

**BY ORDER OF THE COMMANDER
GRISSOM AIR RESERVE BASE**

**GRISSOM AIR RESERVE BASE
INSTRUCTION 36-2654**



18 OCTOBER 2024

Personnel

**COMBAT ARMS TRAINING AND
MAINTENANCE (CATM) OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Instruction (DAFI) 36-2654, *Combat Arms Training and Maintenance (CATM) Program*, Department of the Air Force Manual (DAFMAN) 31-129, *USAF Small Arms and Light Weapons Handling Procedures*, Defense Explosives Safety Regulation (DESR) 6055.09_Air Force Manual (AFMAN) 91-201, *Explosives Safety Standards*, Title 49, Code of Federal Regulation (CFR). DAFI 31-117, *Arming and Use of Force by Air Force Personnel*. It establishes daily procedures and responsibilities for the operation of the 434 Security Forces Squadron Combat Arms Training and Maintenance (CATM) (434 SFS/S4C) Operations. It applies to individuals at Grissom Air Reserve Base (GARB) all levels including all assigned armory personnel, any persons conducting business with the 434 SFS/S4C section, all DAF civilian employees at GARB, and those with a contractual obligation to abide by the terms of DAF issuances, except where noted otherwise. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are *10 United States Code (U.S.C.), Section 8013, Secretary of the Air Force; Department of Defense Directive (DoDD) 7730.47, Defense Incident Based Reporting System (DIBRS); 18 U.S.C., Section 922 note, Brady Handgun Violence Prevention Act; 28 U.S.C., Section 534 note, Uniform Federal Crime Reporting Act; 42 U.S.C., Section 10601 et seq., Victims' Rights and Restitution Act of 1990; and Executive Order 9397 (SSN)*. System of Records Notice (SORN) F031 AF SF B, *Automated Readiness Information System (ARIS)*, applies. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice is available online at <http://www.defenselink.mil/privacy/notices/usaf>. Ensure all records generated as a result of

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. The 434 SFS/CC will:

1.1.1. Develop and implement written guidelines for firearms safety tailored specifically, to Close Combat Mission Capability Kit (CCMCK)/dye-marking training in accordance with DAFI 36-2654 and DAFMAN 31-129.

1.1.2. Establish local procedures for conducting exercises or training with dye-marking cartridges for the types used.

1.1.3. Establish local procedures for conducting exercises or training where live ammunition is present for guard or security purposes.

1.1.4. Ensure their people meet all the requirements of DAFI 31-117, as well as DAFI 36-2654 before allowing them to be armed or to have access to SA/LW.

1.2. The Program Manager will:

1.2.1. Perform program management responsibilities outlined in DAFI 36-2654 and conduct inspections of explosive operations and facilities, investigation, reporting, and analysis of all mishaps.

1.2.2. Perform the principles of risk management, hazard identification, risk assessment, and make decisions to minimize risk.

1.2.3. Provide adequate training to appropriate personnel initially and then on an annual recurring basis.

1.2.4. Use trained and qualified explosives loaded vehicle operators when required to engage in transport operations.

1.3. Lead Instructors will:

1.3.1. Be responsible for the overall training of the class. He/she is also in charge/responsible for managing all live/ simulated fire operations.

1.3.2. Brief students on the hazards of firearms training and ensure all students obey instructor commands and practice safety precautions (i.e., wear protective equipment and wash hands with soap and water after handling weapons, ammunition, and cleaning solvents.)

1.3.3. Perform Tower Operator duties unless unforeseen events prevail, then the assistant instructor (AI) will assume Tower Operator or lead instructor duties.

1.4. Firing Line Official will:

1.4.1. Work as a team and assist the tower operator to manage a safe and effective range operation.

1.4.2. Take an active approach to coaching/supervising students and perform all duties and enforce weapon/range safety.

1.4.3. Confiscate live rounds from students if they do not make the time limit according to weapons qualification standards. Officials may allow firing based on reason (i.e., weapon malfunction).

1.4.4. Visibly inspect each student's ammo pouches and magazines for live ammo. No live ammo will leave the firing line.

1.5. The Tower Operator will:

1.5.1. Be alert at all times.

1.5.2. Maintain command and control over firing range operations.

1.5.3. Ensure range opening and closing procedures are completed and documented, including pick up of expended/non-expended casings (brass) and general cleaning of the area.

1.6. CATM Instructors will:

1.6.1. Ensure all operations at the range are conducted in a safe and effective manner.

1.6.2. Work as a team and provide 434 ARW members with professional, effective, safe, and quality weapons training.

1.6.3. Perform maintenance and inspection. Only certified CATM personnel (3POX1B/SEI 312) are authorized to accomplish maintenance and repairs on weapons.

Chapter 2

RANGE OPERATIONS

2.1. Range Equipment. The CATM range will keep the equipment listed in [Table 2.1](#). Mandatory Equipment List on-hand, as a minimum.

Table 2.1. Mandatory Equipment List.

Item Description
Targets and Backers
Staples and Staple Guns
Wood Stanchions
Binder Clips
Training Weapons
Ammunition
Public Address System
Quality Hearing and Eye Protection
Range Flags
Radio and Phone
Range Book with Course of Fire
First aid Kit
Signs
Range Safety Checklist
Fire Extinguishers
Weapons Cleaning Equipment
Emergency Vehicle (GOV)

2.2. Range Safety. CATM instructors will ensure all operations at the range are conducted in a safe and effective manner. Any safety violation will be reported immediately to the CATM Section Chief.

2.2.1. Required Safety Equipment IAW Air Force (AF) and Occupational Safety and Health Administration (OSHA).

2.2.1.1. Quality hearing and eye protection are mandatory for all personnel on the firing line.

2.2.1.2. Operational Camouflage Pattern (OCP) or Flight Suits will be worn with sleeves down to protect arms from brass burn and scraping.

2.2.1.3. OCP or squadron caps are recommended to minimize facial injury but are not mandatory.

2.2.2. Food, Beverages, and Smoking.

2.2.2.1. Food and beverages are not allowed near the firing line.

2.2.2.2. No smoking within 50 feet of the firing line. The designated smoking area is outside the range facility as designated by the Fire Chief. All cigarette butts will be deposited in the butt can located outside the vehicle entrance gate.

2.2.3. Safety Firing Dismissal Factors.

2.2.3.1. Horseplay will not be tolerated.

2.2.3.2. Students who commit any range safety violation will be briefed on proper procedures by a CATM instructor.

2.2.3.3. Firing line officials have the prerogative, authority, and duty to remove any person(s) from the firing line or the range whom they deem unsafe. Any person(s) who disregards instructions or violates safety practices will be immediately removed.

2.2.3.4. Personnel with temporary physical impairments (cast, sprains, and other ailments) will not be given live fire training without a note from a physician authorizing the training. The NCOIC will determine if allowing the student to fire would be unsafe for the individual and others on the range and reschedule training, if necessary.

2.2.3.5. Pregnant females will not be given live fire training IAW DAFI 36-2654, CATM Program.

2.2.4. Training and Instructor Guard Weapons.

2.2.4.1. Training and instructor guard weapons will not be left unattended.

2.2.4.2. All weapons will be cleared and secured in weapons racks or locked in containers when not in use.

2.2.4.3. Students firing handguns will not draw their weapon from the holster unless they are at the firing line and the command of "FIRE", or "Contact Front" has been given. Only under the supervision of a CATM instructor will they draw their weapon away from the firing line.

2.2.5. Injuries.

2.2.5.1. If an injury (non-weapon related) occurs to a student or instructor, cease operations, and administer Self-Aid Buddy Care. An AF Form 978, *Supervisor Mishap Report* will be accomplished in its entirety and submitted to the Safety office 688-2032. Students who suffer serious injury will be dismissed and given instructions to seek medical attention.

2.2.5.2. If a student or instructor is injured due to an unintentional or negligent firearm discharge, cease all operations, and immediately call the Base Defense Operations Center (BDOC) at 688-3385 or 911. Administer Self-Aid Buddy Care, accomplish an AF Form 978 and submit to the Safety office 688-2032, notify 434 SFS/CC, 434th Air Refueling Wing Safety (434 ARW/SE), 434th Mission Support Group Commander (434 MSG/CC), and 434 SFS/S4C. The Squadron Weapons Safety Representative will assist in the Safety investigation. Safety investigations take priority over any judicial investigations.

2.2.6. Specific Range Rules, Building (Bldg) 629/634, Outdoor Range.

2.2.6.1. Refer to Daily Range Opening and Closing Procedures Checklist in Range Book for list of activities necessary for range opening and closing. BDOC must be contacted before the range goes "HOT". The red flag must be flown, and the red beacon light turned on (during low visibility). An annotation will be made in ARIS in the AF Form 710, *CATM Training Record* remarks section by the lead instructor acknowledging the checks were conducted for that class.

2.2.6.2. Rifles, handguns, and shotguns are permitted; machine guns and automatic rifles are approved. The maximum caliber allowed (only on lanes 6-8) is .308 (7.62mm); frangible and lead rounds are approved. M203/M320 Range, B519 and 5.56mm/9mm Dye Marking ammunition is approved.

2.2.6.3. BDOC will be contacted immediately at 688-3385 in case of emergencies requiring first responder assistance.

2.2.6.4. Only laser devices listed on the most current U.S. Air Force Authorized Small Arms and Light Weapons (SA/LW) Accessories List will be used. Firing line instructors will ensure laser devices are turned off before allowing personnel to proceed downrange.

2.2.6.5. Only standard paper targets and corrugated cardboard/plastic backers will be used. Metal targets or pie plates are not authorized.

2.2.6.6. The Non-Commissioned Officer in Charge (NCOIC), CATM must approve targets used by other agencies.

2.2.6.7. The Shoot, Move and Communicate Course will be conducted at the M203/M320 Range or the training area at the rear of the Firing Range. Road guards must be posted at each limit of the M203/M320 range.

2.2.6.8. Outdoor Range Closure and Cancellation Procedures. The final decision to conduct or cancel training on any given day rests with the senior ranking CATM official present.

2.2.7. Outdoor Range Closure and Cancellation Procedures.

2.2.7.1. Training will be postponed or canceled due to severe inclement weather. Contact Grissom Weather at ext. X-2203 or X-2204 for information on local prevailing condition.

2.2.7.2. Training will be cancelled when lightning strikes within five (5) nautical miles of the base range.

2.2.7.3. The CATM Section Chief or Lead CATM Instructor will evacuate students off the range and into the classroom until the storm has passed.

2.2.7.4. When hazardous conditions exist (i.e., high winds, heavy rains, etc.) that are not conducive to the training environment, the CATM Section Chief or senior ranking CATM official present may cancel live fire training.

2.2.7.5. During the high heat season, training will be curbed or cancelled based on the Heat Stress Condition/Category 1,2,3,4, or 5. Reference the Heat Index Chart, contact BDOC or Base Weather for the appropriate condition/category.

2.3. CATM Instructor Responsibilities. All CATM instructors will work as a team and provide 434 ARW members with professional, effective, safe, and quality weapons training.

2.3.1. Lead Instructor.

2.3.1.1. The lead instructor is the primary person responsible for the overall training of the class. He/she is also in charge/responsible for managing all live/simulated fire operations.

2.3.1.2. The lead instructor will brief students on the hazards of firearms training and ensure all students obey instructor commands and practice safety precautions (i.e., wear protective equipment and wash hands with soap and water after handling weapons, ammunition, and cleaning solvents.)

2.3.1.3. The lead instructor will perform Tower Operator duties unless unforeseen events prevail, then the assistant instructor will assume Tower Operator or lead instructor duties.

2.3.1.4. The lead instructor will check the base weather forecast each day prior to the beginning of class.

2.3.2. Assistant Instructor. The assistant instructor will collect all ARIS Worksheets. Documentation will be turned over to CATM administration for verification. All worksheet information will be input into ARIS. Assistant instructor will complete AF Form 710 via ARIS.

2.4. Class Procedures. All live fire training will be performed at the Grissom Air Reserve Base (GARB) CATM Training Facility (Bldg 629, Bldg 634 or Camp Atterbury, Indiana).

2.4.1. Class Schedule.

2.4.1.1. Unit Training Assembly (UTA) classes will be held on UTA weekends starting at 0800.

2.4.1.2. Weekday classes will be held at 0830.

2.4.1.3. All classes will be given a one-hour lunch break. The CATM section is not responsible for providing meals to students.

2.4.2. Instruction.

2.4.2.1. Minimum Instructor to Student Requirements/Ratios will be IAW DAFI 36-2654, Table 4.1.

2.4.2.2. No live ammunition allowed in the classroom(s). Check desk drawers and training equipment for live ammunition before and after class begins. The only exception will be CATM personnel armed for Resource Protection purposes. Armed CATM instructors will not use their weapons for demonstration purposes. Handgun lead instructors will not be armed during classroom instruction.

2.4.2.3. Ensure students are knowledgeable and perform weapons handling skills, disassembly (field strip,) immediate action, cleaning/maintenance, re-assembly, and function check.

2.4.2.4. Brief students on the possible hazards associated with the cleaning solutions and lubricants.

2.4.3. Scheduling.

2.4.3.1. Only ARIS schedulers appointed in writing by their respective commanders may schedule personnel for weapons qualification training.

2.4.3.2. All weapons training will be scheduled using ARIS. Only the unit ARIS schedulers may have access to ARIS, to add, delete, or cancel training slots.

2.4.3.3. Prior to the beginning of each Fiscal Year, the CATM Section Chief will develop a firing schedule based on unit needs and requirements.

2.4.3.4. The CATM Section Chief will publish the Annual Firearms Schedule for all unit ARIS schedulers to see.

2.4.3.5. Cancellations of slots MUST be made by an ARIS scheduler before Close of Business (COB) the Thursday before a UTA. Cancellations that are requested after will not be honored and will be considered a “No-Show” and will result in a no-show notification letter.

2.4.3.6. Short-notice or “last minute” scheduling may be considered on a case-by-case basis, with the final approval made by the CATM Section Chief.

2.5. Firing Line. Firing line officials will work as a team and assist the tower operator to manage a safe and effective range operation.

2.5.1. Firing Line Officials.

2.5.1.1. Take an active approach to coaching/supervising students and perform all duties and enforce weapon/range safety.

2.5.1.2. Confiscate live rounds from students if they do not make the time limit according to weapons qualification standards. Officials may allow firing based on reason (i.e., weapon malfunction).

2.5.1.3. When all firing is complete each firing line official will visibly inspect each student’s ammo pouches and magazines for live ammo. No live ammo will leave the firing line.

2.5.2. Tower Operator.

2.5.2.1. Be alert at all times. Keep unnecessary talk and activity among firing line officials to a minimum.

2.5.2.2. Maintain command and control over firing range operations.

2.5.2.3. Ensure range opening and closing procedures are completed and documented, including pick up of expended/non-expended casings (brass) and general cleaning of the area.

2.5.3. Certification of Non-CATM Personnel.

2.5.3.1. The CATM Section Chief will certify non-CATM personnel to operate the firing range IAW DAFI 36-2654, Para. 2.3.2.3. – 2.3.2.7. Ensuring they are knowledgeable of the Specific Range Rules as identified in this instruction.

2.5.3.2. Certification training will be annotated on locally devised AF Form 1098, Special Task Certification and Recurring Training and will be initialed/signed by individual being trained and the CATM Section Chief only after the successful completion of the live-fire evaluation. The certification is valid for one year and only pertains to the 434 SFS CATM ranges.

2.5.3.3. Once certified the CATM Section Chief will issue the individual an AF Form 438, Medical Care Third Party Liability Notification also known as a Certificate of Competency, with a specific certificate number.

2.5.3.4. Ensure the certified individual's information is annotated on the Chief Range Official and Range Safety Official Log.

2.6. Proficiency Firing.

2.6.1. CATM Section Chief will brief personnel firing on range and weapon safety.

2.6.2. A CATM instructor will be present on the range to supervise firing of privately owned firearms (POFs).

2.6.3. The supervising CATM instructor will ensure range cleanup is completed prior to releasing firing individual(s) from the range facility.

2.6.4. Firing Individual's Responsibility.

2.6.4.1. Military members will receive and sign a Range POF briefing. Non-military members will be briefed on range and weapons safety, (Bldg 629 only) and sign a GRISSOMARB Form 3, *Grissom Air Reserve Base Small Arms Firing Range Release of Liability/Hold Harmless Agreement (Hold Harmless Agreement)*. The CATM Section Chief has final approval on ammunition used.

2.6.4.2. Comply with posted Range Safety Rules.

2.6.4.3. Clean up range after all firing has ceased to include policing all spent casing (brass), disposing of used targets, disposing of any other debris, and lowering range flags.

2.6.4.4. All range clean-up of frangible and lead residue, as well as gunpowder accumulation on the range bay surface will only be performed by authorized contractor personnel IAW Range Clean-up Contract.

2.6.5. Weapons and Ammunition.

2.6.5.1. Prior to firing, weapon(s) must be inspected by a qualified CATM instructor. All barrels will be inspected for obstructions prior to firing.

2.6.5.2. All ammunition must meet the limits of the range facility for Bldg 629 only.

2.6.5.2.1. Lanes 6, 7, 8 allow up to 7.62mm.

2.6.5.2.2. All other lanes rated for 5.56mm.

2.6.5.2.3. No armor piercing ammo allowed.

2.6.5.2.4. No enhanced performance ammo allowed.

2.6.5.3. All ammunition must meet the limits of the range facility for Bldg 634 only.

2.6.5.3.1. B519

2.6.5.3.2. FX rounds

2.6.6. Injuries.

2.6.6.1. If necessary, call 911 and accomplish an AF Form 978. Injury resulting from a weapon discharge must be reported to 434 SFS/CC and Wing Weapons Safety Officer (434 ARW/SEW).

2.6.6.2. Weapon discharge accidents must be reported to Air Force Reserve Command (AFRC)/Security Forces Compliance Branch (A7ST) Robins Air Force Base (AFB) DSN 497-2190 within 24 hours after accident.

2.6.6.3. A follow-up report citing all pertinent details should be furnished to AFRC/ A7ST as soon as the investigation is complete.

2.7. Instructor Equipment.

2.7.1. Each member of the CATM staff will be issued the below safety and instructor equipment.

Table 2.2. Safety and Instructor Equipment.

High quality hearing protection
High quality eye protection (2 pair smoke/clear lenses)
Nomex gloves
Red ball cap with CATM in 1” block letters and last name embroidered.
Leatherman MUT tool
Duty belt, Safari Land 6004/6005 holster, magazine pouches
Rifle front sight tool
Lesson plans and binder

2.7.2. The NCOIC of Resources and Supply will ensure an AF Form 1297, Temporary Issue Receipt is used to account for all equipment issued to CATM staff.

2.7.3. Each CATM member is responsible for the care and maintenance of their issued equipment and responsible to account for equipment when instructed by S4.

2.7.4. Replacement of equipment will be afforded based on normal wear and tear and extenuating circumstances.

Chapter 3

INSPECTION AND MAINTENANCE

3.1. Weapons Inspection. Accomplished to maintain organizational weapons in optimum serviceable condition.

3.1.1. Responsibilities. Only qualified CATM personnel will perform maintenance and inspections.

3.1.1.1. CATM Personnel.

3.1.1.1.1. Inspecting all military ground weapons assigned to GARB and those for which support is required by an approved support agreement.

3.1.1.1.2. Annually CATM personnel should contact Base Supply to validate unit Weapon Custodian, alternate and weapon account.

3.1.1.1.3. Accomplish weapons inspections only with precision tools and gauges routed through the Propulsion Center 434 MXS/MXMP and previously calibrated by the Precision Measurement Equipment Laboratory (PMEL) 88LRS/LGRMCD Wright Patterson AFB.

3.1.1.1.4. CATM weapons used for training will be inspected annually IAW DAFI 36-2654, 6.7.4.

3.1.1.2. User.

3.1.1.2.1. Weapons assigned to Security Forces Squadron (SFS) personnel will be inspected and cleaned by the user monthly.

3.1.1.2.2. SFS personnel will notify the armorer for any weapons inspection discrepancy.

3.1.1.2.3. Extended Storage Inspections.

3.1.1.2.4. Coordinate with Base Supply to conduct inspections for weapons in extended storage. Weapons in extended storage will be inspected IAW DAFI 36-2654.

3.1.2. Inspect weapons IAW DAFI 36-2654.

3.1.2.1. Plainly mark and initial each container, box or bag that contains weapons, which have been inspected and/or gauged.

3.1.2.2. Annotate Air Force Technical Order (AFTO) Form 105, Inspection Maintenance Firing Data for Ground Weapons with the words “annual” and “gauged” and input in ARIS.

3.1.3. “In Use” Inspections.

3.1.3.1. Weapons stored in the SFS Armory will be inspected per their respective "in use" status IAW DAFI 36-2654.

3.1.3.2. Annotate AFTO Form 105 with the words “annual” and “gauged” and input into ARIS.

3.1.3.3. CATM will conduct pre-issue, pre-embarkation, post deployment and turn-in inspections IAW DAFI 36-2654, 434 ARW Installation Deployment Plan and in conjunction with Base Supply.

3.1.4. Inspection Reports.

3.1.4.1. CATM inspectors will prepare an inspection report for each unit/organization. CATM inspectors will annotate each AFTO Form 105 in ARIS.

3.1.4.2. Route reports with open or no discrepancies through proper channels. Units with open discrepancies on their reports must endorse the report and route it back to CATM to set a date to close discrepancies. Units without discrepancies require no further action. Discrepancies will remain open until proper action is taken by CATM or Unit Level Maintenance is performed.

3.1.4.3. CATM will maintain signed electronic copies on file of the last two inspection reports for each type of inspection for those units assigned a weapons account at GARB. Pre-embarkation inspection reports will be maintained electronically until deployed SA/LW return to home station and post deployment inspection has been completed.

3.2. Maintenance and Repair. Required when weapons become unserviceable due to corrosion, broken parts, missing parts, worn parts, loss of spring tension, existing cracks, etc.

3.2.1. Responsibility.

3.2.1.1. CATM. Only certified CATM personnel (3POX1B/SEI 312) are authorized to accomplish maintenance and repairs on weapons.

3.2.1.1.1. The 434 CATM section is responsible for the maintenance and repair, or modification of all military ground weapons assigned to GARB and those for which support is required by an approved support agreement.

3.2.1.1.2. Inspect weapon to determine level of maintenance required. The 434 CATM section conducts only Field Level maintenance and repairs.

3.2.1.1.3. All government weapons will be repaired IAW Air Force Technical Orders (AFTO), Time Compliance Technical Order (TCTO), Government technical manuals and safety messages as applicable.

3.2.1.1.4. Only ground combat weapons (non-match grade) will be repaired at Bldg 597, Combat Arms Training and Maintenance (CATM) Facility GARB.

3.2.1.1.5. All CATM personnel performing maintenance/repairs will practice supply discipline. Carefully annotate weapons parts used for making repairs on Weapons Parts Log. Ensure AFTO Form 105 is updated on weapon(s) requiring maintenance or repairs.

3.2.1.2. Organization Weapons Custodians.

3.2.1.2.1. Schedule maintenance/repair with 434 SFS/S4C. Furnish AFTO Form 105 with weapon(s) to maintenance shop.

3.2.1.2.2. Responsible for transporting and security of weapon(s). If weapon(s) must be retained by 434 CATM, issue an AF Form 1297 to owning agency. Notify owning agency when repairs are complete.

3.2.2. Weapon Maintenance Log. Required Contents are as follows.

- 3.2.2.1. Date.
- 3.2.2.2. Weapon serial number.
- 3.2.2.3. Owning organization/weapon account number.
- 3.2.2.4. Weapon type.
- 3.2.2.5. Man hours.
- 3.2.2.6. Weapons parts used.
- 3.2.2.7. Stock number/part number/noun.
- 3.2.2.8. Initials of technician.

3.2.3. Security of Weapons and Parts.

- 3.2.3.1. Only qualified CATM personnel will be authorized in the maintenance shop. All others will be escorted and sign visitor's log. CATM personnel will ensure resource protection of weapons and weapons parts at all times.
- 3.2.3.2. The area will be secured with the minimum-security locking mechanism required. Serialized portions of weapons will not be left unattended.
- 3.2.3.3. Controlled Inventory Item Code (CIIC) weapon parts (auto sears, barrels, serialized receivers etc.) will be stored inside the CATM armory.
- 3.2.3.4. CATM personnel will insure XB3 items and unserviceable weapons parts are processed IAW DAFI 36-2654, para.6.6 and demilitarize IAW Department of Defense Manual (DoDM) 4160.21, Volume (VOL) 1, Defense Materiel Disposition: Disposal Guidance and Procedures.

3.3. Calibration of Weapon Gauges. CATM section maintains adequate number of calibrated weapon gauges and tools.

3.3.1. CATM Responsibilities.

- 3.3.1.1. CATM technicians will check gauges for calibration date and due date. CATM personnel will notify the CATM Precision Measurement Equipment Laboratory (PMEL) Monitor, or NCOIC if gauge is past or nearing calibration due date.
- 3.3.1.2. The CATM PMEL monitor will carefully track all items in or due for calibration.

3.3.2. Gauges.

- 3.3.2.1. All gauges will be stored in the PMEL cabinet.
- 3.3.2.2. New gauges will be sent for initial calibration. DO NOT dispose of packaging until gauge is returned as calibrated.
- 3.3.2.3. Gauges, which fail calibration, will be demilitarized IAW DoDM 4160.21 VOL 1 and disposed.
- 3.3.2.4. New gauges that are condemned by 412 CRS/TMDE will be replaced through normal supply channels and a Product Quality Deficiency Report will be accomplished.

Chapter 4

AMMUNITION

4.1. Simmunition/Blank Ammunition. All levels of management must equally share implementation for an effective safeguard and control program.

4.1.1. Responsibilities.

4.1.1.1. The 434 SFS Commander.

4.1.1.1.1. Develop and implement written guidelines for firearms safety tailored specifically, to CCMCK/dye-marking training in accordance with this publication and DAFMAN 31-129.

4.1.1.1.2. Establish local procedures for conducting exercises or training with dye-marking cartridges for the types used.

4.1.1.1.3. Establish local procedures for conducting exercises or training where live ammunition is present for guard or security purposes.

4.1.1.2. Training NCOIC.

4.1.1.2.1. Ensure exercise supervisors are trained and certified in the proper handling, training, and accountability of simmunition or blank ammunition.

4.1.1.2.2. Ensure exercise supervisors are trained in emergency action and notification procedures for accidents/incidents, both at home station and away.

4.1.1.3. Supply and Resources NCOIC.

4.1.1.3.1. Ensure all munitions removed from the supply point are marked properly and separated from each other to reflect exact contents (i.e., exercise ammunition versus live ammunition.)

4.1.1.3.2. Ensure proper equipment is available, serviceable and in-use by all exercise participants (e.g., eye protection, blank adapters, helmets, etc.) While training must remain realistic, the option to remove safety gear (i.e., vests, gloves, etc.) during the course of an exercise is not an option.

4.1.1.4. Armory NCOIC.

4.1.1.4.1. Ensure all Armorers are trained and certified in the proper handling and storage of blank and FX munitions.

4.1.1.4.2. Perform and document spot inspections to ensure compliance with proper field armory procedures.

4.1.1.5. Field Armorer.

4.1.1.5.1. Ensure proper separation of simmunition or blank and live (weapons courier) munitions. Each type of ammunition may be stored in the same room; however, they must be physically separated.

4.1.1.5.2. Clearly mark all “live” ammunition containers and magazines with RED tape. Clearly mark each storage location to reflect exact munitions type.

- 4.1.1.5.3. Clearly mark all blank ammunition containers and magazines with BLUE tape. Clearly mark each storage location to reflect exact munitions type.
 - 4.1.1.5.4. Keep accurate accounting of type and quantity of all issued munitions. Inspect all open containers and all magazines for live munitions before each issue.
 - 4.1.1.5.5. Use a designated disinterested official to certify only blanks are loaded.
- 4.1.2. Exercise Safety.
- 4.1.2.1. The Exercise Director will conduct a Safety Briefing to all personnel involved in exercise. Consult DESR6055.09_AFMAN91-201, *Explosive Safety Standard* for safety briefing guidelines.
 - 4.1.2.2. Blank munitions will not be fired at any person
 - 4.1.2.3. Personnel engaged within the safety zone will be given the phrase “Safety Kill, Safety Kill”.
 - 4.1.2.4. Radio contact from the field to the BDOC or Range Control Center must be maintained.
- 4.1.3. Control.
- 4.1.3.1. All expended simmunition/blank rounds will be documented on AF Form 710, at the end of each shift. The armorer will initiate the AF form 710, the individual who expended the rounds will print and sign the AF Form 710 and a CATM Instructor will certify the document.
 - 4.1.3.2. The armorer will conduct a 100% inventory at the end of each shift and the balance reconciled against the AF Form 710. Any discrepancies will be reported to the Armory NCOIC immediately. All expended ammunition/ blank rounds and any other munitions residue will be collected and turned-in to 434 MXS for proper disposal.
- 4.1.4. Emergency Procedures.
- 4.1.4.1. During any time of the exercise, anyone can call a cease-fire or temporary termination for “Real World” medical emergency.
 - 4.1.4.2. The Exercise Director/officials will determine the severity of the injury and ensure that medical attention is rendered As Soon As Possible (ASAP) before resuming play. If a person becomes injured or sick, their weapons and ammunition will be turned over to an Exercise Director or Armory official.
 - 4.1.4.3. If and when a “Real World” emergency is declared due to the introduction of frangible/live ammunition any person that notices the ammunition will immediately call “Cease Fire” via the fastest means possible. The “Cease Fire” will remain in effect until the unsafe act is corrected. (All weapons will be unloaded and cleared. All magazines will be emptied, and all ammunition will be blocked. Once the ammo is blocked, each round will be inspected and cleared by a CATM Instructor and/or the Exercise Director.)
 - 4.1.4.4. If an accident/incident occurs at home station or away, the supervisor will seek medical attention as necessary and immediately notify the SF/CC, Command Post, and Wing Safety and complete an AF Form 978.

4.1.5. Resource Protection.

4.1.5.1. Weapons couriers and armorers will be armed with an M-9/30 rounds or M18/38 rounds of 9mm ammunition.

4.1.5.2. Couriers and armorers will not participate in exercise activities, other than to perform "Real World" resource protection functions. Orange traffic vests will identify "Real world" personnel.

4.2. CATM Ammunition Residue. It is the responsibility of all qualified CATM personnel that are authorized to inspect munitions residue generated during weapons training to ensure safe disposition of all ammunition residue (i.e., Simmunition, blanks, expended brass, and associated materials.)

4.2.1. Spent Casings (Brass).

4.2.1.1. Students WILL NOT use their utility caps or helmets to hold casings. Advise students to wash hands with soap and cold water after weapons firing.

4.2.1.2. All spent casings (brass) will be policed once all firing has been completed and the Tower Operator has declared the firing line safe.

4.2.1.3. CATM personnel will brief the students on the following:

4.2.1.3.1. Spent casings in front of the firing line and behind the ready line must be policed.

4.2.1.3.2. Spent casings will be deposited in the designated containers.

4.2.1.3.3. Spent casings WILL NOT be deposited in range trash cans or equipment ammo cans.

4.2.1.3.4. Any live ammunition discovered by students MUST be turned over to the tower operator or a CATM line official.

4.2.2. Disposition of Ammunition Residue.

4.2.2.1. CATM personnel will inspect, and sort ammunition residue contained in ammunition cans and wooden crates and brass buckets.

4.2.2.2. Links for 7.62mm ammunition will be collected, sorted, and stored for turn-in.

4.2.2.3. Unused wooden crates for 9mm and 5.5.6mm caliber ammunition will be turned in to the Munitions Accountable Systems Officer (MASO). CATM personnel will transport residue to the MASO when needed.

4.2.3. Accountability.

4.2.3.1. A DD Form 1348-1A, *Issue Release/Receipt Document*, or an equivalent, will be initiated, processed and signed by MASO to account for the ammunition residue turn-in. Containers will be weighed by MASO and the total weight will be annotated on the DD Form 1348-1A.

4.2.3.2. An AF Form 1297 will be retained by the 434 CATM section in lieu of a DD 1348-1A. One copy of each Form 1297 will be retained on file in the CATM Munitions Book for two years.

4.3. Instructor Proficiency (IP) Ammunition. All CATM personnel are encouraged to use IP ammunition. It is an excellent means of improving instructor marksmanship ability.

4.3.1. Responsibility.

4.3.1.1. The NCOIC is authorized to approve and should encourage any instructor to fire IP ammunition when they have met the following criteria:

4.3.1.1.1. Request for ammo submitted prior to the UTA.

4.3.1.1.2. IP ammunition is available.

4.3.1.1.3. Training schedule allows for firing of IP ammunition.

4.3.1.2. It is the responsibility of all instructors firing IP ammunition not to exceed the authorized amount. Instructors must annotate all IP ammunition expended in ARIS by completing the AF Form 710.

4.3.2. Procedures.

4.3.2.1. A separate AF Form 710 will be completed via ARIS for IP and test-firing ammunition, except demonstration ammunition. The CATM Section Chief will be notified when IP ammunition is expended.

4.3.2.2. If an instructor fires any demonstration ammunition, he/she will record on the back of the AF form 710, what weapon it was fired through, reason for use and the instructor who fired the ammunition.

4.3.3. Authorized IP ammunition per instructor IAW AFCAT 21-209:

4.3.3.1. 500 rounds 5.56MM frangible.

4.3.3.2. 200 rounds 5.56MM tracer.

4.3.3.3. 20 rounds 40MM TP, M781.

4.3.3.4. 25 rounds 12-gauge, 00 buckshot.

4.3.3.5. 1000 rounds 7.62MM 4 ball-1 tracer linked.

4.3.3.6. 750 rounds 9MM frangible.

4.3.3.7. FX and any ammo types used for proficiency.

Chapter 5

PROGRAM MANAGEMENT

5.1. Program Manager.

5.1.1. Perform program management responsibilities outlined in DAFI 36-2654 and conduct inspections of explosive operations and facilities, investigation, reporting, and analysis of all mishaps.

5.1.2. Perform the principles of risk management, hazard identification, risk assessment, and make decisions to minimize risk.

5.1.3. Provide adequate training to appropriate personnel initially and then on an annual recurring basis.

5.1.4. Use trained and qualified explosives loaded vehicle operators when required to engage in transport operations.

5.2. Responsibilities.

5.2.1. All personnel involved with explosive operations will manage risk, enforce mishap prevention, identify, and abate hazards. All personnel involved with explosive operations will comply with explosive safety standards, all supplements, technical orders, written procedures, and other applicable directives.

5.2.2. The Explosive Safety Rep will ensure AF Form 2047, *Explosive Facility License*, used to store stocks of explosive items is current and annually reviewed by 434 ARW Safety Office.

5.2.3. Vehicle Operators.

5.2.3.1. Are to be trained on the transportation of explosive requirements contained in DESR6055.09_AFMAN91-201, Chapter 8- Explosives Transportation and AFI 24-301, paragraph 4.4.7.3 for Air Force drivers.

5.2.3.2. Personnel who drive explosive laden vehicles must have an AF Form 483, Certificate of Competency, stamped "Explosives Trained" to verify explosive transportation training. The unit Explosive Safety Representative (ESR) is responsible to verify training and documentation.

5.2.3.3. If conflicting information cannot be internally resolved to ensure safe, efficient, and successful explosives operations for mission accomplishment, then supervisors will coordinate command directives with the base safety office.

5.3. Training and Education. Additional Duty Weapons Representative (ADWSR) is responsible for ensuring explosive safety annual and recurring training is accomplished. The explosive safety representative can provide the training, or the Commander may designate on the same ESR Letter additional members to be appointed as qualified unit trainers to perform this function.

5.3.1. Explosive safety training will be conducted using a formal lesson plan. The lesson plan is to be tailored to the particular needs of unit operations. Obtain wing safety approval of the lesson plan and any changes prior to implementation.

5.3.2. Explosive safety tests are not required, but if developed the test must be tailored to the explosive safety lesson plan. Supervisors will ensure training is documented.

5.4. Explosive Operating Areas. The SFS Armory, Bldg 597, and the Grissom Firing Ranges, Bldg 629 and 634, are the only licensed facilities for explosive operation and storage.

5.4.1. Explosive Storage quantities.

5.4.1.1. Explosives will not exceed the quantities authorized on AF Form 2047. The wing safety office may authorize temporary storage of explosives in excess of AF Form 2047 quantities. Prior coordination will be made through the unit explosive safety representative.

5.4.1.2. Explosive hazard class/division (HC/D) is limited to 1.4. All other types and quantities of explosives involved in SFS operations must be coordinated with the unit ESR and Wing Safety.

5.4.2. Safety Precautions.

5.4.2.1. Non-essential personnel will not be present during explosive operations.

5.4.2.2. Explosive HC/D 1.4 handling may require gloves and eye protection. Supervisors will ensure personnel have protective equipment, when required. HC/D 1.4 expenditure operations require the use of protective equipment.

5.5. Transportation and Handling. All movements of explosives outside Grissom will be coordinated through and inspected by the Traffic Management Office (TMO). Explosives, to be acceptable for transportation by any mode, must have an assigned hazard classification (quantity/distance/class/division; storage compatibility group; Department of Transportation (DOT) class markings, shipping name and label; and United Nations serial number). DOD Ammunition/ Explosives (A/E) categorized as HD 1.4S may be re-designated as Other Regulated Material (ORM) per the Code of Federal Regulation (CFR) 49, **Table 8a** to meet DOT requirements. To complete this process, the HD Stickers must be removed from all HD 1.4S crates and ORM-D stickers applied. Previous HD requirements for TMO shipping documents, TMO vehicle inspection, vehicle placarding, etc., are no longer required. Secure the vehicle load and ensure any security requirements are enforced.

5.5.1. General.

5.5.1.1. All movements will be IAW DESR6055.09_AFMAN91-201, Volume 1-Enclosure 6 and this instruction. Only individually issued arms and ammunition items used to perform Security Forces duties to secure the installation are exempt from transportation rules.

5.5.1.2. Take precautions to minimize exposure of people and property during all phases of transportation.

5.5.1.3. No smoking within 50 feet.

5.5.1.4. Obey local laws where state and governments have jurisdiction. Note: Local laws may not apply for exclusive federal jurisdiction. Where this is a conflict, contact Major Command (MAJCOM) for clarification.

5.5.2. Packaging.

5.5.2.1. Whenever possible, use original packaging. Ensure markings on all packaging reflect contents accurately.

5.5.2.2. Locally made packaging must meet the construction standards in Title 49, Code of Federal Regulation (CFR). Consult TMO for proper packaging requirements.

5.5.3. Vehicle Safety Requirements.

5.5.3.1. A thorough inspection should ensure safe operation of the vehicle throughout the transportation mission. AF Form 1800, Operator's Inspection Guide and Trouble Report will be completed prior to shipment.

5.5.3.2. Ensure proper tie-down, blocking and netting materials are in serviceable condition to safely secure cargo. Do not transport explosives in the passenger compartment of a vehicle (in- use, daily ammunition is exempt).

5.5.3.3. REFUEL VEHICLE PRIOR TO LOADING EXPLOSIVES.

5.5.3.4. Two (2) ABC rated portable fire extinguishers are required on each explosive laden vehicle.

5.5.3.5. Placard all shipments in excess of 1000 rounds. Placard IAW Subpart F of Title 49 CFR, Part 172.

5.5.3.6. Do not leave explosive laden vehicles unattended, unless the vehicle is parked in a properly designated area (munitions holding area). Chock explosive loaded vehicles parked on any grade or ramp steep enough to cause vehicle to roll.

5.5.3.7. Vehicle engines will remain off during explosive loading/unloading, unless for emergency operations.

5.5.4. Motor Vehicle Movements and Explosive Movement Routes.

5.5.4.1. Coordinate all movements with the unit ADWSR and TMO. Ensure proper shipping paper is issued by TMO. Keep all shipping papers and emergency response information readily accessible in the cab of the explosive laden vehicle.

5.5.4.2. Use of DD Forms 626, *Motor Vehicle Inspection (Transporting Hazardous & Sensitive Materials)* and DD Form 2890, *DoD Multimodal Dangerous Goods Declaration*, are required for military vehicles or drivers transporting explosives (assembled or partially assembled in a delivery mode) across or on public highways from one part of a base to another. All other shipments to other bases or field locations require these forms, in addition to TMO shipping certification.

5.5.4.3. All drivers of explosive laden vehicles must have an AF Form 483 stamped "Explosive Trained."

5.5.4.4. Wing Safety has designated and approved routes for on base transportation. Consult Wing Safety and base maps for proper routing. Off base movements to the firing range or field locations must be coordinated through the ADWSR and TMO.

5.6. Emergency Procedures. Maintain list of local emergency response phone numbers (Command Post EXT 2124, Fire Department EXT 3117 or 911, Security Forces EXT 3385, Base Safety EXT 4795).and required information for emergency responders. (Class of Explosives; Net Explosive Weight (NEW)).

5.6.1. Do not attempt to extinguish an explosives material fire. Contact Fire Department (EXT 3117 or 911) and Base Defense Operations Center (BDOC) (EXT 3385) via most expedient means of communications and inform of type of explosives involved, location and how long the explosives have been on fire.

5.6.2. Evacuate all non-essential personnel to stipulated distance for that hazard HC/D of explosive. HC/D 1.4 explosives stipulated distance is 300 feet. For other HC/D distances refer to DESR6055.09_AFMAN91-201. Stop all entry into the hazardous zone, with the exception of emergency responders.

5.6.3. An explosive-laden vehicle that has experienced a breakdown should be removed from heavily traveled areas, when possible. Notify Grissom ARB BDOC and Fire Department for on base or off base occurrences.

5.7. Hazardous Material (HAZMAT) Procedures.

5.7.1. The CATM Section Chief will identify HAZMAT associated with local range operations and perform the necessary safety precautions.

5.7.2. All HAZMAT materials will be stored in a labeled designated container. The label will include an accumulation start date and will not exceed 1 year from that date. When the HAZMAT container is full it will be transported to Bldg 688, HAZMAT Pharmacy within 72 hours. For further guidance, refer to AFI 32-7042.3.9.

5.7.3. All range clean-up of frangible and lead residue, as well as gunpowder accumulation on the range bay surface will only be performed by authorized contractor personnel IAW Range Clean-up Contract.

Chapter 6

RECOGNITION PROGRAM

6.1. Top Gun Award. The CATM Section Chief is responsible for implementing the Top Gun Award. The award is implemented as a means of building firearms proficiency and motivation among members of the Security Forces Squadron.

6.2. Candidates.

6.2.1. All 434 SFS personnel with expert scores will compete for the award.

6.2.2. The ideal candidate will fire a perfect score with the M9/M18 pistol and M4/M4A1 carbine.

6.2.3. Scoring.

6.2.3.1. Each calendar year during the annual DQC M4/M4A1 and M9/M18 qualification firing, the CATM personnel will analyze expert scores to determine the top shooter (s) of each course of fire.

6.2.3.2. The CATM Section Chief will use the combined expert scores of the DQC M4/M4A1 and M9/M18 to determine the top shooter.

6.2.3.3. In the event of a tie, the shooters will fire a modified course of fire developed by CATM to determine the top shooter. The winner will be presented with the CATM Top Gun Award.

Chapter 7

TRANSPORTATION

7.1. Safeguard and Control. This instruction details responsibility and provides guidance when transporting weapons and ammunition. All levels of management must equally share implementation for an effective safeguard and control program.

7.1.1. Weapons and ammunition not in use will be secured in locked racks, vaults, safes, containers, or locked rooms. Weapons will be transported in appropriate containers.

7.1.2. Weapon racks and containers themselves and ammunition will be secured to truck bed using a tie-down or other fastening mechanism for transportation.

7.1.3. Weapons and ammunition will remain under continuous physical safeguard and control when in-use or not in-use.

7.1.4. There will be a minimum of one armed guard present at ALL times.

7.2. Responsibilities. All security forces personnel engaged in the transportation of weapons or ammunition off base will comply with this operating instruction.

7.2.1. All personnel will use risk management tools and principles, enforce mishap prevention, identify, and abate potential hazards.

7.2.2. A thorough inspection of government vehicles and documentation of AF Form 1800 is mandatory.

7.2.3. Personnel engaged in transporting weapons will be equipped with a radio and are required to communicate with the Law Enforcement Desk regarding status of personnel, weapons and or ammunition.

7.2.4. All personnel will provide continuous and positive attendance and identification of government weapons and ammunition.

7.2.5. CATM instructors armed for resource protection will NOT use their weapons for demonstration.

7.3. Arming for Resource Protection. For sixteen (16) or more high-risk weapons (M4, M320A1, M240B, M249, etc.) there will be a minimum of 2 personnel escorting, E-4 or higher and/or civilian grade equivalent. One must be armed with an M9/30 rounds or M18/38 rounds of 9mm ammunition and must have communication capability with the Law Enforcement Desk.

7.3.1. For fifteen (15) or fewer high-risk, or any combination of low to medium risk weapons (M9, M18, M870, etc.) a minimum of one person armed with an M9/30 rounds or M18/38 rounds of 9mm ammunition and must have communication capability with BDOC.

7.3.2. Base Force Protection Condition should also be considered if more armed personnel are necessary to provide adequate resource protection coverage.

7.3.3. Weapons and ammunition used for resource protection will NOT be left unattended and when not in use BOTH must be properly secured and stored.

7.4. Safe Routes of Travel. The primary route of travel from the armory to the range is as follows:

7.4.1. Left on Boxcar St, left on Grissom Ave, and proceed to the range.

7.4.2. Return to base armory in reverse order of driving instructions.

7.4.3. Choose the most direct route with the least risk when possible and minimize the number of stops to the final destination.

7.5. Use of Deadly Force. Personnel will immediately contact BDOC for assistance/notification.

7.5.1. If a hijacking situation is detected, use counter measures necessary to evade and escape.

7.5.2. Use deadly force only when facing conditions of extreme necessity and when all lesser means of force have failed or cannot reasonably be employed.

7.5.3. Use of deadly force is authorized IAW DAFI 31-117, para 3.10.1. When deadly force is used, Security Forces must be able to articulate why it was objectively reasonable based on his/her perception of the threat and the totality of the circumstances. (T-0). Deadly force is authorized under the circumstances prescribed in the Standing Rules for the Use of Force (CJCSI 3121.01B, Enclosure L). Namely, when exercising the inherent right of self-defense or, defense of others; and in relation to assets vital to national security, dangerous property, and national critical infrastructure (as those terms are defined in the CJCSI).

Chapter 8

GENERAL WEAPONS VAULT INSTRUCTIONS

- 8.1. Smoking is not authorized in the weapons vault.**
- 8.2. Keep the weapons vault clean at all times.**
- 8.3. The term “equipment” will apply to all items issued, controlled, and accounted for by CATM personnel.**
- 8.4. Fill out all forms completely and legibly.**
- 8.5. When not in use, secure the entrance door, vault keys, weapon racks, weapon lockers, and duty ammunition.**
- 8.6. Conduct accountability and seal all weapons containers or cabinets not used on a daily basis.**
- 8.7. Conduct weapons vault inventory utilizing AF Form 1473.**
- 8.8. Closing Procedures.**
 - 8.8.1. Weapons racks/lockers, and ammo safes.
 - 8.8.2. Secure all keys in designated key boxes and lock same.
 - 8.8.3. Arm the Advantor Alarm System.
 - 8.8.4. Exit vault, ensure combination lock is secure.

Chapter 9

EXPLOSIVE LIMITS

9.1. Cardinal Rule: Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time. To meet the requirements of DESR6055.09_AFMAN91-201, *Explosive Safety Standards* to support an Explosives License, the following guidance is provided for each licensed location:

9.2. Explosives License at Bldg 629 Vault:

9.2.1. Personnel Limits: 1 Supervisor, 4 Workers and 1 Casual.

9.2.2. Explosives Limits: See the AF Form 2047, Explosives License, Section II. The CATM munitions stored will not exceed the license amount.

9.3. Safety Requirement: a Fire Symbol 4 will be posted on the Facility Exterior visible from Facility approach, on the exterior of the vault door and on each A/E storage container. Position 2 each 10 lbs. ABC Fire Extinguishers: 1 outside the armory by the vault door and 1 inside the vault across from the vault door.

9.4. Step-By-Step Procedures: Ammunition handling procedures will be in accordance with DAFI 36-2654 and Weapons Arming/De-Arming procedures posted adjacent to clearing barrels.

9.5. Actions to be Taken During Emergency: Cease operations. Contact proper authorities, evacuate the facility, and render first aid, as necessary.

9.6. Explosives License at the Outdoor CATM Range, Bldg 629:

9.6.1. Personnel Limits: 1 Supervisor, 4 Workers and 1 Casual.

9.6.2. Explosives Limits: See the AF Form 2047, Explosives License, Section II. The CATM munitions stored will not exceed the license amount.

9.6.3. Exact Location: North end of tower (storage closet) and target barn attached to south end of range bays.

9.6.4. Safety Requirement: A Fire Symbol 4 will be posted on the Facility Exterior visible from Facility approach and on the Exterior of the vault door. Position 2 each 10 lbs. ABC Fire Extinguishers: 1 outside the armory vault door and 1 just inside the vault on the right.

9.6.5. Step-By-Step Procedures: Ammunition storage only. A/E crates will only be opened for inventory and issuing purposes in accordance with DESR6055.09_AFMAN91-201. Armory personnel handling munitions crates will wear leather gloves and steel tip boots.

9.6.6. Actions to be Taken During Emergency: Cease operations. Contact proper authorities, evacuate the facility, and render first aid, as necessary.

Chapter 10

EXPLOSIVES LICENSE AT THE SF ARMORY, BLDG 597

10.1. Personnel Limits: 1 Supervisor, 4 Workers and 1 Casual.

10.2. Explosives Limits: See the AF Form 2047, Explosives License, Section II. The SF/CATM munitions stored will not exceed the license amount.

10.3. Exact Location: Inside of armory, right side of door.

10.4. Safety Requirement: A Fire Symbol 4 will be posted on the Facility Exterior visible from Facility approach and on the Exterior of the vault door. Position 2 each 10 lbs. ABC Fire Extinguishers: 1 outside the armory vault door in the hallway and 1 just inside the vault.

10.5. Step-By-Step Procedures: Ammunition storage only. A/E crates will only be opened for inventory and issuing purposes in accordance with DESR6055.09_AFMAN91-201. Armory personnel handling munitions crates will wear leather gloves and steel tip boots.

10.6. Actions to be Taken During Emergency: Cease operations. Contact proper authorities, evacuate the facility, and render first aid, as necessary.

Chapter 11

EMERGENCY PROCEDURES

11.1. Actions to Be Taken: Take the following actions during an emergency or when abnormal conditions are noted during an explosive operation:

11.1.1. Notify other occupants in the building and/or area.

11.1.2. Evacuate all personnel and establish a cordon of 300ft when 1.4. munitions are involved, and 2,500ft when 1.1. and 1.2. munitions are involved. **NOTE:** Once the cordon is established, only permit emergency response vehicles/personnel to enter.

11.1.3. If explosives are not involved in a fire, such as dropped munitions or partially armed munitions, clear the area initially to a distance of 300ft (125ft for simulators and smoke producing devices).

11.1.4. Notify fire department in the event of a fire. Attempt to extinguish fire if controllable.

11.1.5. Notify BDOC of incident.

11.1.6. Notify Unit Weapons/Explosive Safety Manager.

11.2. General Fire Prevention Procedures.

11.2.1. At no time is smoking allowed within 50 feet of munitions.

11.2.2. Fire extinguishers are checked to ensure that they are serviceable.

11.2.3. Brief fire reporting procedures semiannually to all assigned armory personnel. Keep armories clean and free of all debris daily.

VAN T. THAI, Colonel, USAF
Commander

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

DODM 4160.21 VOL 1, *Defense Materiel Disposition: Disposal Guidance and Procedures*, 22 October 2015

DAFPD 36-26, *Total Force Development and Management*, 15 April 2022

DAFI 31-117, *Arming and Use of Force by Air Force Personnel*, 11 April 2023

DAFI 36-2654, *Combat Arms Training and Maintenance (CATM) Program*, 1 March 2024

DAFI 90-160, *Publications and Forms Management*, 14 April 22

DAFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*, 29 November 2023

DESR6055.09_AFMAN91-201, *Explosive Safety Standards*, 28 May 2020

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

Prescribed Forms

GRISSOMARB Form 3, *Grissom Air Reserve Base Small Arms Firing Range Release of Liability/Hold Harmless Agreement*

Adopted Forms

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

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

DD Form 2890, *DoD Multimodal Dangerous Goods Declaration*

AF Form 710, *CATM Training Record*

AF Form 1297, *Temporary Issue Receipt*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2047, *Explosive Facility License*

AF Form 978, *Supervisor Mishap Report*

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 438, *Medical Care Third Party Liability Notification*

AFTO Form 105, *Inspection Maintenance Firing Data for Ground Weapons*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 1473, *Gun Equipment Room Inventory*

Abbreviations and Acronyms

ADWSR—Additional Duty Weapons Safety Representative
A/E—Ammunition/Explosives
AF—Air Force
AFB—Air Force Base
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AFRC—Air Force Reserve Command
AFTO—Air Force Technical Order
ARW—Air Refueling Wing
ARIS—Automatic Readiness Information System
ASAP—As Soon As Possible
BDOC—Base Defense Operations Center
CATM—Combat Arms Training and Maintenance
CCMCK—Close Combat Mission Capability Kit
CFR—Code of Federal Regulation
CIIC—Controlled Inventory Item Code
COB—Close of Business
DAFPD—Department of Air Force Policy Directive
DOD—Department of Defense
DODM—Department of Defense Manual
ESR—Explosive Safety Representative
GARB—Grissom Air Reserve Base
HAZMAT—Hazardous Material
HC/D—Explosive Hazard Class/Division
IAW—In Accordance With
MASO—Munitions Accountable Systems Officer
MSG—Mission Support Group
NCOIC—Non-Commissioned Officer in Charge
OCP—Operational Camouflage Pattern
OI—Operating Instruction

OPR—Office of Primary Responsibility
ORM—Other Regulated Material
OSHA—Occupational Safety and Health Administration
PA—Privacy Act
PMEL—Precision Measurement Equipment Laboratory
POF—Privately Owned Firearms
RDS—Records Disposition Schedule
SA/LW—Small Arms and Light Weapons
SFS—Security Forces Squadron
SORN—System of Records Notice
TCTO—Time Compliance Technical Order
TMO—Traffic Management Office
USAF—United States Air Force
USC—United States Code
UTA—Unit Training Assembly
VOL—Volume

Office Symbols

AF/A4S—Air Force Security Forces Center Plans
AF/A300—Air Force Security Forces Center Operations
AF/RE—Air Force Reserve
A7ST—Security Forces Compliance Branch
88 LRS/LGRMCD—Precision Measurement Equipment Laboratory (PMEL)
434 ARW/SE—Air Refueling Wing Safety
434 ARW/SEW—Wing Weapons Safety Officer
434 MSG/CC—Mission Support Group Commander
434 MXS/MXMP—Propulsion Center
434 SFS/CC—Security Forces Commander
434 SFS/S3—Security Operations Officer
434 SFS/S4C—Security Forces CATM

Terms

Armed—Equipped with a loaded (live ammunition) firearm.

Deadly Force—Force that is likely to cause, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm or injury.

Firearm—Any weapon designed to expel a projectile through a barrel by the action of a propellant or one you can readily convert to this purpose.

Firing Line—The line where SA/LW are fired and where no one may move in front/forward of during firing. A red line located as close as possible to the front of the firing position.

Range—An area reserved and normally equipped for qualification/practice in SA/LW delivery and/or shooting at targets.

Ready Line—The line located behind the firing line. Serves as a “staging” area for shooters to receive pre-fire range commands. Usually identified by a yellow line located behind the firing line.

Real World—existing or occurring in reality drawn from or drawing on actual events or situations: real-life.

Simmunition—short for simulated ammunition, is replacement ammunition that comes in a number of calibers – firing non-lethal, non-toxic rounds with muzzle energy of up to 5.6 joules (for reference, an airsoft 0.2g BB at 328fps is 1 joule).

Small Arms and Light Weapons—Small arms and light weapons are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small arms are broadly categorized as those weapons intended for use by individual members of armed or Security Forces. They include handguns, rifles and carbines, sub-machine guns and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or Security Forces serving as a crew, although some may be used by a single person. They include heavy machine guns, hand-held under-barrel and mounted grenade launchers, portable anti-aircraft guns, portable anti-tank guns, recoilless rifles, man-portable launchers of missile and rocket systems and mortars.

Trainer—A trained and certified person who teaches personnel to perform specific tasks through OJT methods. In addition, equipment the trainer uses to teach personnel specified tasks.

Attachment 2**GRISSOM AIR RESERVE BASE SMALL ARMS FIRING RANGE RELEASE OF LIABILITY/HOLD HARMLESS AGREEMENT**

A2.1. All non-military members utilizing the GARB firing Range will review the GRISSOMARB Form 3 and acknowledge that they have read and voluntarily sign the release of liability. Failure to complete this form will result in an individual being denied access to the GARB firing range. Completion of the form is self-explanatory but if the user has questions the CATM Section Chief will address them.

**Figure A2.1. GRISSOM AIR RESERVE BASE SMALL ARMS FIRING RANGE
RELEASE OF LIABILITY/HOLD HARMLESS AGREEMENT FORM.**

GRISSOM AIR RESERVE BASE SMALL ARMS FIRING RANGE RELEASE OF LIABILITY/HOLD HARMLESS AGREEMENT	
<p>AUTHORITY: AFI 36-2654 PRINCIPLE PURPOSE: An agreement relieving the Air Force and DoD from any liability resulting from injuries or death of personnel while utilizing the base firing range. ROUTINE USES: Prior to Non-DoD civilian shooters and/or range safety officials utilizing the GARB Firing Range. DISCLOSURE IS VOLUNTARY: Failure to provide this information will result in an individual being denied access to Grissom ARB Firing Range.</p>	
<p>I am requesting use of the Small Arms Firing Range at Grissom Air Reserve Base (GARB), Indiana. This release limits my right to recovery of damages in the case of accident, property damage, injury, or death. I have read this document before signing it and agree to its terms.</p> <p>I do hereby hold harmless and indemnify the United States, Department of Defense, Department of the Air Force, its officers, agents, employees, servants, and contractors, or anyone else associated with the GARB Small Arms Firing Range, for any loss, cost, expense, damage to property, injury or death arising from my use of the GARB Small Arms Firing Range.</p> <p>I do hereby forever release, waive, discharge, and covenant not to sue the United States, Department of Defense, Department of the Air Force, its officers, agents, employees, servants, contractors or anyone else associated with the GARB Small Arms Firing Range, from all liability to the undersigned, his/her personal representatives, assigns, heirs and next of kin for any and all losses, damages, any claim or demand on account of any damage to property, injury to his/her person or his/her death, whether such damage, injury or death resulted by the negligence of the Government or otherwise while the undersigned is participating in firearms training/qualification in any manner to include but not limited to training, qualifying, working for or observing a firearms training/qualification event, or use of or presence at the Range for any other purpose. I will defend, pay, or settle every claim or suit brought against the United States and any entities named above by myself, my employer, or any persons claiming through me (including third parties) relating to use of the Range, except by the willful misconduct of the United States and/or its personnel.</p> <p>I agree to abide by any terms of use and follow the instructions of GARB range personnel at all times. I expressly affirm that I am in good physical condition and health and have no medical symptoms, conditions, illnesses, or other ailments that could impact my safety or the safety of others while using the Range. I expressly acknowledge and agree that the activities of firearms training/use/qualification events are inherently dangerous and may result in property damage, injury, or death. I accept the risk arising therefrom. I further expressly agree that this Release of Liability/Hold Harmless Agreement is intended to be broad and inclusive as permitted by state and federal laws and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect.</p> <p>I acknowledge that I have read and voluntarily signed this Release of Liability/Hold Harmless Agreement, and further agree that no oral representations, statements, or inducements apart from the foregoing written agreement have been made to me.</p>	
<p>RANGE USER INFORMATION:</p> <p>PRINTED NAME <input style="width: 300px;" type="text"/> PHONE # <input style="width: 100px;" type="text"/></p> <p>SIGNATURE <input style="width: 300px;" type="text"/> DATE <input style="width: 100px;" type="text"/></p>	
<p>EMERGENCY CONTACT INFORMATION:</p> <p>NAME <input style="width: 300px;" type="text"/> PHONE # <input style="width: 100px;" type="text"/></p> <p>RELATIONSHIP TO USER (i.e., Spouse, Child, Employer): <input style="width: 300px;" type="text"/></p>	
<p>ACKNOWLEDGED BY:</p> <p>RANGE SAFETY OFFICIAL <input style="width: 300px;" type="text"/> DATE <input style="width: 100px;" type="text"/></p>	
<p>GRISSOMARB Form 3, XXXXXXXX PREVIOUS EDITIONS ARE OBSOLETE GRISSOMARBI36-2654</p>	