

**BY ORDER OF THE  
DOVER AIR FORCE BASE  
COMMANDER (AMC)**

**DOVER AIR FORCE BASE  
INSTRUCTION**

**11-205**

**23 AUGUST 2023**

**FLYING OPERATIONS**

**AIRCRAFT TRANSPORTING  
HAZARDOUS CARGO**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 436 OSS/OSAA

Certified by: 436 OSS/CC  
(Lt Col John A Gerlach II)

Supersedes: DOVERAFBI 11-205, 05 September 2018

Pages: 6

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This instruction implements Air Force Policy Directive 11-2, *Aircraft Rules and Procedures*. It establishes procedures for handling of aircraft transporting hazardous cargo. It applies to all units associated with command and control, parking, maintenance, loading and off-loading, servicing and guarding of these aircraft. This instruction establishes policies and procedures for implementing Dover Air Force Base (DAFB) Form 22, *Emergency Notification/Hazardous Cargo*, movement. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

The revisions include (1) Paragraphs **1.1**, **1.2**, **2.2.3**, and **4.2.1**, (2) Removal of Attachments **2** and **3**.

**1. Hazardous Cargo On or Off-Loading and Parking Areas.** Locations are identified in base explosive site plan (D-8 map) which designates areas for AECPCAs to conduct on or off-loading of

Explosives Hazard Divisions (HD), and quantities of cargo. Use of these areas depends on size and weight of aircraft, ramp condition and grounding.

**1.1. Aircraft carrying explosive cargo, radioactive material, chemical agents, biological substance or infectious substance will park on the appropriate spot designated by the explosive site plan.** If explosive HD cannot be determined before arrival, aircraft will park at one of the sited HD.

**1.2. Aerial Port Squadron will determine the AECPPAs:** (Hot Cargo Pads 1, 2, 3; HAZ-4 or HAZ-5 on Taxiway Bravo). Once the proper HD is determined APS will work with Airfield Management and Maintenance Operations Center (MOC) for aircraft parking.

**1.3. Directives differ as to what constitutes hazardous cargo.** For the purpose of this regulation, hazardous cargo is defined by AFMAN 24-204, Preparing Hazardous Materials for Military Air Shipments. Aircraft placarding is IAW highest HD of hazardous cargo on board the aircraft.

## **2. Procedures and Responsibilities.**

**2.1. The following agencies will develop internal procedures to ensure compliance with this instruction:**

2.1.1. Aerial Port will:

2.1.2. Receive hazardous cargo information from previous stations or external agencies in order to accomplish applicable hazardous materials movement documentation.

2.1.2.1. Any other agency that becomes aware of information regarding hazardous cargo movement will immediately provide the Air Terminal Operations Center (ATOC) with known information.

2.1.2.2. Coordinate movement clearances with all en route and off-load bases to ensure that explosive net explosive weight (NEW) limitations will not be exceeded.

2.1.3. Provide applicable information to Airfield Management Operations (AM Ops) and coordinate a prior permission required (PPR) number, when required.

2.1.4. Advise 436 AW Current Operations with any hazardous cargo movement information that pertains to home station aircraft.

2.1.4.1. Accomplish a DAFB Form 22, Emergency Notification Hazardous Cargo Movement, for the hazardous material movement including, but not limited to, the following information:

2.1.4.1.1. Aircraft identification type, tail number, call sign and mission number.

2.1.4.1.2. Location of aircraft.

2.1.4.1.3. Estimated date and Coordinated Universal Time of arrival and/or departure.

2.1.4.1.4. Proper Shipping Name, Hazard Division and UN Number.

2.1.4.1.5. Gross weight of the hazardous cargo.

2.1.4.1.6. NEW of DOD hazard divisions 1.1, 1.2, 1.3, 1.4 and fragment distance if known.

2.1.4.1.7. Special hazards and passenger limitations as reflected in AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Materials, if applicable.

2.1.5. Advise base support agencies of all hazardous cargo movements utilizing DAFB Form 22. This encompasses any inbound, through or originating mission moving hazardous cargo as identified in AFMAN 24-204, Preparing Hazardous Materials for Military Air Shipment. Distribute the DAFB Form 22 via Conference 3 Net, Fax or e-mail to the following agencies:

- 2.1.5.1. Command Post
- 2.1.5.2. Security Forces
- 2.1.5.3. Airfield Management Operations (AM Ops)
- 2.1.5.4. Medical Group
- 2.1.5.5. Fire Department
- 2.1.5.6. Emergency Management (on call)
- 2.1.5.7. Weapons Safety
- 2.1.5.8. Aircraft Maintenance Squadron (AMXS)

**2.1.6. Complete the load plan and manifest for all outbound missions ensuring compliance with all hazardous cargo compatibility requirements in accordance with AFMAN 24-204.** Ensure red bordered copies of the Shipper's Declaration of Dangerous Goods for all the hazardous cargo are included in the final manifest package.

2.1.7. Provide an in-person briefing to aircrew or the commercial representative for all outbound missions, using the Shipper's Declaration of Dangerous Goods, the GATES brief sheet and the final manifest. The briefing will cover characteristics, location and quantities of all hazardous cargo on the aircraft. The briefing will be given at a mutually convenient location, normally at the aircraft.

2.1.8. Meet all inbound aircraft carrying hazardous cargo to obtain transportation documentation.

2.1.9. Safely process hazardous cargo in compliance with approved procedures and utilizing fully qualified personnel.

2.1.10. Safely handle all hazardous cargo during aircraft on/off-loading operations in compliance with approved procedures and utilizing fully qualified personnel.

2.1.11. Document hazardous cargo information on AMC Form 77, Aircraft Ground Handling Record, as required.

2.1.12. Ensure that proper hazardous cargo placards are in place around the parked aircraft. Remove and store placards when no longer required

2.1.13. Inform all base support agencies of any changes relating to hazardous cargo movement information.

2.1.14. Make every attempt to notify the Wing Weapons Safety Office (436 AW/SEW) well in advance when NEW quantity, HD, and distance limitations need to be exceeded or will be violated. If an operational waiver is required OSS and/or Aerial Port will provide

all hazardous cargo information for the request. SEW will prepare the message IAW AFMAN 91-201, Explosives Safety Standards, and retain a copy.

**2.2. Command Post will:**

- 2.2.1. Coordinate all through loads with ATOC.
- 2.2.2. Coordinate on and offload AECPA's with MOC and AM Ops for inbound aircraft.
- 2.2.3. Coordinate with ATOC when handling radioactive material on the AECPA.

**2.3. Airfield Management Operations (AM Ops) will:**

- 2.3.1. Acknowledge receipt of Dover AFB Form 22 to ATOC.
- 2.3.2. Document hazardous cargo information on the flight tracking log.
- 2.3.3. Relay all hazardous cargo information to Command Post.
- 2.3.4. Verify AECPA with APS to confirm aircraft will be parked IAW explosive site plans.
- 2.3.5. Notify Control Tower of all hazardous cargo inbounds/out bounds.
- 2.3.6. Make the appropriate flight plan entries IAW AFJI 11-204, Operational Procedures for Aircraft carrying Hazardous Material, when known (unless prohibited by area directives) and comply with communications, security and clearance requirements listed in Foreign Clearance Guide.
- 2.3.7. Process pilot violations of hazardous cargo procedures IAW AFJI 11-204.
- 2.3.8. Ensure Flight Publications Information En-Route Supplement contains adequate explosive capability information.
- 2.3.9. Maintain a contingency plan for parking a 50 percent overflow of explosive laded aircraft.

**2.4. Maintenance Operations Center will:**

- 2.4.1. Coordinate parking spots and changes with AM Ops, APS, Command Post and Transient Alert.
- 2.4.2. Assure that all maintenance personnel working on the aircraft are aware of the hazards associated with contents of the aircraft.
- 2.4.3. Direct the aircraft to the assigned spot and assure that it is grounded, wheels are chocked, and appropriate serviceable fire extinguishers are available in the area.

**2.5. Air Terminal Operations Center will:**

- 2.5.1. Notify Fire Department on completion of upload and download of hazardous cargo.

**2.6. Security Forces will:**

- 2.6.1. Acknowledge receipt of DAFB Form 22 to ATOC.
- 2.6.2. Provide assistance to personnel to ensure security of arms, ammunition and explosives (AA&E) according to Community Code.
- 2.6.3. Provide aircraft security IAW Air Force 31 series directives.

**2.7. Civil Engineering Fire Protection will:**

- 2.7.1. Acknowledge receipt of DAFB Form 22 to ATOC.
- 2.7.2. Assure that firefighting and rescue personnel and equipment are prepared to respond to emergencies on aircraft carrying hazardous cargo, and personnel are familiar with T.O. 11A-1-46.
- 2.7.3. Maintain a chart showing AECPA's for hazardous cargo aircraft and current on and offload operations in progress.
- 2.7.4. **Coordinate with support agencies on policies and procedures applicable to handling.** If unfamiliar, discuss it with APS, SEW and 436 CES/EOD.

**2.8. Emergency Management will:**

- 2.8.1. Acknowledge receipt of DAFB Form 22 to ATOC.
- 2.8.2. Provide Command Post with a monthly non-duty hour standby roster through Civil Engineering Control Center.

**2.9. Control Tower will:**

- 2.9.1. Document applicable hazardous cargo information when received from AM Ops.
- 2.9.2. When anyone notices that an aircraft carrying hazardous cargo is parked in an improper area, all AA&E loading and offloading operations and aircraft movements in the immediate area will cease until the aircraft is moved to a properly sited AECPA.

**2.10. Weapons Safety will:**

- 2.10.1. Provide a current explosive site plan D-8 map and spreadsheet to all agencies listed within this instruction.

WILLIAM C. MCDONALD, Colonel, USAF,  
Commander, 436th Airlift Wing

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

AFMAN 24- 604, *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 91-201, *Explosive Safety Standards*

DOVERAFBI 91-201, *Weapons Safety Program*

T.O. 11A-1-46, *Fire Fighting Guidance, Transportation, and Storage Management Data and Ammunition Complete Round Chart*

***Prescribed Forms***

Dover AFB Form 22, *Emergency Notification/Hazardous Cargo Movement*, 20 May 2019

***Adopted Forms***

AMC Form 77, *Aircraft Ground Handling Record*, 15 August 2013

***Abbreviations and Acronyms***

**AA&E**—Arms, Ammunition and Explosives

**AECPA**—Aircraft Explosive Parking Area

**AM Ops**—Airfield Management Operations

**ATOC**—Aerial Port Air Terminal Operations Center

**MOC**—Maintenance Operations Center

**NEW**—Net Explosive Weight

**PPR**—Prior Permission Required

**SEW**—Weapons Safety Office