



**UNITED STATES MARINE CORPS**

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

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B 51  
8 Mar 14

MARINE CORPS BASE ORDER 8023.1A

From: Commander

To: Distribution List

Subj: MARINE CORPS BASE QUANTICO EXPLOSIVES SAFETY ORDER

Ref: (a) MCO 8020.10B  
(b) NOSSA INST 8023.11A  
(c) MCO 5102.1B  
(d) MCO 8023.3B  
(e) NAVSEA OP-5 VOL I  
(f) MCO 8025.1E  
(g) OPNAVINST 8000.16D  
(h) NAVSEA OP 3565  
(i) MCO 5530.14A  
(j) OPNAVINST 5530.13C  
(k) DOD 5100.76-M  
(l) NAVSEA SWO20-AF-HBK-010  
(m) NAVSEA SWO20-AC-SAF-010  
(n) DOD 6055.09-M  
(o) MCO P4400.150E  
(p) NAVSUP P-801  
(q) MCO 4855.10B w/Ch1  
(r) DOD Manual 4160.21-M-1  
(s) MCO 4500.11E  
(t) NAVSEA SWO23-AH-WHM-010  
(u) NAVSUP P-538  
(v) NAVSUP P-505  
(w) MCO 8010.13 (PRELIM)

Encl: (1) Marine Corps Base Quantico Explosives Safety Order  
(2) Suspect Cargo Area (C-Demo Map)

1. Situation. Establish Marine Corps Base, Quantico Explosives Safety policy; to define its objectives, and provide Marine Corps-specific procedural guidance for Class V materiel Ammunition and Explosives (A&E) in accordance with reference (a).

2. Cancellation. MCBO P8023.1.

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distribution is unlimited

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3. Mission. To disseminate policies and procedures for the safe handling, storage, field storage, transportation, and disposal of ammunition and explosives and outline requirements for ammunition accident investigations and malfunction reporting aboard Marine Corps Base, Quantico.

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

5. Execution. The contents of this Order are applicable to all MCBQ organizations and personnel, tenant activities, external units and agencies, and all guests that train with or utilize A&E. All commands will ensure strict compliance with the instructions contained in this Order.

6. Administration and Logistics

a. Recommendations concerning the contents of this Order are invited. Such recommendations will be forwarded to the Commander (B 51 Attn: ESO), Marine Corps Base, Quantico, via the appropriate chain of command.

b. Electronic copies of this order can be accessed online via MCB Quantico homepage at <http://www.quantico.usmc.mil/directives.aspx?Command=MCBQ>

7. Command and Signal

a. Command. This Order is effective the date signed.

b. Signal. This Order is applicable to all activities that handle, store, transport, or conduct the emergency destruction of ammunition and explosives aboard Marine Corps Base, Quantico and to all activities utilizing the Ammunition Supply Point (ASP).

/s/  
DAVID W. MAXWELL

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## Chapter 1

## Safety Procedures

1. General. Due to the hazardous nature of ammunition and explosives materiel, safety will be given the highest priority when employing ammunition and explosives aboard Marine Corps Base Quantico. Stringent controls for storage, handling, transportation and utilization are mandatory. When properly handled and effectively delivered, ammunition and explosives will function as desired. The provisions of this Chapter cover general safety regulations and instructions that pertain to ammunition and explosives, and also encompass reporting procedures for accidents involving ammunition and explosives.
2. Applicable References. It would be impracticable to include every instruction and order pertaining to the safety of handling, transportation, storage, and disposition of ammunition and explosives. A list of publications/ directives dealing with various aspects of ammunition and explosives is provided on the MCB Quantico Explosives Safety Officer Webpage <http://www.quantico.usmc.mil/activities/display.aspx?PID=99&Section=SAFETY>. Additional references may be found at the Naval Ordnance Safety and Security Activity (NOSSA) Explosives Safety Website <https://nossa.nmci.navy.mil/nrws2/> and on the NAVSEA Explosives Safety Technical Manuals CD.
3. Safety Regulations. Safety regulations shall be strictly enforced at all levels while handling, transporting, storing, and disposing of ammunition and explosives aboard MCB, Quantico.
4. Knowledge. Only those persons possessing a thorough knowledge of safety procedures for the handling, transportation, storage, and disposing of ammunition and explosives will be assigned to perform those functions.
5. Training. Each command must ensure that personnel assigned the duties requiring the handling, transportation, storage, and disposition of ammunition and explosives are trained to avoid the loss of life or property through negligence or ignorance.

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6. Qualifications/Certification. All personnel, military, civilian, and contractor assigned by units, to handle ammunition and explosives, shall be of the highest caliber available. These personnel involved in the storage of Class V materiel will be qualified/certified per ref (d). Only those persons who have demonstrated proficiency, ability, and maturity will be used in the handling, transporting, storage, and disposition of ammunition and explosives. The implementation of an effective qualification/certification program requires the attention of all echelons of command. Any person convicted by courts-martial, continuous offenses of the UCMJ, known to have abused drugs/narcotics, or any individual convicted/awaiting punitive action for security violations, theft, domestic violence or a capital crime, shall not be employed in the handling, transporting, storage, and disposition of ammunition and explosives.

7. Disposing Of Ammunition/Explosives. Ammunition and explosives will never be buried, abandoned, destroyed, fired indiscriminately, or otherwise disposed of in order to avoid returning the Class V materiel to an authorized storage site. Units requiring disposition of ammunition and explosives shall contact the Designated Disposition Authority (DDA) at COMMARCORSYSCOM PM-AM.

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

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

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

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b. Retain all packing material and ammunition shipping containers until firing is complete. Using units will return all reusable material and containers to the ASP or the base transfer site. All unusable ammunition container markings will be obliterated prior to turn in or recycling to Defense Logistics Agency Disposition Services (DLADS) Richmond or for recycling through the Quality Recycling Program (QRP).

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

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

11. Spark Producing Items. Matches, cigarette lighters, or any other flame-producing device will not be permitted in ammunition storage areas.

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

13. Procurement of Ammunition. Purchase of Class V materiel with appropriated funds is prohibited below the Headquarters, Marine Corps level.

14. Inerting and Displaying of Ammunition Items. No Class V ammunition item/device, either inert, practice, service (live), or any component thereof, will be inerted or used for display without the prior approval of the Commander, Marine Corps Base. Qualified EOD personnel will inert, inspect, and mark the item per ref (a) and (e), and permanently record these actions. Commanders at all echelons will take immediate action to remove and properly dispose of any and all ammunition items not properly marked by EOD and approved by proper authority. All inert ammunition items, to include EOD training/display items, are considered non-expendable and will be accounted for per ref (a). All inerted ammunition lists will be verified annually and copies will be provided to the Explosives Safety Officer (ESO) and Base EOD officer.

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

16. Ammunition and Explosives Safety Mishap Reporting. An ammunition and explosives mishap is defined as an unplanned event, or sequence of events, resulting in injury to personnel or damage to property. All ammunition/explosives mishaps will be reported per ref (c).

17. Lightning Protection. Lightning protection is required for all ordnance handling, operating, and storage facilities. It is imperative that personnel involved with the management of storage facilities, and facilities maintenance, become familiar with these requirements as outlined in Chapter 6 of Ref (e), current revision.

18. Testing and Inspections of Lightning Protection. Proper maintenance is critical for the efficient operation of lightning protection systems. Repairs of all discrepancies found during inspections will be made immediately. These tests/inspections will be conducted by base maintenance personnel per Ref (e), Chapter 6. The Officer in Charge (OIC) and the MCB ESO of the respective ammunition and explosives storage magazine/facility will be immediately notified (by MCB maintenance testing personnel) when any structure fails to meet the ohms resistance tolerance requirements as specified in Chapter 6, Ref (e). A copy of the test results will be forwarded to the Commander, Marine Corps Base, Quantico (B 51 ATTN: ESO).

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a. Visual inspections of lightning protection systems will be conducted every six months for evidence of corrosion and to ensure no physical damage has occurred to the system.

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

19. Operations during Electrical Storms. If an approaching electrical storm is within ten miles or less, or the electrical field gradient exceeds 2,000 volts per meter, as confirmed by MCAF weather, ordnance operations will be terminated. If work is being performed in the magazine or an open storage site, the work will stop, and all equipment will be safely secured, and the following actions will be taken:

a. Close and lock the magazine.

b. Evacuate personnel to a safe distance as soon as possible.

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

20. Fire Prevention/Protection. It is the responsibility of all personnel to recognize and observe good practices for the prevention of fires from ammunition and explosives, and to understand procedures for fighting and controlling fires that involve explosive materials.

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

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22. Emergency Evacuation Planning. Emergency Evacuation plans during an Explosives incident/disaster are addressed in the MCB Quantico Antiterrorism Force Protection Plan (ATFPP). Emergency withdrawal distances for non-essential personnel are listed in Chapter 4 of ref (e).

23. Fire Prevention, Protection and Fire Control Plan. Ammunition and explosives storage management personnel, in coordination with Fire Department personnel, will establish a fire plan for their respective storage locations. These plans will include the establishment of fire inspection schedules, fire maps, fire drills, testing of fire alarm systems, etc. The ammunition and explosives managerial personnel, and Fire Protection Division personnel, will become thoroughly familiar with the contents of Chapter 4, of Ref (e) and the requirements therein for the establishment of fire plans. Copies of fire plans will be provided to the Commander, MCB, Quantico (B 51 ATTN: ESO) for review. Any changes in storage plans that would alter the fire maps will be coordinated between the ASP and the Fire Protection Division.

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

25. Electro Explosive Devices (EEDs). Electro explosive devices (EEDs) such as squibs, blasting caps, igniters, and similar electrically initiated, sensitive explosive devices are particularly susceptible to initiation when they are exposed to radio frequency (RF) fields. Therefore, these devices will be packaged and kept in completely enclosed metal containers until immediately prior to use.

26. Hero Unsafe Ordnance. Refer to latest MCB Quantico HERO survey, Emissions Control Bill (EMCON) and ref (H) for a list of Hero Unsafe or Susceptible Ordnance.

27. Responsibilities. Ammunition and explosives must be protected from the hazards of electromagnetic radiation to ordnance. It is imperative that all commands storing, transporting, or training with ammunition and explosives, comply with the requirements of ref (h) and the MCB EMCON bill.

## Chapter 2

## Security

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

2. Security Requirements For Storage. Security requirements for storage locations are listed in ref (i). Security Battalion Marine Corps Base Quantico is responsible for all physical security of ammunition and explosives storage locations. Unit Commanders are responsible for security of Ammunition and Explosives once in unit custody and until returned to the ASP.

3. Security Risk Categories. Ammunition and explosives are assigned Security Risk Categories based on their readiness to fire, portability, and potential to inflict casualties, and destroy property. Security Risk Categories for ammunition and explosives are contained in ref (m), Defense Transportation Regulations, ref (k), Department of Defense Consolidated Ammunition Catalog part VIII, and refs (i) and (j).

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

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

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

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

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

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(4) TOW Missiles.

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

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

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

(3) Blasting caps.

(4) Supplementary charges.

(5) Bulk explosives.

(6) Detonating cord.

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

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

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

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

(4) Document/Incendiary destroyers.

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

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

a. Category I Ammunition. All Category I ammunition will require an officer or staff noncommissioned officer to receipt for and transport the materiel. Additionally, one armed guard in a separate security vehicle will be provided during the movement of the materiel on or off base.

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b. Category II, III and IV Ammunition. One armed guard is required per vehicle for all Category II, III and IV ammunition regardless of whether transporting on or off base. NOTE: An armed guard will not be required for blank ammunition or CS capsules only.

5. Posting of Restricted Areas. Designated areas in which sensitive missiles, rockets, explosives, or ammunition are stored will be posted as restricted areas per ref (i) (i.e., Ammunition Supply Point, Weapons Training Battalion and unit armories). A sign must be posted at all entrances indicating a restricted area. Also a sign should be posted indicating that every vehicle or person must stop and provide proper identification. Note: Individuals entering a restricted area containing ammunition and explosives will be required to surrender all spark/flame producing items prior to admittance.

## Chapter 3

### Storage

1. General. The provisions of this Chapter are general in nature and relate to the storage of Class V materiel. These provisions must be supplemented by other references to ensure that proper safeguards are observed to protect ammunition and explosives.
2. Applicable References. References (a), (e), and (n) are the guiding instructions for storage of ammunition and explosives at MCBQ.
3. Storage. Ammunition and explosives shall be stored in magazines and/or areas authorized and designated for that purpose per Ref (e). Storage in any structure not specifically designated for ammunition and explosives, especially buildings occupied by personnel, are prohibited; except for limited quantities of small arms ammunition approved in Chapter 7 of Ref (a) and ref (e). Weapons of any type will not be stored in any magazine specifically designed and currently being used for ammunition storage.
4. Types of Storage
  - a. Permanent. Permanent storage will utilize structures approved by the Naval Ordnance Safety and Security Activity (NOSSA) and the Department of Defense Explosives Safety Board (DDESB).
  - b. Other Storage. Applies to ammunition and explosives authorized to be stocked and sold by exchanges per MCO P1700.27 (MCCS MANUAL).
  - c. Field Storage. Field storage is primarily intended for situations which require that ammunition and explosives are stored away from the standard storage environment (i.e., combat operations). Field storage is also authorized in non-combat situations as a training tool for both using and support units, and as an expedient supply measure in support of training operations and exercises. OP 5, Volume 3 shall only be used for actual combat operations.

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The procedures outlined in NAVSEA OP 5 Vol I, ref (e) will be used for all other field storage of ammunition and explosives. Some major areas of concern when establishing a FIELD AMUNITION SUPPLY POINT are:

(1) Location: The site must meet all quantity distance requirements for inter-magazine, open storage, inhabited buildings, public highways and other facilities listed in ref (e).

(2) Adequate firefighting equipment must be readily available.

(3) Sufficient communications for safety and security (i.e., medical evacuation and security force) must be available.

(4) A security force must be established.

(5) A storage plan must be established.

(6) Inventory control procedures must be implemented and records maintained.

(7) An approved standing operating procedures must be established (tailored to the operation) iaw ref (b).

(8) A comprehensive site plan must be submitted to Commander, Marine Corps Base, Quantico (B 51, ATTN: ESO) for field storage of ammunition for longer than a 14 day evolution.

5. Unit Armories/Security Forces. When approved by the Commander, Marine Corps Base, limited quantities of ammunition may be stored in facilities such as troop buildings and armories without regard to the quantity-distance requirements of Ref (e), but must follow the fire protection and physical security regulations of refs (e) and (i). Examples include small arms ammunition, riot control munitions and pyrotechnics for alert, safety or security purposes. Requests should be submitted via the chain of command. The following storage authority limitations shall be strictly adhered to:

a. No more than 25 pounds Net Explosives Weight (NEW) of Class/Division 1.4 shall be stored.

b. No more than 10 pounds NEW of Class/Division 1.3 shall be stored.

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c. No Class/Division 1.1 or 1.2 may be stored.

d. Approval shall be granted only for those types and quantities required to meet security force operational/safety requirements. Units will submit all requests through their chain of command to Commander, Marine Corps Base (B 51 ATTN ESO) for review. This shall be done for any changes in building location, quantity or type of ammunition. A copy of all approved requests shall be provided to CG MARCORSYSCOM (AM).

e. The Base Explosives Safety Officer will inspect all unit armories, guardhouses, or other places where ammunition may be stored aboard MCB Quantico on an annual basis. The focus of effort for these inspections will be storage and accountability of Security Ammunition. A local checklist is provided on the MCB Quantico Explosives Safety Officer webpage.

6. Commanders Responsibilities for Storage and Handling of A&E. Requirements listed in this paragraph apply to aviation squadrons, EOD units, combat engineers, PMO, rifle ranges, armories, Marine support battalion detachments, Marine security guard detachments, and Marine Corps security force detachments. Commanders are responsible for the following:

a. Establishing written procedures to appoint or relieve A&E Audit and Verification Officers/SNCOS and AA&E Arms, Ammunition and Explosives Officers/SNCOS per ref (a) for all units that maintain A&E items. Appointment letters will outline primary duties, responsibilities, and turnover procedures. Appointment, acceptance, and revocation letters will be retained for a minimum of five years.

b. Shall appoint in writing an Officer/SNCO as the Unit A&E Audit and Verification Officer.

c. Shall appoint in writing an Officer/SNCO as the Unit AA&E Arms, Ammunition, and Explosives Officer.

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d. Shall ensure all personnel who account for, maintain and distribute A&E in performance of their primary duties are screened using NAVMC 11386 in accordance with ref (i). This screening will be conducted on an annual basis and will include a review of the Marine's medical records, Service Record Book or Officer Qualification Record, Provost Marshall Office (PMO) and local police incident reports. Screening will be documented with a unit diary entry using type transaction code (TTC) 489 (A&E Screen). This certification will be maintained as long as that individual is handling AA&E as their primary duties or upon their transfer to another duty station. If the individual is assigned primary duties of handling AA&E at their new duty station, re-certification is required.

e. Shall appoint, in writing, an Officer/SNCO to conduct and document monthly inventories of A&E stored in a local magazine controlled by a unit.

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

g. Shall ensure Class V(W) Expenditure Report (NAVMC 11381) is used to document all expenditures of A&E assets.

h. Shall ensure expenditure reports are maintained by Fiscal Year (FY) and retained for current year plus two FY's as of closing date of expenditure. For those expenditure reports, which correspond to ammunition, maintained on Ammunition NSN/Lot Number Record (NAVMC 10774's) retention period shall be three years from placement of NAVMC 10774 in the inactive file.

7 Unit A&E Audit and Verification Officer/SNCO Responsibilities. The A&E Audit Verification Officer/SNCO must be a disinterested Marine who has no responsibility concerning ammunition security or accountability. Unit A&E Audit Verification Officers/SNCOS are responsible for:

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

b. Audit and validate the A&E accountability procedures quarterly.

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8 Unit AA&E Officer/SNCO Responsibilities. Unit AA&E Officers/SNCOS shall be responsible for:

- a. Conducting a complete review of the account assigned within 30 days of appointment.
- b. Completing a wall-to-wall inventory within 30 days of appointment.
- c. Reporting any discrepancies immediately during the review/inventory to the appointing officer.
- d. Maintaining close liaison with the area Security Officer.
- e. Assisting the area Security Officer, PMO, Naval Criminal Investigative Service (NCIS) Agents, Auditors, and other assigned personnel in investigating AA&E losses.
- f. Monitoring performance and the reporting of all AA&E inventories, as well as related Missing Lost Stolen Report (MLSR) reports.
- g. Ensuring Range Safety Officer's (RSO) comply with those duties and procedures outlined in ref (o).

9. Range (OIC) Responsibilities. The Range OIC is responsible for the following:

- a. Conduct inventory/receipt of A&E when delivered to the range.
- b. Supervise the distribution of A&E at the range.
- c. Ensure the A&E Expenditure Reports, as per NAVMC 11386, and a legible copy of turn-in documents for unexpended assets are completed prior to departing the range.
- d. Ensure the Ammunition Technician submits completed expenditure reports to include issue and turn-in documents for unexpended A&E to the A&E Audit Verification Officer/SNCO.

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10. FBI/DOJ Storage. All FBI/DOJ special reaction kits stored at the ASP will have a detailed packing list affixed to the containers with nomenclature, quantity and net explosive weight total for each item.

11. Storage of Non-Standard Ammunition and Non-DoD Explosives. Storage authority must be obtained from CG MARCORSSYSCOM (AM) via the chain of command prior to storing Non-standard ammunition and Non-DoD explosives in Marine Corps storage facilities per ref (a). Non-standard and Non-DoD (including captured enemy ammunition) items shall be properly segregated and separated from U.S. ammunition as described in ref (e). Allowances for and use of foreign ammunition for training purposes must be approved by CG, TECOM.

12. Non-DOD Storage Requests. Requests must be submitted via the chain of command for review and concurrence, by means of naval message, formal letter or electronic mail and shall include, at a minimum, the following information:

- a. Item description and NSN or other identifying information if known.
- b. Item Quantity.
- c. Hazard Classification or interim Hazard Classification.
- d. Net Explosive Weight.
- e. Justification for and type of storage.
- f. Expected length of storage and retrograde plan.

13. Notice of Ammunition Reclassification(NAR). When instances arise requiring reclassification of ammunition, the Naval Operational Logistics Support Center publishes the information by a NAR message. These messages are forwarded in numerical order during the fiscal year to all Marine Corps commands. Semi-annually, NAR's are consolidated into the revised edition of NAVSUP P 801 ref (p). All NAR's will be maintained for all ammunition on hand by hard copy or electronically in numerical sequence until they have been incorporated in the revised edition of ref (p).

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14. Unit Commanders. Unit commanders receiving reclassified ammunition and explosives in other than condition code "A" will ensure the widest dissemination of the restrictions down to the lowest echelon as to the limitations and restrictions of the item. Unit commanders and their representatives will ensure ammunition that has been restricted as "not cleared for overhead fire" is not fired over the heads of troops (ammunition not cleared for overhead fire will not be fired overhead at Marine Corps Base, Quantico).

## Chapter 4

### Malfunction/Defect Reporting

1. General. Ammunition and explosives are designed with the highest degree of safety/reliability attainable. Despite all efforts to ensure that only safe reliable ammunition and explosives are provided for the user, malfunctions and defects do occur. Timely submission of reports, which accurately describe the problem, is essential to provide the basis for the initiation of technical investigations as required. It is imperative that reports contain accurate information regarding the specific ammunition lot number(s) involved, to allow worldwide notification and/or suspension or reclassification of suspect materiel. The provisions of this Chapter outline general reporting instructions pertaining to malfunction/defective ammunition and explosives.
2. Applicable References. Refs (a), and ref (f) MCO 8025.1, furnish detailed malfunction and defect reporting procedures for class V (W) and ref (g) provides guidance for class V (A) reporting.
3. Malfunction Reporting. Any failure of ammunition and explosives to function as designed, when fired/launched or otherwise employed, is a malfunction. Malfunctions include the abnormal or premature functions of an item as a result of normal handling, maintenance, storage, transportation, or tactical employment. Ammunition malfunctions do not include incidents resulting from negligence, malpractice, user error, etc. However, reporting of these incidents are required since they provide useful data in evaluating future incidents. All malfunctions will be reported in accordance with ref (f) and MARADMIN 0301/09. Malfunctions involving injures/fatalities or resulting in a local suspension will be telephonically reported IMMEDIATELY to CG MARCORSSYSCOM, (AM) DSN 378-8756 or commercial (703) 432-8756 during working hours, and to the Headquarters, Marine Corps Command Center (DSN) 225-7366 or commercial (703) 695-7366 during non-working hours. This does not negate the requirement for submission of the report. All other malfunctions (i.e. duds, misfires) shall be reported within 96 hours of the malfunction per ref (f).

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4. Ammunition Malfunction Data Collection Guide (NAVMC 10155). This guide is wallet size and summarizes those facts, which must be gathered at the scene of a malfunction. A copy of this card must be provided to each officer/SNCO responsible for supervising operations involving the expenditure of ammunition. Data Collection Guide can be ordered using national stock number 0000-00-002-2008; unit of issue is one package (100 cards per package).

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

a. For malfunction that involves serious injury, fatalities or damage to equipment:

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

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

(3) Collect minimum data required and IMMEDIATELY report details of the incident to CG MARCORSSYSCOM (AM) per MARADMIN 301/09, enclosure (1). Ensure an info copy of both the initial and final report is forwarded to CG/MCB QUANTICO//SAFETY DIV

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

(5) Return all safe unused stocks of the suspended lot(s) to the ASP. Unsafe ammunition will not be returned to the ASP. Turn-in documents must cite reason for the turn-in (i.e., malfunction retain residue per ref (f)).

(6) During the investigation, if it is determined that the weapon is faulty rather than the ammunition, a Quality Deficiency Report (QDR) must be submitted per ref (q).

(7) Notify the MCB, Explosives Safety Officer via telephone at 432-1092.

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

6. Defective Ammunition and Explosives Reporting. Any ammunition and explosives defect that may prevent the item from functioning as intended or result in a malfunction (e.g., cracked cartridge case, loose primer, missing safety pin, etc.) will not be used. Employment of defective ammunition and explosives may result in casualties and/or damage to weapons/equipment. The use of defective ammunition and explosives is prohibited. All units finding ammunition and explosives with defects will submit a report per ref (f), enclosure (3), via the chain of command and ensure that a copy of the report is sent to the Commander, Marine Corps Base, Quantico (B 51, ATTN:ESO).

## Chapter 5

## Salvage and Disposition of Ammunition and Explosives Components

1. General. The U.S. Army Ammunition Procurement and Supply Agency has a continuing requirement for turn-in of certain ammunition components and related recoverable items in support of the ammunition procurement and production program. To comply with the disposition instructions per ref (r) Department of Defense Manual 4160.21-M-1, all Munitions List Items (MLIs) will be salvaged and returned to the DLADS, Richmond and scrap range residue certified/verified as "Inert" will be turned-in to MCB Quantico Scrap Metal Collection Site for recycling, ref (s) and this Chapter.

2. Accounting Responsibility. Unit commanders are responsible for ensuring that maximum quantities of salvageable ammunition and explosives components; i.e. brass, ammunition cans, links etc. are recovered and returned to the DLADS/transfer site or an approved recycling center. The disposal of excess ammunition and explosives components and related recoverable items will be accomplished in the most cost effective manner possible. Appointments to turn in property must be scheduled by calling (703) 432-0524 for scrap range residue and expended brass casings.

3. Turn-In Document (DD FORM 1348-1). When turning in MLI's to DLADS for disposal an electronic DD Form 1348-1 (ETID) will be prepared per (s). ETID user ID and password can be obtained by contacting local DLADS personnel. The DD Form 1348-1 shall contain the appropriate demilitarization code as listed in ref (r) and indicate "demil required" or "demil not required". If the appropriate demilitarization code cannot be identified, the generating activity shall request assistance from the responsible inventory manager. The ETID for expended small arms cartridge casings will include the QRP reimbursement statement, which contains the QRP suspense account fund site and DODAAC, to ensure proceeds are deposited into the MCBQ QRP suspense account (see MCBQ Ammo turn-in SOP). A representative of DLADS will sign and receipt for all ammunition and explosives components turned in and make distribution of DD Form 1348-1.

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4. Certification Of Inspection. When turning in expended ammunition and explosives components to the DLADS-Richmond or the MCBQ scrap metal collection site, the unit will ensure a Certification of Inspection is printed in the remarks column (lower, right hand block) of the DD Form 1348-1 certifying the materiel has been inspected and does not contain any items of a dangerous nature or hazardous material. As required by ref (r), a listing of the names of technically qualified individuals, designated by the commanding officer to certify these materials, will be submitted to the QRP Manager. This listing should be kept current at all times and the QRP Manager shall be notified of all changes.

5. Special Turn-In Instructions. The following special turn-in instructions are provided to comply with the requirements set forth in directives promulgated by higher authority. All property in the following paragraphs, 1 through 7, require a certification statement. Sample certifications and regulations can be found in ref (r), Chapter 4 paragraph B3.  
<http://www.dispositionservices.dla.mil/>

6. Fired Brass Cartridge Case, Small Arms (Caliber .22 through 40MM). These cases may be returned in any suitable container, preferably 55-gallon drums for ease in handling and accounting. DRMO prefers that lids be secured on 55 gallon drums and small holes are in bottom of drum to drain water. Replacement drums will be provided on a one-for-one basis. Ammunition boxes listed in paragraph 5004.1 are separate accountable items; therefore, if used as containers for turn-in, a separate document will be required for the total quantity of each type of ammunition box returned.

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

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

## Chapter 6

### Ammunition and Explosives Transportation

1. General. This Chapter outlines the regulations and requirements for operations involving inspection, loading, unloading, and transportation of ammunition and explosives on and off base. Commanders at all echelons must ensure compliance with applicable directives before, during, and after movement of Class V(W) materiel.

2. Driver Qualifications. All drivers of vehicles transporting ammunition and explosives must be qualified as explosives drivers per refs (t) and (l).

a. All drivers transporting ammunition and explosives (A&E) on base must be a minimum of 18 years of age. All drivers transporting A&E off base must be 21 years of age.

b. All drivers will have a valid state driver's license.

c. Military and civilian operators will have a valid military driver's license (OF-346). Civilian operators must also have a valid Commercial Drivers License with a hazardous material endorsement. The OF-346 must list the vehicle(s) the driver is authorized to operate. The endorsement page must be annotated with, "\*Hazardous Material / Ammo, Fuel" "Driver 12 HR MT Course" "EXPLOSIVE DRIVER (must hold a current medical certificate)", "Explosive Driver Endorsement Expires XXXX, "Valid State Driver License" all hazardous material/explosive drivers' licenses are valid for two years and cannot be laminated.

d. Active duty and Reserve military hazardous material/explosive operators shall undergo a medical examination every five years until the age of 50. From age 50, examinations shall be conducted every two years until age 60, when examinations will be conducted annually. All drivers are required to have and maintain on their person, a current medical certificate signed by a medical examiner. Civilian operators are required to undergo a medical examination every 24 months and annually after the age of 60.

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

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f. All drivers shall have completed the Ammunition and Explosive Driver 12-Hour Training Course.

g. Valid State driver's license, military driver's license, medical examiner's certificate, and military ID are required to be on the driver's person when operating vehicles transporting ammunition and explosives. Active Duty personnel under the age of 26 must show completion of an approved Drivers Improvement course.

3. Vehicle Requirements. Vehicles used for the transportation of Class V(W) or Class V(A) ammunition and explosives must meet requirements per References (a-z).

a. Vehicles transporting ammunition and explosives must pass an DD Form 626 Motor Vehicle inspection. Only qualified Shipping Inspectors will conduct this inspection. Explosives drivers who have completed the Naval Motor Vehicle and Railcar Inspection Course (AMMO-51 or AMMO-51DL) may perform a return 626 inspection on his/her vehicle when returning from a training range or tactical area.

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

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

(2) The Glove Box Edition of ref (1), Motor Vehicle Driver and Shipping Inspectors Manual for Ammunition, Explosives and Related Hazardous Materials.

(3) Weather and fire resistant tarpaulin.

(4) A set of three bi-directional red reflective emergency triangles.

(5) A Underwriters Laboratory (UL) rating of 10 B:C or greater, securely fastened, and readily accessible.

(6) Vehicles must be equipped with four appropriate Department Of Transportation placards. A truck and a trailer

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combination is considered a separate loaded vehicle and will require four additional placards.

4. Forms. The following forms/documents are mandatory to transport ammunition and explosives:

- a. DD Form 626 (Motor Vehicle Inspection).
- b. Standard Form (SF-91) (Operator's Report of Motor Vehicle Accident).
- c. Valid Trip Ticket.
- d. DD Form 2890 DOD Multimodal Dangerous Goods Declaration for Hazardous Materials Transported by Government Vehicles. (required for all off base shipments).
- e. DD Form 1907 (required for all off base shipments). SF 94, DD Form 518.

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

6. Vehicle Capacity. Vehicles will not be loaded beyond their approved load capacity.

7. Driving Regulations. Operators shall not be required to drive for periods exceeding the customary eight-hour day.

- a. When ammunition and explosives are being transported by motor vehicles in convoys, all operators will maintain a safe distance of at least 50 feet and not to exceed 300 feet.

- b. Any flame, or spark producing devices will not be carried in the vehicle or by personnel manning the vehicle.

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8. Security for On Base Movements. When transporting ammunition and explosives on base the following requirements apply:

a. Any shipment of ammunition and explosives will have an armed guard. The only exception is for blank small arms ammunition and CS capsules.

b. Security risk Category I, A&E items must be escorted by an officer or staff noncommissioned officer in accordance with ref (i).

c. DD Form 1907 is required for any shipment of security risk Category I Ammunition.

9. Security for Off Base Movements

a. Any shipment of ammunition and explosives going off base by military vehicle will have an armed guard.

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

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

d. Any convoy must have an escort vehicle.

e. DD Form 1907 is required for all off base shipments of ammunition and explosives.

10. Blocking and Bracing. Blocking and bracing of hazardous materials will be done by competent school trained and certified personnel. MCB Quantico Traffic Management Office (TMO) provides this service for off base shipments and must be notified 72 hours in advance. Blocking and bracing must be done in accordance with MILSTD 1320 specifications. Tactical vehicle loads can be secured using U.S. Army 4900 series drawings. Any straps with cuts, fraying, or conditions which would make them unsafe are unserviceable and will not be used for securing ammunition and explosives, during transportation.

11. Refueling Regulations. Refueling shall be accomplished prior to loading any vehicle with A&E. Vehicles loaded with

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ammunition and explosives are prohibited from entering the fuel farms at MCB Quantico.

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

(1) Turn off lights.

(2) Turn off the engine.

(3) Ground the fuel hose.

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

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

(5) Ammunition laden vehicles shall not come within 100 feet of a fuel storage area.

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

13. Prohibited Vehicles. Special purpose vehicles are prohibited from transporting ammunition and explosives (i.e., ambulances, fuel trucks, passenger vehicles, radio vehicles, dump trucks, and passenger vans). Commanding officers may authorize the transportation of small arms and associated ammunition (1.4s) for marksmanship training, competition, or other requirements on a case by case basis, without the usual transportation restrictions. The ammunition must be in the custody of a designated individual. Use of privately-owned vehicles may be authorized for on/off station use under this provision.

14. Compatibility. References (l), and (m) will be utilized to ensure compatibility requirements are met for all A&E shipments.

a. The Officer in Charge, Ammunition Supply Point, MCB Quantico, will ensure that all vehicles leaving the ASP laden

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with ammunition and/or explosives meet compatibility requirements.

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

15. Routing Instructions. Government laden ammunition and explosives vehicle(s) will transport only on designated routes. All ammunition deliveries to ranges via routes 610 and 612 will be coordinated with Range Management. All movements to ranges that involve off-base routes will be used as a last resort. Ammunition deliveries to ranges will be routed through on-base roads when possible. Strict compliance with the use of authorized routes will be met by all units transporting ammunition and explosives aboard Quantico. Ammunition transportation on main side Quantico is limited to small arms deliveries to unit armories, OCS training areas, the MCAF and by Military Working Dog handlers.

16. Vehicle Staging. Ammunition and Explosives laden vehicles are not authorized to be staged in garrison and unit areas. Ammunition may only be staged on vehicles at the ASP or on training ranges with approval from range management branch.

17. Material Handling Equipment (MHE). Operators of MHE will possess a valid MHE operator's license for such MHE, and a current medical examiner's certificate. MHE operators will comply with references (t), and (u), when operating MHE around ammunition and explosives. Additionally, all MHE utilized in the movement of ammunition and explosives will be certified per ref (t).

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

a. Vehicles with combat loaded ammunition and gun crews are authorized travel only on Range Management approved routes.

b. Where applicable, ammunition must be transported in original containers. Special attention must be given to securing separately loaded projectiles and propelling charges.

c. Prior to leaving a live fire area all vehicles transporting ammunition and explosives must meet all DOT, Navy, Marine Corps, and Base regulations to include compatibility.

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19. Driving Distance. It is the policy of the Marine Corps to minimize the movement of ammunition and explosives on public highways by Marine Corps vehicles. Commercial carriers will be used for the transportation of ammunition and explosives to the maximum extent possible. Government owned and operated vehicles may be used to transport ammunition and explosives up to 100 miles from a Marine Corps installation, and all such movements to other installations require prior authorization from Commander MCBQ (G-4). Prior authorization and coordination with local law enforcement agencies will also be required.

20. Rail Transportation. Transportation of ammunition and explosives by rail will be conducted per ref (l) and 49 CFR.

21. Air Transportation. Air shipments of ammunition and explosives will be per ref (l), 49 CFR, and ref (v).

## Chapter 7

## Incoming Commercial Ammunition and Explosives Shipments

1. General. This Chapter outlines procedures and requirements for initial inspections of incoming ammunition and explosives shipments consigned to Marine Corps Base, Quantico. It also addresses the removal of the vehicle(s) to designated suspect cargo areas when the vehicle(s) or cargo has become reasonably suspect of being in a hazardous condition.
2. Applicable References. References (e), outlines the criteria for initial incoming shipment inspections and the establishment of suspect cargo areas.
3. Responsibilities. The Base Provost Marshal will establish written procedures to be included in the standing guard orders to meet the requirements of this Chapter. The Officer in Charge, Ammunition Supply Point, will be responsible to conduct the final destination motor vehicle inspection.
4. Routing of Ammunition Laden Vehicles. Upon the arrival of ammunition laden vehicle(s) at any gate, prompt removal of the vehicle(s) is essential for the safety of personnel entering and exiting the installation and facilities in close proximity. Military Police (MP) will expeditiously verify the shipment, inspect the vehicle(s), and provide the driver(s) with instructions directing the vehicle(s) to the ASP via the Ponderosa Gate commercial vehicle inspection area.
5. Inspections. An initial external inspection of the motor vehicle(s) containing ammunition and explosives will be made by the MP after receipt from the delivering carrier and prior to further routing within the installation. The minimum inspection criteria are outlined as follows:
  - a. A visual external inspection of the vehicle(s) to ensure no major mechanical defects are present that would render the vehicle(s) unsafe for further transfer onto the installation. During the visual external inspection, particular attention must be rendered to the following:
  - b. Inspect the fuel tank and lines to ensure there are no obvious fuel leaks.
  - c. Ensure placards are in place on all four sides of the vehicle(s).

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d. Ensure the designated consignee is Quantico by verifying the U.S. Government Bill of Lading (GBL).

e. Ensure the last signature on the Signature and Tally Record (DD Form 1907) is the same person delivering the shipment. The signature on the Government Bill of Lading, SF 1103 (GBL) is normally the driver that picks up the shipment from the origin, but may not be the same person delivering the shipment. The DD Form 1907 will reflect this since each driver must sign the form.

f. Ensure the numbered seals on the trailer, GBL, the Signature and Tally Record match, and that tampering of the seals has not occurred. The trailer must be secured either by a padlock, security cable lock, or final wire security device. If the trailer is equipped with side doors, they must also be locked and sealed. It is possible trailers have to be changed, therefore, the seals could be different. Complete documentation and justification must accompany the shipment.

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

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

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

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

(2) If a crucial defect is encountered; smoking brakes or excessive fuel leaks, contact the Base Fire Department at 784-2637/2539 and the Explosive Safety Officer (432-1092). A determination will be made by the Explosives Safety Officer and Fire Department to move the vehicle(s) to the Suspect Cargo Area or allow the vehicle to proceed to the Ammunition Supply Point.

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(3) Any ammunition-laden vehicle(s) determined to be suspect will be immediately moved to the Suspect Cargo Area by MP escort. The escort will proceed to "C" Demo Range directly traveling on MCB-1 and turning left on MCB-2. The bermed pad at Charlie Demolition Range is the approved location of the Marine Corps Base Suspect Cargo Area. (See enclosure 2)

(4) The Explosive Safety Officer, MCB, will be notified (ext 432-1092) during normal working hours or through the MCB Command Duty Officer (ext 784-2707) after hours, weekends, and holidays.

(5) The Explosives Safety Officer in conjunction with the MCB EOD Officer and PMO, will make a determination as to whether MCB-2 will remain open. This may be necessary if it is determined the load is unsafe and presents a hazard to personnel.

## Chapter 8

## Loss of Ammunition and Explosives Due to Improper Practice.

1. General. MCO 3570.1, MCO P8011.4, and ref (a) emphasize the importance of proper handling, transportation, and storage of ammunition and explosives to prevent damage, theft, loss, or misidentification due to the loss of lot number identity. In addition, mishandling of Class V(W) materiel exposes personnel, equipment, and facilities to severe safety hazards.

2. Improper Packaging. Significant quantities of ammunition and explosives are returned to the ASP that has been rendered unserviceable by using units through improper handling. A large volume of Class V(W) materiel is returned loose or in improper containers. Loose or improperly packaged materiel creates unsafe storage and handling conditions.

3. Loss of Lot Identity. Most unserviceable Class V(W) ammunition and explosives returned to the ASP is due to the damage or loss of lot number identity, i.e., ammunition that cannot be identified by lot number, must be classified as unserviceable. Both of these conditions are usually the result of removing the materiel from the original container(s) prematurely. Ref (a) prohibits the removal of ammunition and explosives from the original container(s) until actual expenditures are imminent. This order further prohibits destruction/improper disposal of reusable container(s). In most instances, damage to or loss of ammunition and explosives due to improper practices require that investigative action be taken by the using unit involved.

3. Supervision. To preclude damage to or loss of Class V(W) materiel, using unit commanders must ensure that close supervision, common sense, and compliance with applicable directives are applied when handling ammunition and explosives. Further, Military personnel or Government employees shall not give away, offer to sell, sell, exchange, or barter A&E. This general prohibition does not apply to commercial small arms ammunition provided by MCCA activities or stocked within the Marine Corps Exchange system. In addition, Military owned/Federally procured ammunition shall not be authorized for firing from privately or personally owned weapons.

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4. Proper Authority for Use. Personnel shall not remove, possess or store Ammunition and Explosives without proper authority. This includes but is not limited to transporting A&E in privately owned vehicles, storing in private or base provided quarters or removal from training areas with the intent to wrongfully appropriate government assets. Under the requirements of applicable laws and regulations, appropriate action will be taken against persons responsible for violating procedures and requirements imposed under this instruction and its references. Action may include court-martial for military and civil/criminal action for civilian personnel.

5. Unit Responsibilities. Unit Commanders must take appropriate action to prevent ammunition and explosives from becoming damaged/unserviceable in accordance with ref (a). The following guidance is provided:

a. Quantities of Class V(W) materiel in excess of actual requirements will not be requisitioned or maintained on hand. Quantities must not exceed that which can be properly stored, safeguarded, and accounted for.

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

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

d. Conduct appropriate investigations, whenever ammunition is unnecessarily relegated to an unserviceable category due to mishandling or negligent storage practices.

6. Reporting Ammunition Found on Station

a. Using units are responsible for the transportation, security, and turn-in of ammunition discovered (found) aboard Quantico to the Ammunition Supply Point. Additionally, the unit returning the ammunition is responsible for the submission of a Missing, Lost, Stolen, Recovered Report (MLSR).

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b. All others shall contact the Marine Corps Base Provost Marshal Office at 784-2252 or the Range Control Duty Officer (RCDO) at 784-5321 in the event they discover any abandoned ammunition. MCB PMO will coordinate with the Ammunition Supply Point for turn-in of the ordnance, and the ASP will submit the MLSR.

c. Items deemed unserviceable due to damage, except those posing safety hazards, will be retained at the ASP pending completion of appropriate investigative action by the using unit involved. When items are damaged to the extent they constitute a potential safety hazard, the EOD team will be notified, and the items will be turned over to the EOD team.

## Chapter 9

## Deviations from Explosives Safety Criteria

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

2. Exemptions. An exemption is a deviation from mandatory explosives safety requirements approved for the purpose of long term satisfaction of recurring readiness or operational requirements. Exemptions are generally issued for a maximum of five years, but will not be granted for a period in excess of that estimated for correction of the deficiency. All requests for exemptions will be submitted via the Base Explosive Safety Officer.

3. Waiver. A waiver is a deviation from mandatory explosive safety requirements approved for the purpose of temporary satisfaction of recurring readiness or operational requirements, issued, pending the completion of corrective measures, to eliminate the need for a waiver. Waivers are generally issued for a maximum of two years. All requests for waivers will be submitted via the Base Explosive Safety Officer.

4. Event Waiver. An event waiver is a deviation approved on a case-by-case basis for a particular evolution, issued for a limited period to meet specific, nonrecurring readiness or operational requirement, which cannot otherwise be satisfied. All requests for event waivers involving Class V(W) will be submitted to CG MARCORSYSCOM (AM) via the Base Explosives Safety Officer. Requests for event waivers will contain the information in Appendix I Figure I-1 of ref (e), and be submitted by letter at least 30 days in advance of the evolution.

## Chapter 10

## Military Munitions Rule (MMR) Code of Federal Regulation

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

2. Definition Of Military Munitions. Military munitions are defined to include all types of both conventional and chemical ammunition products and their components, produced by or for the military (including munitions produced by a private company under contract to or acting as an agent for DOD operations for national defense and security).

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

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

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

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

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

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

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

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

NOTE: Unused munitions in EPA's view are "unused products" comparable to unused commercial products stored by manufactures or their customers. Under RCRA, unused products do not become "waste" until they become "discarded Material".

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

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

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

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

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

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

8. Responsibility For MMR. It is the responsibility of everyone to ensure the compliance of all regulations concerning MMR. Ammunition and explosives are never buried, abandoned, thrown in the trash, left intentionally on ranges, used for sale or trade, except as authorized by proper authority, modified, used as ornaments, displayed unless certified as inert per MCO P8020.10.

## Chapter 11

### Amnesty Program

1. Background. The physical security and accountability of A&E is of paramount importance to an effective explosives safety program. It is understood that many factors contribute to the loss of accountability; that acts of inattentiveness and distraction can lead to the same results as those of intentional theft and gross negligence. This chapter sets forth the guidelines and procedures for the Marine Corps Base Quantico A&E Amnesty Program.

2. Amnesty Program Guidelines. The A&E amnesty program is not intended to circumvent normal turn-in and accountability procedures. Implementation of such a program is not mandatory, but subject to the discretion of the unit commanders. If implemented, the program is to be established to provide an opportunity for individuals to return A&E that has been stolen, misplaced or inadvertently left in the possession of an individual. For this program to work returns must be able to be made without fear of prosecution, therefore, amnesty turn-ins will not be the subject of an investigation of individuals making the turn-in. If implemented, each A&E amnesty program is subject to the following guidelines:

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

b. Civilian law enforcement agencies shall be contacted when any A&E is discovered outside of the installation boundaries. EOD may be contacted in the event that the situation dictates.

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

4. Amnesty Containers. Due to the hazardous nature of A&E, the use of amnesty containers is the least desirable method of supporting an A&E amnesty program. The following provisions apply to all Amnesty Containers:

a. Requests for permanent off-range locations for amnesty containers shall be submitted to the Commander, Marine Corps Base Quantico (Attention ESO) via the chain of command. MCB Range Management Office must approve all amnesty containers on Marine Corps Base Ranges. Amnesty containers shall be provided a 50 foot fire safety separation from all structures.

b. If used, amnesty containers are to be constructed of 10-gauge steel, permanently mounted, and secured with a lock in accordance with references (a), and (i).

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

d. It is recognized that numerous items of hazard classes/divisions other than 1.4 may be fitted/forced through a slot designed for .50 caliber ammunition. For this reason it is imperative that daily check personnel adhere to the provisions of paragraph 4.c below.

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e. Personnel not qualified and certified in accordance with ref (d) may perform checks of small arms ammunition amnesty containers on a daily basis but shall not remove items from the container if Munitions items other than small arms ammunition are present. Non-qualified/certified checkers will contact qualified EOD or unit Ammunition Technicians to remove unauthorized Munitions. All Munitions recovered shall be returned to the installation ASP. Items that appear to be damaged or unsafe to move shall be left in place until examined by EOD personnel.

5. Unit Commander's Responsibilities For A&E Amnesty Program. If a Munitions Amnesty Program is implemented, commanders shall be responsible for the following:

a. Periodically brief assigned personnel on the existence and guidelines for use of the Munitions amnesty program.

b. Monitor execution of the Munitions amnesty program to ensure guidelines are being properly followed.

c. Establish Standard Operating Procedures (SOPs) addressing details on implementation of the installation's Munitions amnesty program.

d. Approve, in writing, all physical locations of amnesty containers. Documentation will be re-accomplished if physical locations of containers change, and by each unit commander. One letter, listing all approved locations is acceptable. A copy will be furnished to the ESO, RCO, and EOD OIC.

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

6. Ammunition Personnel Responsibilities. Ammunition personnel responsible for storage, inspection, transport, handling, and packaging of ammunition are responsible for the following:

a. Monitor amnesty containers daily when tasked, and remove any turned-in materiel. Maintain daily log and respond to requests from monitoring personnel not qualified/certified to handle or transport Munitions, and remove any turned-in material that they may discover.

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b. Inspect turned-in materiel for serviceability and suitability for training.

c. Amend required accountability documentation if material is suitable for continued use.

d. Mark and package material for storage and transportation.

e. Request disposition instructions from the appropriate Service DDA for excess, obsolete, unserviceable and suspected WMM materiel.

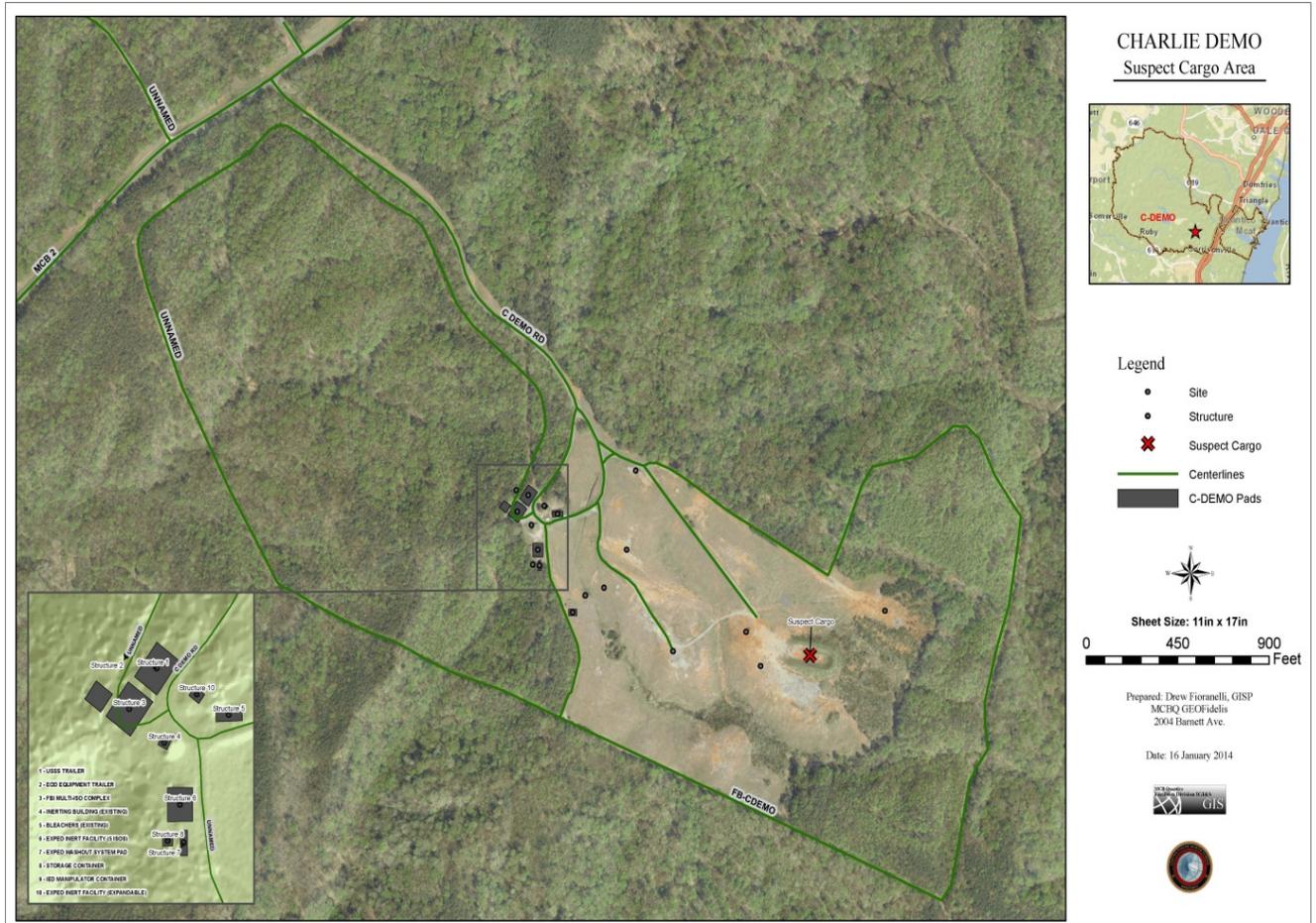
7. Responsibilities Of All Personnel Utilizing Munitions. All personnel utilizing Munitions are responsible for the following:

a. Follow established accountability and turn-in procedures for all Munitions in their possession.

b. Take special precautions to ensure Munitions are not inadvertently removed from training sites, discarded, or otherwise misdirected to circumvent established Munitions turn-in and accountability procedures.

c. Immediately notify Chain of Command in the event Munitions are inadvertently removed from an authorized training area.

Suspect Cargo Area (C-Demo Range)



Enclosure (2)