



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 8020.2
N01S

3 MAY 2004

NAVSUPPACT NAPLES INSTRUCTION 8020.2

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

Subj: AMMUNITION AND EXPLOSIVES SAFETY

Ref: (a) OPNAVINST 8020.14, Department of the Navy Explosives
Safety Policy Manual
(b) OPNAVINST 5530.13C, Department of the Navy Physical
Security Instruction for Conventional Arms, Ammunition,
and Explosives (AA&E)
(c) OPNAVINST 3591.1C, Small Arms Training and Qualification
(d) NAVSEA OP-5, Ammunition and Explosives Safety Ashore
(e) NAVSEA SWO20-AF-ABK-010, Motor Vehicle Driver and
Shipping Inspectors Manual for Ammunition, Explosives,
and Related Hazardous Materials
(f) NAVSEA SWO20-AG-SAF-010, Navy Transportation Safety
Handbook for Ammunition, Explosives, and Related
Hazardous Materials
(g) NAVSEAINST 8020.14B, Shore Station Explosives Safety
Inspection Program
(h) NAVSUP P-724, Conventional Ordnance Management;
Policies and Procedures
(i) NAVSUP P-801, Ammunition Unserviceable, Suspended, and
Limited Use
(j) NAVSUP P-807, Ammunition Fleet Sentencing Manual
(k) NAVSUP P-808, Visual Aids
(l) CINCUSNAVEURINST 8023.1A, Explosive Handling Personnel
Qualification and Certification (QUAL/CERT) Program

Encl: (1) General/Small Arms Specific Safety Precautions
(2) Explosive Safety Self-Assessment Program

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

2. Cancellation. NAVSUPPACT NAPLES INST 8023.2B.

3. Scope. This directive applies to personnel involved in the
handling, transportation, and storage of ammunition and explosives
onboard NAVSUPPACT Naples. Mandatory compliance with this
instruction is required, but is not meant to modify or supersede
publications or directives issued by higher authority.

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4. Responsibilities. The Commanding Officer has overall responsibility for the safety of the command and shall enforce the provisions of references (a) through (l) and this instruction. In addition, it is the Commanding Officer's responsibility to ensure that all personnel, regardless of status, who perform ammunition and explosives operations on board 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 (l) 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 (AA&E), per reference (b).

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

(6) Be responsible for the Ordnance Personnel Qualification and Certification Program, per in reference (l).

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

b. The Explosive Safety Officer will:

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

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

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c. The Command Armorer will:

(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 will:

(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 that he/she considers unsafe.

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

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



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Distribution:

NAVSUPPACT NAPLES INST 5216.4X

Lists: I; II; III; IV

(2, 6 only); V

~~3~~ MAY 2004GENERAL EXPLOSIVE SAFETY PRECAUTIONS

1. The information herein contains the basic safety requirements, standards, and practices to be observed by all U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, personnel 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 in the past showed that avoidable circumstances existed in nearly every instance when the cause of the mishap could be determined. Complete understanding and strict observance of specified safety regulations are necessary to eliminate the unsafe acts and conditions that cause preventable mishaps. Likewise, any repeated work, no matter how dangerous, can become routine and may lead to carelessness. Constant employee attention and close supervision must be maintained to prevent mishaps during operations that involve ammunition and explosives. The two most important considerations in handling ammunition and explosives are safety and responsibility. The individual performance of personnel shall never be evaluated 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 references (a) and (1).

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).

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(4) All unsafe conditions or unsafe acts in and around explosive areas shall be immediately corrected, if possible, and promptly reported by personnel to their immediate supervisor. The supervisor shall act positively to eliminate and prevent recurrence of potential mishap hazards.

(5) 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).

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

(7) 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.

(8) 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.

(9) Non-Department of Defense ammunition and explosives, including commercial and foreign, shall not be handled, used, or stored at NAVSUPPACT Naples.

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

(11) 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.

(12) 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.

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(13) Smoking is not permitted in area's containing ammunition and explosives.

(14) 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.

(15) 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).

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EXPLOSIVE SAFETY SELF ASSESSMENT (ESSA) PROGRAM

1. Purpose. Reference (g) requires that each command establish an ESSA program. This program will emphasize the importance of maintaining a well-disciplined, proactive approach to explosive safety. Reference (g) describes this program as the "catalyst" for creating and maintaining an operating environment that fosters concerted joint inter-departmental action in accomplishing safety-related goals.

2. Action/Responsibilities. Reference (g) requires that the ESSA program be formally documented and follow a command-defined format. The ESSA program at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, will be structured as follows:

a. This program will be conducted on an annual basis at NAVSUPPACT Naples.

b. NAVSUPPACT Naples will use the evaluation guide found in enclosure (6) of reference (g) for assessing explosive safety standards. The Explosive Safety Officer will be responsible for actively monitoring this program. The Explosive Safety Officer will also clearly define the programs of reference (g) to be evaluated prior to the beginning of the assessment.

c. The NAVSUPPACT Naples Security Officer will designate responsible individuals (E-6 and above) for the evaluation of each applicable program. These individuals must not work in the same field that they are evaluating. The purpose of this will be to welcome a disinterested party's view for improvement of the appropriate program. The Security Officer will ensure that these designated individuals be allotted the time and materials, within reason, to accomplish their goals.

d. The individuals assigned for the evaluation of a program will be given the checklist and a deadline for its completion. They will make a proactive effort to accomplish the following:

(1) To coordinate with knowledgeable personnel operating in the field being evaluated.

(2) To research the references provided on the evaluation guide in order to answer questions on the checklist to best of their ability.

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(3) To immediately report any problems that could not be rectified to the Security Officer.

e. The evaluators will submit completed evaluations to the Security Officer by the deadline date and will report their findings. After communication with the personnel responsible for the programs, the Security Officer will forward the assessments to the Explosive Safety Officer for further evaluation and recommendations. The Explosive Safety Officer will formally document the findings/recommendations and will forward them to the Commanding Officer.

f. The Security Officer will ensure that an interdepartmental Plan of Action and Milestones (POA&M) is established to rectify the discrepancies. Updates to the POA&M will be forwarded to the Explosive Safety Officer.