

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)**

HURLBURTFIELD INSTRUCTION 91-201

10 MAY 2023



Safety

EXPLOSIVES SAFETY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 1 SOW/SEW
(Mr. Mark A. Seaman)

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This publication implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. It establishes responsibilities for mishap prevention in handling, storing, transporting, identifying, and controlling explosives and other hazardous materials in accordance with (IAW) DoD 6055.9 STD, *Ammunition and Explosives Safety Standards*, AFMAN 24-604, *Preparing Hazardous Material for Military Air Shipments*, DESR 6055.09_AFMAN 91-201, *Explosive Safety Standards*, AFI 91-202, *USAF Mishap Prevention Program*, AFMAN 91-221, *Weapons Safety Investigations and Reports*, DAFI 91-204, *Safety Investigations and Reports*, T.O. 00-35D-54, *USAF Deficiency Reporting and Investigative System, Joint Hazard Class System (JHCS)*. Unit commanders and their personnel are responsible for reviewing, recognizing, and enforcing mishap prevention and risk management techniques, procedures, and requirements of the mishap prevention program. All levels of management and operations will support USAF responsibilities imposed on explosive functions as defined in AFI 91-202. Every unit with an explosive tasking will be responsible for executing an effective mishap prevention program monitored by the 1st Special Operations Wing Weapons Safety Office (1 SOW/SEW), as defined in DESR 6055.09_AFMAN 91-201 and AFI 91-202. This publication applies to the 1st Special Operations Wing (1 SOW), partner units, and any unit of other commands maintaining explosives and conducting explosives operations on Hurlburt Field, Florida. The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management Systems (AFORMS) covers required information. The authority for maintenance of AFORMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715

(Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. This publication does not apply to Air Force Reserve Command (AFRC) Units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with [Attachment 1](#) is mandatory.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This publication has been updated to reflect the new guidance within a reorganization of the 1st Special Operations Wing and partner units at Hurlburt Field.

1. Explanation of Terms.

1.1. Terms generally used in explosives safety will be found in the above referenced publications.

1.2. Additional Duty Weapons Safety Representatives (ADWSR). Each unit commander will appoint in writing, a primary and alternate ADWSR, to manage their Explosives Safety Program. Those selected should be the most knowledgeable in the explosives area. Trained munitions and/or weapons personnel will be appointed as ADWSR when available. In cases where both the primary and alternate safety representatives will be TDY, deployed, etc., for 30 days or more, commanders will appoint temporary ADWSRs to stand-in to manage the program. These individuals must contact 1 SOW/SEW for training within 30 days of appointment. Safety representatives must report directly to their unit commander to keep them informed of all explosive safety issues.

1.3. Explosive Mishaps/Incidents. An explosives mishap/incident involves explosives, explosive devices, or chemical agents that function unintentionally or abnormally, or are accidentally damaged or destroyed in storage, handling, transport, maintenance, manufacture, testing, or operational use. Any situation creating a potential for injury or property damage must also be reported to 1 SOW/SEW.

2. General. The 1 SOW/SEW, as the host; will manage the coordinated and integrated Explosive Safety Program IAW AFI 91-202, *The US Air Force Mishap Prevention Program*. Host and tenant units must share implementation of an effective Explosives Safety Program with support from all management levels and supervision. This will be accomplished by:

- 2.1. Coordination between host and tenant representatives in all explosive related operations.
- 2.2. Compliance and enforcement of safety regulations, standards, and local publications.
- 2.3. Recurring inspections of explosive operations and facilities.

- 2.4. Investigation, analysis, and reporting of explosive mishaps/incidents.
- 2.5. Awareness, identification, and elimination of hazards.
- 2.6. Development, review, and assignment of actions required for preventive and corrective actions.
- 2.7. Use of technically qualified explosives personnel, proper equipment, and operators.
- 2.8. Units will ensure all personnel involved in any explosive related operation receive initial/recurring refresher explosives safety training IAW AFI 91-202, *The US Air Force Mishap Prevention Program*. Small arms ammunition, including cartridge-actuated tools in quantity-distance hazard class/division 1.4 are exempt from this requirement.

3. Responsibilities.

- 3.1. The 1 SOW/CC is responsible for the overall safety program on Hurlburt Field.
- 3.2. The 1 SOW/SEW, as the wing commander's designated representative, will:
 - 3.2.1. Maintain one coordinated Explosives Safety Program for the entire base.
 - 3.2.2. Manage all phases of the Hurlburt Field Explosives Safety Program
 - 3.2.3. Review and advise 1 SOW/CC and unit commanders on mishap prevention and risk management techniques, procedures, and requirements.
 - 3.2.4. Maintain security clearance of at least SECRET and have access to all explosive facilities and operations on Hurlburt Field.
 - 3.2.5. Monitor operations involving explosives to ensure host and/or associate units understand and comply with all safety standards.
 - 3.2.6. Investigate all explosives mishaps and prepare reports IAW DAFI 91-204, *Safety Investigations and Reports* and AFMAN 91-221, *Weapons Safety Investigations and Reports* as required.
 - 3.2.7. Provide training to Primary and Alternate ADWSR within 30 days of appointment.
 - 3.2.8. Administer Explosive Transport Certification testing for all Hurlburt Field personnel operating explosive transport vehicles/munitions handling equipment. The computer-based training can be found on the 1 SOW/SEW SharePoint. Members unable to access the electronic version can attend in-office training at the Weapons Safety office every Tuesday at 0800. Units with scheduling conflicts may arrange for an alternate testing session by contacting the Weapons Safety office at 850-884-7496/6042/2612.
 - 3.2.9. Approve and review annually, lesson plans covering explosives safety training. Document review in annual unit explosives safety inspection reports.
 - 3.2.10. Review annually and coordinate on all explosives safety related operating instructions (OI) The unit ADWSR and 1 SOW/SEW will maintain a file of current OIs. (**Note:** Operating Instructions will be created and maintained IAW DAFI 33-360).
 - 3.2.11. Review and approve/disapprove requests for AF Form 2047, *Explosive Facility Licenses*.

3.2.12. Retains authority to revoke explosive facility licenses for units not maintaining explosives safety requirements.

3.2.13. Review annually and make appropriate recommendations concerning waivers, deviations, exemptions, and explosive site plans.

3.2.14. Conduct explosive safety inspections and program management assessments of all 1 SOW and tenant unit explosive operations and facilities. Inspection reports will be sent to the respective unit commander, supervisor(s), and functional manager(s). Reports may be sent to 1 SOW/CC for review and/or action as required.

3.2.15. Serve as the explosives safety technical advisor to the 1 SOW Occupational Safety and Health Council.

3.2.16. Provide HFVA 91-4, *Explosive Loading & Hot Gun Area* chart.

3.2.17. Provide HFVA 91-201, *Explosives Movement Routes*.

3.2.18. Review and coordinate on all AF Forms 332, *Base Civil Engineer Work Request*, involving weapons and/or explosives safety matters.

3.3. Unit Commanders and functional managers of units possessing or engaging in explosive operations must establish and successfully manage an Explosives Safety Program IAW DoD, USAF, AFSOC, and Hurlburt Field requirements. Unit Commanders will appoint, in writing to 1 SOW/SEW, primary and alternate ADWSR's to manage their program. Unit commanders will immediately appoint replacements for individuals no longer performing ADWSR duties. The representatives will be responsible for managing the program through specific and general responsibilities:

3.3.1. Immediately notify Wing Command Post (884-8100) and 1 SOW/SEW in the event of explosive mishap, accident, unintentional functioning, malfunction, or damage of an explosive item during handling, storage, and/or transportation.

3.3.2. Specific Responsibilities. In addition to successful management the unit's overall explosives safety program each unit representative will:

3.3.2.1. Attend mandatory ADWSR training and quarterly meetings hosted by 1 SOW/SEW.

3.3.2.2. Maintain unit clearing barrels and weapons loading/clearing procedures IAW AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Manual*, Chapter 4.

3.3.2.3. Maintain an Explosive Safety Program Management Book. Any tab not containing required information must be cross-referenced. The book will contain:

3.3.2.3.1. Tab A: Letters of Appointment.

3.3.2.3.2. Tab B: Record of Training. Maintain letter of training for primary and each alternate representative. The 1 SOW/SEW will issue a letter upon completion of training.

3.3.2.3.3. Tab C: Unit Explosive Safety Lesson Plans. Maintain all lesson plans covering applicable explosive safety training for personnel within the unit.

3.3.2.3.4. Tab D: AF Form 2047, *Explosives Facility License*.

3.3.2.3.5. Tab E: Explosive Safety Checklist and Spot Inspection Log.

3.3.2.3.6. Tab F: Inspection Reports and Corrective Action. Retain most recent annual safety inspection report.

3.3.2.3.7. Tab G: Unit Operating Instructions. Maintain copies of all explosive related operating instructions and completed Air Force Form 1768, *Staff summary sheet* applicable to the unit.

3.3.2.3.8. Tab H: Periodic Explosive Safety Information and Crosstell. Retain most recent safety information.

3.3.2.3.9. Tab I: Reference Material and General Information. Include Commander's Safety Policy Letter, 1 SOW Explosive Safety Representative Guide, mishap reporting procedures, safety briefing documentation, inspection schedules, and explosive safety meeting minutes, etc.

3.3.2.4. Conduct and document a minimum of one spot inspection per month, however, the Unit Commander can designate more if desired. Supervisors should accompany the USR during the spot inspection. Spot inspections may consist of any item within the unit's area of responsibility, (i.e. hazardous cargo/explosive operations, licensed facilities, review training documentation, explosive transport certification, transport vehicles, or weapons/munitions storage). Minimum documentation will include the date, name(s) of inspectors, activity inspected, Office of Primary Responsibility (OPR), brief description of discrepancy (if observed), corrective and/or planned action taken, and the status (open/closed). Retain documentation to include, at a minimum, all spot inspections conducted since the last annual safety inspection.

3.3.2.5. Assist unit commanders and supervisors in ensuring compliance with safety program requirements within their area of responsibility.

3.3.3. General Responsibilities. Through commander's delegated authority and general responsibilities, the ADWSR will oversee the unit's program by monitoring explosive operations, ensuring compliance, training, and providing guidance to unit personnel. To implement these general responsibilities, the ADWSR will:

3.3.3.1. Review and promote mishap prevention utilizing Risk Management techniques, procedures, and requirements outlined in AFI 90-802, *Risk Management*.

3.3.3.2. Ensure all matters pertaining to explosives related operations are coordinated with 1 SOW/SEW.

3.3.3.3. Implement prompt corrective actions to eliminate any deficiencies found during spot and/or annual inspections. Ensure commanders/functional manager review and return inspection reports to 1 SOW/SEW by the suspense date.

3.3.3.4. Ensure 1 SOW/SEW is notified Forty-five (45) days prior to all exercises on base and deployments involving explosives or munitions operations. Training exercises involving blank ammunition must have an effective means to control live ammunition to prevent mishaps. The unit commander will ensure an OI or risk assessment is developed, approved by the appropriate squadron/group/wing commander and coordinated with 1 SOW/SEW at Forty-five (45) days prior to beginning the exercise. The OI and/or risk assessment must specify step-by-step instructions for issuing, turn

in and controlling blank and live ammunition. Live and blank small arms ammunition will not be commingled and/or used simultaneously during exercise scenarios. Risk assessments must address all requirements outlined in DESR 6055.09_AFMAN 91-201. The OI and or risk assessment must address the following:

3.3.3.4.1. The Exercise Team Chief will appoint a disinterested official to ensure only blank ammunition is loaded.

3.3.3.4.2. Training and exercise plan's involving blank or live munitions items must comply with DESR 6055.09_AFMAN 91-201 V1.E6.27.

3.3.3.4.3. Prior to start or termination of training, check (physically inspect) all ammo pouches, rucksacks, mobility bags, jacket pockets and magazines to ensure no live ammunition is introduced into the training environment.

3.3.3.4.4. Perform and document inspection of both live and blank ammunition to include a reconciliation of assets at the start of training, shift changes, and end of the exercise. Any discrepancy of conditions shall cause the training operations to be terminated until the abnormal condition is resolved.

3.3.3.4.5. Identify the process of loading, unloading, and marking magazines to include certification and separation of live and blank ammo.

3.3.3.4.6. Brief personnel on their responsibilities of safety and accountability standpoint.

3.3.3.4.7. If any of the above conditions cannot be met, continuation with the exercise must be approved by the responsible exercise commander.

3.3.3.5. Ensure explosives are functioned, stored, and/or handled only in approved areas on Hurlburt Field and the Eglin Reservation. All munitions residue (cartridge cases, metal boxes, packing material, etc.) are returned to the 1 SOMUNS Munitions Inspection Element, for proper certification and disposal. Contact 1 SOW/SEW for listing of approved exercise areas.

3.3.3.6. Ensure appropriate type and size firefighting guidance symbols are visibly displayed IAW DESR 6055.09_AFMAN 91-201. All appropriate fire symbols for Q-D exempt facilities (explosives licensed locations) will be visibly displayed on the facility exterior, interior entrances to small rooms, and lockers/safes containing explosives. Exterior facility fire symbols will be visible from all approach roadways.

3.3.3.7. Ensure required chemical hazard symbols are also visibly displayed IAW DESR 6055.09_AFMAN 91-201. and JHCS. Requirements for posting chemical hazard symbols are the same as for fire symbols except there is no "priority" hazard symbol. If more than one is needed, each will be posted. (Exception: the "Wear Breathing Apparatus" symbol is not required when the "Wear Full Protective Clothing" symbol is posted).

3.3.3.8. Supervisors will ensure simulators and smoke-producing munitions are prepared and activated only by trained personnel IAW DESR 6055.09_AFMAN 91-201_AFSOC Sup V5.E3.2.10.6.2. It is the responsibility of the user organization to request training and maintain training records. Smoke grenades, simulators, and other munitions will be functioned in approved areas only.

3.3.3.9. Ensure initial explosive safety training is provided to all personnel who work with, operate, handle, transport, maintain, load, or store explosives prior to performing any of these tasks. Small arms ammunition, including cartridge actuated tools in quantity-distance hazard class/division 1.4 are exempt from this requirement.

3.3.3.10. Ensure recurring explosive safety training is conducted every 15 months, no later than the last day of the month in which prior training was conducted. Implement safeguard procedures to prevent untrained personnel and those overdue training from performing explosive operations/tasks. Document explosive's safety training by any suitable method with a score of 80% or better.

3.3.3.11. Ensure lesson plan, OI, outline, and/or other training media is developed and coordinated to cover all explosives material training. Training media should be designed and used to fulfill annual/refresher explosive safety requirements as outlined in paragraph 3.3.3.9 and 3.3.3.10 Lesson plans will be approved by 1 SOW/SEW and reviewed annually. A properly coordinated AF Form 1768, *Staff Summary Sheet*, will accompany each lesson plan and be posted as the first page of the lesson plan.

3.3.3.12. Ensure local OIs address all explosive operations, including recurring training exercises are developed IAW DESR 6055.09_AFMAN91-201. A properly coordinated AF Form 1768, *Staff Summary Sheet*, will accompany each OI and must be attached with the OI. Once approved the OPR/unit will review OIs at least annually. Additionally, OIs will be updated, coordinated, and approved with each unit change of command. EOD will coordinate on any new or unique explosive operation OI, to include properly acquired, locally purchased munitions. All Operating Instructions to be created, coordinated and maintained IAW DAFI33-360, *Publications and Forms Management*

3.3.3.13. Ensure applicable explosive safety OIs and explosives facility licenses are clearly displayed at each licensed explosive storage location and maintain a copy in the Explosive Safety Management Book.

3.3.3.14. Ensure AF Form 2047, *Explosive Facility License*, is prepared IAW DESR 6055.09_AFMAN91-201 for all explosive storage locations located outside of Hurlburt Field's Munitions Storage Area (MSA). Exempt locations are those which 1 SOW/SEW maintain an explosive site plan or meet the requirements of DESR 6055.09_AFMAN91-201. The 1 SOW/ SEW will make final determination on exemptions. Explosives licenses will be reviewed annually by the unit and renewed when the certifying official (unit commander) or explosive storage requirements change.

3.3.3.15. Ensure all operators of vehicles and/or Material Handling Equipment (MHE) transporting any type of munitions/explosives on base have been trained, tested, and certified at Hurlburt Field. The computer-based training can be found on the 1 SOW/SEW SharePoint. Members unable to access the electronic version can attend in-office training at the Weapons Safety office every Tuesday at 0800. Units with scheduling conflicts may arrange for an alternate testing session by contacting the weapons safety office at 850-884-7496/6042/2612. 1 SOW/SEW will then issue an AF Form 483, *Certificate of Competency*. Testing is a one-time requirement. Security Forces, unit armorers, and Base Honor Guard personnel, carrying/transporting basic

load of HC/D 1.4 live/blank small arms ammunition are exempted from explosives transport training and certification. Primary duty 2W0X1 and 3E8X0 (EOD) personnel are exempt from this requirement as long as personnel are trained, certified, and documentation exists in their current training records.

3.3.3.16. Emergency Communications Center (ECC) is notified prior to transport of Hazard Class/Division (HC/D) 1.1, 1.2, and 1.3, and/or over 1,000 pounds net explosive weight (N.E.W.) of 1.4 munitions outside the MSA. Report the quantity, HC/D, destination, route, description of vehicle, time of departure, and approximate time of arrival. EXCEPTION: In-use ammunition items that must accompany security forces or other defense forces are not governed by transportation rules. Therefore, ECC notification is not required.

3.3.3.17. All designated smoking areas within an explosive operating or storage location must be approved by the base fire chief. Coordinate proposed locations with 1 SOW/SEW prior to submitting to the fire chief.

3.3.3.18. Ensure on-base transport of explosives/hazardous materials follows the approved primary and alternate routes until it is necessary to exit to your licensed location. See HFVA 91-201. NOTE: Movements of munitions within the munitions storage area or to/from licensed storage locations are not restricted to designated routes.

3.3.3.19. Ensure off-base transportation of explosives and other hazardous material is coordinated with 1 SOLRS Transportation Management Office. DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*, and DD Form 836, *Dangerous Good Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles* must accompany all hazardous materials transported on public highways.

3.3.3.20. Ensure munitions containers are secured to skids/pallets to prevent movement of individual containers. This may be accomplished using straps, cargo nets, and/or similar methods. 463L pallets will be secured to the forklift frame when handled or transported.

3.4. Civil Engineer (1 SOCES) will:

3.4.1. Assist in preparing explosive site plans as necessary. 1 SOCES will ensure the weapons safety office is notified of all proposed actions, new construction, including modifications that are planned within and/or near the established explosives clear zones before design and construction begins. Other functional requirements associated with the Explosive Site Plan process are covered in DESR 6055.09_AFMAN91-201.

3.4.2. Ensure all Base Civil Engineer Work Request has been coordinated with 1 SOW/SEW for the repair, modification, and/or construction of facilities within explosive clear zones. Requests that have not been properly coordinated will be returned to the unit.

3.4.3. The ECC will display an area map or computer-generated display showing all explosives areas or locations and their fire and hazard symbols to include licensed locations. The base fire department will keep a current file of explosive facility licenses. Fire department training, fire drills, and inspections in explosive sites/storage areas will comply with DESR 6055.09_AFMAN91-201.

3.4.4. Visually inspect explosive facility lightning protection systems semiannually and test continuity and resistance to ground every 24 months. Inspection and test records will be maintained for the last six (6) inspection cycles IAW AFMAN 32-1065, *Grounding and Electrical Systems*. File copies will be furnished to responsible using unit.

3.4.5. Notify 1 SOW/SEW, as far in advance as possible, of any anticipated work to be performed on/in explosive facilities/areas.

3.4.6. Notify 1 SOW/SEW of all 1 SOCES/CED emergency responses involving 1 SOW assets and/or operations.

3.4.7. Qualified EOD personnel will provide certification for trainers from other units authorizing them to provide training to their additional unit personnel on activation of simulators and smoke producing munitions.

3.5. Mission Support Group Resource Plans 1 SOMSG/CCX will:

3.5.1. Coordinate with 1 SOW/SEW on all support agreements IAW AFI 25-201, *Support Agreements Procedures*, and DODI 4000.19, *Interservice and Intragovernmental Support*.

3.5.2. Coordinate with 1 SOW/SEW on plans and programming actions involving explosives.

3.6. Logistics Readiness Squadron (1 SOLRS) will:

3.6.1. Be the Hurlburt Field OPR for the Nuclear Certified Equipment program; and, notify 1 SOW/SEW of deficiencies involving nuclear-certified equipment listed in Master Nuclear Certification List, (MNCL).

3.6.2. Ensure sufficient information on the base capability to receive explosives is contained in the Terminal Facility Guide (DSAH 4510.3). The base explosives capability should be reflected by the DOD class/division. Changes to capabilities will be coordinated with 1 SOW/SEW.

3.6.3. Coordinate with Base Operations (1 SOSS/DOA) and Command Post (1 SOW/CP) on explosives loaded aircraft parking

3.7. Base Operations (1 SOSS/DOAB) will:

3.7.1. Ensure all Airfield Operations personnel performing bird scare operations with munitions/ pyrotechnics are properly trained IAW established procedures.

3.7.2. Coordinate with 1 SOW/SEW and develop plans for handling explosive-laden aircraft.

3.7.3. Ensure all Airfield Operations personnel performing coordination of aircraft with explosives or hazardous materials are familiar with determining parking spot requirements and notify appropriate agencies. Airfield Operations personnel will coordinate with the Air Traffic Control Tower for movement in the controlled movement areas.

3.7.4. Ensure explosives loaded aircraft are parked IAW established official publications. Monitor movement of explosives-laden aircraft onto Hurlburt Field to ensure base explosives capabilities is not exceeded. Coordination with 1 SOLRS may sometimes be required.

3.7.5. Notify 1 SOW/SEW of airfield problems involving weapons/explosive materials.

3.7.6. Ensure Flight Service section completes "Hazardous Cargo" Notification Quick Reaction checklist to notify agencies (i.e. Command Post) of inbound/outbound aircraft transporting hazardous cargo IAW DAFI 13-213, *Airfield Driving*.

3.7.7. Coordinate aircraft parking for transient aircraft transporting explosives or hazardous cargo. Assist Maintenance Operations Center (MOC), as required; for base assigned aircraft needing special parking because of explosives or hazardous cargo movement. Explosives loaded aircraft parking is limited to Department of Defense Explosives Safety Board (DDESB) approved Combat Aircraft Parking Areas (CAPA). An aircraft is "explosives-loaded" when it carries munitions or explosives, internally or externally. A CAPA is defined as an aircraft parking area meeting both explosives safety and airfield criteria. HFVA 91-4, *Explosive Loading and Hot Guns Areas* illustrates approved CAPA locations and airfield explosive limits at Hurlburt Field.

3.8. Command Post (1 SOW/CP) will:

3.8.1. Coordinate aircraft parking with MOC and Base Operations for aircraft on-loading/off-loading explosives on Hurlburt Field.

3.9. Security Forces Squadron (1 SOSFS) will:

3.9.1. Inspect facilities prior to review and coordination on AF Form 2047, *Explosive Facility License*.

3.9.2. Notify 1 SOW/SEW at least forty-five (45) days prior to all training exercises involving explosives/munitions and blank ammunition.

3.9.3. Provide 1 SOW/SEW required risk assessment at least thirty (30) days prior to exercises.

3.9.4. Ensure all 1 SOSFS munitions are controlled, stored, handled, and/or transported IAW applicable directives.

3.9.5. Notify TMO Cargo Movements Section, fire department, and munitions control, as a minimum, when explosives loaded vehicles arrive at a Hurlburt Field gate. Provide routing instructions and a copy of HFVA 91-201, *Explosive Movement Routes*, to all drivers.

3.9.6. Strictly enforce firearms safety rules during weapons issue/receipt/storage and when armed personnel are on post, in vehicles, and/or engaged in training exercises.

3.9.7. Coordinate all training exercises with the 1 SOW/SEW to ensure compliance with established, range, firearms, and explosives safety standards.

3.9.8. Ensure dog handlers coordinate with the fire department and 1 SOW/SEW, as a minimum, prior to conducting dog training when using explosives. Prevent exposure of personnel, not related to the training, through careful scheduling and selection of training sites.

3.9.9. Ensure dog handlers training involving explosives is not conducted in the base End-of-Runway Explosive Prohibited Zones or within the explosive arc of an existing explosive site (i.e. Munitions Storage Area).

3.9.10. Ensure strict enforcement of firearms and range safety rules at all times.

3.9.11. Maintain ranges in a manner consistent with AFI 36-2654, *Combat Arms Program* and current Engineering Technical Letter (ETL), Small Arms Range Design and Construction.

3.10. The 18th Flight Test Squadron will:

3.10.1. Coordinate with appropriate support agencies on all weapons/explosives related tests.

3.10.2. Maintain liaison with and notify 1 SOW/SEW on tests and evaluations that involve explosives/munitions on Hurlburt Field, or that involve 1 SOW support personnel/resources.

3.11. Maintenance (1 SOMXG) will:

3.11.1. Notify 1 SOW/SEW when critical defect is discovered during munitions inspections.

3.11.2. Notify 1 SOW/SEW of any explosives/ammunition item reported by user as failing to function as intended. 1 SOW/SEW will coordinate on all safety-related deficiency reports submitted IAW TO 00-35D-54 for munitions items.

3.11.3. Ensure all custody/supply point accounts comply with established safety standards for transportation of explosives/ammunition prior to issue.

3.11.4. Ensure proper facilities within the MXG complex are available and used for explosives/ammunition receipt, issue, storage, and inspection.

3.11.5. Ensure Quality Assurance (1 SOMOS/MXQA) notifies 1 SOW/SEW of deficiencies involving nuclear certified equipment. 1 SOMXG/MXGDR will also ensure 1 SOW/SEW receives copies of all reports and follow-up reports.

3.11.6. Munitions Control will notify the Emergency Communications Center of all explosive operations on the flight line. Provide the ECC with the hazard class/division, Net Explosive Weight (NEW), location, route of travel, and estimated time of completion or aircraft departure.

3.11.7. Maintenance Operations Center (MOC) will ensure the fire department has current information on explosive-loaded aircraft, parking spots, fire symbols, etc.

3.11.8. Munitions Accountability System Officer (MASO) will coordinate on all AF Form 2047, *Explosive Facility License*.

3.12. Operations Plans (1 SOSS/DOXJ): Coordinate with 1 SOW/SEW concerning any exercises on base, TDY or deployments involving explosive operations.

4. Classified Correspondence/Messages. All activities will immediately advise the 1 SOW/SEW of classified correspondence/messages for which they are OPR relating to the handling, use, storage, and movement of explosives/hazardous materials.

5. Interservice/Interagency Support. Other military services or federal agencies frequently (more than once a year) performing explosive operations to include storage, handling, or transportation on Hurlburt Field are required to implement a support agreement IAW DODI

4000.19, *Interservice and Intergovernmental Support*. This requirement also applies to using the base firing range. All requests for one-time or emergency use of Hurlburt Field will be routed through the Wing Weapons Safety office to the 1 SOW/CC for approval.

6. Phone Numbers.

- 6.1. Emergency Communications Center (ECC), 884-6360 Option 0.
- 6.2. Munitions Accountability System Officer (MASO), 884-2010.
- 6.3. Wing Explosive Safety Office (1 SOW/SEW), 884-2612/7496/6042.
- 6.4. Airfield Operations Manager (Base Ops), 884-4491.
- 6.5. Maintenance Operations Center (MOC), 884-8106.
- 6.6. Explosive Ordnance Disposal (EOD), 884-7193/6132.
- 6.7. Munitions Control Center (MCC), 884-2011.
- 6.8. Security Forces (Desk Sergeant), 884-6423.
- 6.9. Fire Department (Emergency), 911.
- 6.10. Command Post, 884-7774/8100.

ALLISON K. BLACK, Colonel, USAF
Commander

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

DoDM5200.01V1_AFM 16-1404, *Information Security Program: Overview, Classification and Declassification*, 10 Jan 2021

DAFI 33-360, *Publications and Forms Management*, 21 July 2021

DAFI 91-204, *Safety Investigations And Reports*, 9 March 2021

AFPD 90-2, *Inspector General - The Inspection System*, 12 July 2018

AFPD 91-2, *Safety Programs*, 2 September 2019

AFOSII 90-205, *Oversite of Counterintelligence Activities*, 6 December 2018

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFI 91-202, *USAF Mishap Prevention Program*, 11 March 2020

AFMAN 91-221, *Weapons Safety Investigations and Reports*, 25 March 2020

AFMAN 24-604, *Preparing Hazardous Material for Military Air Shipments*, 8 October 2020

DESR 6055.09_AFMAN 91-201, *Explosive Safety Standards*, 27 May 2020

Prescribed Forms

None

Adopted Forms

AF Form 483, *Certificate of Competency*

AF Form 1768, *Staff Summary Sheet*

AF Form 2047, *Explosive Facility License*

DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*

DD Form 836, *Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles*

Abbreviations and Acronyms

ADWSR—Additional Duty Weapons Safety Representative

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFSOC—Air Force Special Operation Command

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CAPA—Combat Aircraft Parking Areas

DDESB—Department of Defense Explosives Safety Board

ECD—Estimated Completion Date

ESOHCAMP—Environmental, Safety and Occupational Health Compliance Assessment and Management Program

ECC—Emergency Communications Center

ETL—Engineering Technical Letter

HF—Hurlburt Field

MAJCOM—Major Command

MASO—Munitions Accountability System Officer

MFR—Memorandum for Record

MHE—Material Handling Equipment

MSEP—Maintenance Standardization & Evaluation Program

NEW—Net Explosive Weight

OCR—Office of Collateral Responsibility

OI—Operating Instruction

OPR—Office of Primary Responsibility

ORI—Operational Readiness Inspection

RDS—Record Disposition Schedule

RM—Risk Management

SAV—Staff Assistance Visit

TDY—Temporary Duty

UCI—Unit Compliance Inspection