

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

**934 AIRLIFT WING INSTRUCTION
21-202**



1 SEPTEMBER 2023

Maintenance

***MUNITIONS RESIDUE, PACKAGING
MATERIAL, EMPTY CONTAINERS,
AND TRANSPORTING MUNITIONS ON
BASE.***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-2, *Non-Nuclear and Nuclear Munitions*, Air Force Manual (AFMAN) 91-201; *Explosive Safety Standards*, and Air Force Manual (DAFMAN) 21-201, *Management and Maintenance of Non-Nuclear Munitions*. This instruction tailors safe and uniform procedures governing the inspection of explosive residue generated from explosive items and certification of empty containers prior to turn-in for shipment. The Munitions Flight Chief will ensure compliance with this instruction and referenced publications. It applies to all units, users, and individuals that are customers of the 934th Munitions Flight, Minneapolis IAP-ARS. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Change of Publication; route AF 847 from the field through MAJCOM publications/forms managers. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of according to the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been edited for updates. Changes include the addition of Key Control guidelines and an updated Base Explosives Route Map.

MUNITIONS RESIDUE

1. Safety Requirements:

1.1. Explosive Limits: Unknown until time of discovery, Building 620 is rated at Hazard Class/Division as specified in **Table 1**.

1.2. Personnel Limits: Minimum: 2 workers; Maximum: 1 Supervisors, 5 Workers, 2 Casuals (Stop operations when visitors are present).

1.3. Exact location of operations: Munitions Storage Area (gated area around buildings 617 / 620)

1.4. Safety Requirements: Will be followed IAW applicable Technical Orders (TOs) in addition to mandatory pre-task safety briefings. Maintenance crews will provide a crew briefing to all personnel involved in the operations to include casualties before the start of the operation.

1.5. Step by step instructions: Provided in the paragraphs of this instruction.

1.5.1. Munitions will notify Maintenance Operations Center (MOC) 713-1328/1330 of all munitions movements outside of the Munitions Storage Area, arming/de-arming of aircraft, and inbound aircraft with Hot Cargo. Specified information is contained in MOC Quick Reaction Checklist (QRC) #21.

1.6. Emergency Instructions: When explosives are detected, it will be verified safe. If item is safe, execute procedures in **paragraph 5** of this instruction. If the item is not safe, evacuate all personnel from the building 620 a minimal of 300 feet and follow instructions provided in the Crew Briefing.

Table 1. Class Division.

CLASS/DIVISION	1.1	1.2.1	1.2.2	1.2.3	1.3	1.4
EXPLOSIVE LIMIT	0 lbs.	0 lbs.	0 lbs.	0 lbs.	1,000 lbs.	Physical Capacity

2. Customers and Users Responsibilities:

2.1. Customers/Users will:

2.1.1. The generator has 5 working days to turn-in all munitions residue, containers, and packaging material to the Munitions Section after the item has been expended.

2.1.2. Customers will contact the Munitions Section to schedule an appointment for when the munitions residue can be delivered to building 620.

2.1.3. Segregate residue in separate containers, i.e. 5.56 casings in one container, 7.62 casings in another container.

2.1.4. Ensure that no live munitions are mixed with munitions residue.

2.1.5. Ensure that returned containers are free of live munitions.

2.1.6. Dud items will be turned-in to the Munitions Inspection Section. If applicable, appropriate Explosive Ordnance Disposal (EOD) procedures will be used.

2.1.7. Customers/Users will not transfer spent munitions or containers to unauthorized personnel.

2.1.8. Customers will use AF Form 1297, *Temporary Issue Receipt*, to annotate the transfer of residue from the customer to the Munitions Section, 2 copies. This paperwork will be completed by the customer at the time the residue is turned over to the Munitions Section.

3. Munitions:

3.1. Munitions Section will furnish the Defense Logistics Agency Disposition Services facility with a list of qualified inspectors, in writing, which will include the name, rank, and specimen signature of each listed inspector.

3.2. Munitions Flight Chief will ensure that only **CERTIFIED INSPECTORS** are authorized to verify any munitions residue, to include small arms brass or empty munitions containers generated.

3.3. Munitions Supervision will periodically review the inspection procedures to ensure safety and security of munitions residue is maintained at all times.

4. Munitions Inspectors Responsibilities:

4.1. If the munitions residue cannot be immediately inspected, transport the items to location 002A for temporary storage until the inspection can take place.

4.1.1. Accept the Munitions Residue from the user and segregate from other residue. This residue will be treated as a minimal class/division 1.4 until certified.

4.1.2. Annotate the weight of the returned residue on the AF Form 1297.

4.1.3. If two qualified 2W0X1's are present, inspect residue immediately.

4.2. Munitions Residue Certifying Procedure:

4.2.1. All inspections are to take place in building 620.

4.2.2. Ensure that a 100% inspection of all munitions residue is performed prior to certification.

4.2.3. Perform all applicable requirements outlined in TO 11A-1-60.

4.2.4. Perform documentation as required in **paragraph 7** of this instruction.

4.2.5. Deliver certified munitions residue to ISO container 2 for temporary storage.

5. Procedures for Discovery of Live Munitions during the Certification Process:

5.1. The Munitions Inspector will:

5.1.1. Segregate the live ammunition from the remaining residue and notify the Senior Munitions Inspector.

5.2. The Senior Munitions Inspector will:

5.2.1. Determine the serviceability and origin of the asset.

5.2.2. Notify the MASO.

5.3. The MASO will:

5.3.1. Upon determination of asset origin and serviceability direct operations personnel to initiate Found On Base/turn procedures to return or bring asset onto accountable stock record

5.3.2. Review transaction history for completion and validation.

5.3.3. If custodial negligence is determined, the MASO will direct the affected custodial account frozen until remedial custodial training can be conducted.

5.3.4. Notify the commander identified on the munitions custody account AF Form 68 if negligence is determined. **NOTE:** If a specific munitions custody account continually fails to properly sort munitions and expended munitions/residue, the custody account will be frozen by the MASO, results of all present and past investigations will be sent to the Wing Safety, and the Maintenance Squadron Commander. The account will remain frozen until released by the Maintenance Squadron Commander.

6. Local Procedures for Discovery of Live Munitions in Certified Munitions Residue at Defense Logistics Agency (DLA) Disposition Services / Contractor Sites:

6.1. The Munitions Flight Chief will:

6.1.1. Notify the Senior Munitions Inspector, Maintenance Squadron Superintendent/Supervisor, Wing Safety, Quality Assurance, and Maintenance Group Commander

6.1.2. Immediately stop all explosive operations in the Munitions Section until a thorough investigation is performed.

6.1.3. Retrieve all Residue DD Forms 1348-1A for the last two years and deliver to Wing Safety.

6.1.4. Secure all expended munitions/residue presently in building 620.

6.1.5. Secure all inspectors training records and deliver to Wing Safety.

6.1.6. Notify the MASO to freeze all like items discovered at DLA Disposition Services in the Theater Integrated Combat Munitions System (TICMS).

6.2. The MASO will:

6.2.1. Notify users of like items to discontinue use until released by Wing Safety.

6.2.2. Create historical documents in TICMS as required by Wing Safety.

6.2.3. Deliver all requested documentation to Wing Safety.

6.3. 934 AW/SE will perform a thorough investigation and will notify the Wing Weapons Safety Office (HQ AFRC/SEW), 934 MXS/MXMW and 934 MXG/QA of the results.

7. Documentation Requirements for Certified Munitions Residue:

7.1. Munitions Section will:

7.1.1. Appoint qualified personnel to certify and verify residue is explosive free IAW T.O. 11A-1-60.

- 7.1.2. Submit appointment letter to local DLA office
- 7.1.3. Generate a Certificate of Clearance that certifies and verifies that the Ammunitions, Explosives, Dangerous Articles (AEDA) residue is inert and/or free of explosives IAW T.O. 11A-1-60 Section 3.6
- 7.1.4. Certificate of Clearance will be placed inside and outside residue container.
- 7.1.5. Transport certified munitions residue to Distribution Section for processing.
- 7.1.6. Maintain all applicable documentation in the approved file plan and IAW Air Force Records Information Management System (AFRIMS).

7.2. Distribution Section will:

- 7.2.1. Generate a DD Form 1348-1A, *Issue Release/Receipt Document* for each container or type residue.
- 7.2.2. Document DD Form 1348-1A with required information.
- 7.2.3. Deliver documentation and certified munitions residue to DLA Disposition Services and the Munitions Flight.

8. Procedures for Munitions Residue Turn-In to DLA:

8.1. Distribution Section will:

- 8.1.1. Schedule transport to DLA Disposition Services.
- 8.1.2. Ensure all DD Forms 1348-1A accompany expended munitions prior to transfer to DLA Disposition Service.

9. Container Certification:

9.1. Only authorized inspectors will certify containers.

9.2. Containers will be certified as follows:

- 9.2.1. All containers will be opened and thoroughly inspected for explosives.
- 9.2.2. A "Certificate of Clearance" according to T.O. 11A-1-60 will be placed in the container.
- 9.2.3. The container will be sealed to prevent unauthorized entry.
- 9.2.4. Container content markings will be obliterated unless being retained for re-use.
- 9.2.5. Container will be marked with the appropriate National Stock Number (NSN) and "empty" as required.

9.3. TICMS documentation will be performed according to DAFMAN 21-201, *Munitions Management* for transfer to DLA Disposition Services.

9.4. The munitions flight will transport certified containers to TMO for processing/scheduling transport to DLA Disposition Services.

9.5. If containers are not required to be maintained/shipped, Munitions personnel will break down and recycle the materials as appropriate.

10. Packaging Material:

- 10.1. Only authorized inspectors will certify packaging material. All items will be inspected 100% for live rounds.
- 10.2. If the material is serviceable, segregate and store for reuse.
- 10.3. If the material is unserviceable, segregate for recycle or disposal.

11. Wing Focal Point for the Munitions Residue and Reusable Container Program:

- 11.1. Wing Focal Point is the section which anyone can contact with problems, questions, and or concerns relating to 934th Munitions Residue Program.
- 11.2. Wing Focal Point is the Senior Munitions Inspector; located in building 814, room 114, phone number 612-713-1685 , with work hours of 0630-1500 Monday-Friday. Emergency situations dial x911.

12. 934 Munitions Advisors for the Munitions Residue and Reusable Container Program:

- 12.1. Technical Advisors will assist all munitions customers with the necessary corrective actions/information to safely execute this instruction.
- 12.2. Technical Advisors are located in Building 814, phone extension 1679, with work hours of 0630-1500.

13. Explosive Limits:

- 13.1. Load will not exceed the vehicle or trailer capacity.
- 13.2. HC/D 1.3G shall not exceed 1,000-lbs net explosive weight.
- 13.3. HC/D 1.4 shall be within operational capacity. **NOTE:** Compatibility Group will be as required to support customer.

14. Personnel limits:

- 14.1. Minimum: One supervisor.
- 14.2. Maximum: Supervisor: 1
- 14.3. Maximum: Worker: 2
- 14.4. Maximum: Casual: 0

15. Equipment/Personal Protective Equipment (PPE) Requirements:

- 15.1. Fire extinguishers: Two per vehicle with a rating of at least 2A:10BC.
- 15.2. Placards:
 - 15.2.1. Hazard Class/Division 1.3.
 - 15.2.2. Hazard Class/Division 1.4.
- 15.3. Vehicle.
- 15.4. Service Inspection Munitions Handling Equipment (MHU-141) trailer as required.
- 15.5. Chocks: One set per vehicle and one set per trailer.
- 15.6. CGU-1B Tie-Down Straps.

15.7. PPE.

15.7.1. Leather gloves (as required).

15.7.2. Safety toed shoes/boots.

15.7.3. Hearing protection (as required).

15.7.4. Reflective belts for operations in the hours of darkness.

16. Exact Location of Operations:

16.1. Designated explosive delivery route. See [Attachment 2](#), Base Explosives Route Map.

16.2. The PRIMARY explosive route is highlighted in red (see [Attachment 2](#)).

16.3. The ALTERNATE explosive route is highlighted in green (see [Attachment 2](#)).

16.4. 934 AW Flight Line.

16.5. Explosive Licensed Facilities.

17. Safety Requirements:

17.1. All munitions will be handled with extreme care at all times. Munitions will not be tumbled, dragged, thrown, rolled, walked on, or dropped.

17.2. Do not transport explosives in a passenger compartment of a vehicle.

17.3. Electro-Explosive Devices (EED) will only be transported in the proper shipping configuration or in a M19A1 or M2A1 Munitions Shipping Container. Under no circumstances will EEDs be transported in an exposed condition.

17.4. Movements will be held to a minimum during inclement weather.

17.5. Munitions will not be transported when lightning is within five (5) nautical miles of the base.

17.6. Munitions will not be loaded or unloaded from motor vehicles while the engine is running.

17.7. Vehicles will be chocked, and transmission placed in park during loading or unloading operations.

17.8. It is the driver's responsibility to ensure that:

17.8.1. The load is tied down properly and secure.

17.8.2. Explosive placards are displayed as required. Placards may be omitted for HC/D 1.4 assets.

17.8.3. Chocks are in place during loading/ unloading operations.

17.8.4. Two 2A:10BC fire extinguishers are available and serviceable.

17.8.5. The breakaway cable is secure (MHU-141).

17.8.6. The pintle hook secure and cotter pin installed (MHU-141).

18. Emergency Procedures:

18.1. Fire or accident procedures are outlined in the pre-task safety briefing. The 934 SFS x911 will be notified first on all fires. All personnel in the Maintenance Group will contact the MOC via radio. All other units will contact the Command Post either by radio or telephone.

18.2. In the case of an abnormal condition other than an emergency, stop the operation and contact the supervisor. The operation supervisor will determine an appropriate course of action for the situation. An abnormal condition is a condition other than an emergency, is not covered elsewhere, but warrants further consideration to determine if other actions are necessary to ensure a safe operation. Ensure Weapons Safety is informed of these situations.

19. Key Control.

19.1. High security keys for will be managed IAW AFMAN 21-200 and DoDM 5100.76.

19.2. When not in use or currently signed out, keys will be stored/locked in the safe in room 115 of bldg. 814. High security keys shall not leave the installation without prior approval of the Munitions Flight Chief.

ETHAN P. HINKINS, Colonel, USAF
Commander

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

DAFMAN 21-201, *Munitions Management*, 3 May 2022

AFMAN 33-363, *Management of Records*, 1 March 2008

DESR_6055.09_AFMAN 91-201 AFRC Supplement, *Explosives Safety Standards*, 28 May 2020

AFPD 21-2, *Munitions*, 5 October 2020

TO, 11-1-38, *Positioning and Tie-Down Procedures Nonnuclear Munitions*, 1 September 2022

TO, 11A-1-60, *General Instruction - Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To, or Containing Explosives*, 28 November 2018

TO, 35D3-11-36-6WC-2, *Service Inspection Munitions Handling Equipment MHU-141*, 13 May 2022

Adopted Forms

AF Form 68, *Munitions Authorization Record*

AF Form 847, *Recommended for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

DD Form 1348-1A, *Issue Release/Receipt Document*

AF Form 1800 – *Operators Inspection Guide and Trouble Report*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

DLA—Defense Logistics Agency

EED—Electro-Explosive Devices

EOD—Explosive Ordnance Disposal

MASO—Munitions Accountability Systems Officer

MHU—Munitions Handling Unit

MOC—Maintenance Operations Center

NSN—National Stock Number

PPE—Personal Protective Equipment

QA—Quality Assurance

QRC—Quick Reaction Checklist

SEW—Wing Weapons Safety Office

TICMS—Theater Integrated Combat Munitions System

TO—Technical Order

Attachment 2

BASE EXPLOSIVES ROUTE MAP

Figure A2.1. Base Explosives Route Map.

