

**20 OCTOBER 2006**



**FLYING OPERATIONS**

**SPECIAL ASSIGNMENT AIRLIFT MISSION  
OPERATIONAL PROCEDURES FOR  
AIRCRAFT CARRYING HAZARDOUS CARGO**

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Certified by: 31 MXG/CC  
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This instruction implements Air Force Policy Directive and AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Cargo*. It establishes procedures to monitor and coordinate special assignment airlift missions (SAAM), and other munitions movements at Aviano Air Base. It applies to all units and personnel of the 31st Fighter Wing (FW) and associate units that move or support the movement of munitions. The 31 FW Command Post (CP), 31st Security Forces Squadron (SFS) Central Security Control (CSC), and 31st Maintenance Squadron (MXS) Munitions Flight personnel will coordinate and control SAAMs. A senior officer who has received On-Scene Coordinator training and nuclear surety training, will be appointed as the On-Scene Coordinator to ensure all agencies work together to successfully complete tasked priority missions. Munitions personnel will control upload, download, and store of all munitions. Security Forces will provide required security levels during munitions loading and convoy. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual 37-139, *Records Disposition Schedule*.

**SUMMARY OF CHANGES**

This revision deleted the requirement for 31 OSS Facility Manager attendance at the mandatory SAAM briefing. Deleted requirement to coordinate storage of aircrew classified. Deleted requirement for CP to ensure WCPOC receives SAAM set-up messages. Deleted 31 MXS Munitions flight responsibility to notify Security Forces of CAVS support. Deleted 31 Security Forces requirements to supply CAVS roster. Added requirement for 724 AMS to provide crew bus and aircraft lavatory servicing. Changed WCPOC from SAAM Mission director to MASO. Changed pre-mission briefing from at least three days prior to at least 24 hours prior. Added JPAS as source document for personnel verification. A bar ( | ) preceding the paragraph indicates revised information from the previous edition.

**1. SAAM Procedures.** Procedures that apply to SAAMs are as follows:

1.1. The designated On-Scene Coordinator (OSC) will:

- 1.1.1. Meet the aircraft and identify themselves to the aircraft commander, courier, and local support element personnel.
- 1.1.2. Ensure positive radio communication with the Fire Department standby vehicle.
- 1.1.3. Anticipate and resolve problems, set priorities, and direct employment of resources during mission support.
- 1.1.4. Monitor all actions to stop or prevent any ground or explosive safety violations and other hazards.
- 1.1.5. Monitor the mission sequence of events and provide direct command and control over all support agencies.
- 1.1.6. Maintain direct communication with CP and the Tower Watch Supervisor in the tower, keeping them informed of any significant events or delays.
- 1.1.7. Collect data and provide feedback to appropriate support agencies to improve future operation(s), local procedures and base plan(s).
- 1.1.8. Request permission for convoy roll from the 31 FW/CC or designated representative.
- 1.1.9. Ensure a pre-mission briefing is accomplished at least 24 hours prior to the scheduled mission.

1.2. The Wing Central Point of Contact (WCPOC)/MASO (31 MXS Munitions Flight) is the focal point for all information and coordination of required SAAM support. The WCPOC will ensure the following:

- 1.2.1. Set-up and support requirements are coordinated with applicable agencies and ensure compliance with all requirements of the mission set-up message.
- 1.2.2. Immediately inform the unit requesting support of any activities or restrictions that would adversely impact the mission.
- 1.2.3. Notify required agencies (paragraph 1.2.6.) of date and time for the wing pre-mission briefing and Munitions Control immediately of any change to the mission or briefing.
- 1.2.4. Ensure required agencies are present at the Hot Cargo Pad (HCP), designated parking area or other designated area, at the times specified.
- 1.2.5. Meet aircraft with OSC and brief the aircraft commander and courier as required and determine mission requirements.
- 1.2.6. A pre-mission briefing is held with all agencies at least 24 hours prior to coordinate support, identify limiting factors and establish work arounds if required. This briefing will include at least the minimum requirements from AFJI 11-204 (U), ACO Directive 80-6, Volume 2, Part 2/ USEUCOM Directive 60-12 *Nuclear Surety Management for the WS3* (NC) and AFI 11-299, *Nuclear Airlift Operations* (U). The 31 MXS Munitions Flight will ensure personnel attending the briefing are verified against the base Joint Personnel Adjudication System (JPAS) roster for security clearance.
  - 1.2.6.1. The following personnel/designated representative or agencies listed below will attend this briefing:

- 1.2.6.1.1. 31 FW Commander or Vice Commander (31 FW/CC or 31 FW/CV)
- 1.2.6.1.2. 31 FW Command Post (31 FW/CP)
- 1.2.6.1.3. 31st Mission Support Group Commander or Deputy Commander (31 MSG/CC or 31 MSG/CV)
- 1.2.6.1.4. 31st Operations Group Commander or Deputy Commander (31 OG/CC or 31 OG/CV)
- 1.2.6.1.5. 31st Maintenance Group Commander or Deputy Commander (31 MXG/CC or 31 MXG/CV)
- 1.2.6.1.6. 31 Medical Group Commander (31 MDG/CC)
- 1.2.6.1.7. 31 MXS Commander or Maintenance Supervisor/Superintendent (31 MXS/CC or 31 MXS/MXM)
- 1.2.6.1.8. 31 MXS--Munitions Flight (31 MXS/MXMW)
- 1.2.6.1.9. 31 MXS--Munitions Flight--Weapons Element (31 MXS/MXMWN)
- 1.2.6.1.10. 31 MXS--Munitions Flight--Munitions Accountable Systems Officer (MASO)
- 1.2.6.1.11. 31 FW--Weapons Safety Office (31 FW/SEW)
- 1.2.6.1.12. 31 SFS Commander (31 SF/CC)
- 1.2.6.1.13. 31 SFS—Operations (31 SF/SFO)
- 1.2.6.1.14. 31 CES--Fire Department (31 CES/CEF)
- 1.2.6.1.15. 31 CES--Explosive Ordnance Disposal (EOD) Flight (31 CES/CED)
- 1.2.6.1.16. 31 CES—Readiness (31 CES/CEX)
- 1.2.6.1.17. 31 MXG Quality Assurance (QA) (31 MXG/QA)
- 1.2.6.1.18. 31 Operation Support Squadron Commander (31 OSS/CC)
- 1.2.6.1.19. 31 OSS--Airfield Management (31 OSS/OSAB)
- 1.2.6.1.20. 31 OSS—Air Traffic Control Tower (31 OSS/OSAT)
- 1.2.6.1.21. 724 AMS/CCX

1.2.7. A 24-hour reconfirmation message is sent prior to mission arrival.

1.3. 31 FW CP will:

- 1.3.1. Maintain a log of current missions.
- 1.3.2. In coordination with OSC, monitor command and control of munitions movements.
- 1.3.3. Inform the OSC, WCPOC, Munitions Control and CSC of any changes in the time of arrival or departure of the SAAM aircraft.
- 1.3.4. Provide information obtained during aircraft call-ins to CSC and Munitions Control.

1.4. 31 MXS Munitions Flight will:

- 1.4.1. Notify required attendees of the date and time of the pre-mission brief.

- 1.4.2. Verify (JPAS roster) security clearance of all briefing attendees and secure access doors.
- 1.4.3. At the direction of the WCPOC, notify applicable agencies of any changes or shortfalls affecting their operations.
- 1.4.4. Inform ITAF Airfield Management personnel by memorandum requesting dates and times of airfield operation suspension.
- 1.5. 724 AMS will:
  - 1.5.1. Coordinate crew bus as required by aircrew.
  - 1.5.2. Provide Lavatory servicing for aircraft upon arrival/departure as required.
- 1.6. 31 OSS Airfield Management will:
  - 1.6.1. Upon receipt of the departure message from the previous base, inform the CP, CSC and Munitions Control of estimated time of arrival.
  - 1.6.2. Determine the status of the airdrome (runway, taxiways, construction, repairs, nav aids, HCP, lighting and barriers). Report discrepancies to the CP. The CP will notify Maintenance Operations Center (MOC) to take corrective actions as required.
  - 1.6.3. Upon notification of any changes to the flight plan, immediately inform the CP, CSC, Munitions Control and Tower Watch Supervisor.
  - 1.6.4. Direct the sweeper to service the primary HCP, taxiways and the roadway between the HCP and the perimeter road prior to aircraft arrival and departure or as directed.
- 1.7. 31 OSS Air Traffic Control will:
  - 1.7.1. Ensure airfield-flying operations are stopped during munitions convoy movements.
  - 1.7.2. Ensure aircraft do not over fly SAAM aircraft during ground operations.
  - 1.7.3. Ensure aircraft with forward firing ordnance are not parked pointed toward SAAM aircraft flightline operations and limited, to the maximum extent possible, from sweeping across SAAM aircraft flightline operations.
  - 1.7.4. Prohibit direct overflight of weapon movements, nuclear loaded aircraft, and aircraft shelters with nuclear weapons inside and not secured in a locked WS3 vault within that airspace controlled by the base.
- 1.8. 31 MXS will:
  - 1.8.1. Provide munitions, AGE, transient alert and aircraft fire guard support on a priority basis, as required.
  - 1.8.2. Transient Alert will, by the direction of the OSC or WCPOC, coordinate maintenance actions on the aircraft and report all pertinent maintenance information actions to the MOC and WCPOC.
- 1.9. 31st Logistics Readiness Squadron will:
  - 1.9.1. Provide mobile maintenance quick-fix team throughout the operation.
  - 1.9.2. Provide crew transportation as requested in the mission set-up message.

1.9.3. If the aircrew requires U-Drive-Its (UDIs), Vehicle Operations will coordinate with Wing Safety to provide training and issue Armed Forces Italy (AFI) drivers' licenses. If the aircrew is from an installation within USAFE, they will require local conditions briefing from Wing Safety prior to operating UDIs.

1.9.4. Provide fuel as directed by the set-up message and aircrew requirements.

1.9.5. Ensure fuel and oxygen servicing are completed before or after loading munitions. Simultaneous servicing and loading or unloading of munitions on SAAM aircraft is prohibited.

1.10. 31st Services Squadron will:

1.10.1. Ensure billeting is available and accommodate any meal requirements of the aircrew. SAAM aircrews will be given priority for on-base billeting. If on-base billeting is unavailable, they will be billeted as close to Aviano as possible. Single rooms and crew integrity are required.

1.11. 31st Civil Engineering Squadron will:

1.11.1. Provide qualified emergency response EOD team personnel, when required.

1.11.2. Provide fire fighting support capability during:

1.11.2.1. Munitions loading/off-loading, engine starts, taxiing and takeoff.

1.11.2.1.1. Fire fighting vehicle parking location will be at the discretion of the Fire Chief.

1.11.2.1.2. Fire fighting vehicle will be in-place no earlier than 30 minutes prior to operation taking place.

1.11.2.2. Fuel and oxygen servicing of munitions-laden aircraft.

**2. Emergency Logistics Movement/SAAM Safe Haven.** In the event a SAAM-designated aircraft arrives unannounced at Aviano Air Base, the procedures outlined in this instruction will be followed, with the exception of conducting a pre-mission brief. Senior wing leadership will identify a point of contact for bed down issues.

2.1. Appoint a WCPOC (IAW paragraph 1.2.).

2.2. Establish base communications procedures (IAW paragraph 1.6.) to notify the appropriate agencies of an inbound aircraft.

2.3. Establish aircraft taxi routes and parking spots (IAW paragraph 1.6.2.).

2.4. Establish SF requirement (IAW 31 FW ISP Appendix 5, paragraph C).

2.5. Provide priority maintenance and aerial port support (IAW paragraph 1.5.).

2.6. Provide crew transportation (IAW paragraph 1.5.1.), crew billeting and meals (IAW paragraph 1.10.1.).

2.7. Ensure Fire Department support (IAW 1.11.2.1.).

2.8. Ensure EOD support (IAW paragraph 1.11.1.).

**3. Convoy Movements:**

3.1. The following applies to all convoys:

3.1.1. Munitions will be moved by the safest and most secure means possible.

3.1.2. Vehicles not a part of the convoy will not pass a properly marked and escorted convoy.

3.1.3. Personnel who control the movement of munitions will make sure accident, incident, and deficiency reporting is in accordance with AFI 91-204, *Investigating and Reporting US Air Force Mishaps*.

3.1.4. 31 FW/CC or designated representative will approve all convoys prior to the actual movement.

3.2. 31 FW CP will:

3.2.1. Notify the OSC, Munitions Control, MOC, Tower Watch Supervisor and CSC of any events that could have an effect on the convoy.

3.2.2. Be ready to execute emergency contingency procedures, if needed.

3.2.3. Notify the Tower Watch Supervisor, Munitions Control and CSC when the 31 FW/CC or designated representative has granted the convoy approval to roll.

3.3. 31 MXS Munitions Control will:

3.3.1. Monitor munitions movements and implement emergency contingency check sheets as needed.

3.3.2. Inform the Fire Department of start and stop times for the convoys. Provide information in accordance with TO 11N-20-11, *General Fire Fighting Procedures*.

#### 4. Safety Requirements

4.1. Safety will be discussed during the pre-mission SAAM aircraft briefing. Specific areas covered will be Electro Magnetic Radiation (EMR) standards, "TWO PERSON CONCEPT", required Personal Protective Equipment and evacuation distances for this mission.

4.2. The Weapons Safety annual EMR survey will be specifically addressed concerning possible convoy routes and maintenance operations.

#### 5. Munitions Accountable Systems Officer (MASO) will ensure:

5.1. His/her representative meeting the aircraft is certified to ship/receive assets and meets all Personnel Reliability Program certifications.

5.2. The courier officer receives a shipper/receiver briefing.

5.3. Documentation is properly prepared and transactions are properly completed.

5.4. A joint physical inspection and verification of cargo being shipped/received is conducted with the aircraft courier prior to custody transfer.

ROBERT YATES, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Joint Instruction (AFJI) 11-204, *Operational Procedures for Aircraft Carrying Hazardous Cargo*, 11 November 1994

Allied Command Europe (ACO) Direction 80-6, Volume 2, Part 2/US European Command (USEUCOM) Directive 60-12, *Nuclear Surety Management for the WS3*, 21 July 2006

Air Force Instruction (AFI) 11-299, *Nuclear Airlift Operations*, 1 November 1999

AFI 31-101, *The Air Force Installation Security Plan*, 1 March 2003

AFI 91-101, *Air Force Nuclear Weapons Surety Program*, 19 December 2005

AFI 91-204, *Investigating and Reporting US Air Force Mishaps*, 14 February 2006

31 Fighter Wing *Installation Security Plan (ISP)*, 3 August 2006

Technical Order 11N-20-11, *General Fire Fighting Procedures*, 28 February 2006

***Abbreviations and Acronyms***

**AFI**—Armed Forces Italy

**AGE**—Aerospace Ground Equipment

**CSC**—Central Security Control

**CP**—Command Post

**EMR**—Electro Magnetic Radiation

**HCP**—Hot Cargo Pad

**JPAS**—Joint Personnel Adjudication System

**MASO**—Munitions Accountable Systems Officer

**MOC**—Maintenance Operations Center

**MXS**—Maintenance Squadron

**OSC**—On-Scene Coordinator

**SAAM**—Special Assignment Airlift Mission

**SFS**—Security Forces Squadron

**UDIs**—U-Drive-Its

**USEUCOM**—United States European Command

**WCPOC**—Wing Central Point of Contact

*Terms*

**Hot Cargo Pad**—Areas designated to on/off-load hazardous cargo.

**On-Scene Coordinator**—A Senior Officer appointed by the wing commander or designated representative, trained in accordance with AFI 91-101.