



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 8010.1K CH-1
N35
6 Nov 2019

NASPAXRIV INSTRUCTION 8010.1K CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station Patuxent River

Subj: NAVAL AIR STATION PATUXENT RIVER ORDNANCE REGULATIONS

Encl: (1) Revised pages 38-41

1. Purpose. To transmit new pages 38-41 of this instruction.
2. Action. Remove pages 38-41 of the basic instruction and insert enclosure 1 of this transmittal.

A handwritten signature in black ink, appearing to read "C. A. Cox", is positioned above the printed name.

C. A. COX

Releasability and distribution:

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N35
1 Oct 2019

NAS PATUXENT RIVER INSTRUCTION 8010.1K

From: Commanding Officer, Naval Air Station Patuxent River

Subj: NAVAL AIR STATION PATUXENT RIVER ORDNANCE REGULATIONS

Ref: (a) NAVSEA OP 5, Volume 1
(b) OPNAVINST 8000.16D
(c) OPNAVINST 8023.24C
(d) OPNAVINST 5102.1D
(e) OPNAVINST 5530.13C
(f) NAVSEA OP 3565/NAVAIR 16-1-529, Volume 2
(g) NAVSEA SW020-AF-HBK-010
(h) NAVSEA SW023-AH-WHM-010
(i) NAVAIR 11-100-1.1 CD (CDROM/VIRTUAL FLEET SUPPORT (VFS))
(j) NAVAIR 11-140-7
(k) NAVAIR 00-80T-103
(l) NOSSAINST 8020.14F
(m) NAVSUP P-724
(n) NASPAXRIVINST 5100.30H
(o) NASPAXRIVINST 3140.6P
(p) NMCLANT/NMCPACINST 8024.1
(q) NAVSUP P-805
(r) OPNAVINST 5090.1D
(s) NASPAXRIVINST 5090.5A
(t) OPNAVINST 4790.2C

Encl: (1) NAS Patuxent River Weapons Assembly Sheet
(2) NAS Patuxent River Weapons Movement Sheet
(3) Armament Weapons Support Equipment (AWSE) Report Format
(4) Shipping Request Form
(5) Ordnance Pre-Position Request
(6) NTWL Ordnance Request
(7) NTWL Expenditure Report
(8) Fire Bottle Periodic Inspection Procedures
(9) Authorization Signature List for Conventional Ordnance
(10) Off-Station Ordnance Detachment Request
(11) NAS Patuxent River Contractor Explosives Driver Card
(12) Issue to Install
(13) NAS Patuxent River Non-Standard Asset Deficiency Report
(14) Shipping Request Form
(15) Potential Explosion Site Inspection Guide
(16) HERO Flow Chart

1 Oct 2019

1. Purpose. To promulgate ordnance regulations for NAS Patuxent River, Maryland Complex, including Webster Outlying Field (OLF) and Navy Recreation Center (NRC) Solomons as directed by references (a) through (t). This instruction constitutes a complete revision and must be read in its entirety.

2. Cancellation. NASPAXRIVINST 8010.1J

3. Scope. The regulations contained herein apply to all persons onboard the NAS Patuxent River Complex, including Webster OLF. The contents of this instruction and that information specific to ordnance instructions contained in the references must provide basic guidance regarding the handling of ordnance material on NAS Patuxent River. Handling ordnance without proper care can cause death, injury, and property damage. Nothing in this instruction must supersede or modify existing instructions or regulations issued by higher authority. Whenever there are differences between this instruction and another approved directive, the more stringent standard must apply. All conflicts between this instruction and one of higher authority will be brought to the attention of the Explosives Safety Officer.

4. Action. All Naval Test Wing Atlantic Squadron Commanding Officers, NAS Patuxent River Department Heads, Fleet/Tenant Commanding Officers (CO)/Officer-in-Charge (OIC), and Contract Directors are responsible for complying with the provisions of this instruction.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.8E.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Explosives Safety Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



C. A. COX

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CHAPTER 1

SAFETY

1-0 Purpose

The purpose of the NAS Patuxent River Safety Program is to acquaint personnel engaged in operations that involve ammunition and explosives (A&E) material with the standardized safety regulations for care, handling, storage, receipt, and shipment of these items and to ensure reasonable safety and enhance operational readiness by reducing to a minimum the possibility of injury, loss of life, and property damage while conducting operations within the confines of the NAS Patuxent River complex, including Webster OLF and NRC Solomons.

1-1 Discussion

a. Safety has been described as a state of mind. A state of mind engendered from the top echelons of command down to the lowest working level by the demonstration of sound knowledge and awareness of safety requirements, a knowledge which is constantly applied by positive action and good leadership on the part of senior personnel in all areas affecting safety. Accidents can be prevented, but this requires the full cooperation of every person concerned. Safety is a function of all hands and not only the responsibility of individuals who have been specifically designated. Safety is more than a duty owed to authority. Where ammunition and explosives are concerned, it is a way of life and the means of survival for the individual as well as others. The basic elements of safety are:

- (1) Sound knowledge of safety principles based on thorough training.
 - (2) The application of that sound knowledge through close and constant qualified supervision.
- b. Only by the continuous and vigorous application of these basic elements of safety can the level of ordnance accidents/ incidents be reduced and the risk kept to a minimum.
- c. Requirements that use commands "WILL" or "MUST" are mandatory. Advisory requirements are those in which "MAY" or "SHOULD" are used. These advisory requirements must be followed unless exceptions are authorized in writing by the Commanding Officer.

1-2 Background

Improper processing, handling, loading, or testing of explosive devices has in the past caused mishaps, which resulted in loss of life, injury, or damage to property, as well as, causing reduced operational effectiveness of both fleet and shore activities. Mishaps with explosive devices has been shown by investigations to be caused by organizational and supervisory factors, as well as errors committed by individuals in judgement, decision making, and the performance of specific acts or tasks. Analysis of mishaps clearly caused by personnel error indicates that the following reasons are most commonly encountered:

- a. Lack of effective use of available training or lack of knowledge on the part of individuals and teams who handle explosive devices.
- b. Lack of necessary and effective leadership and supervision by the supervisory personnel (both military and civilian) directly responsible for the operations involving explosive devices.
- c. High tempo operations, during which maintenance of explosives safety tends to be degraded as a result of fatigue, short cuts to get the job done on time, or complacency stemming from rapid, repeated, and often monotonous tasks.
- d. During certain evolutions, the temporary assignment of personnel to perform ordnance related tasks for which they are not specifically qualified.
- e. Failure to follow existing instructions that have been established for specific explosive devices.
- f. Failure to complete an Operational Risk Management Hazard Analysis and conduct Hazard Control Briefings.

1-3 Responsibilities

- a. The Explosives Safety Officer (ESO) must establish and conduct a comprehensive Explosives Safety Program and ensure enforcement of all applicable directives and/or instructions. The ESO assigned to the Safety Department is responsible for the duties outlined in reference (a) and to ensure continued compliance with the requirements outlined in this instruction. If the ESO observes a violation of such a nature that damage to property or bodily injury may result, or if the overall attitude or performance of the command/activity is determined to be not compliant with applicable ordnance instructions and directives, the ESO must request the command/activity to cease operations immediately. The command/activity will not be allowed to commence operations involving ordnance again without the express permission from the Installation Commanding Officer.
- b. COs, OICs, of Tenant Commands/Activities, Contract Directors, Competency Heads, and Department Heads must direct and be responsible for the enforcement of all safety precautions and regulations relative to ordnance functions performed within their respective commands, competencies, or departments. Ensure that commands on temporary additional duty to activities within the scope of this instruction provide the Installation ESO formal written documentation of the qualifications of those personnel authorized to conduct explosives tasks while on board. This requirement includes civilian contractor organizations operating on U.S. Navy activities. Copies of applicable Standard Operating Procedures (SOPs) will also be forwarded for review to the Host ESO prior to commencing operations.
- c. All persons on board the NAS Patuxent River Complex, including Webster OLF, who are involved in the stowage, handling, assembly, disassembly, loading, downloading, testing, fuzing, installation, arming, or de-arming of conventional ordnance must be familiar with the contents of this instruction and the contents of references (a) through (f).

d. All Commands on temporary additional duty to activities within the scope of this instruction must provide the Host ESO, formal written documentation of the qualifications of those personnel authorized to conduct explosives tasks while on board. This requirement includes civilian contractor organizations operating on behalf of U.S. Navy activities or on U. S. Navy installations. Copies of applicable SOPs will be forwarded for review to the Host ESO prior to commencing operations.

e. All Commands on temporary additional duty to activities within the scope of this instruction must receive a safety brief from the command providing host services prior to being authorized to conduct operations involving A&E material. The brief should include NAS Patuxent River policies, procedures, and ordnance safety regulations pertaining to the Combat Aircraft Loading Area (CALA) and flight line operations, Ready Service Lockers (RSL) security and stowage, and operations within Aircraft Egress Work Center and Aircrew Survival Equipment Maintenance Work Center. All personnel involved in direct ordnance operations or testing must attend this Installation Ordnance Brief.

f. The Installation Security Officer (ISO) will direct and be responsible for AA&E physical security.

1-4 Explosives Safety Policy Board (ESPB)

a. The ESPB is the appointed body that will address ordnance related conflicts and concerns involving any of the ten functional areas (programs) evaluated by the Naval Ordnance Safety and Security Administration (NOSSA) during the biennial Explosives Safety Inspection (ESI)

b. The Explosives Safety Officer is the designated Board Chairman of the ESPB. The ESPB will be composed of the OIC of Navy Munitions Command (NMC) Atlantic Detachment Patuxent River, Ordnance Officer of Navy Test Wing Atlantic (NTWL), and any other person whom the ESO determines is necessary to assist in determining effective solutions to ensure compliance with the program in question.

c. While it is recognized that every program identified in reference (l) of this instruction is significant to the health and overall effectiveness of the Installation's Explosives Safety Program, three pillar programs are recognized as the foundation and strength of a healthy Explosives Safety Program. The ESPB will meet at least once quarterly to ensure that, at the very least, the NOSSA "Pillar Programs": Program 2, Facilities Certification/Master Planning; Program 3, A&E Qualification/ Certification and Training; and program 10, A&E Inventory Management, are all sound in concept and continue to meet the requirements of all Department of Defense (DoD) and Department of the Navy (DON) directives, as well as discuss any recommended changes to this instruction.

1-5 General Safety Precautions

a. Upon observing an impending or actual safety violation, the violation will be brought to the attention of the individual concerned, the crew leader, and the shop supervisor. Immediate corrective action will be taken on all safety violations. If the violation is of such a nature that

damage to property or bodily injury may result, operations must cease immediately, and no further operations will continue until permission is granted by the unit's CO or designated representative.

b. In the event of a conflict regarding safety procedures, the most current instruction, manual, or checklist will take precedence. If no written guidance exists, the conflict will be resolved by higher authority by working with the ESO.

c. All persons who may supervise or perform work in connection with the inspection, care, preparation, and handling of ammunition or explosives must ensure that all loading manuals/checklists, standard operating procedures (SOPs), and appropriate publications are strictly followed. Crew leaders must have the applicable checklist in their possession for all ordnance evolutions. If crew leaders or crew members are unfamiliar with the checklist, more knowledgeable senior personnel must instruct the evolutions step-by-step.

d. All safety and protective devices relating to weapons and handling equipment must be utilized.

e. Weapons will not be left unattended and adequate personnel will be readily available to move munitions when required.

f. Complacency towards improper handling of weapons or weapons handling equipment must be guarded against at all times.

g. Approved safety shoes must be worn during all ordnance handling evolutions.

h. Ammunition and explosives outside the RSL will not be left unattended at any time.

i. Prior to handling any ammunition or explosive item, the OIC or Chief Petty Officer-in-Charge (CPOIC) must ensure Hazards of Electromagnetic Radiation to Ordnance (HERO) requirements are met in accordance with references (f) and (n). Specific guidance on emitter systems, HERO Emission Control (EMCON) Bill, and Radio-Frequency (RF) environments can be found in reference (f) and (n).

j. The use of live ordnance for display, public or otherwise, is prohibited. All inert displays within the boundaries of NAS Patuxent River property must be approved by the ESO.

k. Exit doors in operating buildings, such as aircraft life support equipment maintenance shops and aircraft egress workcenters must open outward. During operating hours, when personnel are inside the workcenter, exit doors will not be locked from the outside. No exit door will be fastened with locks other than anti-panic catches or similar quick releasing devices (this does not apply to Ready for Issue locations in support of security forces). This will allow for both quick exit by personnel working in the space and access for emergency response personnel from the outside if required. All exits will be marked in accordance with reference (a) and must be unobstructed at all times.

1-6 Empty Hazardous Material (HM) Containers

a. All empty Arms, Ammunition, & Explosives (AA&E) containers must be returned to NMC. These containers may be considered Material Potentially Presenting an Explosive Hazard (MPPEH).

b. Markings that indicate the presence of HM must be completely removed or obliterated from empty AA&E containers. All empty AA&E containers previously used for HM will be 100 percent inspected, tagged and certified empty by a Quality Assurance (QA)/Safety Observer (SO), dated, signed, and sealed. This inspection must ensure that there is no live HM in the container, the container is free of all foreign matter, and the cover is installed and tightly secured.

c. Empty ordnance containers require inspection and must meet the requirements of references (a) and (q). The container must be treated as recovered material in accordance with reference (m). With prior approval from NMC, empty HM containers may be reused for other purposes (i.e., A/C chain boxes, spare parts, etc.). These repurposed containers must be completely repainted with a color other than olive drab.

NOTE: Olive drab colored containers are NOT authorized in squadron maintenance spaces.

NOTE: Serviceable, emptied containers are intended for re-use. To prevent increased maintenance costs, stenciling must be accomplished neatly and in a reasonable size. Avoid stenciling or marking over permanent markings and take care to ensure permanent markings are not removed/obliterated. This includes "CARDBOARD BOXES" that were used for A&E. Certified empty cardboard boxes must be flattened when discarded.

d. Additional information on empty containers can be located in reference (a).

1-7 Fire Prevention

a. All measures for the prevention and control of fires must be exercised in areas containing explosives and those areas immediately adjacent to them.

b. Upon discovery of a fire, in or near any magazine, RSL, or Explosive Laden Vehicle, immediately notify the following:

(1) NAS Patuxent River Fire Department (301) 342-3911 or 911 from a desktop phone.

NOTE: Ensure that the Fire Department is informed on the highest Hazard/Class (H/C) explosives involved and exact location of incident.

- (2) NAS Patuxent River Command Duty Officer (301) 342-1095/1096/1097
- (3) NMCLANT Detachment Patuxent River (301) 342-5018, (301) 757-4181
- (4) NAS Patuxent River ESO (301) 757-9690

c. In the event of a fire within a RSL, personnel must attempt to extinguish the fire utilizing the available firefighting equipment. However, if the fire is burning or immediately threatens explosive material, or personnel, the personnel must evacuate the RSL area and seek safety. Upon evacuation, all personnel must remain a safe distance away from the RSL area and prevent the approach of personnel not engaged in fighting the fire. The firefighting crews must be informed of the contents of the RSL.

d. In the event of a fire in the immediate area of a RSL, RSL doors must be secured, transporting and handling equipment must be removed from the area, and every effort must be made to extinguish the fire or prevent its spread.

e. All fire extinguishing and firefighting equipment must be inspected monthly as detailed in enclosure (8) and properly maintained per approved SOPs.

f. In accordance with reference (a), a map of the entire establishment and any potentially hazardous external locations near the installation must be posted in a conspicuous place at fire stations and other locations approved by the CO. These maps must show buildings; magazines; outside storage areas such as truck holding areas, container pads, and loaded barges; gasoline and fuel oil tanks; and storage locations of hazardous materials and flammable volatile liquids. The contents of hazardous locations should be indicated on the map by colored pins or suitable indicators specifically showing the explosive site by hazard C/D. This information must be kept updated from information supplied by each organization's ordnance department after checking storage records at regular intervals or as conditions change. The fire map should enable the fire department to immediately determine the type of fire it will have to fight and the types of protective equipment required. As conditions change with regards to the highest hazard C/D, immediate notification must be made to Fire Department Operations by the using activity or the activity in cognizant control of the location so that the pinning of the posted fire maps can be changed to reflect the current status of the location. Activities making notification to Fire Department Operations must keep an official log of the notification event to the Fire Department. Fire Department Operations must keep an official log of all C/D change notifications.

g. Using activities need to notify Fire Department Operations utilizing the following contact info and process.

(1) Call (301) 342-3843 and ask to speak with "ONLY" the "On Duty Battalion Chief or Acting Battalion Chief." If not available, leave POC information for priority call back. If no answer, continue to call back every 15 minutes.

(a) Provide activity name and POC.

(b) Provide facility or building number.

(c) Provide the updated C/D for the facility or building for changing of the posted fire maps.

(d) Activities making notification must enter the notification event into their official log.

(2) Fire Department Operations must enter the notification event in their official "Pass Down" log and then proceed to properly update the fire map pins to reflect the current status with the C/D change.

(3) Activities must call back using the same process above if any further change to the C/D for the facility or building takes place, to include returning to an "INERT" or "EMPTY" condition. Estimated times will not be accepted for fire map pin changes and any additional changes will require notification.

1-8 Weather/Thunder Conditions

a. Thunderstorm Condition One (T1)

(1) In accordance with reference (o), "T1 means that thunderstorms are expected within 10 nautical miles (NM) of the immediate area or within one hour. Associated lightning, torrential rain, hail, severe downbursts, destructive winds, and sudden wind shifts are possible. Take immediate safety precautions and seek shelter.

(2) When T1 condition is set, or lightning is observed, all ordnance evolutions will cease and all personnel will seek appropriate shelter.

(3) Aircraft landing during A T1 condition requiring de-arming must remain in the de-arming area until the lightning threat passes.

NOTE: Aircraft may be shut down at the discretion of proper authority

b. Thunderstorm Condition Two (T2)

(1) In accordance with reference (o), "T2" means that thunderstorms are expected within 25 NM of the immediate area or within 6 hours. Associated lightning, torrential rain, hail, severe downbursts, destructive winds, and sudden wind shifts are possible.

(2) With this condition set, ordnance evolutions may be performed. In the event that lightning is observed by anyone, all ordnance will be stored in a safe haven as safely and expeditiously as possible and all personnel will seek appropriate shelter.

NOTE: During the course of project weapons testing and proficiency loads in an aircraft hangar, certified inert training shapes may continue to be loaded during Thunderstorm Conditions One and Two.

1-9 Physical Security

a. The DON Physical Security Instruction for Conventional Arms, Ammunition, and

Explosives (AA&E) (reference (e)) tasks the CO with the responsibility for the physical security of AA&E within their authority. Reference (e) is a comprehensive directive that consists of nine chapters and six appendices. Appendix F "A&E Physical Security Checklist for Forces Ashore." Appendix F is a tool to help shore commands assess their overall AA&E security posture. Not every requirement contained in this instruction is addressed, so successful completion of this checklist should not be considered full compliance with this instruction.

b. The Installation Security Officer (ISO) will direct and is responsible for AA&E physical security.

c. All commands that maintain an AA&E Physical Security Program must conduct annual AA&E Physical Security surveys. The Command Physical Security Officer, working with the ISO, must conduct a thorough survey by using Appendix F of reference (e) as a guide. Record the date, time, person conducting the survey, completed corrective actions from previous survey, current discrepancies, and corrective plan of action.

d. In accordance with reference (e), it is required to perform periodic unannounced openings of facilities to set off an alarm so that alarm monitor and response force reactions and procedures can be exercised and evaluated. Command whose space is alarmed must record the location or alarm, actions taken to secure alarm and timeline of events.

e. Contact the Security Training Department at (301) 757-1864 one week prior to desired test date with location of facility to be tested and a point of contact from command/activity utilizing the facility.

CHAPTER 2

AMMUNITION MANAGEMENT

2-0 Purpose

This chapter outlines NAS Patuxent River conventional ammunition distribution, reporting, and management system and delineates policies, procedures, and responsibilities.

2-1 Responsibilities

a. Reference (p) provides guidance on the responsibilities of NMC and hosted activities regarding A&E requisitioning, reporting, and inventory control.

b. COs, OICs of tenant commands, competency heads, and department heads are responsible for ensuring all personnel who requisition and/or receive ordnance have on file at NMC a properly/completely filled out and approved Authorized Signature List for Conventional Ordnance, enclosure (9).

2-2 Ammunition Allowances/Requirements

a. Official air station ammunition records must be maintained by the NMC Stock Control. These records will be used as the basis for reporting stock status and transaction information to higher authority.

b. An Ordnance Pre-Position Request, enclosure (5), must be submitted by tenant activities to NMC 90 days prior to all scheduled evolutions to ensure availability of required stores/ammunition with exception on case-by-case basis.

2-3 Requisitioning, Expending, Receiving, & Turn-in

a. An Ordnance Request, enclosure (6), must be submitted to NMC via Naval TestWing Atlantic (NTWL) Ordnance coordinator specifying the type and number of stores/ammunition by Naval Ammunition Logistic Code (NALC)/ build number (if applicable), to be built-up and a delivery date/time/place. Ordnance Request form (enclosure 6) must be completed in its entirety. If stores/ammunition requires Aviation Weapons Support Equipment (AWSE), the AWSE section on request must be completed with all applicable information.

b. NTWL Ordnance Request, enclosure (6), Ammunition request forms will be submitted to NMC at least 72 hours or three working days prior to desired delivery. This allows time for coordination with NMC for weapon buildup/delivery. Exceptions may be made on a case-by-case basis by the OIC NMC.

c. Requests for shipment of items needed for use at locations other than NAS Patuxent River are a joint effort involving the requesting command/activity, NMCLANT Detachment Patuxent River and Navy Supply Systems Command Norfolk. All requests for shipment must include the

Transportation Accounting Code (TAC), Unit Identification Code (UIC), and the Required Delivery Date (RDD).

NOTE: Requests for preposition of A&E to be expended at NAS Patuxent River or other locations must be submitted as delineated in paragraph 2-2(b).

RDD is a three-position Julian date that specifies when material is required to be delivered, based upon time-definite delivery standards. Shipments are prioritized according to the customer (requesting command/activity) RDD in accordance with reference (m). Table 2-1 helps to determine the correct priority and lead time for ammunition requisitions. There are minimum lead times for the requisition priorities. The minimum OIS-W lead time is the number of days between the receipt of the requisition in OIS-W and the RDD. Time factors also influencing RDD are: delay of Naval message release due to local command factors, local communications center transmission delays and OIS-W incoming requisition processing time. Automatic requisition rejection to NAVSUP GLS AMMOs will result if minimum lead-time is not correctly factored into the RDD. Rejected requisitions must be manually reviewed. If manual correction is not possible, the requisition is rejected back to the Requisitioner. Any IPG I (PRI 01/02/03) or a modifier from IPG II/III (PRI 04-15) to an IPG I (PRI 01-03) requires approval from USFF/CPF (who may delegate to their respective TYCOMs and Numbered Fleets), SPECWARCOM, COMDT CG-7211, CG Liaison Officer at GLS Mechanicsburg or MARFORs. All approvers must validate requirements and send approval to requesting command via digitally signed email or Naval message, classified appropriately, with a copy to the appropriate sourcing authority (NAVAMMOLOGCEN AMMOLANT/AMMOPAC, CLWP, CTF-63 or CTF-53).

Use of PRI 01 through 03 with Julian date RDD and Priority 03 with "999" RDD for ammunition requisitions must be restricted to mission essential situations only in order to minimize disruptions and handling and transportation costs. The only conditions justifying the use of PRI 03 for requisitions involve emergent requirements resulting from a short-notice mission or schedule change or an urgent training requirement associated with a short-notice mission or schedule change. A modifier from IPG II/III to IPG I requires approval from the appropriate approval authority (USFF/CPF(Delegated TYCOM/Numbered Fleet), SPECWARCOM, COMDT CG-7211, CG Liaison Officer at GLS Mechanicsburg or MARFORs).

NOTE: Every effort will be made to provide material on the RDD. However, the requisitioner must be aware that an OIS-W accepted lead time/RDD does not guarantee material receipt on that date, nor does it reflect actual load date. Activities submitting requisitions must make every effort possible to provide the maximum lead-time possible. Considerations for RDD determination must include process time between OIS-R/ROLMS and OIS-W, ammunition processing time, containerization and transportation to ship onload location. Multi-mode and constrained transportation issues may combine with other factors (including but not limited to OCONUS delivery) and may prevent delivery by RDD, especially when RDD is near the minimum lead-time.

Guideline Summary

IPG	PRI	Minimum OIS-W Lead Time	**RDD	Certifying Authority	Remarks
I	01/02	999	All PRI 01 and 02 docs will have "999" entered as the RDD	USFF/CPF (Delegated TYCOM/NUMBERED FLEET) SPECWARCOM, COMDT CG-7211. CG Liaison Officer at GLS Mechanicsburg or MARFOR	
I	03	1 Calendar Day		USFF/CPF (Delegated TYCOM/NUMBERED FLEET) SPECWARCOM, COMDT CG-7211. CG Liaison Officer at GLS Mechanicsburg or MARFOR	
	03	7 Calendar Days		Same as above	RDD "999" Not authorized
II	04 - 08	23 Calendar Days	Provide Julian Date	None Required	RDD "999" Not authorized
III	09 - 15	33 Calendar Days	Provide Julian Date	None Required	RDD "999" Not authorized

Table 2-1

d. Expenditure reports, enclosure (7), must be submitted to NMC by the end of the firing day.

e. Cartridge Actuated Device (CAD) and Propellant Actuated Device (PAD) turn-in will be accepted during the second week (Monday-Thursday) of each month. Ordnance work request for pick-up must be submitted by close of business on Monday the week prior to week requested.

2-4 Weapons Assembly Requirements

a. All weapons requiring assembly (excluding countermeasures) must be assigned a build number and all components documented on a Weapons Assembly Sheet, enclosure (1). Build numbers will be in the following format: build activity-Julian date-sequential number (i.e., NMC-4230-001).

b. Any weapon that is modified after it has been assembled requires completion of a new

Weapons Assembly Sheet, which must highlight the modifications in the remarks. The activity performing the modification will create a new Weapons Assembly Sheet and provide it to NMC and the activity that built the asset. The asset must be assigned a new build number.

c. A copy of the Weapons Assembly Sheet will be provided to the receiving activity and NMC (if not the assembling activity).

2-5 Material Potentially Presenting an Explosives Hazard (MPPEH)

a. The potential for MPPEH to present an explosive hazard is the single characteristic that distinguishes it from other DoD material to be reused, excessed, recycled, or otherwise disposed per reference (r) and (s). The explosive hazards associated with MPPEH make it unique and must be addressed prior to its transfer within or release from the DON.

b. To ensure compliance with required directives, NMC and Naval Facilities (NAVFAC) Environmental must be contacted for guidance if any MPPEH is generated or discovered.

c. Individuals assigned to inspect and/or certify MPPEH as Material Documented as Safe (MDAS) must be trained to be able to determine that the subject item is inert and/or free of potentially explosive material.

d. Personnel trained to conduct inspections and authorized to certify and/or verify MPPEH as MDAS are required to be designated in writing by the CO/OIC per reference (a).

2-6 Ready Service Locker and Rolling Stock Inventory Reports

a. It is the responsibility of commands with ammunition and rolling stock in their possession to ensure that accountability is maintained and that the Maintenance Due Date (MDD) is not exceeded.

b. Procedures. Activities must provide NMC a weekly inventory of all weapons and components in their facilities. Ready Service Locker Inventories and Rolling Stock Reports are due to NMC (via email) on a weekly basis by 1200 on Wednesday.

c. Aviation Life Support Systems (ALSS) and Aircrew Escape Propulsion System (AEPS) items are issued to install by NMC. When items are uninstalled and stowed within the RSL/Ready Service Magazine (RSM), enclosure (12) must be completed and forwarded to NMC. This will ensure an accurate inventory and location survey.

2-7 Armament Weapons Support Equipment (AWSE)

a. NMC will provide all handling equipment necessary for the transport of ordnance to and from the user activity's receipt points. All other Ordnance Handling Equipment and AWSE may be checked out from NMC AWSE Division.

b. Procedures. AWSE Reports are due to AWSE 731 Division (via email) on a monthly basis

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by 1200 on the last Wednesday of the month. Squadrons will document their inventories using the sample format listed in enclosure (3). It is the responsibility of units with AWSE in their possession to ensure that accountability is maintained, MDDs are not exceeded, and damage is reported to AWSE 731 Division in a timely manner. AWSE 731 Division may be reached at (301) 342-1153/757-1613 and must be contacted to arrange for trailer/gear swap or turn-in of affected AWSE.

c. Only minor maintenance actions that are specifically authorized by the OIC of NMC may be performed on AWSE that is loaded with ordnance.

d. An Ordnance Request must be submitted to NMC via the NTWL Ordnance Coordinator specifying the type and number of AWSE and desired pick-up date/time. Serial number(s) of AWSE gear being returned for maintenance is required to be in the remarks section as per enclosure (6). In order to keep accurate the requirement of inventory and accountability, all parties receiving or turning in AWSE will comply with reference (t) para. 5.1.1.8 to use and maintain a Support Equipment Transaction Report (OPNAV 4790/64) and SE Preoperational Record (OPNAV 4790/52).

CHAPTER 3
HANDLING, STORAGE, & TRANSPORTATION

3-0 Purpose

This chapter establishes policies, procedures, and responsibilities for transporting and handling ammunition, explosives and other hazardous related materials hereafter called ordnance.

3-1 Responsibilities

- a. COs/OICs of Tenant Commands, Competency Heads, and Department Heads must ensure all personnel who transport and handle ordnance are certified and qualified per reference (c) and that all existing regulations are strictly followed.
- b. NMC Atlantic Detachment Patuxent River OIC must authorize all off-station operation of vehicles containing ordnance.
- c. Military and civilian personnel engaged in the operation of motor vehicles or Material Handling Equipment (MHE) must understand that while operating such vehicles/equipment, they bear the responsibility for compliance with all DoD regulations, as well as, all state and local traffic laws, and are subject to fine and/or imprisonment when in violation thereof.

3-2 Qualification/Certification Training

- a. Motor Vehicle Operators. All DON active duty military personnel and DoD or DON civilian personnel that are operators of motor vehicles carrying A&E whether "On-Base" or "Off-Base" must be trained, qualified, and certified in accordance with reference (g). (See Table 3-1 for additional information.)

(1) DoD contract personnel operators of motor vehicles carrying A&E must not be issued an OF-346, "U.S. Government Motor Vehicle Operator's Identification Card." DoD contract personnel assigned to operate either government owned or contractor owned/leased motor vehicles/equipment in performance of a contract must be trained, qualified, and certified in accordance with reference (g) by the contractor and at the contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime contractor must document all operator qualifications. This documentation will be provided to the contract administrator (Site Director) prior to an operator engaging in any mode of equipment operation. Documentation must be retained by the contract administrator and must also be documented using NASPAXRIV FORM 8010/1, enclosure (11), "NAS Patuxent River Contractor Explosive Driver ID Card" for use "On-Base" only. (See Table 3-1 for additional information.)

- b. Driver's Personal Papers. During operations on-base and off-base, both military and civilian explosives drivers are required to have on their person a medical examiner's certificate, a current state issued driver's license, and the appropriate military, civilian, license or contractor driver card with necessary endorsements in accordance with criteria outlined in table 3-1.

Basic Summary of Explosives Driver Licensing Requirements

TYPE OF DRIVER	ON-BASE (see note 1)	OFF-BASE
Active Military	OF-346, Valid State License (see notes 2 & 3)	OF-346, Valid State License (see note 2)
DoD/DoN Civilian	OF-346, Valid State License (see notes 2 & 3)	OF-346, Valid State License with CDL Hazmat Endorsement (see note 2)
DoD Contractor	NAS Patuxent River Contractor Explosives Driver ID Card (enclosure 11), Valid State License	Valid State License with CDL Hazmat Endorsement

Table 3-1

NOTE 1: "On-Base" means within the physical boundaries of the base perimeter. In the context of explosive driver licensing requirements, if any portion of the planned route requires access to public roads or crosses over a public road(s), then the movement is considered to be off-base.

NOTE 2: The OF-346 must be annotated with the following statement: "Explosives Driver - Must hold a current Medical Certificate."

NOTE 3: When an OF-346 is issued for on-base operations only, the OF-346 must be annotated: "VALID FOR USE ON-BASE ONLY."

c. All persons onboard the NAS Patuxent River Complex, including Webster OLF, who are involved in the stowage, handling, assembly, disassembly, loading, downloading, testing, fuzing, installation, arming, or de-arming of conventional ordnance must be qualified and certified as directed by references (a) and (c). The following specific requirements must be complied with to ensure the qualification and certification is valid.

(1) As directed by reference (e), all military, civilian, and DoD contract personnel must be screened annually to ensure they are mature, stable, and have demonstrated a willingness and capability to perform assigned tasks dependably.

(2) Completion of either AMMO-18-DL Basics of Naval Explosives Hazard Control (4E-F29/645-F13(DL)) or AMMO-49-DL Naval Explosives Safety for Supervisors/Managers (4E-F39/645-F23 (DL)). Completion of these courses is a one-time only requirement and the option to take AMMO-49-DL in lieu of AMMO-18-DL is authorized and satisfies the requirement.

(3) Successfully passing a periodic medical examination is a required qualification for all military, civilian, and DoD contract personnel. It is important to note there are now two types of examinations:

(a) Explosives motor vehicle operators of motor vehicles on public roads must be

examined as directed by NAVMED P-117, Article 15-107, examination series 720 for military and civilian personnel; DoD contract personnel must be examined in accordance with 49 CFR §391.41 – 391.47. All personnel who operate explosives motor vehicles will follow a two year medical examination periodicity.

(b) Explosives handlers, to include “Material Handling Equipment (MHE), including explosive forklift operators,” must be examined as directed by NAVMED P-117, Article 15-107, and examination series 721 for military and civilian personnel; DoD contract personnel must be examined in accordance with 49 CFR §391.41 – 391.47. This medical examination is valid for up to five years for military and civilian personnel but is only valid for a maximum of two years for DoD contract personnel.

(c) Medical examinations for military and civilian personnel must have the medical examination documented using the OPNAV 8020/6 “Department of the Navy Medical Examiner’s Certificate”; DoD contract medical examinations must be documented using Motor Carrier Safety Administration (MCSA)-5876 “Medical Examiner’s Certificate.”

NOTE: For an examination to be considered valid, it must bear the signature and legibly printed, stamped, or typed name of the provider who performed the exam.

d. Additional specific requirements (required reading, lectures, proficiency demonstrations, etc.) must be identified in the command/activity Ordnance Qualification and Certification Training Plan.

3-3 Transportation

a. NMC personnel will transport all ammunition hazard C/D 1.1, 1.2, 1.3, and 1.4 materials, with the exception of the Military Working Dog (MWD) Handlers who are required to train at various locations and times throughout the installation and limited amounts of ALSS equipment by tenant squadron personnel between the activity hangar and the Paraloft located in building 1403. All hazardous material transportation will be in accordance with references (a) and (g).

b. Airfield approved vehicles will be used with proper placards, headlights, emergency flashers, and beacon flashers on. If it is not possible to use an airfield, a NAS Patuxent River security escort vehicle is required on station roads with the exception of transportation of MWD and ALSS material.

c. Arriving explosive carriers must notify the NAS Patuxent River Security Officer at least one hour in advance of expected arrival.

d. NAS Patuxent River security must inform NMC at (301) 342-5018, of anticipated arrivals so that acceptance inspections can be completed in a timely manner.

(1) The gate sentry will hold all placarded explosive vehicles containing C/D 1.1, 1.2,

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1.3, and 1.4 at the Hazardous Material (HM) holding area at gate 3 and notify NMC at (301) 342-5018. The HM vehicle will not be moved from that area until NMC has arrived at the holding area.

(2) Shipments of C/D 1.4 explosives under 1,000 pounds aggregate gross weight pose no special hazard and may be directed without escort to location specified per shipping documents.

e. Shipments of C/D 1.1, 1.2, and 1.3 materials pose a significant hazard and must not be permitted to enter through gates 1 and 2. Carriers must be directed to Gate 3 via Route 235 and Route 712 where they will wait in the holding area directly inside Gate 3 until a qualified explosive vehicle inspector from NMC performs a DD Form 626 inspection and gives approval for the vehicle to be escorted aboard NAS Patuxent River. After the vehicle has been inspected and approved, NAS Patuxent River security will escort the vehicle to the NMC compound via Shaw Road, to Johnson Road, to Cedar Point Road, to Bronson Road (parallel to runway heading 24), and then to the compound.

f. A qualified explosive vehicle inspector from NMC must inspect the vehicles. In the event of civil disorder, natural disaster, or if requested by the carrier after normal working hours, NAS Patuxent River security will provide an escort from Gate 3 to the appropriate "safe haven" area as designated by NMC for temporary storage per reference (a).

3-4 Off-Station Shipments

a. NMC:

(1) Coordinate with NAS Patuxent River Supply Shipping Branch all outgoing ordnance shipping requirements.

(2) Prepare and deliver to NAS Patuxent River Supply Shipping Branch all DD Forms 1348-1 for outgoing shipments.

(3) Pack and certify all other ordnance materials not packed by NAS Patuxent River Supply Crating and Packing Branch.

(4) Load and inspect all outgoing vehicles originating from the NMC.

(5) Receive and unload all vehicles containing C/D 1.1, 1.2, 1.3, and in some situations, as determined by the NMC OIC, 1.4 material, and all other vehicles containing ordnance materials not received or unloaded by the NAS Patuxent River Supply Receiving Branch. Off-Station Ordnance Detachment Request. If a command requires the use of ordnance assets off-station, an Off-Station Ordnance Detachment Request, enclosure (10), must be submitted to NMC.

(5) For shipment tracking information, contact NMC Atlantic Detachment Patuxent River.

3-4.1 NAS Patuxent River Security Department

a. NAS Patuxent River Security Department (301) 342-3208 will provide an escort from the NMC compound to Gate 3 via Bronson Rd, to Cedar Point Rd, to Johnson Rd, to Shaw Rd, and out Gate 3.

b. As deemed necessary by the NMC OIC, provide an escort vehicle for all incoming and outgoing vehicles containing C/D 1.1, 1.2, 1.3, and in some situations 1.4 material, and any vehicle requesting Safe Haven Parking.

3-4.2 NAS Patuxent River Supply Department

a. Crating and Packing Branch:

(1) Pack, certify, and ship limited quantities of C/D 1.4 material and inert ordnance materials.

(2) Provide blocking and bracing materials and block and brace outgoing vehicles.

(3) Provide containers and packing material upon request.

b. Receiving Branch:

(1) Receive, unload, and provide short-term storage (less than 24 hours) for small quantities of C/D 1.4 and inert ordnance materials.

(2) Notify the NMC for pickup of ordnance materials.

c. Shipping Branch:

(1) Prepare all shipping documents (except DD Forms 1348-1) upon request.

(2) Verify all shipping documents data.

(3) Arrange for all outgoing commercial vehicles.

3-4.3 NMC Atlantic Detachment Patuxent River

a. Explosive shipments leaving NAS Patuxent River with C/D 1.1, 1.2, 1.3, and 1.4 will be loaded and inspected at NMC compound. Coordinate with NAS Patuxent River Supply Shipping Branch all outgoing ordnance shipping requirements.

b. Prepare and deliver to NAS Patuxent River Supply Shipping Branch all DD Forms 1348-1 for outgoing shipments.

c. Pack and certify all other ordnance materials not packed by NAS Patuxent River Supply

Crating and Packing Branch.

- d. Load and inspect all outgoing vehicles originating from NMC.

3-5 Magazines

- a. All personnel must sign-in with the NMC watch prior to entering magazine areas. Personnel must relinquish all flame or spark producing devices prior to entering the magazine area.

NOTE: Security and emergency vehicles do not need permission to enter the areas when responding to an emergency.

- b. A red flag must be displayed prominently near the entrance to any building or location whenever work connected with explosives or ammunition is in progress. The red flag is to indicate from a distance that personnel and explosives are in the building.

- c. No magazines will be opened after dark for any reason unless the NMC OIC has given specific permission.

- d. All magazines, including RSM/RSL, must be under the cognizance/control of the command/activity utilizing the magazine/RSL. Magazines must be administered and maintained in accordance with reference (a).

- e. Each magazine will have a building number and the appropriate fire/chemical symbol displayed in accordance with reference (a).

- f. Station magazines must be inspected periodically, but at least once annually by the ESO. Additional random periodic inspections will be conducted by NMC Quality Assurance in an effort to assess material condition and content inventory. Fleet/Tenant activities are responsible for keeping their assigned RSM/RSL and surrounding areas scrupulously clean at all times. Only ammunition and ordnance-related items may be stowed in magazines. If discrepancies are found, the using activity will be notified. Repeat offenses of inspection criteria by Fleet/tenant activities can result in the loss of their RSM/RSL.

- g. Fleet/Tenant command/activities are required to conduct annual magazine inspections of all magazines in use by their command/activity. A record shall be maintained to document all deficiencies and corrective actions taken. Mandatory record entries include the date of inspection, inspection guide used (NASPAXRIVINST 8010.1K, enclosure 15), deficiencies detected, and deficiencies corrected. All entries must be signed. If no deficiencies are found during the inspection, the entry "No deficiencies" shall be made. Records shall be maintained for four years.

- h. All ordnance facilities requiring maintenance and/or repairs as a result of normal use must have a work request submitted by the command/activity assigned use of the facility (RSL/Magazine) to PWD. If a discrepancy is discovered during an inspection or assessment and

a work request is needed to correct the discrepancy, a copy of the work request will be given to the ESO for filing.

i. The magazine area primary electrical grounding system for lightning protection and the secondary static electrical grounding system must be inspected and tested by the NAS Patuxent River PWD every 24 months. Visual inspections must be conducted every six (6) months in accordance with reference (a). A copy of the results must be maintained on file at NAS Patuxent River PWD, ESO, and the activity utilizing the facility.

j. The NAS Patuxent River Security Officer must establish routine security patrols of the magazine areas. If any facility within the main NMC compound, located near building 253, or Seven-Cell Earth Covered Magazine 1412, located near the AWSE maintenance facility building 1409, is found unlocked or open, the Security Officer will remain on site and immediately notify the following personnel:

(1) NMC Weapons Duty Officer (301) 342-5018, (301) 757-4181

(2) NAS Patuxent River Command Duty Officer (301) 342-1095/1096/1097

(3) NAS Patuxent River ESO (301) 757-9690 or (301) 787-5269

NOTE: Ensure that the Installation CO and NMC OIC are notified with specific times and locations.

k. The NAS Patuxent River Physical Security Specialist Key and Lock Custodian must procure locks and keys to be used on magazine and RSMs/RSLs. A record of all locks, by serial number, must be initiated and maintained by the Installation Security Department.

l. Magazines will remain closed and locked except for authorized work, daily inspections, cleaning, repairs, and ventilation. At all time when a magazine is open, there will be two authorized/responsible persons at the location.

3-6 Storage

a. Except as noted below, all ammunition must be stowed in the NMC Magazine Area in accordance with the requirements of references (a) and (q).

b. Activities are authorized to locally store a small amount of ammunition necessary to allow the efficient daily operation of their unit. Ammunition must be stored in an RSL or magazine assigned to the activity. Activities will ensure the proper fire division hazard, chemical hazard, and/or empty symbol is properly posted as per the actual contents stored within the activities' RSL. Storage must be per the requirements and limitations of reference (a) and applicable site approvals.

c. Captive Air Training Missiles (CATM)/inert ammunition must only be stored in designated areas

NOTE: Inert ammunition must not be stored with explosive ordnance (including CADs).

d. All test squadron COs, competency heads, department heads, and COs/OICs or tenant/guest commands must be responsible for proper storage and security of weapons ammunition and ordnance components in their custody per reference (a).

e. Security Risk Category II assets must be stored in accordance with reference (e).

CHAPTER 4
HAZARDS OF ELECTROMAGNETIC
RADIATION TO ORDNANCE (HERO)

4-0 Purpose

To promulgate operating procedures for setting and maintaining HERO EMCON.

4-1 Background

A comprehensive installation HERO survey was conducted by direction of Commander, NOSSA (N84) in order to analyze the electromagnetic environments (EMEs) produced by existing antenna/transmitter systems, determine ordnance susceptibilities, safe separation distances, and establish EMCON conditions for operating transmitters to ensure operational safety during handling, assembly/disassembly, loading/ downloading, storage, and transportation of HERO unsafe, unreliable, and susceptible ordnance aboard NAS Patuxent River and OLF Webster Field. Subsequent HERO surveys are conducted by Naval Surface Warfare Center, Dahlgren Division (NSWCDD) (Q52), and certified by NOSSA in an ongoing basis to account for changes in operational environment and ensure currency of established HERO EMCON guidance and procedures. Survey results and NSWCDD (Q52) /NOSSA (N84) HERO certifications are incorporated into E3 Team Online Knowledge Management System (KMS). The installation survey identified all potentially hazardous field strengths generated by installed emitters, provided HERO EMCON conditions, and routine controls for portable and mobile transmitters necessary to manage HERO at NAS Patuxent River. All personnel required to handle ordnance and operate transmitters must be familiar with the general and special HERO restrictions outlined herein and in references (f) and (n).

4-2 Definitions

- a. Electro-explosive Device (EED) - Any single discrete unit, device, or assembly whose actuation is caused by the application of electric energy that, in turn, initiates an explosive, propellant, or pyrotechnic material contained therein.
- b. EMCON - The emission control of high powered transmitters to remove or reduce to safe levels of electromagnetic radiation in those areas where HERO is unsafe, unreliable, and susceptible ordnance is being handled.
- c. Exposure - Any situation where an ordnance item is not in an approved all metal container.
- d. HERO Conditions - Restrictions to be implemented to acquire a HERO safe environment. The HERO conditions can be set at NAS Patuxent River as outlined in reference (n).
- e. HERO Safe Ordnance - Any ordnance item that is percussion initiated, sufficiently

shielded, or otherwise so protected that all EEDs contained by the item are immune to adverse effects (safety or reliability) when the item is employed in its expected RF environment, provided that the general HERO requirements are observed.

f. RO Susceptible Ordnance - Any ordnance containing EEDs proven (by test or analysis) to be adversely affected by RF energy to the point that the safety and/or reliability of the system is in jeopardy when the system is employed in expected RF environments.

g. HERO Unreliable Ordnance:

(1) Any ordnance item, including those having a HERO safe or susceptible classification, whose performance is degraded due to exposure to the RF environment; when its internal wiring is physically exposed; when tests are being conducted on the item that result in additional electrical connections to the item; when EEDs having exposed wire leads are present, handled, or loaded in any, but the tested condition; when the item is being assembled or disassembled; or when such ordnance items are damaged causing exposure of internal wiring or components or destroying engineered HERO protective devices.

(2) Ordnance items containing EEDs, whose performance is degraded due to exposure to the RF environment, which have not been classified as HERO safe or susceptible by either test or design analysis.

h. HERO Unsafe Ordnance:

(1) When internal wiring is physically exposed on any ordnance item, including those having a classification of HERO safe or susceptible ordnance, to an RF environment that may cause accidental initiation or detonation; when tests are being conducted on the item that result in additional electrical connections to the item; when EEDs having exposed wire leads are present, handled, or loaded in any, but the tested condition; when the item is being assembled or disassembled; or when such ordnance items are damaged causing exposure of internal wiring or components or destroying engineered HERO protective devices.

(2) Ordnance items containing EEDs, whose exposure to the RF environment may cause accidental initiation or detonation, which have not been classified as HERO safe or susceptible by either test or design analysis.

4-3 Responsibilities

a. NMC

(1) When notified of HERO Conditions, will review to validate the appropriate HERO condition/EMCON level is being set by the NAS Patuxent River Air Operations Duty Officer (AODO) in accordance with reference (n).

(2) Will be responsible for ensuring that all handling of HERO susceptible and/or HERO unsafe ordnance is per this instruction and reference (n).

(3) Will be the point of contact and maintain an inventory of all ordnance items aboard NAS Patuxent River containing EEDs.

b. NAS Patuxent River AODO

(1) When notified, will be responsible for notifying appropriate activities for setting and securing the appropriate HERO condition as outlined in reference (n).

(2) Provide a briefing to visiting or transient activities concerning the HERO restriction applicable to NAS Patuxent River and OLF Webster Field.

(3) Maintain HERO surveys current and revising the EMCON Bill as outlined in references (f) and (n).

(4) Will ensure that applicable transmitting devices under his cognizance are not operated within specified distances of ordnance evolutions as outlined in reference (n) and are secured during HERO conditions and remain so until such HERO condition is secured.

(5) Will make necessary notifications to set the applicable HERO condition and contact NAS Patuxent River ESO and the NMC OIC whenever there is an inbound transient aircraft with HERO unsafe, unreliable, and susceptible ordnance on board.

c. NAS Patuxent River Ground Electronics Maintenance Division:

(1) Maintain copies of station HERO surveys/radiation hazard certifications, ensure updates are incorporated into the E3 Team Online KMS, and revise the EMCON Bill accordingly as outlined in references (f) and (n).

(2) Verify the safe distances for all portable, mobile, and wireless/cellular transmission devices, and as applicable, ensure they are affixed with appropriate HERO warning labels stating proper safe distances for operation in the vicinity of any ordnance and/or ordnance handling areas.

(3) Responsible for administration of HERO program, including installation documentation, updating emitter listings, performing analysis of alterations to the existing emitter configurations, acting as primary point of contact for information pertaining to installation HERO data (i.e., type, power, antenna type, location, etc.), and all other duties required by references (f) and (n).

d. CO/OIC of Tenant Commands, Competency Heads, and Department Heads:

(1) Will ensure that all portable and mobile transmitters under their cognizance are tagged with a HERO cautionary label (provided by the NAS Patuxent River Ground Electronics Maintenance Division), and that all transmitters are not operated within specified distances of ordnance evolutions as outlined in reference (n), as described on the cautionary label attached to portable and mobile transmitters, and as required in the Station HERO EMCON Bill. Follow the

procedures identified in enclosure (16) to obtain cautionary labels for transmitting and receiving equipment.

(2) Ensure any contractors under their cognizance using portable and/or mobile transmitters are well aware of applicable restrictions and requirements for authorized use and that they are knowledgeable and compliant with EMCON restrictions for any HERO condition.

(3) Must request setting of applicable HERO condition from NAS Patuxent River AODO to ensure proper EMCON is set and secured prior to and after any handling, loading, or unloading of any HERO unsafe or susceptible ordnance.

4-4 General HERO Requirements

- a. All personnel required to handle ordnance will be familiar with general and special HERO restrictions outlined in reference (f). Observe restrictions during ordnance handling operations.
- b. Plan ordnance operations so that ordnance exposure in electromagnetic/RF environment is minimized to highest extent possible to prevent premature/unexpected actuation.
- c. Do not touch any exposed firing contact, wiring, or other exposed circuitry (i.e., contact buttons, contact bands, etc.).
- d. Do not handle umbilical cables or cable connectors unnecessarily.
- e. Do not make electrical connections to air launched ordnance systems before ordnance is loaded on the aircraft. Electrical connections to ordnance are the most likely paths for RF energy. Loading an ordnance item to the aircraft first and tightening the sway braces before making an electrical connection reduces the hazard between aircraft wiring and ordnance.
- f. Cover all electrical connectors on ordnance with nonmetallic caps to prevent connector pins from being touched accidentally.
- g. Do not expose internal wiring and firing circuits by unnecessarily disassembling ordnance.
- h. Minimize testing procedures that involve electrical connections to ordnance.
- i. Do not store electric igniters, detonators, electrically fired rockets, guided missile motors, or electronic ordnance fuzes in proximity (i.e., same compartment) to exposed electronic transmitting apparatus or with exposed antenna or transmission line.
- j. Aircraft being prepared for flight will not transmit during loading and unloading evolutions.
- k. Perform authorized stray voltage testing that requires making electrical connections with

live ordnance in the appropriate arming/de-arming areas with aircraft pointed in a safe direction.

l. Activities will ensure that NMC is notified when HERO conditions are required on their flight lines and when HERO conditions are no longer required.

m. Activities will maintain radio equipment and aircraft radio and radar silence a distance of 250 feet from any area where HERO conditions have been set.

n. HERO safe ordnance may be transported in vehicles equipped with transceivers and portable executive telephones. Place transmitting antennas 10 feet or more from ordnance.

4-5 Setting HERO

a. For detailed description of procedures for setting HERO Conditions refer to steps outlined in reference (n), in general the process is as follows:

(1) Determine HERO classification of ordnance (susceptible, or unsafe).

(2) Using reference (n), determine HERO condition and zone where HERO EMCON needs to be set.

(3) Contact the NAS Patuxent River AODO and request setting of HERO EMCON using prescribed phrasing in reference (n).

NOTE: Prior to delivering HERO susceptible or unsafe ordnance to the CALA, NMC will verify with NAS Patuxent River AODO that the appropriate HERO condition has been set.

b. Notify NAS Patuxent River AODO when evolution is complete and/or HERO EMCON conditions are no longer required.

CHAPTER 5

EXPLOSIVE ORDNANCE DISPOSAL

5-0 Purpose

To outline policy concerning disposal of explosive ordnance materials on-station, and as may be reported by civil authority or other civilian personnel off-station.

5-1 Background

NAS Patuxent River does not have an Explosive Ordnance Disposal (EOD) Team assigned, however, it does have the capability of determining if disposal action is necessary and obtaining the services of EOD personnel.

5-2 Responsibilities

a. NAS Patuxent River Explosives Safety Officer:

(1) When notified of any explosive material, unexploded ordnance (UXO), or unattended MPPEH found within the confines of NAS Patuxent River Complex:

(a) Obtain, insofar as practical considering the inherent hazard of explosive materials, a complete physical description of the item to include any color or coloring, markings of any type, and approximate dimensions along with name, address, and telephone number of reporting person and location of item.

(b) Notify NAS Patuxent River Security Dispatch of situation to isolate the area, so far as practicable, and post a sentry to warn any curious personnel.

(2) When notified that military explosive material or UXO has been found outside the confines of NAS Patuxent River:

(a) Pass information to local authorities.

(b) Pass all information received to the NMC Detachment Patuxent River OIC or his duly assigned representative who will be responsible for further action.

(c) Notify NAVFAC Environmental at (301) 760-0413.

5-3 Action

a. The ESO or assigned representative must attempt to determine whether the item in question is military or civilian, and if military, attempt positive identification from information received and/or observation as necessary.

WARNING: Under no circumstances must any item **NOT COMPLETELY IDENTIFIABLE OR CERTIFIED SAFE** by a qualified ordnance representative be handled or in any way manipulated by persons other than designated EOD personnel.

b. If EOD services are determined to be necessary, the ESO or representative must coordinate efforts to obtain EOD services.

c. If EOD services are determined not to be necessary and material is in a safe condition; EOD must certify that the material is safe to transport; the ESO will notify NMC, who will assume custody of the material and provide storage until disposition is received.

5-4 General

EOD services are provided by NSA South Potomac. They can be reached at (540) 653-7425/7160 or DSN 249-7425/7160.

CHAPTER 6

POST INCIDENT PLAN/DEFICIENCY REPORTING

6-0 Purpose

To establish responsibility and procedures for reporting conventional ordnance deficiencies and explosive mishaps occurring aboard NAS Patuxent River.

6-1 Definitions

a. Conventional Ordnance Deficiency Report (CODR) - A CODR is initiated upon detection of the malfunction, observed defect, induced defect, or improper storage involving conventional ordnance, explosives, ammunition, explosive systems, or devices, including weapon systems components that come in direct contact with the ordnance (e.g., ammunition, explosives, and missiles) and armament/handling/support equipment used to fire, handle, load, deliver, store, or transport ordnance.

NOTE: Common examples - Sidewinder no tone/track, Sparrow no tune, no video, missile wing/fin damage, discovered damage to CADs, AEPS, and any malfunction or damage WITHOUT a Boom, Bang, or Burn.

b. Explosive Event Report (EER) - An EER is initiated for any event involving conventional ordnance, ammunition, explosives, explosive systems and devices resulting in an unintentional detonation, firing, deflagration, burning, launching of ordnance material (including all ordnance impacting off-range), leaking or spilled propellant fuels and oxidizers (less OTTO fuel II), or chemical agent release. Even if an ordnance system works as designed, and human error contributed to an event. This pertains to all events that do not meet the severity classification of class A, B, or C.

NOTE: Common examples - Initiation of fire bottle cartridges, detonation of bomb rack cartridges during release and control systems checks, and any malfunction resulting WITH a Boom, Bang, or Burn.

6-2 Responsibilities. It is the responsibility of the command utilizing the explosive material at the time of the incident to initiate reports and action as outlined herein and references (b) and (d).

6-3 Action

a. Upon discovery of a Conventional Ordnance Deficiency, the following steps will be taken:

- (1) Ensure item is in a safe condition.
- (2) Notify immediate supervisor/maintenance control.
- (3) Notify appropriate Ordnance Officer.
- (4) Notify ESO at (301) 757-9690.

(5) Notify NMC at (301) 342-5018.

(6) Initiate appropriate deficiency report per reference (d). Info NAS Patuxent River MD// and NMCLANT DET Patuxent River MD//.

(7) Turn-in deficient item to NMC. Prepare documents in accordance with reference (p).

b. Upon occurrence of an Explosive Mishap, the following applicable steps will be taken:

(1) Take necessary precautions to prevent spread of fires and/or explosions. Notify the NAS Patuxent River Fire Department, if required, at (301) 342-3911.

(2) Render first aid in the event of injury. Notify Region Dispatch, if required, at (301) 342-3911 from cell or 911 from desktop phone.

(3) Notify immediate supervisor/maintenance control.

(4) Notify ESO at (301) 757-9690.

(5) Notify the NMC OIC at (301) 342-5018.

(6) Notify the Naval Test Wing Atlantic Ordnance Officer at (301) 342-4457/4458.

(7) Limit access to mishap area. Post guards to ensure that nothing is disturbed, touched, or removed.

(8) Initiate reports and/or messages per reference (d).

6-4 Action for Non-Standard Weapons and Stores

a. Many weapons, stores, and types of AA&E handled and flown at NAS Patuxent River are non-standard and are not managed through the conventional deficiency tracking processes. In an effort to document incidents involving these assets, a local deficiency reporting system will be utilized. Upon discovery of a deficiency or damage to a non-standard ordnance asset the following steps must be taken:

(1) Ensure item is in a safe condition.

(3) Notify immediate supervisor.

(3) (If applicable) Notify NMC at (301) 342-5018.

(4) (If applicable) Notify ESO at (301) 757-9690.

(5) Notify appropriate Ordnance Officer or Project Engineer.

(6) Initiate a NAS Patuxent River Non-standard Asset Deficiency Report, enclosure (13). This report must be completed within 48 hours of discrepancy discovery. Three copies must be generated and distributed as follows:

Copy 1: Attached to asset/logbook/record.

Copy 2: Submitted to NTWL Ordnance Officer or assigned Type Commander.

Copy 3: Retained by submitting command/activity.

b. The project engineer will be the primary point of contact to determine the asset program manager and will act as liaison as necessary. As applicable, the program office or contractor will provide disposition instructions or repair guidance.

CHAPTER 7
FLIGHT LINE OPERATIONS

7-0 Purpose

- a. This chapter outlines policies, procedures, and responsibilities for ordnance flight line operations. Deviations from this instruction are authorized IAW reference (k) to support Research, Development, Test, and Evaluation (RDT&E) operations.
- b. All aircraft, ordnance, and weapons will be armed, safed, and de-armed in compliance with the appropriate NAVAIR checklist and reference (k).
- c. Arming and de-arming hand signals must be per applicable loading manual.

7-1 Combat Aircraft Loading Area (CALA)

- a. The maximum permissible New Explosive Weight (NEW) at any one time is 30,000 lbs. Hazard C/D 1.1 for either the Primary CALA 2173 or the Secondary CALA 2619.
- b. Reference (a) requires inter-magazine distance between explosive loaded combat aircraft. These separation distances are mandatory at NAS Patuxent River unless specifically waived by the Installation Commanding Officer and then only in cases of operational necessity.
- c. Use of the CALA is mandatory during the loading or downloading of aircraft carrying C/D 1.1, 1.2, and all forward firing ordnance. In accordance with reference (a), loading and downloading of all other munitions may be conducted at the aircraft flight line areas, provided quantity of munitions involved is limited to gun ammunition 30mm or less, Target Practice (TP)/Target Practice Tracer (TPT), chaff, and flares. The CALA may be used as the secondary Hot Cargo area for loading or downloading ordnance on cargo aircraft.
- d. To use the CALA, squadron schedulers must submit a CALA request to Atlantic Test Range Central Schedules by calling (301) 342-1169.
- e. Atlantic Test Range central schedules will ensure there are no scheduling conflicts between CALA operations and Atlantic Test Range personnel operating from Buildings 2245 and 2068, which are located within the CALA Explosives Safety Quantity Distance (ESQD) arc. Upon verification of no scheduling conflicts, the command/activity must notify NTWL to coordinate delivery of ordnance by NMC to CALA.

NOTE: Operations in Building 2245, structure 2068, area 2398, and the Mobile Laser Trailer are not authorized when C/D 1.1 or C/D 1.2.1 material is at the CALA.

(1) Upon notification that the CALA is clear of unauthorized personnel NMC Duty Officer will ensure that a logbook entry is made concerning the contact of Atlantic Test Range.

(2) Prior to delivery of any 1.1 or 1.2/1.2.1 ordnance material, the operating activity or NTWL must visually inspect buildings 2245 & 2068 and post warning signs at the service road entrance informing any unauthorized personnel of ongoing CALA operations and to contact the

NMC Duty Office at (301) 342-5018 for access. Upon visual inspection of Buildings 2245 & 2068, operating activity or NTWL personnel will notify NMC Duty Officer that buildings are vacant and signs are posted. NMC Duty Officer will ensure a proper logbook entry has been made documenting the visual inspection.

f. Aircraft will be positioned in the CALA so that inadvertent firing will provide the least danger to personnel, buildings, or other aircraft. Aircraft will always be staged as far apart as possible (i.e., two aircraft will be positioned with one at each end of the CALA; three aircraft will be positioned with one at each end and one in the middle of the CALA, etc.).

g. It is the responsibility of the Squadron Ordnance Officer or senior ordnance personnel present to ensure aircraft are staged in the CALA in accordance with inter-magazine distances before any ordnance operations begin.

h. All aircraft must be grounded while staged in the CALA (whether or not it is loaded with ordnance).

i. Ordnance staged at the CALA or loaded on aircraft must always be under the direct supervision of the assigned unit and must **NEVER** be left unattended.

j. Qualified and certified personnel utilizing the appropriate NAVAIR conventional weapons and stores loading manual and checklist will conduct all loading and downloading at the CALA.

k. Routine monitoring of CALA operations must be conducted by the Installation Explosives Safety Officer, NMC OIC, and Naval Test Wing Ordnance Officer to ensure proper compliance with this instruction.

7-2 Flight Line/Ramp Areas

a. Aircraft parked on the ramp must be grounded (whether or not it is loaded with ordnance).

b. Simultaneous changing of Liquid Oxygen (LOX) bottles and loading or downloading of ordnance is prohibited.

c. Qualified and certified personnel utilizing the appropriate NAVAIR conventional weapons and stores loading manual or checklist will conduct all loading and downloading on the ramp.

d. Ordnance staged on the ramp must always be under the direct supervision of the assigned unit and must **NEVER** be left unattended.

e. Live ordnance must not remain loaded aboard aircraft overnight, except for normally installed CADs and AEPS. Squadrons may contact NTWL Ordnance Office for authorization to keep inert ordnance loaded on aircraft overnight in support of testing and evaluation.

f. In-flight jammed guns with exposed ammunition must be unjammed with ammunition removed at the CALA. If a jammed gun is discovered with exposed ammunition on an aircraft

parked in the line area, that aircraft must be towed to the CALA where the gun system must be cleared or removed by qualified personnel.

g. Any live round that is removed from an aircraft gun system must be placed in a metal container and the lid secured immediately. Notify NMC for pick-up.

7-3 Fueling/Refueling

- a. Simultaneous fueling and loading or downloading of ordnance is prohibited.
- b. Explosive loaded aircraft are prohibited from refueling in the fuel pits (hot refueling).
- c. Hot refueling of aircraft with the following unexpended stores is authorized, providing they have been safed and de-armed per the aircraft weapons and stores loading manual or checklist.
 - (1) Dummy or practice ordnance.
 - (2) Captive carried missiles without live warheads or motors.
 - (3) De-armed internally mounted guns.
 - (4) All types of chaff and ONLY sympathetically initiated decoy flares are authorized for hot refueling operations. MJU-8/B, MJU-8A/B, MK-46, M206, M211, M212, MJU-46/B, and MJU-50/B decoy flares are not authorized for hot refueling operations.
 - (5) Only CCU-136A/A and CCU-145/A HERO safe impulse Cartridge Actuated Devices (CADS) are authorized to be installed in ECM systems during aircraft hot refueling. CCU-41 impulse cartridges are not authorized for hot refueling operations. Internally carried countermeasures must be properly safed and/or pinned (F/A-18 Aircraft BUNO 163427 and above only).
 - (6) Hot refueling of aircraft with hung ordnance or jammed gun of any type is prohibited.
- d. Fueling of ordnance loaded aircraft with fuel trucks is authorized on the flight line or CALA, provided the stores and aircraft are properly safed in accordance with the applicable aircraft weapons and stores loading manual or checklist. Ordnance may be loaded on opposite sides of adjacent aircraft.

7-4 Hung Ordnance

- a. Aircraft returning to NAS Patuxent River with misfire, hangfire, or hung ordnance will be de-armed per reference (k) and applicable checklist. Hung ordnance will not be downloaded while aircraft engines are turning.
- b. Misfire, hangfire, and hung ordnance will be downloaded in designated areas.
 - (1) All misfire/hangfire forward firing ordnance and Hazard C/D 1.1, 1.2 munitions will be downloaded in the CALA.

(2) Hazard C/D 1.3, 1.4, and inert munitions may be downloaded on the flight line.

c. Aircraft squadrons with jammed guns loaded with 20mm/30mm ammunition will be taken to the CALA. HERO restrictions apply.

d. Aircraft returning with forward firing hung ordnance that cannot be de-armed/safed per the NAVAIR loading checklist will be shut down at the CALA. The NMC OIC and the Installation ESO will be notified and the aircraft downloaded in place. If squadron Quality Assurance personnel deem ordnance beyond their scope of safing, EOD will be contacted.

e. Harpoon/Stand-off Land Attack Missile (SLAM)/Stand-off Land Attack Missile-Expanded Response (SLAM-ER)/Joint Standoff Weapon (JSOW) weapons utilize an automatic launch sequence. In the event an automatic launch sequence has been initiated and subsequently been aborted prior to weapons separation, an Intent-to-Launch (ITL) situation exists. An ITL weapon will be considered a hung weapon whenever a launched signal has been sent to the weapon, and it has then either failed to release or its release has been aborted prior to separation of the weapon from the aircraft. Aircraft will be taxied to CALA and ITL downloading procedures must be followed.

7-5 Aircraft Hangars

a. No explosives devices will be allowed to remain onboard aircraft that are parked in the hangar or in sheltered facilities ashore except as authorized in reference (k).

b. In all cases, safety precautions for installed items will be strictly followed, safety pins installed, and cartridges electrically disconnected or mechanically locked to prevent the possibility of inadvertent firing. At no time, when maintenance is to be performed on an aircraft where the possibility of firing exists, may ordnance (including CADs) be left in or on the aircraft.

c. Ejection seats/aircraft escape system components removed from the aircraft are authorized to be stored in the squadron Aircraft Egress Work Center for 96 hours in accordance with reference (a). If items are required to remain in the squadron spaces longer due to testing or other reasons, the activity or command will route a request through their Ordnance Officer or the NTWL Ordnance Officer for approval.

7-6 Maintenance on Loaded Aircraft

a. Maintenance must not be conducted on loaded aircraft, however, routine servicing and minor maintenance that would ready the aircraft for the next launch may be conducted after all ordnance has been safed to the maximum degree as per applicable NAVAIR weapons, and stores loading manuals or checklists.

b. After a weapon loaded sign is prominently displayed in the cockpit, the maintenance or servicing requiring application of electrical power is limited to:

- (1) Refueling by fuel truck only.
- (2) Replacement and checkout of communications or navigation equipment.
- (3) Replacement or checkout of engine performance and flight instruments.

- (4) Low power engine turn up.
- (5) Flight control and hydraulic system checks.

7-7 Ready Service Lockers/Magazines

- a. The two-person concept must be adhered to at all times when working in the RSL and while handling ordnance in the RSL area.
- b. Mutilated/broken keys and locks must be turned into NAS Patuxent River Physical Security and replaced immediately.
- c. In the event the RSL structure is damaged or damage and/or an unsafe/unsatisfactory conditions are noted, notify Public Works immediately to coordinate necessary corrective action. The activity utilizing the RSL must post a watch if RSL cannot be secured or emptied.
- d. In accordance with reference (a), buildup/breakdown of small-scale practice bombs must be accomplished outside the RSL and on an appropriate platform. NMC will accomplish build/breakdown of full-scale practice bombs in the Ordnance Assembly Area.
- e. Squadron personnel will contact NMC to schedule Countermeasure Build-up and Breakdown at the Ordnance Assembly Building 2182. Squadron personnel must be qualified and certified to perform assembly/disassembly operations in accordance with reference (c). Squadron personnel will follow applicable NAVAIR checklist and reference (j). Under special circumstances, with prior written approval of the station ESO, breakdown/assembly of countermeasures may be performed on the flight line in accordance with reference (a). In accordance with references (b) and (j), assembled countermeasures (decoy flares) dispensers may be temporarily stored in the RSL.
- f. RSLs must be kept scrupulously clean and orderly at all times. CADs/PADs and/or ordnance containers must not be stored in excessive quantities that leaves an RSL cluttered (i.e., able to access the shelves in the back of the RSL without having to move and/or remove numerous items, etc.). When a RSL becomes cluttered, material not needed for immediate operations must be turned in to NMC. This especially includes aircraft egress items removed from an aircraft that is destined and/or will be in modification for an extended period of time.
- g. Expired CADs/PADs must be turned-in to NMC in a timely manner, not to exceed 45 days.

7-8 Flight Line Ordnance Transfers

- a. In order to support flight operations, ordnance on the flight line may be transported by unit personnel to a different building than originally assigned. It is the responsibility of units with ordnance in their possession to ensure that location accountability is maintained.
- b. When flight line movement of ordnance results in a location change, the moving unit must report the ordnance moved to NMC utilizing enclosure (2) via the Naval Test Wing Atlantic Ordnance Coordinator as soon as the move is complete.

c. Move sheets must be submitted by Command/Activity Ordnance Supervisor and completed by OIS operator.

ASSIST:

BUILD NUMBER:

DATE:

[illegible]

ASSEMBLED FOR: _____
NMC ACCOUNTABILITY OFFICER: _____

ASSEMBLED BY ACTIVITY:
SUPERVISOR:

Enclosure (i)

ARMAMENT WEAPONS SUPPORT EQUIPMENT (AWSE) REPORT FORMAT

COMMAND/ACTIVITY						
Primary POC/number						5/7/2010 9:10
Alternate POC/number						
NAME/ACTIVITY	PART NUMBER	DESCRIPTION	SERIAL	LOCATION	PRDUE DATE	WENT/ON STORE
Trailers/Skids						
MHU-191	23444	skid	SSSSSS HHHHHH FFFFF FFFFF BBBBBB	HGR 115 HGR 115 HGR 201 HGR 201	3/23/2010	SLAM-ER
AERO-51	DHDHD	trailer	SSSSSS 234222	firing tunnel butler hut	10/21/2010 10/21/2010	SLAM-ER MK-62 mine
Adapters						
AERO-58	23444	cradle	345674 89890	HGR 115 HGR 115	3/23/2010 3/23/2010	BDU-45 BDU-45
ADU-475		tree	444333	HGR 201	7/23/2010	CATM-9X
ADU-514		tree	667890	HGR 201	7/23/2010	CATM-9X

SHIPPING REQUEST FORM

(DATE)

From: (enter name of Project Engineer/Officer here)
To: Officer-In-Charge, Naval Munitions Command Patuxent
River
Via: Ordnance Coordinator, Naval Test Wing Atlantic
Subj: Project Ordnance Shipping Request

1. Please ship below item(s) to address indicated.

Nomenclature:
NALC/NSN:
SERNO/LOT #:
Quantity:

Security classification:
CMS Custodian notified (if applicable): name/date/time

SHIP TO: Include UIC

2. Required Delivery Date:
3. Chargeable Object/Cost/TAC Code:
4. Tasking/remarks:

Project Engineer

TO: Officer-In-Charge, Naval Munitions Command Detachment
Patuxent River

VIA: Naval Test Wing Atlantic Ordnance

1. The following ordinance is required to support the XXX test plan.
2. Update the status within 7 days of receipt of this request and every 30 day until all items are on-station.

Date:	
NCEA UIC:	
SERIAL:	

[illegible]

NTWL ORDNANCE REQUEST	
CHARGEABLE OBJECT #:	0000000000 0000
DATE REQUIRED:	10/31/12 (ANNOTATE THE DAY YOU NEED SOMETHING)
TIME REQUIRED:	0900
LOCATION REQUIRED:	HANGAR 305
POINT OF CONTACT:	JOHN DOE, 2-XXXX (PERSON SUBMITTING REQUEST)
PROJECT/ACTIVITY:	VX-1
TEST NAME/TYPE:	VX-1 ORDNANCE SUPPORT (PRO-LOADS/TRAINING)
PMA SPONSOR:	

INSTRUCTIONS: Fill in NALC/NOMENCLATURE/DESCRIPTION for STORES/COMPONENTS TO ADD IN WITH THE ITEM. PLACE CURSOR OUTSIDE LAST CELL AND HIT "ENTER". USE THE SPACE IN REWARDS FOR ANY ADDITIONAL INFORMATION. SUBMIT TO NTWL ORDNANCE COORDINATOR 77 HOURS PRIOR TO EVENT. FOR ASSISTANCE CALL NTWL ORDNANCE AT 301-347-4535/4537/4539

NALC	NOMENCLATURE	DESCRIPTION	QTY
E067	MAU-169A/B	GUIDANCE SECT. (CCG)	01
F017	BDU-45/B	PRACTICE BOMB, BODY	01
EB05	FMU-139B/B	FUZE	01
EB85	MXU-650B/B	FIN ASSY. (APG)	01

REQUIRED AWSE:	FOR ASSISTANCE CALL AWSE AT 301-347-4535/4537/4539
AWSE POINT OF CONTACT:	JOHN DOE, 2-XXXX (PERSON SIGNING FOR GEAR)

NOMENCLATURE	DESCRIPTION	QTY
AERO-51	MUNITIONS TRAILER	01
REMARKS/INSTRUCTIONS:		
REQUEST NMC TO BREAK OUT LISTED ITEMS AND ASSEMBLE (1) GBU-12C/B AND DELIVER TO HANGAR 201 ON AERO-51 TRAILER FOR STATIC DISPLAY AT NTWL ORDNANCE OFFICE.		

FIRE BOTTLE
PERIODIC INSPECTION PROCEDURES
10 and 20 lb. ABC Fire Extinguishers
(Monthly or more often if circumstances dictate)

1. In accordance with NFPA-10, a periodic inspection of fire extinguishers must include a check of the following items:

- a. Location in designated place.
- b. No obstruction to access or visibility.
- c. Pressure gauge reading or indicator in the operable range or position. For 10 and 20 lb. ABC Fire Extinguishers, the needle must be in the green area.
- d. Operating instructions on nameplate, facing outward, and not degraded.
- e. Safety seals, tamper indicators, and pins are not broken or missing.
- f. Examination for obvious physical damage, corrosion, leakage, or clogged nozzle.
- g. Last Hydrostatic test date. This can either be the manufacture date, label from DOT hydro shop, and or a service ring around the neck of the extinguisher. If date is more than 12 years from last hydrostatic test, the extinguisher needs to be changed out for another within the 12 year hydro window.
- h. Record monthly inspection by marking or punching the inspection tag on the fire extinguisher.

NOTE If the command/activity removes the tag from the extinguisher for FOD control then a logbook or spreadsheet must be maintained and readily available to record and provide documentation that monthly inspections of the Fire Extinguishers are performed.

2. Contact Naval District Washington for all Fire Extinguishers that do not pass the monthly inspection or are questionable for any reason that are located at any Weapons Area or Weapons Facility at:

Office: (301) 342-2534
Cell: (301) 481-5628
Fax: (301) 757-3221

8010
Code/Serial #
Date

From: Commanding Officer, {name of tenant}

To: Officer-in-Charge, Naval Munitions Command Detachment Patuxent River

Subj: AUTHORIZED SIGNATURE LIST FOR CONVENTIONAL ORDNANCE

Ref: (a) NASPAXRIVINST 8010.1C

1. Per reference (a), the following personnel are authorized to receive and turn in conventional ordnance for {name of the tenant command}.

Last, First, M (signature of individual)

Last, First, M (signature of individual)

Last, First, M (signature of individual)

Last, First, M (signature of individual)

Last, First, M (signature of individual)

Last, First, M (signature of individual)

Last, First, M (signature of individual)

Last, First, M (signature of individual)

Last, First, M (signature of individual)

Last, First, M (signature of individual)

2. This list supersedes all prior lists and remains in effect until an updated list is required due to adding any personnel that are authorized to sign at the command.

SIGNATURE BLOCK

Enclosure (9)

Date

MEMORANDUM

From: Command Maintenance Supervisor
To: Officer-in-Charge, Navy Munitions Command Detachment Patuxent River
Via: Ordnance Coordinator Navy Test Wing Atlantic (NTWL)

Subj: OFF-STATION ORDNANCE DETACHMENT REQUEST

1. Request off-station usage of the following ordnance assets in support of (Program being supported) support exercises at (Location where ordnance is being held) from (DD Mon YY – DD Mon YY).

2. Ordnance Assets:

<u>NALC</u>	<u>NOMEN</u>	<u>LOT</u>	<u>S/N</u>	<u>QTY</u>
-------------	--------------	------------	------------	------------

Maintenance Supervisor/CPO (Signature)
Maintenance Supervisor/CPO Name
Maintenance Supervisor/CPO Title

Maintenance Officer (Signature)
Maintenance Officer Name
Maintenance Officer Title

NAS PATUXENT RIVER CONTRACTOR EXPLOSIVE DRIVER CARD		MEDICAL EXAMINATION DATE:
NAME:		A & E DRIVER 12 HOUR TRAINING COURSE COMPLETION DATE:
COMPANY:		
DATE ISSUED:	DATE EXPIRES:	REFRESHER DATE:
NAME AND TITLE OF ISSUING OFFICIAL:		AMMO 18 OR 49 COMPLETION DATE:
		"EXPLOSIVES DRIVER - MUST HOLD A CURRENT MEDICAL CERTIFICATE"
		"VALID ONLY WITH STATE ISSUED DRIVER'S LICENSE"
		"VALID FOR USE ON-BASE ONLY"
SIGNATURE OF ISSUING OFFICIAL (NOT VALID UNLESS SIGNED)		SIGNATURE OF OPERATOR (NOT VALID UNLESS SIGNED)
THE HOLDER OF THIS CARD IS QUALIFIED TO TRANSPORT AMMUNITION AND EXPLOSIVES (A&E) ON NAS PATUXENT RIVER FOR BUSINESS		EXPLOSIVES DRIVER MUST POSSESS ONE FORM OF IDENTIFICATION THAT INCLUDES A PHOTOGRAPH
NASPAXRIV FORM 8010/1		

Issue to Install

[illegible]

ISSUED

BY: _____

DATE: _____

NAS PATUXENT RIVER NON-STANDARD ASSET DEFICIENCY REPORT

Date: _____

Copy#: _____

Reporting Activity: _____

Reporting Activity POC/Phone Number: _____

Project Engineer/Phone Number: _____

ADMIN

Date/Time of incident: _____

Ground or Flight incident: _____

Aircraft Type/Buno: _____

ASSET

Nomenclature: _____

Lot/Serial Number: _____

GFE or Contractor owned: _____

Program Office: _____

Description of Damage: _____

TYPE OF MISHAP OR DEFICIENCY

- | | |
|-------------------|--------------------|
| 1. Detonation | 4. Observed Defect |
| 2. Induced Defect | 5. Fail to Test |
| 3. Malfunction | 6. Other: _____ |

MISHAP NARRATIVE

Chain of Events: _____

ASSET STATUS

- | | |
|-----------------|------------------|
| 1. Serviceable | 2. Unserviceable |
| 3. Other: _____ | |

//Signature//

Title/Date

Ordnance Coordinator, NAVTESTWINGLANT

SHIPPING REQUEST FORM

(DATE)

From: (enter name of Project Engineer/Officer here)
To: Officer-In-Charge, Naval Munitions Command Patuxent
River
Via: Ordnance Coordinator, Naval Test Wing Atlantic
Subj: Project Ordnance Shipping Request

1. Please ship below item(s) to address indicated.

Nomenclature:
NALC/NSN:
SERNO/LOT #:
Quantity:

Security classification:
CMS Custodian notified (if applicable): name/date/time

SHIP TO: Include UIC

2. Required Delivery Date:
3. Chargeable Object/Cost/TAC Code:
4. Tasking/remarks:

Project Engineer

Ordnance Coordinator, NAVTESTWINGLANT

NAVAL AIR STATION PATUXENT RIVER
POTENTIAL EXPLOSION SITE INSPECTION GUIDE

Date: _____

Building/Hangar/Magazine: _____ Inspected Room: _____

Description: _____

Command: _____ Inspected by: _____ Phone: _____

Site Approval/Documentation Review		
Site Approved with the Naval Ordnance Safety and Security Activity (NOSSA)	YES	NO
Date Site Approved		
Hazard Class/Division	Net Explosives Weight	
1.1		
1.2		
1.2.1		
1.2.1 (MCE)		
1.2.2		
1.2.3		
1.2.3 (MCE)		
1.3		
1.4		

Lightning Protection/Ground System Three Point Fall-of-Potential test completed	
Lightning Protection/Ground System Visual Inspection completed	
Next Test/Inspection Due Date	

MAGAZINE

Ref: NAVSEA OP 5, Vol. 1 Seventh Revision

EXTERIOR					
	Item	Paragraph	SAT	UNSAT	N/A
A	Vegetation controlled, does not exceed 18 inches	4-1.10			
B	Ventilators well baffled and screened	8-2.3.5			
C	Screens in ventilator ducts, louvers, door vents, and drains intact	8-2.3.5			
D	Earth cover intact, not eroded (min 2 feet on top)	8-2.5.5			
E	Metal doors grounded & fit tightly to seal opening	8-2.3.2			
F	Red flag displayed at entrance to magazine area	11-3.3			
G	No trees growing that could fall across magazine	8-2.2.3b			
H	Roads in area in good, usable condition	8-7.1			
I	Doors properly secured	11-2.4			
J	Railcars/trucks loaded with ammo parked between magazines	12-7.4.4c			
K	Railroad tracks adjacent to magazines properly bonded	6-6.3.1			
L	Blue flag displayed on railcars being worked	12-7.1.4a			
M	No heat or spark producing devices	4-1.6.1			
N	Good drainage in the magazine areas	8-2.2.3a			
O	Area of magazine ventilators kept free of vegetation	4-1.10.6			
P	Magazine flappers secured open with fusible link	8-2.3.5			
Q	Fire breaks or clear space maintained 50 feet around magazine	4-1.10			
R	Hold open devices on doors in proper working order	11-3.2			
S	Dock edge needs painting of a band of conspicuously contrasting colors, alternating diagonal stripes two inches wide	8-4.4			
T	Front dock shall be clean and clear at all times	4-1.7.2			
U	Magazine number in good repair	8-8.1			
V	Transmission lines within 50 feet of building installed underground	5-10.1a			

PLACARDING					
	Item	Paragraph	SAT	UNSAT	N/A
A	Hazard class explosive limits on inside front door or wall	7-4.4.2.2			
B	General and specific safety regulations posted on interior of magazine wall or door	11-2.7b			
C	Fire hazard (class-division) symbols correct for contents posted on outside of magazine	4-4.2.9			
D	Local Fire Bill posted for each magazine or magazine complex	4-3.1.2			
E	Fire Bill updated annually	4-3.1.2			
F	Chemical hazard symbols on chemical magazines	4-4.2.5			

INTERIOR					
	Item	Paragraph	SAT	UNSAT	N/A
A	Aisles unobstructed	11-2.6.3			
B	Minimum six inch clearance at walls and roof of magazine	11-2.6.3			
C	Two feet clearance from front wall shall be maintained	11-2.6.3			
D	Stacks so high make unstable stow, crushed, or deformed	11-2.6.2c			
E	Damaged containers shall not be stored in a magazine	11-2.8			
F	Flammable wood pallets or boxes kept to a minimum	11-2.8			
G	Empty containers, packing materials, tools and other similar material not permitted except when in actual use	11-2.8			
H	Magazine kept scrupulously clean and orderly	2-1.5.1			
I	Partly filled boxes clearly marked and securely closed	11-2.6.4			
J	No evidence of leakage from containers or excessive fumes	11-2.8			
K	Ceiling ventilators maintained in good working order to ensure adequate air circulation	11-2.5.2			
L	Magazine interior clean and free of accumulation of dust, dirt, gravel, rodents, or other foreign matter	4-1.7			
M	Storage compatibility principals followed	11-2.2			
N	Floor in good repair, no cracks	2-1.5.6			
O	Doors and locks in good working order	2-1.5.2			
P	No open boxes of ammo components	11-1.4.1			
Q	No scrap material allowed to accumulate	4-1.7			
R	No forbidden or unauthorized operations conducted	11-3.1.2			
S	Magazine free and clean from combustible materials	2-1.5.1			
T	Suitable dunnage used for support of ammunition containers	11-2.6.2a			
U	Ammunition container contents properly identified	11-1.5.1b			
V	No inert materials stored with explosives	11-2.2g			
W	Quantity distance requirements observed	7-1			
X	No loose or broken strapping on pallet loads (Not a problem for storage, only when getting ready to ship)	10-2.3			

AMMUNITION SPECIFIC REQUIREMENTS					
	Item	Paragraph	SAT	UNSAT	N/A
A	Check pyrotechnics for deterioration	11-8.14.6			
B	Check shelf life on pyro items	11-8.14.6			
C	Small arms stored according to lot number and type with visible placarding of manufacturer, lot, caliber, grade, and quantity.	11-8-5.3			
D	Water activated pyrotechnics stored separately and marked	11-8.14.2			
E	Material condition tags and labels properly completed to reflect contents and securely attached to material	5-1.8			
F	Material properly segregated in storage	11-2.6.1b			

READY SERVICE LOCKER (RSL)

Ref: NAVSEA OP 5, Volume 1, Seventh Revision

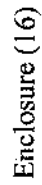
	Item	Paragraph	SAT	UNSAT	N/A
A	Fire hazard (Class/Division) displayed	4-3.2.5			
B	Area clear of debris	11-2.8			
C	Vent screens intact and louvers operational	8-2.3.5			
D	Metal masses connected to secondary groundings	8-2.3.2			
E	Padlock opens and closes properly	2-1.5.2			
F	General and specific safety regulations posted on interior wall or door	7-3.4.2b			
G	Decks/Bulkheads free of major cracks or breaks. Clean and free of dust and dirt.	2-1.5.6			
H	Material segregated in individual containers with lids secured	11-1.4.1a			
I	Tools, excess dunnage, packing materials, and empty containers not in RSL	11-2.8			
J	Ammunition/Explosives containers clean. Dry and properly marked before being stored	11-1.4.1b			
K	Material not stored in excessive amounts				
L	Open dates marked on cartridges				

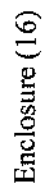
AME & PR WORKSPACE CHECKLIST

Ref: NAVSEA OP 5, Volume 1, Seventh Revision

	Item	Posted	Paragraph	SAT	UNSAT	N/A
A	Fire Hazard C/D		4-4.2.9			
B	Chemical Hazard Symbol		4-4.2.5 4-4.2.6			
C	Fire Department Map updated		4.3.2			

	Item	Paragraph	SAT	UNSAT	N/A
A	Is shop located at an approved site	7-12.12			
B	Are approved explosives and personnel limits posted	7-7.2			
C	Sprinklers or monitored alarms operational where explosives are stored overnight	7-12.12			
D	Is the correct fire symbols displayed on all entry and exit doors to space containing explosives	4-4.2.9			
E	Primary exit door has panic hardware and opens outward	7-12.12			
F	Shop door opens outward and remains open when occupied if not equipped with panic hardware	2-1.5.2			
G	Primary fire exit door and frame properly maintained	2-1.5.2			
H	Path to primary fire exit is direct and free of obstructions	8-3.1.5			
I	Primary fire exit opens to outside	2-1.5.2			
J	If fire exit does not open to outside has a deviation been approved	8-3.1.5			
K	Old markings on empty ordnance containers removed	11-1.5			
L	Workspace kept clean and orderly at all times	2-1.5			
M	Fire extinguisher available, adequate and maintained	4-3.6			
N	Fire Bill posted and updated	4-3.1.1			
O	Heat and spark producing equipment approved for use	4-1.15			





HERO CERTIFICATION PROCESS – FLOWCHART NOTES

1 To ensure accuracy of review, avoid conflicts, and expedite approval emitter request packages should include an approved operational frequency obtained through the Mid-Atlantic Frequency Coordinator's (MAFC) Office before being submitted to NSWC/NOSSA for survey

2 **PORTABLE:** Radios or other Emitters designed to be operated "on the move" (i.e. Handheld radio, cell phone, etc.).

FIXED Radios or other Emitters that are installed, hard mounted, and not intended to be moved during operation/operate from a fixed location.

Mobile radios and emitters are those that can be hard-mounted and operated from a set location, or operated on the move in various locations. Any mobile radio that is hard mounted and/or operated from a single location will be treated as a "FIXED", mobile radios/emitters that are operated on the move (i.e. backpack, vehicle radio) are treated as "Portable".

3 **Request for Project Site Approval Package includes, but not limited to following:**

1. Project Title
2. Details (description of project)
3. Program Year
4. Proposed/Estimated Construction Month/Year
5. Cost
6. Type of Funding
7. Project Number (if applicable)
8. Category Code
9. Estimated Square Footage (for new footprint)
10. Estimated Facility Height (for new footprint)
11. Distance from Runway Centerline:
12. Runway Elevation
13. Project Elevation

4 A separate Part II Division C for Electromagnetic Safety must be submitted for each unique emitter configuration so that they can be reviewed individually for HERO. An emitter configuration is considered "unique" or separate from another if any of the following are different:

- a. Antenna type, location, and gain
- b. Transmitter type, frequency, and power out

5 NSWC/Q52 Reviews submission for electromagnetic impact (i.e. HERO/HERP/HERF) Survey may require only "desktop" analysis, or a more in-depth site visit with RF measuring equipment to effectively gauge impact prior to making recommendations for NOSSA review and approval. Requesting Activity must fund all surveys conducted by NOSSA.

6 NOSSA is the final reviewing authority for approval or disapproval of the explosives safety aspects of the project. NOSSA reviews survey conducted by NSWC/Q52 and provides a final approval letter for compliance or rejection with explosives safety criteria. The letter contains information required for Station HERO/EMCON and forms the basis for approval or disapproval of the proposed site.

7 Site Approvals with RF/EME/HERO implications can ONLY be completed (i.e. signed off approved) after receiving approval notice from NOSSA and all Installation HERO/EMCON documentation is updated IAW with NOSSA requirements.

8 HERO/Explosives Safety approval means concerns related to HERO/HERP/HERF can be mitigated, it does not constitute final project approval. Many projects require further permitting, reviews, and approvals, such as Airfield Safety Waiver, after HERO/HERP/HERF portion is complete.