

**BY ORDER OF THE COMMANDER
MOUNTAINHOME AFB**

**MOUNTAIN HOME AIR FORCE BASE
INSTRUCTION 32-7003**



4 MAY 2016

Civil Engineering

**RANGE STANDARD OPERATING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 366 CES/CEIE

Certified by: 366 CES/CC
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Supersedes: MHAFBI 32-7003, 10
August 2010

Pages: 9

The purpose of this instruction is to define the requirements for personnel assigned or attached to Mountain Home AFB (MHAFB) and all contractors working on MHAFB properties, to protect the natural and cultural resources of Saylor Creek Range (SCR), Juniper Butte Range (JBR), Emitter and No-Drop sites (all collectively known as Mountain Home Range Complex (MHRC), Small Arms Range Annex (SAR), and associated public lands throughout southern Idaho. The scope of this instruction covers both routine and temporary - "mission essential" use. All public land users will be familiar with and follow this instruction at all times. Ensure all records created (e.g., incident reports) as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the office of primary responsibility (OPR) using AF Form 847, Recommendation for Change of Publication, route AF Forms 847 through the base publications and forms manager.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Replaced "366 CES/CEAN" with "366 CES/CEIE." Added 366th SFS/CC to Authority.

AUTHORITY: OPR for this instruction is the 366th Civil Engineer Squadron Commander (366 CES/CC), with operational control vested in their designated functional manager for

environmental issues (366 CES/CEIE) (Chief Conservation). The 366th Operations Support Squadron Commander (366 OSS/CC), the 266th Range Squadron Commander (266 RANS/CC) and 366th Security Forces Squadron (366 SFS/CC) the 726th Air Control Squadron Commander (726 ACS/CC) are offices of collateral responsibility. Protection of Natural and Cultural Resources from Vehicular Traffic:

1. RANGE PROCEDURES

1.1. Vehicular traffic is restricted to established roads. Two track roads are considered established roads.

1.2. For mission essential off-road travel obtain prior approval, except as provided for in the Integrated Natural Resources Management Plan (INRMP) for MHAFB, SAR, SCR Joint Use Land, JBR, and Mountain Home Training Range Complex Sites for 366 CES/CED operations.

1.2.1. Requests for off-road travel are made through established channels to 366 CES/CC.

1.2.2. 366 CES/CC, after consultation with 366 OSS and the Natural/Cultural Resource Manager (366 CES/CEIE), is the final approval for off-road travel requests. 366 CES/CEIE will ask for a legal review from the 366th Fighter Wing Legal Office (366 FW/JA) when appropriate.

1.2.2.1. Vehicles considered for off-road usage must be equipped with spark arrestors. Vehicles with catalytic converters used for off-road (such as explosive ordnance disposal (EOD) vehicles or contractor vehicles) must have heat shields installed or the vehicle must have high clearance. Vehicles without spark arrestors and heat shields present a high potential for fire danger during off-road use.

1.2.2.2. Vehicles are required to have a shovel, fire extinguisher and radio during fire season. (Note: At no time will any person attempt action that may jeopardize personal safety.)

1.2.3. During approved off-road activities, personnel will be mindful of potential fire hazards (e.g., dry conditions, high foliage, etc.), or soft ground conditions (e.g., mud and snow, water drainage, etc.) that could cause permanent changes in surface structure. Vehicles are prohibited from parking in vegetation that is high enough to contact the exhaust system during fire season. Personnel are prohibited from operating vehicles off-road in muddy or soft soil conditions.

1.2.3.1. Avoid such locations and conditions to the maximum extent possible.

1.3. Requests for off-road travel are made through established channels to 366 OSS/OSOR for SCR EUA. 366 OSS/OSOR will coordinate with 366 CES/CEIE for off-road travel where and when there are potential issues (see 1.2.3).

1.4. Prior approval for off-road vehicular traffic is not necessary in emergency situations (e.g., imminent threat to life, limb or the possibility of major equipment damage).

1.4.1. Driver of vehicle involved in the emergency situation will complete an incident report and forward to 366 OSS/OSOR. 366 OSS/OSOR will forward the report to 366 CES/CC and 366 CES/CEIE.

- 1.4.1.1. At a minimum, the incident report will contain a description of the emergency and route taken off established roadway.
 - 1.4.1.2. 366 CES/CEIE will investigate the incident report and attach comments to the original report.
 - 1.4.1.3. 366 CES/CEIE will maintain a copy of the incident report IAW AFMAN 33-363 and disposed of IAW AFRIMS RDS from date of incident.
- 1.5. Personnel assigned to or attached to MHAFB observing a vehicle being operated in violation of this instruction, will immediately contact 266 RANS/MCJB (Job Control), 366 OSS/OSOR, or 366 FW/CP (Command Post) to report incident.
 - 1.5.1. Incident report will contain, at a minimum and if observable, vehicle license plate number and state of issue, a description of the vehicle, location of incident and any other observed actions (e.g., direction of travel, operator behavior, etc.).
 - 1.5.2. 266 RANS/MCJB, 366 OSS/OSOR or 366 FW/CP personnel will contact 366 CES/CEIE as soon as possible to report incident. (Note: At no time will any person attempt action that may jeopardize personal safety.)
- 1.6. Permanently established sites approved for use within SCR, JBR, or Emitter and No-Drop targets by all units assigned or attached to MHAFB, are routinely monitored for suitability and operational usability, to include biological and environmental conditions.
- 1.7. Hazardous material spill kits will be present on site during establishment, occupation and completion of site with 55 gal or more of hazardous material.
 - 1.7.1. Spill kits will contain at a minimum:
 - 1.7.1.1. Sufficient absorbent materials rated to clean one and one-half times the expected quantity of petroleum products at the site.
 - 1.7.1.2. Four sets of 8-mil nitrile gloves.
 - 1.7.1.3. Two eye goggles or face shields.
 - 1.7.1.4. One nonsparking shovel.
 - 1.7.1.5. Department of Transportation (DOT) approved containers of sufficient volume to contain and transport contaminated materials to an approved hazardous waste facility.
 - 1.7.2. Spill kits will contain additional response equipment necessary to control, contain and remediate other hazardous material that could be released into the environment.
- 1.8. Handle potentially hazardous material released into the environment through established procedures. (Note: At no time will any person attempt action that may jeopardize personal safety.)
 - 1.8.1. In the event of a hazardous material spill, personnel discovering spill will immediately attempt to stop the spill by shutting it off at its source. If this cannot be achieved, they will attempt to contain the spill (e.g., building a dike or dam around affected area).

1.8.2. Range users discovering spills shall up-channel an incident report to their appropriate supervisor who will notify 366 CES/CEIE immediately. Alternately, the 366 CES/CEF (Fire Department) can be contacted at 828-1117. Make after duty notifications to 366 CES/CEOS (Customer Service), at 828-2001 or 366 CES/CEF at 828-1117. 366 CES will notify 366 FW/CP of spills greater than 25 gallons on any range. Provide the following information to 366 CES in the spill report:

1.8.2.1. Name

1.8.2.2. Location of spill

1.8.2.3. Number of injured personnel

1.8.2.4. Substance spilled

1.8.2.5. Amount of substance spilled (estimate volume or size of affected area)

1.8.2.6. Rate of substance currently spilling

1.8.2.7. Time substance spill occurred

1.8.2.8. Any additional information requested

1.8.3. Senior ranking member at spill site will assume role of incident commander (IC). IC will direct site personnel in clean-up procedures using appropriate on-site spill response equipment.

1.8.4. IC will relinquish command to the response team supervisor upon their arrival on-site. Environmental Awareness Training. Accomplish adequate training on the recognition of and proper stewardship procedures for the following subject matter: cultural resources; sensitive, threatened or endangered species; animal identification and behavior; and vegetation resources including sensitive species and noxious weeds. 366 CES/CEIE will approve the training syllabus.

1.9. Each session will cover, at a minimum:

1.9.1. Identification

1.9.2. Procedures for reporting violations of laws and regulations

1.9.3. Procedures for reporting natural and cultural resource sightings, especially noxious weed locations

1.9.4. Recommendations on how to minimize human impact in relation to subject matter

1.9.5. Formal training should include 366 FW/JA briefings. These briefings will define to what extent assigned or attached MHAFB personnel may assist local, state, and federal civilian law enforcement agencies IAW the Posse Comitatus Act (18 United States Code (U.S.C.) 1385).

1.9.6. Use of field books and reporting forms. Field Books:

1.9.7. Field books are provided by 366 CES/CEIE and maintained by range using units. Members of 366 OSS, 266 RANS, 366 CES/CED, 726 ACS and other range personnel will record any sensitive species and cultural resources encountered during the course of normal duty operations.

1.9.8. Field books are used as both an on-going educational tool, as well as an opportunity to contribute to the body of science concerned with the environment.

1.9.9. Train personnel in proper use of data collection sheets contained in field books.

1.9.10. Describe each item of interest in pictures and text to ensure accurate data collection.

1.9.11. Maintain sufficient copies of standard observation worksheets in each field book to allow for data collection.

1.9.12. The worksheet will allow space for the following information:

1.9.12.1. Name and work phone number of observer

1.9.12.2. Time and date of observation

1.9.12.3. Name of item observed

1.9.12.4. Behavior (if animal) during period of observation

1.9.12.5. Location of observation

1.9.13. Field books are maintained in all range users' vehicles, Grasmere Site, maintenance complex at JBR, and SCAFR offices.

1.9.14. Range using units will collect completed observation sheets at least quarterly and transmit to 366 CES/CEIE for collation and dissemination to interested parties.

1.9.15. Personnel not assigned to 266 RANS who encounter a sensitive species or archaeological artifact, will contact 366 CES/CEIE (DSN 728-6351) and provide the following information as soon as possible:

1.9.15.1. Name, rank and duty phone of observer

1.9.15.2. Detailed description of item observed

1.9.15.3. Date and location of observation

1.9.15.4. Any other information concerning behavior, condition or quantity of observed item as requested by 366 CES/CEIE. Control of Noxious Weeds. Personnel traveling to or from public lands will follow established procedures to control the spread of noxious weeds:

1.10. Vehicles will stay on established roadways. Exceptions may be granted under paragraphs 1.2 and 1.3.

1.11. Vehicle operations will wash the vehicle undercarriage with water at an approved vehicle washrack when operating a vehicle in a manner where the vehicle could come in contact with weed seeds upon returning to MHAFB.

1.12. Vegetation at approved sites are controlled using current government approved procedures.

1.13. Report observation of noxious weeds to 366 CES/CEIE as soon as possible. Control of Fires. Personnel traveling to or from public lands will follow established procedures to control the spread of fire:

1.14. Vehicles will stay on established roadways. Exceptions may be granted under paragraphs 1.2 and 1.3.

1.15. Supervisors, building custodians, and facility managers are responsible for ensuring compliance with AFI 32-2001, The Fire Protection Operations and Fire Protection Program, and MHAFB Supplement, this instruction, and the MHAFB Wildland Fire Management Plan, as applicable to their respective areas. Personnel should become familiar with the contents of these instructions.

1.16. Facilities will be inspected regularly for fire safety procedures. Good housekeeping, especially in storage rooms, is mandatory. Fire Reporting Procedures. Personnel discovering a fire will follow established fire reporting procedures:

1.17. Verbally alert all personnel in area of the fire.

1.18. Activate local alarm.

1.19. Immediately notify 266 RANS/MCJB (MOC), 828-6826/3259, SCAFR Range Control Officer (RCO), 828-2422/2448, or if off range, South Central Idaho Interagency Dispatch Center (SCIIDC) in Shoshone, Idaho via telephone (208-886-7633/2373) or radio frequency (163.9375 MHz) and 366 CES/CEF Dispatch Center (208-828-6292), or 911 through other established emergency communications procedures.

1.20. Provide the following information:

1.20.1. Your name

1.20.2. Type of fire, if known (e.g., range, trash, electrical, grease, gasoline, etc.)

1.20.3. Building number or geographic location

1.20.4. Room number if applicable Fire Alarm Response. Prompt action is required of site personnel when a fire alarm is sounded.

1.21. Fire response to buildings or other fixed facilities will follow established procedures:

1.21.1. Upon hearing the fire alarm, all personnel will exit building via the nearest exit and assemble in front of the building.

1.21.2. Secure classified material before exiting building.

1.21.3. Supervisors will ensure all personnel evacuate the building and all office and facility doors are closed upon leaving.

1.21.4. Attempts can be made to fight the fire using available equipment once site personnel have been assembled.

1.22. Fire response to range land fires will follow established procedures:

1.22.1. Upon notification, all personnel will assemble in a designated area for accountability.

1.22.2. Once site personnel have been assembled, make attempts to fight the fire using available equipment. (Note: At no time will persons attempt action that may jeopardize personnel safety.) Tracking Range Sites. 266 RANS/MCJB will maintain and post a status board and map to track current status of range sites used by units assigned or attached to MHAFB.

1.23. Maps will indicate the status of:

- 1.23.1. Seasonal usability (snow covered, etc.)
- 1.23.2. Biological or environmental status (presence of sensitive species, etc.)
- 1.23.3. Daily utilization (in/not in use), as a minimum
- 1.23.4. Other site conditions at the discretion of 266 RANS/CC

1.24. At 366 CES/CC's discretion, overlays or additional maps will indicate the following:

- 1.24.1. Sensitive species habitats and cultural resource buffer zones
- 1.24.2. Federal or State designated recreation sites
- 1.24.3. Noteworthy sites on private property adjacent to MHRC sites.

1.25. Make provisions to have established sites inspected by 366 CES/CEIE semiannually or when reports of sensitive species activity are received. Security Measures. Adhere to general security measures at all times. Personnel observing violations of the law will immediately report it through proper channels. These could be acts against personnel, private or government property, cultural sites or acts that harm the environment.

1.26. Immediately report to 366 CES/CEIE information regarding vandalism of known or suspected cultural or historic sites, or suspicious activity involving unearthing of artifacts or tampering with known sites of significant interest to the Native American population.

1.27. Immediately report incidents of poaching (unlawful taking of game animals) or poaching related activity (e.g., setting of traps out of season, etc.) to 366 CES/CEIE.

1.28. Upon receiving a report of observed violations, 366 CES/CEIE personnel will contact appropriate local authorities and the 366th Security Forces Squadron, Security Forces Desk (366 SFS/BDOC) at DSN 728-2256/57/58 to report the incident. Appropriate local authorities will respond to and investigate the incident with assistance as directed by 366 SFS/CC or higher authority.

1.29. Assigned or attached MHAFB personnel will not actively assist civilian law enforcement agencies in the enforcement of civilian laws. They will not search for or seize evidence, confront or in any way attempt to apprehend persons committing violations of law. Their role is confined to observing and recording as much detail as possible from a safe distance, so a thorough report can be made to proper authorities.

JEFFERSON J. O'DONNELL, Colonel, USAF
Commander

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

AFI-32-7064, Integrated Natural Resources Management, 1 September 2004

AFI 32-2001, The Fire Protection Operations and Fire Protection Program, 27 February 2014, and the Mountain Home AFB Sup, 8 June 2004

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

Posse Comitatus Act (18 U.S.C. 1385)

Abbreviations and Acronyms

ACS—Air Control Squadron

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

BDOC—Security Forces Desk

BLM—Bureau of Land Management

CC—Commander

CEIE—Natural/Cultural Resource Manager

CED—Explosive Ordnance Disposal (EOD)

CEF—Fire Department

CES—Civil Engineer Squadron

CP—Command Post

DOT—Department of Transportation

EOD—explosive ordnance disposal

FW—Fighter Wing

IAW—In Accordance With

IC—Incident Commander

INRMP—The Integrated Natural Resources Management Plan for Mountain Home Air Force Base, Small Arms Range, Saylor Creek Range, Juniper Butte Range, and Mountain Home Training Range Complex Sites.

JA—Legal Office

JBR—Juniper Butte Range

MCJB—Job Control

MHAFB—Mountain Home AFB

MHRC—Mountain Home Range Complex

OPR—Office of primary responsibility

OPREP—Operations Report

OSS—Operations Support Squadron

RANS—Range Squadron

RCO—Range Control Officer

RDS—Records Disposition Schedule

SCAFR—Saylor Creek Air Force Range

SCIIDC—South Central Idaho Interagency Dispatch Center

SERE—Survival, Evasion, Resistance, Escape

SFS—Security Forces Squadron

U.S.C—United States Code