



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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MCIEAST-MCB CAMLEJO 5100.4
G-4 OPS/ESO
JUN 14 2022

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5100.4

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE AMMUNITION AND EXPLOSIVES (A&E)
SAFETY MANAGEMENT PROGRAM

Ref: (a) MCO 8023.3D
(b) NAVSEA OP 5 Vol 1
(c) NAVSEA SW020-AF-HBK-010
(d) MCO 5100.29C
(e) MCIEAST-MCB CAMLEJO 11320.1
(f) NAVSEA OP 3565 Vol 2
(g) MCIEAST-MCB CAMLEJO 8020.2A CH 1
(h) MCO 4400.201 Vol 7 CH 2
(i) MCO 5530.14A
(j) MCO 3570.1C
(k) MCO 8025.1E
(l) MCIEAST-MCB CAMLEJO 5100.8
(m) NAVSEA SW020-AC-SAF-010
(n) NAVSEA SW023-AG-WHM-010
(o) NAVSUP P-538
(p) MCO 8020.14
(q) MCIEAST-MCB CAMLEJO 3570.1B

Encl: (1) Ammunition and Explosives Safety Management Program
Guidance

Report(s) Required: I. Missing, Lost, Stolen, Recovered (Report
Control Symbol MCIEAST-MCB CAMLEJ 4400.1A-
02), pg. 1-2

1. Situation. This Order defines ammunition management, explosives safety policy, program objectives, and establishes guidance for operations involving A&E material aboard Marine Corps Base Camp Lejeune (MCB CAMLEJ).

2. Cancellation. MCIEAST-MCB CAMLEJO 8020.1A.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Mission

a. To establish and implement policy and procedures for the safe handling, storage, field storage, transportation, and disposal of A&E aboard MCB CAMLEJ; and compliance evaluation and explosives hazard risk assessment of tenant commander's explosives safety management programs.

b. Summary of Revision. This Order has been completely revised and updates the references, policies, and procedures. This Order should be reviewed in its entirety.

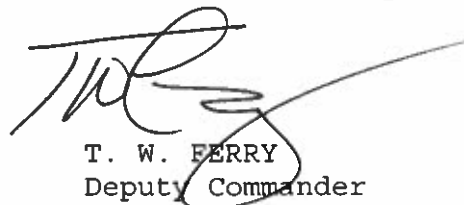
4. Execution. All commands will ensure strict compliance with the instructions contained in this Order.

5. Administration and Logistics. Recommendations concerning the contents of this Order are invited. Such recommendations will be forwarded to the Commanding General (CG), Marine Corps Installations East (MCIEAST)-MCB CAMLEJ G-4 Operations/Explosives Safety Officer (ESO), via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to all activities which handle, store, transport, and conduct the emergency destruction of A&E aboard MCB CAMLEJ.

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



T. W. FERRY
Deputy Commander

DISTRIBUTION: A/C (Plus H&S Bn and WTBn)

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

General Miscellaneous Requirements

1. Background. The Marine Corps continuously trains and deploys with A&E. Storage, handling, transportation, and employment of A&E is inherently hazardous, therefore it is imperative that an Explosives Safety Management Program be designed to minimize the potential hazards at all levels.

2. Safety Regulations. The following information describes guidelines to follow while handling, transporting, and storing A&E aboard MCB CAMLEJ.

a. Only personnel possessing thorough knowledge and training in the handling, transportation, storage, and emergency disposal of A&E will be assigned to perform and supervise these functions.

b. Each command shall ensure that personnel assigned duties requiring the handling, transportation, storage, and disposition of A&E are trained to avoid injury, loss of life, damage and/or loss of equipment/property.

c. Personnel assigned to handle A&E aboard MCB CAMLEJ must be qualified and certified within the Class V(W) Qualification and Certification Program per reference (a).

d. A&E shall never be buried, abandoned, destroyed, fired indiscriminately, or otherwise disposed of in order to avoid returning the Class V material to an authorized storage site.

e. Units will not burn wooden ammunition boxes or discard metal ammunition containers. All A&E containers and retrograde material will be turned into the proper disposition entities (i.e., landfill; Defense Logistics Agency-Disposition Services (DLA-DS); Quality Recycling Program) aboard MCB CAMLEJ. In some instances, disposition of unique ammunition shipping containers (e.g., Javelin missile and tank rounds) shall be directed by Marine Corps Systems Command (MARCORSYSCOM), Program Manager for Ammunition. These containers shall be turned-in to the MCB CAMLEJ Ammunition Supply Point (ASP).

f. Smoking is prohibited within 50 feet of A&E at all times. Smoking areas must be designated in A&E storage facilities and labeled with "Designated Smoking Area" signs per references (b).

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

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h. Only qualified Explosive Ordnance Disposal (EOD) personnel are authorized to conduct inerting operations. All inert ammunition items, to include EOD training/display items, will be accounted for per reference (d).

i. If an approaching electrical storm is within 10 miles, A&E 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 at (910) 449-6322/6828 shall be used. If work is being performed in a magazine/Ready Service Locker (RSL) or an open storage site, the work shall stop, all equipment will be safely secured, and the following actions will be taken:

(1) Close and lock the magazine/RSL.

(2) Evacuate personnel to a safe distance as soon as possible. At a minimum, Public Transportation Route distance shall be used.

j. If an electrical storm approaches within 10 miles of the Camp Lejeune Ammunition Supply Point, ASP supervisory personnel will follow the procedures contained in their SOP, lightning bill and reference (b).

3. Fire Prevention/Protection. Fire is the greatest threat to A&E. References (b) and (e) will be utilized for fire prevention and protection procedures aboard MCB CAMLEJ wherever A&E is stored. It is the responsibility of all personnel to recognize and observe good housekeeping and safety practices for the prevention of fires involving A&E, and to understand procedures for fighting and controlling fires that involve explosive materials.

a. All A&E storages areas will maintain fire bills per references (b) and (e).

b. Matches, lighters, or any other flame-producing device will not be permitted in any location containing A&E.

4. Hazards of Electromagnetic Radiation Ordnance (HERO). HERO control shall be maintained per references (f) and (g).

5. Amnesty Programs. Amnesty programs will be established and maintained per reference (d). Requests for permanent locations for amnesty containers shall be submitted to the CG MCIEAST-MCB CAMLEJ (G-4 Operations/ESO) via the chain of command. Requests for amnesty days shall be submitted to CG MCIEAST-MCB CAMLEJ (G-4 Operations/ESO) via the chain of command.

6. Reporting of Abandoned/Recovered Ammunition. All A&E found on-station will be considered extremely hazardous. The recovering unit will submit a Missing-Lost-Stolen-Recovered report, as required by reference (i). The following guidance is provided per references (d) and (i) for the proper handling and reporting for A&E recovered aboard MCB CAMLEJ.

a. A&E that is larger than .50 caliber. All A&E larger than .50 caliber should be moved only by EOD personnel. If recovered on a range, EOD will be contacted via MCB CAMLEJ Range Control (Blackburn 910-451-3064/4449). If recovered off-range, the recovering unit will contact MCB CAMLEJ Provost Marshal's Office (PMO) (910) 451-2555/2556/2557).

b. Small Arms Ammunition (up to and including .50 caliber). Small arms ammunition may be delivered directly to the MCB CAMLEJ ASP or PMO. For non-DOD personnel you will contact PMO to collect the ammunition. For all found-on-station A&E turn-in documents the MCB CAMLEJ ASP will use Unit Identification Code: M31001 on the DD Form 1348-1A.

7. Deviations from Explosives Safety Criteria. When explosives safety requirements cannot be met, an explosives safety deviation must be approved prior to the commencement of the explosives operation. All explosives safety deviation requests will be submitted to the appropriate approval authority as described in reference (b) via the unit's operational chain-of-command and the CG MCIEAST-MCB CAMLEJ (G-4 Operations/ESO) no later than 30 days prior to the requested start date of the deviation or as soon as it is discovered that a deviation is required.

8. Material Potentially Presenting an Explosives Hazard (MPPEH). MPPEH will be managed and processed per reference (d).

Chapter 2

Storage

1. Background. The provisions of this chapter relate to the storage of A&E material. These provisions must be supplemented by other references to ensure that proper safeguards are observed to protect A&E.
2. Storage. A&E shall be stored per references (b) and (d). A limited quantity of A&E, used for safety and security and approved in reference (d), is the only Class V(W) material authorized to be stored in any structure not specifically designated for A&E.
3. Field Storage. Per reference (d) field storage is defined as any time munitions are to be stored away from the standard storage environment (e.g., magazines, RSL's) to support specific training events. This is a purposely broad definition as there are numerous circumstances where ammunition operations in the field could be considered to be field storage.
4. Field Storage Determination. Per reference (r), units must notify the MCIEAST-MCB CAMLEJ ESO when they intend to store or stage ammunition on a range for more than 48-hours. Notification shall include range training location, range training dates, and total net explosive weight by Hazard Class/Division. Notification does not automatically equate to a field storage determination, but is meant to provide the Installation Commander awareness of all cases where ammunition is to be stored outside of a standard storage environment. All A&E operations aboard MCB CAMLEJ determined to be field storage shall adhere to the requirements of references (b), (d), and (q); and shall follow the guidance listed below:
 - a. Explosives Safety Quantity Distance, compatibility, and segregation requirements in reference (b) shall be adhered to at all times.
 - b. Standing Operating Procedures (SOP) must be established in accordance with reference (d). All SOPs pertaining to A&E require review and approval by unit commander and the ESO. In the event that a new SOP is developed, it must be submitted to the MCIEAST-MCB CAMLEJ ESO for review no later than 30 days prior to conducting field storage operations.
 - c. Upon establishment of the Field ASP, inventory management and issue/receipt control procedures will be established immediately and an Ammunition National Stock Number/Lot Number Record (NAVMC 10774 card) or equivalent electronic accounting system will be utilized per reference (h).

d. Reusable containers will be properly turned in to DLA-DS. Unserviceable containers and/or packing material will be processed as MPPEH per reference (d) and this Order.

e. Appropriate protective material (e.g., water and fire resistant tarpaulins and dunnage) will be used to protect A&E from inclement weather conditions and ground moisture. A&E should be closely monitored during periods of high heat and humidity for possible degradation. Any covering shall be open on the sides and a minimum of 18 inches of ventilation shall be maintained between the top of the stack and cover to provide air space and allow free circulation of air around the material.

f. At a minimum, one 10 B:C fire extinguisher will be staged at the field storage site. If multiple Field Storage Units are present then at a minimum, one 10 B:C fire extinguisher per. The portable fire extinguisher will be dry chemical type with a minimum Underwriters' Laboratory (UL) capacity rating of 10-B:C or a multi-purpose dry chemical fire extinguisher with a UL rating of 2 to 5-A/10-B:C.

g. When white phosphorus (WP) is being stored, a barrel of water big enough to submerge the largest WP projectile stored, and 5/6 cup of sodium bicarbonate on hand that can be dissolved in one gallon of water for eye flushing, shall be kept near the storage location for the period of the field storage.

h. Security will be provided based on the highest risk associated with the A&E being stored as outlined in reference (i).

i. All emitters and transmitters (including cell phones and smart watches/devices) will maintain required separation distance from field storage sites per reference (g).

j. The Explosives Safety Representative or unit Ammunition Technician will brief the Range Officer-in-Charge (OIC) of all Notices of Ammunition Reclassification (NAR), Ammunition Information Notices (AINs), and/or lots functionally clear/not clear for Over-Head Fire (OHF) that correspond to A&E being stored. NARs, AINs, and OHFs messages will be screened against on-hand assets on a daily basis.

5. Field Storage Requests

a. Field storage exceeding five days shall meet the following requirements:

(1) Authorization from the CG MCIEAST-MCB CAMLEJ prior to establishment of the field storage site.

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(2) Field storage requests will be forwarded via the operational chain-of-command to the CG MCIEAST-MCB CAMLEJ (G-4 Operations/ESO) no later than 30 days prior to the requested start date of the field storage site.

(a) Field storage requests shall, at a minimum, contain the following information:

1. Justification/requirement to establish field storage.
2. Duration of storage (days).
3. Area map with clear view of the storage location and grid coordinates.
4. Department of Defense Identification Code (DODIC), quantity, Hazard Class/Division (HC/D), compatibility group, and Net Explosives Weight (NEW) of each A&E item to be stored at the storage site.
5. Security plan, communication plan, transportation and safety measures to be implemented in support of the storage plan. Copies of unit security and communication plans must be provided with the request.
6. Field storage plan and site diagram.
7. Points of contact and telephone number(s) (officer/staff noncommissioned officer).
8. Approved SOP per reference (d).
9. Risk Management/Hazard Communication briefings are required to be given to all personnel that work with or around A&E.

b. The MCIEAST-MCB CAMLEJ Environmental Management Division, Range Control, and ESO all have distinct requirements that must be met in order to establish a field storage area. Authorization must be received from each office prior to commencing the field storage operation.

6. Unit Armories/Security Forces

a. When approved by the CG MCIEAST-MCB CAMLEJ, limited quantities of HC/D 1.3/1.4 A&E may be stored in facilities such as armories, but must follow the fire protection regulations per references (b) and (i). This includes small arms ammunition and pyrotechnics for safety or security purposes. Personal owned ammunition may be authorized for storage as well and shall be listed separately from DOD munitions when requesting authorization.

b. Units shall submit requests for changes to an authorization to store A&E any time there is a desire/need to change where the A&E is stored or a change to the authorized NEW. The request must be submitted via their chain of command to CG MCIEAST-MCB CAMLEJ (G-4 Operations/ESO), and shall include: HC/D, and NEW combined for each location.

c. Unit Commanders who authorize the storage of personally owned weapons, may authorize the storage of limited quantities of personally owned ammunition. This ammunition shall not be stored with DoD ammunition. Commanders are encouraged to develop written procedures or command policies regarding the management of personally own ammunition.

7. Naval Criminal Investigation Service (NCIS) and MCB CAMLEJ EOD Magazines

a. The NCIS Special Agent in Charge (SAIC), or designated representative, and the OIC, MCB CAMLEJ EOD section are responsible for ensuring that the storage of A&E in their respective magazines at the CAMLEJ ASP is per reference (b).

b. The SAIC or designated representative and the OIC, MCB CAMLEJ EOD will provide the MCB CAMLEJ ASP OIC with an inventory of all items stored in their respective magazines on a monthly basis or as changes occur. The magazine will not exceed 1,000 pounds NEW of mixed compatibility and will not store non-DoD A&E without specific authorization.

8. Storage of Non-DoD A&E

a. Authorization must be granted from the Commander, MARCORSSYSCOM prior to storing non-DoD A&E in Marine Corps storage facilities per reference (d). Requests will be submitted from the unit commander via the chain of command and the CG MCIEAST-MCB CAMLEJ (G4 Operations/ESO) to: Commander, MARCORSSYSCOM (PMM-116), 2200 Lester Street, Quantico, VA 22134. Request for non-DoD A&E storage shall be submitted no later than 45 days in advance of the first day storage is requested.

b. Non-DoD A&E items shall be properly separated from DoD A&E as described in reference (b).

c. Authorization to store does not constitute authorization to transport or expend non-DoD A&E. Actual usage of non-DoD munitions will require approval from Training and Education Command, Range Management Division per reference (d).

Chapter 3

Malfunctions/Defective A&E

1. Background. A&E is designed with the highest degree of safety/reliability attainable. Despite all efforts to ensure that only safe, reliable A&E is provided for the user, malfunctions and defects do occur. Timely submission of reports which accurately describe the problem is essential in order to initiate a technical investigation if required. Reports must accurately identify 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 malfunctions/defective A&E.
2. Malfunction and Defect Reporting. References (d), (j), and (k) furnish detailed reporting procedures. Malfunctions and defects will be reported per reference (k). A copy will be provided to the CG MCIEAST-MCB CAMLEJ (G-4 Operations/ESO).
 - a. The Ammunition Malfunction Data Collection Guide (NAVMC 10155) should be used to assist in malfunction reporting.
 - b. The use of A&E that has been identified as defective is prohibited and may result in casualties and/or damage to weapons/equipment.
3. Mishap Reporting. Mishaps will be reported per references (d) and (l). A copy will be provided to the CG MCIEAST-MCB CAMLEJ (G-4 Operations/ESO).

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Chapter 4

Transportation

1. Background. This chapter outlines the regulations and requirements for transportation of A&E both on and off MCB CAMLEJ. It is the policy of the Marine Corps to minimize the movement of A&E on public highways by government-owned vehicles. Commercial carriers will be utilized for the transportation of A&E to the maximum extent possible. All transportation of A&E will be executed per references (c) and (o).

2. Command Responsibilities. Commanders at all echelons must ensure compliance with this Order and other applicable directives regarding movement of A&E material.

3. On-Base Movements. Transportation of A&E aboard MCB CAMLEJ requires a qualified Explosives Driver, at least 18 years of age, and an A-Driver. The A-Driver may also act as the armed guard, as needed. The transportation of only CS (tear gas) capsules aboard MCB CAMLEJ does not require a qualified explosives driver, armed guard, or explosive placards.

4. Off-Base Movements. Government-owned and operated vehicles may be used to transport A&E up to, but not exceeding, 100 miles from MCB CAMLEJ without approval from the Installation Commander. Movements from the installation in excess of 100 miles must be approved by the Installation Commander.

a. Per reference (c), all off-base A&E shipments traveling over public roads/highways requires two explosives drivers, both must be at least 18 years of age, or one explosives driver and one qualified representative. The only exception to the two driver rule is when driving to ranges that are adjacent to MCB CAMLEJ. In these cases units are authorized to have one 18 year old explosives driver.

b. Requests for off-base transportation further than 100 miles must be submitted no less than 15 working days prior to movement and will contain the following information:

(1) Unit requesting off-base movement authorization.

(2) Point-of-contact and information for individual receiving the A&E at the CAMLEJ ASP.

(3) Date A&E is to be prepared for shipment and method of securing the load (i.e., blocked and braced, strapped, etc.).

(4) Scheduled date of departure and date of return.

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- (5) Point of origin and destination.
- (6) Security plan.
- (7) Communication plan.
- (8) DODIC, nomenclature, quantity, proper shipping name, HC/D, total gross weight, and NEW of the A&E being transported.
- (9) Number and types of vehicle to be utilized to transport the A&E.
- (10) Recovery plan in the event of a break-down or accident.
- (11) Route/map (to include refueling and rest stops) and written directions as enclosures. Units will request approved traffic routes from their Unit Movement Control Center (UMCC) for the A&E movement. In the event an approved route is not available, commercially available map programs such as Google Maps or MapQuest may be used to develop routes. The route must be direct, easy to understand, and avoid populated areas to the greatest extent possible.

c. A blank Ground Transportation Request (GTR) may be obtained from the Marine Air-Ground Task Force Movement Control Center (MMCC) website at: <https://intranet1.iimef.usmc.mil/G4/MMCC/default.aspx>. Requestors should contact their Major Subordinate Command (MSC) UMCC, if assistance is required in completing the GTR.

d. The request, once signed by the unit commander and endorsed by their chain-of-command, can be scanned along with all attachments/enclosures and sent via e-mail to the MMCC Organizational Mail Box (OMB) at iimef_mmcc@usmc.mil and the MCIEAST-MCB CAMLEJ, ESO OMB at ammosafety@usmc.mil.

e. When the GTR is approved, the MCIEAST-MCB CAMLEJ ESO will process the request and provide copies of the approval to all organizations involved.

f. If the movement date changes the unit will submit an updated GTR to MMCC for approval, with a courtesy copy to the MCIEAST-MCB CAMLEJ ESO and the receiving Installation.

5. Additional Guidance

a. When using (NTVs) for off-base transportation of A&E, permissible operating distance waivers may be required in addition to off base transportation approval. Units are encouraged to contact MCIEAST-MCB CAMLEJ Motor Transport Division for guidance when utilizing (NTVs).

b. Failure to submit the request as described above can result in the delay of approval for an off-base transportation request.

c. Government Bills of Lading, Shipper's Declaration for Dangerous Goods, and DoD Multimodal Dangerous Goods Declarations (DD Form 2890) will be signed by a representative that has attended the Technical Transportation of Hazardous Material (Ammo-62) classroom course. A copy of the designation letter will be provided to the MCIEAST-MCB CAMLEJ Distribution Management Officer (DMO).

d. If applicable, a copy of the Department of Transportation (DOT) Special Permit, Certificate of Equivalency or Interim Hazard Classification shall also accompany the shipping papers.

e. The DD Form 626 Motor Vehicle Inspection (Transporting Hazardous Materials) will be signed by the driver and a shipping inspector. The shipping inspector must have completed certification for the Naval Motor Vehicle Inspection Course (Ammo-51).

f. The appropriate North American Emergency Response Guidebook guide sheet must be attached to the DD Form 2890, DoD Multimodal Dangerous Goods Declaration.

g. Per reference (c), all motor vehicles transporting A&E will have shipping papers containing pertinent information for each type of A&E being transported.

6. Explosives Laden Vehicle Routes. Commands transporting A&E aboard MCB CAMLEJ will ensure drivers do not deviate from authorized explosives laden vehicle routes (Appendix A-1 and Appendix A-2).

a. The Piney Green Gate will be the primary mainside point of entry and exit and the Stone Bay Gate will be the primary Stone Bay point of entry and exit for vehicles transporting A&E.

b. The Main Gate will be the secondary mainside point of entry and exit for vehicles transporting A&E. When entering or exiting the base via the main gate, drivers will minimize driving time on Holcomb Boulevard by utilizing Old Sawmill Road.

c. Primary explosives routes for on-base movement of A&E are Marines Road, Sneads Ferry Road, Lyman Road, Rifle Range Road, A Street, Loop Road, and North Carolina Highway 172. Units will determine the most direct route to their destination utilizing these main roads to the maximum extent possible.

d. Security ammunition and training ammunition destined for pistol ranges are the only A&E material that may be transported within the cantonment area.

e. A&E will not be transported on the following roads, unless prior authorization is approved by the CG MCIEAST-MCB CAMLEJ:

- (1) Holcomb Boulevard (to include the traffic Circle)
- (2) McHugh Boulevard (except when transiting to/from Gonzales Blvd for unit armories transporting HC/D 1.3/1.4)
- (3) Birch Street (from Wallace Creek Road intersection to the Holcomb Boulevard intersection)
- (4) Brewster Street
- (5) Wilson Boulevard
- (6) Stone Street

f. The Sneads Ferry or Triangle Outpost gates may be used for off-base movements if use of these gates is determined to be the safest route.

g. A&E will not be transported into housing areas, troop billeting areas, administrative or industrial/maintenance areas except as directed to support event-specific operational requirements.

h. Exemption to these routes only applies for PMO K9 Handlers who are conducting authorized training. PMO K9 teams will notify the ESO of all training conducted in non training areas/ranges when using A&E training aids. Notification of intent to train is to be submitted no later than 48 hours prior to the training event.

7. Vehicle Requirements

a. Vehicles transporting A&E must be equipped with the following items:

- (1) One set of wheel chocks per compartment (loaded trailers are considered a separate loaded vehicle and will also require one set of chocks).
- (2) The current "Glove Box Edition" excerpt from reference (c).
- (3) A water and fire resistant tarpaulin.
- (4) A set of three red bi-directional reflective emergency triangles.
- (5) A fire extinguisher that is properly filled and readily accessible. The portable fire extinguisher will be dry chemical type

with a minimum UL capacity rating of 10-pound 10-B:C or a multi-purpose dry chemical fire extinguisher with a UL rating of 2 to 5-A/10-B:C per reference (c).

(6) Every motor vehicle transporting Hazard Class/Division 1.1 through 1.4 explosives, oxidizers, flammable materials, corrosives, compressed gases, poisons, or radioactive materials off-station or on-station shall be properly placarded per reference (c).

b. Truck/trailer combinations are considered two separate loaded vehicles and will be placarded accordingly.

8. Vehicle Capacity. Vehicles will not be loaded beyond their approved load capacity. Tactical vehicle operators refer to the vehicle manufacturer's data plate for maximum cargo weight for both on and off highways.

9. Security Requirements. Security for all A&E shipments will be per reference (i).

a. Only security ammunition for the armed guard is authorized to be transported in a passenger compartment of a vehicle.

b. An armed guard is not required for the movement of CS capsules.

10. Refueling Regulations

a. Refueling of A&E laden vehicles is prohibited aboard MCB CAMLEJ.

b. If contingency factors beyond the driver's control should arise that require refueling, while in route to an off-base destination the fueling operation shall be conducted per reference (c).

11. Field Returns. Commanders will ensure that vehicles utilized for transporting field returns of A&E to the CAMLEJ ASP meet the transportation compatibility requirements and have the appropriate shipping documents as set forth in reference (c).

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

a. Vehicles with combat loaded A&E and gun crews are prohibited from travel on the following roads aboard MCB CAMLEJ: Lyman Road; North Carolina Highway 172 from Onslow Beach to the Sneads Ferry Gate; Marines 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

North Carolina Highway 172 is blocked from normal through-traffic.

c. Where applicable, A&E must be transported in original containers. Special attention must be given to securing separate loaded projectiles and propelling charges.

d. Prior to leaving a live fire area, all vehicles transporting A&E must meet all DOT, Naval, Marine Corps, and MCB CAMLEJ regulations.

13. Blocking and Bracing. Blocking and bracing of hazardous materials will be done by certified personnel. MCIEAST-MCB CAMLEJ DMO blocking and bracing support is available if requested five working days in advance of the scheduled movement. The blocking and bracing must be done per MIL-STD-1320 or U.S. Army AMC 19-48 series drawings (tactical vehicles only).

14. A&E Transportation Planning Considerations

a. Ensure enough vehicles are provided to move the entire load at one time. A&E compatibility requirements must be taken into consideration in conjunction with cube and weight.

b. Range dunnage, to include brass, ammo containers, trash, boxes, etc. will not be in the same compartments as the ammunition being returned.

c. Ensure vehicles used for field returns of unexpended A&E are loaded correctly, secured and strapped down properly, and placarded with the highest hazard of material being transported.

d. Units returning ammunition to the ASP should not plan to use the same vehicle to conduct an issue the same business day as their turn-in. Coordination should be made with the ASP if there are logistics constraints that may impact simultaneous turn-in/issue operations.

15. Material Handling Equipment (MHE). Operators will possess a valid MHE operator's license, a valid explosives driver's endorsement and a current Medical Examiner's Certificate. Operators will comply with the provisions of references (n) and (o). All MHE utilized in the movement of A&E shall be tested and certified per reference (n).

16. Joint Safety Planning. All units requesting usage of the Combat Aircraft Loading Area at Marine Corps Air Station (MCAS) Cherry Point or MCAS New River will coordinate with the appropriate Air Field Operations (Commercial MCAS New River (910) 449-6800/Commercial MCAS Cherry Point (252) 466-5011 via the respective Air Station ESO at least five working days prior to the day requested.

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Chapter 5

Incoming Commercial A&E Shipments

1. Background. This chapter outlines procedures and requirements for incoming inspections of A&E shipments consigned to MCB CAMLEJ. It also addresses the removal of the vehicle(s) to a designated suspect cargo site when the vehicle(s) or cargo is suspected of being in a hazardous condition.

2. Applicable References. References (b) and (c) outline the criteria for initial incoming shipment inspections and the establishment of suspect cargo areas.

3. Responsibilities. The MCIEAST-MCB CAMLEJ Provost Marshal will establish written procedures, to be included in the standing guard orders, to comply with the requirements of this chapter. The final destination motor vehicle inspection will be conducted by ASP duty personnel.

4. Routing of an A&E Laden Vehicle. Expeditious processing of an arriving vehicle is essential for the safety of personnel entering and exiting the installation and facilities in close proximity. Military Police (MP) will verify the shipment, inspect the vehicle, and escort the driver and vehicle to the MCB CAMLEJ ASP.

5. Incoming Inspections. An inspection of all motor vehicles containing A&E and the shipping documents shall be made prior to routing within the installation. The minimum inspection criteria are outlined as follows:

a. Conduct a detailed visual inspection of the vehicle while walking all the way around it checking looking for any leaks, burnt smells, or any other abnormality that stands out during the visual inspection of the fuel tank, lines, etc.

b. Ensure placards are in place on all four sides of each vehicle compartment loaded with A&E.

c. Ensure the designated consignee is MCB CAMLEJ by verifying the U.S. Government Bill of Lading (GBL). Vehicles requiring safe haven may not have MCB CAMLEJ as a destination on GBL.

d. 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 is normally the driver that picks-up the shipment from the origin, but may not be the same driver delivering the shipment. The DD Form 1907 will reflect this since each driver must sign the form.

e. Ensure the numbered seals on the trailer, GBL, and the DD Form 1907 match and that the seals have not been tampered with. The trailer must be secured either by a serialized cable lock seal or a serialized ball type seal with wire twist security device. If the trailer is equipped with side doors, they must also be locked and sealed. 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.

f. Ensure the tractor and trailer serial numbers are the same as indicated on the GBL and the DD Form 1907.

6. Suspect Cargo. Suspect cargo is defined as any vehicle, military or commercial, containing A&E that is suspected of being in a hazardous condition. The determination on whether a shipment is to be considered suspect will be made during the incoming inspection.

a. If a defect is encountered (e.g., smoking brakes or excessive fuel leaks) the 911 call center and the ESO ((910) 451-6280/6281) will be notified immediately. A determination will be made by the MCIEAST-MCB CAMLEJ ESO to move the vehicle to the Suspect Cargo Site or allow the vehicle to proceed to the CAMLEJ ASP.

(1) If the ESO determines that it is not safe to move the suspect vehicle, PMO will close the Piney Green gate and block access from Highway 24.

(2) EOD and PMO will be contacted immediately via the 911 call center to handle any emergency situations.

b. If the ESO determines the vehicle is safe to move, it will proceed with MP escort directly to the Suspect Cargo Site. The suspect cargo site is located on the east side of Piney Green Road near the intersection of Old Sawmill Road and Piney Green Road. Vehicles entering the Holcomb Boulevard Gate during the weekend hours will be escorted utilizing Old Sawmill Road.

(1) Once a suspect vehicle is moved to the Suspect Cargo Site, PMO will take the following actions:

(a) The Marine Corps Community Services Bike Trail at Henderson Pond will be secured east of Henderson Pond, and PMO will make their best effort to ensure that there are no riders in the area.

(b) Piney Green Road will be secured at the intersection of Old Saw Mill Road and Piney Green Road to the north and at the intersection of Old Bear Creek Road and Piney Green Road to the south.

(2) The suspect vehicle will remain in the Suspect Cargo Site until all deficiencies are corrected by EOD or DMO.

Chapter 6

Explosives Safety Self-Assessment

1. Background. Although surveillance of explosives operations and associated facilities are basic requirements of references (b) and (d), self-assessment is one of the most effective means for maintaining a compliant and reliable explosives safety program. Standard local periodic assessment procedures must be reinforced with the adoption of a formal self-assessment program.

2. Information. Per reference (d), the functional guides provided by MARCORSSYSCOM, Program Manager Ammunition will serve as the basis for locally developed functional guides for assessment of installation A&E safety requirements. All explosives safety programs identified below will be assessed annually:

- Program 01: Explosives Safety Administration/Management
- Program 02: Facility Certification/Master Planning
- Program 03: A&E Qualification and Certification
- Program 04: A&E SOP
- Program 05: A&E Facilities
- Program 06: Lightning Protection/Grounding/Emissions Control
- Program 07: Munitions/Environmental Compliance
- Program 08: A&E Transportation and Equipment
- Program 09: A&E Operations
- Program 10: Inventory Management

a. The ESO, MSCs, and all unit Explosives Safety Representatives shall use the most current version of Marine Corps guides, with the aid of locally developed checklists, as the basis for conducting Explosive Safety Self Assessments (ESSAs) on subordinate unit Explosive Safety Management Programs (ESMPs). Locally developed checklists should be tailored to the units operation, and may expand upon the MCIEAST-MCB CAMLEJ checklist provided, but must include, at a minimum, the elements listed in the MCIEAST-MCB CAMLEJ checklist. Locally developed checklists are not all-inclusive and shall be maintained by the MCIEAST-MCB CAMLEJ ESO.

3. Scope. This chapter applies to all organizations, units and tenant organizations aboard MCB CAMLEJ that conduct A&E operations.

4. Action. The ESO shall ensure all commands that store, handle, or transport A&E aboard MCB CAMLEJ are inspected. ESSAs shall be conducted as frequently as required by references (b) and (d). Record of assessments, and corrective action, are to be maintained by the ESO for a minimum of three years in accordance with reference (d).

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- a. The ESO shall ensure that ESSAs are conducted and a consolidated or individual report is provided to each affected unit/department/MSC as well as the CG MCIEAST-MCB CAMLEJ.
- b. Installation MSCs are responsible for conducting ESSAs in accordance with this chapter on their subordinate units ESMPs.
- c. The ESO is responsible for conducting ESSAs on Marine Corps Base Units, local storage activities, and each MSC, including a sample of their subordinate units, annually.
- d. Commands with identified findings shall submit a Corrective Action Plan (CAP), within 30 days of the report being received by the individual unit, via the chain-of-command, specifying action(s) taken to remedy findings identified and measures adopted to alleviate any underlying conditions that may impair the integrity of the ESMP.
- e. The ESO will be provided a copy of all ESSAs and CAPs conducted by the MSCs to track unfavorable causes and identify trends.
- f. The following format shall be utilized for CAP submittals:
 - (1) Finding 01-14 - Element 05: Finding narrative from ESSA report. List findings in the order of the ESSA report.
 - (2) Discussion: Optional supporting information.
 - (3) Root Cause: Select the most applicable cause based on the following categories - policy (Federal, DOD, Department of Navy, or local); resources (lack of funding, insufficient human resources, etc); training (lack of training or training was inadequate); or compliance (failed to comply, human error, does not fall into other categories).
 - (4) Root Cause Analysis: Explain why the specific root cause was chosen.
 - (5) Corrective Action: (Taken/to be taken) Actions, or planned actions with estimated completion date, taken to physically correct the discrepancy, and prevent recurrence.
 - (6) Current Status: (e.g. open, closed, pending action by xxx department)
- d. Units will report updates on any finding(s) pending action after the CAP has been submitted, via e-mail, to their MSC. MCB Units, local storage activities, and MSCs will report to the ESO (ammosafety@mcw.usmc.mil) every 15 calendar days until the status is closed.

e. The ESO and the MSCs will review the CAPs and their updates, address concurrence issues, and conduct a re-assessment for any command that has an unsatisfactory ESSA, within 30 days of receipt of the CAP.

5. Organization. ESSA staffing shall include personnel that have an influence on the integrity of the ESMP.

6. Assessment Schedule. The ESO shall conduct an annual assessment of the functional programs identified in paragraph 2 and the ESO will develop a schedule in coordination with MCB CAMLEJ units, local storage activities, and MSCs. The MSCs will develop a schedule for their subordinate units. The schedule will be published electronically via acceptable electronic means.

7. Responsibilities

a. MCIEAST-MCB CAMLEJ ESO shall:

(1) Schedule the ESSA for all MCB CAMLEJ units, local storage activities, and MSCs.

(2) Assign personnel to augment the assessment team, as necessary.

(3) Establish sampling requirements, for Program 10 (Inventory Management) with the OIC of local storage activities.

(4) Review ESSA Plan assessments and identify programs requiring improvement.

(5) Maintain ESSA findings for review by the CG MCIEAST-MCB CAMLEJ, if required.

(6) Review this Order annually and update if necessary.

(7) Notify all affected assessment team members of the time-frame for their respective assessment.

b. MSCs shall:

(1) Schedule and conduct ESSAs on all subordinate units, and provide a consolidated or individual report to each affected unit/department.

(2) Review ESSA assessments and identify programs requiring improvement.

(3) Provide the MCIEAST-MCB CAMLEJ ESO with a copy of ESSAs and CAPs completed on individual subordinate units.

(4) Review this Order annually and provide recommended changes to the MCIEAST-MCB CAMLEJ ESO.

c. Organizations, Units, and Tenant Commands aboard MCB CAMLEJ shall:

(1) Provide personnel, information, and access to actively support and participate in the ESSA process.

(2) Review ESSA findings and initiate appropriate and timely corrective action.

(3) Provide CAPs for ESSA findings to the ESO or MSC within 30 days of the report being received.

d. The Assessment Team Leader shall Ensure that the team uses the following process:

(1) Review program functional guide to determine basic requirements.

(2) Obtain all instructions and SOPs relevant to the program area under assessment.

(3) Perform an initial desktop assessment to determine if an effective process is in place [via instructions and SOPs.] Determine whether these documents provide adequate authority and direction to meet the requirements of the program functional guide and that an adequate risk management assessment has been performed as appropriate.

(4) Utilize appropriate sections of reference (c) and locally developed checklists as a guide in performing the assessment.

e. Assessment team members shall:

(1) Participate fully with the conduct of the ESSA.

(2) Provide assistance, as required, to aid in the implementation of internal controls and monitor processes to preclude recurrence of deficiencies.

(3) Monitor progress of enhancements identified during the ESSA process.

(4) Ensure corrective actions are adequate and are accomplished expeditiously.

(5) Utilize appropriate sections of reference (c) and locally developed checklists as a guide in performing the assessment.

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(6) Evaluate the effectiveness of the assigned program process and make improvements as required.

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Appendix A

Explosives Laden Vehicle Routes



Explosives Laden Vehicle Routes Continued

