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MARINE CORPS AIR STATION
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SUP
06 MAR 2015

AIR STATION ORDER 8600.1F

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR AMMUNITION AND EXPLOSIVE MATERIAL
(SHORT TITLE: SOP FOR ORDNANCE)

Ref: (a) MCO P5102.1B w/Ch 1
(b) OPNAVINST 8000.16D
(c) MCO 5530.14A
(d) OPNAVINST 11320.23G
(e) NAVSUP P801 (NOTAL)
(f) MCO 8011.5
(g) MCO P8020.10B
(h) NAVSEA OP 5 VOLUME 1 (NOTAL)
(i) NAVSEA SW020-AF-HBK-010
(j) 49 CFR Part 571
(k) MIL-STD 1320 (SERIES)
(l) U. S. ARMY MATERIAL COMMAND DRAWINGS (SERIES 19-48)
(m) NAVSEA SW023-AG-WHM-010 (NOTAL)
(n) ASO P8020.1C w/Ch 2
(o) ASO 8020.14A

Encl: (1) Procedural Guidance for Ammunition and Explosive (A&E) Material
Operations

1. Situation. To provide information and instructions for the oversight of the Ordnance Department, Supply Directorate.

2. Cancellation. ASO P8600.1E.

3. Mission. To successfully accomplish Ordnance functions relative to the receiving, storing, managing, issuing, shipping, transporting, disposing, salvaging, and safety of Class V(A) and Class V(W), air and ground respectively, Arms, Ammunition and Explosives (AA&E) material aboard Marine Corps Air Station (MCAS) Cherry Point (CHERPT), its outlying fields, and tenant commands, per the references. Procedural guidance for Ammunition and Explosive (A&E) Material Operations is contained in the enclosure.

4. Commander's Intent and Concept of Operations

a. Commander's Intent. This Order constitutes a program for the Ordnance Department to provide standing operating procedures (SOP) for A&E material aboard MCAS CHERPT. The Ordnance Department provides Class V(A) and Class V(W) AA&E material in support of 2d Marine Aircraft Wing (MAW) operations, and other units as directed by the Commandant of the Marine Corps (CMC), in coordination with the Chief of Naval Operations.

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b. Concept of Operations. Commanders ensure strict compliance with the instructions contained herein. None of the instructions contained in this Order are construed to nullify orders from higher commands or to prevent the exercise of sound judgment and initiative by the senior person present when unforeseen circumstances arise.

5. Administration and Logistics. Recommendations concerning the contents of this Order are invited. Forward recommendations to the Commanding Officer (Attn: SUP), MCAS CHERPT via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point, its subordinate and tenant commands, and all personnel having association with, or requesting services from the Ordnance Department of the Supply Directorate.

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



C. PAPPAS III

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LOCATOR SHEET

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(SHORT TITLE: SOP FOR ORDNANCE)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Organization

1000. General. The Ordnance Department, Supply Directorate is an integral part of MCAS CHERPT. Its primary role is to provide Class V(A) and Class V(W) A&E material in support of 2d MAW operations and other units as directed by the Commandant of the Marine Corps (CMC) in coordination with the Chief of Naval Operations (CNO). Refer to this Order for information relative to the daily operations of receiving, storing, managing, issuing, shipping, transporting, disposing, salvaging, and safety of Class V(A) and Class V(W) A&E material aboard MCAS CHERPT.

1001. Mission. The Ordnance Department has two mission statements, a primary and a secondary.

1. Primary Mission. To receive, stow, manage, issue, ship, transport, dispose, salvage, and ensure safety of Class V(A) and Class V(W), air and ground respectively, A&E material aboard MCAS CHERPT and outlying areas as directed by higher authority.

2. Secondary Mission. To receive, store, and issue A&E material for units temporarily located at MCAS CHERPT, such as Marine Corps Reserve units and United States Coast Guard units.

1002. Organizational Control. Control of the Ordnance Department is two-fold, administrative and operational. Figure 1-1 provides a simplified diagram with assigned responsibilities.

1. Administration. Headquarters and Headquarters Squadron (HQHQRON) is responsible for the upkeep and accurate recording of pertinent and personal information for all military personnel assigned to the Ordnance Department. All administrative matters are submitted via the chain of command to the Commanding Officer (CO), HQHQRON, for appropriate action.

2. Operational. The Ordnance Department is under the direct operational control of the Supply Directorate. Requests for A&E material go directly to the Ordnance Department via the appropriate chain of command in accordance with the procedures outlined in this Order.

1003. Internal Control. The Ordnance Department is required to perform several functions to provide the necessary support to requesting units. A chain of command and delegation of authority is essential for efficient support. Figure 1-2 provides an overview of this organizational internal control.

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ORDNANCE DEPARTMENT ORGANIZATIONAL CONTROL

CO MCAS CHERPT

SUPPLY DIRECTORATE (Operational)	HQHQRON (Administrative)
Procurement	General Admin
Receipts	Supply Support
Storage	Billeting
Quality Assurance	Pay and/or Allowances
Issues	Legal
Shipments	Promotions
Safety	Education
Work Requests	Service Record Book

Figure 1-1. Ordnance Department Organizational Control

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ORDNANCE DEPARTMENT INTERNAL CONTROL

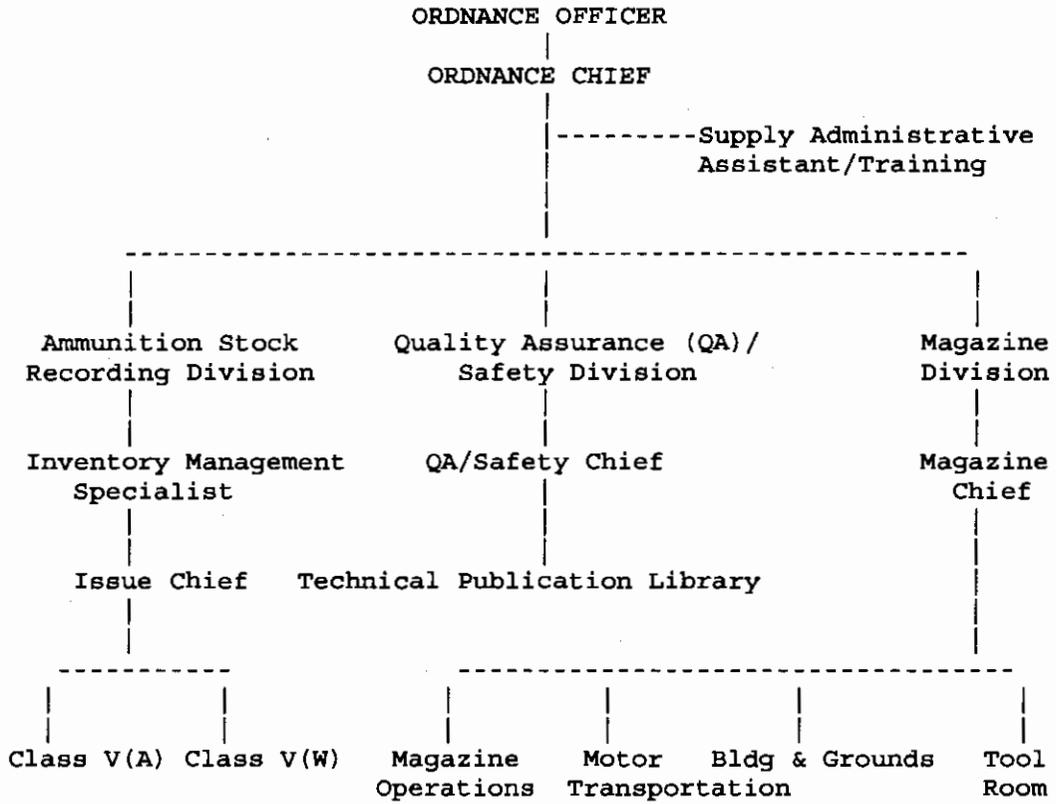


Figure 1-2. Ordnance Department Internal Control

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Chapter 2

Duties and Responsibilities

2000. General. This section outlines specific duties and responsibilities of key personnel within the Ordnance Department.

2001. Duties and Responsibilities

1. Station Ordnance Officer. The following duties are the responsibility of the Ordnance Officer:

a. Performs all functions within the scope of Military Occupational Specialty (MOS) 6502.

b. Assists the Explosive Safety Officer (ESO) in monitoring the Explosive Safety Program and updating the Explosive Safety SOP.

c. Administers the Installation's Marine Corps Personnel Qualification and Certification (QUAL/CERT) Program for Class V A&E for personnel engaged in the handling and safety of A&E aboard the Installation and its outlying areas; chairs the Installation's Class V Ammunition and Explosives Qualification and Certification Board.

d. Assists the Manpower Military Personnel Officer in the assignment of Ordnance Marines.

e. Advises the CO, MCAS CHERPT, in matters relating to Class V material; appraises the Director of Supply in matters pertaining to the functions of the Ordnance Department; and drafts ordnance related correspondence requiring the signature of the CO, MCAS CHERPT or the Director of Supply.

f. Maintains current SOPs for recurring processes involving all aspects of A&E material aboard the Installation, ensuring they are reviewed annually for applicability.

g. Maintains an updated Technical Publication Library (TPL) of all applicable instructions and directives.

h. Ensures timely submission of required reports.

i. Ensures all A&E material safety, security regulations, and precautions are disseminated, understood, and strictly enforced with immediate, corrective action to resolve identified discrepancies.

j. Assists Facilities Development of the Facilities Directorate, in the planning and submission of new magazine and infrastructure requirements.

k. Monitors stored A&E material (Load Plan) to ensure on-hand quantities support existing training (e.g., Non-Combat Expenditure Allocation (NCEA), Fly-In Contingency Support Package, and Navy Marine Corps (NAVMC) 8011 Allowance).

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1. Monitors existing Explosive Safety Quantity Distance (ESQD) arcs to guard against encroachment.

m. Serves as the MCAS CHERPT Hazards of Electromagnetic Radiation to Ordnance (HERO) Officer. Assists the Frequency Spectrum Manager, whose position is aligned under the Telecommunications and Information Systems Directorate (TISD), in updating the Emissions Control Bill, and ensures signs reflecting hazardous areas are posted throughout the Installation.

n. Provides supervision and prepares performance evaluations for civilian personnel.

2. Ordnance Chief. The Ordnance Chief, who reports directly to the Ordnance Officer, performs the following duties:

a. Assumes the duties and responsibilities of the Ordnance Officer in his/her absence.

b. Assists the ESO.

c. Assists the Ordnance Officer in the planning and submission of new magazine and infrastructure requirements.

d. Serves as a member on the Installation's Class V Ammunition and Explosives Qualification and Certification Board.

e. Supervises and monitors daily ordnance handling operations.

f. Ensures timely submission of required reports.

g. Maintains a current organizational chart.

h. Assigns incoming personnel to their appropriate work and duty section.

i. Plans, assigns personnel, and directs various work details and non-routine tasks, as needed.

j. Ensures a read and initial board is established, maintained, and that personnel are aware of posted information.

k. Reads message traffic daily to ensure dissemination of applicable information.

3. Supply Administrative Assistant. The Supply Administrative Assistant, who reports directly to the Ordnance Officer or the designated relief, performs the following duties:

a. Assists the Ordnance Officer with administering the QUAL/CERT Program for Class V A&E; coordinates briefing sessions with applicants and dispenses QUAL/CERT Program application packages. Ensures Ordnance Department personnel; designated range operations personnel; Provost Marshal's Office (PMO) personnel; and designated personnel from Visiting Aircraft Line (VAL), Marine Transport Squadron One (VMR-1), and HQHQRON, responsible for AA&E

safety and handling operations aboard MCAS CHERPT and outlying areas, meet and maintain qualification standards and certification training requirements as outlined in applicable Navy and Marine Corps directives.

b. Utilizes the Advanced Skills Management (ASM) web-based system to update and monitor completion, renewal, and expiration dates; completed training and certifications (e.g., MOS, Professional Military Education (PME)); mandatory annual trainings, QUAL/CERT Program for Class V A&E; medical and security screenings; licensing; etc.; for all Ordnance Department personnel. Accesses both the ASM system and locally created spreadsheets on a routine basis to ensure records are current and accurately reflected.

c. Monitors Medical Surveillance and Hearing Conservation Program requirements, Medical Examiner's Certificates (e.g., Material Handling Equipment/Forklift Operator, Military Department of Transportation Explosives Motor Vehicle Operator, etc.), and advises Ordnance Department personnel of renewal dates. Generates reports for the Ordnance Officer and higher echelons, as requested.

d. Creates and submits a weekly projected spending plan to the Ordnance Officer for approval; monitors the departmental budget to ensure funds are available; utilizes the Government Commercial Purchase Card (GCPC) or submits an open Purchase Request (PR) document to procure materials, equipment, and services required to support ordnance operations; and serves as the Ordnance Department point of contact (POC) for issues related to the obligation and expenditure of funds.

e. Composes, routes for signature, distributes, and files a copy of all outgoing, non-technical correspondence; receives, routes, and files all incoming non-technical correspondence. Ensures correspondence prepared for signature (e.g., Ordnance Officer, Director of Supply, and CO) complies with Navy Correspondence Manual and Supply Directorate administrative procedures.

f. Prepares and routes technical correspondence and other documentation (e.g., messages, memoranda, appointment letters) through appropriate channels and maintains aggregate subject matter files and records by Standard Subject Identification Code (SSIC), chronological or numerical order, or as they relate to special projects, specific functional areas, or programs of special interest.

g. Prepares and maintains a variety of reports and schedules (e.g., morning reports; budgets; Command Chronology; and physical fitness training, rifle/pistol range, and phone watch schedules). Maintains a variety of lists and documents (e.g., required reading list, hazardous control sign off sheets, recall rosters). Updates and briefs the Ordnance Officer, Ordnance Chief, and other key personnel on all schedules and rosters.

h. Screens telephone calls and visitors to determine appropriate action; schedules and/or reschedules appointments for the Ordnance Officer; and schedules local conferences and/or meetings as required. Arranges all aspects of facility support.

4. Magazine Division Chief. The Magazine Division Chief, who reports directly to the Ordnance Officer or the designated relief, performs the following duties:

- a. Ensures the safe receipt and shipment of A&E material entering or departing the magazine area, respectively.
- b. Serves as a member on the Installation's Class V Ammunition and Explosives Qualification and Certification Board.
- c. Coordinates with the Inventory Management Specialist and Issue Chief to ensure the timely and safe receipt, storage, handling, issue, and shipment of A&E material.
- d. Supervises functions of the Magazine Division, ensuring compliance with directives governing the receipt, storage, issue, and shipment of A&E.
- e. Ensures all unloading, storing, loading, and shipping of A&E material within the magazine area is accomplished by qualified and certified personnel.
- f. Ensures the preparation of A&E material for shipment by air, rail, water, or truck is accomplished in accordance with reference (k) and other applicable Department of Transportation directives.
- g. Ensures vehicles and support equipment used in explosive evolutions meet applicable operational safety requirements.
- h. Ensures personnel assigned to perform A&E material inspections, packaging, etc., are qualified and certified prior to assignment.
- i. Reviews message traffic for action items affecting A&E material handling requirements.
- j. Ensures proper security is provided for sensitive or classified A&E material.

5. Inventory Management Specialist. The Inventory Management Specialist, who reports directly to the Ordnance Officer or the designated relief, performs the following duties:

- a. Serves as the Ordnance Information System-Retail (OIS-R) POC. Provides instruction to users on the OIS-R web-based system (e.g., obtaining access, processing data, file accessing and search strategies, database security, testing techniques, etc.).
- b. Inputs receipt and issue documents into OIS-R, as required. Operates OIS-R related equipment and resolves issues with access or connectivity.
- c. Directs and supervises operation of the Ammunition Stock Recording Division to document and process the receipt, storage, transfer, replenishment, disposition, and issue of AA&E material held within the magazine area. Ensures accountability for transfer (e.g., requests, issues,

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or turn-ins) of AA&E material through proper documentation between authorized users.

d. Assists the Magazine Division with administrative functions related to the receipt, storage, inventory, issue, and shipment of A&E material.

e. Ensures adequate quantities of A&E material are on hand, or on order, to support applicable training allowances. Submits requisitions to replenish stock.

f. Ensures submission of operational reports and messages (e.g., Ammunition Transaction Reports, Transaction Item Reports, and Supply Requisition Status Messages).

g. Ensures compliance with applicable directives when A&E material is received at, or issued from, MCAS CHERPT. Ensures ammunition records are maintained in accordance with current applicable instructions.

h. Liaises between the Ordnance Department and the DLA Distribution CHERPT Shipping Office.

i. Serves as the Military Munitions Rule (MMR) Coordinator.

6. Issue Chief. The Issue Chief, who reports directly to the Ordnance Officer or the designated relief, performs the following duties:

a. Serves as the Assistant OIS-R POC. Provides instruction to users on the OIS-R web-based system (e.g., obtaining access, processing data, file accessing, search strategies, database security, testing techniques).

b. Inputs receipt and issue documents into OIS-R, as required. Assists the OIS-R POC in resolving issues with OIS-R access or connectivity.

c. Serves as a member on the Class V Ammunition and Explosives Qualification and Certification Board.

d. Assists the Inventory Management Specialist with administrative functions related to the receipt, storage, inventory, issue, and shipment of A&E material.

e. Ensures ammunition records are maintained in accordance with current applicable instructions.

f. Ensures adequate quantities of A&E material are on hand, or on order, to support applicable training allowances.

g. Ensures accountability for transfer (e.g., requests, issues, or turn-ins) of A&E material through proper documentation between authorized users.

h. Ensures accurate information for the requisition of replenishment stock is provided to the Inventory Management Specialist.

i. Ensures A&E material is correctly identified by lot, serial number, and Material Condition Code in accordance with applicable directives.

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j. Prepares documentation to effect disposition of unserviceable and/or obsolete Class V ordnance through Explosive Ordnance Disposal (EOD), DLA Disposition Services, or off-station ordnance shipments to include A&E material is handled under the MMR governing munitions as hazardous material and/or hazardous waste.

7. Quality Assurance (QA)/Safety Chief. The QA/Safety Chief, who reports directly to the Ordnance Officer or the designated relief, performs the following duties:

a. Assumes the duties and responsibilities of the Ordnance Chief in his/her absence.

b. Ensures compliance with all applicable safety procedures and precautions.

c. Serves as a member on the Class V Ammunition and Explosives Qualification and Certification Board.

d. Ensures safe operating procedures are followed.

e. Certifies all monthly magazine inspections, both host and tenants, for compliance with Net Explosive Weight (NEW) limitations, storage compatibility constraints, and other applicable storage directives, and ensures all noted discrepancies are reported and corrected immediately.

f. Establishes and maintains a current TPL in support of AA&E material operations.

g. Observes personnel to ensure compliance with authorized procedures and safe handling practices; monitors compliance with QUAL/CERT Program requirements.

h. Conducts Type 1 Hazard Control briefings for Ordnance Department personnel; Facilities Maintenance, Facilities Directorate personnel; and contractor personnel on an as needed basis.

i. Establishes and maintains the process of on and off- station A&E material shipment certification, to include the certification of "empty" containers prior to shipment.

j. Establishes and monitors a read and initial board for information relevant to the safety, morale, and welfare of personnel.

k. Inspects magazines to ensure compliance with A&E material storage directives.

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Chapter 3

Safety

3000. General. A&E devices are designed and manufactured for many purposes. Explosive actuated devices assist in extinguishing aircraft engine fires; rocket motors propel aviators from crippled aircraft; demolition charges clear paths for new construction; and some material is designed for the sole purpose of applying destructive force. It is rare that an individual can mishandle explosive material without consequence. It is imperative that the knowledge obtained from the mistakes of others, safety precautions, notes, and warnings outlined in the references and this Order are strictly observed and applied.

3001. Ordnance Safety In-Briefs

1. Background. Constant rotation of commands between ship and shore deployments has heightened the Air Station's awareness of the need to keep these rotating commands abreast of the ever-changing requirements involving A&E material handling ashore. To assist in highlighting the differences between these operational environments, the ESO, aligned under the Safety and Standardization Directorate, has developed A&E material safety briefs.

2. Requirements. Returning tenant-based commands deployed longer than four months, and transient commands coming aboard the Air Station to conduct A&E material exercises, are required to attend and complete these safety briefs.

a. Safety Brief

(1) Contact the ESO at 252-466-3994 to schedule briefs. Personnel involved in A&E material evolutions must attend. Requests for A&E material will not be processed until this brief is completed and recorded by the ESO.

(2) All Station/tenant-based command safety briefs are given in the respective units' locations.

(3) Transient command safety briefs are given in an area determined by the host unit.

(4) Commands may request this brief in support of their annual safety training requirements.

(5) Safety Brief Overview

(a) CO's Brief

(b) EOD Procedures

(c) Ready Service Locker (RSL) Inspection Check-in and Check-out Procedures

(d) Fuel Pit Requirements

(e) Explosive Driver Requirements

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- (f) Explosive Material Transportation Requirements
- (g) Ordnance Vehicle Check-in and Check-out Procedures
- (h) Authorized Loading Areas
 - 1 Loading and Unloading
 - 2 Arming and De-arming
- (i) Aircraft Gun and Chaff Buildup Areas
- (j) HERO Requirements
- (k) Weather Conditions and Prohibited Operations
- (l) Ordnance Requisition and Turn-in Procedures
- (m) Personnel Qualification and Certification Program for Class V

A&E.

b. Requisition/Receipt Brief. An additional Requisition/Receipt Brief is required at the Ordnance Department prior to issuing A&E material to any requesting unit.

3002. Ammunition and Explosives Material Incidents

1. Accident. A&E material accidents are reported per reference (a) for Class V(W) material and per references (a) and (b) for Class V(A) material.
2. Missing, Lost, Stolen, and/or Recovered (MLSR). Missing, lost, stolen, and/or recovered A&E material is reported per chapter 10 of reference (c). Appropriate personnel must take the necessary corrective action within 48 hours of becoming cognizant of the incident.
3. Personal Injury. Personal injury or death resulting from an A&E material incident is reported per reference (a).
4. Fire. Ammunition and explosives material exposed to fire is reported per chapter 7 and Appendices B and C of reference (d).

3003. Use of Service Ammunition for Operational Training. To reduce hazards to personnel and potential damage to material, service ammunition is not used for operational training (e.g., MOS training, contingency or embarkation drills, etc.) when there is no intention to expend the rounds.

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Chapter 4

Security

4000. General. Commanding Officers are responsible for the physical security of AA&E material within their respective commands. Items of major concern are those that are man-portable and those used for law enforcement, making them more vulnerable to theft or terrorist purposes. Some examples include, but are not limited to, the following: small arms ammunition, hand grenades, hand operated pyrotechnics, bulk explosives, blasting caps, and initiating devices.

4001. Command Security. The Provost Marshal is the designated representative for the CO, and, as such, is responsible for the planning, implementation, enforcement, and supervision of command A&E material security.

4002. Access. Units requiring access to the Magazine Area and/or the Ready Area, building 1200, must submit an Access Roster, Appendix A, listing personnel authorized to receive A&E material. In addition to name and rank, the individual's Electronic Data Interchange Personal Identifier (EDIPI) must be included, which is located on the back of the Common Access Card (CAC). The roster must be updated quarterly or as changes in personnel occur. Visitors whose names do not appear on an Access Roster (e.g., contractors, maintenance personnel), are issued visitor badges by the Ordnance Department, which are worn at all times while in the Ordnance Department compound. Badges must be returned to the Ordnance Department prior to leaving. All personnel must check-in at building 4810 prior to entry and prior to their departure.

4003. Vehicular Movement. All vehicular movement within the ordnance compound is restricted to government or authorized contractor-owned vehicles. Authorized contractor vehicles are only those vehicles that are either company owned, rented, or leased. The use of privately owned vehicles within the ordnance compound is strictly prohibited.

4004. Security of Storage Areas. All areas where A&E material is stored (magazine or open-site) are afforded the degree of security required for the highest category of A&E material present. Security checks and measures are coordinated per reference (c).

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Chapter 5

Requisition, Issue, and Turn-In

5000. General. Class V(A) and Class V(W) A&E material, whether explosive or inert, must be tracked and reported to higher headquarters. The Ordnance Information System - Wholesale (OIS-W), established to ensure the accurate reporting of both expendable and reusable Class V material, demands strict compliance with the instructions outlined in this chapter and, as such, is mandatory for all units requisitioning and/or turning-in A&E material.

5001. Allowances. Class V(A) and Class V(W) A&E material are not issued unless an organization is authorized to expend the material. Allowances to expend A&E material are obtained from, and approved by, higher headquarters. Two specific types of allowances used aboard MCAS CHERPT are the NCEA for Class V(A) material and the NAVMC 8011 Allowance for Class V(W) material for training, programmed testing, and security. Requisitions by 2d MAW units for Class V(A) material not specifically identified on their allowance list are submitted to the CG, 2d MAW (ALD-D); requisitions by 2d MAW units for Class V(W) material not specifically identified on their allowance list are submitted to the CG, 2d MAW, G-4 Infantry Weapons Coordinator (IWC); and requisitions from Station units for Class V material not specifically identified on the unit's allowance list are submitted to the Class V(W) Manager for Station.

5002. Responsibilities1. Requisitioning Unit

a. Delegation of Authority. Submit a Delegation of Authority, Appendix B, signed by the CO or personnel granted "By direction" authority, to the Ordnance Department as specified in this Order. In addition to name and rank, the individual's EDIPI must be included, which is located on the back of the CAC.

b. Signatures on Documents. Ensure requisitions, receipts, and turn-in documents are signed by the authorized, delegated person in accordance with the applicable instructions provided in paragraphs 5003 through 5008 of this chapter.

c. Delivery Times and Dates. Cite a valid date and required time of delivery on each requisition.

d. Transportation Requirements. Ensure vehicles and personnel used to transport A&E material meet the criteria outlined in this Order and applicable references.

e. Turn-Ins. Ensure all Class V material being returned to the Ordnance Department meets the criteria outlined in this Order and applicable references.

f. Submission of Requests. Submit all requests with a lead-time sufficient for processing the request to meet the operational requirements for the material. Lead-times are defined in paragraph 5003.3 of this

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chapter. Information regarding forms to be used to request Class V material is provided in paragraph 5003.4.

g. Class V(A) Quarterly Requirements. Submit Class V(A) quarterly requirements for projected training to be conducted during each quarter. Format the letter as per Appendix C and submit requirements by the 10th day of July for the period of October through December; the 10th day of October for the period of January through March; 10th day of January for the period of April through June; and the 10th day of April for the period of July through September.

h. Class V(W) Quarterly Requirements. Submit Class V(W) quarterly requirements for expected training to be conducted during each quarter. Format the letter as per Appendix D and submit requirements by the 10th day of July for the period of October through December; the 10th day of October for the period of January through March; 10th day of January for the period of April through June; and the 10th day of April for the period of July through September.

2. Ordnance Department

a. Requisitions. Ensure requested material is made available by the required delivery date and time as indicated on the requisition.

b. Signatures. Verify requisitions are generated by authorized personnel, as identified by the requisitioning unit's Delegation of Authority submitted to the Ordnance Department in accordance with paragraph 5002.1.a. of this chapter. Appendix B provides the format for the Delegation of Authority letter. The authorized individual, whose signature appears on the requisition, cannot sign for the receipt of the requisitioned items.

c. Authorized Personnel. Ensure only authorized, delegated personnel request, receive, and turn-in Class V material.

d. Transporting Explosive Material. Ensure all outgoing or incoming explosive Class V material is transported in accordance with the guidance provided in the references.

e. Turn-Ins. Ensure incoming Class V material meets the criteria outlined in this Order and applicable references.

f. OIS-W Reporting. Ensure the submission of all transactions involving Class V material is timely and in accordance with OIS-W guidelines.

g. Authorized Allowances. Ensure all Class V material authorized by a specific allowance list is either available for issue or pending status as to availability of asset.

5003. Requisitioning Procedures. A requisition must be presented to the Ordnance Department before material is issued to the requesting unit. Customers must adhere to the following when requisitioning Class V material:

1. Delegation of Authority/Explosive Safety Officer Assignment Letter. Prior to the issue of any Class V material, the CO or Officer in Charge of a

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requisitioning unit must submit a Delegation of Authority letter, Appendix B, to the Ordnance Department via their appropriate chain of command. The Delegation of Authority letter must be in the possession of the Ordnance Department prior to any issue of Class V material. As specified in references (g) and (h), all unit commands that requisition, receipt, handle, store, or transport A&E shall designate a responsible Explosive Safety Representative to conduct all applicable aspects of the unit explosive safety program and serve on the Explosive Safety Council. It is the sole responsibility of the requisitioning unit to keep delegation letters current to avoid mission delays resulting from unauthorized personnel attempting to receive the requisitioned material. A copy of the letter designating the responsible Explosive Safety Representative shall be forwarded to the Installation ESO.

2. Personnel. Class V A&E material is issued from the magazine by Ordnance Department personnel only and then turned over to a unit's authorized delegated individual outside the magazine.

3. Lead-Time. Lead times are established to provide sufficient time for processing requisitions so that requested material can be issued to the requisitioning unit to ensure mission requirements are completed on schedule. There are three types of lead-time allowed and they are administered as follows:

a. Routine. Allow a two working day lead-time to process routine requisitions for Class V material.

b. Special. Allow a one working day lead-time to process requisitions for Class V material when the need exists for a 2d MAW validated requirement. Requirements must be validated by the CG, 2d MAW (ALD-D or G-4) prior to the requested issue.

c. Emergency. Issues from on-hand stock are made immediately upon receipt of the requisition. All bona fide emergencies must be substantiated, in advance of material issue, by either the CG, 2d MAW (ALD-D or G-4 IWC), or by the Marine Aviation Logistics Squadron (MALS) Ordnance/Maintenance Officer.

4. Requisition Form. A Multiuse Standard Requisitioning/Issue System Document (SF 344) is utilized to request Class V material. Instructions on completing the SF 344 and a sample form are provided per Appendix E. Type all routine requisitions to prevent misinterpretation of the data elements. Print emergency requisitions legibly. Additionally, a Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisition, sent via email by the authorized requestor, may be utilized.

5. Requisition Cancellation. Units must promptly cancel outstanding requisitions for Class V material when the requirement no longer exists. Requisitions not accepted at the specified delivery time are cancelled unless prior arrangements are made with the Ordnance Officer or Ordnance Chief.

6. Pre-staging. Units requiring after-hours pickup must ensure the A&E material is loaded on their vehicles on the last working day prior to the requested pickup date. Ordnance Department personnel pre-stage the vehicles

in the Ready Area, building 1200. After-hours access to the Ready Area is obtained via the PMO.

7. Emergency Issues. Issues are made immediately upon receipt of the SF 344, Appendix E. All emergencies must be substantiated, in advance of material issue, by either the CG, 2d MAW (ALD-D or G-4 IWC), or by the MALS Ordnance/Maintenance Officer. Print all requests legibly to prevent misinterpretation. Additionally, a MILSTRIP requisition, sent via email by the authorized requestor, may be utilized.

8. Transport Vehicles. Prior to all issues of Class V AA&E material requiring transport, the vehicle must meet the safety and inspection criteria established in this Order and applicable references. Vehicles that are in violation of these requirements will not be loaded. Vehicles must be operated by qualified and certified explosives drivers, be properly placarded, and have an onboard safety observer when towing trailers. Personnel who transport up round ordnance on trailers are required to be supervised by a qualified and certified team leader (TL) or above in addition to having an "A" Driver who must occupy a seat in the cargo compartment as specified in reference (i). In both cases, the driver must possess an Optional Form (OF) 346 for the vehicle being utilized, be designated on the OF 346 as an EXPLOSIVE DRIVER and MUST HOLD A CURRENT MEDICAL CERTIFICATE ON THEIR PERSON.

9. Hours of Operation. Routine issues are processed Monday through Friday from 0730 to 1130. Emergency issues are processed as they occur. Emergency requisitions consist of an urgent or critical requirement for an explosive device to meet a flight schedule. No issues are made during times when lightning is within 10 miles of the Air Station; however, requisitions are accepted.

5004. Requisitioning Class V(A) Material

1. Requisitioning Unit. The originator of the requisition retains one copy of the document for recording purposes. The remaining copies of the requisition are submitted to the Ordnance Department, Ammunition Stock Recording Division, building 4810. It is the requesting unit's responsibility to notify the Ordnance Department of any off-station transportation requirements to ensure proper planning. Failure to do so may cause unnecessary delays in the receipt of material needed to support that unit's mission.

2. Ammunition Stock Recording Division. Upon receipt of the requisition, the Aviation Ordnance Systems Technician performs the following:

a. Checks the requisitioning unit's Delegation of Authority letter to verify the requisition is signed by an authorized requisitioner. Rejects the requisition if the signature on the requisition is not on the Delegation of Authority letter.

b. Checks the requisition for the required delivery date and time, unit of issue, and requisitioner code. Rejects the requisition if the information is incomplete or incorrect.

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c. Annotates the requisition with the date and time to attest information on the requisition is correct.

d. Checks the quantity requested against the unobligated quantity shown in OIS-R. If the requested quantity does not exist, the amount required to fill the requisition plus additional quantities required to maintain the high, on-hand quantity (as determined by the Load Plan) are ordered.

e. Reserves the requested item and generates a Shipment Preparation Worksheet (SPW) for use by the Magazine Division to prepare the issue.

f. Prints the OIS-R generated Issue Release/Receipt Document (DD Form 1348-1A), Appendix F, upon completion, and returns the SPW.

g. Posts the DD Form 1348-1A issue document and the applicable SPW on the issue board.

3. Magazine Division. Prior to issue, the Magazine Division conducts an inventory of the requisitioned material. If discrepancies are found, the Issue Chief is notified immediately. Upon confirmation of correct quantities, barcodes are changed instantly to reflect the correct, on-hand balance. The Magazine Division personnel sign and date the DD Form 1348-1A in block 28, Issued By, and block 32, Inspected By.

5005. Requisitioning Class V(W) Material

1. MCAS CHERPT Units other than 2d MAW

a. Requisitioning Unit. The originator of the requisition retains one copy of the document for recording purposes. The remaining copies of the requisition are submitted to the Ordnance Department, Ammunition Stock Recording Division, building 4810. It is the requisitioning unit's responsibility to notify the Ordnance Department of any transportation requirements to ensure proper planning. Failure to do so may cause unnecessary delays in the receipt of material needed to support that unit's mission.

b. Ammunition Stock Recording Division. Upon receipt of the requisition, the Aviation Ordnance Systems Technician performs the following:

(1) Checks the requisitioning unit's Delegation of Authority letter to verify the requisition is signed by an authorized requisitioner. Rejects the requisition if the signature on the requisition is not on the Delegation of Authority letter.

(2) Checks the requisition for the required delivery date and time, unit of issue, and requisitioner code. Rejects the requisition if the information is incomplete or incorrect.

(3) Annotates the requisition with the date and time to attest information on the requisition is correct.

(4) Checks the quantity requested against the unobligated quantity shown in OIS-R. If the requested quantity does not exist, the amount

required to fill the requisition plus additional quantities required to maintain the high, on-hand quantity (as determined by the Load Plan) are ordered.

(5) Enters the requisition into the Total Ammunition Management Information System (TAMIS).

(6) Reserves the requested item and generates a SPW for use by the Magazine Division to prepare the issue.

(7) Generates an OIS-R DD Form 1348-1A issue document upon completion and returns the SPW. If Notices of Ammunition Reclassification (NAR), Ammunition Information Notices (AIN), and/or Overhead Fire (OHF) restrictions are applicable to the requested item, the Aviation Ordnance Systems Technician initials the DD Form 1348-1A in block 28, Issued By, and stamps the back page for future use by the Magazine Division personnel.

(8) Posts the DD Form 1348-1A issue document and the applicable SPW on the issue board.

c. Magazine Division. Prior to issue, the Magazine Division conducts an inventory on the requisitioned material. If discrepancies are found, the Issue Chief is notified immediately. Upon confirmation of correct quantities, barcodes are changed instantly to reflect the correct, on-hand balance. Magazine Division personnel initial and date the back of the DD Form 1348-1A.

2. 2d MAW Units

a. Requisitioning Unit. The originator of the requisition retains one copy of the document for recording purposes. The remaining copies of the requisition are submitted to the 2d MAW (G-4 IWC) for processing in TAMIS. When finished, the requisition is initialed and stamped by the 2d MAW (G-4 IWC) then submitted to the Ordnance Department, Ammunition Stock Recording Division, building 4810. It is the requisitioning unit's responsibility to notify the Ordnance Department of any off-station transportation requirements to ensure proper planning. Failure to do so may cause unnecessary delays in the receipt of material needed to support that unit's mission.

b. Ammunition Stock Recording Division. Upon receipt of the TAMIS or Security/Force Protection requisition, the Aviation Ordnance Systems Technician performs the following:

(1) Checks the requisition for the required delivery date time, and requisitioner code. Contacts the 2d MAW (G-4 IWC) for clarification if required information is incomplete or incorrect.

(2) Checks the quantity requested against the unobligated quantity shown in OIS-R. If the requested quantity does not exist, the amount required to fill the requisition plus additional quantities required to maintain the high, on-hand quantity (as determined by the Load Plan) are ordered.

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(3) Enters the transaction into the TAMIS and forwards to the applicable clerk for processing.

(4) Reserves the requested item and generates a SPW for use by the Magazine Division to prepare the issue.

(5) Generates an OIS-R DD Form 1348-1A issue document. If NAR, AIN, and/or OHF restrictions are applicable to the requested item, the Aviation Ordnance Systems Technician initials block 28, Issued By, of the DD Form 1348-1A and stamps the back page for future use by the Magazine Division personnel.

(6) Posts the DD Form 1348-1A issue document and applicable SPW on the issue board.

c. Prior to issue, the Magazine Division conducts an inventory on the requisitioned material. If discrepancies are found, the Issue Chief is notified immediately. Upon confirmation of correct quantities, barcodes are changed instantly to reflect the correct on-hand balance. Magazine Division personnel sign and date the back of the DD Form 1348-1A.

3. Units training at other installations such as Marine Corps Base, Camp Lejeune, submit requisitions for A&E material to that installation's Ammunition Supply Point (ASP).

5006. Requisitioning Cartridge Actuated Devices and Propellant Actuated Devices. Cartridge Actuated Device (CAD) and Propellant Actuated Device (PAD), components in aircraft ejection seats, aircraft canopy jettison systems, and fire suppression systems, are manufactured in limited numbers due to their limited service life. CAD and PAD material are not stocked in quantity by either the Ordnance Department or the using activity. Requisitions are usually processed as a one-for-one replacement.

1. The Fleet Readiness Center-East (FRC-East), VMR-1, and Marine Aircraft Group (MAG)-14 units requisition CAD and PAD material via the Virtual Fleet Support (VFS) web-based application. The requisitioning unit is responsible for tracking their orders using the VFS Order Confirmation Number or the Federal Express (FedEx) tracking number. CAD and PAD material are shipped directly to the requisitioning unit. In the event that the requisitioning unit is unable to receive the material, the Ordnance Department is the default point of delivery. In such situations, the Ordnance Department does not open packages unless there is obvious damage.

2. The FRC-East and VMR-1 must forward a copy of the requisition and FedEx receipt to the Ordnance Department's Ammunition Stock Recording Division for processing. After processing, the Ordnance Department contacts the unit to schedule the issue. Issues are accomplished within one working day for priority requisitions and two working days for routine. The requisition and FedEx receipts are maintained by the Ordnance Department, Ammunition Stock Recording Division.

3. The MAG-14 units must forward a copy of the requisition and FedEx receipt to the MALS-14 Aviation Ordnance Department vice the Station Ordnance Department, Ammunition Stock Recording Division, for processing. After

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processing, MALS-14 contacts the appropriate MAG-14 unit to schedule the issue.

4. The requisitioner is responsible for initiating discrepancy reports for discrepant material received (e.g., damaged, wrong item, quantity mismatch). CAD and PAD replacements are ordered by the requisitioner via VFS. The requisitioner must notify the Station Ordnance Department or MALS-14 to initiate OIS-R reporting for inventory tracking purposes.

5. The requisitioner is responsible for initiating immediate or emergency replacement requests via the VFS system for a CAD or PAD that has been depleted (e.g., damage from maintenance, damage discovered upon issue, accidental or in-flight expenditure).

5007. Turn-In Procedures. There is no limit on the number of turn-in documents or item quantities which may be returned by a unit. Items of the same Navy Ammunition Logistics Code (NALC), National Item Identification Number (NIIN), and Material Condition Code are turned-in on the same DD Form 1348-1A, as identified in Appendix F. All Class V A&E material, submitted for turn-in, must be properly packaged and marked in the prescribed shipping container. Correctly identifying Class V A&E material and its serviceability condition is crucial. Every effort should be made to reuse the original packaging per the applicable references.

1. Hours of Operation. Routine turn-ins of Class V A&E material are processed Monday through Friday from 0730 to 1130. Exceptions must be approved by the Ordnance Officer or Ordnance Chief. Emergency turn-ins are processed as they occur such as explosive devices removed from an aircraft scheduled for rework. Turn-ins are not accepted during times when lightning is within 10 miles of the Air Station.

2. CAD and PAD. A DD Form 1348-1A is completed per Appendix F and must accompany the CAD or PAD in its shipping container along with the proper shipping caps or other dunnage. Containers must be properly marked with the opened date, installed date, expiration date, lot and serial number, NSN, NALC, Mark/Modification/Model (MK/MOD), Material Condition Code, and applicable aircraft Bureau Number (BUNO) to be accepted for turn-in.

3. Ammunition Details. The term "ammunition details" refers to those inert accessories used in packaging, protecting, and handling A&E material. Pallets must be stacked and banded per the appropriate MIL-STD. Containers are inspected; the old markings obliterated and then re-marked "EMPTY" in accordance with reference (g).

4. Ammunition, Explosives, and other Dangerous Articles (AEDA) Residue Inspection and Certification. Generating units must ensure that all AEDA and ammunition details are properly inspected to determine the presence or absence of explosive hazards prior to turn-in to the Ordnance Department or referral to Defense Logistics Agency (DLA) Disposition Services. The inspection of AEDA and ammunition details for residue is performed by qualified and certified inspectors or other technically qualified personnel designated by the unit's CO.

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a. Units must submit to the Ordnance Department the Inert Certification Letter, Appendix G, designating certified personnel authorized to verify AEDA and ammunition details for residue prior to turn-in to the Ordnance Department or referral to DLA Disposition Services. Personnel certifying and verifying the inspection must submit a DD Form 1348-1A, disposal turn-in document, with the following statement in block 27 as shown on page 4 of Appendix F:

"This certifies and verifies the Ammunitions, Explosives, and Dangerous Articles (AEDA) residue, range residue, and/or Explosive or Contaminated Property (ECP) listed have been 100-percent properly inspected by us and, to the best of our knowledge and belief, are inert and/or free of explosives or other dangerous materials."

b. Inert certifications require dual signatures. The first signature (certifier) may be either qualified DoD or qualified contractor personnel. The second signature (verifier) must be a technically qualified DoD personnel and a United States citizen who has special knowledge of the characteristics and requirements relating to the items to be certified in accordance with the QUAL/CERT Program for Class V A&E.

c. If culpability is determined, certifiers and verifiers are held accountable for fraudulent certifications and violations.

d. On the DD Form 1348-1A, Appendix F, certification and verification signatures must be directly above the respective typed, clearly stamped, or legibly printed full name, along with rank/rate, complete organization name and address, and both the commercial and Defense Switched Network (DSN) telephone numbers.

5. Transient Ammunition or Components. Units turning-in ammunition or components from transient aircraft or units must prepare the material for turn-in as required above. The Ordnance Department enters the ammunition into stock or requests disposition, whichever is appropriate.

6. Damaged or Malfunctioned A&E Material. A Conventional Ordnance Discrepancy Report (CODR) is submitted via the deficiency reporting website, All Weapons Information System, <https://awis.navair.navy.mil/awis/index.asp>, on any items that are damaged or do not function as designed and are returned to the Ordnance Department for disposition. If the CODR contains classified information, or if there is no internet access, a naval message is forwarded per reference (b). The damaged or malfunctioned A&E stock is maintained until disposition instructions are received.

5008. Reclassification and Disposition. "Reclassification," as used in this Order, refers to a change of an item's Material Condition Code. Reference (e), contains a comprehensive listing of explosive material declared to be unsuitable for unrestricted use as originally designed.

1. NAR. NAR's are distributed in message format to disseminate information related to the safety of personnel and equipment. Individual messages are numbered consecutively within each fiscal year and contain more than one NAR.

2. Responsibilities. Upon receipt of a NAR, the Ordnance Department is responsible for the following:

a. Determining if stock on-hand or issued A&E material includes any of the affected lots or types.

b. Taking immediate action to ensure the use or issue of the affected stock is consistent with the newly assigned Material Condition Code.

c. Reporting items affected by the reclassification action via Naval message to the appropriate item manager, higher headquarters, and all tenant units that may be affected.

3. Files. A NAR file is maintained to track incoming NAR messages providing a readily available means of cross-referencing.

4. Disposition. Periodically, A&E material maintained by the Ordnance Department falls into one of the following categories:

a. Suspended. If already issued, the stock is immediately recalled. On-hand stock is identified and marked to prevent further issue. The suspended stock is maintained until disposition instructions are received.

b. Restricted. Restrictions are evaluated to determine applicability to current stock. Affected stock may be recalled until the restriction is rescinded or the stock is modified. On-hand stock is identified and marked to prevent further issue. The restricted stock is maintained until disposition instructions are received.

c. Unserviceable. Unserviceability occurs when an item does not meet the criteria for which it was originally designed. If already issued, the affected stock is immediately recalled. On-hand stock is identified and marked to prevent further issue. The unserviceable stock is maintained until disposition instructions are received. Unserviceable stock deemed or determined to be unsuitable or unsafe for storage by an authorized EOD representative is turned-in for disposal.

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Chapter 6

Class V(W) Reporting Requirements

6000. General. The purpose of this chapter is to establish the reporting requirements for all Class V(W) ammunition issued or expended by units aboard MCAS CHERPT. Possession of Class V(W) material is not to be considered permission to expend beyond the unit's authorized allowance.

6001. Responsibilities1. MCAS CHERPT Class V(W) Using Unit

a. Requisitions. Each requisition is submitted to the Ordnance Department for processing in TAMIS.

b. Expenditure Reports. Each unit submits weekly expenditure reports for Class V(W) ammunition under their cognizance to the Ordnance Department for reconciliation.

c. Inventory of Stored Ammunition. Monthly inventories of all Class V(W) ammunition are conducted by Ordnance Department personnel and a Class V(W) using unit representative. Authorized personnel escort the inventory team through all RSLs, sub-custody magazines, and other secured ammunition locations assigned to the unit.

2. Class V(W) Procedures

a. Requisitions. All requisitions for Class V(W) material must follow the procedures outlined in chapter 5 of this Order and meet the guidelines in reference (f). Each requisition is screened for authorized signatures, allowances, and remaining balances. Accepted requisitions are forwarded for further processing.

b. Expenditure Reports. Each expenditure report received is screened both for quantities and authorized allowances for each Department of Defense Identification Code (DoDIC). Discrepancies in quantities, lot numbers, or quantity on-hand must be reconciled by the Ordnance Department and the Class V(W) using unit representative prior to processing.

c. Inventory of Stored Ammunition. Coordination and execution of the monthly inventory is made by the Ordnance Department. A qualified unit representative must be present for the inventory. The Ordnance Department prepares a written inventory report, provides a copy to the unit representative, and maintains the original for the Ordnance Department's records.

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Chapter 7

Storage and Handling

7000. General. The safe storage of A&E material at all Marine Corps shore units, including MCAS CHERPT and its outlying fields, is under the cognizance of the Commander, Marine Corps Systems Command (COMMARCORSYSCOM) Program Manager for Ammunition (PMAM), as delegated by reference (g). At a minimum, the CO, MCAS CHERPT must review all storage authority requests on an annual basis. Requests for storage are granted only for those types and quantities required to meet security force and safety requirements, and must be submitted to the ESO for review and approval. Copies of all approved requests are provided to the COMMARCORSYSCOM PMAM. This chapter provides guidance for all units aboard MCAS CHERPT storing and handling A&E material, and as such, the ESO strictly monitors all requirements stated herein for compliance. References (h) and (i) provide definitive technical direction and procedures for the receipt, storage, handling, issue, shipment, and explosive safety requirements of Class V A&E material.

7001. Types of Storage. Three types of storage are approved for A&E material:

1. Magazine Storage. This type of storage is used when A&E material is not expected to be moved within a 72 hour or greater period of time. Structures used for this type of storage must maximize protection from the elements of nature, loss, compromise, or sabotage. The Department of Defense Explosive Safety Board (DDESB) and Naval Sea Systems Command approved magazines within the Ordnance compound and building 1224 (MALS-14 Ordnance) are the only approved locations for this type of storage at MCAS CHERPT. All magazines and magazine areas are under the cognizance of the Ordnance Officer and are administered and maintained as outlined below:

- a. When personnel are working in a magazine or explosive assembly area, a red (Bravo) flag is prominently displayed (hoisted) near the entrance.
- b. When personnel are working inside a magazine, the magazine doors must remain open, the lock secured to door hasp, a cleared exit maintained, and the keys in possession of authorized personnel.
- c. When a magazine is unsecured, the two-man rule applies in the interest of personnel safety and the security and accountability of A&E material.
- d. Working personnel must adhere to the minimum number required to perform the operation safely and properly.
- e. Appropriate chemical hazard and fire division symbols must be posted to denote contents of all A&E material storage sites. Storage sites must display a placard labeled "EMPTY" when no A&E material is present. Inert storage areas must display a placard to identify this category. All additional posting requirements are adhered to in accordance with applicable references.

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f. When not in possession of authorized personnel, or in use, magazine keys to Category I and II A&E material must be secured in a Class V General Services Administration (GSA) approved security container or equivalent and located within a restricted area. Equivalent is defined as a security container constructed of 20 gauge steel secured with a GSA approved high security padlock (Federal Specification FF-P-110).

g. A&E material being stored must be readily identifiable by type and lot number and must be packaged in the original container and configuration.

h. A&E material is stored to preclude toppling or collapse. Stacked material is segregated by NALC, NIIN, Material Condition Code, and lot number. Partially filled containers are visibly marked and placed at the top of the pallet.

i. A&E material must be raised off the deck by the use of approved metal dunnage. Wood pallets are acceptable dunnage when received as part of the packaged unit but must be replaced with metal pallets upon breakout or issue from packaged units. The exception is Class V(W) ammunition, which is palletized using wooden pallets.

j. Reusable ammunition containers are returned to the issuing unit for disposition. The use of reusable containers for any purpose other than their intended design is prohibited.

k. Magazines and handling areas must remain clean and clear of empty containers, packing material, tools, and debris.

l. Combustible materials and flame or spark producing devices are prohibited within or near a magazine or magazine storage area containing A&E material.

m. Use of portable radios within 75 feet of any A&E material is prohibited. Cellular telephones must be turned off prior to entering a magazine or other Ordnance restricted areas.

n. Storing A&E material handling equipment (MHE) inside a magazine is prohibited.

o. Containers of A&E material are not opened or repaired inside a magazine except as outlined in the references.

p. Unauthorized personnel are not permitted to enter any magazine or explosive area unless escorted by authorized personnel.

q. Only qualified EOD Technicians are authorized to handle unidentifiable A&E material.

r. A&E material handling operations are prohibited inside magazines during times when lightning is within 10 miles of the Air Station.

s. The CO, MCAS CHERPT may grant storage authority for limited quantities of Class 1.3 and 1.4 ammunitions (e.g., small arms ammunition, riot control munitions and pyrotechnics for alert, safety, or security

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purposes) in facilities such as hangars, troop buildings, armories, and manufacturing or operating buildings without regard to the ESQD requirements. However, storage must comply with fire protection, safety, and physical security regulations and requirements. For amplifying information refer to reference (g).

2. Temporary Storage

a. This type of storage (Ready Service) is utilized when issued A&E material is expected to be expended or returned within a reasonable amount of time. Specific timelines are not established; however, common sense dictates that the A&E material is not to be held longer than required for normal operations to preclude accountability errors, over-age expiration of material, and tying-up valuable training assets that could be better used elsewhere.

b. Ready Service Magazines are generally used to store small quantities of A&E material in a ready-service condition to reduce unit operational arming times. Locker citing must be approved by the Naval Ordnance Safety and Security Activity (NOSSA), or the Explosives Safety Support Office Atlantic, based upon operational necessity, material stored, and location. The requirements outlined in paragraph 7001.1 of this chapter apply equally to A&E material stored in RSLs.

c. All unit RSLs are sub-custodied from the Ordnance Officer or the MALS Ordnance Officer (or their designated representative), who is held accountable for ensuring compliance with the instructions stated in this Order and associated references.

d. The accountable Ordnance Officer for each RSL is responsible for ensuring that their respective RSL is clear of all A&E material, cleaned inside and out, locked, and marked "EMPTY" when it is to be unused for a period greater than 90 days. Keys must be returned to the sub-custodian Ordnance Officer. This requirement is verified through joint inspection by the ESO and the using unit.

e. The unit's Ordnance Officer is designated as the custodian for locks and keys for all RSLs in his or her possession. An established, effective key control program ensures security of material being stored. All RSL locks will be rotated annually at a minimum. RSL locks are not cut without the expressed consent of the responsible Ordnance Officer.

3. Open Storage. Open storage sites are considered undesirable and as a temporary means, not to be substituted for standard long-term storage. A&E material may be stored in the open if security regulations are met, and if the material is protected against deterioration and loss of stability. Existing regulations associated with Class III storage sites and above-ground magazine storage applies to all non-barricaded, open storage sites. Open storage sites must be approved by the CO, MCAS CHERPT via the ESO for any storage in excess of 24 hours and approved by NOSSA for any period exceeding 90 days.

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7002. Inspections. All areas used for long or short-term storage of A&E material must be inspected at intervals not to exceed 30 days. Magazines and RSLs are inspected by the ESO prior to initial use, prior to reuse after being empty, and periodically (unannounced) during use to ensure the structure meets safe, secure storage guidelines, and the material meets compatibility and explosive weight requirements. An SOP is required for magazine and magazine area inspections; however, squadrons need only develop an inspection checklist, which meets the requirements stated herein.

1. Inspection Criteria. A&E material storage inspections include, but are not limited to, the following:

a. Overall condition of the structure to include doors, security locking devices, and alarm systems, if applicable.

b. Posting of proper safety precautions and explosive limits.

c. Cleanliness and fire hazard elimination.

d. Functional ventilation, where applicable.

e. Condition of stored material.

f. Compatibility of stored material.

g. NEW storage limits.

h. Adequate firebreaks and clear zones established to ensure 50 foot radii surrounding magazines are free of trash, debris, and fire hazards, and that ESQD requirements are maintained.

i. Grass and vegetation cut to less than 18 inches high, where applicable.

j. Inspected and properly maintained fire-fighting equipment. Fire extinguishers must be available at all RSLs and during all MHE or vehicle operations involving A&E material.

k. General and Local Fire Bills posted at each magazine and RSL.

l. Condition of transportation routes to and from storage areas.

m. Condition of fences, gates, and lighting, where applicable.

n. Proper designators and placards.

o. Maintained grounding system, inspection records, and lightning protection, where applicable.

2. Inspection reports are reviewed by the unit's Ordnance Officer or NCOIC and appropriate action is taken to correct discrepancies as quickly as possible.

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3. Records of inspections, discrepancies, and corrective actions are maintained for a minimum of four years in accordance with reference (h).

4. Grounding System Inspection. The resistance-to-earth of the primary and secondary grounding system components is measured every 24 months. The Facilities Directorate, Facilities Maintenance Department (FMD), Electric Shop, is charged with developing a test plan to meet this requirement aboard the Air Station. Results of all ground point tests are maintained by the owning unit, as well as the ESO. A visual inspection of these components is required every six months. All personnel required to perform semi-annual inspections, or to augment the FMD visual inspection team, must be trained by a qualified representative of the FMD.

7003. Explosive Storage Site Approval

1. Units that handle and store A&E material must request explosive safety site approval for all new construction or modifications of existing structures or when changing locations of structures that involve ESQD requirements. This requirement includes the facilities and sites directly involved with A&E material as well as the following situations:

a. Construction or modification of structures in proximity to such facilities or sites.

b. Structures that may be exposed to blast, fire, fragmentation, or toxic chemical release due to changes to the Air Station's mission.

c. Projects whose relationship or proximity to an explosive site creates a potential risk.

2. A preliminary site approval plan is prepared and submitted to the Facilities Directorate's Facilities Development Officer and the ESO for review per chapter 5 of reference (g). The requesting unit must provide a mission impact statement that supports their request. The Ordnance Officer, NCOIC, and/or the ESO provides assistance, when needed, in completing requests.

7004. Waivers and Exemptions. Waivers and exemptions are CNO authorized deviations from established explosive safety rules and standards, which are strictly controlled and regulated. It is imperative that requests for waivers or exemptions be submitted only for those situations required by operational necessity. Additionally, each request must be reviewed by all supervisors in the chain of command for verification of the need. Waiver and exemption requests are submitted to the ESO. Deviations, which may be authorized by appropriate authority, are as follows:

1. Event Waiver. Approval on a case-by-case basis for a particular evolution; issued for a limited period of time to meet a specific, non-recurring readiness requirement.

2. Waiver. Approval for the temporary satisfaction of recurring readiness requirements pending the completion of corrective measures to eliminate the requirement for the waiver, generally, for a maximum period of two years.

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3. Exemption. Approval for the purpose of satisfying long-term readiness requirements, which generally requires military construction planning to correct the need for the exemption. A positive program for eventual corrective action must be planned and in progress, generally, for a maximum period of five years.

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Chapter 8

Transportation of Class V Material

8000. General. The primary purpose of this chapter is to provide guidance regarding the safe movement and transportation of AA&E material aboard the Air Station and on public roadways. Class V material is transported by several different methods such as water, rail, air, and motor vehicle. Since the majority of transportation requirements are supported by motor vehicles aboard the Air Station, specific criteria is provided to assist unit commanders in complying with the applicable directives prior to, during, and after movement of AA&E material by personnel of their command using this conveyance.

8001. Requirements. Unit Commanders ensure the following requirements are met prior to allowing AA&E material to be transported on or off-station.

1. Explosives Drivers. Personnel identified to transport AA&E material must meet the following prerequisites:

a. Licensing. Civilian drivers must have a valid state driver's license with a Commercial Driver's License (CDL) endorsement. Military drivers must have a valid state driver's license, but are exempt from CDL requirements. In addition, all drivers must hold a United States Government Motor Vehicle Operator's Identification Card, OF 346, on which is annotated: "Explosives Driver - Must hold a current medical certificate." License is valid for three years and must be renewed prior to expiration. Qualified vehicle operators must be in possession of a completed and current Department of the Navy Medical Examiner's Certificate OPNAV 8020/6.

b. Age and Experience. On-station drivers may be 18 years of age or older; off-station drivers must be a minimum of 21 years of age. Nominees must have considerable and varied driving experience with similar types of vehicles, equipment, and have a safe driving record.

c. Physical Ability. Physical examinations are required for both military and civilian personnel applying for certification. Active duty military personnel undergo a medical examination every five years. Civilians undergo medical examinations every 2 years up to age 60. At age 60 and above, civilians are required to undergo a medical examination annually.

d. Training. Personnel applying for certification must attend an approved course of instruction and pass all tests given at the conclusion of the course. Re-certification is required every two years. The ESO provides the command-approved course for MCAS CHERPT and is the operative authority for retraining and acceptance of other command training programs.

e. Liability. Military and civilian explosives drivers who operate Government owned vehicles are responsible for compliance with all DoD, State, and local traffic laws, and are subject to fines and/or imprisonment if in violation.

f. Other Factors. Drivers must be able to read, write, understand the English language, and be able to complete various required forms.

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2. Transport Vehicles. Motor vehicles used for transporting A&E material, on or off-station, must be mechanically and electrically sound, and carry required safety equipment as specified by the references. Prior to transporting A&E material off-station, the driver and a certified shipping inspector must complete the Motor Vehicle Inspection, DD Form 626. Use of a motor vehicle to transport A&E material off-station is prohibited until each block of the DD Form 626 is satisfactorily completed. Completed forms are retained in the vehicle. If applicable, special instructions for the driver are prepared by the shipping activity and carried by the driver while in-transit, per chapter 4 of reference (i). At a minimum, the following safety equipment is mandatory:

- a. Safety chains, tie-down straps, chocks, and safety pins as applicable.
- b. Approved and inspected fire extinguisher.
- c. Department of Transportation explosive hazard class placards (attached to front, sides, and rear of vehicle).
- d. Reference (i) Glove Box Edition (Chapters 5 and 9 and Appendix C of NAVSEA SW020-AF-HBK-010).
- e. One Motor Vehicle Accident Report form, SF 91, per reference (i).
- f. Tire changing tool kit.
- g. Waterproof, fire resistant tarpaulin (mandatory for off-station transport in flatbed, stake-bed, and open top vehicles).
- h. Reflective hazard triangles for roadside emergencies.
- i. Emergency tool kit including fuses and flashlight.

3. Vehicle Beds. Trucks and trailers with ferrous (iron) metal beds are authorized for the movement of A&E material provided the material is contained in its original, approved packaging and is not liable to leakage of dust, powder, or vapor. If the material is re-packaged and is no longer in its original container, wooden beds or wooden dunnage are required between the vehicle's metal bed and the A&E material.

4. Vehicle Operation. The maximum speed for towing an ammunition loaded trailer is 35 mph on improved surfaces (on-station transporting MIL-STD packaged A&E). Vehicles transporting up round explosives on trailers will not exceed 25 mph aboard the Air Station (maximum two trailers). Approved Fast Packs for up round rocket assemblies are compliant with MIL-STD packaging requirements.

5. Hours of Darkness. A&E material is not authorized for transport between sunset and sunrise except when operational commitments dictate. If necessary, an escort vehicle accompanies a conveyance carrying explosives when transporting off-station.

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6. Peak Traffic Hours. A&E material is not transported during peak traffic conditions aboard the Air Station unless operational commitments dictate.

7. Explosive Traffic Routes. Explosive traffic routes aboard the Air Station have been predetermined to prevent undue delays and to ensure compliance with local, State, Federal, and DoD regulations pertaining to the transportation and movement of A&E material. Figure 8-1 defines those routes aboard the Air Station, as well as the primary and secondary off-station routes. Vehicles transporting A&E material do not deviate from authorized explosive routes without prior notification and approval by the PMO, Fire Department, and the ESO. Exceptions from notification requirements are granted for small arms ammunition (1.4S) in support of security requirements.

8. Vehicle Placarding Requirements. Every motor vehicle transporting Hazard Class/Division (HC/D) 1.1 through 1.6 on and off-station must display the appropriate placard for the HC/D that is being transported. When authorized mixtures of HC/D make up a load, the vehicle is placarded with the highest hazard being transported. When two or more vehicles in tandem are transporting A&E material, each is placarded according to its contents. All units that transport HC/D 1.1 through 1.6 A&E materials on or off-station must display the appropriate HC/D placard regardless of quantity or compatibility. These requirements, per chapter 4 of reference (i) and all of reference (j), are effected to establish a standard guidance and enhance safety for emergency response personnel.

9. Blocking, Bracing, and Securing the Load. All commercial vehicles transporting A&E material off-station are blocked and braced utilizing the general principles outlined in reference (k). All Military Tactical Vehicles that are designed for public highway use may be used to transport A&E material off-station. United States Army drawings (series 19-48), reference (l), for tactical vehicle and dromedary loads are approved for Navy and Marine Corps use. A&E material is not transported on or off-station without properly securing the load per the requirements of references (k) and (l).

8002. Commercial Delivery of A&E Material. When A&E material laden vehicles arrive at MCAS CHERPT, Security and Emergency Services (SES) personnel at the Point of Entry (POE) should immediately notify the Ordnance Department at 252-466-2319/6725 of the incoming shipment and proceed with their inspection of the vehicle. If the vehicle is approved for entry, SES personnel will escort the vehicle via the primary explosive traffic route to the Loading Dock, building 4393, for off-loading. Escorting of vehicles must be performed in a timely manner to protect nonessential personnel from unnecessary exposure to explosive hazards.

8003. Suspect Commercial Delivery. If SES personnel at the POE determine there is cause for concern or evidence that the A&E material laden vehicle may be unsafe, SES personnel will take the following steps:

1. Immediately notify EOD at 252-466-3488/2901 and the Station Fire Marshal at 911.
2. Escort the vehicle, using the primary explosive route (as depicted in Figure 8-1), to the Suspect Cargo Holding Area, building 4393. Ensure the suspect cargo vehicle is parked no closer than 10 feet from a lightning mast

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and within the zone of protection afforded by the lightning protection system. Concurrent A&E operations are prohibited within the holding area while suspect cargo vehicle is inspected.

3. Upon securing the vehicle, SES personnel escort the driver from the holding area until EOD has determined the condition of the vehicle's cargo.
4. If determined that the cargo is not a hazard, the vehicle remains at building 4393 for offloading. The Ordnance Officer or the NCOIC is notified as soon as possible regardless of EOD's findings.

8004. Authorization for Off-Station Transportation. Unit Commanders receive authorization from the CO, MCAS CHERPT via the Ordnance Officer who has letter designated personnel authorized to perform Naval Motor Vehicle Inspection (MV) to transport Class V(A) and Class V(W) A&E material off-station in government owned and operated vehicles. Under no circumstances are unit personnel authorized to sign a DD Form 626 inspection form for organic movement of A&E departing MCAS CHERPT. Unit personnel who have completed the AMMO-51 Naval Motor Vehicle and Railcar Inspection course and are letter designated by a unit commander may only complete DD Form 626 when A&E must be returned to MCAS CHERPT from outlying fields and training areas located off station. Refresher web-based training must be successfully completed every two years to maintain certification.

8005. Ordnance Access After Working Hours. In addition to the access procedures outlined in chapter 4 of this Order, the following instructions apply when requiring access after normal working hours:

1. Units must provide advance notification to the PMO at 252-466-5123/3616 to coordinate time and reason for access.
2. Units must provide advance notification to the PMO or the Ordnance Department to arrange for an escort to the Ordnance compound.
3. Units must report to the PMO, building 294, to arrange for an escort to the Ordnance compound. A&E material laden vehicles are not driven to building 294 to arrange for an escort.
4. When returning from an on-station exercise with A&E material, units must contact the PMO for an escort to the Ordnance compound.
5. When returning from an off-station exercise with A&E material, units must contact the PMO to notify SES personnel of their return to the Air Station. An escort from the PMO or the Ordnance Department will meet the units at the POE and escort them to the Ordnance compound via authorized explosive routes, depicted in Figure 8-1.

8006. Safe Haven. The DoD has directed specific sites throughout the United States to provide secure holding areas (i.e., safe havens) in the event an A&E material laden vehicle is endangered (e.g., civil disturbance, natural disaster, circumstances beyond the driver's control) and cannot proceed to its destination. MCAS CHERPT is a designated site and, if requested, must provide this service.

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1. Safe haven is provided for all A&E material laden vehicles at the Loading Dock, building 4393. The vehicle is parked no closer than 10 feet from a lightning mast and within the zone of protection afforded by the lightning protection system. During non-working hours, security must be provided as required by the Security Risk Code (SRC) of the cargo. In situations where the contents cannot be verified, Category I SRC requirements are enforced. The requirements for allowing access and providing an escort for A&E material laden vehicles seeking safe haven aboard MCAS CHERPT must adhere to the requirements outlined in this chapter.

2. The Air Station does not maintain Letters of Agreement with commercial trucking companies that authorize the use of government owned vehicles to move commercial trailers per reference (b). The prime mover (tractor) must remain attached to the trailer and the driver may remain with the vehicle, except during the following:

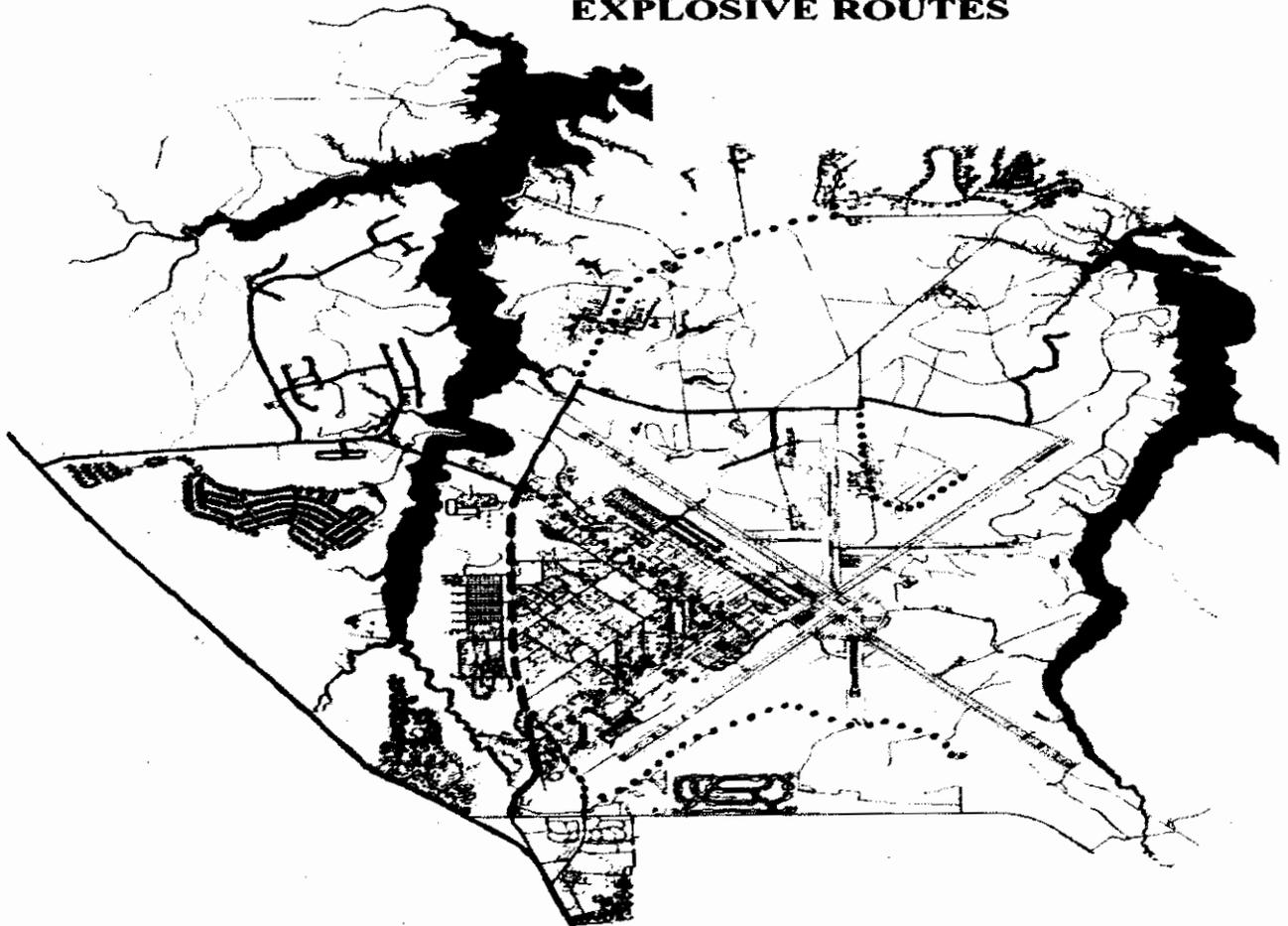
a. If lightning is within 10 miles of the Air Station per the Regional Meteorology and Oceanography (METOC) Center while vehicles are in safe haven, SES or Ordnance Department personnel respond immediately and have the driver disengage the tractor from the trailer and park the tractor outside the explosives storage area, preferably on Slocum Road directly across from the Gaston Road gate of the Ordnance Department. An alternate parking area is building 1291, which is adjacent to the intersection of Slocum and Buncombe Roads.

b. If lightning is within 10 miles of the Air Station per the Regional METOC Center and the safe haven vehicle has an A&E material laden dromedary attached to the tractor, the driver exits the vehicle and is escorted out of the explosives area.

(1) During normal working hours, the driver stays at building 1230 or 4810 until the Regional METOC Center provides notification that lightning within 10 miles of the Air Station is terminated at which time the driver may return to the vehicle.

(2) After normal working hours, the Ordnance Duty Section Leader transports the driver to a local hotel for the remainder of the night or weekend. The Duty Section Leader provides the driver with the duty's telephone number and/or home telephone number. The Duty Section Leader obtains the driver's point of contact information.

MCAS CHERRY POINT, NC EXPLOSIVE ROUTES



- _____ Primary Explosive Route 1.1 thru 1.4
- - - Secondary Explosive Route 1.1 thru 1.4 by direction of PMO with required escort
- . . . Other Explosive Route 1.3 and 1.4 only

Figure 8-1. Explosive Traffic Routes

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Chapter 9

Ordnance Department Ready Area

9000. General. All A&E material assembly operations involving Class 1, Division 1 or 2, material, are conducted in the Ordnance Department Ready Area, building 1200. The information provided in this chapter is general in nature; therefore, units must be familiar with the specific safety requirements associated with the A&E material being handled.

9001. Operations in Ready Area. The Station Ordnance Officer and the MALS Ordnance Officer are responsible for ensuring that all ordnance evolutions and general operations conducted in the Ready Area comply with the following guidelines:

1. Personnel working in the Ready Area must wear personal protective equipment (e.g., safety boots, hardhats, gloves, and/or face shields) consistent with the type of operation being conducted.
2. Short-term, open storage (72 hours or less) of any explosive material up to 30,000 pounds NEW Class 1, Division 1, material, is authorized in the Ready Area. Periods in excess of 72 hours require the material to be turned into the Ordnance Department.
3. Military A&E material laden vehicles are loaded and staged for temporary overnight parking in the Ready Area. Strict adherence to all security, compatibility and NEW requirements is mandatory.
4. A red (Bravo) flag must be displayed (hoisted) at the entrance to the Ready Area when personnel are working within the compound.
5. The proper fire symbol for the most hazardous material temporarily stored within the Ready Area must be displayed outside the Ready Area gate. The unit using the Ready Area is responsible for ensuring the proper symbol is displayed.
6. When chemical hazards are associated with material stored within the Ready Area, the using unit is responsible for ensuring the proper chemical symbol is displayed outside the Ready Area gate.
7. Explosive material must be grounded at all times.
8. Static grounding reels must be visually inspected prior to each use and must pass biennial Ohm testing requirements as outlined in reference (h) and chapter 7 of this Order.
9. A qualified and certified safety observer must be present for all ordnance assembly and disassembly operations.
10. Publications, instructions, and SOPs are available for reference at the Ready Area prior to commencing any ordnance handling or assembly operations.

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11. Personnel involved in ordnance handling or assembly operations are restricted to the minimum number required to perform the operation in a safe and efficient manner.
12. Use of the Ready Service Magazines within the Ready Area conforms to the requirements outlined in reference (h), chapter 7 of this Order, and the facility site approval for the Ready Service Magazines.
13. A thorough cleanup of the Ready Area must be performed at the end of each handling and assembly operation. Supervisors are responsible for ensuring this requirement is met prior to releasing their personnel.
14. Portable radios must not be used within 75 feet of any A&E material. Cellular phones must be turned off prior to entering the magazine area and all other restricted areas, as posted.
15. Use of MHE, other than approved MHE or Airborne Weapon Support Equipment, is strictly prohibited.
16. Personnel must inspect the overhead weapon assembly hoist prior to use and frequently during use. A metal tag affixed to the hoist displays the date of last weight test and authorized safe working load.
17. Security of and access to the Ready Area must comply with the requirements outlined in this Order and the most current edition of reference (c).
18. Personnel must ensure that retrograde/rollback material is not allowed to accumulate in the Ready Area. Procedures for the return of ammunition are outlined in chapter 5, paragraph 5007 of this Order.
19. Personnel using the Ready Area must notify the Ordnance Department of safety or maintenance related hazards. The Ordnance Department is responsible for coordinating with FMD to correct discrepancies.
20. The requirements stated herein are applicable to all personnel associated with ordnance handling and/or assembly functions within the Ready Area of the Ordnance Department.

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Chapter 10

Military Munitions Rule (MMR)

10000. General. Section 107 of the Federal Facilities Compliance Act of 1992 (FFCA) amended the Resource Conservation and Recovery Act (RCRA) of 1976. This amendment tasked the Environmental Protection Agency (EPA), in consultation with DoD and state governments, to propose and finalize regulations for the handling, storage, and transportation of munitions designated as hazardous waste under the provisions of subtitle C of RCRA. One of the most significant aspects of the MMR is the identification of the circumstances under which munitions are and are not considered waste for regulatory purposes. The COMMARCORSYSCOM PMAM has cognizance for Marine Corps policy regarding management of Marine Corps owned ground munitions.

10001. Waste Military Munitions (WMM)

1. Unexpended military munitions are deemed solid waste per the following:

a. The item is removed from storage in a magazine or other storage area for the purpose of being disposed of, burned, incinerated, or treated prior to disposal; or

b. The item is abandoned by being disposed of, burned, detonated (except during intended use), incinerated, or treated prior to disposal; or

c. The item has deteriorated or is damaged (i.e., the integrity of the munitions is compromised by cracks, leaks, or other damage) to the point that it cannot be put into serviceable condition, and cannot reasonably be recycled or used for other purposes; or

d. An authorized military official has declared the item solid waste. Per reference (h), authority to declare munitions as WMM rests with the DoD Designated Disposition Authority (DDA) and the appropriate component DDA, which is determined by the type, condition, and disposition method involved. Except in cases of explosive or munition emergencies, local commands do not designate munitions as waste.

2. Expended military munitions are deemed solid waste per the following:

a. When transported off-range or from the site of use, where the site of use is not a range, for the purposes of reclamation storage, treatment, disposal, or treatment prior to disposal; or

b. If recovered, collected, and then disposed of by burial, or land filling either on or off-range.

10002. Storage Procedures for WMM

1. WMM are stored per the procedures outlined in reference (h) and chapter 7 of this Order. While waiting for disposition, WMM are not stored on the same pallet or shelf as other A&E material, regardless of Material Condition Codes, and are clearly marked to ensure proper identification from non-WMM.

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WMM are not stored in any magazine that does not have DoD Explosive Safety Board site approval.

2. Maintain records for a minimum of three years from the last day the WMM is stored. Records must contain the following information:

a. The type stored by standard nomenclature, lot number, Federal Supply Class, NSN, DoD Ammunition Code, and Material Condition Code.

b. The quantity of each type of munitions stored.

c. The date that each type of munitions is identified as waste.

d. The last date of storage for each designated WMM.

e. The storage location or locations (e.g., building number or storage pad, grid coordinates) used.

f. The disposition (e.g., destroyed, demilitarized, or shipped) and date of action.

10003. Emergency Planning and Community Right-To-Know Act (EPCRA). The Joint Public Affairs Office is the point of contact for any public information request and/or release regarding WMM.

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APPENDIX A

ACCESS ROSTER

(Appropriate Unit Letterhead)

5530
CODE
DATE

From: Commanding Officer, Unit
To: Commanding Officer, Marine Corps Air Station, Cherry Point

Subj: ACCESS TO ORDNANCE DEPARTMENT

Ref: (a) ASO 8600.1F

1. In accordance with the reference, request the following personnel be granted access to the Ordnance Department for the purpose of

<u>NAME</u>	<u>RANK</u>	<u>EDIPI</u>
DOE, JOHN Q.	LCPL	
DOE, DANIEL B.	PFC	

XXXXXXXXXXXXXXXXXXXXXXXXXX AND NO OTHERS XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

2. This list supersedes all previous access requests and will expire on _____, or earlier if changes occur. The point of contact is SSgt I. M. Marine at 466-xxxx.

/s/
SIGNATURE BLOCK

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APPENDIX B

Delegation of Authority

(Appropriate Unit Letterhead)

8600
CODE
DATE

From: Commanding Officer, Unit
To: Ordnance Officer, Ordnance Department, Supply Directorate,
Marine Corps Air Station, Cherry Point

Subj: DELEGATION OF AUTHORITY

Ref: (a) ASO 8600.1F

1. In accordance with the reference, the individuals listed below are authorized to request, receive, and turn-in Class V munitions.

<u>NAME</u>	<u>RANK</u>	<u>EDIPI</u>	<u>SIGNATURE</u>
PETERSON, A. D.	CAPT		_____
THOMPSON, P. T.	GYSGT		_____
FINLEY, J. J.	SSGT		_____
ALEXANDER, R. A.	SGT		_____

2. Personnel authorizing the requisition are prohibited from signing the receipt for the Class V A&E material they have requested.

/s/
SIGNATURE BLOCK

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APPENDIX C

Class V(A) Quarterly Requirements

(Appropriate Unit Letterhead)

8015
CODE
DATE

From: Ordnance Officer, Marine Aviation Logistics Squadron 14
 To: Ordnance Officer, Ordnance Department, Supply Directorate,
 Marine Corps Air Station, Cherry Point

Subj: QUARTERLY CLASS V(A) AMMUNITION TRAINING REQUIREMENTS

Ref: (a) ASO 8600.1F

1. In accordance with the reference, the following projections are submitted for the _____ Quarter of FY____. Suitable substitutes are authorized.

<u>NALC</u>	<u>NOMEN</u>	<u>QTY</u>	<u>REMARKS</u>
A978	CTG, 25MM TP	1000	
E973	BOMB, PRAC MK76	810	
F017	BOMB, PRAC BDU-45	24	
F782	FIN ASSY, BSU-33	24	
H142	LAUNCHER, LAU-10	8	
H945	WHD, 5.00" INERT	32	
J271	RKT MTR, 5.00"	32	

2. The point of contact is SSgt I. M. Marine at 466-XXXX.

/s/
SIGNATURE BLOCK

ASO 8600.1F
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APPENDIX D

Class V(W) Quarterly Requirements

(Appropriate Unit Letterhead)

8011
CODE
DATE

From: Infantry Weapons Coordinator, 2d Marine Aircraft Wing
To: Ordnance Officer, Ordnance Department, Supply Directorate,
Marine Corps Air Station, Cherry Point

Subj: QUARTERLY CLASS V(W) AMMUNITION TRAINING REQUIREMENTS

Ref: (a) ASO 8600.1F

1. In accordance with the reference, the following projections are submitted for the ____ Quarter of FY___. Suitable substitutes are authorized.

<u>DODIC</u>	<u>NOMEN</u>	<u>QTY</u>	<u>REMARKS</u>
A059	CTG, 5.56MM BALL	4500	
A080	CTG, 5.56MM BLANK	14000	
A363	CTG, 9MM BALL	6000	
K765	CAPSULE, CS	250	

2. The point of contact is SSgt I. M. Marine at 466-XXXX.

/s/
SIGNATURE BLOCK

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APPENDIX E

Standard Form (SF) 344
Multiuse Standard Requisitioning/Issue System Document

1. The SF 344 may be used for requisitioning Class V material from the Ordnance Department utilizing the following format:

<u>BLOCK</u> REMARKS	<u>LEGEND</u>	<u>ENTRY</u> NALC or DODIC
SIGNATURE		Signature of authorized requisitioner
1-3	DOC IDENT	Applicable code for purpose of requisition (use "AOA")
4-6	ROUTING IDENT	PTZ
23-24	UNIT OF ISSUE	Unit of Issue (e.g., EA or LB)
25-29	QUANTITY	Quantity requested (e.g., 00050)
30-35	REQUISITIONER	Requesting unit's UIC
36-39	DATE	4 digit Julian Date (e.g., 9181)
40-43	SERIAL	Serial Number assigned by requisitioner
52-53	FUND CODE	Enter applicable Fund Code
57-59	PROJECT	Enter applicable Project Code
60-61	PRIORITY	Enter 13 - Routine 03 - Emergency issue
62-64	REQ DEL DATE	Enter last three digits of Julian Date when material is required (allow two (2) working days for routine Class V material)

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APPENDIX F

Department of Defense (DD) Form 1348-1A

1. The DD Form 1348-1A will be used for turn-in of Class V A&E material to the Ordnance Department using the following format:

<u>BLOCK</u>	<u>LEGEND</u>	<u>ENTRY</u>
1-3	DOC IDENT	Applicable code for turn-in (D6A)
4-6	ROUTING IDENT	PTZ, P25
8-22	NIIN	National Item Identification Code of the item
23-24		Unit of Issue (e.g., EA or LB)
25-29	QUANTITY	Quantity turned in (e.g., 00050)
30-43		Turn-in unit's Document Number
45-50	SUPPLEMENTAL ADDRESS	N00146
51	SIGNAL	Signal Code
52-53	FUND CODE	Enter applicable Fund Code
54-56	DISTRIBUTION	Enter applicable COG (e.g., 2E, 2T)
60-61	PRIORITY	Priority Code
A	SHIPPED FROM	Unit address material is from
B	SHIP TO	Ordnance Department address
C	MARK FOR	Turn In
O	DOCUMENT DATE	Date of Transaction
P	MATERIAL CONDITION	Condition Code
Q	QUANTITY	Quantity turned in (e.g., 00050)
W		NALC or DODIC
X	ITEM NOMENCLATURE	Nomenclature of material

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<u>BLOCK</u>	<u>LEGEND</u>	<u>ENTRY</u>
DD		<p>Lot Number(s) of material</p> <p>For CAD and/or PAD turn-in:</p> <ol style="list-style-type: none"> 1. BUNO of aircraft item was installed in. 2. Date item was installed in aircraft. 3. Date item was removed from aircraft. 4. Serial Number of CAD and/or PAD.

2. ALL material being turned in will be properly packed and easily identified with container (e.g., wood box, metal drums, cardboard boxes, or cardboard tubes) markings. Each unit turning in material will provide the following as applicable:

- a. Returnable CAD and/or PAD or Repairable CAD and/or PAD.
- b. Proper Nomenclature.
- c. Aircraft BUNO.
- d. NALC/DODIC.
- e. Lot Number.
- f. Date Installed.
- g. Date Removed.
- h. Additional information or instructions which pertain to special handling (e.g., Engineering Investigation, Quality Deficiency Report, CODR, etc.).

3. Additional information is contained in the current editions of NAVSUPINST 4400.115 and MCO P4400.76 for Class V(W) materiel and NAVSUP P724 for Class V(A) materiel.

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APPENDIX G

Inert Certification Letter

(Appropriate Unit Letterhead)

8026
CODE
DATE

From: Commanding Officer, Unit
 To: Defense Logistics Agency Disposition Services, Marine Corps Air
 Station, Cherry Point

Subj: AUTHORIZATION TO CERTIFY AND VERIFY DEMILITARIZATION AND TURN-IN OF
 INERT ORDNANCE MATERIAL

Ref: (a) DoD 4160.21M
 (b) ASO 8600.1F

1. In accordance with the references, the below listed personnel are qualified to inspect and certify Ammunition, Explosives, and other Dangerous Articles (AEDA) residue as being inert and/or free of explosives or other dangerous materials:

<u>NAME</u>	<u>RANK</u>	<u>EDIPI</u>	<u>SIGNATURE</u>
CERTIFIER, I.M.	SSGT		_____

2. In accordance with the references, the below listed personnel are technically qualified to inspect and verify AEDA residue as being inert and/or free of explosives or other dangerous materials:

<u>NAME</u>	<u>RANK</u>	<u>EDIPI</u>	<u>SIGNATURE</u>
VERIFIER, I.M.	GYSGT		_____

/s/
SIGNATURE BLOCK

Copy to:
 CO, MCAS CHERPT (Attn: SUP)