



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE NC 28542-0004

BO 8020.1C  
S4/S6/BPO  
JUL 06 2011

BASE ORDER 8020.1C

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE AMMUNITION AND EXPLOSIVES  
SAFETY ORDER

Ref: (a) DoD 5100.76-M August 12, 2000  
(b) DoD 4160.21-M August 18, 1997  
(c) DoDD 4500.09E September 11, 2007  
(d) NAVSEA OP 5 Vol 1  
(e) NAVSEA SW020-AG-SAF-010  
(f) NAVSEA SW020-AF-HBK-010  
(g) NAVSEA SW023-AG-WHM-010  
(h) MCO P3570.1B  
(i) MCO P8020.10B  
(j) MCO 8025.1E  
(k) MCO 8023.3B  
(l) OPNAVINST 8023.24B  
(m) Lautenberg Amendment  
(n) MARADMIN 186/03  
(o) MCO P1700.27B  
(p) MCO P5102.1B  
(q) NAVSEA OP 3565 Vol 1 & 2  
(r) MCO 5530.14A  
(s) NAVSEA OP5 Vol III  
(t) MCO 8020.13  
(u) MCO P4400.150E  
(v) NAVSUP P801  
(w) MARADMIN 0301/09  
(x) MCO 4855.10B  
(y) MCO 4500.11E  
(z) UM 4400-15  
(aa) CFR49 Parts 100-178 & 301-399  
(ab) CFR49 Part 395.3  
(ac) NAVSUP 538  
(ad) MCO P4030.19H  
(ae) MCBul 8011.4J  
(af) OPNAVINST 8020.14

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- (ag) MCO P8020.11
- (ah) NAVSEA SW020-AF-HBK-010 Glove Box Edition
- (ai) 40 CFR 266, Subpart M - Military Munitions

1. Situation. To establish Marine Corps Base (MCB), Camp Lejeune ammunition management and safety policy; to define its objectives, and provide Marine Corps-specific procedural guidance for ammunition and explosives material in accordance with references (a) through (ai).

2. Cancellation. BO P8020.1B.

3. Mission

a. To disseminate policies and procedures for the safe handling, storage, field storage, transportation, and disposal of ammunition and explosives and outline requirements for ammunition accident investigations and malfunction reporting aboard MCB Camp Lejeune.

b. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Execution. All commands will ensure strict compliance with the instructions contained in this Order.

5. Administration and Logistics. Recommendations concerning the contents of this Order are invited. Such recommendations will be forwarded to the Commanding Officer (Dir S4/S6/BPO Attn: ESO), MCB Camp Lejeune, via the appropriate chain of command.

6. Command and Signal

a. Command

(1) This Order is applicable to all activities which handle, store, transport, or conduct the emergency destruction of ammunition and explosives, tenant commands aboard MCB Camp Lejeune and to all activities utilizing the Ammunition Supply Point (ASP), 2d Marine Logistics Group (2d MLG).

b. Signal. This Order is effective the date signed.

  
D. J. LECCE

DISTRIBUTION: A

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## Chapter 1

### Safety Procedures

1. General. Safety is of the utmost importance. Due to the hazardous nature of Ammunition & Explosives and Class V(A) material, stringent controls for storage, handling and utilization are mandatory. When properly handled and effectively delivered, ammunition and explosives will function as desired. The provisions of this Chapter cover general safety regulations and instructions that pertain to ammunition and explosives, and also encompass reporting procedures for accidents involving ammunition and explosives.

2. Applicable Reference. It would be impracticable to include every instruction and order pertaining to the safety of handling, transportation, storage, and disposition of ammunition and explosives. Your attention is invited to references (d), (e), (f), (g), (h), (i), and (j) for additional pertinent safety information.

3. Safety Regulations. Safety comes first where ammunition and explosives are concerned. This paragraph describes basic guidelines to follow while handling, transporting, storing, and disposing of ammunition and explosives aboard MCB Camp Lejeune.

a. Knowledge. Only those persons possessing a thorough knowledge of safety procedures for the handling, transportation, storage, and disposal of ammunition and explosives will be assigned to perform those functions.

b. Training. Each command shall ensure that personnel assigned duties requiring the handling, transportation, storage, and disposition of ammunition and explosives are trained to avoid the loss of life or property through negligence or ignorance.

c. Qualifications/Certification. Personnel assigned by units to handle ammunition and explosives shall be of the highest caliber available. All personnel involved with handling and storage of ammunition and explosives will be qualified/certified per reference (k). Only those persons who have demonstrated proficiency, ability, and maturity will be used in the handling, transportation, storage, and disposition of ammunition and explosives. This requirement is for all military personnel as well as civilian contractors. Any person convicted by courts-martial, continuous offenses of the Uniform Code of Military Justice, known to have abused drugs/narcotics, or any individual convicted/awaiting punitive action for security violations,

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theft, domestic violence or a capital crime shall not be used in the handling, transportation, storage, and disposition of ammunition and explosives.

(1) All personnel, military, civilian, and contractor personnel, whose primary duties include evolutions or tasks involving ammunition and explosives will be properly qualified and certified. The implementation of an effective qualification/certification program requires the attention of all echelons of command. It must be emphasized that the final responsibility for safety of personnel and equipment is vested in the Commanding Officer.

(2) The contractor who will be performing services involving ammunition and explosives material on behalf of the government, shall have an established explosives handling personnel qualification and certification program. All government contracting personnel, performing ammunition and explosives tasks under the scope of the contract, shall be included in the contractor's Qualification/Certification Program. Any contractual deviation from the requirements of references (l) and (k) shall be approved and authorized in writing by Commanding General (CG), Marine Corps System Command (MARCORSYSCOM) Program Manager, Ammunition (PMAM) and Contracting Officers.

(3) Qualification/Certification training of personnel can be structured around existing training programs. Documentation of training shall support the appropriate level of certification.

(4) In accordance with the guidelines set forth in references (m) and (n), it is unlawful for any person who has been convicted of domestic violence, to ship, transport, possess or receive any firearm or ammunition. Personnel that have been convicted will not meet the Qualification/Certification requirements.

d. Disposing of Ammunition/Explosives. Ammunition and explosives will never be buried, abandoned, destroyed, fired indiscriminately, or otherwise disposed of in order to avoid returning the Class V (A) material to an authorized storage site.

e. Ammunition/Explosives Modification. Ammunition and explosives will not be disassembled, altered, or modified, except for those normal operations provided for in user level technical publications (e.g., fusing of projectiles), or in authorized operations performed by qualified Explosive Ordnance Disposal (EOD) personnel.

f. Ammunition/Explosives Packaging. Ammunition and explosives will not be removed from their container until required for use. Ammunition and explosives will be handled in such a manner as to preclude them being rendered unserviceable (e.g., loss of lot identity) should it become necessary to cancel the exercise and return the ammunition and explosives to the authorized storage site.

(1) Ammunition and explosives should be issued immediately before a scheduled training exercise. During annual qualification, small arms ammunition should be distributed to personnel only when they are on the ready-line immediately prior to going on the firing line.

(2) Retain all packing material until firing is complete. Using units will not burn wooden boxes or discard metal containers. All packing material will be turned into the Defense Logistics Agency Disposition Service (DLADS); except for unique ammunition shipping containers designated by the ASP. These containers shall be turned into the ASP.

g. Smoking Regulations. Smoking will be prohibited in any magazine, building, railcar, motor vehicle, and any other conveyance containing or in the vicinity of ammunition and explosives, or other hazardous materials. "NO SMOKING" signs will be displayed in areas where smoking is prohibited. Smoking areas must be designated and located at least 50 feet from ammunition and explosives.

**NOTE: FIRE FIGHTING EQUIPMENT WILL BE MADE AVAILABLE FOR USE IN DESIGNATED SMOKING AREAS.**

h. Spark Producing Items. Matches, cigarette lighters, or any other flame-producing device will not be permitted in ammunition storage areas, and not within 50 feet of ammunition and explosives in any other environment.

i. Unsafe Conditions. Anyone observing an unsafe condition will correct the situation immediately and will promptly report the incident to their immediate supervisor.

j. Procurement of Ammunition. Purchase of ammunition and explosives material with appropriated funds is prohibited below the Headquarters Marine Corps level. Purchase of recreational type ammunition is authorized per page 1, Appendix D of reference (p).

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k. Inerting and Displaying of Ammunition Items. No ammunition and explosives or Class V (A) ammunition item/device, either inert, practice, service (live), or any component thereof, will be inerted or used for display without the prior approval of the Commanding Officer (CO), MCB Camp Lejeune. Qualified EOD personnel will inert, inspect, and mark the item per reference (i), and then permanently record these actions. Commanders at all echelons will take immediate action to remove and properly dispose of any and all ammunition items not properly marked by EOD and approved by proper authority. All inert ammunition items, to include EOD training/display items, are considered non-expendable and will be accounted for per page 4-2, paragraph 3a of reference (i).

4. Ammunition and Explosives Malfunction and Deficiency Reporting. Ammunition and explosives that fail to perform as expected can normally be attributed to a malfunction, human error, or a weapon/equipment deficiency. In every instance, it is imperative that certain facts surrounding the matter be immediately noted and appropriately reported so that remedial action can be initiated to preclude recurrence. Reference (j), page 1, enclosure (1) sets the guidelines and procedures that will be used in the reporting of malfunctions and deficiencies. These procedures are covered in more detail in Chapter 4 of this Order.

5. Ammunition and Explosives Safety Mishap Reporting. An ammunition and explosives mishap is defined as an unplanned event, or sequence of events, that result in injury to personnel or damage to property. All ammunition and explosives mishaps must be reported per page 3-2, paragraph 3003.1 of reference (p). A copy of all mishaps involving ammunition and explosives aboard MCB Camp Lejeune, shall be sent to the CO MCB Camp Lejeune (Dir, S4/S6/BPO Attn: ESO).

6. Lightning Protection. Lightning protection is required for all ordnance handling, operating, and storage facilities. Navy lightning protection systems are based on the policy that the primary attachment point for lightning strikes should be removed from the structure being protected to reduce the radiated electromagnetic effects and minimize the peak currents that will flow in or on the structure. It is imperative that personnel involved with the management of storage facilities and facilities maintenance become familiar with these requirements as outlined per Chapter 6 of reference (d).

a. Testing and Inspections of Lightning Protection.

Proper maintenance is critical for the efficient operation of lightning protection systems. Repairs of all discrepancies found during inspections will be made immediately. These tests/inspections will be conducted by base maintenance personnel per Chapter 6 of reference (d). The officer in charge (OIC) of the respective ammunition and explosives storage magazine/facility will be immediately notified (by MCB maintenance testing personnel) when any structure fails to meet the ohms resistance tolerance requirements as specified per Chapter 6 of reference (d). A copy of the test results will be forwarded to the CO MCB Camp Lejeune (Dir, S4/S6/BPO Attn: ESO).

(1) Visual inspections of lightning protection systems will be conducted every 6 months for evidence of corrosion and to ensure that no physical damage has been done to the system.

(2) Earth resistance testing will be conducted every 24 months on all lightning protection grounding systems and secondary grounding systems.

(3) New facilities will be tested on a monthly basis for the first year.

b. Operations during Electrical Storms. If an approaching electrical storm is within 8 to 10 miles or less, ordnance operations will be terminated. In the event an activity does not have an authorized Prestrike Warning System, the New River Mission Essential Meteorological Oceanographic Center (METOC) at 910-449-6322/6828 shall be used. If work is being performed in the magazine or an open storage site, the work shall stop, and all equipment will be safely secured, and the following actions will be taken:

(1) Close and lock the magazine.

(2) Evacuate personnel to a safe distance as soon as possible.

(3) Those vehicles laden with ammunition and explosives being prepared for release from the ASP which have not completed final inventory and check will be moved to the vehicle staging area and under the zone of protection provided by the lightning protection system. Vehicles having completed final checks may be released.

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(4) The OIC of the ASP will notify the respective commands of vehicles being staged due to the shut down of ammunition operations caused by electrical storms.

7. Fire Prevention/Protection. Fire is a hazard when ammunition and explosives are involved. Many of these materials are extremely sensitive to heat and react at temperatures substantially lower than those required to ignite ordinary wood, paper or fabrics. It is the responsibility of all personnel to recognize and observe good practices for the prevention of fires from ammunition and explosives, and to understand procedures for fighting and controlling fires that involve explosive materials.

a. Personnel Indoctrination. In addition to requirements for personnel safety training described per paragraph 2-3.3 of reference (d), all personnel, supervisory or otherwise, will be indoctrinated and made thoroughly familiar with the fire hazards, fire-fighting equipment, and safety practices of the operations for which they are responsible. Each person will be familiar with the provisions in fire bills, general and local, applicable to their operations so that each person knows the appropriate action to take if a fire emergency develops.

b. Fire Prevention, Protection and Control Plan (Fire Plan). Ammunition and explosives storage management personnel, in coordination with Fire Department personnel, will establish a fire plan for their respective storage locations. These plans will include the establishment of fire inspection schedules, fire maps, fire drills, testing of fire alarm systems, etc. The ammunition and explosives managerial personnel and Fire Protection Division personnel will become thoroughly familiar with the contents of per Chapter 4 of reference (d) and the requirements therein for the establishment of fire plans. Copies of fire plans will be provided to the CO MCB Camp Lejeune (Dir, S4/S6/BPO Attn: ESO) for review. Any changes in storage plans that would alter the fire maps will be coordinated between the ASP and the Fire Protection Division.

8. Hazards of Electromagnetic Radiation To Ordnance (HERO). HERO is concerned with the accidental actuation of electro explosive devices (EEDs) or otherwise activating electrically initiated ordnance due to radio frequency electromagnetic fields.

a. Electro Explosive Devices (EEDs). EEDs such as squibs, blasting caps, igniters, and similar electrically initiated, sensitive explosive devices are particularly susceptible to initiation when they are exposed to radio frequency (RF) fields.

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Therefore, these devices will be packaged and kept in completely enclosed metal containers until immediately prior to use.

b. Responsibilities. Ammunition and Explosives must be protected from the hazards of electromagnetic radiation to ordnance. It is imperative that all commands storing, transporting, or training with ammunition and explosives, especially when dealing with aviation ordnance, comply with the requirements per Chapter 2 of reference (q).

9. Abbreviations/Acronyms/Definitions. Abbreviations, acronyms, and definitions used in publications and directives dealing with ammunition and explosives are provided in reference (d). These are provided for familiarization of personnel involved with the use and/or handling of ammunition and explosives to facilitate the reading of publications dealing with these materials.

10. Publications/Directives. A list of publications/ directives dealing with various aspects of ammunition and explosives is provided in Appendix A. Personnel involved in the handling of ammunition and explosives should become familiar with the publications/directives listed in Appendix A.



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## Chapter 2

Security

1. General. Due to the hazardous nature of ammunition and explosives material and its potential to cause injury to personnel or the destruction of property, stringent security, accountability, and control procedures must be observed. This Chapter outlines security regulations and instructions pertaining to ammunition and explosives.

2. Applicable References. Per references (a), (c), (i), and (r), this Order has sections/chapters devoted to general and detailed security requirements. Per references (g) and (e), this Order provides information regarding the safe handling and security of ammunition and explosives material during transit.

3. Security Risk Categories. Ammunition and explosives are assigned Security Risk Categories based on their readiness to fire, portability, and potential to inflict casualties and destroy property. Security Risk Categories for ammunition and explosives are contained in page 2-16, Table 2-4 of reference (e), Appendix 1 of reference (a), and in Appendix H of reference (r).

a. Category I. The highest sensitivity is assigned to non-nuclear missiles and rockets in a "ready-to-fire" configuration (i.e., AT-4, Stinger, Javelin and LAW) and explosive rounds for non-nuclear missiles and rockets. This category also applies in situations where the launcher (tube) and the explosive rounds, though not in a "ready-to-fire" configuration, are jointly stored or transported.

b. Category II. High Sensitivity Ammunition is defined as:

(1) Hand or rifle grenades, high explosives, and white phosphorous.

(2) Mines, anti-tank or anti-personnel (unpacked weight of 50 lbs or less each).

(3) Explosives used in demolition operations; e.g., C-4, military dynamite, and TNT.

(4) TOW Missiles.

c. Category III. Moderate Sensitivity Ammunition is defined as:

(1) .50 caliber and larger, with explosive filled projectile (unpacked weight of 100 pounds or less each).

(2) Grenades: incendiary, and fuses for high explosives grenades.

(3) Blasting caps.

(4) Supplementary charges.

(5) Bulk explosives.

(6) Detonating cord.

d. Category IV. Low Sensitivity Ammunition is defined as:

(1) Ammunition with non-explosive projectile (with an unpacked weight of 100 lbs or less each).

(2) Fuses, except those for high explosive grenades.

(3) Grenades: illuminating, smoke, and CS/CN (tear producing).

(4) Document/Incendiary destroyers.

(5) Riot control agents, 100 pound package or less.

**NOTE: ALL FIELD EVOLUTIONS WITH AMMUNITION PRESENT WILL HAVE AN ARMED GUARD PRESENT AT ALL TIMES.**

4. Security Requirements for Transportation. The following minimum security requirements will be met in transporting ammunition and explosives:

a. Category I Ammunition. All Category I ammunition will require an armed officer, armed staff noncommissioned officer (SNCO), or civil service equivalent to receipt for and transport the material. Additionally, one armed guard is required per vehicle, in addition to the armed SNCO/officer, to provide security during the movement of the material.

b. Category II, III and IV Ammunition. One armed guard is required per vehicle for all Category II, III and IV ammunition regardless of whether transporting on or off base. Note: An

armed guard will be required for all ammunition and CS capsules, to include any type of blank rounds.

5. Missing, Lose, Stolen, Recovered (MLSR) Reports. All MLSR ammunition and explosives material will be promptly reported via the chain of command. Specific instructions for the submission of MLSRs are outlined per Appendix M of reference (r). A copy of all MLSRs involving ammunition and explosives aboard MCB Camp Lejeune, shall be sent to the CO, MCB, Camp Lejeune (Dir, S-4/S-6/BPO Attn: ESO).

6. Key and Lock Control. Keys to magazines, buildings, rooms, and containers utilized to store ammunition and explosives will be maintained separately from all other keys and accessible only to those individuals whose official duties require access to them. An arms, ammunition and explosives key custodian will be assigned in writing by commanding officers per page 3-22, paragraph 3005 of reference (r). A current roster of the individuals authorized access shall be kept by the unit, or organization. The roster shall be protected from public view.

a. When keys are not being utilized, keys shall be secured in a container of at least 12-gauge steel, or of material of equivalent strength. Keys must never be left unattended or unsecured at any time.

b. The number of keys shall be held to the minimum.

c. In the event of lost, misplaced, or stolen keys, the affected locks or cores to locks will be replaced immediately. Replacement or reserve locks, and cores, and keys shall be secured to preclude accessibility to unauthorized individuals and be provided the same security measures as keys. The use of a master key system is prohibited.

d. Locks shall be locked to the hasp when the magazine, building, or container is open to prevent theft, loss, or substitution of the lock.

e. Locks and/or lock cores should be rotated annually to allow preventive maintenance.

f. A key must be signed for only by those individuals authorized access on the key access roster. The key custodian will ensure proper custody and handling of keys and locks.

7. Key Control Register. A key control register shall be maintained to ensure continuous administrative accountability for

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keys. Retain completed registers for at least 3 years after the last entry. At a minimum, a key register should contain the following information:

- a. The signature of the individual receiving the key.
- b. The date and time the key was received.
- c. The serial number or other identifying information of the key.
- d. The signature of the person issuing the key.
- e. The date and time key was returned.
- f. The signature of the person receiving the returned key.

8. Inventory of Keys/Locks. Inventories of keys and locks shall be conducted semi-annually. Inventory records shall be retained for a minimum of 3 years.

9. Posting of Restricted Areas. Designated areas in which sensitive missiles, rockets, explosives, or 2d MLG, Marine Corps Engineer School (MCES), Weapons Training Battalion (WTBN) etc. A sign must be posted at all entrances indicating a restricted area. Also a sign should be posted indicating that every vehicle or person must stop and provide proper identification. Note: Individuals entering a restricted area containing ammunition and explosives will be required to surrender all spark/flame producing items prior to admittance.

10. Activity Security Officer. Each activity of battalion size or larger will appoint in writing an individual to fulfill duties as the activity Security Officer. Additionally, separate supporting activities such as Marine Corps Community Services (MCCS), and the Defense Commissary Agency (DeCA), will designate an individual to be responsible for security matters.

## Chapter 3

### Storage

1. General. The provisions of this Chapter are general in nature and relate to the storage of ammunition and explosives material. These provisions must be supplemented by other references to ensure that proper safeguards are observed to protect ammunition and explosives.

2. Applicable References. Per references (d) and (s), provide detailed guidance for the proper storage and handling of ammunition and explosives in an ASP or field environment.

3. Storage. Ammunition and explosives shall be stored in magazines and/or areas authorized and designated for that purpose per reference (c). Outdoor storage is not authorized except in conjunction with training and field exercises or temporary (overnight) operational circumstances per reference (t). Storage in any structure not specifically designated for ammunition and explosives, especially buildings occupied by personnel is prohibited; except for limited quantities of small arms ammunition approved in Chapter 8 of reference (d). Weapons of any type will not be stored in any magazine specifically designed and currently being used for ammunition and explosives storage.

#### 4. Types of Storage

a. Permanent. Permanent storage will utilize structures approved by Naval Ordnance Safety & Security Activity (service magazines). Permanent storage facilities will be governed by regulations contained in references (d) and (i).

b. Other Storage. Applies to ammunition and explosives authorized to be stocked and sold by exchanges per reference (p).

c. Field Storage. Field storage is primarily intended for situations which require ammunition and explosives be stored away from the standard storage environment (i.e., combat operations). Field storage is also authorized in non-combat situations as a training tool for both using and support units, and as an expedient supply measure in support of training operations and exercises. Per reference (s), field storage shall only be used for actual combat or OCONUS operations. Approval to use the criteria in reference (d) must be obtained from Commanding General, MARCORSSCOM (AM) due to its less restrictive nature. The procedures outlined in reference (d) shall be used for all

other field storage of ammunition and explosives. Some major areas of concern when establishing a Field ASP are:

- (1) Location. The site must meet quantity distance requirements covering inhabited buildings, public traffic routes and other facilities.
- (2) Adequate firefighting equipment must be readily available.
- (3) Sufficient communications for safety and security (e.g., medical evacuation and security force) must be available.
- (4) A security force must be established.
- (5) A storage plan must be established.
- (6) Inventory control procedures must be implemented and records maintained.
- (7) Standing operating procedures must be established (tailored to the operation).
- (8) A comprehensive site plan must be submitted to CO MCB Camp Lejeune (Dir, S4/S6/BPO Attn: ESO) for field storage of ammunition for longer than a 14 day evolution. Plan must be accompanied with Standard Operating Procedures, guard requirements and ammunition accountability procedures.

d. Waivers. CGs are authorized to waive the 14 day field storage restriction for periods up to 90 days. Requests for all field storage exercises exceeding 90 days will be forwarded to CG MARCORSSYSCOM (AM), via the chain of command to include the CO MCB Camp Lejeune (Dir, S4/S6/BPO Attn: ESO).

## 5. Unit Armories/Security/Forces

a. When approved by the CO MCB Camp Lejeune or the Commander, MARFORCOM, as applicable, limited quantities of ammunition may be stored in facilities such as troop buildings and armories without regard to the quantity-distance requirements of per pages 7-49, paragraph 7-8.2.8.3 of reference (d), but must follow the fire protection regulations. Examples include small arms ammunition, riot control munitions and pyrotechnics for alert, safety or security purposes. Requests should be submitted via the chain of command. The following storage authority limitations shall be strictly adhered to:

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(1) No more than 25 pounds Net Explosive Weight of Class/Division 1.4 shall be stored.

(2) No more than 10 pounds Net Explosive Weight of Class/Division 1.3 shall be stored.

(3) No Class/Division 1.1 or 1.2 may be stored.

b. Approval shall be granted only for those types and quantities required to meet security force operational/safety requirements. Units will submit all requests through their chain of command to CO MCB Camp Lejeune (Dir, S4/S6/BPO Attn: ESO) for review. This shall be done on an annual basis or when unit requirements change. A copy of all approved requests shall be provided to CG MARCORSYSCOM (AM).

c. The Explosives Safety Office will inspect all unit armories, guardhouses, or other places where ammunition may be stored aboard Camp Lejeune, Camp Johnson, Camp Geiger, and Stone Bay on an annual basis. The focus of effort for these inspections will be storage and accountability of Security Ammunition. A checklist is provided as Appendix K.

6. Commanders' Responsibilities For Storage and Handling of Ammunition & Explosives. Requirements listed in this paragraph apply to aviation squadrons, EOD units, MCEs, Provost Marshal's Office (PMO), rifle ranges, armories, Marine support battalion detachments, Marine security guard detachments, Marine Corps security force detachments, Navy detachments, Coast Guard detachments and any other DoD organizations operating within Camp Lejeune, NC. Commanders shall:

a. Establish written procedures to appoint or relieve ammunition and explosives Audit and Verification Officers/SNCOs and arms, ammunition and explosives Officers/SNCOs per reference (n) for all units that maintain ammunition and explosives items. Unit Explosive Safety Representatives shall serve as a liaison between the unit/tenant and the installation ESO per page 12, paragraph 5m reference (i). Appointment letters will outline primary duties, responsibilities, and turnover procedures. Appointment, acceptance, and revocation letters will be retained for a minimum of 5 years.

b. Appoint in writing an officer/SNCO as the Unit Ammunition and Explosives Audit and Verification Officer.

c. Appoint in writing an officer/SNCO as the Unit Officer Arms, Ammunitions and Explosives (AA&E).

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d. Ensure all personnel who account for, maintain and distribute ammunition and explosives in performance of their primary duties are screened using NAVMC 11386 (See Appendix L) or the qualification and certification program.

e. Appoint in writing an officer/SNCO to conduct and document monthly inventories of ammunition and explosives that are stored in a local magazine controlled by a unit. This requirement applies to EOD, MCES, PMO, Navy, Coast Guard, rifle ranges, and armories.

f. Ensure annual AA&E awareness training is conducted and incorporated into annual training schedules.

g. Ensure NAVMC 11381 is used to document all expenditures of ammunition and explosives assets (see Appendix M).

h. Ensure expenditure reports are maintained by fiscal year (FY) and retained for current year plus 2 FY's as of closing date of expenditure. For those expenditure reports, which correspond to ammunition, maintained on NAVMC 10774's retention period shall be 3 years from placement of NAVMC 10774 in the inactive file.

7. Unit Ammunition and Explosives Audit Verification Officer/SNCO Responsibilities. Requirements listed in this paragraph apply to aviation squadrons, EOD units, MCES, PMO, Navy, Coast Guard, rifle ranges, armories, Marine support battalion detachments, Marine security guard detachments, and Marine Corps security force detachments. The ammunition and explosives Audit Verification Officer/SNCO must be a disinterested Marine who has no responsibility concerning ammunition security or accountability per Chapter 7 of reference (u). Unit Ammunition and Explosives Audit Verification Officers/SNCOS shall:

a. Certify expenditure reports (NAVMC 11381) once the actual exercise is completed and any unused ammunition has been returned to the ASP.

b. Audit and validate the ammunition and explosives accountability procedures quarterly.

8. Unit Arms, Ammunitions and Explosives (AA&E Officer/SNCO Responsibilities. Requirements listed in this paragraph apply to aviation squadrons, EOD units, MCES, PMO, Navy, Coast Guard, rifle ranges, armories, Marine support battalion detachments, Marine security guard detachments, and Marine Corps security



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force detachments. Unit Arms, Ammunition and Explosives Officers/SNCOs shall:

- a. Conduct a complete review of the account assigned within 30 days of appointment. Appointment letter must be maintained on file for 2 years plus the current year.
- b. Complete a wall-to-wall inventory within 30 days of appointment. Inventory results must be maintained on file for 2 years plus the current year.
- c. Report immediately to the appointing officer any discrepancies discovered during the review/inventory.
- d. Maintain close liaison with the area Security Officer.
- e. Assist the Area Security Officer, PMO, Naval Criminal Investigative Service, auditors, and other assigned personnel in investigating AA&E losses.
- f. Monitor the performance and reporting of all AA&E inventories, as well as related MLSR reports.
- g. Ensure Range Safety Officers (RSO) comply with those duties and procedures outlined in pages 7-8, paragraph 7002.7 of reference (u).

9. Range Officer in Charge (OIC) Responsibilities

- a. Conduct inventory/receipt of ammunition and explosives when delivered to the range.
- b. Supervise the distribution of ammunition and explosives at the range.
- c. Ensure the ammunition and explosives Expenditure Reports, per NAVMC 11386 (see Appendix M), and a legible copy of turn-in documents for unexpended assets are completed prior to departing the range.
- d. Ensure all ammunition malfunctions and accidents are reported to range control in accordance with enclosure (1), paragraph 3 of reference (j).
- e. Ensure the Ammunition Technician submits completed expenditure reports to include issue and turn-in documents for unexpended ammunition and explosives to the Ammunition and

Explosives Audit Verification Officer/SNCO per page 5 of reference (d).

f. Brief any NARS and AINS to units for any ammunition that may be affected.

10. Certification Screening. The certification screening addressed in this paragraph is a distinct requirement and shall not be construed as being satisfied by, or superseding the requirements contained in reference (k). This screening will be conducted on an annual basis and will include a review of the Marine's medical records, Service Record Book or Officer Qualification Record, PMO and local police incident reports. Screening will be documented with a unit diary entry using type transaction code (TTC) 489 (Ammunition and Explosives Screen). This certification will be maintained as long as that individual is handling AA&E as their primary duties or upon their transfer to another duty station. If the individual is assigned primary duties of handling AA&E at their new duty station, re-certification is required. Commanders will coordinate with Headquarters Marine Corps (MMEA/MMOA) when requesting retraining or reassignment of any Marines who do not meet the requirements of this screening process.

11. Naval Criminal Investigation Service Magazine

a. The Special Agent in Charge or designated representative is responsible for ensuring that the storage of ammunition and explosives in the service magazine is per references (d), (t) and (r).

b. The Special Agent in Charge or designated representative will provide the ASP OIC with an inventory of all items stored in their service magazine and shall ensure they do not hold ammunition allowances for annual training or exceed allowable Net Explosive Weight.

c. The Special Agent in Charge or designated representative will provide an inventory of all items stored in their magazine to the ASP OIC. The inventory will be updated as changes occur.

d. Service magazines are subject to quarterly inspections by the ASP OIC. The ASP OIC shall report any discrepancies to the appropriate CO. The Special Agent in Charge is responsible for correcting discrepancies, with the assistance/guidance of ASP personnel.

e. The Special Agent in Charge or designated representative will provide a roster of personnel authorized access to their service magazine to the ASP OIC annually or as changes occur. This roster will list the grade, name and last four of the social security number of each individual authorized access to their service magazine.

## 12. Explosive Ordnance Disposal (EOD) Magazine

a. MCB EOD is charged with ensuring that ammunition in the EOD service magazine is stored per reference (d).

b. The OIC, MCB EOD will provide the ASP OIC with an inventory of all items stored in their service magazine and shall ensure that EOD units do not hold ammunition allowances for annual training. The magazine will not exceed 1000 pounds Net Explosive Weight (NEW) mixed stow and should not store non-DoD Ammunition and Explosives without specific authorization. The inventory will be updated as changes occur.

c. MCB EOD magazines are subject to quarterly inspections by the ASP OIC. The same provisions outlined in Chapter 3, paragraph 6c, page 3-3 apply.

d. The OIC, MCB EOD will provide the ASP OIC with a roster of personnel authorized access to the service magazine. The roster will list the grade, name and last four of the social security number of each individual authorized access to their service magazines. This roster will be provided annually or as changes occur.

13. Storage of Non-Standard Ammunition and Non-DoD Explosives. Storage authority must be obtained from CG MARCORSYSCOM (AM) and NOSSA (N5) via the chain of command prior to storing non-standard ammunition and non-DoD explosives in Marine Corps storage facilities per 3-1, paragraph 3 of reference (i). Non-standard and non-DoD (including captured enemy ammunition) items shall be properly segregated and separated from U.S. ammunition as described in reference (d). Allowances for and use of foreign ammunition for training purposes must be approved by CG, Training and Education Command (TECOM).

a. Operations meet the separation requirements of page 7-127, table 7-30 of reference (d).

b. Request should be submitted no later than 30 days in advance.

14. Notice of Ammunition Reclassification (NAR). When instances arise requiring reclassification of ammunition, the Naval Ordnance Center, Inventory Management Supply Division (ISMD) publishes the information by a Notice of Ammunition Reclassification (NAR) message. These messages are forwarded in numerical order during the fiscal year to all Marine Corps commands. Semi-annually, NARs are consolidated into the revised edition of reference (v). All NARs will be maintained in a separate correspondence folder in numerical sequence until they have been incorporated in the revised edition of reference (v) with appropriate action taken.

a. Ammunition Information Notices (AIN). AINs published in the event that information regarding the handling, usage, or transportation of an ammunition item needs to be reiterated or to make the users aware of a potential threat. AINs can be located in reference (v) Appendix A.

b. Overhead Fire (OHF). OHFs are published in order to inform the users of which items are cleared or not cleared for OHF and are published within Appendix B and C of reference (v).

15. Issue of Ammunition and Explosives Other Than Condition Code "A"

a. Issuing Procedures. When ammunition and explosives in other than condition code "A" are issued from the ASP, an Ammunition Reclassification Notice Form (See Appendix C) will be attached to the using unit(s) copy of the document stating the DODIC, present condition code, and lot number, with a description of limitations and restrictions for that item, including restrictions on ammunition that is not cleared for overhead fire. ASP (Issues/Records) personnel will sign the form acknowledging that they informed the unit representative of the limitations and restrictions of the ammunition item.

b. Unit Representative. The unit representative, in addition to signing the DD Form 1348 issue document, will also be required to sign the Ammunition Reclassification Notice acknowledging receipt of ammunition and explosives in other than condition code "A."

c. Unit Commanders. Unit commanders receiving reclassified ammunition and explosives in other than condition code "A" will ensure the widest dissemination, down to the lowest echelon, as to the limitations and restrictions of the item. Unit commanders and their representatives will ensure ammunition that has been restricted as "not cleared for fire" is not fired over the heads

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of troops (ammunition not cleared for OHF will not be fired overhead at MCB Camp Lejeune).

16. Conditional Exemption (CE) for Waste Military Munitions Storage. The Military Munitions Rule (MR) as described in reference (ai), allows waste military munitions to be stored under CE from standard RCRA hazardous waste storage requirements if those military munitions are stored under Department of Defense Explosives Safety Board (DDESB) standards. Additional CE storage conditions are identified in the MR. The magazines identified on Marine Corps Base Camp Lejeune for waste munitions storage are SFD-2, SFD-3, SFD-4, SFD-7, SFD-8, SFD-10, SFD-14 and SHE-12.

## Chapter 4

### Malfunction/Defective Ammunition and Explosives

1. General. Ammunition and explosives are designed with the highest degree of safety/reliability attainable. Despite all efforts to ensure that only safe reliable ammunition and explosives are provided for the user, malfunctions and defects do occur. Timely submission of reports, which accurately describe the problem, is essential to provide the basis for the initiation of technical investigations as required. It is imperative that reports contain accurate information regarding the specific ammunition lot number(s) involved, to allow worldwide notification and/or suspension or reclassification of suspect material. The provisions of this chapter outline general reporting instructions pertaining to malfunction/defective ammunition and explosives.

2. Applicable References. References (h), (i), and (j) furnish detailed reporting procedures.

3. Malfunction Reporting. Any failure of ammunition and explosives to function as designed, when fired/launched or otherwise employed, is a malfunction. Malfunctions include the abnormal or premature functions of an item as a result of normal handling, maintenance, storage, transportation, or tactical employment. Ammunition malfunctions do not include incidents resulting from negligence, malpractice, user error, etc. However, reporting of these incidents is required since it provides useful data in evaluating future incidents. All malfunctions will be reported in accordance with reference (j) and in accordance with reference (w). Malfunctions involving injures/fatalities or resulting in a local suspension will be telephonically reported immediately to MARCORSSYSCOM, (PM Ammo) DSN 378-8756 or commercial (703) 432-8756 during working hours, and to the Headquarters Marine Corps Operations/Command Center (DSN) 225-7366 or commercial (703) 695-7366 during non-working hours. This does not negate the requirement for submission of the report. All other malfunctions (i.e. duds, misfires) shall be reported within 96 hours of the malfunction per reference (j).

a. Ammunition Malfunction Data Collection Guide (NAVMC 10155). This guide is wallet size and summarizes those facts which must be gathered at the scene of a malfunction. A copy of this card must be provided to each officer/SNCO that is responsible for supervising operations involving the expenditure of ammunition. This Data Collection Guide can be ordered using

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national stock number 0109-LF-063-2100; unit of issue is one package (100 cards per package). (See Appendix B)

b. Actions Required When a Malfunction Occurs. The commander or individual in charge of the firing unit shall take the following actions:

(1) For malfunction that involves serious injury, fatalities or damage to equipment:

(a) Suspend further use of the ammunition lot(s) involved.

(b) Immediately notify the issuing activity (i.e., the ASP) to preclude further issue of that suspect ammunition and explosives.

(c) Collect minimum data required and IMMEDIATELY report details of the incident to MARCORSYSCOM (PM Ammo) per reference (w). Ensure an information copy of both the initial and final report is forwarded to CO MCB CAMP LEJEUNE NC//S-4/S-6/BPO/AMMO// and CG 2D MLG//SECOND SUPBN//ASP// ATTN: ESO.

(d) Collect and retain any non-explosive components, fragments and residue and hold for 90 days after the malfunction report has been submitted. Ensure that the weapon is left intact.

(e) Return all safe unused stocks of the suspended lot(s) to the ASP. Unsafe ammunition will not be returned to the ASP. Turn-in documents must cite reason for the turn-in (e.g., malfunction retain residue per reference (j)). The unit will retain all Non-Hazardous residue.

(f) Submit a Quality Deficiency Report (QDR) per reference (x) if during the investigation it is determined that the weapon is faulty rather than the ammunition.

(g) Notify the MCB Explosives Safety Officer via telephone at 451-6280/6281.

(2) For all other malfunctions, make a determination to continue or cease firing the ammunition involved. If a cease-fire is called, make a recommendation to the ASP to locally suspend the lots involved. Examples of justifications to locally suspend include, weapon, damage, premature function, numerous misfires, or duds.

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4. Defective Ammunition and Explosives Reporting. Any ammunition and explosives with a defect that may prevent the item from functioning as intended or result in a malfunction (e.g., cracked cartridge case, loose primer, missing safety pin, etc.) will not be used. Employment of defective ammunition and explosives may result in casualties and/or damage to weapons/equipment. The use of defective ammunition and explosives is prohibited. All units finding ammunition and explosives with defects will submit a report per enclosure (3) of reference (j) via the chain of command and ensure that a copy of the report is sent to the CO MCB Camp Lejeune (Dir, S-4/S-6/BPO Attn: ESO).



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## Chapter 5

Salvage and Disposition of Ammunition and Explosives Components

1. General. The U.S. Army Ammunition Procurement and Supply Agency has a continuing requirement for turn-in of certain ammunition components and related recoverable items in support of the ammunition procurement and production program. To comply with the disposition instructions per reference (b), all Munitions List Items (MLI) will be salvaged and returned to the DLADS (Building 906) per reference (y) and this Chapter.

2. Accounting Responsibility. Unit commanders are responsible for ensuring that maximum quantities of salvageable ammunition and explosives components are recovered and returned to DLADS-DLADS. They shall also ensure the disposal of excess ammunition and explosives components and related recoverable items is accomplished in the most cost effective manner possible. Liaison shall be established with DLADS to schedule turn-in and to determine if there are any special requirements to be utilized which are not specified in paragraph 4, below. Appointments to turn in property must be scheduled by calling 1-800-468-8289 or schedule a delivery on line using the following link:  
<http://www.drms.dla.mil/meo/home.htm>.

3. Turn-In Document (DD FORM 1348-1a). When turning in MLI to DLADS for disposal an electronic DD Form 1348-1a (ETID) will be prepared per reference (z). ETID user ID and password can be obtained by contacting local DLADS personnel. The DD Form 1348-1a shall contain the appropriate demilitarization code as listed per reference (b) and indicate "demil required" or "demil not required." If the appropriate demilitarization code cannot be identified, the generating activity shall request assistance from the responsible inventory manager. A representative of DLADS will sign and receipt for all ammunition and explosives components turned in and make distribution of DD Form 1348-1a.

4. Certification of Inspection. When turning in ammunition and explosives components to DLADS, the unit will ensure that a Certification of Inspection is printed in the remarks column (lower, right hand block) of the DD Form 1348-1a certifying the material has been inspected and does not contain any items of a dangerous nature or hazardous material. As required by reference (b), a listing of the names of technically qualified individuals designated by the CO to sign inert certifications will be submitted to DLADS. This listing should be kept current at all times and DLADS notified of all changes.

5. Special Turn-In Instructions. The following special turn-in instructions are provided to comply with the requirements set forth in directives promulgated by higher authority. All property in the following paragraphs, 5a through 5g below, requires an inert certification. Sample inert certifications and regulations can be found in Chapter 4, paragraph B3 of reference (b) in <http://www.drms.dla.mil/publications/index.html>.

a. Fired M5-HC Smoke Pots. When expended smoke pots are removed from the range, qualified personnel (as identified by the installation commander) must inspect and certify that they are free of explosive (incendiary) hazards per Chapter 4, paragraph B3 of reference (b). Expended smoke pots will be treated with normal hazardous waste regulatory requirements to include containerizing, hazardous waste labeling, establishing 90-day or satellite hazardous waste accumulation points.

b. Fired Brass Cartridge Case, Small Arms (Caliber .22 through 40MM). These cases may be returned in any suitable container, preferably 55-gallon drums for ease in handling and accounting. DLADS prefers that lids be secured on 55 gallon drums and that small holes are in bottom of drum to drain water. Replacement drums will be provided on a one-for-one basis. Ammunition boxes listed in paragraph 4a above are separate accountable items; therefore, if used as containers for turn-in, a separate document will be required for the total quantity of each type of ammunition box returned. Brass must be segregated by caliber, prior to arriving for the scheduled appointment.

c. Bandoleer (M1, M2, M3, and M4). Bandoleer(s) will be returned dry and free of all cardboard inserts.

d. 120MM Tank Canisters. All 120MM tank canisters will be returned to the ASP.

e. Launcher, M136 (for fired 84MM AT4). Launcher(s) will be visually inspected for cracks and breaks to determine serviceable. Unserviceable launchers will be returned using separate turn-in documents. The "REMARKS" blocks of the turn-in document will be annotated to indicate "SERVICEABLE or "UNSERVICEABLE."

f. Prompt Recovery. Maximum effort must be exerted to promptly recover and return all components to preclude exposure to inclement weather. Covered storage should be provided to protect all items waiting turn-in.

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g. Containers. Per enclosure (3) of reference (i) prohibits the destruction/improper disposal of reusable container(s). All components listed in this Chapter will be collected, segregated, and turned in as separate items. Items and containers will be free of all extraneous matter such as dirt, paper, wood, grass, and trash.

6. Turn-In Point. Receiving agency is the DLADS. All deliveries to DLADS must be scheduled during their normal working hours.

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## Chapter 6

On-Base Transportation Movements

1. General. This Chapter outlines the regulations and requirements for operations involving inspection, loading, unloading, and transportation of ammunition and explosives aboard MCB Camp Lejeune. Commanders at all echelons must ensure compliance with applicable directives before, during, and after movement of AMMUNITION AND EXPLOSIVES material.

2. Applicable References. Per references (d), (e), (f), (g), (m), (i), and (aa) provide information for the safe movement of ammunition and explosives. Ammunition and explosives must also be provided security during transit per references (a) and (r).

3. Command Responsibilities. Each command/unit desiring to transport ammunition and explosives aboard MCB Camp Lejeune will ensure that the standards outlined in the following paragraphs are adhered to.

4. Driver Qualifications. All drivers of vehicles transporting ammunition and explosives must be qualified as explosives drivers regardless of type, quantity or weight of the Ammunition Items.

a. All drivers transporting ammunition and explosives aboard MCB Camp Lejeune must be a minimum of 18 years of age.

b. All drivers must have a valid state driver's license. Some states have provisions for automatic extensions once the state driver's license has expired.

c. All drivers must have a valid military driver's license (OF-346). The license must list the vehicle(s) the driver is authorized to operate. The license must also have the words "EXPLOSIVE DRIVER (must hold a current medical certificate)" stamped or typed on the reverse side. All explosive drivers' licenses are good for 2 years and cannot be laminated.

d. Active duty and reserve military explosive drivers shall undergo a medical examination every 5 years until the age of 50. From age 50, examinations shall be conducted every 2 years until age 60, when examinations will be conducted annually to ensure drivers are physically qualified to transport ammunition and explosives. All drivers are required to have and maintain on their person a current medical certificate signed by a medical doctor. (See Appendix D) Independent Duty Corpsmen (IDC) are not authorized approvers.

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e. All drivers must be able to read and understand regulations. All drivers shall be able to read, write, and understand the English language and be able to complete the various forms.

f. All drivers shall have completed the Basic Explosives Safety Course (Ammo-18) online at <http://ammo.okstate.edu/>. Marine Corps personnel with MOSs 2305, 2311, 2336, 2340, 6017, 6087, 6502, 6531, 6541, and 6591 have satisfied the requirement of the Basic Explosives Safety Course (Ammo-18) through completion of their respective MOS schools.

g. All drivers shall have completed a 12-hour explosive drivers' training course. Once the driver has completed the course, it should be annotated in the Marine's Service Record Book (SRB).

h. Valid State driver's license, military driver's license, medical examiner's certificate (Expires 5 years from date of issue until the age of 50), and military identification (ID) are required to be on the driver's person when operating vehicles transporting ammunition and explosives.

5. Vehicle Requirements. Vehicles used for the transportation of ammunition and explosives or Class V(A) ammunition and explosives must meet certain requirements per Volume 1 of reference (e) as well as requirements in references (d) and (f). There are some waivers that have been granted to the U.S. Marine Corps per reference (i).

a. Vehicles transporting ammunition and explosives must pass an inspection. Qualified shipping inspectors will conduct this inspection. Explosives drivers who have completed the Naval Motor Vehicle and Railcar Inspection Course (AMMO-51) may perform a return inspection on his/her vehicle when coming from a training range or tactical area. DD Form 626 lists the standards the vehicles must meet. (See Appendix E)

b. Vehicles transporting ammunition and explosives must be equipped with the following items:

(1) One set of wheel chocks per compartment is required (loaded trailers are considered a separate loaded vehicle and will require one set of chocks. If parked separate from the prime mover with ammunition and explosives it must be chocked).

(2) The Glove Box Edition along with Appendix F of reference (f).

(3) During inclement weather a water and fire resistant tarpaulin is required.

(4) Tool box with required tools per 4-7, paragraph 4-2.1.5 of reference (f).

(5) A set of three red emergency triangles.

(6) Fire extinguisher that is properly filled and readily accessible. The fire extinguisher must have a Underwriters Laboratory (UL) rating of 10 B:C or greater capacity.

(7) Vehicles must be equipped with four appropriate placards. Each placard will be diamond shaped and of the proper dimensions, colors, height, and design and symbol size specified in reference (aa) and per pages 4-18, paragraph 4-7.2 of reference (e).

c. If a unit is using a truck and a trailer combination, the trailer is considered a separate loaded vehicle and will require four additional placards.

6. Trailers. The use of Marine Corps tactical vehicle cargo trailers as well as garrison mobile equipment is authorized to carry ammunition and explosives. Prime movers (trucks) and their trailers are considered separate vehicles. Therefore, there is no need for compatibility of ammunition and explosives between the two vehicles (e.g., high explosive may be loaded on the prime mover/truck, and white phosphorus may be loaded on the trailer). Each vehicle must be placarded appropriately to identify the class of ammunition and explosives that is being transported. Refer to Chapter 6, paragraph 7 page 6-3 of this Order. The trailer must be designed for, and authorized to be towed by, the prime mover being utilized.

7. Vehicle Capacity. Vehicles will not be loaded beyond their approved load capacity. Tactical vehicle operators refer to the vehicle manufactures data plate for maximum cargo weight for both on and off-highway

8. Driving Regulations. Per page 5-1, paragraph 5-2.3 of reference (f) and reference (ab), drivers shall not be required to drive for periods exceeding the customary 8 hour day.

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a. When ammunition and explosives are being transported by motor vehicles in convoys, all drivers will maintain a safe distance of at least 50 feet.

b. Matches, lighters, or other fire, flame, or spark producing devices will not be carried in the vehicle or by personnel manning the vehicle.

c. If highway warning devices must be used: one will be placed 100 feet in front of the vehicle, one will be placed 200 feet to the rear of the vehicle, and one will be placed 100 feet to the rear of the vehicle in the center of the lane that the vehicle occupies.

9. Security. When transporting ammunition and explosives aboard MCB Camp Lejeune the following requirements apply:

a. Any shipment of Risk Category I or II ammunition and explosives will have an armed guard.

b. Security Risk Category I ammunition items must be escorted by an armed officer, armed SNCO or civil service equivalent.

c. DD Form 1907 is required for any shipment of Security Risk Category I Ammunition. (See Appendix H)

10. Blocking and Bracing. All vehicles transporting ammunition and explosives aboard MCB Camp Lejeune must have a sufficient amount of tiedown straps to secure the load. Webbing Tiedown Assembly with Flat Hook (NAVSEA Drawing 6212675) and Webbing Tiedown Assembly with Chain (NAVSEA Drawing 6216274) shall be used when securing loads. Any straps with cuts, fraying, or conditions which would make them unsafe are unserviceable and will not be used for securing ammunition and explosives during transportation.

11. Refueling Regulations. Refueling should not be necessary if the vehicle is fueled prior to loading. Vehicles loaded with ammunition and explosives are prohibited from entering the fuel farms at MCB Camp Lejeune, Marine Corps Air Station New River, and Camp Geiger.

a. When refueling becomes necessary the following actions are required:

(1) Turn off lights.

- (2) Turn off the engine.
- (3) Ground the fuel hose.

b. The assistant driver will stand by with a fire extinguisher that meets the UL rating of 10 B:C or greater capacity.

**WARNING: CO2 FIRE EXTINGUISHERS WILL NOT BE USED ON AN OPEN FUEL FIRE (IT CAN CAUSE STATIC ELECTRICITY DESPITE A GROUNDED FUEL HOSE AND MAY IGNITE THE FUEL VAPOR CAUSING AN EXPLOSION.)**

c. In the event of a fuel spill during refueling operations, fueling will stop and the spill will be thoroughly washed with water and the vehicle shall be moved 50 feet from where the spillage occurred.

d. Ammunition laden vehicles shall not come within 100 feet of a fuel storage area.

12. Transportation of Blasting Caps. Blasting caps may be transported in the same vehicle with high explosives (dynamite and similar explosives) including all military service approved explosives, when an MK 663 Mod 0 container is provided for the blasting caps. When an approved container is not used, blasting caps must be transported in the bed of a separate vehicle.

13. Prohibited Vehicles. Special purpose vehicles are prohibited from transporting ammunition and explosives (i.e., ambulances, fuel trucks, passenger vehicles, radio vehicles, dump trucks, and passenger vans).

14. Compatibility. Pages 4-15 of reference (e) and table 4-2 of reference (f) will be utilized to ensure compatibility requirements are met.

a. The OIC, ASP will ensure that all vehicles leaving the ASP laden with ammunition and/or explosives meet compatibility requirements.

b. Field commanders will ensure that vehicles utilized for transporting field returns of ammunition and explosives to the ASP meet compatibility requirements.

15. Routing Instructions. Government vehicles laden with ammunition and explosives will transport only on designated routes as outlined in Appendix F. Strict compliance with the use of authorized routes will be met by all commands transporting



ammunition and explosives aboard MCB Camp Lejeune. These requirements are also applicable to Chapters 7 and 8 of this Order.

16. Material Handling Equipment (MHE). Operators of MHE, will possess a valid MHE operator's license for such MHE, a valid explosives driver's license, and a current medical examiner's certificate. MHE operators will comply with page 3-1, paragraph 3-3 of reference (g) and reference (ac) when operating such MHE around ammunition and explosives. Additionally, all MHE utilized in the movement of ammunition and explosives will be certified per reference (g).

17. Combat Loading. Combat loading is authorized in live fire training areas only with the following provisions:

a. Vehicles with combat loaded ammunition and gun crews are prohibited from travel on the following roads aboard MCB Camp Lejeune: Lyman Road; Highway 172 from Onslow Beach to the Sneads Ferry Gate; Marine Road, and any other part of Sneads Ferry Road.

b. The area between the Triangle Outpost gate and Onslow Beach may be used to transport combat loaded vehicles when that portion of Highway 172 is blocked from normal through-traffic.

c. Where applicable, ammunition must be transported in original containers. Special attention must be given to securing separate loading projectiles and propelling charges.

d. Prior to leaving a live fire area all vehicles transporting ammunition and explosives must meet all Department of Transportation, Marine Corps, and MCB regulations, to include compatibility.

## Chapter 7

### Off-Base Transportation Movements

1. General. This Chapter prescribes the regulations and requirements for operations involving inspection, loading, unloading and transportation of ammunition and explosives off Base. Commanders at all echelons will ensure compliance of applicable directives before, during and after movement with ammunition and explosives material.

2. Applicable References. Per reference (d), and references (e), (f), (g), (m), (i), and (aa) provide information for the safe movement of ammunition and explosives. Ammunition and explosives must also be provided security during transit per Defense Transportation Regulation (DoD 4500.9), reference (c) and reference (r).

3. Command Responsibilities. Each command/unit desiring to transport ammunition and explosives off MCB Camp Lejeune, in areas except those covered in Appendix F & Glove Box Edition will ensure compliance with the standards outlined in the following paragraphs.

4. Driver Qualifications. All drivers of vehicles transporting ammunition and explosives must be qualified as explosive drivers per page 2-1, paragraph 2-2 of reference (f). Per reference (f), MCB Camp Lejeune requires a qualified explosive driver to transport all ammunition items regardless of quantity and weight.

a. All drivers transporting ammunition and explosives off MCB Camp Lejeune must be at least 21 years of age.

b. All drivers must have a valid state driver's license. Some states have provisions for automatic extensions once the state driver's license has expired.

c. All drivers must have a valid military driver's license (OF 346). The license must list the vehicle(s) the driver is authorized to operate. The license must also have the words "EXPLOSIVE DRIVER (must hold current medical certificate)" stamped or typed on the reverse side. All explosive drivers' licenses are good for 2 years and cannot be laminated.

d. All drivers must undergo a physical examination every 2 years until age 50. After age 50, examinations shall be conducted annually which will ensure drivers are physically qualified to transport ammunition and explosives. All drivers

are required to have and maintain on their person a current medical certificate signed by a medical doctor. (See Appendix D)

e. All drivers must be able to read and understand regulations. All drivers will be able to read, write and understand the English language and be able to complete the various forms.

f. All drivers will have completed a 12-hour explosive drivers' training course. Once the driver has completed the course, it should be annotated in the Marine's SRB.

g. State driver's license, military driver's license, medical examiner's certificate, and military ID are required to be on the driver's person when operating vehicles transporting ammunition and explosives.

5. Vehicle Requirements. Vehicles used for the transportation of ammunition and explosives must meet certain requirements as established per references (d), (e) and page 5-4, paragraph 5-7.1 of reference (f).

a. Vehicles transporting ammunition and explosives must pass an inspection. Qualified shipping inspectors will conduct this inspection. Explosives drivers who have completed the Naval Motor Vehicle and Railcar Inspection Course (AMMO-51) may perform a return inspection on his/her vehicle when coming from a training range or tactical area. DD Form 626 (see Appendix E) lists the standards the vehicles must meet. DD Form 836 (Instructions for Emergency Responder) will also be completed by a certified inspector who has completed the Technical Transportation of Hazardous Materials Course for off base movements.

b. Vehicles transporting ammunition and explosives must be equipped with one set of wheel chocks. Vehicles loaded with ammunition and explosives will be chocked when parked.

c. Trailers are considered a separate loaded vehicle and will require one set of chocks, if parked separate from the prime mover.

d. Vehicles transporting ammunition and explosives must be equipped with the following items:

(1) A copy of Appendix F & Glove Box Edition of reference (f), the Motor Vehicle Driver and Shipping Inspector's Manual for

Ammunition, Explosives and related Hazardous Materials (Glove Box Edition).

(2) Water and fire resistant tarpaulin are required for all ammunition movements.

(3) Tool box with required tools per page 4-7, paragraph 4-2.5.1 of reference (f).

(4) A set of three red emergency triangles.

(5) Fire extinguisher that is properly filled and readily accessible. The fire extinguisher must have an UL rating of 10 B:C or greater capacity.

(6) Vehicles must be equipped with four appropriate placards. Each placard will be diamond shaped and of the proper dimensions, colors, height, and design and symbol size specified in reference (aa) parts 172.519 through 172.558 and page 4-18, paragraph 4-7.2 of reference (e).

(a) If a unit is using a truck and a trailer combination, the trailer is considered a separate loaded vehicle and will require four additional placards.

(b) All Department of the Navy personnel will use the placarding system identified in the current edition of reference (e) and parts 172.519 through 172.558 of reference (aa).

e. The following forms/documents are also mandatory to transport ammunition and explosives off base:

(1) DD Form 626 (Motor Vehicle Inspection). (See Appendix E)

(2) Standard Form (SF-91) (Operator's Report of Motor Vehicle Accident).

(3) NAVMC 10627 (Trip Ticket for Military Vehicles).

(4) DD Form 836 Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles). (See Appendix G).

(5) DD Form 1907 (required for all CAT I off base shipments). (See Appendix H)

6. Trailers. Marine Corps tactical vehicle cargo trailers are authorized to carry ammunition and explosives as long as they meet the inspection requirements of DD Form 626 (See Appendix E). Prime movers (trucks) and their trailers are considered separate vehicles. Therefore, there is no need for compatibility of ammunition and explosives between the two vehicles (e.g., high explosives may be loaded on the prime mover/truck, and white phosphorous may be loaded on the trailer). Each vehicle must be placarded appropriately to identify the class of ammunition and explosives that is being transported; e.g., if bag charges are loaded on the prime mover/truck and fragmentation grenades loaded on the trailer, the truck will be placarded with the new NATO standard 1.1 through 1.4 placards. Refer to Chapter 7 paragraph 4g of this Order. The trailer must be designed for, and authorized to be towed by, the prime mover.

7. Vehicle Capacity. Vehicles will not be loaded beyond their approved load capacity. Tactical vehicle operators refer to the vehicle manufacture data plate for maximum cargo weight for both on and off-highway. All Marine Corps tactical vehicle cargo trailers are authorized to carry ammunition and explosives as long as they meet the inspection requirements of DD Form 626. Vehicle and cargo weight limits for roads traveled on will be followed during off-base movements.

8. Driving Regulations. Per page 5-1, paragraph 5-2.3 of reference (f) and reference (ab), drivers shall not be required to drive for periods exceeding the customary 8 hour day.

a. When ammunition and explosives are being transported by motor vehicles in convoys, all drivers will maintain a safe distance of at least 50 feet.

b. Matches, lighters or other fire, flame or spark-producing devices will not be carried in the vehicle or by personnel manning the vehicle.

c. If highway warning devices must be used: one will be placed 100 feet in front of the vehicle, one shall be placed 200 feet to the rear of the vehicle, and one shall be placed 100 feet to the rear of the vehicle in the center of the lane that the vehicle occupies.

9. Blocking and Bracing. Blocking and bracing of hazardous materials will be done by competent school trained and certified personnel, (MCB Traffic Management Office (TMO) offers this service and must be notified 72 hours in advance). The blocking and bracing must be done in accordance with MILSTD 1320 or for

tactical vehicles, U.S. Army 4900 series drawings. Ammunition documents should state "FOR OFF-BASE MOVE" in the remarks block; e.g., Fort Bragg, Fort Pickett, AP Hill, etc.

10. Refueling Regulations. Refueling should not be necessary if the vehicle is fueled prior to loading. However, when refueling is necessary on long trips, the driver shall be responsible for observing specific safety precautions.

a. The following procedures shall be observed during refueling operations:

- (1) Turn off lights.
- (2) Turn off the engine.
- (3) Ground the fuel hose.

b. The assistant driver will stand-by with a fire extinguisher that meets the UL rating of 10 B:C or greater capacity.

**WARNING: CO2 FIRE EXTINGUISHERS SHALL NOT BE USED ON OPEN FUEL FIRES. IT CAN CAUSE STATIC ELECTRICITY DESPITE A GROUNDED FUEL HOSE AND MAY IGNITE THE FUEL VAPOR CAUSING AN EXPLOSION.**

c. In the event of a fuel spill during refueling operations, the spill will be thoroughly washed down with water and the vehicle shall be moved 50 feet from where the spillage occurred.

d. Vehicles shall not be operated within 100 feet of a fuel storage area, unless being refueled.

11. Security. Ammunition and explosive materials are coded in accordance with assessed security risks based on their readiness to fire, security risk, portability, and potential to inflict casualties and destroy property. Explosive risk categories are contained in references (e), (f), (r), and (a). Due to the sensitivity of ammunition and explosives, the following minimum-security measures are required to ensure protection of ammunition:

a. Any shipment of ammunition and explosives going off-base will have an armed guard. CO's may authorize transportation of small quantities of explosives by EOD personnel and for Military Working Dog (MWD) explosives training aids without a requirement for armed guards. The explosives must be in the custody of

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designated EOD or MWD personnel or secured in designated vehicles.

b. A convoy of five or more vehicles will require an officer or staff noncommissioned officer or civil service equivalent for escort.

c. Security risk Category I, ammunition items must be escorted by an armed officer or armed SNCO.

d. Any convoy must have an escort vehicle.

e. DD Form 1907 is required for all CAT I off-base shipments of ammunition and explosives. (See Appendix H)

12. Points to Be Considered Prior to Arrival at the ASP

a. All vehicles will be inspected prior to arriving at the ASP so that any deficiencies can be corrected.

b. Ensure enough vehicles are provided to move the entire load at one time. Compatibility needs to be taken into consideration in conjunction with cube and weight.

c. Special purpose vehicles are prohibited from transporting ammunition; e.g., ambulances, fuel trucks, passenger vans, dump trucks, etc.

d. When required, TMO must be notified so vehicles can be properly blocked and braced. Not all vehicles will require blocking and bracing.

13. After Vehicles Have Been Loaded. After the vehicles have been loaded and properly blocked and braced, each driver will be given a copy of the DD Form 626, DD Form 836, and DD Form 1907. (See Appendices E, G, and H).

14. Compatibility. The same responsibilities for ensuring compatibility apply as outlined in Chapter 6, paragraph 13.

15. Driving Distance. It is the policy of the Marine Corps to minimize the movement of ammunition and explosives on public highways by Marine Corps vehicles. Commercial carriers will be used for the transportation of ammunition and explosives to the maximum extent possible. Government-owned and operated vehicles may be used to transport ammunition and explosives up to 100 miles from a Marine Corps installation, and all such movements require prior authorization from the supporting installation

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commander. Prior authorization and coordination with local law enforcement agencies will be required. Infrequent movements from an installation to the same destination in excess of 100 miles may also be approved by the Installation Commander. Repeated use of government-owned and operated vehicles for scheduled trips exceeding 100 miles require the approval of CG MARCORSSCOM (AM) via the chain of command.

16. Rail Transportation. Transportation of ammunition and explosives by rail will be conducted per references (e), (f), and (aa).

17. Air Transportation. Air shipments of ammunition and explosives will be per references (e), (aa), and (ad). Commercial air shipments will be per the International Air Transport Association (IATA).

18. Water Transportation. Shipments of ammunition and explosives by water, including Landing Force Operational Reserve Material (LFORM) and Maritime Prepositioning Force (MPF) ships, will comply with NAVSEA OP 4, reference (aa), and the International Maritime Dangerous Goods Code.

19. Material Handling Equipment (MHE). Operators of MHE will possess a valid MHE operator's license for such MHE, a valid explosives driver's license and a current Medical Examiner's Certificate. MHE operators will comply with the provisions of references (g) and (ac) when operating such MHE around ammunition and explosives. Additionally, all MHE utilized in the movement of ammunition and explosives shall be tested and certified per page 2-1, paragraph 2-2 of reference (g).

20. Joint Safety Planning. All units (Tenant/Non-Tenant) requesting usage of the Combat Aircraft Loading Area (CALA) for the loading or the transportation of ordnance will submit a written request to the Combat Logistics Company-21, Aerial Port of Embarkation (APOE) or Air Field Operations (Commercial 910-449-6311/DSN 752-6311) via the chain-of-command with a copy to the Joint Safety Office at MCAS Cherry Point or New River at least 5 working days prior to the day requested.



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## Chapter 8

Incoming Commercial Ammunition and Explosives Shipments

1. General. This Chapter outlines procedures and requirements for initial inspections of incoming ammunition and explosives shipments consigned to MCB Camp Lejeune. It also addresses the removal of the vehicle(s) to designated suspect cargo areas when the vehicle(s) or cargo has become reasonably suspect of being in a hazardous condition.

2. Applicable References. Per references (d) and (f) outline the criteria for initial incoming shipment inspections and the establishment of suspect cargo areas.

3. Responsibilities. The Base Provost Marshal will establish written procedures to be included in the standing guard orders to meet with the requirements of this chapter. The OIC, ASP will be responsible for conduct of the final destination motor vehicle inspection.

4. Routing of Ammunition Laden Vehicle. Upon the arrival of ammunition laden vehicle at the front gate, prompt removal of the vehicle is essential for the safety of personnel entering and exiting the installation and facilities in close proximity. Military Police (MP) will expeditiously verify the shipment, inspect the vehicle, and provide the driver with instructions directing the vehicle to the ASP or the suspect cargo area. (See Appendix I)

5. Inspections. An initial external inspection of the motor vehicle containing ammunition and explosives will be made by the ASP after receipt and prior to further routing within the installation. The minimum inspection criteria are outlined as follows:

a. A visual external inspection of the vehicle to ensure no major mechanical defects are present that would render the vehicle unsafe for further transfer onto the installation. During the visual external inspection, particular attention must be rendered to the following:

(1) Fuel Tank, Line, Inlet. Inspect the fuel tank and lines to ensure there are no obvious fuel leaks.

(2) Placards. Ensure placards are in place on all four sides of the vehicle (vehicles laden with less than 1,000 pounds NEW of 1.4 are not required to have placards displayed).

b. Ensure the designated consignee is MCB Camp Lejeune by verifying the U.S. Government Bill of Lading (GBL). Vehicles requiring safe haven may not have Camp Lejeune as a destination on GBL. (See Appendix J)

c. Ensure the last signature on the Signature and Tally Record (DD Form 1907) is the same person delivering the shipment. The signature on the GBL, SF 1103 (See Appendix I) is normally the driver that picks-up the shipment from the origin, but may not be the same person delivering the shipment. The DD Form 1907 will reflect this since each driver must sign the form. (See Appendices H and J)

d. Ensure the numbered seals on the trailer, GBL, the Signature and Tally Record match, and that tampering of the seals has not occurred. The trailer must be secured either by a padlock, security cable lock, or final wire security device. If the trailer is equipped with side doors, they must also be locked and sealed.

(1) In the event a trailer has to be changed to a different tractor, the seals would be different; therefore, complete documentation and justification must accompany the shipment.

(2) Ensure the tractor and trailer serial numbers are the same as indicated on the GBL and Signature and Tally Record.

6. Suspect Cargo Area. The determination on whether a shipment is to be considered suspect will be made during the initial, external inspection conducted on all ammunition-laden vehicles, prior to further routing within the installation. Suspect cargo is any vehicle, military or commercial, containing ammunition or explosives that are suspected of being in a major hazardous condition.

a. The following conditions apply when determining if a vehicle(s) and its cargo are suspect or in a major hazardous condition, but are not all-inclusive:

(1) If there is any evidence the seals are not intact, or appear to have been tampered with and the driver does not have proper accompanying documentation, the vehicle will be immediately moved, with an escort, to the suspect cargo area.

(2) If a crucial defect is encountered (e.g., smoking brakes or excessive fuel leaks) the Base Fire Chief (451-3004)

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and ESO (451-6281/6280) will be notified immediately. A determination will be made by the ESO to move the vehicle to the Suspect Cargo Area or allow the vehicle to proceed to the ASP.

b. The area established at grid coordinates 873427 (Field Ammunition Dump (S609)) has been designated as the MCB, Suspect Cargo Area. (See Appendix I).

c. Any ammunition-laden vehicle which becomes suspect will be immediately moved to the Suspect Cargo Area by MP escort. The escort will proceed to the Suspect Cargo Site (SCS) by the most direct route. Vehicles entering the main gate during the weekend hours will be escorted to the SCS utilizing Old Sawmill Road. This is an improved, hard-surface road that connects Holcomb Boulevard and Piney Green Road and is the most direct route to the SCS. (See Appendix I)

d. All Ammunition and Explosives found on the installation, excluding small arms ammunition (up to and including .50 caliber), will be considered extremely hazardous and will not be handled or moved by unauthorized personnel. Supporting EOD personnel shall be contacted immediately and will respond to recover this category of Ammunition and Explosives.

e. The Ammunition and Explosive Safety Officer, MCB will be notified (451-6281/6280) during normal working hours or at (910) 554-9175 after normal working hours.

f. The ESO, in conjunction with PMO, will make a determination as to whether the entrance gate at the juncture of Piney Green Road and Highway 24 shall be closed and the Piney Green extension on board base blocked off to all through traffic. This may be necessary if it is determined the load is unsafe and presents a hazard to personnel.

**NOTE: A COMMON SENSE APPROACH MUST BE TAKEN FOR INSPECTING ALL AMMUNITION-LADEN VEHICLES. HOWEVER, MP'S SHOULD NOT HESITATE TO MOVE A SUSPICIOUS AMMUNITION OR EXPLOSIVE SHIPMENT TO THE SUSPECT CARGO AREA.**

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## Chapter 9

Destruction of Ammunition and Explosives

1. General. The inherent hazards of ammunition and explosives are often increased by such factors as age, deterioration, damage, or other causes. Consequently, it becomes necessary at times to destroy Class V(A) material.

2. Responsibilities. Destruction of ammunition and explosives will only be accomplished by personnel qualified by MOS and only in an approved manner per Volume 1 of reference (d) and/of Volume III of reference (s). EOD personnel may provide technical assistance in training personnel in the destruction of unserviceable ammunition and explosives as operations permit.

3. Procedures for Requesting Explosive Ordnance Disposal Assistance

a. Emergency. During normal working hours, emergency EOD assistance can be obtained by calling the MCB EOD Team at (910) 449-0558.

b. Routine. All requests for routine EOD assistance will be made 5 working days in advance through the Range Control Officer, at 451-3065/3066 or to the MCB EOD Team.

c. After Working Hours. All requests for EOD assistance, after working hours, will be made through the Provost Marshal, 451-2555/2556/2557 or the MCB Command Duty Officer, Building 1, 451-2414.

d. The following information is required when requesting EOD assistance in all cases:

(1) The grade, name, telephone number and address or organization of the requester. If necessary, a point of contact and telephone number at the incident scene.

(2) Location of item(s).

(3) Description of the item(s).

(4) Availability and location of a guide to direct EOD personnel to the scene.

## Chapter 10

### Loss of Ammunition and Explosives Due to Improper Practices

1. General. Per references (i), (h), and (ae) emphasize the importance of proper handling, transportation, and storage of ammunition and explosives to prevent damage, theft, loss, or misidentification due to the loss of lot number identity. In addition, mishandling of ammunition and explosives material exposes personnel, equipment, and facilities to severe safety hazards.

a. Units return significant quantities of unserviceable ammunition and explosives to the ASP. These items have been rendered unserviceable by using units through improper handling. A large volume of ammunition and explosives material is returned loose or in improper containers. Loose or improperly packaged material creates unsafe storage and handling conditions.

b. Most unserviceable ammunition and explosives returned to the ASP is due to the damage or loss of lot number identity. Ammunition that cannot be identified by lot number must be classified as unserviceable. Both of these conditions are usually the result of removing the material from the original container(s) prematurely. Per page 7-13, paragraph 14 of reference (i), the removal of ammunition and explosive from the original container(s) is prohibited until actual expenditure is imminent. This Order further prohibits destruction/improper disposal of reusable container(s). In most instances, damage to or loss of ammunition and explosives due to improper practices requires investigative action be taken by the using unit involved.

c. To preclude damage to or loss of ammunition and explosives material, using unit commanders must ensure close supervision, use of common sense, and compliance with applicable directives when handling ammunition and explosives.

### 2. Responsibilities

a. Commanding Officer. The unit CO must take appropriate action to prevent ammunition and explosives from becoming damaged/ unserviceable in accordance with reference (i). The following guidance is provided:

(1) Quantities of ammunition and explosives material in excess of actual requirements will not be requisitioned or

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maintained on hand. Quantities must not exceed that which can be properly stored, safeguarded, and accounted for.

(2) Provide adequate training to all personnel involved in the proper procedures to be utilized in the handling of ammunition and explosives.

(3) Ammunition and explosives will not be removed from the original container until actually required for use. When it is removed from the container, it will be handled in such a manner as to allow for lot number identity and repackaging in the original container if the entire quantity is not used. Return the unused quantity to the ASP.

(4) Conduct appropriate investigations, whenever ammunition is unnecessarily relegated to an unserviceable category due to mishandling or negligent storage practices. A copy of the request for investigation must be forwarded to the CG MARCORSSYSCOM (AM) and the CO MCB Camp Lejeune (Dir, Base/S-4/S-6/BPO Attn: ESO).

### 3. Reporting of Abandoned Ammunition

a. Using units are responsible for the transportation, security, and the turn-in to the ASP of ammunition that is discovered (found) aboard MCB Camp Lejeune. Additionally, the unit returning the ammunition is responsible for the submission of a MLSR per reference (l).).

b. In the event civilian or military personnel discover any abandoned ammunition or explosives while not with a unit, contact the MCB Provost Marshal at 451-2555/2556/2557. The MCB PMO will coordinate with the ASP for turn-in of the ordnance, and the ASP will submit the MLSR for all ammunition items .50 Caliber and below in accordance with reference (r).

c. All munitions found on an installation, excluding small arms ammunition smaller than .50 caliber, will be considered extremely hazardous and not handled by unauthorized personnel. EOD personnel will be contacted immediately to recover the munitions per paragraph 6-2.9 of reference (i) and the Military Munitions Rule as described in reference (ai).

d. ASP personnel will inspect all ammunition and explosives returned to the ASP for serviceability prior to return to stock and posting to the accounting records.

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e. Items that are unserviceable due to damage, except those that are safety hazards, will be retained at the ASP pending completion of appropriate investigative action by the using unit involved. When items are damaged to the extent they constitute a potential safety hazard, the EOD team will be notified, and the items will be turned over to the EOD team for disposal action. Material that cannot be identified by lot number will be picked up on the ASP accounting records as unserviceable and disposed of per current directives.

Chapter 11

Deviations from Explosives Safety Criteria

1. General. In the event compliance with established explosive safety standards cannot be strictly adhered to, several options are available to commanders to ensure the maximum allowable safety standards within the confines of operational necessity are maintained. The policies and procedures for requesting waivers of and exemptions from explosives safety requirements will be in accordance with references (af) and (ag).

2. Exemptions. An exemption is a deviation from mandatory explosives safety requirements approved for the purpose of long term satisfaction of recurring readiness or operational requirements. Exemptions are generally issued for a maximum of 5 years, but will not be granted for a period in excess of that estimated for correction of the deficiency. All requests for exemptions will be submitted to the Chief of Naval Operations via the Base ESO (Dir, S-4/S-6/BPO Attn: ESO).

3. Waiver. A waiver is a deviation from mandatory explosive safety requirements approved for the purpose of temporary satisfaction of recurring readiness or operational requirements, issued, pending the completion of corrective measures, to eliminate the need for a waiver. Waivers are generally issued for a maximum of 2 years. All requests for waivers will be submitted to the CNO via the Base ESO (Dir, S-4/S-6/BPO Attn: ESO).

4. Event Waiver. An event waiver is a deviation approved on a case-by-case basis for a particular evolution, issued for a limited period to meet a specific, nonrecurring readiness or operational requirement, which cannot otherwise be satisfied. All requests for event waivers involving ammunition and explosives will be submitted to CG MARCORSSCOM (AM) and the MCB ESO. Requests for event waivers will contain the information in Appendix I, Figure I-1 of reference (d) and be submitted at least 14 days in advance of the evolution.

5. Storage of Non-Standard Ammunition and Non-DoD Explosives

a. Non-standard and non-DoD (including captured enemy ammunition) and foreign munitions shall be properly segregated from DoD munitions in accordance with page 3-1, paragraph 3 of reference (t). Allowances for and use of foreign ammunition for training purposes must be approved by the CG, Marine Corps Combat Development Command (MCCDC). In the case of Class V(A), storage



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authority from CG MARCORSYSCOM (AM) and Naval Ordnance Center (NAVORDCEN) (N71) is required for nonstandard ammunition item.

b. Requests may be submitted in either message format, formal letter via the chain-of-command or electronic mail and must include, at a minimum, the following information:

- (1) Item description and NSN or other identifying information if known.
- (2) Item quantity.
- (3) Hazard classification.
- (4) NEW.
- (5) Justification for and type of storage.
- (6) Expected length of storage and retrograde plan.

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## Chapter 12

Military Munitions Rule (MMR) Code of Federal Regulations

1. General. In 1992, Congress required the Environmental Protection Agency (EPA) to develop regulations identifying when, under the Resource Conservation and Recovery Act (RCRA), conventional and Chemical Military Munitions (MM) become hazardous waste. On 12 February 1997 the final rule was published. Under federal law, compliance with the Military Munitions Rule (MMR) as described in reference (a) is mandatory. The MMR specifically established regulations for the management of military waste munitions, to include the definition of when they become waste and the subsequent storage, handling, treatment and or the disposal of these munitions. Noncompliance, e.g., storage/treatment/disposal of hazardous waste munitions without proper permitting may subject installations and personnel to fines and/or civil or criminal liabilities. The extent to which the Marine Corps is successful in complying with the MMR depends on the support of all Marine Corps installations worldwide. This Chapter is not all-inclusive and, due to the complexity governing MMR, it is paramount that all involved become familiar with current regulations.

2. Scope, Applicability, and Definition of Military Munitions. The definition of military munitions includes all types of both conventional and chemical ammunition products and their components, produced by or for the military (including munitions produced by a private company under contract to or acting as an agent for DoD operations for national defense and security).

3. When Military Munitions Become a Solid Waste. Military munitions become a solid waste when munitions are abandoned by disposal (e.g., buried or land filled), burned, or incinerated, or treated prior to disposal, removed from storage for purposes of disposal or treatment prior to disposal, or declared a solid waste by authorized military officials.

4. When Unused Munitions Become a Solid Waste. Unused military munitions become a solid waste when:

a. The unused munitions are abandoned by being disposed of, burned, or incinerated, or treated prior to disposal.

b. The unused munitions are removed from storage for purposes of disposal or treatment prior to disposal.

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c. The unused munitions are deteriorated, leaking, cracked, or damaged to the point that they can no longer be put back into serviceable condition and cannot be reasonably recycled or used for other purposes (except, of course, recycling that is like discard, i.e., placement on the ground, unless such placement is the result of use as a munitions, or burning for energy recovery).

d. The unused munitions have been determined by an authorized military official to be solid waste.

e. Munitions determined by DoD to be a solid waste.

5. Munitions Removed From Storage for the Purpose of Treatment. Military munitions become a solid waste when they are removed from storage in a military magazine or other storage area for the purposes of disposal, burning, incineration, or other destruction or treatment prior to disposal.

**NOTE: UNUSED MUNITIONS IN EPA'S VIEW ARE "UNUSED PRODUCTS" COMPARABLE TO UNUSED COMMERCIAL PRODUCTS STORED BY MANUFACTURERS OR THEIR CUSTOMERS. UNDER RCRA, UNUSED PRODUCTS DO NOT BECOME "WASTE" UNTIL THEY BECOME "DISCARDED MATERIAL."**

6. When Military Munitions Are Not Solid Waste. Military munitions are not a solid waste when:

a. Munitions are being used for their intended purpose, which includes munitions being used for training of military personnel and emergency response specialists.

b. Munitions are used for research, development testing and evaluation.

c. Munitions treated (destroyed) during certain range clearance operations.

d. Munitions that have not been used or discharged, including components thereof, repaired, reused, recycled, reclaimed, disassembled, reconfigured, or otherwise subjected to materials recovery activities.

7. Authorization for Disposition of A and E Waste Munitions. Only the Marine Corps Designated Disposition Authority (DDA) can declare munitions a waste. Munitions that have been declared as waste munitions and meet the criteria in this Order must be kept in an approved storage area. The DDA will provide disposition guidance via naval message.

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8. Responsibility for MMR. It is the responsibility of everyone to ensure the compliance of all regulations concerning MMR. Ammunition and explosives are never buried, abandoned, thrown in the trash, left intentionally on ranges, used for sale or trade except as authorized by proper authority, modified, used as ornaments, displayed unless certified as inert per reference (n).

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## Chapter 13

Amnesty Program

1. Background. The physical security and accountability of ammunition and explosives is of paramount importance to an effective explosives safety program. It is understood that many factors contribute to the loss of accountability; that acts of inattentiveness and distraction can lead to the same results as those of intentional theft and gross negligence. This Chapter sets forth the guidelines and procedures for the MCB Camp Lejeune ammunition and explosives Amnesty Program.

2. Amnesty Program Guidelines. The ammunition and explosives amnesty program is neither intended to circumvent normal turn-in and accountability procedures, nor as a substitute for sound leadership. Implementation of such a program is not mandatory, but subject to the discretion of unit commanders. If implemented, the program is to be established to provide an opportunity for individuals to return ammunition and explosives that has been stolen, misplaced or inadvertently left in the possession of an individual. For this program to work, returns must be made without fear of prosecution; therefore, amnesty turn-ins will not result in an investigation of individuals making the turn-in. If implemented, each ammunition and explosives amnesty program is subject to the following guidelines:

a. All ammunition and explosives found on installation, excluding small arms ammunition (up to and including .50 caliber), will be considered extremely hazardous and will not be handled or moved by unauthorized personnel. The EOD shall be contacted immediately to recover this category of ammunition and explosives. Small arms ammunition may be delivered directly to the ASP. Ammunition that is discovered during non-working hours and cannot be turned into the ASP may be stored in the unit armory using the procedures currently authorized for security ammunition. Ammunition and explosives stored in this manner will be turned into the ASP as soon as possible on the next working day.

b. Civilian law enforcement agencies shall be contacted when any ammunition or explosives are discovered outside of the installation's boundaries. EOD may be contacted if the situation dictates.

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c. To ensure proper control and safety, an ammunition and explosives amnesty program can be supplemented by any of the following methods, or combinations thereof:

(1) Ammunition and explosives amnesty days may be scheduled as often as deemed necessary for the collection of unauthorized ammunition and explosives. Collection points shall only be established at locations that afford inhabited building distance (IBD) levels of protection. To ensure proper care is exercised, properly qualified and certified ammunition or EOD personnel must be available and on-hand to supervise amnesty turn-ins. Base medical and fire departments shall be notified and be available on call should the need arise.

(2) Due to the hazardous nature of ammunition and explosives, the use of amnesty containers is the least desirable method of supporting an ammunition and explosives amnesty program.

(a) Requests for permanent off-range locations for amnesty containers shall be submitted to the CO MCB Camp Lejeune, (Dir, S-4/S-6/BPO Attn: ESO) via the chain-of-command. The Range Control OIC must approve all amnesty containers on MCB Ranges.

(b) If used, amnesty containers are to be constructed of 10-gauge steel, permanently mounted, and secured with a lock in accordance with page 6-2, paragraph 3b of reference (i) and reference (r).

(c) Slots in containers for hazard class/division 1.4 material will be sized to accept no larger than a .50 caliber cartridge. Containers shall be clearly marked "AMNESTY BOX FOR SMALL ARMS AMMUNITION ONLY-NO SMOKING WITHIN 50 FT."

(d) It is recognized that numerous items of hazard classes/divisions other than 1.4 may be fitted/forced through a slot designed for .50 caliber ammunition. For this reason it is imperative that daily check personnel adhere to the provisions of paragraph 2c(3) below.

(3) Personnel not qualified and certified in accordance with reference (k) may perform checks of small arms ammunition amnesty containers on a daily basis but shall not remove items from the container if munitions items other than small arms ammunition are present. Non-qualified/certified checkers will contact qualified EOD or unit ammunition technicians to remove

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unauthorized munitions contents in accordance with base procedures.

(4) Personnel performing daily checks on amnesty program containers authorized for HC/D 1.1, 1.2, or 1.3 must be qualified and certified in accordance with reference (s). Personnel not qualified and certified in accordance with reference (s) may perform checks of small arms ammunition (HC/D 1.4) amnesty program containers on a daily basis but shall not remove items from the container if munitions items other than small arms ammunition are present. Non-qualified/certified checkers will contact EOD or qualified ASP personnel to remove unauthorized munitions contents in accordance with base procedures. All munitions recovered shall be returned to the installation ASP. Items that appear to be damaged or unsafe to move shall be left in place until examined by EOD. All munitions recovered shall be returned to the installation ASP. Items that appear to be damaged or unsafe to move shall be left in place until examined by EOD personnel and conditional assessment made by senior EOD member.

### 3. Responsibilities

a. Commanding Officers' Responsibilities For Ammunition and Explosives Amnesty Program. If a Munitions Amnesty Program is implemented, commanders shall be responsible for the following:

(1) Periodically brief assigned personnel on the existence and guidelines for use of the Munitions Amnesty Program.

(2) Monitor execution of the Munitions Amnesty Program to ensure guidelines are being properly followed.

(3) Establish Standing Operating Procedures addressing details on implementation of the installation's Munitions Amnesty Program.

(4) Establish key control procedures for amnesty containers in accordance with requirements for access to secure areas, and installation orders.

(5) WTBN is the only site authorized to maintain a permanent amnesty location. All other amnesty locations are strictly prohibited.

b. Ammunition Personnel Responsibilities For a Munitions Amnesty Program. Ammunition personnel responsible for storage,

inspection, transport, handling, and packaging of ammunition are responsible for the following:

- (1) Monitor amnesty containers daily when tasked, and remove any turned-in material. Respond to requests from monitoring personnel not qualified/certified to handle or transport munitions, and remove any turned-in material that they may discover.
- (2) Inspect turned-in material for serviceability and suitability for training.
- (3) Amend required accountability documentation if material is suitable for continued use.
- (4) Mark and package material for storage and transportation.
- (5) Request disposition instructions from the appropriate Service DDA for excess, obsolete, unserviceable and Waste Military Munitions material.

c. Responsibilities Of All Personnel Utilizing Munitions.  
All personnel utilizing munitions are responsible for the following:

- (1) Follow established accountability and turn-in procedures for all munitions in their possession.
- (2) Take special precautions to ensure munitions are not inadvertently removed from training sites, discarded, or otherwise misdirected to circumvent established munitions turn-in and accountability procedures.
- (3) Understand the installation amnesty program in the event munitions are inadvertently removed from an authorized training area.



## Chapter 14

Defense Logistics Agency Disposition Service

1. Background. Ammunition and explosives are required to be transported and stored in the proper packaging in an effort to protect the assets from the climate and rough handling during transportation and storage. After the ammunition and explosives have been expended, the packaging materials still remaining are to be properly discarded. There have been many misinterpretations when identifying items that are taken to DLADS or emptied into local dumpsters. This Chapter sets forth the guidelines and procedures for MCB Camp Lejeune DLADS office's required procedures to prevent unauthorized disposal of ammunition packaging material.

2. Guidelines. The guidelines utilized to obtain this information are derived from Chapter 4, paragraph B of reference (b).

3. Responsibilities. Each command/unit utilizing ammunition and explosives aboard MCB Camp Lejeune will ensure the standards outlined in the following paragraphs are adhered to.

4. Required Items. Basic information required for appointments:

- a. Unit identification code
- b. Estimated weight
- c. Pallet count
- d. Type of property
- e. Special handling requirements
- f. Point of contact (phone number & e-mail)
- g. Full NSN
- h. Inert certificate

5. Step By Step Procedures. The proper procedures for utilizing the DLADS office are as follows.

- a. The Unit will have a Delegation of Authority for personnel authorized to assign a Disposal Support Representative (DSR) in writing.

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b. It is the unit's responsibility to properly segregate (e.g., wood, metal, brass, etc.) and inspect all items to ensure no live or practice ammunition items are present.

c. Once the items are properly segregated, the unit must create 1348-1a's or an Electronic Turn In Document via the DLADS website (<http://www.drms.dla.mil/index.shtml>).

d. Once the documents are created, the unit must contact DLADS to schedule a turn-in appointment utilizing Figure 14-1. (Lot 906 accepts brass; Lot 203 accepts steel, aluminum, copper, & stainless steel). You will receive notification via e-mail or fax notifying you of your appointment time and date.

POC NAME	UNIT NAME	DODAAC
DSN NUMBER	COMM NUMBER	FAX NUMBER
EMAIL ADDRESS:		UNUSED/USED
EST. CUBE	EST. WEIGHT	# PALLETS
# L/I	# TRIWALLS	# PIECES
TYPE OF PROPERTY:		
TO SCHEDULE APPOINTMENTS PLEASE EMAIL OR CALL REFERENCE INFORMATION TO: <u>LATANYA.CALLAHAN@dla.mil - (910) 451-0960 ex 227 or</u> <u>SHARON.BURKE@dla.mil - (910) 451-0960 ex 225</u>		

**\*\*NOTE\*\***

**ANY ITEM THAT HOLDS AMMUNITION REQUIRES THE AEDA INERT CERTIFICATION AND IS CONSIDERED AN AEDA ITEM.**

Figure 14-1  
 DLADS APPOINTMENT REQUEST FORM

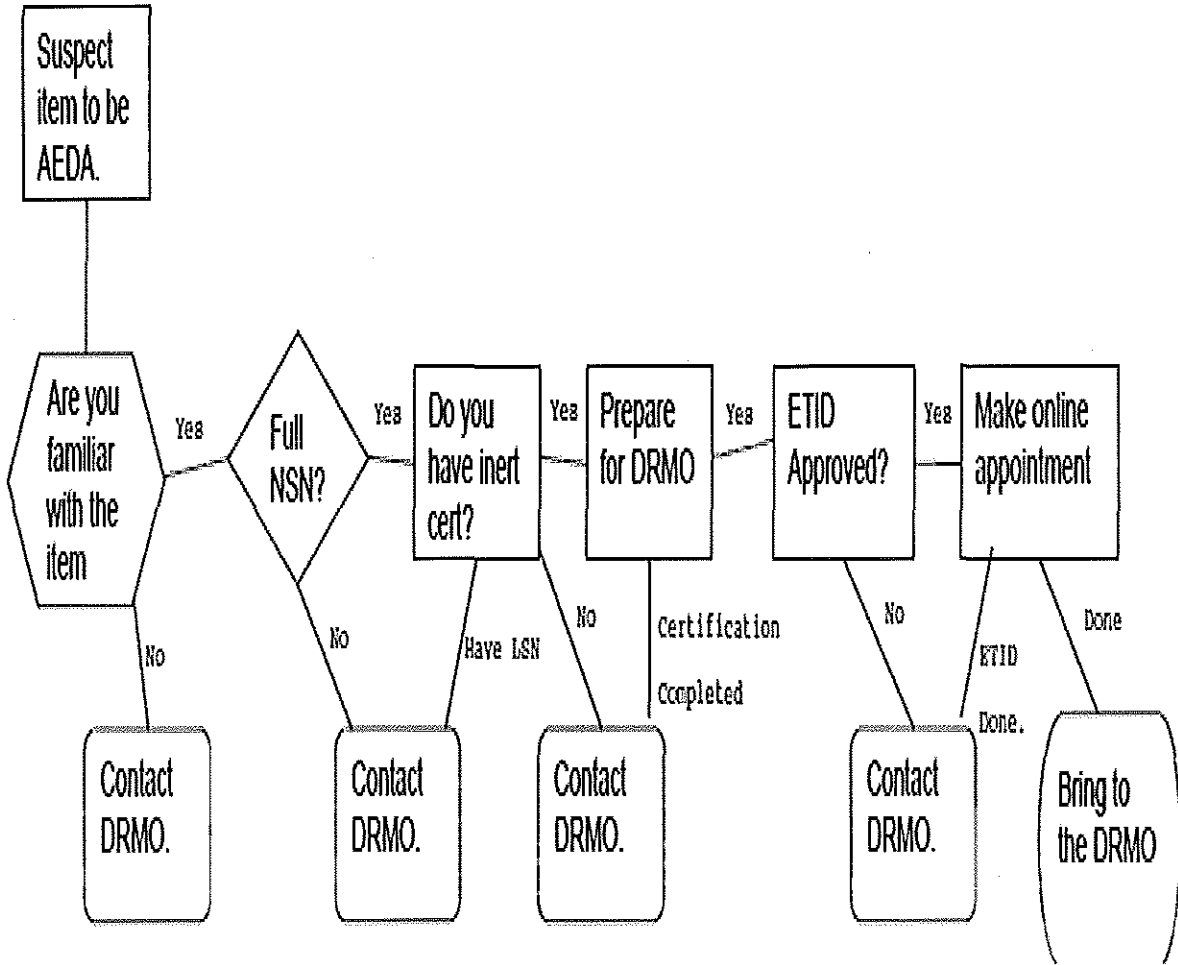
<b>AMMUNITION</b>	<b>DLADS</b>	<b>LANDFILL</b>	<b>TRASH</b>
<b>SMALL ARMS</b>			
M172, A576, A606, A059, A064, A080, A131, AA12, AX11, A363, A940, A976, A011, A023	Brass, ammo can and links	Wooden box	Fillers, cartons, cardboard boxes, plastic magazines, and bandoleers.
<b>40 MM GRENADES</b>			
BA12, B504, B519, B542, B546	Cartridge case, links, and ammo can	Wooden box	Foam and cardboard fillers, cardboard tubes, cardboard box, barrier bags and separators.
<b>MORTARS</b>			
B630, B646, C276, C868, C870, C871	Ammo can, metal crate and safety pin	Wooden box	Fiberboard container with and without jungle wrap, cardboard spacers, propellant support assembly, fillers, separators, plastic monopacks (tubes), and circular firing table.
<b>TANK AMMO</b>			
C380, C784, C785, C787, C791	Metal container with cover assembly (Must be verified and certified empty), metal top and case base		Foam sleeve.
<b>ARTILLERY</b>			
CO25, C445, D003, D541, D544, N289, N291, N340, N523	Brass, cartridge case, lifting plug and ammo cans	Wooden box and skids and wooden spacers	Fiber container, fillers, barrier bags, cardboard spacers, protector cup, top/bottom polyethylene, foam and grommets.
<b>GRENADES</b>			
G878, G881, G826, G839, G940, GG04	Ammo can, pull ring/safety pin	Wooden box	Barrier bag, desiccant bags, fiberboard boxes, foam, filler, styrofoam fuse collar, fiberboard containers, package envelope, cartons and cardboard fuse protector.
<b>ROCKETS</b>			
C995, J143, HX05, HX07	Rocket casement (Must be crushed so that the casement can not be reused)	Wooden box	Barrier bag, fiberboard box and styrofoam mold, plastic magazine and foam separators.
<b>PYROTECHNICS</b>			
L306, L307, L311, L312, L495, L594, L599, L601, LX21	Metal inner/outer container, ammo can	Wooden box	Barrier bag, filler, cardboard box, fiberboard box, carton, separator, plastic container, cardboard spacers, and non static packaging.
<b>MINES</b>			
K051, K143, K181	Metal container	Wooden box	Bandoleer, barrier bag, fiberboard box, and Styrofoam.

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AMMUNITION	DLADS	LANDFILL	TRASH
<b>DEMOLITION</b>			
M028, M039, M130, M131, ML04, M757, M032, MN01, M980, MN08, ML25, M913, M420, M670, MM40, M591	Metal ammo container	Wooden box	Cardboard filler, barrier bags, wrapping paper, cardboard box, anti-static cushioning material, waterproof bag, fiberboard box, separators, plastic packing tube, and cellophane wrapping, and charge bags.
<b>MISSILES</b>			
PB99, PV47, PL53, WF10		Wooden box	Styrofoam, fiberboard box, and filler.
<b>CHEMICALS</b>			
K765	Metal ammo container	Wooden box	Filler and fiberboard box.

7. AEDA FLOW CHART



APPENDIX A

PUBLICATIONS/DIRECTIVES

1. This Appendix provides a list of publication/directives dealing with the various aspects of handling ammunition and explosives. Not all are referenced in this Order; however, personnel involved in the handling of ammunition and explosives should be familiar with all of these. Other publications/directives related to handling ammunition and explosives may be found in the Marine Corps Stock List for Publications (SL-1-2, SL-1-3), Navy publications List (NAVSUP2002) and NAVMC 2761.

MCO P4030.19	Preparation of Hazardous Materials for Military Air Shipment
MCO P4340.1A	Reporting of Missing, Lost, Stolen or Recovered Government Property
MCO 4400.16G	(UMMIPS) Uniform Material Movement and Issue Priority System
MCO P4400.150E	Consumer - Level Policy Manual
MCO 5500.6F	Arming of Law Enforcement and Security Personnel and the Use of Deadly Force
MCO 5530.14A	Physical Security Program Manual
MCO P8011.4H	Marine Corps Table of Allowances for Class V (W) Material (Peace-time)
MCO 8020.10B	Ammunition and Explosives Safety Policies, Programs, Requirements, and Procedures for Ammunition and Explosives material
MCO 8025.1D	Ammunition and Explosives Malfunction and Deficiency Report
NAVSEA OP 5 Vol 1	Ammunition and Explosives Ashore
NAVSEA SW020-AC SAF-010, 020, 030, 040	Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials
NAVSEA SW020-AF-	Motor Vehicle Driver and Shipping Inspector's

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ABK-010	Manual for Ammunition, Explosives and Related Hazardous Materials
NAVSEA SW020-AG- SAF-010	Navy Transportation Safety Handbook for Ammunition, Explosives, and Related Hazardous Materials
NAVSEA SW023-AG WHM-010	On-Station Movement of Ammunition and Explosives by Truck and Railcar
NAVSEA SW023-AH WHM-010	Handling Ammunition and Explosives with Industrial Materials Handling Equipment (MHE)
NAVSEA OP 2173 (Vol 1)	Approved Handling Equipment for Weapons and Explosives
NAVSEA OP 3565 (Vol 2)	Electromagnetic Radiation Hazards
OPNAVINST 5530.13C	Department of the Navy Physical Security Instruction for Sensitive Conventional Arms, Ammunition and Explosives
OPNAVINST 8020.14	Department of the Navy Explosives Safety Policy
TWO 10-AA-ORD-030	Navy Ammunition Logistics Code
TWO 24-AA-ORD-010	Ammunition-Unserviceable, Suspended, and Limited Use
UM 4400-15	Organic Property Control
UM 4400-124	FMF SASSY Using Unit Procedures
DoD 5100.76M	Physical Security of Sensitive Conventional Ammunition (Restricted Publication: For Official Use Only)
MILSTD 129	Marking for Shipment and Storage
BOE 6000	Hazardous Materials Regulation of the Department of Transportation by Air, Rail, Highway, and Water



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FM 9-6	Ammunition Service in the Theatre of Operations
FM 9-13	Ammunition Handbook
TM 9-1305-200	Small Arms Ammunition
TM 43-0001-27	Army Ammunition Data Sheets - Small Caliber Ammunition
TM 43-0001-28	Army Ammunition Data Sheets-Artillery Ammunition for Guns, Howitzers, Mortars, Recoilless Rifles, Grenade Launchers, and Artillery Fuse
TM 43-0001-29	Army Ammunition Data Sheets - Grenades
TM 43-0001-30	Army Ammunition Data Sheets - Rockets
TM 43-0001-36	Army Ammunition Data Sheets - Land Mines
TM 43-0001-37	Army Ammunition Data Sheets - Military Pyrotechnics

APPENDIX B

AMMUNITION MALFUNCTION DATA COLLECTION GUIDE  
(NAVMC 10155)

Ammunition Malfunction. Ammunition that fails to perform as expected or designed can normally be attributed to a malfunction, human error, or a weapon/equipment deficiency. In every instance, it is imperative that certain facts surrounding the matter be immediately noted and appropriately reported because the cognizant design agent will conduct a detailed technical investigation predicated in part on the data provided by the user in the malfunction report. To ensure the report contains the essential data, personnel on the scene must take notes on the elements enumerated below as they relate to the particular situation. Reference (j) contains the specific reporting requirements.

NOTE: All ammunition malfunctions are to be reported. The following is not a complete list of the data elements required in the malfunction report but rather is limited to those elements which must be immediately noted at the scene to enhance the accuracy of the report.

1. Note the details of what actually occurred and the actions of appropriate personnel immediately prior to the malfunction (this is essential in determining whether human error caused or contributed to the situation as a result of inattention, carelessness or deviation from standard procedures). Check for residue from the item(s) involved. If present, accumulate and retain.
2. Record time, date, and weather conditions.
3. Identify the item involved. NSN/DODIC and lot number of the complete item and lot numbers of the major components, if identifiable. Or, NSN/DODIC and lot number of each individual item to make up the complete round (e.g., 155mm projectile, fuse, primer, and propellant charge).
4. Condition of the ammunition prior to use. Was the item or packaging wet or discolored? Did either appear deteriorated? Was the item adversely exposed to the environment (e.g., prolonged exposure to the direct rays of the sun, exposed to the rain, snow, etc.)? Any indications of rough handling or unauthorized alteration/tampering?

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5. Identify the weapon utilized. Model and serial number. Condition of the weapon prior to and after firing. Number of rounds fired on this date from this weapon. Elevation, zone in which fired, increments used, range to target, fuse setting. Was the weapon operated properly and did it function normally?

Length of recoil. Any evidence of unburned propellant or residue in the tube? Could foreign material have entered the tube prior to firing? Any indications of non-standard conditions or practices?

APPENDIX C

AMMUNITION RECLASSIFICATION NOTICE (MCBCL 8010/7)

**AMMUNITION RECLASSIFICATION NOTICE**

AMMUNITION RECLASSIFICATION NOTICE

1. The ammunition listed below is in a condition other than "A" and has limitations/restrictions for its employment

DODIC	LOT NUMBER	CONDITION CODE	DOC#
-------	------------	----------------	------

2. The description of limitations/restrictions are as follows:

as cited by NAR # \_\_\_\_\_ or \_\_\_\_\_

Acknowledge receipt of above information by signing below. Further, it is your responsibility to notify all persons to whom you transfer this as to its present condition limitations/restrictions. The condition code of this ammunition is noted on your requisition and as stated above.

\_\_\_\_\_  
Camp Lejeune ASP Issuing Sergeant

\_\_\_\_\_  
Records Representative

AMMUNITION RECLASSIFICATION NOTICE

1. I acknowledge notice of receiving ammunition in a condition code other than "A" as cited on DOC # \_\_\_\_\_

\_\_\_\_\_  
Unit

\_\_\_\_\_  
Signature of Unit Representative

**MCB CAMP LEJEUNE AMMUNITION AND EXPLOSIVES SAFETY ORDER**

**APPENDIX C**

**AMMUNITION RECLASSIFICATION NOTICE**

AMMUNITION RECLASSIFICATION NOTICE

1. The ammunition listed below is in a condition other than "A" and has limitations/restrictions for its employment

DODIC	LOT NUMBER	CONDITION CODE	DOC#
-------	------------	----------------	------

2. The description of limitations/restrictions are as follows:

as cited by NAR # \_\_\_\_\_ or \_\_\_\_\_

Acknowledge receipt of above information by signing below. Further, it is your responsibility to notify all persons to whom you transfer this as to its present condition limitations/restrictions. The condition code of this ammunition is noted on your requisition and as stated above.

\_\_\_\_\_  
Camp Lejeune ASP Issuing Sergeant

\_\_\_\_\_  
Records Representative

AMMUNITION RECLASSIFICATION NOTICE

1. I acknowledge notice of receiving ammunition in a condition code other than "A" as cited on DOC # \_\_\_\_\_

\_\_\_\_\_  
Unit

\_\_\_\_\_  
Signature of Unit Representative

APPENDIX D

MEDICAL EXAMINER'S CERTIFICATE

MEDICAL EXAMINER'S CERTIFICATE

2-79

(I certify that I have examined)

John Jackson

[Driver's name (Print)]

In accordance with the Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with the knowledge of his duties, I find him qualified under the regulations.

- Qualified only when wearing corrective lenses
- Qualified only when wearing a hearing aid

A completed examination form for this person is on file in my office at  
21 Oak St., Jamestown, ARK 71774

2-2-82

M. McKenna

[Date of examination]

[Name of examining doctor (Print)]

[Signature of examining doctor]

[Signature of driver]

42 Penn Rd., Monroe, ARK. 71772

[Address of driver]

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17NP0330

APPENDIX E

MOTOR VEHICLE INSPECTION (DD FORM 626)

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)										
<i>(Read Instructions before completing this form.)</i>										
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.					1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER					
SECTION I - DOCUMENTATION					ORIGIN a.		DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION										
3. DATE/TIME OF INSPECTION										
4. LOCATION OF INSPECTION										
5. OPERATOR(S) NAME(S)										
6. OPERATOR(S) LICENSE NUMBER(S)										
7. MEDICAL EXAMINER'S CERTIFICATE*										
8. <i>(X if satisfactory at origin)</i>					9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*					
a. MILITARY HAZMAT ENDORSEMENT			d. ERO OR EQUIVALENT COMMERCIAL:		YES		NO			
b. VALID LEASE*			e. DRIVER'S VEHICLE INSPECTION REPORT*			a. TRUCK/TRACTOR				
c. ROUTE PLAN			f. COPY OF 49 CFR PART 397			b. TRAILER				
SECTION II - MECHANICAL INSPECTION										
<i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>										
10. TYPE OF VEHICLE(S)					11. VEHICLE NUMBER(S)					
12. PART INSPECTED <i>(X as applicable)</i>	ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)	
	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT		
a. SPARE ELECTRICAL FUSES					k. EXHAUST SYSTEM					
b. HORN OPERATIVE					l. BRAKE SYSTEM*					
c. STEERING SYSTEM					m. SUSPENSION					
d. WINDSHIELD WIPERS					n. COUPLING DEVICES					
e. MIRRORS					o. CARGO SPACE					
f. WARNING EQUIPMENT					p. LANDING GEAR*					
g. FIRE EXTINGUISHER*					q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING					r. TAILGATE/DOORS*					
i. LIGHTS AND REFLECTORS					s. TARPULIN*					
j. FUEL SYSTEM*					t. OTHER <i>(Specify)</i>					
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED					REJECTED					
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>										
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i> ACCEPTED					REJECTED					
15. REMARKS										
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>					
SECTION III - POST LOADING INSPECTION										
<i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>						ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
						SAT		UNSAT		
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR										
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT										
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT										
21. PROPER PLACARDS APPLIED										
22. SHIPPING PAPERS/DD FORM 636 FOR GOVERNMENT VEHICLE SHIPMENTS										
23. COPY OF DD FORM 626 FOR DRIVER										
24. SHIPPED UNDER DOT SPECIAL PERMIT 868										
25. INSPECTOR SIGNATURE <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>					
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>					

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (\*) apply to commercial operators or equipment only. Only items 2 through 7 are required to be checked at destination.

Items 1 through 5. Self explanatory.

Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements (AW 49 CFR 383).

Item 7. \*Enter the expiration date listed on the Medical Examiner's Certificate.

Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

b. \*Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. (49 CFR 376.12 and 376.11(c)(2)).

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. \*Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.

Item 9. \*Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection and perform DD Form 626 inspection.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (12.a. through 12.l.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (\*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (Continued)

Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring. Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

INSTRUCTIONS

SECTION II (Continued)

i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency Flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle. (49 CFR 393.24, 25, and 26)

j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83)

k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel system or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83)

l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 393.40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, and 55)

m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 393.207)

n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFR 393.70 and 71)

o. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 393.84)

p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated and properly mounted.

SECTION II (Continued)

q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than: 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes. (49 CFR 393.75)

r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely. (49 CFR 177.835(h))

s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.835(h))

t. Other Unsatisfactory Condition. Note any other condition which would prohibit the vehicle from being loaded with hazardous materials.

Item 14. For AASE and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. The OTTS Message Display Unit, when operative, will display the signal "DTTS ON". The munitions carrier driver, when practical, will position the OTTS message display unit in a manner that allows the shipping inspector or other designated shipping personnel to observe the "DTTS ON" message without climbing aboard the cab of the motor vehicle.

SECTION III - POST LOADING INSPECTION

General Instructions.

All items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.

Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.

Item 19. Check to ensure the load is secured from movement in accordance with applicable service outload drawings.

Item 20. Check to ensure seal(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.

Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR 172.504.

Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR 172.201 and 202. For shipments transported by Government vehicle, shipping paper will be DD Form 836.

Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.

Item 24. Applies to Commercial Shipments Only. If shipment is made under DOT Special Permit 868, ensure that shipping papers are properly annotated and copy of Special Permit 868 is with shipping papers.



JUL 06 2011

## APPENDIX F

## ROUTING INSTRUCTIONS FOR GOVERNMENT AMMUNITION VEHICLES

1. Hazardous materials are defined as "a substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing unbreakable risk to health, safety, or property when transported in commerce, and which has been so designated."
2. Ammunition and explosives are hazardous materials and require special care in handling and transportation.
3. Ammunition and explosives transported to or from the Camp Lejeune ASP will be transported via the following routes. Deviation to established routes shall not be made except, in case of emergency, as outlined in page 4-21, paragraph 4-11 of reference (ah).
  - a. Ammunition and explosives being transported to ranges at Marine Corps Air Station New River, Camp Geiger, Verona Loop, Greater Sandy Run or the Rifle Range area (i.e., B, K, L and M ranges) will be transported via the Sneads Ferry Gate.
  - b. Ammunition and explosives being transported for "R" ranges will be transported via Sneads Ferry, Piney Green Road, and NC Highway 172.
  - c. Ammunition and explosives being transported to "F" and "Q" ranges, where the firing point must be entered from NC Highways 172 and 24, will use the Triangle Outpost Gate at the intersection of Lyman Road and NC Highway 172.
  - d. Ammunition and explosives will not be transported on McHugh Boulevard past Gonzalez Road or past the intersection of Holcomb Boulevard and Sneads Ferry Road entering the Hadnot Point Area (Main Side). Small arms ammunition and saluting rounds are the only exceptions.
  - e. Ammunition and explosives will not be transported into any housing, troop billeting, administrative or industrial/maintenance areas, for any reason, except for security/reactionary force requirements.
  - f. Ammunition and explosives will not be transported into any housing, troop billeting, administrative or industrial/maintenance areas at Camp Johnson. The only exception is transportation of ammunition via Harlem Drive to unit armories

per Chapter 3, paragraph 4 of this Order. Only small arms ammunition may be used on the A-I range. Pyrotechnics and blanks may be used in the tactical training areas and tactical landing zones provided approval is granted by Range Control on the Training Area Request Form (TAR).

g. Primary traffic routes for intrabase movement of ammunition and explosives are Marine Road, Sneads Ferry Road, Lyman Road, and NC Highway 172 on base.

4. Units transporting ammunition or explosives to other installations (e.g., Fort Bragg or Fort Pickett) will request traffic routing instructions from Logistics Movement Coordination Center (LMCC) for each move.

5. The maximum speed limit for transporting ammunition and explosives is 45 MPH. Lower speed limits will be observed as posted.

6. Combat loading of artillery vehicles is authorized, with the following provisions:

a. Vehicles transporting artillery ammunition and gun crews are restricted to live-fire training areas only.

b. Vehicles with combat loaded ammunition and gun crews are prohibited from travel on the following roads aboard Camp Lejeune: Lyman Road, Highway 172 from Onslow Beach to Sneads Ferry Gate; Marine Road, and "any other part of Sneads Ferry Road."

c. The area between the Triangle Outpost Gate and Onslow Beach may be used to transport combat loaded vehicles when that portion of Highway 172 is blocked from normal through-traffic.

d. Where applicable, ammunition must be transported in original containers. Special attention must be given to securing separate loading projectiles and propelling charges.

e. Prior to leaving a live fire area, all vehicles transporting ammunition and explosives must meet all DOT, Marine Corps, and base regulations with regards to compatibility. Personnel shall not ride with ammunition or explosives.

APPENDIX G

EMERGENCY INSTRUCTIONS FOR MOTOR VEHICLE DRIVERS AND INITIAL  
 REPONSES  
 (DD FORM 836)

**HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT**

DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES									
1. a. NOMENCLATURE: b. MODEL NO.:			d. CONTAINER SEAL NO.:						
c. BUMPER NO.:			e. SERIAL NO.:						
			f. TCN NUMBER:						
2. SHIPPER NAME/ADDRESS/TELEPHONE NO./DATE OF PREPARATION							3. PAGE _____ OF PAGES		
4. CARGO (To be completed by the unit or shipper Transportation Office (TO))									
UN/ID NUMBER a.	PROPER SHIPPING NAME (Include RQ, Technical Names, Additional Information per 49 CFR 172.203, as required.) b.	HAZARD CLASS/DIVISION c.	SUBSIDIARY HAZARD d.	PACKING GROUP (PG) e.	PACKAGES		TOTAL NET QUANTITY h.	TOTAL AMMO (NEW) i.	
					NUMBER f.	KIND g.			
5. CONSIGNEE NAME									
6. REMARKS									
7. a. COPY OF EMERGENCY RESPONSE GUIDE NUMBER(S)									
b. EMERGENCY NOTIFICATION. In all cases of accident, breakdown or fire, promptly call emergency assistance telephone number(s) in Item 7c below and then shipper and/or consignee in Item 2 above, in that order.									
c. 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:									
DOD NON-EXPLOSIVE HAZMAT: 1-800-851-8061 AT SEA: COLLECT: 1-804-279-3131		DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: (703) 697-0218 or 0219 (COLLECT) OR DSN 227-0218 (WATCH OFFICER)		CHEMICAL/BIOLOGICAL WARFARE MATERIAL DUTY HOURS: DSN 584-3044, 584-7211, 584-6455, Comm. (410) 436-3044, (410) 436-7211, (410) 436-6455 AFTER DUTY HOURS: DSN 584-2148, Comm. (410) 436-2148 (Ask for TEU S3)		SECURE HOLDING: Non-AA&E: 1-800-524-0331 AA&E: 1-800-826-0794 OIL AND CHEMICAL SPILLS: NATIONAL RESPONSE CENTER (NRC) AND TERRORIST HOTLINE: 1-800-424-8802 AT SEA: 202-267-2675 (COLLECT)		DOD RADIOACTIVE MATERIALS: ARMY: (703) 697-0218 (COLLECT) USAF: (202) 767-4011 (COLLECT) USN/MC: Use 24-hour emergency response phone number provided by USN/MC activity initiating shipment. DLA: 1-800-851-8061 (AT SEA: (804) 279-3131)	
8. SHIPPER'S CERTIFICATION This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the regulations of the Department of Transportation.									
a. TYPE OR PRINT NAME OF SHIPPER CERTIFIER				c. SIGNATURE(S) OF VEHICLE OPERATOR(S)					
b. SIGNATURE OF SHIPPER CERTIFIER AND DATE									

DD FORM 836, DEC 2007

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

**HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT**

JUL 06 2011

**HAZMAT INST // HAZMAT INST // HAZMAT INST // HAZMAT INST****INSTRUCTIONS FOR COMPLETING DD FORM 836,  
DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION  
FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES****GENERAL**

DD Form 836 will be completed by a qualified\* individual from a transportation office, unit or other organization offering Hazardous Material (HAZMAT) for transportation in areas accessible to the general public.

\*An individual is considered qualified to complete and sign (certify) DD Form 836, only after having satisfactorily completed either a DOD authorized HAZMAT Course from one of the DOD-approved schools listed in the Defense Transportation Regulation (DTR) or military technical specialist training in accordance with the DTR, Chapter 204, Paragraph D. This person will be appointed in writing by the activity or unit commander, to include scope of authority and expiration date of training.

Item 1. Fill in the nomenclature, model number, TCN, and bumper number/serial number of the vehicle/container. For containers carrying sensitive or classified items, the container security seal is required.

Item 2. Enter the shipper's address and telephone number of the HAZMAT origination and date of preparation. Telephone number is for NOTIFICATION PURPOSES ONLY. Emergency assistance will be obtained from the 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBER(S) in Item 7c. on the first page of this form.

Item 3. Self-explanatory.

Item 4a. Enter the identification numbers, e.g., NA, UN. The letters "UN" or "NA" must be noted. "NA" may not be used for OCONUS.

Item 4b. Enter the proper shipping name of the HAZMAT and if applicable include the technical name. (Enter additional information as required by 49 CFR, 172.203 - Example: RQ, Inhalation Hazard.)  
NOTE: In the case of multiple HAZMAT items on the same form with different emergency response telephone numbers, each phone number will be annotated below or adjacent to the HAZMAT item to which they apply.

Item 4c. Enter the Hazard class/division and, if applicable, the Compatibility Group.

Item 4d. Enter the subsidiary hazard of the material if applicable.

Item 4e. Enter the packing group (e.g. I, II, or III) of the HAZMAT.

Item 4f. Enter the total number of packages/items.

Item 4g. Enter the type of packaging (e.g., container, box, drum, pallet), the HAZMAT is packed in.

Item 4h. Enter the total net quantity for non-explosive material in metric measure. US measure may be added in parentheses underneath the metric measure. For ammunition, enter the total number of rounds/articles. Exception: Net total quantity is not required for bulk packages, empty packages, and cylinders of Class 2.

Item 4i. Enter total Net Explosive Weight (NEW) in kilograms for ammunition/ explosive (Class 1 items). NEW information is found in the Joint Hazard Classification System (JHCS) in the entry for the NEW (Transportation Quantity). Example: 27.231 kg.

Item 5. Enter the six digit Department of Defense Activity Address Codes (DODAAC) and/or the clear geographical location of the ultimate consignee of the HAZMAT shipment. If this is a unit move, the unit name will be the same as that for Item 2.) Additional information if needed can be annotated in Item 6.

Item 6. Additional handling instructions/information.

Item 7a. Enter Emergency Response Guide Number.

Item 7b. Self-explanatory. Call 24-hour Emergency Response number(s) circled in Item 7c first and then shipper.

Item 7c. Circle emergency response telephone number.  
NOTE: For Radioactive Material Shipments only: Circle numbers and cross out those numbers that do not apply, e.g., Army shipments - cross out all but Army's radioactive response number.

Item 8. Certifying person must type or print name legibly in 8a. and must sign in writing (longhand) and add the date signed in 8b.

Item 8c. Self explanatory.

**NOTES:**

1. Units returning from firing range must have a certified or qualified person to ensure that all HAZMAT is properly repackaged and secured (i.e. braced, blocked, and tied down) prior to being transported back to base. See exception below.

2. Completion of a new DD Form 836 is not required. Original DD Form 836 may be used provided that:

a. Change Item 2 (Date Prepared).

b. Change Item 4. (Cargo):

(i) HAZMAT used will be deleted from form by crossing out or lining through.

(ii) HAZMAT that remains, but is in different quantities, will have the correct amounts entered in the section(s).

**EXCEPTION:**

c. Change Item 8b.:

(i) A qualified individual (if available) must sign in writing (longhand). If a qualified individual is not available, then the Officer-In-Charge (OIC) or Non-Commissioned Officer-In-Charge (NCOIC) must sign in writing (longhand) to verify that the above procedures have been performed for the return trip to base.

(ii) Cross out original signature if different certifier will be used.

DD FORM 836 (BACK), DEC 2007

**HAZMAT INST // HAZMAT INST // HAZMAT INST // HAZMAT INST**

APPENDIX H

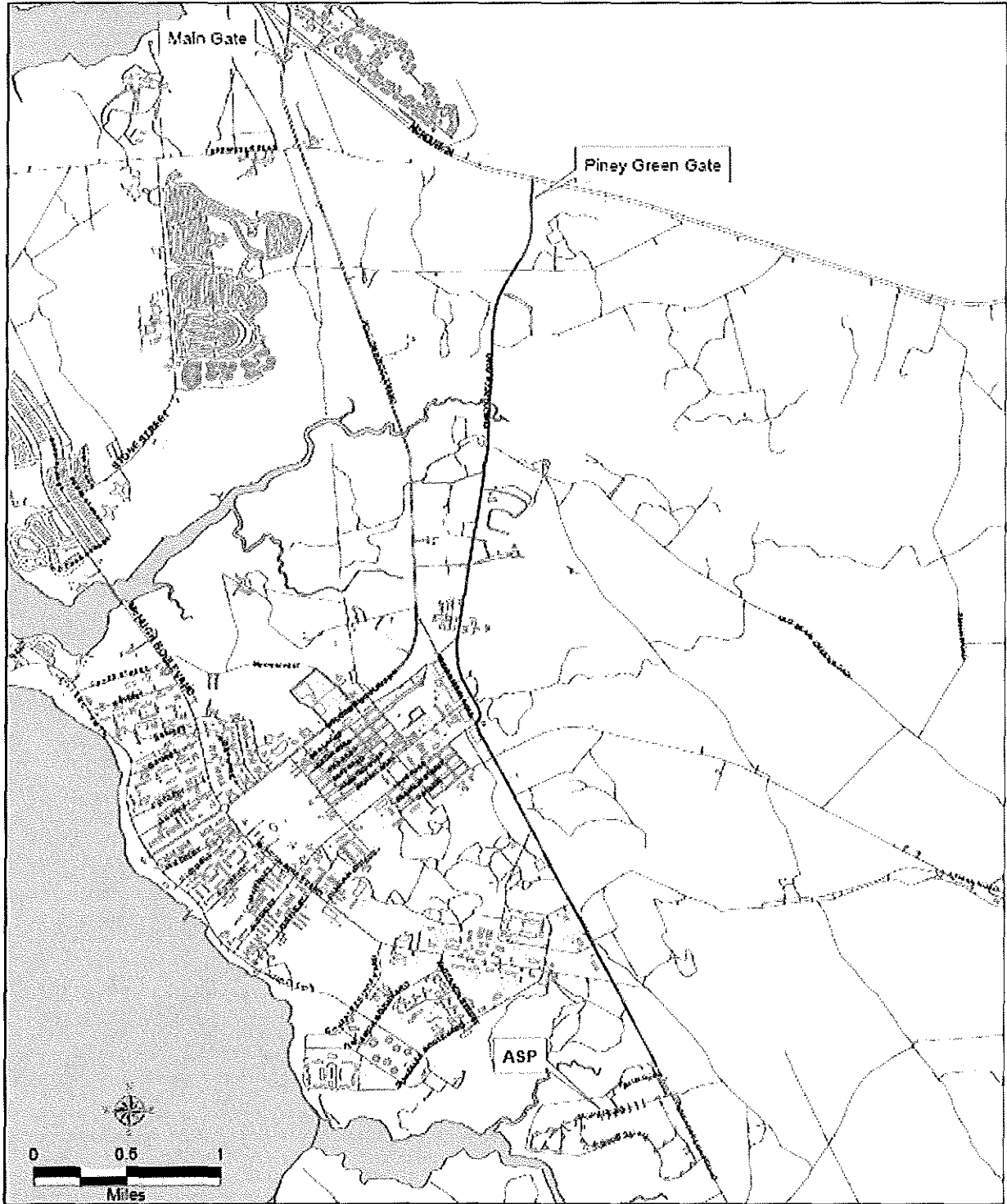
SIGNATURE AND TALLY RECORD  
 (DD FORM 1907)

SIGNATURE AND TALLY RECORD (See DoD 4500.9-R for guidance) (Use of equivalent carrier-furnished signature and tally record is acceptable.)		OMB No. 0702-0027 OMB approval expires Oct 31, 2008		
<p>The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0702-0027). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.</b></p>				
<b>DISTRIBUTION INSTRUCTIONS</b>				
<p>(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier.            (2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier.            (3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained.            (4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.</p>				
<b>SECTION I - TO BE COMPLETED BY THE SHIPPER</b>				
1a. SHIPPER NAME		b. ORIGIN		
2. PROTECTIVE SERVICE REQUESTED		3. COMMERCIAL BILL OF LADING NUMBER		
4a. CONSIGNEE NAME		b. DESTINATION		
5. PERMIT NUMBER (If any)		6. TRANSPORTATION CONTROL NUMBER		
7. ROUTING		8. WEIGHT	9. CUBE	
10. SPECIAL INSTRUCTIONS			11. DATE SHIPMENT TENDERED TO CARRIER (YYYYMMDD)	
12. NAME OF CARRIER			13. NUMBER OF PIECES	
14. TYPE OF PACKAGE(S) (For unsealed loads only) OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS (For sealed loads only)		15. FREIGHT CLASSIFICATION DESCRIPTION		
<b>SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT</b>				
<b>16. CUSTODY RECORD</b>				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED (YYYYMMDD) e.



APPENDIX I


ROUTING INSTRUCTIONS FOR COMMERCIAL AMMUNITION VEHICLES



JUL 06 2011

APPENDIX J

U.S. GOVERNMENT BILL OF LADING  
(STANDARD FORM 1103)

U.S. GOVERNMENT BILL OF LADING		ORIGINAL	B/L NO. 
1. TRANSPORTATION COMPANY TENDERED TO	2. SCAC	3. DATE B/L PREPARED	4. ROUTE ORDER/RELEASE NUMBER
5. DESTINATION (Name, address and ZIP code)	6. SPLC (Dest.)	8. ORIGIN (Name, address and ZIP code)	
	7. SPLC (Orig.)		
9. CONSIGNEE (Name, address and ZIP code of installation)	10. GBLOC (Cons.)	11. SHIPPER (Name, address and ZIP code)	
12. APPROPRIATION CHARGEABLE	13. BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP)		
14. VIA (Route shipment when advantageous to the Government)			AGENCY LOC CODE
15. MARKS AND ANNOTATIONS (if extra services are ordered, see Administrative Directions No. 2 on reverse)			



BO 8020.1C  
 JUL 06 2011

16. PACKAGES			17.	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible;			19. WEIGHT*	FOR USE OF BILLING CARRIER ONLY			
NO	KIND	HM		CLASSIFICATION ITEM NO.			(Pounds only)	Services	Rate	Charges	
								TOTAL CHARGES			
20. TARIFF/SPECIAL RATE AUTHORITY				21. PICKUP SERV. FURNISHED			SHIPPER'S INITIALS	22. CARRIER WAY/FREIGHT BILL NO. AND DATE			
				VEHICLE FULLY LOADED							
23. STOP THIS SHIPMENT AT			24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS								
			INITIALS & NO.		SERIAL NUMBERS		LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED
							ORDERED	FURNISHED	ORDERED	FURNISHED	
FOR:			APPLIED BY								
26. CARRIER'S PICKUP DATE (Year, month, & day)			26a. SIGNATURE OF AGENT				26b. PER		B/L NUMBER		
27. MODE	28. ESTIMATE	29. NO. OF CLS/TLS	30. TYPE RATE	31. PSC	32. REASON	Received by the transportation company named above, subject to conditions named on the reverse side hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.					
FOR USE OF ISSUING OFFICE						CERTIFICATE OF CARRIER DELIVERY - CONSIGNEE MUST NOT PAY ANY CHARGES					
33a. ISSUING OFFICE (Name and complete address)						34a. DELIVERED ON (Year, month, & day)		34b. AT (Actual delivery point)			
						33b. GBLOC		34c. BY (Name of delivering carrier)			
33c. ISSUING OFFICER						34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED					
						<input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED					
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY					33e. DATED	<input type="checkbox"/> CARRIER OS&D REPORT ATTACHED <input type="checkbox"/> DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/> ACCESSORIAL SERVICES CERTIFICATION ATTACHED		34f. NAME OF BILLING CARRIER			
33f. FOB POINT NAMED IN CONTRACT							34g. SIGNATURE OF CARRIER'S AGENT				

\*Show also cubic measurements for shipments via air, truck or water carrier in cases where required

NSN7540-00-856-1476

1103-121

STANDARD FORM 1103 (Rev. 4-85)  
 DESIGNED BY GSA, FORM 1103 (REV. 10) AT 3

APPENDIX K

AMMUNITION AND EXPLOSIVES SAFETY CHECKLIST ARMORIES AND GUARD FORCES

UNIT:		BUILDING NUMBER:	
INSPECTED BY:		UNIT REPRESENTATIVE:	

ARMORY INSPECTION

- Ref: (a) MCO P8020.10B  
 (b) MCO 5530.14A  
 (c) NAVSEA OP 5. Volume 1, Seventh Revision  
 (d) UM4400-124  
 (e) MCO P4400.150  
 (f) MCBul 8011

ARMORY INSPECTION CHECKLIST	YES	NO	N/A
1. Does unit maintain security and safety ammunition in unit armories and guard force locations? Chapter 5, Paragraph 7b(1)(2) of reference (a).			
2. Is the unit authorized to store limited quantities of Class 1.3 and 1.4 ammunition by the Installation Commander? Chapter 5, Paragraph 7b(1)(2) of reference (a)			
3. Is security arms ammunition held by the unit stored in accordance with current regulations? Chapter 8, paragraph 8006, 1b(2) of reference (b).			
4. Is security ammunition subcustodied using Equipment Custody Receipts (NAVMC 10359)? Part III, Section 10, paragraph 10.2b of reference (d).			
5. Is dummy ammunition properly recorded on appropriate NAVMC 10774s/mechanized listings and subcustodied using Equipment Custody Receipts? (NAVMC 10359) chapter 7, paragraph 7002.4(b) of reference (e) and part III, section 10, paragraph 10.2b of reference (d).			
6. Is the Commanding Officer/OIC assigning in writing an Officer/SNCO to conduct and document a monthly inventory for all ammunition held by the command (armories, RSL(s), and magazines)? Chapter 7, paragraph 7002.4g of reference (e).			
7. Is a physical inventory conducted and documented			

monthly for all ammunition held? Chapter 7, paragraph 7002.4g of reference (e).			
8. Does the quantity of Class 1.3 and 1.4 security ammunition held by the unit exceed the amount authorized by CG, MCB Ltr 8020 ESO/1? Chapter 5, paragraph 7b(1)(2) of reference (a).			
<b>ARMORY INSPECTION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
9. Does the quantity of Class 1.3 and 1.4 security ammunition held by the unit exceed the NEW amount authorized by CG, MCB Ltr 8020 ESO/1? Chapter 5, paragraph 7b(1)(2) of reference (a).			
10. Are building spaces kept clean at all times? Paragraph 2-1.5.1 of reference (c).			
11. Are flammable materials properly stored? Paragraph 8-3.3.2 of reference (c).			
12. Is smoking allowed in armory? If so are areas designated in writing by Commanding Officers, at specified times and under specific conditions? Paragraph 4-1.6.2 of reference (c).			
13. Is approved fire fighting equipment available for use? Paragraphs 4-1.5 and 4-3.6 of reference (c).			
14. Are armories familiar with the fire hazards, fire fighting equipment and appropriate action to take if a fire emergency develops? Paragraphs 4-1. and 4-1.1 of reference (c).			
15. Are operations and equipment so arranged that all persons have unobstructed exit paths? Paragraph 2-1.5.2 of reference (c).			
16. Are fire and chemical hazards indicators correct and posted? Paragraph 4-4.2.9 of reference (c).			
17. Does unit have an AA&E SNCO/Officer and A&E Audit Verification SNCO/Officer appointed in writing? Chapter 7 paragraph 7002.4c of reference (e).			
18. Are Placement of symbols coordinated with the station fire department? Paragraph 4-3.2. and 4-4.2.9 of reference (c).			
19. Is an up-to-date listing of building numbers with fire symbols of armories/alert security forces provided to the Base Fire department as changes occur? Paragraph 4-3.2 of reference (c).			
20. Has inert ordnance used for display, training, or other purposes been properly certified? Chapter 4, paragraph 3 of reference (a), paragraph 2-1.4.6 of reference (c), and paragraph 1014.3 of reference (f).			
21. Are certified items properly labeled and/or marked? Chapter 4, paragraph 3 of reference (a),			

paragraph 2-1.4.6 of reference (c), and paragraph 1014.3 of reference (g).			
22. Are items recorded on the Record of Certification and Identification Form? Chapter 4, paragraph 3 of reference (a), paragraph 2-1.4.6 of reference (c), and paragraph 1014.3 of reference (g).			
<b>ARMORY INSPECTION CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
23. Are empty ordnance containers inspected, marked, sealed, and properly certified? Are all previous markings indicating the presence of hazardous materials removed/obliterated? Paragraph 11-1.5 of references (a) and (c).			
24. Is/are the lot number(s) of locally stored ammunition being checked against incoming NAR's? Paragraph 2-1.4.11 of reference (c) and part III section 10 Paragraph 10.2.2 of reference (d).			
25. Has the Commanding Officer appointed in writing an Explosives Safety Representative (ESR) for the unit? Chapter 9, Paragraph 10 of reference (a).			
26. Are 1.3G Pyrotechnics checked to ensure the primer is not exposed to the elements and for deterioration? Paragraph 11-8.14.6 of reference (c).			

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## PROGRAM 08 AMMUNITION AND EXPLOSIVES PHYSICAL SECURITY

UNIT:		BUILDING NUMBER:	
INSPECTED BY:		UNIT REPRESENTATIVE:	

## PROGRAM 08 AA&amp;E PHYSICAL SECURITY

Ref: (a) MCO 5530.14A

ELEMENT .01 - GENERAL POLICIES	YES	NO	N/A
1. Are initial screenings conducted for persons with A&E security related duties? Does the command ensure security personnel are U.S citizens, mature, stable, and have shown a capability to perform assigned tasks in a dependable manner? Paragraph 8002, 1a(1)-(4) and Appendix I of reference (a).			
2. Are A&E security-related persons screened annually? Paragraph 8002, 1d(2) and Appendix I of reference (a).			
3. Are dates of screening, rescreening, and associated interviews entered in person's training record and kept for at least one year after termination of assignment? Paragraph 8002, 1d(2) and Appendix I of reference (a).			
4. Have all persons with access to firearms and ammunition signed forms indicating that they have not been convicted of domestic violence? DD Form 2760, Dec 2002			
5. Have commands possessing AA&E established an AA&E Training Program for personnel with AA&E duties? Paragraph 8002, 3 of reference (a).			
6. Do Clearing Barrels provide personnel a safe and effective means to properly clear, load and unload their assigned weapon(s)? Paragraph 8000, 15a-e of reference (a).			
7. Are clear zones for AA&E facilities being maintained? Paragraph 5012 of reference (a).			
8. Do contingency plans and disaster preparedness plans include additional security protection for AA&E during periods of special vulnerability; e.g., natural disasters, emergencies, and increased terrorist/criminal threat? Paragraph 8000, 4b of reference (a).			

<b>ELEMENT .02 - ESS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
9. Has the local contractor used to install, inspect, and maintain IDS, been approved by MCES TSA and has the contractor provided an Installation Design Plan (IDP) to the MCES TSA for approval? Paragraph 6003, 3b of reference (a).			
10. Does the IDS include a control station where alarms sound and from which a response force can be dispatched? Paragraph 6003, 3f of reference (a).			
11. Does the control station maintain an electronic log of all alarms with required information? Paragraph 6003, 3h of reference (a).			
12. Are these logs kept at least 3 years and reviewed to identify correct IDS problems? Paragraph 6003, 3h of reference (a).			
<b>ELEMENT .02 - ESS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
13. Is a backup independent power source of 4 hours minimum duration provided for the IDS protecting the AA&E? Paragraph 6003, 7c of reference (a).			
14. Are IDS systems tested upon installation and at least quarterly thereafter by PMO, unit personnel, and contracted maintenance technicians? Are tests results maintained for a period of three years? Paragraph 6005, 4 of reference (a).			
15. Is an Anti-Intrusion Barrier (AIB) installed as an IDS component on all risk Category I & II A&E storage facilities and armory active doors if the AIB is compatible with the door and locking system? Paragraph 8006, 1a(3) of reference (a).			
<b>ELEMENT .03 - SECURITY FORCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
16. Are all guard checks recorded for 3 years? Do physical checks include all doors, locks, and windows? Paragraph 8002, 5c(1)(2) of reference (a).			
17. DO all personnel assigned duties with a security force meet the minimal training requirements? Paragraph 4007, 1-8 of reference (a).			
18. Does armed response force respond to AA&E storage areas within 10 minutes of an alarm? Paragraph 8002, 5a of reference (a).			
19. Is the unit(s) security force drilled at least semi-annually in response to threats at AA&E storage			

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areas? Paragraph 8009, 4 of reference (a).			
20. Are dates, times, and results of security force drills recorded and kept for three years? Paragraph 8009, 4 of reference (a).			
21. Are security patrols conducted by military, civil service, or contractor personnel? Paragraph 8002, 4c of reference (a).			
<b>ELEMENT .03 - SECURITY FORCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
23. Is the security force trained in the authorized use of deadly force? Paragraph 8002, 3 of reference (a).			
24. Is a statement acknowledging deadly force training signed by each member of the security force and filed in their training record? Paragraph 8002, 1d(3) of reference (a).			
25. Are security force orders being published and maintained for the installation? Paragraph 4006 of reference (a).			
26. Are inspections and guard checks increased at night, on weekends, and holidays? Paragraph 8002, 5c of reference (a).			
27. During normal working hours are entry and exit points into the Ammunition Supply Point controlled by a guard, whose primary responsibility is access control? 8002, 5b			
28. Is a reliable radio and at least one other back-up means of communication available at all AA&E storage sites? Paragraph 4008, 3a-b and 8013 of reference (a).			
29. Is there a duress system in place to call for assistance? Paragraph 4008, 3b of reference (a).			
<b>ELEMENT .04 - LIGHTING CAT I &amp; II</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
30. Is security lighting provided for all armories and category I and II A&E storage areas? Paragraph 3011, (1)(2)(3). and 8012 of reference (a).			
<b>ELEMENT .04 - LIGHTING CAT I &amp; II</b>			
31. Is the light bright enough to allow adequate observation by guards at night? Paragraphs 3001 and 8012 of reference (a).			
<b>ELEMENT .05 - READY FOR ISSUE (RFI)</b>			
32. Are RFI AA&E spaces, which do not meet high security hardware and construction standards, constantly manned by armed guards with communication equipment? Paragraph 8016, 1 of reference (a).			

33. Are the contents of the RFI storage areas that do not meet the requirements inventoried at each change of watch? Paragraph 8016, 3 of reference (a).			
34. Is access to this RFI storage area limited? Paragraph 8016, 4 of reference (a).			
<b>ELEMENT .06 - KEYS AND LOCKS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
35. Are all personnel authorized access to AA&E keys designated in writing by the commanding officer? Paragraph 8010 of reference (a).			
36. Are keys to AA&E facilities maintained separately from other racks, containers, and miscellaneous keys? Paragraph 8010, 2 of reference (a).			
<b>ELEMENT .06 - KEYS AND LOCKS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
38. Are access lists kept out of public view? Paragraph 3005, 13 of reference (a).			
39. Are cores to locks replaced immediately when associated keys are lost, misplaced, or stolen? Paragraph 3005, 6c of reference (a).			
40. Are replacement or spare locks, cores, and keys secured to prevent unauthorized access to them? Paragraph 3005, 6b of reference (a).			
41. Is the Access Control Officer and the lock and key custodian designated in writing? Paragraph 3005, 1-2 of reference (a).			
42. Is a key control register containing all required information maintained to ensure accountability of keys? Paragraph 3005, 6 of reference (a).			
43. Are key control registers kept for at least 3 years after the last entry date? Paragraph 3005, 6 of reference (a).			
44. Are locks and keys inventoried semi-annually? Paragraph 3005, 6f of reference (a).			
45. Are lock and key inventory records kept for at least three years? Paragraph 3005, 6f of reference (a).			
46. Are security locks, padlocks, and lock cores designated as high security rotated annually? Paragraph 3005, 4 of reference (a).			
<b>ELEMENT .07 - SECURITY SURVEYS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
47. Are AA&E Physical Security Surveys conducted every 12 months? Subsequent surveys will not exceed (365 days). Paragraph 3001, 5a(2) of reference (a).			



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48. Are records of the three most recent Physical Security Surveys kept for review? Paragraph 3001, 12 of reference (a).			
<b>ELEMENT .07 - SECURITY SURVEYS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
49. Does survey information include: corrective action on previously noted deficiencies; review of orders, waivers and exceptions? Paragraph 3001, 13 of reference (a).			

UNIT:		BUILDING NUMBER:	
INSPECTED BY:		UNIT REPRESENTATIVE:	

PROGRAM 15 INVENTORY MANAGEMENT PART II

- Ref: (a) MCO P4400.150E  
 (b) MCO P8020.10B  
 (c) NAVSEA OP-5, Volume 1  
 (d) NAVSUP P-801  
 (e) DoD 4000.25-2-M  
 (f) MCO 5530.14A  
 (g) MCO P4400.151B

<b>ELEMENT 01 - PHYSICAL INVENTORY CONTROL PROGRAM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are physical inventories being conducted semi-annually for Controlled Inventory Item Code (CIIC), Category I, non-nuclear missiles and rockets; and annually for all other ammunition? Are the inventories recorded on the NAVMC Form 10774 or automated record? Paragraphs 7002.4i and 7002.4j of reference (a).  Note: Review the master asset list and compare it to the inventory records for annual inventories. Review the master asset list, identifying Category I missiles and rockets and compare it to the inventory records for semi-annual inventories.			
2. Has the Commanding Officer appointed, in writing, an Officer/Staff Non-Commissioned Officer to conduct and document monthly inventories of ammunition that is stored in a local magazine or armory controlled by the unit? Paragraph 7002.4g of reference (a).			

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Note: Observe the appointment letter			
3. Are appropriate procedures in place for ammunition with mixed or lost lot identity? Paragraph 4008.4 of reference (g).			
Note: Review the SOP, local directives, and asset records to determine that, in accordance with the reference small arms ammunition without lot number identity, which is otherwise serviceable, is returned to a serviceable condition code where possible.			
<b>ELEMENT 02 - PROGRAM MANAGEMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are all ammunition receipts, expenditures, and turn-in documented on NAVMC Form 11381? Paragraphs 7002.5a and 7002.7c-d of reference (a).			
Note: Review the records file; match issue/receipt documents to the expenditure report (NAVMC Form 11381) comparing the dates/times and inspecting for accuracy.			
2. Are expenditure reports (NAVMC Form 11381), completed at the range by the officer-in-charge and the ammunition technician (to include signatures of both parties) prior to any ammunition leaving the range for transport to the ammunition supply point or armory? Paragraphs 7002.4o of reference (a).			
Note: Review the records file; match issue/receipt documents to the expenditure report comparing dates and inspecting for accuracy. Also, review the SOP and conduct personnel interviews checking for the requirement and compliance.			
3. Has the unit submitted expenditure reports for serialized ammunition assets? Paragraph 7005 of reference (a).			
Note: Review the TAMIS allowance accounting record for serial-controlled items. Verify that the number of serial-controlled items reported as expended match the total number of serial-controlled items deducted from the year's allowance. Compare the results of the TAMIS query to the expenditure reports submitted.			
4. Is the unit reporting all ammunition malfunctions that occur? Paragraph 7007.6 of reference (a).			
Note: Compare expenditure reports (NAVMC Form 11381) to the malfunction report file and conduct interviews of personnel.			

<p>5. If the unit stores non-DOD ammunition, do they have the required approval? Chapter 3, paragraph 3 of reference (b).</p> <p>Note: Review master asset list for non-DOD ammunition and compare any such items to the required approval letters.</p>			
<p>6. If the unit is storing ammunition, are they holding no more than their annual training allocation? Paragraph 7002.4n of reference (a).</p> <p>Note: Compare the master asset list to the authorization letters.</p>			
<p><b>ELEMENT 02 - PROGRAM MANAGEMENT</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>	<p><b>N/A</b></p>
<p>Note: Review the master asset list to identify such items and inspect the individual records for the required date. Review the SOP and local directives and interview the appropriate personnel to determine that the oldest assets are issued first based on the date of manufacture.</p>			
<p><b>ELEMENT 03 - NOTICE OF AMMUNITION RECLASSIFICATION</b></p>			
<p>1. Is the latest edition of, NAVSUP P-801 on hand?</p> <p>Note: Observe the publication.</p>			
<p>2. Are Notices of Ammunition Reclassification (NAR) processed within three working days of receipt (24 hrs for Urgent NARS) including reviewing assets and updating stock records? Paragraph 2-1 of reference (d).</p> <p>Note: Review the NAR file and NAR cross-reference file to determine applicable NARS. Inspect the asset records for affected assets comparing date of the NAR to the date of action. Observe that required action was taken.</p>			
<p>3. Have NAR, Ammunition Information Notice, Overhead Fire Notice, and cross-reference files been established in numerical sequence for each DODIC/NALC either electronically or hard copy? Paragraph 2-1.1.1.a of reference (d).</p> <p>Note: Compare the master asset list to the NAR, AIN, OHF files, and NAR cross-reference file.</p>			
<p><b>ELEMENT 04 - INVENTORY ACCURACY</b></p>			
<p>1. Is the property accountability record accurate to a minimum of 95% (includes material identification</p>			

and count)? Paragraph C7.2.12.4 of reference (e).  Note: Conduct an inventory of all items stored and on record.			
<b>ELEMENT 05 - AMMUNITION ACCOUNTING</b>			
<b>AMMUNITION LOT RECORDS OR MASTER ASSET FILE</b>			
1. Are ammunition/NSN Lot Number Records NAVMC Form 10774 cards or automated records prepared and maintained for each Ammunition NSN/Lot Number of ammunition held? Paragraph 7002.4b of reference (a).  Note: Conduct an inventory and match it to the master asset list.			
<b>ELEMENT 05 - AMMUNITION ACCOUNTING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>AMMUNITION LOT RECORDS OR MASTER ASSET FILE</b>			
3. Is dummy and inert training ammunition maintained and accounted for as non-expendable material? Paragraph 7002.4b of reference (b).  Note: Determine that dummy/inert material is maintained and compare that material to the master asset list.			
<b>GAINS AND LOSSES</b>			
4. Are all gain/loss transactions that affect the accountable balance vouchered? Paragraph 2004.6e of reference (a).  Note: Review the asset records for gain/loss transactions and compare transactions to the voucher file or ensure that the voucher contains the following: <ul style="list-style-type: none"> <li>- Commanding Officer or Acting Commanding Officer's Signature.</li> <li>- Explanatory note for the gain or loss.</li> <li>- Missing, Lost, Stolen or Recovered report on applicable items.</li> <li>- Completed reports of investigation if applicable.</li> </ul>			
<b>AUDIT TRAIL HISTORY</b>			
5. Are the ammunition lot number, condition code, NSN, document number and quantity recorded on all documentation that form the audit trail; master asset listing (NAVMC Form 10774 or automated), change of custody transactions, and gain/loss transactions? Paragraph 2004.1a of reference (a).			
6. Are expenditure reports and turn-in documents			

<p>submitted to the unit ammunition Audit and Verification Officer? Paragraph 7002.7d of reference (a).</p> <p>Note: Review expenditure report and turn-in files for evidence that the Audit and Verification Officer is receiving the documents.</p>			
<p>7. Is the Unit Ammunition Audit and Verification Officer certifying ammunition Expenditure Reports (NAVMC Form 11381)? Paragraph 7002.5a of reference (a).</p> <p>Note: Review the NAVMC Form 11381's to determine that certification has occurred.</p>			
<p>8. Are inactive asset records and supporting documentation on file for two years from the last date of adjustment? Paragraph 7002.4p of reference (a) and Paragraph 0004.1k of reference (g)</p> <p>Note: Inspect the inactive files.</p>			
<p><b>ELEMENT 05 - AMMUNITION ACCOUNTING</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>	<p><b>N/A</b></p>
<p>9. Are disparities in physical inventory counts and the accountable balance that cannot be reconciled made the subject of investigative action? Paragraph 2004.3 of ref (a)</p>			
<p><b>ELEMENT 05 - AMMUNITION ACCOUNTING</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>	<p><b>N/A</b></p>
<p><b>AUDIT TRAIL HISTORY</b></p>			
<p>Note: Review the asset records for gain/loss entries and review the voucher file for those entries for record of investigation.</p>			
<p><b>ELEMENT 06 - ARMS, AMMUNITION, AND EXPLOSIVES</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>	<p><b>N/A</b></p>
<p>1. Is initial and annual screening conducted and documented on NAVMC Form 11386 for personnel who account for, maintain, and distribute AA&amp;E in performance of their primary duties, being conducted? Paragraph 8002, 1a(1) and Appendix I of reference (f) pertains.</p> <p>Note: Review the personnel assignments list and determine that a NAVMC Form 11386 has been completed for appropriate personnel.</p>			
<p>2. Has the AA&amp;E Officer conducted a review of the account, to include completing a wall-to-wall inventory, and have the findings been reported to the commander within 30 days of the appointment? Paragraph 7002.6 of reference (a).</p>			
<p>Note: Observe the results of the inventory and</p>			

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determine that they were conveyed to the Commanding Officer.			
3. Is the Unit ammunition Audit and Verification Officer conducting quarterly audits of the unit's accountability procedures? Paragraph 7002.5b of reference (a).			
Note: Observe the results of the audits.			

APPENDIX L

PERSONNEL SCREENING FORM FOR AMMUNITION AND EXPLOSIVES  
AA&E SCREENING PACKAGE  
 FOR OFFICIAL USE ONLY

NAVMC 11386 (04-00) (EF)  
 FOUO - Privacy Sensitive when Filled In.

PERSONNEL SCREENING FORM  
 FOR ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)  
 (REV DTD 29 JAN 00)

Screening (check one):  INITIAL  ANNUAL

Ref: (a) MCO 5530.14 \_\_\_\_\_  
 (b) MCO P440.150 \_\_\_\_\_

Individual Being Screened		
Rank:	Name:	
SSN:	MOS:	BBel:
Date of screening:	Signature:	

Individual Conducting Screening		
Rank:	Name:	
SSN:	MOS:	BBel:
Date of screening:	Signature:	

SUBJECT	YES	NO	N/A	REMARKS
Individual's medical record has been screened by a competent medical authority. There are no medical conditions that would prevent this individual from handling AA&E.				
Individual's service record book or officer qualification record has been screened. There is no derogatory information that would prohibit this individual from handling AA&E.				
Individual has no pending legal action and/or convictions by court-martial, civilian courts, or non-judicial punishment that would prohibit this individual from handling AA&E.				
Individual demonstrates the requisite maturity, judgment, and leadership required to handle AA&E.				
Has the individual had a National Agency Check (NAC) or Entrance National Agency Check (ENTNAC) completed and is the result posted in the MMS system?				
Has the individual qualified with the required security weapon within the last 12 months?				
Has the individual completed instruction in the use of deadly force in the last three months and signed a deadly force certification if required to be armed in the performance of his/her duties?				

Based on the above information, I have determined that the subject individual (check one):

- does meet the personnel screening requirements to handle AA&E in performance of their regular duties.
- currently does not meet the personnel screening requirements to handle AA&E in performance of their regular duties. Individual will be re-evaluated in \_\_\_ days.
- can not meet the personnel screening requirements to handle AA&E in performance of their regular duties. A summary of the findings for non-qualification are attached. If appropriate, the command will request that action be taken to re-train and/or reassign subject individual to an occupational field not requiring routine handling of AA&E.

Retention: This Record will be maintained for one year after termination of the individual's assignment, or one year after final interview if the individual is disqualified during the screening or re-screening process.

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UNITED STATES MARINE CORPS  
UNIT HEADING

BO 8020.1C

IN REPLY REFER TO:  
5530  
Ord  
Date

From: Arms, Ammunition, and Explosives (AA&E) Officer  
To: Medical Officer

Subj: MEDICAL SCREENING FOR AA&E DUTIES ICO LCPL JOE B.  
MARINE XXX XX 6789/21XX

Ref: (a) MCO 5530.14A  
(b) BO 8020.1C

1. Please screen the above individual's health record for assignment to Arms, Ammunition, and Explosives (AA&E) duty. A positive response to any of the questions listed below may disqualify the individual from assignment to working with AA&E in the performance of his/her duties.

- a. Does the Marine have history of alcohol abuse?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- b. Has the Marine been the subject of psychiatric evaluation?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- c. Has the Marine been treated for suicidal tendencies?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- d. Has the Marine been treated for depression?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- e. Has the Marine been treated for stress?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- f. Has the Marine been treated for drug abuse?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- g. Is the Marine under any permanent medication that might degrade his/her mental capacity?  
YES \_\_\_\_\_ NO \_\_\_\_\_

2. The above Marine's Medical Record Book has been reviewed.

\_\_\_\_\_  
MEDICAL OFFICER SIGNATURE AND DATE



BO 8020.1C

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UNIT HEADING

IN REPLY REFER TO:

5530

Ord

Date

From: Commanding Officer  
To: AA&E Officer

Subj: MONTHLY ADJUDICATION INQUIRY, C/O LCPL I. M. MARINE  
XXX XX 6789/21XX

Ref: (a) MCO 5530.14  
(b) BO 8020.1C

1. Per the reference the status of LCpl \_\_\_\_\_ NACLC has been verified, through JPAS. This Marine will continue to perform assigned duties while awaiting adjudication of the investigation. All other screening requirements have been completed and filed accordingly.
2. LCpl \_\_\_\_\_ investigation was submitted to DONCAF on DATE, and his/her interim clearance date began: DATE.
3. The point of contact regarding this matter is (list name of person with JPAS account/verification ability).

I. M. INCHARGE

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UNIT HEADING

BO 8020.1C

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IN REPLY REFER TO:  
8000  
ORD  
Date

From: Arms, Ammunition, and Explosives Officer  
To: Personnel Officer

Subj: UNIT DIARY ENTRIES FOR AA&E SCREENING

Ref: (a) MCO P4400.150E  
(b) MCO 5530.14A  
(c) BO 8020.1C

1. Per the references, the below listed personnel have been screened and found qualified for duties involving Arms, Ammunition, and Explosives:

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>
Incharge, I Am,	SSgt	123 45 6789
Marine, I Am,	LCpl	987 65 4321

2. It is requested that the individuals listed above have a Type Transaction Code (TTC) 483, Arms AA&E screen entered into the Marine Corps Total Force System (MCTFS). Provide a copy of the certified unit diary printout to the Arms, Ammunition, and Explosives Officer.

3. Point of contact for this matter is AA&E Officer at XXX-XXXX.

A. A. ANDY

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**Class V(W) Expenditure Report**  
**NAVMC 11381 (Rev. 01-09)(EF)** (Previous Editions will not be used)  
 FOUO - Privacy Sensitive when filled in.

From: (OIC/EOD)	Print Name:	Rank:	Last 4 SSN:	Unit Name: UIC: Phone Number:
-----------------	-------------	-------	-------------	-------------------------------------

Ref: (a) MCO P4400.150 (b) MCO 3570.1 (c) DA Pamphlet 385-53

1. Per the references, the following Class V(W) expenditure report is completed:

Range/Training Area \_\_\_\_\_ Date(s) \_\_\_\_\_

RECEIPT DOCUMENT NUMBER	DODIC	NOMENCLATURE	LOT NUMBER/SERIALNUMBER (NOTE 1)	QTY RECEIVED (NOTE 1)	QTY EXPENDED	QTY TURNED IN (SERVICEABLE) (NOTES 2,3)	QTY TURNED IN (UNSERVICEABLE) (NOTES 2,3)

(If applicable) _____ (Number) unused propellant increments were burned on ranges per Individual Training Standards, under the supervision of the Position Commander: _____ (If applicable) _____ (Print Name, Rank, Signature) I certify the receipt/expenditure data listed above is accurate and the "Qty expended" as listed above was consumed on the range/training area as documented. That a range sweep/ammohosty brief was conducted and all expended ammunition retrograde material was checked for dangerous/hazardous items. OIC (Signature) _____ Date _____	I certify that I have received the quantities of ammunition listed above and completed the turn-in documents (if applicable) for any unexpended Class V(W) per note 2 and returned the unexpended assets to an authorized storage activity. Ammo Tech or Authorized Individual: (Print Name, Rank) _____ Unit name _____ Phone number) _____ (Signature) _____ Date _____
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NOTE 1: All serial numbers for serialized munitions are annotated on the issue/turn-in documents attached to this expenditure report with a copy of the expenditure message.  
 NOTE 2: Unexpended Class V(W) will be turned in using the same document number as the initial issue document using a suffix (Example M11000-8001-0001A).  
 NOTE 3: Serviceable Turn-in is ammunition with a condition code of A,B,C,N and Unserviceable Turn-in is ammunition with a condition code of E,F,G,H,J,K.  
 Retention: Expenditure reports are filed by fiscal year (FY) and retained for current year plus two FY's.

(A&E Audit and Verification Officer Only):  
 I certify that I have audited this expenditure report against all receipt and turn-in documentation (DD1348-1A's) and corrective action  is  is not required.

A&E Audit and Verification Officer (Rank/Print Name/Signature) \_\_\_\_\_ Date \_\_\_\_\_

Addendum Page Attached

FOR OFFICIAL USE ONLY

\_\_\_ of \_\_\_ Pages

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AMMUNITION AND EXPLOSIVES EXPENDITURE REPORT (NAVMC 11381)

APPENDIX M

BO 8020.1C  
 JUL 06 2011

M-1



APPENDIX N

LZ BLUEBIRD FIELD STORAGE AND FORWARD ARMING AND REFERENCEUELING  
POINT OPERATIONS  
(FARP)

1. Qualification/Certification. All Navy, Marine Corps and contractor personnel engaged in or tasked to engage in handling explosives at all Marine Corps shore activities shall be qualified and certified. MCO 8023.3B mandates qualification/certification programs for Marine Corps activities and Marine Corps contractors. Naval and other service activities will affect the qualification/certification program mandated by their respective TYCOM. All aviation ordnance units conducting FARP operations aboard MCB Camp Lejeune, will maintain personnel qualification/certification documentation requirements. These documents shall be made available to the MCB ESO upon request.
2. Safety Observer. A qualified and certified safety observer shall be designated and shall be present for all ordnance handling evolutions.
3. Reporting Unsafe Conditions. All unsafe conditions or unsafe acts in or around explosive areas shall be immediately corrected, if possible, and promptly reported to the immediate supervisor. The supervisor shall act positively to eliminate and prevent the reoccurrence of the potential accident hazards. Notify MCB Camp Lejeune Ammunition and Explosives Safety Office of any mishaps/incidents and info CO MCB Camp Lejeune on any message traffic pertaining.
4. Unauthorized Use of Ammunition. Ammunition and explosives assemblies shall be used only in the equipment and manner for which they were designated.
5. Unserviceable, Suspended, and Limited Use Ammunition. Handling and/or use of unserviceable, suspended, and limited use ammunition shall comply with NAVSEA TW020-AA-ORD-010. To ensure that only safe ammunition items and procedures are used, reference NAVSEA TW024-AA-ORD-010 prior to handling.
6. Tools. When not in use, tools shall not be left on floors, decks, etc. or on moving parts of equipment. After use, tools shall be collected and returned to the designated location for storage.

7. Prohibited Articles in Hazardous Area. Personnel working with explosives or in explosive areas shall not wear or have prohibited articles (e.g, matches and lighters) on their persons. Personnel shall not eat, drink, bring food to, or store food in any area where explosives are handled or stored.

8. Radio/Radar Transmissions. Electro Explosive Device (EEDs) such as squibs, blasting caps, igniters, and similar electronically initiated, sensitive explosive devices are particularly susceptible to initiation, when they are exposed to Radio Frequency (RF) fields. Therefore the devices shall be packaged and kept in completely enclosed metal containers until immediately prior to use. When unprotected EEDs are handled, radio and/or radar transmissions shall comply with emission control (EMCON) procedures as described in NAVSEA OP 3565 and MCB EMCON Bill ESO/1 dated 15 January 2001.

9. Safety Shoes/Boots. Personnel engaged in or around ordnance evolutions will wear safety shoes/boots.

10. Fire Extinguishers. Fire extinguisher equipment shall be readily available during any ordnance evolution.

11. Operational Ground Requirements. During assembly or disassembly, ordnance items shall be continuously grounded. During refueling, loading, and down loading the aircraft shall be continuously grounded in accordance with procedures in Chapter 18 of the FARP refueling manual.

12. Storm Warnings. When notification of Thunderstorm Condition I or when lightning is observed within 8 to 10 miles of the facility, all ordnance handling shall cease; ordnance shall be made safe as practical and personnel shall secure area and seek cover outside the explosive area. Additional guidance is set forth in NAVAIR 00-80T-103.

13. Disposition of Expended/Spent Ammunition. Aircraft stores release cartridges and gun brass (up to 20mm TP and TPT) that can be readily identified and certified as fully expended can be released for disposition without depriming or other decontamination treatment after certification by assigned certifier and verifier. 1348-1a documentation must contain the certification statement with dual signatures as required by DoD Manual 4160.21-M and BO 8020.1C. Turn these items into the host command for proper disposition.

14. Handling. Explosives or other hazardous materials in containers, cartridges, or ammunition components shall be handled

carefully to prevent shock or friction that may cause a fire, explosion, or damage to materials. These materials shall not be thrown, dropped, dragged, or tumbled. Every precaution shall be taken to avoid ammunition and explosives from contacting sand, earth, gravel, and other abrasive or spark producing substances. Explosives shall not be loaded or stored with chemical ammunition that contains incendiary charges or white phosphorus either with or without bursting charge. In the event that ammunition has been dropped, it shall be segregated for examination and possible disposition. Equipment shall never be loaded beyond its safe working load. Each load shall be tilted back and lifted to a safe traveling height when transported by forklift. Material shall not obstruct the view of the operator. The use of ammunition lifting equipment and hoist for handling ammunition and explosives shall comply with the regulations found in the NAVSEA SW023-AH-WHM-010.

15. Motor Vehicles. All drivers of vehicles and MHE carrying ammunition or explosives shall be qualified as explosive drivers, have current medical certificate and comply with the regulations of NAVSEA SW023-AG-SAF-010, NAVSEA SW020-AF-HBK-010, NAVSEA SW023-AH-WHM-010, and MCO 8029.10.

a. The maximum speed for towing an ammunition loaded trailer is 5 mph on rough terrain and 25 mph on improved surfaces. Vehicles transporting explosives shall maintain a moderate speed within posted speed limits to remain under control at all times and not to exceed 45 mph.

b. Placards will be properly displayed on explosive laden vehicles.

16. Explosive Compatibility. Ensure compatibility and proper bracing of ammunition and explosives prior to transporting.

17. Unguarded Vehicles. Vehicles loaded with ordnance shall not be left unattended.

18. Refueling. Motor vehicles that contain ammunition or explosives shall not be refueled within explosive areas.

19. On-Station Riders. During on-station moves only, the driver and two authorized riders may occupy the cab of the motor vehicle. No passengers shall be allowed to ride in the cargo compartment of a vehicle transporting Class/Div 1.1, 1.2, and 1.3 ammunition or explosives. Exceptions are authorized when limited to a required A-driver to support tactical vehicle deliveries utilizing k-4a or mhu-151m trailers. The A-driver must occupy a



seat in the cargo compartment. Cargo in the truck bed must be properly secured and limited to mission essential ordnance assembly. Class/Div 1.4S can be transported with personnel if properly packaged and secured. When loading/unloading cargo from a truck or trailer, the brakes shall be set and wheels chocked.

20. Explosive Routes for MCB Camp Lejeune. Routing instructions for government vehicles laden with ammunition and explosives are detailed in Appendix F of this Order.

21. Ammunition and Ordnance Security. All munitions must be guarded by personnel provided by the using activity. Proper security will be afforded for all explosives as required by MCO 5530.14 (AMMUNITION AND EXPLOSIVES Security Manual).

22. Storage Area. Storage of Class 1, Division 1 explosives is authorized at Landing Zone (LZ) Blue Bird. The maximum Net NEW authorized is 30,000 pounds. Field storage will be conducted in accordance with the NAVSEA OP 5 Volume 1 seventh revision. Field storage will comply with the above ground un-barricaded distances. Distances for ordnance staging areas shall be in accordance with Figure 5-3 Training Forward Arming and Refueling Point (FARP) matrix from MCO P8020.10B. See Appendix B of this Order.

23. Assembly/Disassembly Area. Because of inherent dangers involved, the assembly/disassembly of ordnance shall be accomplished per the applicable manuals/directives. Operations at the site must be suspended and all personnel evacuated to at least inhabited building distance (1,250 feet) at the onset of a lightning storm.

24. Loading/Downloading. Aircraft to be loaded/downloaded will be grounded and separated by distances prescribed by NAVAIR 00-80t-109 during loading evolutions. Aircraft to be loaded/downloaded at each hot point shall face a heading of 160 degrees (southeast) in LZ Blue Bird in accordance with range control procedures. Parked loaded aircraft will maintain a minimum of inter-magazine distance for un-barricaded above-ground magazines in accordance with NAVSEA OP 5 Volume 1, Tables 7-29, 7-12, and 7-14. The requirements of applicable NAVAIR checklist requirements of applicable NAVAIR checklists and NAVAIR 00-80t-103 (NATOPS conventional weapons handling procedures manuals), (ashore) must be adhered to with regard to weapons handling, aircraft loading/downloading, grounding and turn-around procedures.

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25. Arm/De-arm Area. Arming/de-arming evolutions shall be accomplished with aircraft facing a heading of 160 degrees southeast.

a. Gun Jam Clearing. Gun jam clearing will be performed in the arm/de-arm area only! With guns pointed towards the deck, aircraft will face a heading of 160 degrees southeast, magnetic.

b. Hung Ordnance. Hung and or forward firing ordnance will be de-armed in the arm/de-arm area. Aircraft will face a heading of 160 degrees southeast, magnetic.

c. Crew served Weapons. Crew served weapons will be safe, downloaded, and cleared during approach and departure.

26. FARP Operations. In accordance with MCO 8020.10B, NAVAIR 00-80t-103 and NAVAIR 00-80t-109 this command has authorized the use of LZ Blue Bird to conduct forward arming and refueling point evolutions involving explosives. The use of Army Fast Pack Container System PA-150/PA-1511 is authorized and encouraged.

27. Grounding Points. Marine Wing Service Support (MWSS) will provide grounding points for each aircraft spot. Each grounding point must register a resistance of 10,000 ohms or less.

28. Maintenance. Maintenance shall not be conducted on aircraft loaded with weapons; however, routine servicing and minor maintenance that would ready the aircraft for the next launch may be conducted with the following restrictions:

a. The aircraft/weapons will be placed in safe condition to the maximum degree as specified in the NAVAIR weapons/stores loading checklists.

b. A qualified/certified ordnance representative shall oversee the maintenance being performed.

c. No maintenance shall be performed during the loading/downloading evolution. Refer to NAVAIR 00-80t-103 for further instructions.

29. Fueling and Hot Refueling. Hot refueling of aircraft shall be done in accordance with NAVAIR 00-80t-109 and NAVAIR Checklist 01-HLAAC-75-39. AH/UH-1 forward arming and refueling point (FARP) with ordnance is permitted in the loading/downloading area, provided the aircraft is grounded and completely placed in safe condition and a qualified ordnance representative oversees

the fueling operation. Ordnance loading/downloading evolutions will not be conducted simultaneously during fueling of aircraft.

30. Radio Hazard Safety. Radios and transmitters will not be energized during ordnance evolutions involving HERO susceptible/unsafe ordnance. The ordnance storage area and loading/downloading area shall be maintained for HERO safe whenever the weapons are HERO susceptible/unsafe. If HERO susceptible/unsafe ordnance must be handled in a RADHAZ area, the supervisor/activity in charge of the evolution will request the appropriate HERO/EMCON condition prior to exposing the ordnance to the RF environment. The supervisor/activity shall ensure the proper HERO/EMCON condition is set. (Coordinate with local authorities to ensure emitter and transmitter shutdown for loading/downloading hero susceptible weapons.)

31. Explosive Drivers. Operators of vehicles carrying explosives shall be qualified as explosive drivers per applicable references. Explosive drivers will have in their possession a valid U.S. Government Motor Vehicle Operator Identification Card (OF-346), with "EXPLOSIVE DRIVER" stamped. Also the driver must have a current medical certificate and a valid state driver's license.

a. Vehicles/trailers transporting ordnance will be placarded prior to movement.

b. All vehicles/trailers loaded with ordnance while parked, will be chocked.

c. All vehicles/trailers loaded with ordnance will be properly secured.

32. Ordnance Safety Regulations. Regulations will be strictly adhered to. Any request to deviate from the requirements in this Order must be requested from the MCB ESO.

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## APPENDIX O

## POINTS OF CONTACT

<b>CAMP LEJEUNE EXPLOSIVE SAFETY</b>	DSN 751
MCB ESO	451-6281
ASST MCB ESO	451-6280
Explosive Safety SNCO	451-6279
Explosive Safety	451-3310
<b>RANGE CONTROL</b>	DSN 751
RANGE CONTROL	451-3064
BLACKBURN ACTIVE RANGE NUMBER	451-3065
<b>AMMUNITION SUPPLY POINT</b>	
OIC	451-4721
OPERATIONS	451-4723/2114
RECORDS	451-4724
<b>CHERRY POINT EXPLOSIVE SAFETY</b>	
MCAS CHERRY POINT ESO	(252) 466-3994
MCAS NEW RIVER	DSN 752
MCAS NEW RIVER ESO	449-5443
MCB CAMP LEJEUNE EOD	449-0586/0558
FIRE DEPARTMENT/AMBULANCE	9-1-1
CDO MCB CAMP LEJEUNE	451-2414
BASE WEATHER	451-1717/6828 (DSN 752)
MILITARY POLICE	451-2557