DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 8020.2B
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NAVSUPPACT NAPLES INSTRUCTION 8020.2B

From: Commanding Officer, U.S. Naval Support Activity, Naples Italy

Subj: AMMUNITION AND EXPLOSIVES SAFETY

Ref: (a) OPNAVINST 8020.14
(b) OPNAVINST 5530.13
(c) OPNAVINST 3591.1
(d) NAVSEA OP-5, Volume 1
(e) NAVSEA SW020-AF-ABK-010
(f) NAVSEA SW020-AG-SAF-010
(g) NOSSAINST 8020.14D
(h) NAVSUP P-724
(i) NAVSUP P-801
(j) NAVSUP P-807
(k) NAVSUP P-808
(1) OPNAVINST 8023.24C
(m) DON Shore Explosives Safety program Evaluation Guide
(n) OPNAVINST 3500.39
(o) NAVSEA SW020-AD-SAF-010

Encl: (1) General Explosives Safety Precautions
(2) Supplemental Ammunition and Explosives (A&E) Inerting Guidance

1. Purpose. To establish standards for the safe and efficient conduct of ordnance evolutions for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy per references (a) through (o).

2. Cancellation. NAVSUPPACT NAPLES INST 8020.2A.

3. Scope. This directive applies to personnel involved in the handling, transportation, and storage of ammunition and explosives onboard NAVSUPPACT Naples. Enclosure (1) establishes general explosive safety precautions. Enclosure (2) provide additional guidance on the NAVSUPPACT Naples Ammunition and Explosives Inerting program. Compliance with this instruction is mandatory; this instruction is not intended to modify or supersede publications or directives issued by higher authority.

4. Responsibilities. The Commanding Officer (CO) has overall responsibility for the safety of the command and shall enforce the provisions of references (a) through (o) and this instruction. In addition, it is the CO's responsibility to ensure

that all personnel, regardless of status, who perform ammunition and explosives operations onboard the activity, are qualified and certified per reference (a). Direct responsibilities for carrying out the provisions for this instruction include:

a. The Security Officer will:

(1) Ensure strict adherence to directives and safety precautions, as listed in references (a) through (o) and this instruction.

(2) Be responsible for the safe receipt, storage, issue, inventory, and transportation of ammunition and explosives used by the command, per reference (j).

(3) Be responsible for reporting discrepancies with all ammunition shipped and received, per reference (d).

(4) Be responsible for preparing reports on physical security issues concerning conventional arms, ammunition, and explosives per reference (b).

(5) Be responsible for maintaining adequate stock levels of ordnance to ensure availability for projected evolutions and for contingency purposes, per references (c) and (h).

(6) Be responsible for the ordnance personnel qualification and certification program, per reference (a).

(7) Ensure the appropriate number of personnel within the command receive and maintain explosives driver qualifications, per references (e) and (f).

b. The Explosive Safety Officer (ESO) will:

(1) Be responsible for fulfilling the duties of an ESO per reference (d), tailored to the needs of NAVSUPPACT Naples.

(2) Be thoroughly familiar with this instruction and all applicable publications.

c. The Command Armorer shall:

(1) Fulfill the duties as a supervisor per reference (d).

(2) Be thoroughly familiar with this instruction and all applicable publications.

(3) Ensure that the files containing Navy ammunition reclassifications, overhead fire reports, and ammunition information notices are maintained per reference (h).

d. All operating personnel shall:

(1) Identify workplace safety hazards when involved in ammunition and explosive evolutions.

(2) Only conduct operations that are covered by a command approved Standard Operating Procedure or directive.

(3) Read, understand, and strictly observe all safety standards, requirements, and precautions applicable to their assigned work or duty.

(4) Immediately report to their supervisor any of the following:

(a) Any unsafe condition, employee action, or equipment or material considered unsafe.

(b) Any injury or evidence of impaired physical or mental health, either to themselves or to other employees, that could preclude proper performance of duties.

(c) The presence of unauthorized personnel in areas containing ammunition or explosives.

D. W. CARPENTER

Distribution:
NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

GENERAL EXPLOSIVE SAFETY PRECAUTIONS

1. The information herein contains the basic safety requirements, standards, and practices all U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, personnel shall observe when handling, storing, shipping, and transporting ammunition and explosives. Everyone working with or near any form of explosives must be constantly aware that explosives are dangerous and meant to explode, deflagrate, or burn vigorously. Even the most insensitive explosives may detonate if subjected to imprudent or improper handling, causing considerable damage or loss of life. Analysis of ammunition and explosives mishaps shows that avoidable circumstances exist in nearly every instance where the cause of the mishap could be determined. Complete understanding and strict observance of specified safety regulations are necessary to eliminate unsafe acts and conditions that cause preventable mishaps. Likewise, any repeated work, no matter how dangerous, can become routine and may lead to carelessness. Employees must maintain constant attention and close supervision to prevent mishaps during operations that involve ammunition and explosives. The two most important considerations in handling ammunition and explosives are safety and responsibility. Never evaluate the individual performance of personnel on a competitive basis to a degree that would encourage shortcuts in safety procedures.

a. Personnel involved in ammunition and explosives operations shall observe the following safety regulations:

(1) All personnel who handle, store, ship, and transport ammunition and explosives must be qualified and certified per reference (a).

NOTE: Personnel who bear arms in the course of their duties are exempt from being qualified and certified for the ammunition that he or she carries on their person.

(2) All personnel who handle, store, ship, and transport ammunition and explosives must follow command-approved standard operating procedures per reference (d).

(3) All personnel who transport ammunition and explosives in vehicles must be licensed and medically certified per reference (e).

(4) Ammunition and explosives shall be used only for the purpose in which they were designed. Ammunition and explosives shall not be manufactured, purchased, or assembled for use in displays, demonstrations, or tests unless authorized per reference (d).

(5) Tampering with ammunition, ammunition components, and explosives is strictly prohibited.

(6) Only inert ammunition and components shall be used for classroom training, displays (public or otherwise), museum displays, public functions, and patriotic occasions. Service or practice ammunition shall not be a substitute for inert ammunition when inert ammunition is required.

(7) No ammunition or explosives with unknown stability shall be stored with other ordnance material. Segregated storage shall be provided until the stability of the material in question has been determined. Ammunition suspected to be unsafe to handle shall not be moved or inspected. Notify Explosive Ordnance Disposal (EOD) personnel immediately if ammunition is deemed unsafe.

(8) Non-Department of Defense ammunition and explosives, including commercial and foreign, shall not be handled, used, or stored at NAVSUPPACT Naples unless specifically authorized by the Office of the Secretary of Defense, Chief of Naval Operations (N411) or Naval Ordnance Safety and Security Activity (N5).

(9) All areas storing explosives shall be kept clean and orderly at all times.

(10) Access to safety equipment, such as fire alarm stations, fire hydrants, fire extinguishers, the local fire bill, first-aid kits, and similar safety equipment, shall not be blocked. The locations of safety equipment shall be appropriately and conspicuously marked to indicate the equipment's accessibility.

(11) Tools shall not be left on floors or decks when not in use. After use, tools shall be collected and returned to their designated storage.

(12) Smoking is not permitted in areas containing ammunition and explosives.

(13) The number of personnel in the vicinity of ammunition and explosives shall be kept to a minimum, to include only those personnel absolutely necessary to perform the required operations.

(14) Ammunition and explosives inside and outside of containers shall be handled carefully to prevent shock or friction that may cause a fire, explosion, or damage to the material. These materials shall not be thrown, dropped, dragged, or tumbled over floors or other containers.

b. Small Arms Specific Safety Precautions:

(1) Small arms ammunition boxes/cans shall not be opened until the ammunition is to be used or inspected.

(2) Small arms ammunition shall be protected from moisture, heat, dirt, and blows or shocks that may dent the primer. Small arms ammunition shall not be placed loosely into a container allowing the projectile of one to strike the primer of another.

(3) Small arms ammunition shall not be exposed to direct sunlight for any considerable amount of time.

(4) Small arms cartridges shall not be polished, although they should be wiped free of corrosion, moisture, or dirt per reference (d).

(5) Any evidence that ammunition has been handled roughly, dropped, or damaged or has explosive filler exposed shall be reported promptly to supervisors who will contact EOD personnel.

(6) Empty or partially filled ammunition containers shall be certified and/or marked per references (d) and (j).

SUPPLEMENTAL AMMUNITION AND EXPLOSIVES (A&E) INERTING GUIDANCE

1. A&E used for classroom training, public displays, and ceremonial occasions, but not properly identified as inert, can cause mishaps resulting in the loss of life, personal injury, property damage, or false alarms. Case histories of A&E mishaps are well documented in reference (a) and provide vivid examples of accidents arising from deficient or nonexistent inerting programs.

2. U.S. Naval Support Activity (NAVSUPPACT) Naples and tenant commands maintain several pieces of inert A&E for classroom training, public displays, and ceremonial occasions. These items have had all explosive material removed and/or replaced with inert material, and have been properly certified INERT per reference (b). Each inert A&E item is serialized with a unique Inert Ordnance Certification identification tag, and documented on a Record of Certification and Identification. A sample of these identification tags is provided in this enclosure.

3. Inert Ordnance Certification identification tags must remain intact, and original records maintained in the NAVSUPPACT Safety office. Per reference (b) incorrectly inerted "inert" or "dummy" A&E items brought on station, discovered hereafter, or previously certified but no longer tagged, shall be placed in an approved explosives storage magazine until their condition can be verified.

Sample Inert Ammunition Identification Tag

RECORD OF CERTIFICATION AND IDENTIFICATION

COMMAND: INSTALLATION: NAVSUPPACT NAPLES IT

DESCRIPTION DODIC/NALC	SERIAL NUMBER+	NAME CERTIFYING OFFICIAL	SIGNATURE CERTIFYING OFFICIAL	DATE CERTIFIED	METHOD OF CERTIFICATION	ITEM LOCATION	DISPOSITION DOCUMENT NUMBERS

RECEIVED BY: _____ SIGNATURE: _____ DATE: _____