

**BY ORDER OF THE COMMANDER
WHITEMAN AIR FORCE BASE
(AFGSC)**

**WHITEMAN AIR FORCE BASE
INSTRUCTION 24-602**

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Transportation

***AA&E GROUND CARGO
SHIPMENT PROCEDURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Instruction (AFI) 24-602v2, *Cargo Movement*. It provides guidance and procedures for shipping and receiving conventional DoD sponsored AA&E or classified (SECRET or CONFIDENTIAL) shipments transported by commercial carriers onto Whiteman Air Force Base (WAFB). It includes guidance for accepting AA&E shipments during normal duty hours and after hour arrivals. Also provides primary and alternate movements routes to be used for explosives on WAFB. This publication applies to all 509th Bomb Wing (509 BW) and associate units that support munitions shipments to and from WAFB including the 442nd Fighter Wing (442 FW) and 131st Bomb Wing (131 BW), except where noted otherwise. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS), Records Disposition Schedule (RDS). 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 AF.

This Directive sets forth policies regarding the shipping, handling and delivery of AA&E for Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard. Failure to observe prohibitions and mandatory provisions of this directive in **paragraphs 3, 4, 5, 6, 7, and 8** by military personnel is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Establish safe and proper receipt, movement and security procedures for conventional Department of Defense (DoD) sponsored Arms, Ammunition, and Explosives (AA&E) or classified shipments transported by commercial carriers. It also includes base policy for accepting or rejecting AA&E shipments during non-duty hours. This base instruction does not apply for Department of Energy, nuclear shipments.

SUMMARY OF CHANGES

This publication will replace WHITEMANAFBI91-101, *Explosives Safety Standards*, once published.

1. Roles and Responsibilities.

1.1. The 509 BW will:

1.1.1. Keep personnel exposures to intrinsic ionizing radiation from nuclear weapons as low as reasonably achievable (ALARA), consistent with mission requirements.

1.1.2. The 509th Logistics Readiness Squadron (509 LRS) Transportation Officer (TO) will:

1.1.2.1. Ensure base personnel are trained how to move and prepare their respective AA&E.

1.1.2.2. 509th LRS Cargo Movement will maintain a list of trained personnel/units.

1.1.3. The 509th LRS Cargo Movement (509 LRS/LGRDDC) will:

1.1.3.1. Ensure all unit personnel who handle, process, and ship AA&E, are properly trained and certified IAW applicable Career Field Education and Training Plan (CFETP) and local training standards.

1.1.3.2. Appoint in writing personnel who are authorized to process, ship, and receive AA&E. Only personnel who are trained and have the appropriate security clearance will be authorized to handle these types of assets. **Note:** Only the Joint Personnel Adjudication System (JPAS) or successor system will be used to verify Security Clearance Eligibility, Investigation Status, and Access Levels; therefore units must provide 509 LRS an update immediately if an individual's Clearance Eligibility or Access Level has been downgraded or changed.

1.2. Other Base Personnel:

1.2.1. If involved with the processing, packaging, handling, and transporting of AA&E, these personnel will comply with the procedures contained in this publication. Failure to comply with this publication may result in a security incident, which will be formally investigated.

1.2.2. All units that receive direct deliveries of AA&E will provide 509 LRS/LGRDDC copies of all related documents within 24 hours of delivery. These units must be trained by the TO. 509 LRS/LGRDDC will maintain a list of trained personnel/units.

1.2.3. All units that offer for shipment AA&E, will ensure the asset is properly identified on the shipping documents Defense Department (DD) Form 1348-1A, *Issue Release/Receipt Document*, and/or DD Form 1149, *Requisition and Invoice/Shipping Document*. Additionally, for classified assets, the DD Form 1348-1A's and DD Form 1149's will include applicable degree of classification, such as "SECRET ITEM," "CONFIDENTIAL ITEM," to ensure easy identification.

1.2.4. All units and personnel that use the DD Form 1149 for shipments must use the automated DD Form 1149 System, located at <https://trackerlite.wpafb.af.mil/dd1149>. If the electronic web DD Form 1149 process cannot accurately produce the required information, the manual DD Form 1149 may be used. In the event the Logistics Tool Suite (LTS) is inoperable, the outbound cargo supervisor should contact the LTS help desk or base communications focal point (CFP) and confirm there is a connectivity issue.

2. Arrival during duty hours.

2.1. Collect information as stated in [paragraph 3.1](#) of this publication during normal duty hours and coordinate/inform the following:

2.1.1. 509th Security Forces Squadron (509 SFS) Law Enforcement (LE) Desk at 687-3700.

2.1.2. 509th Bomb Wing Command Post (509 BW/CP) at 687-3778.

2.1.3. 509th Munitions Squadron Munitions Control (509 MUNS/MXWKA) at 687-8040 or 509th Munitions Squadron (509 MUNS) after-hours standby at 563-1010.

2.1.4. 509th LRS/LGRDDC Section at 687-4040.

2.2. Upon notification of after-duty hour arrival, the 509th LRS/LGRDDC standby person will adhere to [paragraph 2.1](#) of this publication.

2.2.1. Commercial carrier drivers must remain with the delivery vehicle outside of WAFB when unable to deliver cargo during normal duty hours outlined in [paragraph 3.1](#) of this publication. Drivers can contact the 509 LRS/LGRDDC stand-by phone, refer to [paragraph 2.1.4](#) of this publication, to inquire about options for safe haven or secure holding when arriving outside of normal duty hours.

2.2.2. WAFB is not suited for secure holding and does not have the capability to provide safe haven storage. Lake City Armory Ammunition Plant in Independence, MO, phone number 816-796-7488, is the nearest safe haven facility. Contact 509 LRS/LGRDDC at least 48 hours prior to arrival to coordinate safe haven storage facility.

3. Base Entry Guidance.

3.1. Normal Duty Hours. Shipments should be delivered during normal duty hours, Monday-Friday 0730-1530 hours, for the 509 MUNS, Department of Defense Activity Address Code (DoDAAC): FV4625, and Monday-Thursday 0730-1400 hours, for the 442nd Maintenance Squadron Munitions Flight (442 MXS/MXMW), DoDAAC: FV6616, excluding weekends and holidays or unless prescheduled munitions volume movement. These hours are outlined in the Transportation Facilities Guide (TFG) and are available to all commercial carriers. Note: Units expecting deliveries after normal duty hours must coordinate with 509 LRS/LGRDDC at least 24 hours prior to delivery arrival.

3.2. Upon receipt of a Shippers Report of Shipment (REPSHIP) for Class 1.1, 1.2, 1.3 or 1.4 AA&E, a 509 LRS representative will notify 509 MUNS or 442 MXS/MXMW Munitions Control, as appropriate, of the following, shipment quantity, transportation control number (TCN) and estimated time, and/or date of arrival.

3.3. Upon arrival, carriers with explosives will be stopped by 509 SFS at both the Lemay Gate and Gate 14. 509 SFS will notify the 509 LRS representative in order to perform a vehicle inspection before formal delivery. **Note:** An escort is required for all explosives at the Lemay Gate and Gate 14. Class 1.1 and 1.2 explosives are not authorized at building 139.

3.4. After completing the vehicle inspections, 509 MUNS or 442nd Maintenance Squadron (442 MXS) will escort the carrier using the designated route to the explosive off-load area. Upon completion of off-load, 509 SFS or a Munitions Representative will escort the carrier to the gate to exit the base.

4. Carrier/Shipment Verification.

4.1. Anti-Terrorist vehicle inspection. 509 SFS conducts a physical anti-terrorist inspection of the vehicle. In addition, verify drivers name against the shipping documents with a photo ID, such as a valid driver's license, medical qualification card, or employee record card.

4.2. Vehicle Inspection. Gate 14 is designated as the base's munitions vehicle inspection station. Check the carrier's vehicle for obvious exterior damage. Examine the seals for tampering. If there is no apparent damage, then proceed with the vehicle inspection using the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

4.3. Verification of Shipping Documents. Verify documents by matching the drivers name against the shipping documents, using a photo ID, such as a valid driver's license, medical qualification card, or employee record card. Review the commercial bill of lading, verify driver's identification, seal numbers, and inspect carrier's vehicle using DD Form 626.

4.4. In check Shipment. 509 LRS/LGRDDC representative or designated munitions representative will in check the shipment by matching the shipment label TCN against the shipping document. The representative will acknowledge the number and condition of containers received, annotate shortages, damages or other discrepancies on the carriers freight bill and verify that the carrier provided special service and equipment annotated on bill of lading. Special annotation regarding seal intact, as required.

5. Explosive Movement Routes.

5.1. Commercial Carriers.

5.1.1. Commercial explosives-laden vehicles will enter the base at the Gate 14 on D Highway and report to the 509 SFS vehicle inspection station. 509 SFS will conduct anti-terrorism inspections. The vehicle will then be moved to the designated explosive vehicle inspection site.

5.1.2. A representative from the 509 LRS/LGRDDC will complete the DD Form 626, prior to being released to the Joint Use Load/Unload Truck Dock, or the Hot Cargo Pad (HCP) area. Do not remove explosives from a carrier while parked at the vehicle inspection area.

5.2. Military Trucks

5.2.1. Military explosives-laden vehicles will enter the base at the Gate 14 on D Highway and report to the 509 SFS vehicle inspection station. 509 SFS will conduct anti-terrorism inspections. The vehicle will then be moved to the designated explosive vehicle inspection site.

5.2.2. A representative from the 509 LRS/LGRDDC will complete the DD Form 626, prior to being released to the Joint Use Load/Unload Truck Dock, or the HCP area. Do not remove explosives from a truck while parked at the vehicle inspection area.

6. Designated Holding Areas.

6.1. Designated Holding is authorized at the Joint Use Load/Unload Truck Dock.

6.2. Designated Holding Areas are only authorized for AA&E/Nuclear-War Related Material assets, and will not be granted for classified materials.

Table 1. Explosive United Nations (UN) Classification System.

The UN classes of division numbers have the following meaning	
Class 1	
Division 1.1	Explosive with a mass detonation hazard
Division 1.2	Explosive with a fragmentation hazard
Division 1.3	Explosive with a mass fire hazard
Division 1.4	Explosive with moderate blast hazard

Table 2. Joint Use Load/Unload Truck Dock (Facility 1153) Limits.

Facility 1153 is cited for the following Hazard Class Divisions (HC/D) limits:	
HC/D 1.1	(12)30,000 lbs.
HC/D 1.2.1 > <u>450</u>	28,000 lbs.
HC/D 1.2.2	30,000 lbs.
HC/D 1.2.3 < <u>450</u>	(12)30,000 lbs.
HC/D 1.3	30,000 lbs.
HC/D 1.4	Net Explosive Quantity (NEQ).

Table 3. HCP Load Dock.

In the event that the Load Dock is unavailable, the HCP is cited as an alternate location.	
The HCP is cited for the following HC/D limits:	
HC/D 1.1	(13)20,000 lbs.
HC/D 1.2.1 > <u>450</u>	50,000 lbs.
HC/D 1.2.2	100,000 lbs.
HC/D 1.2.3 > <u>450</u>	(13)100,000 lbs.
HC/D 1.3	100,000 lbs.
HC/D 1.4	NEQ.

7. General Procedures.

7.1. Personnel responsibilities.

7.1.1. Personnel who work with or around explosives, to include cargo deployment function personnel, will be trained and qualified in tasks performed including reoccurring explosive safety training.

7.1.2. Personnel will be responsible for understanding and strictly observing all safety standards, requirements, and precautions applicable to their work or duty involving explosives.

7.1.2.1. All munitions transporting operations will be accomplished with items securely tied down. This includes transportation of munitions on fork lift tines, use forklift cage as tie down point.

- 7.1.2.2. When transporting double stacks and triple stacks, route tied down strap under the bottom of the container, weave up through the cage, over the top of the container, and secure the hook end of the strap to each the other and tighten. Single containers can be secured by routing the tie down around the container and securing it to the forklift cage hooks.
- 7.1.3. Personnel will report unsafe acts, conditions, or equipment to their immediate supervisors.
- 7.1.4. Personnel will not start any operation involving explosives that they do not fully understand.
- 7.1.5. Personnel are responsible to stay within the established limits set for explosive handling locations and ensure that safety equipment is available, in good condition, and is properly used/worn.
- 7.2. Supervisor responsibilities.
 - 7.2.1. Develop safe working conditions.
 - 7.2.2. Create safe work habits and ensure safety training addresses realistic situations.
 - 7.2.3. Strictly enforce directives and technical data.
 - 7.2.4. Take corrective action when safety rules are ignored.
 - 7.2.5. Ensure personnel are fully qualified to perform tasks.
 - 7.2.6. Ensure all personnel are issued safety equipment and are familiar with its use. As a minimum, the following equipment will be available during all explosive operations:
 - 7.2.6.1. Protective work gloves, leather or crew.
 - 7.2.6.2. Steel-toed shoes.
 - 7.2.6.3. Reflective vests and wet weather gear, when applicable.
 - 7.2.6.4. Fully operational mechanized handling equipment.
 - 7.2.6.5. Placards for the class of explosives being handled.
 - 7.2.6.6. At least two serviceable fire extinguishers of an acceptable type.
 - 7.2.7. Maintain a copy of this publication when executed AA & E duties.
 - 7.2.8. Ensure each work center involved in the operation receives a complete safety briefing.
 - 7.2.8.1. Work center supervisors will brief requirements and explosives information.
 - 7.2.8.1.1. Describe the explosives shipment by the following:
 - 7.2.8.1.1.1. Type.
 - 7.2.8.1.1.2. Nomenclature.
 - 7.2.8.1.1.3. Class.
 - 7.2.8.1.1.4. Amount of Net Explosive Weight (NEW).

- 7.2.8.2. Special handling required.
 - 7.2.8.3. Firefighting instructions:
 - 7.2.8.3.1. Withdrawal time.
 - 7.2.8.3.2. Withdrawal distance.
 - 7.2.8.3.3. Fire symbol.
 - 7.2.8.3.4. How the explosives can be expected to react to fire. For example, mass detonation, fragments, etc..
 - 7.2.8.4. Safety factors.
 - 7.2.8.4.1. Smoking is prohibited within 50 feet of any working area, storage location, explosives-laden vehicle, or aircraft.
 - 7.2.8.4.2. Matches, flame, or spark producing devices will not be allowed on or around explosives handling/storage areas. These items are only authorized in designated tobacco use locations.
 - 7.2.8.4.3. Safety precautions will be adhered to as addressed in this publication.
 - 7.2.8.5. Munitions will be properly packed, marked, and labeled IAW performance oriented packaging and Military Standard (MIL-STD)-129R, *Military Marking For Shipment and Storage*.
 - 7.2.8.6. Vehicle wheels shall be chocked prior to loading/unloading.
 - 7.2.8.7. Vehicle inspection, as well as driver briefing, will be performed prior to loading/unloading operations.
 - 7.2.8.8. Inspection of blocking and bracing will be accomplished prior to release of vehicle.
 - 7.2.8.9. Upon completion of munitions activity, notify 509 MUNS control when holding pads are empty.
- 7.2.9. Gate 14 will be used by originating/departing or in transit munitions-laden vehicles.
- 7.3. Cargo Movement Element.
- 7.3.1. No more than 100 lbs NEW of 1.3 or 1.4 explosives may be received for temporary transition. Unit(s) will receive/remove explosives IAW pick-up time standards, not to exceed 72 hours IAW AFI 24-602v2, *Cargo Movement*, **Table 3.2**. After receipt of explosives inbound/outbound, the cargo movement element will contact the 509th Civil Engineer Squadron Fire & Emergency Services (509 CES/CEF) and provide the information located in **paragraph 3.1** of this publication. The time, date, and the 509 CES/CEF point of contact (POC) will be annotated in a locally provided log book.

Table 4. Consignee Pickup Time Standards.

PRIORITY	PICKUP (HOURS/DAYS)	TIME
999/MICAP/NMCS	12 Hours from notification	
All other TP-1	1 Duty Day	
TP-2	2 Duty Days	
TP-3	3 Duty Days	

7.3.2. Explosives located in the hazardous materials holding area;

7.3.2.1. Explosive lockers will be placarded with appropriate explosives symbol.

7.3.2.2. The 509 CES/CEF will be notified when explosives are received and removed from the area.

7.3.3. Fire extinguishers in the holding area will be inspected to ensure that they are fully charged and serviceable.

7.3.4. Parking is not authorized within 25 feet of the explosive locker.

8. Emergency Procedures.

8.1. In the event that explosives are dropped, damaged, or are in danger of fire, the following procedures must be followed:

8.1.1. Withdrawal distance.

8.1.2. The minimum withdrawal distance for evacuation according to Air Force Manual (AFMAN) 91-201, *Explosive Safety Standards*, for non-essential personnel, established by on-scene commander or senior ranking individual.

8.1.3. If chemical agents are involved, special hazards may be present. Therefore, evacuate to a position upwind from the accident site; and avoid low lying areas.

8.1.4. Evacuation will be determined by the most hazardous items at the location.

8.2. Notification of personnel.

8.2.1. All personnel within the explosives handling area will be notified of the appropriate withdrawal distance and directed to evacuate the area.

8.2.2. The loading/unloading supervisor or person in the best position will contact the 509 CES/CEF by the most direct means available.

8.2.3. Note time explosives were involved in the mishap.

8.2.4. Dispatch one person in the direction of arriving emergency vehicles. This individual will be the primary POC with responding emergency vehicles, 509 CES/CEF, ambulance and security police, and must be prepared to brief the type and quantity of explosives involved in the mishap.

8.3. Firefighting.

8.3.1. Fires that have not reached explosive cargo will be fought with a water, dry, chemical, or earth fire extinguisher. Fires that have reached or involve explosive cargo will not be fought.

8.3.2. Fires involving chemical agents will not be fought.

8.4. Evacuation assembly.

8.4.1. Once evacuated, the loading supervisor will immediately assemble all personnel in one area, if possible, and take a head count.

8.4.2. Report any missing persons to the 509 CES/CEF immediately.

8.4.3. Remain in the area unless told otherwise by the loading/unloading supervisor, 509 CES/CEF, or other authority.

JEFFREY T. SCHREINER, Colonel, USAF
Commander

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

AFI 24-602v2, *Cargo Movement*, 12 June 2019

AFI 33-322, *Records Management and Information Governance Program*, 6 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 91-201, *Explosive Safety Standards*, 12 March 2017

DoD 6055.09-M, *DoD Ammunition and Explosives Safety Standards*. 29 February 2008

MIL-STD-129R, *Military Marking For Shipment and Storage*, 18 February 2014

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

DD Form 1149, *Requisition and Invoice/Shipping Document*

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

Abbreviations and Acronyms

131BW—131st Bomb Wing

442FW—442nd Fighter Wing

442MXS—442nd Maintenance Squadron

442MXS/MXMW—442nd Maintenance Squadron Munitions Flight

509BW—509th Bomb Wing

509BW/CP—509th Bomb Wing Command Post

509CES/CEF—509th Civil Engineer Squadron Fire & Emergency Services

509LRS—509th Logistics Readiness Squadron

509LRS/LGRDDC—509th Logistics Readiness Squadron Cargo Movement

509MUNS—509th Munitions Squadron

509MUNS/MXWKA—509th Munitions Squadron Munitions Control

509SFS—509th Security Forces Squadron

AA&E—Arms, Ammunition, and Explosives

AF—Air Force

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information
ALARA—As Low As Reasonably Achievable
ANG—Air National Guard
CAT—Category
CFETP—Career Field Education and Training Plan
CFP—Communications Focal Point
DD—Defense Department
DoD—Department of Defense
DoDAAC—Department of Defense Activity Address Code
HC/D—Hazard Class Divisions
HCP—Hot Cargo Pad
HE—Highly Explosive
IAW—In Accordance With
IDS—Intrusion Detection Systems
JPAS—Joint Personnel Adjudication System
LE—Law Enforcement
LTS—Logistics Tool Suite
NEQ—Net Explosive Quantity
MICAP—Mission Impaired Capability Awaiting Parts
MILSTD—Military Standard
NEW—Net Explosive Weight
NMCS—Not Mission Capable-Supply
OPR—Office of Primary Responsibility
POC—Point of Contact
RDS—Records Disposition Schedule
RESHIP—Report of Shipment
TCN—Transportation Control Number
TFG—Transportation Facilities Guide
TO—Transportation Officer
TP—Transportation Priority

TPS—Transportation Protective Service

UCMJ—Uniform Code of Military Justice

UN—United Nations

WAFB—Whiteman Air Force Base

Terms

Explosive—A substance or a mixture of substances that is capable by chemical reaction of producing gas at such temperature, pressure and speed as to cause damage to the surroundings. The term explosive includes all substances variously known as Highly Explosive (HE) and propellants, together with igniter, primer, initiation, and pyrotechnic (e.g., illuminant, smoke, delay, decoy, flare and incendiary compositions.)

Secure Holding—Assistance provided by an installation to a carrier's vehicle transporting AA&E or classified cargo that arrives after hours.

Secure Explosive Holding Area—An area designated for the temporary parking of commercial carriers motor vehicles transporting DoD owned AA&E and secret material. To provide secure holding of Category (CAT) I and II AA&E and secret material. The area must be under constant surveillance or be equipped with Intrusion Detection Systems (IDS)/Closed Circuit Television. Secure explosives holding areas must meet site approval requirements of DoD 6055.09-M, *DoD Ammunition and Explosives Safety Standards*.

Secure Non Explosive Holding Area—An area designated for the temporary parking of carriers motor vehicles transporting DoD arms, classified confidential materials.

Transportation Protective Service (TPS)—A commercial carrier service performed according to DoD standards, that provides in-transit physical security for shipments of AA&E, Secret, and/or Confidential shipments.