COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication is to be used in conjunction with AFI 21-200, *Munitions and Missile Maintenance Management,* AFI 21-201, *Conventional Munitions Maintenance Management*, AFI 31-101, *Integrated Defense,* AFMAN 91-201, *Explosives Safety Standards* and Hill AFB Comprehensive Emergency Management Plan (CEMP) 10-2 as supplemented. This instruction establishes the local processes and procedures for the oversight and operation of the Consolidated Munitions Control Center (CMCC) and to provide guidance and instruction to the munitions organizations operating within Hill Air Force Base (AFB), Munitions Storage Area (MSA) (comprised of Munitions Assembly, Maintenance and Storage) (MAMS) I and II areas regarding Munitions Control functions. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force manual (AFMAN) 33-363, *Management of Records,* and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the office of primary (OPR) responsibility using Air Force (AF) Form 847, *Recommendation for Change of Publication.*

SUMMARY OF CHANGES

Office of Primary Responsibility (OPR) from OO-ALC to 75 ABW /XP has been changed along with minor editing updates.

1. Consolidated Munitions Control Center (CMCC) Chief. The area of responsibility for the CMCC Chief covered in this instruction is limited to the operational oversight of Munitions Control operations being performed in the Hill AFB MAMS areas. The primary purpose for this position is to verify individual unit compliance with all applicable Air Force instructions with regard to Munitions Control activities and provide operational coordination between assigned units under control of the CMCC and those units with unescorted MAMS access. The CMCC Chief should not be tied directly to any workload in MAMS, therefore to ensure objectivity the position will be established under the 75 ABW Plans and Programs office (75 ABW/XPM).

2. CMCC Chief shall:

2.1. Ensure effective and functioning CMCC MAMS Command and Control (C2) operations are in-place with appropriate numbers of qualified people assigned to the CMCC.

2.2. Seek resolution for any MAMS area issues that individual units cannot solve.

2.3. Verify operational units are documenting facility inspections and 75th CES/CENPP is performing annual igloo earth covering depth checks in accordance with (IAW) AFI 32-1065 *Grounding Systems*, and AFMAN 91-201.

2.4. Verify operational units have sufficient access to Secure Transmission Encrypted (STE), Secure Internet Protocol Network (SIPRNET) and Non-secure Internet Protocol Network (NIPRNET) and required communications capability within the CMCC.

2.5. Verify Munitions Control perform quarterly alarm checks of facilities with intrusion detection systems (IDS) installed IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.*

    2.5.1. Verify operational units are protecting munitions as outlined in AFI 31-101.

    2.5.2. IDS checks will be documented on the AF Form 2530 *Alarm System Test Record.*

2.6. Review and coordinate on all local checklists affecting MAMS operations.

2.7. Verify Munitions Control personnel use prescribed technical data and locally developed checklists as applicable.

2.8. Verify key and lock custodians are appointed IAW AFI 21-200.

2.9. Verify enforcement of procedures for Key and Lock Control for Munitions Facilities per AFI 21-200.

    2.9.1. Conduct semi-annual key and lock audits as the disinterested party IAW AFI 21-200, as required.

    2.9.2. Verify Munitions Control personnel are controlling keys to munitions facilities, using procedures in AFI 21-200.

2.10. HAFB's Internal Locking Device (ILD) point of contact with DoD NAVFAC ILD key & lock program office IAW AFI 21-200.

2.11. Verify applicable explosives site plan data and maps are available in the CMCC. Source data is maintained by 75th Wing Explosive Safety and 75 CEG/CENPP.

2.12. Develop/maintain consolidated Emergency Action Checklists (EACs) governing munitions operations during severe weather or electrical storms, explosive

incidents/accidents, increased security conditions, contingency support and NEW Strategic Arms Reduction Treaty (NST) inspections are coordinated through applicable Wing Safety and Quality Assurance offices (as required) IAW AFI 21-200.

2.12.1. Plan, schedule and oversee semi-annual MSA area fire drills and coordinate with HAFB Installation Fire Department Inspectors prior to their initiation.

2.12.2. Create/maintain after-action reports for CMCC units IAW AFMN 91-201.

2.13. Verify Munitions Control personnel notify the local Safety Office, Explosives Ordnance Disposal (EOD), Hill Fire, Hill Command Post and MAJCOM munitions staff (or equivalent) in the event of an explosive or munitions mishap or incident.

2.14. Verify CMCC personnel are tracking/monitoring job status/delays, significant difficulties and vehicles using AFMC2 SharePoint IAW AFI 21-200.

2.15. Verify CMCC personnel are tracking/monitoring changes to fire symbol, hazard symbol, Controlled Item Identification Code (CIIC), or the storage of classified munitions to include daily/weekly 100% fire symbol verification in Hill AFB GeoBase Fire Symbol Tracking System (FSTS) for all MAMS operational and storage facilities.

2.15.1. FSTS focal point/administrator for all MAMS FSTS users

2.15.1.1. Coordinates FSTS operational issue with Base Safety & CES GeoBase administrator(s) as required

2.16. Develops and coordinates written entry control procedures and performs Controlled Area Monitor/Resource Protection Program Management security duties IAW AFI 31-101.

2.17. Coordinate on Entry Authorization Lists (EALs) for visiting units needing access into the MAMS areas.

2.17.1. Approval authority for all MAMS I & II photography requests.

2.17.2. Coordinates/approves EALs for MAMS Free Zone construction contractors/projects.

2.18. Approval authority on MAMS areas unescorted access requests by signing the AF Form 2586, *Unescorted Entry Authorization Certificate* section IV IAW HAFB Integrated Defense Plan (IDP)(FOUO).

2.18.1. Limit delegation of Controlled Area access authority for areas T (MAMS I) and U (MAMS II).

2.19. Manage the MAMS I & II and CMCC Vindicator system IAW HAFB IDP (FOUO).

2.19.1. The vindicator system along with a 4-digit PIN will be used for access into the MAMS areas and the CMCC.

2.19.2. Re-key MAMS I to Flight Line access gates (106V, 107V, 108V & 109V) quarterly.

2.19.3. Conduct quarterly validations on the vindicator system to ensure MAMS personnel with unescorted privileges continue to use their access IAW HAFB IDP (FOUO).

2.19.4. Maintains stringent oversight of all personnel with unescorted MAMS access.

2.20. Act as the single point-of-contact to facilitate resolution of HAF/MAJCOM-level instructions when HAF/MAJCOM instructions are in conflict. The CMCC Chief will work with affected flight chief and/or unit commander as required to resolve conflicts as required.

2.21. Act as single point of contact for work orders pertaining to maintenance of 75th ABW/XP owned facilities, roads and grounds within the MAMS areas.

2.21.1. Ensure a snow removal plan for the MAMS is in place. (75th CES/CEOH)

2.21.1.1. Assign owner/user MAMS gates snow removal duties.

2.21.2. Ensure MSA vegetation control contract is in place and vegetation is maintained IAW AFI 31-101 and AF MAN 91-201. (75 CES/CEOS)

2.22. Perform munitions controller duties to augment active/reservist during times of minimal manning (i.e., Commander's Calls, exercises, deployments, down days, etc.). The CMCC Chief should be proficient on all controller tasks and skills; however, units should attempt to fulfill their own manning needs first. Second, they should seek lateral support from sharing organizations; finally, use the CMCC section chief infrequently to resolve a temporary shortage.

2.23. Be appointed as the CMCC Security Manager and will:

2.23.1. Maintain completed AF Form 1109s *Visitor Register Logs* for the CMCC and both MAMS Areas for one year.

2.23.2. Maintain completed SF 701 *Activity Security Checklist* for the CMCC for one year.

2.23.3. Ensure all CMCC assigned personnel annually complete Phase I & II Security Education and Motivation training as provided by TSS. Completed certificates will be kept in the CMCC Resource Protection Program Binder.

2.24. The CMCC Security Manager will not perform any personnel security actions or any other security manager functions other than those listed above.

2.25. Be appointed as the CMCC and MAMS Resource Protection Program Monitor (RPPM) IAW AFI 31-101.

2.25.1. Conduct annual MAMS I & II RPPM survey's with Security Forces.

2.26. Maintain and approve the unescorted entry authorization listing for CMCC access.

2.27. Maintain Emissions Security SIPRNET accreditation standards & approval.

3. Unit Munitions Control Elements shall:

3.1. Plan, coordinate, direct, and control all munitions activities for their respective unit as prescribed in AFIs 21-200 & 21-201.

3.2. Manage unit keys and locks IAW AFI 21-200, AFI 31-101.

3.3. Maintain map(s) showing the entire munitions storage area(s), primary and alternate explosives routes, evacuation route(s), and sited explosives locations outside the MSA (e.g., aircraft parking locations, hot cargo pads, railheads, munitions holding areas, etc.).

3.4. Use Hill AFB standardized Emergency Action Checklist (EAC) to include: war/contingency plan execution notification, crash, fire, spill response, severe weather and explosive mishaps. Units will work with CMCC Chief and base agencies to develop local EAC (Fire Dept, Security Forces, etc.).

3.5. Facility Status: Use Combat Ammunition System (CAS) and Hill AFB GeoBase FSTS to validate fire/hazard symbol, Net Explosive Weight (NEW), Risk category and CIIC.

3.6. Track NEW for operating locations, holding areas, and facilities storing assembled complete round munitions on trailers with bulk stored assets must be computed and tracked using Hill AFB GeoBase FSTS and CAS as applicable.

3.6.1. Will notify via telephone Hill Fire and Security Forces for munitions storage structure status changes in the event FSTS is not available.

3.7. Notify the Fire Department of any hazard class division 1.1 explosives movements outside the MAMS areas to include flight line deliveries.

3.8. Ensure all munitions units and supporting activities are notified before starting fire drills and/or evacuation drills.

3.9. Attend unit daily or weekly maintenance operations scheduling meetings to update munitions support requirements.

3.10. Maintain awareness of other unit explosive operations in the MAMS areas to include:

3.10.1. Description of Operation.

3.10.2. Location of explosive operation.

3.10.3. Crew size.

3.10.4. Status: In-progress, on-hold, etc.

4. Hill AFB MSA Operational Units: Table 1 identifies the operational units within Hill AFB MAMS areas and the respective CMCC representative unit responsible for fulfilling munitions control Emergency Management notifications for that organization to include facility status as outlined in Paragraph 3.5 and Paragraph 3.6 as required.

4.1. Det 1 86 FWS (WSEP) and AFMC/AFTC/SMO (Specialized Management Office) munitions control programs listed in this instruction are not managed by the CMCC but rather in-house by their respective organization. However, the CMCC maintains MAMS I & MAMS II Controlled Area safety/security controls over these units.

Table 1. Operational Units and CMCC Units.

Operational Units	CMCC Unit
388 MXS	388 MXS
419 MXS	388 MXS
86 FWS (WSEP)	388 MXS
309 MMXG	309 MMXG
309 CMXG	309 MMXG
309 MXSG	309 MMXG
649 MUNS	649 MUNS
AFMC/AFTC/SMO	649 MUNS
775 CES/CED (EOD)	649 MUNS
75 SFS	649 MUNS

JENNIFER HAMMERSTEDT, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-200, *Munitions and Missile Maintenance Management,* 2 Jan 2014 w/IC1 30 June 2016

AFI 21-201, *Conventional Munitions Maintenance Management,* 19 Oct 2016

AFI 31-101, *Integrated Defense (FOUO)*, 8 Oct 2009 w/IC3 3 Feb 2016

AFMAN 91-201, *Explosives Safety Standards*, 12 Jan 11 w/AFGM2016-01 9 Mar 2016

HAFB CEMP 10-2, *Hill AFB Comprehensive Emergency Management Plan*, 1 Sep 2015

Adopted Forms

AF Form 2586 *Unescorted Entry Authorization Certificate*, 1 Oct 1998

AF Form 2530*, Alarm System Test Record*,

AF Form 1109, *Visitor Register Log*, 1 May 1999

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

SF Form 701, *Activity Security Checklist*, Nov 2010

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning Service

CAS—Combat Ammunition System

CEMP—Comprehensive Emergency Management Plan

CIIC—Controlled Item Identification Code

CMCC—Consolidated Munitions Control Center

EAC—Emergency Action Checklist

EOD—Explosives Ordinance Disposal

FSTS—Fire Symbol Tracking System

IDS—Intrusion Detection Systems

MAMS—Munitions Assembly, Maintenance and Storage areas

MSA—Munitions Storage Area

NEW—Net Explosive Weight

NIPRNET—Non-secure Internet Protocol Network

RPPM—Resource Protection Program Management

SIPRNET—Secure Internet Protocol Network

START—Strategic Arms Reduction Treaty

STE—Secure Transmission Encrypted

TSS—Training Scheduling System

WSEP—Weapons Systems Evaluation Program