000 lbs.

7.2.5. HC/D 1.3: 30,000 lbs

7.2.6. HC/D 1.4: MEQ.

7.3. In the event that the Load Dock is unavailable the Hot Cargo Pad is cited as an alternate location.

7.3.1. The Hot Cargo Pad is cited for the following Hazard Class Divisions (HC/D) limits:

7.3.1.1. HC/D 1.1: (12)20,000 lbs.

7.3.1.2. HC/D 1.2.1 > 450: 50,000 lbs.

7.3.1.3. HC/D 1.2.2: 100,000 lbs.

7.3.1.4. HC/D 1.2.3 > 450: (12)100,000 lbs.

7.3.1.5. HC/D 1.3: 100,000 lbs.

7.3.1.6. HC/D 1.4: 100,000 lbs

8. General Procedures. The following will be used for establishing sound explosives handling procedures.

8.1. Personnel responsibilities.

8.1.1. Personnel who work with or around explosives, to include cargo deployment function personnel, will be trained and qualified in tasks performed. Qualification will be based on the successful completion of an annual approved explosive safety course.

8.1.2. Personnel will be responsible for understanding and strictly observing all safety standards, requirements and precautions applicable to their work or duty involving explosives.

8.1.2.1. All munitions transporting operations will be accomplished with items securely tied down. This includes transportation of munitions on fork lift tines, use forklift cage as tie down point. **Note:** When transporting double stacks and triple stacks route tied down strap under bottom of container weave up through cage and over top container and secure hook end of strap to each other and tighten. Single containers can be secured routing tie down around container and securing to forklift cage hooks.

8.1.3. Personnel will report unsafe acts, conditions or equipment to their immediate supervisors.

8.1.4. Personnel will not start any operation involving explosives that they do not fully understand.

8.1.5. Personnel are responsible to stay within the established limits set for explosive handling locations and ensure that safety equipment is available, in good condition and is properly used/worn.

8.2. Supervisor responsibilities.

8.2.1. Develop safe working conditions.

8.2.2. Create safe work habits and ensure safety training addresses realistic situations.

8.2.3. Strictly enforce directives and technical data.

- 8.2.4. Take corrective action when safety rules are ignored.
- 8.2.5. Ensure personnel are fully qualified to perform tasks.
- 8.2.6. Ensure all personnel are issued safety equipment and are familiar with its use. As a minimum, the following equipment will be available during all explosive operations.
 - 8.2.6.1. Protective work gloves, leather or crew.
 - 8.2.6.2. Steel-toed shoes.
 - 8.2.6.3. Reflective vests and wet weather gear, when applicable.
 - 8.2.6.4. Fully operational mechanized handling equipment.
 - 8.2.6.5. Placards for the class of explosives being handled.
 - 8.2.6.6. At least two serviceable fire extinguishers of an acceptable type.
- 8.2.7. Copy of this operating instruction.
- 8.2.8. Ensure each work center receives a complete safety briefing.
 - 8.2.8.1. Work center supervisors will brief requirements and explosives information.
 - 8.2.8.1.1. Describe the explosives shipment by the following:
 - 8.2.8.1.1.1. Type.
 - 8.2.8.1.1.2. Nomenclature.
 - 8.2.8.1.1.3. Class.
 - 8.2.8.1.1.4. Amount of Net Explosive Weight (NEW).
 - 8.2.8.2. Special handling required.
 - 8.2.8.3. Firefighting instructions:
 - 8.2.8.3.1. Withdrawal time.
 - 8.2.8.3.2. Withdrawal distance.
 - 8.2.8.3.3. Fire symbol.
 - 8.2.8.3.4. How the explosives can be expected to react to fire, i.e., mass detonation, fragments.
 - 8.2.8.4. Safety factors.
 - 8.2.8.4.1. Smoking is prohibited within 50 feet of any working area, storage location, explosives-laden vehicle or aircraft.
 - 8.2.8.4.2. Matches, flame or spark producing devices will not be allowed on or around explosives handling/storage areas.
 - 8.2.8.4.3. Safety precautions will be adhered to as addressed in this operating instruction.
 - 8.2.8.5. Munitions will be properly packed, marked and labeled according to performance oriented packaging and military standard (MILSTD) 129.

8.2.8.6. Vehicle wheels shall be blocked prior to loading/unloading.

8.2.8.7. Vehicle inspection as well as driver briefing will be performed prior to loading/unloading operations.

8.2.8.8. Inspection of blocking and bracing will be accomplished prior to release of vehicle.

8.2.8.9. Upon completion of munitions activity, notify 509 MUNS control when holding pads are empty.

8.2.9. Gate 14 will be used by originating/departing or in transit munitions laden vehicles.

8.3. Cargo Movement Element.

8.3.1. No more than 100 lbs NEW of 1.3 or 1.4 explosives may be received for temporary transition to be distributed on the same day to rightful owner. After receipt of explosives inbound/outbound, the cargo movement section will contact the fire department and provide the information located in paragraph 4.1.1.1 of this instruction. The time, date and 509th Civil Engineer Squadron Fire Department (509 CES/CEF) point of contact (POC) will be annotated in a locally provided log book.

8.3.2. Explosives located in the hazardous materials holding area;

8.3.2.1. Will be placarded with appropriate explosives symbol.

8.3.2.2. The 509 CES/CEF will be notified when explosives are received and removed from the area.

8.3.3. Fire extinguishers in the holding area will be inspected to ensure that they are fully charged and serviceable.

9. Emergency Procedures. In the event that explosives are dropped, damaged or are in danger of fire, the following procedures must be followed:

9.1. Withdrawal distance.

9.1.1. The minimum withdrawal distance for evacuation according to AFMAN 91-201, *Explosive Safety Standards* for non-essential personnel, established by on-scene commander or senior ranking individual.

9.1.2. If chemical agents are involved, special hazards may be present. Therefore, evacuate to a position upwind from the accident site; avoid low lying areas.

9.1.3. Evacuation will be determined by the most hazardous items involved, e.g., class division 1.1 presenting more of a blast hazard than 1.4 items.

9.2. Notification of personnel.

9.2.1. All personnel within the explosives handling area will be notified of the appropriate withdrawal distance and directed to evacuate the area.

9.2.2. The loading/unloading supervisor or person in the best position will contact the fire department by the most direct means available.

9.2.3. Note time explosives were involved in the mishap.

9.2.4. Dispatch one person in the direction of arriving emergency vehicles. This individual will be the primary point of contact with responding emergency vehicles (fire department, ambulance and security police) and must be prepared to brief the type and quantity of explosives involved in the mishap.

9.3. Firefighting.

9.3.1. Fires that have not reached explosive cargo will be fought with a water fire extinguisher, dry chemical or earth. Fires that have reached or involve explosive cargo will not be fought.

9.3.2. Fires involving chemical agents will not be fought.

9.4. Evacuation assembly.

9.4.1. Once evacuated, the loading supervisor will immediately assemble all personnel in one area (if possible) and take a head count.

9.4.2. Report any missing persons to the 509 CES/CEF immediately.

9.4.3. Remain in the area unless told otherwise by the loading/unloading supervisor, fire department or other authority.

THOMAS A. BUSSIERE
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 01 March 2008

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

AFPD 91-1, *Nuclear Weapons and Systems Surety*, 13 December 2010

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 626, *Vehicle Inspection*

Abbreviations and Acronyms:

442 MUNS—442nd Munitions Squadron

509 BW/CP—509th Bomb Wing Command Post

509 LRS—509th Logistics Readiness Squadron

509 LRS/LGRDDC—509th Logistics Readiness Squadron Cargo Movement

509 MUNS—509th Munitions Squadron

509 MUNS/MXWKA—509th Munitions Squadron Munitions Control

509 SFS—509th Security Forces Squadron

509 SFS LE—509th Security Forces Squadron Law Enforcement

AA&E—Arms, Ammunition and Explosives

AFB—Air Force Base

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information

DoD—Department of Defense

HC/D—Hazard Class Divisions

IDS—Intrusion Detection Systems

MILSTD—Military Standard

NEW—Net Explosive Weight

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

SDDC—Surface Distribution Deployment Command

TCN—Transportation Control Number

TPS—Transportation Protective Service

Terms

Explosive— Any chemical compound or mechanical mixture which under the influence of a flame, spark or friction undergoes a sudden chemical change and liberates energy in the form of heat accompanied by a large volume of gas. Explosive United Nations Classification System: The UN classes of division numbers have the following meaning:

<u>Class 1</u>	<u>Meaning</u>
Division 1.1	Explosive with a mass detonation hazard
Division 1.2	Explosive with a fragmentation hazard
Division 1.3	Explosive with a predominate fire hazard
Division 1.4	Explosive with no significant blast hazard

Secure Holding— Assistance provided by an installation to a carrier's vehicle transporting AA&E or classified cargo that arrives after hours or provided at the discretion of the installation commander to a vehicle in transit when no emergency exists.

Secure Explosive Holding Area— An area designated for the temporary parking of commercial carriers motor vehicles transporting DoD owned AA&E and secret material. To provide secure holding of CAT I and II AA&E and secret material the area must be under constant surveillance or be equipped with Intrusion Detection Systems (IDS)/Closed Circuit Television. Secure explosives holding areas must meet site approval requirements of DoD 6055.09-M, *DoD Ammunition and Explosives Safety Standards*.

Secure Non Explosive Holding Area— An area designated for the temporary parking of carriers motor vehicles transporting DoD arms, classified confidential materials.

Transportation Protective Service (TPS)— A commercial carrier service performed according to DoD standards, that provides in-transit physical security for shipments of AA&E, Secret and/or Confidential shipments.