



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBPHHINST 8023.13
JB00
18 Nov 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 8023.13

From: Commander, Joint Base Pearl Harbor-Hickam (JBPHH)

Subj: STANDARD OPERATING PROCEDURE NUMBER 3 (ARMORY)

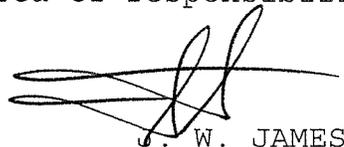
Ref: (a) OPNAVINST 8020.14/MCO P8020.11
(b) NAVSEA OP 5 VOL 1 Seventh Revision
(c) NOSSAINST 8023.11B
(d) OPNAVINST 3500.39C
(e) OPNAVINST 5530.13C
(f) JBPHHINST 8023.2
(g) OPNAVINST 5102.1D

Encl: (1) JBPHH SOP NO. (3) JBPHH Armory

1. Purpose. Per references (a) through (g), this instruction establishes a comprehensive set of standard operating procedures for the operation of the JBPHH Armory. This SOP provides specific policy, guidance, and direction to process expendable (non-nuclear) ordnance for the JBPHH Weapons Division.

2. Background. References (a) through (g) require that all Navy activities have written procedures prior to starting any operations involving Ammunition and Explosives (AE) and Material Potentially Presenting an Explosive Hazard (MPPEH). No operation involving these items will take place without approved and documented procedures. Within JBPHH, the Regional Armory meets the AE and MPPEH criteria.

3. Action. Personnel needing to engage in AE and MPPEH operations are required to be familiar with the provisions outlined in this instruction prior to conducting AE and MPPEH operations in the JBPHH area of responsibility.



J. W. JAMES

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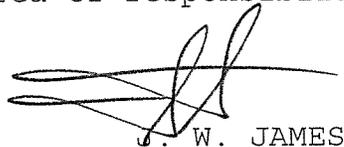
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Element 1

JBPHH Armory

Joint Base Pearl Harbor-Hickam

Standard Operating Procedures

SOP No. 3

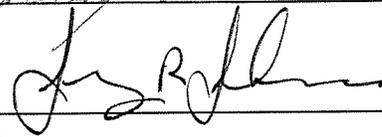
Element 2 References

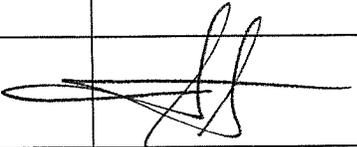
Number	Title
OPNAVINST 8020.14/MCO P8020.11	DON Explosives Safety Policy Manual
NAVSEA OP 5 Volume 1 Seventh Revision	Ammunition and Explosives Safety Ashore
NOSSAINST 8023.11B	DON Standard Operating Procedures Development, Implementation and Maintenance for Ammunition and Explosives
OPNAVINST 3500.39C	Operational Risk Management (ORM)
OPNAVINST 5530.13C	Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, And Explosives (AA&E)
JBP HHINST 8023.2	Explosive Safety Policies, Requirements and Procedures
OPNAVINST 5102.1D	Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual

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Element 4 Record of Development, Review, Validation and Approval

Reviewed By	Name	Signature	Date
Developer	MARIE L. MACIEL ^(MARIE L.)		29 JUL 11
Supervisor	Jerry R. Johnson		29 JUL 11
Weapons Officer	ROGER L. WARE		29 JUL 11
Explosives Safety Officer	H. K. PRESSER		1 AUG 11

Approved By	Name	Signature	Date
Commander	J W James		11/17/11

Validation

The developer's and supervisor's signatures certify that a careful step-by-step dry run of the process was accomplished and the SOP is correct and will result in a safe, effective, and efficient operation.

Element 7
Step-by-Step Procedures

Step

- | |
|--|
| 1. Personnel using this SOP shall be trained and competent. |
| 2. Verify that all required equipment is available. |
| 3. Verify that all workers have signed the worker's statement. |
| 4. Verify that supervisor's statement was signed. |
| 5. Verify that the SOP is current. |
| 6. Start evolution. |

STEP-BY-STEP PROCEDURES

ACCESSING AND SECURING INTRUSION DETECTION SYSTEM (IDS)
PROTECTED ZONES

PERSONNEL

Personnel authorized unaccompanied access

MATERIAL

Communications with Regional Dispatch Center (RDC)
AA&E keys

ACCESSING BUILDING 683

1. To enter BLDG 683 JBPHH Armory, the individual must have official business to conduct.
2. The individual must be authorized unaccompanied access to check out AA&E keys.
3. The individual must check out appropriate AA&E keys from BLDG 278 Ready for Issues (RFI). RFI Armorer Personnel will verify against the AA&E access list the Common Access Card (CAC) of personnel checking out AA&E keys.
4. Notify RDC and recite the following: "This is state your name accessing BLDG 683."

NOTE: High security locks are secured to the hasp when the space is accessed to prevent tampering of the lock.

5. After receiving acknowledgement from RDC, unlock high security lock, and secure lock to outside hasp. Proceed to the cipher key pad, enter 4 digit code. Enter through cage gate and proceed to IDS control box, enter access PIN. Proceed to locker room key box, and using key box key on AA&E Key ring retrieve arms room and ammo room keys. Proceed to gun room, unlock high security lock, place on outside hasp, place barrel key into second IDS control panel, and turn to access to disable alarm system. After procedures are followed personnel are allowed free movement in Armory.

NOTE: All keys will be retained by the person who checked out the keys from the RFI.

SECURING BLDG 683

1. Ensure Ammo room is secured, both inner and outer doors are locked with high security locks.
2. Reset IDS panel in arms room by using barrel key turning key counter-clockwise until indicator points to "SECURE," lock arms room door with high security lock.
3. Place both arms room and ammo room keys in key box located in locker room, and secure key box.
4. Enter access PIN into first IDS panel, to secure Armory.
5. Exit through cage gate, close blast door, and secure high security lock to door and hasp.
6. Notify RDC and recite the following: "This is state your name securing BLDG 683."
7. Do not leave BLDG 683 until RDC has confirmed a proper alarm reset.
8. Return AA&E keys to RFI and check the keys back into RFI custodian.

VISITOR CONTROL IN RESTRICTED ZONES

PERSONNEL

Personnel authorized unaccompanied access

MATERIAL

Access List

Visitor Entry Log

NOTE: Visitors will be granted access only for official business. Visitors will be escorted by two personnel on the unaccompanied access list. The Duty Armorer will not allow visitors access to the AA&E spaces if a second escort is not available. In this situation, all business will be conducted at the outer door, or arrangements will be made to conduct business at another time.

NOTE: Duty Armorer may be counted as the second person.

NOTE: Visitors with authorized accompanied access require one escort to enter AA&E spaces.

NOTE: Building maintenance that requires access to AA&E spaces should be arranged in advance. NAVFAC conducts maintenance on all IDS on a monthly basis. When authorized maintenance is prearranged, those personnel may be granted accompanied access.

NOTE: Authorization to gain access to BLDG 683 must be approved by competent authority.

STEP-BY-STEP PROCEDURES

VISITORS NOT ON ACCESS LIST

1. Upon approval, the Duty Armorer will verify positive identification of the visitor. The Duty Armorer will require second person on the unaccompanied or accompanied access list, prior to escorting visitor into the restricted zones.
2. The Duty Armorer is responsible for visitors making an entry in the Visitor Log including date, time in, and visitor's name, last four of the SSN, activity, signature, and purpose for access. One of the two escorts will keep the visitor in view at all times regardless of the tasks being performed.
3. Upon completion of the visit, the escort will escort the visitor out of the space.
4. The Duty Armorer will ensure an entry is made in the visitor log indicating the time the visitor left and initial the entry.

VISITORS WITH ACCOMPANIED ACCESS

1. Upon request for access by a visitor whose name appears on the accompanied access list, the Duty Armorer will make positive identification.
2. The Duty Armorer will arrange for either himself or a qualified escort with unaccompanied access to escort the visitor to the requested space.
3. The Duty Armorer is responsible for visitors making an entry in the Visitor Log including date, time in, and visitor's name, last four of the SSN, activity, signature, and purpose for access. One of the two escorts will keep the visitor in view at all times regardless of the tasks being performed.
4. Upon completion of the visit, the escort will escort the visitor out of the space.
5. The Duty Armorer will ensure an entry is made in the visitor log indicating the time the visitor left and initial the entry.

INVENTORY OF JBPHH SMALL ARMS ASSETS

PERSONNEL

Ammunition Handlers

MATERIALS

Appropriate AA&E keys
Annual Small Arms Inventory Asset List

NOTE: Inventorying of Small Arms is important to maintain strict control of all JBPHH Small Arms assets. Amounts and condition will be meticulously monitored and controlled. A complete inventory will be conducted upon request by the following personnel: Joint Base Commander (JBC) or designated representative, Weapons Officer.

STEP-BY-STEP PROCEDURES

MONTHLY INVENTORY

1. The Duty Armorer and Weapons Officer will conduct a monthly inventory of all assigned JBPHH Small Arms assets.
2. Small Arms will be inventoried by location and quantity.
3. The inventory will be compared with the Crane Annual Small Arms Inventory Asset List.
4. If there are discrepancies in the Condition of Small Arms, a report will be sent to Crane weapons depot.
5. Discrepancies in Small Arms assets need to be investigated immediately and reported directly to the Weapons Officer. The Weapons Officer will take appropriate action to identify the cause and correct the error. If a Small Arm is missing or unaccounted for, the Chain of Command will be notified, along with the Naval Criminal Investigative Service at 474-1218.
6. Upon completion of the inventory, a memorandum will be updated, signed, and filed to document the inventory and results.

QUARTERLY INVENTORY

1. The Duty Armorer and weapons officer will conduct a quarterly inventory of all assigned JBPHH Small Arms assets.
2. Small Arms will be inventoried by location and quantity.
3. The inventory will be compared with the Crane Annual Small Arms Inventory Asset List
4. If there are discrepancies in the Condition of Small Arms, a report will be sent to Crane Weapons Depot.
5. Discrepancies in Small Arms assets need to be investigated immediately and reported directly to the Weapons Officer. The Weapons Officer will take appropriate action to identify the cause and correct the error. If a Small Arm is missing or unaccounted for, the Chain of Command will be notified, along with the Naval Criminal Investigative Service at 474-1218.
6. The results of the inventories will be reported to the Weapons Officer for signature.

TRANSPORTING AMMUNITION VIA DESIGNATED EXPLOSIVE VEHICLE

PERSONNEL

Qualified driver with the current explosive driver's license and medical card.

MATERIAL

DD Form 626
DD Form 836
Explosive placards
Cell Phone or UHF/VHF radio
Two leather gloves
Two face shield
Banding kit

NOTE: Prior to any vehicle movement, the explosive driver will be verified by the Ammunition Administrator to be properly qualified and certified IAW OPNAVINST 8020.1 (Series). The

explosive vehicle used for transport will be inspected IAW DD Form 626. DD Form 836 will be completed and precautions will be complied with. All required personnel will be trained and qualified in handling ammunition IAW OPNAVINST 8020.1(series).

NOTE: Prior to accepting any ammunition, all 1348 shipping documents must be compared to verify that the Navy Ammunition Logistics Codes (NALCs), lot numbers, condition codes, and quantities are accurate. Ammunition should be inspected to ensure it is in good condition prior to signing and documentation.

NOTE: Explosive drivers must be properly certified and have a current copy of the explosive driver's license and physical examination with them to legally transporting explosives. The driver and co-driver will both be armed for all ammunition movements.

NOTE: The Joint Base Security Officer and Weapons Officer will be briefed on all ammunition transfers, personnel involved, and route.

STEP-BY-STEP PROCEDURES

AMMUNITION PICK-UP

NOTE: Prior to picking up ammunition, the driver is to have handheld radio communications with the RDC.

BLDG 683 AMMO ROOM

1. Drivers and radio call sign is Whiskey 2. Ordnance handlers, upon arrival at bldg 683, will request to access the Ammo room from the Duty Armorer. Once Duty Armorer grants access, the Duty Armorer will open ammo room. The ordnance handlers will enter the ammo room and locate the ammunition required for pickup. The Duty Armorer will verify that it is the correct ammunition. Ammunition handler will then move the ammunition to a staging area prior to loading the vehicle.

2. The explosive driver will inspect the ammunition ensuring the NALC, lot number, condition code, quantity, and that the information provided by the Ammunition Administrator is correct prior to loading ammunition.

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3. A minimum of one escort will maintain constant supervision of the ammunition until it is secured at the final destination.

4. The authorized government vehicle used for the transportation of ammunition will be blocked and braced. The government vehicle will be certified by DD Forms 626 and 836 before moving. The vehicle will proceed to the final destination via the primary route, if possible. In the event of road construction, the secondary route will be used. Changes of route or delays will be communicated to the final destination and the RDC as required.

5. Upon arrival at the destination, ammunition will be unloaded and stowed in a safe and orderly manner.

6. The explosive driver will return copies of 1348 shipping documents to the Ammunition Administrator for verification in processing.

APPROVED ROUTES

NAVMAG WEST LOCH TO JOINT BASE PEARL HARBOR-HICKAM

1. Primary route:
 - a. Iroquois Point Road (764)
 - b. Fort Weaver Road (76)
 - c. Kunia Road (750)
 - d. H-1 Freeway East
 - e. Exit 13B (Stadium)
 - f. Kahuapaani Street South
 - g. Salt Lake Blvd North
 - h. Kamehameha Highway South (99)
 - i. Joint Base Pearl Harbor-Hickam (Halawa Gate)

2. Alternate Route:
 - a. Iroquois Point Road (764)
 - b. Fort Weaver Road (76)
 - c. Farrington Highway East (90)
 - d. Kamehameha Highway (99)
 - e. Joint Base Pearl Harbor-Hickam (Halawa Gate)

JOINT BASE PEARL HARBOR-HICKAM TO FORD ISLAND

1. Primary route:
 - a. Makalapa Gate
 - b. Left on Kamehameha Highway
 - c. Ford Island Blvd
 - d. Left to Ford Island Bridge
 - e. Continue to Lexington Blvd
 - f. Follow Lexington around into Wasp Blvd
 - g. Proceed to Kingfisher Road
 - h. Bunker S-145 is on your left

DISPOSAL OF DEFECTIVE AMMUNITION

PERSONNEL

Ammunition Administrator
Qualified ammunition handlers

MATERIALS

1348 shipping documents

NOTE: Only personnel trained, qualified, and certified in handling ammunition IAW OPNAVINST 8023.24B will handle ammunition. Only EOD personnel will handle ammunition or explosives that are determined to be unsafe.

NOTE: Hawaii environmental laws prohibit disposal of the ammunition by explosion as a routine method.

STEP-BY-STEP PROCEDURES

ROUTINE DISPOSAL

Defective ammunition or explosives that are considered stable will be returned by a certified explosives vehicle.

EMERGENCY DISPOSAL

1. If ammunition or explosive containers are damaged and leaking they may be unstable. Do not attempt to move or disturb the item. Contact the RDC for Security and Fire Department assistance. Contact the Weapons Officer, and the Weapons Officer will make further notifications including EOD and Command Duty Officer (CDO), Public Safety Officer, and the Explosive Safety Officer.
2. Ensure the area is secured from unauthorized personnel until Security arrives and the Fire Department's On-Scene Commander assumes control of the area.
3. EOD and the On-Scene Commander will make the final determination if the situation is an emergency.

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4. If determined to be an emergency situation, EOD will take custody of the ammunition.
5. EOD requires proper 1348 documentation to take custody of ammunition even under emergency conditions. The Ammunition Administrator will be recalled to expedite processing 1348 documentation.
6. EOD will transport defective ammunition or explosives from the location.

AMMUNITION STORAGE

NOTE: The highest degree of safety and storage of ammunition and explosives will be meticulously monitored and controlled.

1. Different items of ammunition and explosives may be stored together provided they meet all the requirements listed in NAVSEA OP 5 VOL 1 Seventh Revision.
2. Items of ammunition and explosives are assigned a storage compatibility group and will be stored accordingly.
3. Material of unknown stability will not be stored with any other AA&E. Immediate disposal/turn-in actions are required.
4. All AA&E will be stored in their approved containers.
5. Ammunition will be stacked in such a manner as to prevent toppling or collapse.
6. The bottom layer will be raised off the floor by approved dunnage to provide ventilation and prevent water or moisture damage.
7. Caution will be used to prevent damage of items in lower layers.
8. Partially filled or light boxes or containers shall be marked with a tag and sealed, indicating that it is not a complete container.
9. Light containers will be placed on top of the respective piles.
10. Ammunition will not be stored higher than six containers in height.
11. Records will be maintained so the quantity and type of ammunition and storage can be determined and located quickly.
12. NAVSEA OP 5 VOL 1 Seventh Revision lists requirements for posting of placards and symbols.
13. Any bunker cell that is empty shall be marked as such.

14. For Ford Island Bunker there is no longer the requirement to monitor the temperature in the magazine cells.

15. All ventilators shall be kept unobstructed, free of dust, dirt or any other material that may transmit heat or flame.

NOTE: Weapons Department personnel are responsible for the contents of the pass down log, this SOP, and all applicable instructions. All Security Department personnel are responsible for strict compliance with the policies herein. The failure to follow directions, policies, or regulations set forth may result in administrative or disciplinary action.

STORAGE OF PERSONAL WEAPONS

PERSONNEL

Armorer

MATERIAL

Proper Storage Case Lock
Temporary Storage of Personal Weapons Agreement

STEP-BY-STEP PROCEDURES

1. IAW JBPHHINST 8023.2 and JBPHHINST 5530.1, personnel assigned to a barracks room are not allowed to keep weapons in their dwelling, but are authorized to store personal weapons in the JBPHH Armory.

NOTE: It is a felony for persons convicted with Domestic Violence to possess firearms and ammunition and are required by the Gun Control Act of 1968 (18 U.S.C.922) to surrender any/all weapons and ammunition.

2. Call the Armory and set up a date/time to temporarily transfer custody of the weapon to the JBPHH Armory. If needed the Armory will meet the individual at the gate in a police vehicle to escort them to the Armory.

NOTE: Personal weapons will only be stored for seven days, if proof of a Hawaii firearms registration form is not provided.

NOTE: At no time will personal ammunition be accepted for storage.

3. Ensure the weapon is clear and safe.
4. Fill in the Temporary Storage of Weapons Agreement.
5. Lock the storage case.
6. Weapons will be verified semi-annually.

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CONDUCTING EXPLOSIVE MAGAZINE INSPECTION

PERSONNEL

Armorer
Weapons Officer
Explosives Safety Officer

MATERIAL

OPNAVINST 5530.13 (series)

STEP-BY-STEP PROCEDURES

NOTE: Only personnel in the Non-Nuclear Ordnance/Explosives Handling Qualification and Certification Program will handle, inspect, transport, and conduct magazine inspections.

1. Conduct inspections IAW OPNAVINST 5530.13C. Use of the appropriate checklist is required. The inspection shall address, but is not limited to the following factors:
 - a. Housekeeping
 - b. Fire hazards.
 - c. Compatibility of contents.
 - d. Physical condition and suitability of facility structure.
 - e. Contents identification, arrangement, segregation, and condition.
 - f. Posting of fire, chemical hazard, and safety information, and explosive limits.
 - g. Unnecessary combustible material.
 - h. Alarm system.
 - i. Evidence of tampering, forced entry, or sabotage.
2. Record all deficiencies in magazine logbook.

NOTE: Depending upon the deficiency for the corrective action, the magazine may require downloading.

HOUSEKEEPING

NOTE: The following guidelines are to be followed when conducting housekeeping activities and hazardous areas.

1. Current operations do not require the need for storing any reserve ammunition in the RFI or Armory. Any situation that warrants this action must meet the same security, storage, and housekeeping requirements that are applied in the Ford Island Magazine Bunker.
2. Only 1.4S ammunition will be stored in the RFI or Armory.
3. Magazines, Small Arms Storage Areas, shall be kept clean and orderly at all times. A high standard of cleanliness is one of the most important factors in fire prevention.
4. Regular housekeeping shall be executed at least monthly and each time a hazardous area is entered.
5. General housekeeping will not be conducted while ammunition transfers are underway. Prepare areas prior to any operation.
6. Aisles and exits shall be kept clear of safety concerns.
7. Exit doors and loading ramps, shall not be obstructed in such a way as to prevent a safe evacuation from any hazardous area in the event of a fire or other emergency.
8. Safety equipment such as fire extinguishers, fire alarms, first aid kits, and similar items will not be obstructed.
9. Floors will be kept clean and free at all times of oil, grease, and any other materials that may cause fire and slip or trip hazards.

Element 8 Hazard Analysis/Risk Assessment and Hazard Control Briefing

Mission: Conduct Hazard Analysis - Regional Armory
Date Worksheet Prepared: 28 Jul 11

Step 1. Identify Hazards			Step 2. Assess Hazards
Operation Phase	Hazards	Causes	Initial RAC
Storage & Handling	Explosion	Fire	2
Storage & Handling	Explosion	Dropped Explosives	2
Operation	Personnel injury	Negligent discharge	3
Step 3. Make Risk Decisions			Step 4. Implement Controls
Operation Phase	Develop Controls	Residual RAC	How to Implement
Storage & Handling	Matches, cigarette lighters, or other similar flame- or spark-producing devices shall not be permitted in or around PESS.	3	Brief personnel periodically on this requirement
Storage & Handling	Follow safe separation distances on HERO Warning Labels. Be aware that cellular phones transmit continuously	5	De-energize transmitting devices within safe distance to any ammunition
Operation	Caution when operating doors. Doors do not open uncontrolled and are properly latched	4	Prior to opening magazine doors
Step 5. Supervise			
Operational Phase		How to Supervise	
Storage & Handling		Continually inspect to ensure compliance	
Storage & Handling		Continually inspect to ensure compliance	

Operation	Brief all personnel and continue to supervise operation.
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The hazard control briefing was prepared based on the results of the hazard analysis.

1. Fire is a great hazard to life and property, especially when ammunition and explosives are involved. Many of these materials are extremely sensitive to heat and react at temperatures substantially lower than those required to ignite ordinary wood, paper, or fabrics. Even indirect heat generated by a fire could initiate a reaction and result in an explosion. Therefore, the first and most important rule in operations involving ammunition and explosives is to keep ammunition and explosives away from excessive heat.
2. An essential element of any fire prevention effort is good housekeeping. Accumulations of combustible scrap and flammable residue are primary sources of fires. Working areas shall be kept clean and orderly to minimize fire hazards. Rubbish and trash such as empty boxes, scrap lumber, nails, and strapping materials shall not be permitted to accumulate in these areas.
3. Any tampering with ammunition, ammunition components and explosives is prohibited.
4. No explosive, propellant or other dangerous material with unknown stability shall be stored with other materials of unknown stability or with explosives of proven stability. Segregated storage shall be provided until the stability of the material in question has been determined and approval for appropriately marked storage has been granted by NAVORDSAFSECACT (N54).
5. Non-DOD ammunition and explosives including commercial and foreign shall not be handled, used, or stored at Navy or Marine Corps activities unless specifically authorized by the Office of the Secretary of Defense or NAVORDSAFSECACT (N54) for material owned by the DOD. Military or civilian personnel or military facilities used during peacetime civil ordnance related emergencies, such as EOD operations or safe haven operations, are exempt from this requirement.

6. Magazines and magazine areas shall be kept scrupulously clean and orderly at all times. Maintenance of a high standard of cleanliness and order is one of the most important factors in fire prevention in buildings and areas where ammunition, explosives and other hazardous materials are processed, stored, or otherwise handled. A regular cleaning program shall be initiated and executed as frequently as is required to maintain good housekeeping. General cleaning should not be done while hazardous operations are being performed, and all ammunition and explosives shall be removed from the building prior to cleaning.

7. The aisles in buildings that contain ammunition or explosives shall be kept clear. Safety exits such as doors and ramps shall not be blocked.

8. Access to safety equipment shall not be blocked. The locations of safety equipment shall be appropriately and conspicuously marked.

9. Floors shall be kept clean and free of stains such as those caused by exudation of explosives. They shall be kept free of oil, grease, water or other materials that tend to make them slippery, and free from protruding nails, splinters, holes and loose boards which constitute tripping hazards. Floors shall not have cracks or crevices where explosives might lodge. Such defects should be repaired as soon as possible after discovery.

10. The use of 2-way radios or other handheld transmitters is strictly prohibited within any magazine. Cellular telephones and PDAs must be turned off in magazine areas. Electro-explosive devices (EEDs) such as squibs, blasting caps, igniters, and similar electrically initiated, sensitive explosives devices are particularly susceptible to exploding when they are exposed to radio frequency fields. These devices shall be packaged and kept in completely enclosed metal containers until immediately prior to use. When unprotected EEDs are discovered contact the appropriate responsible personnel for the magazine to correct as soon as possible.

11. Maintain positive control of magazine doors. Magazine doors shall not be allowed to swing freely and shall be properly latched. Personnel injury may occur to fingers or hands. Ensure magazine doors are properly secured upon completion of inspection.

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RECORD OF HAZARD CONTROL BRIEFING/TRAINING

Briefing Description:
This briefing was developed based on a hazard analysis per NOSSAINST 8023.11 and OPNAVINST 3500.39.

Date:	Department:	Evolution:

Instructor's Name:	Instructor's Signature:

Trainees

Name	Evolution Job Title	Signature
1		
2		
3		
4		
5		
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Element 9

DIAGRAMS

1. Building or site diagram is not applicable.
2. Processing diagram is not applicable.

Element 10 Equipment List

1. Equipment and Supplies List. Not Applicable
2. Safety Equipment List.
 - a. Flashlight. (UL listed for Hazardous Location Class 1, Group D)
 - b. Red flag (ensure it is posted when inspecting magazine).

Element 11

Emergency Response and Contingency Plans

WARNING

When any person discovers smoke coming from a magazine or other evidence that a magazine is on fire, that person shall report this via radio or telephone as quickly as possible. No attempt will be made to enter the burning building, as there is a possibility of being trapped and an alarm cannot be given.

WARNING

When a grass fire is discovered, report the fire by radio or telephone immediately. If the fire is small, and the person is sure that it can be extinguished alone, that person shall do so at once, after the notification has been made.

WARNING

In case a fire has actually gained headway in a magazine, fire-fighting forces will not endanger themselves in a hopeless effort to extinguish the fire, but devote their efforts to save adjacent buildings.

1. Fire. The following steps will be taken upon discovering a fire:

a. Initial actions

(1) Give an oral alarm to alert personnel in the area. If available, the building evacuation alarm will be sounded.

(2) All fires, regardless of the degree of intensity, will be promptly reported to the Fire Department at 911. Give exact location, building number and a brief description of the fire: the type, size and if known, how it started. Do not hang up until call is acknowledged by the Fire Department. Wait and direct the fire fighters to the scene of the fire. Give assistance as required. The fact that a fire has been extinguished does not nullify the responsibility to notify the Fire Department for proper investigation and evaluation.

b. Follow-up actions

(1) After the fire has been reported, personnel in the vicinity shall endeavor to extinguish the fire with the equipment on hand. Do not unnecessarily endanger yourself.

(2) If the fire involves explosives or toxic materials which are burning or will probably burn, all persons shall withdraw to a distance of at least 4,000 feet from the scene of the fire; lifesaving procedures will take precedence.

2. Spill

a. Initial actions. Notify the CDO at 864-2460.

b. Follow-up actions. Secure the area until trained personnel can evaluate the spill.

3. Explosion

WARNING

Personnel engaged in fighting fires involving explosives and ammunition shall always seek such cover as is available and never unnecessarily expose themselves to intense heat or to flying fragments from exploding ammunition.

4. Injury

a. Initial actions. Notify the CDO at 864-2460.

WARNING

Do not move the victim if there is a possibility of aggravating the injury, unless doing so will prevent risk of further injury or loss of life.

b. Follow-up actions. Provide first aid to the victim.

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EMERGENCY AND KEY PHONE NUMBERS

CDO	808-864-2460
Base Police	911
Fire Department	911
EOD	808-473-3216/3236
Explosives Safety Office	808-471-1111 Ext. 132

Security Requirements

Unaccompanied access to AE storage spaces must be limited to persons required for essential operations, and their entry must be limited to what is required for these operations. The JBC must approve personnel with unescorted access and a list of these persons must be kept. The JBC may delegate authority to approve escorted visitors for persons authorized access.

AE keys must never be left unattended or unsecured.

Explosives are controlled items. Positive control and accountability must be maintained at all times.

Note: Personnel assigned to escort others in AE spaces must meet the requirements for unescorted entry to those spaces, including being listed on the respective Authorized Access List.

1. Motor vehicles containing ammunition will have the load secure and under constant surveillance when outside a restricted, fenced area except when it is necessary to open the vehicle for inspection or to handle the contents. In such cases the explosive driver shall be in charge of the vehicle.

2. Regardless of the situation, the explosive driver is responsible for safety and security of the ammunition being transported, the vehicle, escorts and the environment surrounding the vehicle that could be directly affected by the explosive driver's actions during a handling evolution.

3. When transporting small arms and ammunition, an armed escort is required. **However an armed escort is NOT required if only ammunition is being transported.**

4. Deadly force: While transporting operable weapons and ammunition, deadly force may be used only to prevent its actual theft. Use of deadly force is justified only under conditions of extreme necessity, and as a **LAST RESORT**, when all lesser means have been exhausted, are unavailable, or cannot reasonably be employed, and only using one of the following circumstances:

- a. Self Defense and Defense of others,

b. Assets not involving national security but inherently dangerous to others,

c. Serious offenses against persons,

d. Protect Public Health or Safety,

e. Arrest or Apprehension,

f. Escapes.

5. All escorts will be thoroughly familiar with the rules of deadly force contained in SECNAVINST 5500.29c and OPNAVINST 5530.14E. **Deadly Force is not authorized to prevent the theft of small arms ammunition.**

6. Ammunition and explosives are controlled items. Positive control and accountability will be maintained at all times.

7. Small arms ammunition, when not being transported or in use, will be stored in the JBPHH Armory Magazine BLDG 683, or the Ammunition Bunker S145, Ford Island. The Armory will be locked and secured or manned at all times, and the bunker will be locked and secured at all times unless accessed to perform official military duties.

8. No person shall be granted access to AA&E spaces unless escorted, or their name is on the AA&E access list approved by the Commanding Officer.

9. On a public road, if any emergency situation occurs and the vehicle cannot continue towards its destination, immediately notify RDC at 808-474-2222. Instruct the RDC to notify the Weapons Officer at 808-220-5287, and dispatch two armed personnel to assist in guarding the ammunition assets.

10. All vehicles carrying ordnance materials or weapons will have two qualified armed personnel currently on the authorized access list. Armed personnel will have required communication with RDC or other emergency personnel, if required.

SECURITY OF ARMED AMMUNITION AND EXPLOSIVES SPACES

NOTE: OPNAV 5530.13C provides guidance for security of all AA&E.

NOTE: Due to the nature of the material stored in AA&E spaces, the following security procedures will be followed.

1. All inner doors (i.e. cells, VIDMARS, magazine cells, and gun room doors) will be locked at all times unless being accessed for issue or containers are being utilized (i.e., maintenance of weapons, inventory, etc.).
2. Upon leaving the space unoccupied all alarms will be energized, and RDC will be contacted and informed of alarm status. **ALARM RESET MUST BE VERIFIED.**
3. All personnel not granted Unaccompanied Access will be checked for proper identification and logged into the Visitor's Log.
4. At no time will any person requiring an escort be left alone in AA&E spaces.
5. At no time will personnel leave their weapon or ammunition unattended.