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**Safety**

**ADDITIONAL DUTY WEAPONS SAFETY  
REPRESENTATIVE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 91-2, *Safety Programs*, and provides local weapons safety program management guidance. It's written specifically for the additional duty weapons safety representative (ADWSR). This instruction will be used by all personnel who are required to maintain a weapons safety program in accordance with AFI 91-202, *USAF Mishap Prevention Program*. This instruction is designed to assist commanders and ADWSRs at Elmendorf AFB in developing and managing a unit level Weapons Safety Mishap Prevention Program. All commanders should ensure each subordinate commander, staff officer, supervisor, and individual with operations involving explosives continuously reviews, recognizes, and enforces mishap prevention techniques, procedures, and requirements. This instruction is not intended to be an all-encompassing text to take the place of Air Force Manuals, Instructions, or Technical Orders (TO). However, it should serve as a guide and a ready reference for basic information to develop, direct, and enhance your Weapons Safety Program. This publication does not apply to US Air Force Reserves or National Guard, units and members, unless stated in the support agreement.

**1. General Policy and Responsibility:**

1.1. Explosive safety standards are an extension of the will of **CONGRESS** and have the power of law. The Department of Defense Explosives Safety Board (DDESB) establishes explosives safety policy through DoD 6055.9-STD.

1.2. The Air Force provides explosives safety guidance in AFMAN 91-201, *Explosive Safety Standards*. This manual is an extension of DoD 6055.9 and provides further guidance for Air Force specific explosive safety issues. This manual is considered an extension of the will of the **CONGRESS** and also has the power of law.

1.3. The 3 WG/CC is responsible for ensuring all known rules are followed within his/her command. The 3rd Wing Weapons Safety Office assists him in these endeavors. This office must ensure compliance with all known explosive safety standards.

## **2. Program Management:**

### **2.1. Safety Publications Reference Listing:**

2.1.1. The references listed below contain information you may need to administer your program.

#### **2.1.2. Instructions and Manuals:**

2.1.2.1. AFI 32-1065, *Grounding Systems*.

2.1.2.2. AFI 91-202, *The US Air Force Mishap Prevention Program*.

2.1.2.3. AFI 91-204, *Investigating and Reporting USAF Mishaps*.

2.1.2.4. AFI 91-301, *AF Occupational Safety and Health Program*.

2.1.2.5. AFMAN 91-201, *Explosive Safety Standards*.

#### **2.1.3. Technical Orders:**

2.1.3.1. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*.

2.1.3.2. 00-35D-54, *USAF Material Deficiency Reporting System*.

2.1.3.3. 11A-1-33, *Handling and Maintenance of Explosive Loaded Aircraft*.

2.1.3.4. 11A-1-46, *Fire fighting Guidance, Transportation and Storage, Management Data and Ammunition Complete Round Chart*.

2.1.3.5. 11A-1-53, *Inert and Timing Munitions*.

2.1.3.6. 11A-1-1, *Munitions Restricted and Suspended*.

### **2.2. ADWSRs Responsibilities:**

2.2.1. The ADWSRs are assigned individually by various squadron commanders to govern the squadron's weapons safety program. This individual is the liaison in the squadron who will assist the Wing Weapons Safety Program. The effectiveness of each squadron and section accident prevention effort is dependent upon active involvement of the appointed ADWSR. Specific responsibilities of individual ADWSR will differ based on organizational mission. A commander should select an individual who is credible, reliable, and very safety conscious to ensure mishap prevention principles and safety standards are applied to protect their most valuable resources, "their people." **This individual must have a minimum of 1 year retainability at the time of selection as ADWSR**

2.2.2. In accordance with AFI 91-202, all ADWSRs will receive training within 30 days on their duties and responsibilities. This training will be administered by the Wing Weapons Safety Office and will be documented.

2.2.3. The following ADWSR responsibilities will be implemented and must be tailored to fulfill the requirements of the organization represented.

#### **2.2.4. Responsibilities:**

2.2.4.1. Develop and implement a weapon safety mishap prevention program for the squadron or section.

2.2.4.2. Develop specialized functional checklists for the area of operation.

- 2.2.4.3. Perform as a liaison between the squadron or section and the Wing Weapons Safety Office.
- 2.2.4.4. Ensure weapons safety training program meets requirements of AFI 91-202.
- 2.2.4.5. Ensure documentation of all weapons safety training at unit level.
- 2.2.4.6. Analyze environments and conditions affecting weapons safety and recommend solutions to minimize mishap potential.
- 2.2.4.7. Conduct frequent spot inspections to ensure current safety regulations, operating instructions (OI), checklists, and instructions are available and being used.
- 2.2.4.8. Document discrepancies found during spot inspections and forward discrepancies and corrective action to branch or functional managers.
- 2.2.4.9. Monitor weapons and explosives operations and ensure the on-the-job training (OJT) program incorporates essential explosive safety principles.
- 2.2.4.10. Ensure unit personnel are familiar with requirements and procedures for reporting weapons accidents/incidents.
- 2.2.4.11. Ensure prompt action is taken on deficiency reporting.
- 2.2.4.12. Accompany and assist weapons safety during annual inspections.
- 2.2.4.13. Review unit OIs, lesson plans, and required explosives facility licenses and maintain in current status.
- 2.2.4.14. Ensure proper distribution of all weapons safety information.
- 2.2.4.15. Advise squadron commander of the status of weapons mishap program.
- 2.2.4.16. Inform the weapons safety manager (WSM) of all hazardous environments, operations, accidents, and incidents.
- 2.2.4.17. Provide inputs for Integrated Safety Council meetings.
- 2.2.4.18. Evaluate adequacy and completeness of corrective actions for problems found during inspections, evaluations, and staff assistance visits.
- 2.2.4.19. Establish/maintain a program continuity book and index as follows:
  - 2.2.4.19.1. ADWSR Appointment Letter and Record of Training by 3 WG/SEW.
  - 2.2.4.19.2. Explosive Facility License(s).
  - 2.2.4.19.3. Safety Policy Letters (PACAF, 11 AF, Wing, Unit).
  - 2.2.4.19.4. Copy of two most recent unit annual inspection reports.
  - 2.2.4.19.5. Unit Quarterly Safety Inspection Letter.
  - 2.2.4.19.6. Mishap Notification procedures, if not included in other documents.
  - 2.2.4.19.7. Explosives Local Written Procedures (OI).
  - 2.2.4.19.8. Training Plan.
  - 2.2.4.19.9. Miscellaneous Information.

2.2.4.19.10. Establish/maintain a weapons safety bulletin board in your unit.

2.2.5. See AFMAN 91-201, paragraph 2.35 for Explosive Licensed Location requirements.

### **3. Inspection and Evaluation Program:**

#### 3.1. Inspection and Evaluation Program.

3.1.1. Inspections are an extremely important means of identifying and correcting problem areas, before they cause an accident. Overlooked discrepancies could cost a life.

3.1.2. After conducting an inspection and finding discrepancies, it's important to follow-up. A follow-up inspection is mandatory to ensure the problem has been corrected. Don't close out a discrepancy until corrective action is completed.

#### 3.1.3. Types of Inspections:

**3.1.3.1. Annual Inspections:** These are comprehensive, formal inspections which will be conducted by the Weapons Safety Office. Notification letters are sent out 30 days prior to an annual inspection/assessment. When you receive your notification its your responsibility to schedule an in-brief with your commander, if desired.

**3.1.3.2. Reports.** When you receive the report from the safety office, **the initial response, must be signed by the unit commander and returned to the safety office no later than 30 days from the date of the letter.** Reports with open discrepancies must include an estimated completion date and must be updated every 30 days until each discrepancy is closed. If you, or your commander, feel that the (30 day) period is insufficient, you may request an extension by phone. All requests are reviewed by SEW. The Chief of Safety will grant final approval. All requests will be handled on a case-by-case basis.

**3.1.3.3. Spot Inspections.** These are inspections that are conducted by unit safety personnel or the Weapons Safety Office on a "no-notice basis." These inspections are documented on a spot inspection log. Spot inspections are an in-house tool for the ADWSR to instill day-to-day safety precautions.

**3.1.3.4. Inspection Log.** Maintain a spot inspection log.

**3.1.3.5. Frequency.** Conduct and document monthly spot inspections on all sections within your unit having an explosive mission. Ensure activities that operate around the clock are adequately surveyed at times other than normal duty hours.

**3.1.3.6. Tasks.** Observe people handling, transporting, maintaining, operating, or storing explosives and missiles. This should comprise the bulk of the spot inspection program.

#### **3.2. Unit Quarterly Safety Inspection Letter:**

3.2.1. Forward or fax (552-9824) Safety Inspection letters to 3 WG/SEW.

3.2.2. Include the following information:

3.2.2.1. Date of the inspection.

3.2.2.2. Next due date.

3.2.2.3. Areas of inspection with estimated completion dates of all findings.

3.2.2.4. Date when 24-month static bond check is due/completed on all non-hazardous explosives locations storing electroexplosive devices.

3.2.2.5. Quarterly static bonding strap inspection on all non-hazardous explosives locations storing electroexplosive devices.

3.2.2.6. Discrepancies that cannot be corrected will be followed up on within 30 days. Document all follow-up inspections until the discrepancy is corrected. Be detailed when documenting spot inspections. Describe what was good or bad about the operation or activity observed.

### **3.3. Impulse Cart Lockers and Equipment Grounds:**

3.3.1. Weapons impulse cart lockers storing electroexplosive devices will have the following documentation posted on the front of the explosive location. All explosives locations on Elmen-dorf are considered non-hazardous explosives locations. Use the following listing for inspection requirements:

|                      |                                   |                                |
|----------------------|-----------------------------------|--------------------------------|
| Static Bond Check    | Quarterly by user                 | Ref AFM 91-201 and AFI 32-1065 |
| Static Bus Bar Check | 24-month by Base Civil            | Ref AFM 91-201 and AFI 32-1065 |
| Continuity To Ground | Engineer and quarterly<br>by user |                                |

**NOTE:** Only weapons impulse cart lockers storing electroexplosive devices will have these letters posted on front of them.

**NOTE:** The user will visually inspect grounding systems and static bus bars.

3.4. The ADWSR spot inspection program is a measure for your unit personnel to evaluate the effectiveness of your program. The combined efforts of good comprehensive inspections will result in a safe and healthy working environment.

## **4. Training and Education:**

### **4.1. Training:**

#### 4.1.1. Explosive Safety:

4.1.1.1. All personnel who operate, store, handle, transport, load, maintain, or dispose of missiles, explosives, or nuclear weapons **MUST** complete weapons safety training before performing any of those tasks and annually thereafter.

4.1.1.2. The training program and test will address unit specific safety concerns.

4.1.1.2.1. Develop two "distinctively different" tests. No questions will be duplicated.

4.1.1.2.2. Each test must contain at least 10 questions.

4.1.1.2.3. An 80 percent score is required to pass.

- 4.1.1.2.4. Document the training and score obtained.
- 4.1.1.3. If a trainee fails, they will be immediately retrained. Retest trainee using the alternate test. Obtain weapons safety approval of the lesson plan and any changes prior to implementation.
- 4.1.1.4. Required topics should include, but not limited to:
  - 4.1.1.4.1. Emergency Actions.
  - 4.1.1.4.2. Safety Equipment.
  - 4.1.1.4.3. Handling and Transportation.
  - 4.1.1.4.4. Hazard Reporting Program/Reporting USAF Mishaps.
  - 4.1.1.4.5. Fire Prevention.
  - 4.1.1.4.6. Fire Symbols.
  - 4.1.1.4.7. Explosive Placards.
  - 4.1.1.4.8. Maintenance on Explosive Loaded Aircraft (if applicable).
- 4.1.1.5. See AFI 91-202 for additional requirements.

## **5. Handling and Transportation:**

### **5.1. Safety Precautions when handling explosives:**

- 5.1.1. AFMAN 91-201, Chapter 2 identifies specific information relating to general guidance, storage and compatibility, fire protection, electrical hazards, and transportation of explosives.
- 5.1.2. AFI 91-202, paragraph 10, identifies individuals who must receive explosive safety training prior to handling or transporting explosives.

### **5.2. Emergency Procedures:**

#### **5.2.1. In the event of fire:**

- 5.2.1.1. Notify the fire department, phone number 911, and sound building fire alarm.
- 5.2.1.2. Evacuate non-essential personnel.
- 5.2.1.3. Send a messenger in the direction from which the fire department is expected; inform them of the location, nature, and extent of the fire and if all personnel were evacuated.
- 5.2.1.4. If possible, attempt to contain the fire with the fire extinguishers readily available.
- 5.2.1.5. Attempt to move the explosives away from the fire.
- 5.2.1.6. Evacuate the area if the fire cannot be contained.

5.2.2. All fires starting in the vicinity of ammunition or explosives will be reported and fought immediately with all available means to prevent spreading of fire and munitions involvement. However, if fire engulfs explosives material, or is supplying heat to it, or if the fire is so large that it cannot be extinguished with the equipment at hand, the personnel involved will evacuate and seek safety. For more information see AFMAN 91-201, Table 2.2.

**5.2.3. FOR AN ACCIDENT NOT INVOLVING FIRE, A 300-FOOT CORDON WILL BE INITIATED. UPON ARRIVAL, THE ON-SCENE COMMANDER OR EMERGENCY RESPONSE FORCES WILL DETERMINE WHETHER OR NOT TO IMPLEMENT MINIMUM WITHDRAWAL DISTANCES.**

**5.2.4. Seasonal, Environmental, and Local Hazards:**

5.2.4.1. During the winter months all snow and ice must be removed from windows, lights and loaded surfaces on vehicles transporting explosives. Be very careful if you must transport on icy roads.

5.2.4.2. All explosives operations not covered by lightning protection system (LPS) will cease when it has been confirmed that lightning is within 5 nautical miles (5.75 miles) of Elmendorf AFB. When continuing operations in LPS equipped facilities assess the need and urgency for doing.

**5.3. Unserviceable Explosive Items:**

5.3.1. Unserviceable explosive items are those that are no longer authorized for use. These items may become unserviceable due to many factors, such as suspended lots, expired shelf/ service life, damage beyond TO limits, and so forth.

5.3.2. Unserviceable explosive items **CANNOT** be stored with serviceable items. Put them in a separate facility or physically segregate them from serviceable items in the same location (normal lot-to-lot separation is not considered segregated).

5.3.3. Unserviceable explosive items must be conspicuously marked. The markings will be clear to prevent inadvertent issuing, loss of information, and show exact status of the item.

5.3.4. Dangerously unserviceable items require immediate attention. If items cannot be destroyed immediately, they should be isolated from other facilities by inter-magazine distance. When such items are discovered, notify the appropriate agencies (that is, EOD, SFS, Fire Department, and the Weapons Safety Office).

5.3.5. Turn unserviceable explosive items in to the Munitions Storage Area within 7 days.

**6. Publicity:**

**6.1. General.** The publicity program is in reality a part of the safety education process; however, the dissemination process is different. There are many ways with which you can disseminate safety information.

**6.2. Crosstell.** Crosstell reports are mishap reports from other units with the same or similar weapons system. These are actual mishap reports that are received by 3 WG/SEW, sanitized for distribution, and sent to you via BITC, e-mail, or fax. **This information needs to be briefed throughout your unit.** Placing a copy on your unit's weapons safety bulletin board is also a means of getting the word out. Ensure to post a copy in your management book for future use during Safety Day briefings.

**6.3. Weapons Safety Newsletter.** *The 3rd Wing Weapons Safety Mishap Prevention Package* is an excellent way to get information to your sections.

**6.4. Combat Edge Safety Magazine.** The Combat Edge (ACC SP 127-1). The Combat Edge is an excellent safety magazine, published monthly. The magazine provides articles on a wide variety of

issues from all safety disciplines. Ensure your unit is on requirement for this magazine, based on a ratio of one copy per 10 persons assigned.

**6.5. Weapons Journal.** The publication covers conventional munitions mishap trends. Ensure your unit is on requirement for this magazine, based on a ratio of one copy per 10 persons assigned.

**6.6. Web Pages.** The wing, HQ PACAF, and the Air Force Safety Center all have web pages that cover a wide variety of explosives safety topics.

## **7. Weapons Safety Awards Program:**

7.1. There are several USAF and PACAF weapons safety annual awards available to your unit. The 3rd Wing Weapons Safety Office (3 WG/SEW) will help you prepare and submit your nomination in accordance with AFI 36-2833..

7.2. HQ PACAF also has an award for individuals who have prevented a serious mishap, have significantly reduced mishap potential, or have contributed significantly to the PACAF Weapons Safety Mishap Prevention Program.

7.3. Wing Weapons Safety selects award winners each quarter. See 3WI 36-2805 for submission details.

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