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OPNAV INSTRUCTION 8023.24B

From: Chief of Naval Operations

Subj: NAVY PERSONNEL AMMUNITION AND EXPLOSIVES HANDLING
QUALIFICATION AND CERTIFICATION PROGRAM

Ref: (a) OPNAVINST 8020.14/MCO P8020.11
(b) NAVSEA OP 5, Vol. 1, 7th Revision
(c) NAVSEA OP 4, 8th Revision
(d) MCO 8023.3A
(e) NAVSEAINST 8020.9C
(f) Joint Pub 3-04.1
(g) SSPINST 8023.1C (NOTAL)
(h) OPNAVINST 5530.13C
(i) NAVMED P-117, Chapter 15, Article 15-107
(j) DoD Instruction 8520.2 of 1 Apr 04
(k) NAVSEA SW050-AB-MMA-010/NAVAIR 11-15-7.1 (NOTAL)
(l) OPNAVINST 8000.16C
(m) OPNAVINST 3500.39B
(n) NAVSEA SW020-AF-HBK-010

Encl: (1) Applicability
(2) Training Documentation Requirements
(3) Qualification and Certification Guidelines
(4) Work Task Codes
(5) Recommended Work Task Codes
(6) Qualification Standards and Certification Levels
(7) Family Groups of Explosives/Explosive Devices
(8) Definitions Applicable to Qualification and Certification
(9) Qualification and Certification Self-Assessment Guide
(10) Qualification and Certification Memo Samples
(11) Establishing and Implementing a Training Program

1. Purpose. To provide Navy policy and promulgate the responsibilities and procedures for developing, implementing, and maintaining a qualification and certification (QUAL/CERT) program, in accordance with references (a), (b) and (c). This instruction is a complete revision and must be reviewed in its entirety.

2. Cancellation. OPNAVINST 8023.24A.

3. Background

a. Following the catastrophic ordnance incident involving a Mark (MK) 24 aircraft parachute flare aboard the United States Ship (USS) ORISKANY (CVA 34) in 1966 that resulted in a significant loss of life and major ship damage, the Chief of Naval Operations (CNO) established the Explosives Handling Personnel QUAL/CERT Program. The Flag Board of Inquiry concluded that the accident was attributed to a lack of training, direct supervision, and methods used for assessing and determining personnel qualifications prior to being authorized to handle ammunition and explosives (AE). QUAL/CERT, with proper oversight and management, can prevent similar accidents.

b. Although QUAL/CERT has been in effect since the late 1960s, improper handling, loading, processing or testing of explosives devices continues to result in death, injury and extensive high dollar damage to equipment. Research continues to show that the majority of explosive mishaps are caused by personnel error resulting from inadequate training, insufficient supervision, lack of or inadequate standard operating procedures (SOPs), complacency, and/or a failure to follow the governing technical directives.

4. Intent

a. To provide each command having a mission or task involving AE with an effective administrative tool for assisting the command in maintaining a successful explosives safety program.

b. To define a process which will prepare personnel to safely perform tasks involving AE. Each person within the scope of this instruction is subject to being trained, found qualified by the command's QUAL/CERT board, and subsequently certified by either the Commanding Officer (CO) or the designated QUAL/CERT board chair.

c. To provide guidance for administering the QUAL/CERT program.

d. To ensure the command's QUAL/CERT process can be validated through documentation.

e. References (a) through (n) provide necessary amplification and will aid in implementing a viable, comprehensive QUAL/CERT program.

5. Policy

a. Each Navy command/activity having the task to manufacture, handle, transport, store, or assemble AE shall establish an explosives handling QUAL/CERT program as prescribed herein. The program will be subject to periodic reviews by Department of the Navy (DON) personnel (i.e., Explosives Safety Officers (ESOs), Explosives Safety Inspectors, and other DON personnel) who are conducting an assessment of the command's/activity's Explosives Safety Management Program (ESMP).

b. Contractors, when soliciting or executing a contract with the Navy involving the manufacture, handling, transportation, storage and/or assembling of AE, must be prepared to produce documentation that shows their employees, who will perform these tasks have been trained, found qualified and certified in accordance with this instruction by contract execution date.

(1) The documentation shall be made available upon request and subject to review by Navy representatives (i.e., ESO, explosives safety inspector, and others), who are assessing the contractor's ESMP during contract bidding and while performing contractual work for the Navy.

(2) Ensure all contracts requiring contractor personnel to handle or physically interact with AE meet the contractor's QUAL/CERT requirements of enclosure (3).

(3) Contractors must provide the host activity's/command's CO, upon request, formal written certification of the qualifications of those personnel authorized to handle or physically interact with AE while on board.

c. Each shore installation and its tenant activities will be subjected to periodic Explosives Safety Inspections (ESI) per

reference (c). The QUAL/CERT program will be inspected as part of the ESI and can be used to grade the command/activity with respect to explosives safety management. The program may also be reviewed during other command inspections or reviews, such as quality assurance (QA) audits or air wing inspections.

d. Each ship and its embarked units will be subjected to periodic Conventional Ordnance Safety Reviews (COSR). The QUAL/CERT program will be inspected as part of the COSR and can be used to grade the ship or unit with respect to explosives safety management. The program may also be reviewed during visits by the Ordnance Handling Safety Assistance Team (OHSAT), Weapon Safety Assistance Team (WSAT), Commander, Submarine Forces (COMSUBFOR) Tactical Readiness Evaluation (TRE) Team, and other AE related activities.

6. Scope

a. This instruction applies to all U.S. Navy personnel, identified in enclosure (1), whether ashore and afloat, who are directly involved in AE handling evolutions. This includes personnel who physically interact with AE as well as Personnel Performing Supervisor, Quality Assurance (QA), or Safety Observer (SO) functions. Exceptions to this requirement are addressed in subparagraphs 6b and 6c below. The requirement to have a QUAL/CERT program applies, regardless of location, to work being performed by military, Department of Defense civilian, and contractor personnel working under the provisions of a government contract.

b. Reference (d) governs the explosives handling QUAL/CERT Program for the U.S. Marine Corps (USMC). As such, this instruction does not apply to USMC activities/commands (whole or detachments) operating on U.S. Navy installations or when embarked aboard Navy vessels. However, this instruction does apply to those individual Marines assigned to augment U.S. Navy activities/commands.

c. Activities listed in appendix G of reference (b) with a primary mission of research, development, test, and evaluation (RDT&E) of energetic materials may use reference (e) in lieu of this instruction, providing the activity's QUAL/CERT program is supported by a local implementing instruction.

d. Non-naval units embarked aboard Navy vessels must adhere to the guidance provided in references (c) and (f) for ensuring personnel are qualified and certified prior to conducting any operations involving AE.

e. Reference (g) provides guidance and criteria for qualifying and certifying personnel who perform Strategic Systems Programs (SSP) specific functions at Strategic Weapons Facilities (SWF). SWF security personnel will comply with the guidance contained within this instruction or reference (d).

f. The term "Commanding Officer", as used throughout this instruction, is synonymous with Commanders; COs; Directors; Supervisor of Shipbuilding, Conversion, and Repair (SUPSHIP); and Officers-In-Charge (OICs) of a command/activity.

7. Responsibilities

a. CNO. The Ordnance Programs and Polices Branch (OPNAV (N411)) will monitor and provide guidance for the Navy's QUAL/CERT Program.

b. Naval Air Systems Command (NAVAIR) and Naval Sea Systems Command (NAVSEA). Provide guidance and oversight to those activities engaged in RDT&E efforts. Reference (e) may be used in establishing a QUAL/CERT program providing it meets the criteria contained in subparagraph 6c above.

c. The Naval Ordnance Safety and Security Activity (NOSSA). Provide assistance to activities with the implementation of this instruction. Additionally, NOSSA will assess the command's QUAL/CERT program for compliance and effectiveness during periodic ESIs and COSRs.

d. COs

(1) Ensure the command's/activity's explosives handling personnel QUAL/CERT program is in full compliance with the policy, guidance, and direction contained herein.

(2) Ensure all personnel involved in operations involving Arms, Ammunition and Explosives (AA&E) are screened annually to ensure they are mature, stable, and show a willingness and capability to perform assigned tasks dependably

as required by reference (h). The OPNAV 5530/1 Report of Screening for Personnel Assigned Arms, Ammunition, and Explosives (AA&E) Security Related Duties shall be used to document compliance.

e. QUAL/CERT Board Chair. The chair shall conduct a self-assessment of the command's/activity's QUAL/CERT program annually using the QUAL/CERT self-assessment guide in enclosure (9). The most recent self-assessment results shall be maintained in the board chair's notebook, as described in enclosure (3).

8. Certification

a. Procedures, Guidance, and Requirements. The CO and QUAL/CERT board chair/members shall use the guidance contained in enclosure (2) for training personnel, enclosures (3) through (8) for administering the QUAL/CERT program, and enclosure (9) for conducting a self-assessment of the QUAL/CERT program. Sample letters for assignment of QUAL/CERT board chair/members and certification of individuals are contained in enclosure (10). Each activity will establish a training plan (TP), similar to that contained in enclosure (11) to codify the training required for qualification of individuals.

b. Certification and Recertification. Certification and recertification, unless revoked for cause, shall be valid to the last day of the twelfth month following certification or recertification. Individual certification and recertification will be documented using OPNAV 8020/5 Personnel Ammunition and Explosives Handling Qualification and Certification. Lapsed certifications, regardless of duration, are invalid. In cases where a certification has lapsed, the individual must be recertified using the guidance contained in enclosure (3).

c. Initial Certifications. When activities/commands are assigned a new or upgraded AE process or task, weapon, or major modification to a weapons capability or platform, the CO must initially certify a board member for this new capability. Initial certification is covered in enclosure (3). In addition, the following requires initial certification of board members:

- (1) Newly commissioned activities/commands.

(2) Ships undergoing an overhaul of 12 or more months in duration, where certification has lapsed.

d. QUAL/CERT Transfers. Although qualifications may be transferred, transfer of certification for military or civilians from one command to another for purposes of permanent change of duty station is prohibited. However, the receiving CO may use the previous qualification documentation from the transferring command for certification at the gaining command. Guidelines, requirements, and procedures are contained in enclosure (3).

e. Decertification and Revocation of Certification. COs are responsible for decertification and/or revocation of individual certification whenever such action is considered to be in the best interest of safety. Guidelines, requirements, and procedures are provided in enclosure (3).

9. Host/Tenant/Contractor Duties and Responsibilities. Tenant commands, and commands on temporary additional duty to activities within the scope of this instruction, must provide the host activity/command CO, upon request, formal written documentation of the qualifications of those personnel authorized to conduct explosives tasks while on board. This requirement includes civilian contractor organizations operating on U.S. Navy activities. Applicable host-tenant agreements or inter-service support agreements shall document the responsibilities of the signatory commands with respect to the establishment and maintenance of a QUAL/CERT program.

10. Special Consideration for Qualification. Per references (b) and (c), ensure the member has had a medical examination per reference (i) that finds the member physically qualified to handle AE. A lapsed medical qualification will invalidate an individual's certification; however, this is not applicable if the individual has a medical examination scheduled within 15 days of the date the QUAL/CERT is due to expire. Individuals shall not be allowed to handle AE until the requirements of reference (i) are met.

11. Amplifying Directives. With the exception of type commander (TYCOM) direction on standardized training guides, amplifying directives are neither required nor authorized for activities and commands operating within the scope of this instruction.

12. Changes. All comments and/or recommended changes to this directive should be forwarded to NOSSA Explosives Safety Operations Directorate (N5) for coordination and review prior to final approval by Deputy Chief of Naval Operations, Fleet Readiness and Logistics (CNO (N4)).

13. Digital Signatures. Digital signatures in compliance with reference (j) are authorized. Electronic data and recordkeeping for qualification is allowed.

14. Records Management. Records created as a result of this instruction, regardless of media and content, shall be managed in accordance with Secretary of the Navy (SECNAV) Manual 5210.1.

15. Reports Control. Reporting requirements contained within this instruction are exempt from Reports Control per SECNAV Manual 5214.1.

16. Forms. The following forms are available on the Naval Forms Online Web site at <https://navalforms.daps.dla.mil/web/public/home>:

a. OPNAV 5530/1 Report of Screening for Personnel Assigned AA&E Security Related Duties;

b. OPNAV 8020/2 Handler/Explosive Material Handling Equipment Medical Examiner's Certificate;

c. OPNAV 8020/4 Ammunition and Explosives On-the-Job/Informal/Professional Training Record Sheet;

d. OPNAV 8020/5 Personnel Ammunition and Explosives Handling Qualification and Certification; and

e. OPNAV 8020/6 Department of the Navy Explosive Operator/DOT Medical Examiner's Certificate.



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APPLICABILITY

1. This instruction is applicable to the below listed personnel who are directly involved in or observe AE handling evolutions. This includes personnel who physically interact with the AE as well as personnel performing supervisor, QA, or SO (pierside and aboard ship) functions.

a. All Navy personnel under the scope of this instruction, includes officers, enlisted, and government employees.

b. Government contractors providing direct support (i.e., contractor personnel performing tasks with Navy personnel) at Navy activities/commands.

c. Activity/command appointed QUAL/CERT board members.

d. Dog handlers for handling the canine explosives scent kit.

f. Personnel performing the duties of QA and SO as defined in reference (b) because they directly influence the AE handling evolution.

g. Aircrew personnel who, during the performance of in-flight duties are required to handle, prepare and launch explosive sonobuoys, explosive signal underwater sound (SUS), explosive mine neutralization devices, marine location markers, signaling and marking devices or when they are involved with the ground handling of ordnance items.

2. The following personnel meet the requirements of this instruction, provided individual records are available to support or indicate the individual as being qualified by another suitable, recognized program for the tasks noted.

a. Personnel required to bear arms in the course of their duties. "Arms" includes all AE borne by these personnel in the course of their duties. The following are qualified under this definition: small arms crew served weapons teams, security alert teams, reaction forces, back up alert forces, auxiliary security forces or other security personnel who are trained and qualified through a current, approved training program.

3. The following personnel do not require QUAL/CERT per this instruction, but are not exempt from ensuring the required standards of explosives safety are in place.

a. QUAL/CERT board chair, provided the chair does not handle AE or perform in the capacity of QA, SO, or Team Leader (TL).

b. Board advisors.

c. Ship's lookouts, inport and underway watch standers, visit boarding search and seizure (VBSS) members, connected replenishment (CONREP) station operators and shore station runway wheels watches required to handle, prepare, and launch marine location markers or fire signaling devices, including Safety of Life at Sea (SOLAS) devices, while underway.

NOTE: Thorough training must be provided per reference (k) by a qualified and certified individual at the TL level or above for the explosive device and work task. A record of this special training shall be maintained and used for watch assignment.

d. Working party personnel used to supplement qualified and certified personnel for the purpose of ammunition (AMMO) loading, off-loading or during replenishment operations. The designated OIC of the evolution shall provide all working party personnel with a thorough safety brief before and as necessary during the operation. Direct and constant supervision from a qualified and certified TL and SO is mandatory.

e. Personnel whose sole responsibility, when working in/around AE, is to conduct tests or inspections of magazine sprinkler systems, or to conduct tests or inspections of grounding, bonding, and lightning protection systems.

f. Personnel whose sole responsibility, when working in/around AE, is to use pneumatic nailers to secure dunnage to explosive conveyances, or inspect/certify the blocking and bracing of AE loaded in a ship's cargo hold/magazine/locker, railcars or trucks prior to movement.

g. Operators of handling equipment, cranes, weapons elevators and conveyors who are qualified by other means (e.g., personnel qualification standards (PQS)).

h. ESOs, provided they do not handle or physically interact with AE.

i. NOSSA representatives (COSR and Explosives Safety Inspectors), Fleet Weapons Support Team (FWST), Mobile Ordnance Training Team (MOTT), Weapons Safety Assistance Teams (WSAT), Mine Readiness Certification Inspection Teams, Shipboard Weapons Integration Teams (SWIT), Ammunition and Hazardous (AMHAZ) Material Review Board members, Ordnance Handling Safety Assistance Teams (OHSAT), INSURV weapons inspectors, and other personnel involved in review/inspection performed as part of official duties of a short term nature.

j. Aircrew personnel whose only association with explosive devices is during the use of personal survival devices and life saving equipment (e.g., pencil flares, distress signals, life rafts, etc.).

k. Guards, electricians, carpenters, and other personnel who are not regularly employed in handling AE, but may come in contact with these materials shall be thoroughly briefed regarding hazards to which they are exposed. The possible causes of fires and explosions shall be carefully explained to them.

l. Navy divers who are part of the Mobile Diving and Salvage Units (MDSU), Sea, Air, and Land (SEAL) personnel, Explosive Ordnance Disposal (EOD) personnel, and Special Warfare Command (SPECWARCOM)/Special Warfare Combatant-Craft Crewmen (SWCC) and who do not perform logistical functions of receipt, storage, segregation, issue or otherwise handle AE except as an end user.

m. Personnel who are required to handle and prepare Bird/Wildlife Aircraft Separation Hazard (BASH) non-lethal control devices, such as launchers, blanks and cartridges.

TRAINING DOCUMENTATION REQUIREMENTS

1. Purpose. To address AE handling personnel QUAL/CERT program TP, standardized training documentation, and the use of training devices and training record requirements.

2. Training. Civilians (including contractors) assigned to positions involving responsibilities for AE must have a rigorous explosives safety training program (per appendix D of reference (b) and chapter 10.2 of reference (1)). The training necessary to achieve the qualifications for certification must be formalized both for the individual requiring certification, and for the QUAL/CERT board to assess during its decision/recommendation process. Individual training and documentation will be accomplished using OPNAV 8020/4 Ammunition and Explosives On-the-Job/Informal/Professional Training Record Sheet.

a. Formal Training. Personnel can attain an understanding of the theory and hazards associated with handling AE while attending courses designed for an institutionalized forum such as classrooms where certified instructors present material, from self-paced instruction manuals and/or while learning from computer-based programs.

b. Informal Training. Training needed by an individual but has not been identified as a formal training requirement. Informal training can be documented when an individual demonstrates that he/she has performed satisfactory research and understands the subject, practice, rehearsal, and participated in question and answer periods with subject matter experts.

c. On-The-Job Training (OJT). An aggressive OJT training program must be established. OJT will ensure that personnel being trained achieve and maintain the level of expertise necessary to ensure an accident free explosives safety program.

3. Training Plan (TP). Enclosure (11) can be used to assist commands in initiating and maintaining an effective TP. Commands and individuals should attempt to use every training means available to achieve the desired level of QUAL/CERT.

a. A formal QUAL/CERT TP shall be developed and used as a guide for qualification.

b. The TYCOM or regional commander (REGCOM) will establish baseline community/class standard TPs as appropriate to achieve community consistency.

(1) The TP shall be developed and approved in writing by the activity CO.

(2) Contractor TPs shall be developed and approved in writing by CO or contractor management, as appropriate.

c. The TP, similar to the one in enclosure (11), shall include all training necessary to achieve and maintain QUAL/CERT of personnel to the required explosive devices/SOPs consistent with the missions and tasks of the command, as applicable, to include the following:

(1) A list of required training and lectures.

(2) A list of required OJT.

(3) A list of SOPs, qualification cards, or check-sheets.

(4) A list of formal schools/education.

4. Training and Training Documentation Standardization

a. Formal Training. Use formal training to the maximum extent possible. This can include schoolhouse training as well as computer-based and Web-based training such as Navy Knowledge Online or Defense Ammunition Center AMMO courses. Certificates (or copies) of formal training will be retained and included as part of the individual's training jacket. Completed formal training may also be recorded on OPNAV 8020/4.

b. Informal Training and OJT. See enclosure (6) of this instruction for definitions of certification levels. Document informal training, including OJT, using OPNAV 8020/4.

(1) The training documentation shall be a dated single line entry annotating the name of the person who observed the training. The person who observed the training must be certified to the equivalent certification level or higher with the AE for the task to be performed.

NOTE: Certification Levels Team Member (TM), Individual (I), Team Leader (TL), Quality Assurance (QA), and Safety Observer (SO) are defined in enclosure (6) of this instruction.

(2) Individuals who are currently certified and who are receiving OJT to be certified at a higher level shall be documented as "In-Training" (IT) as appropriate (i.e., I/IT, TL/IT, QA/IT, QA/SO/IT, SO/IT).

(a) TM/IT is the designation used to indicate training prior to TM certification only. Training at the TM/IT level is not authorized using live ordnance unless authorized in writing per subparagraphs 5c and 5d below.

(b) Progressive certification from one level to the next is not mandatory.

(3) When an individual is being concurrently trained as a QA and SO, certification and supporting OJT documentation shall be documented as a single entry (i.e., QA/SO/IT).

(4) Documentation on the OPNAV 8020/4 shall be by specific explosive or explosive device, or SOP, and by certification level and appropriate work task codes (WTC) for the training being performed.

(a) For the family groupings: "Cartridges," "Small Arms Ammunition," "Demolition Material," "Containerized AE," and/or "Aircraft Egress Systems," when WTC 1 and/or WTC 2 are the only WTCs used, OJT need only be documented for the family group as a whole and not by individual single line item entry.

(b) SOPs shall never be treated as "Family Groups" for purposes of QUAL/CERT, but shall be treated as separate "devices" for that purpose, and shall be listed individually on OPNAV 8020/4 and training records. Certification will be accomplished by family groups listed in enclosure (7) or discrete device names only, SOPs shall not be used as certification items on the OPNAV 8020/5.

(5) If AE is to be assembled, then all components for which OJT has been accomplished must be documented in the individual's training record. The lead item on the OPNAV 8020/4

must be the explosive/explosive device. All devices for which training has been conducted must be recorded to the right in sequential order (e.g., MK-82/E148E1/BSU-86/ or MK-83/E148E1/FMU139/BSU-85).

(a) If AE is received in an all-up-round (AUR) configuration, only the AUR needs to be documented.

(b) If an item is received as a partial AUR then the AUR and added components would be documented, (e.g., aircraft squadron loading mechanically fuzed bomb would document MK 82/M904/CCU-45).

5. Training Devices/Inert Ordnance

a. Training devices and inert ordnance shall be used as the primary means of training to achieve qualification. Inert items should be requisitioned or requested in a similar manner used to obtain live items.

b. Where a training device/inert ordnance does not exist for an explosive or explosive device requiring QUAL/CERT, a similar family type inert device is the preferred alternative.

c. In the event that no similar family type inert device is available, mock-ups, pictures, manuals, films, etc., of the explosive ordnance may be used with the written approval of the TYCOM or REGCOM, as appropriate.

d. The TYCOM or REGCOM, as appropriate, must provide written approval for the break out and use of live AE for training to achieve qualification. This written approval shall be retained as part of the individual training record for a period of 2 years.

6. Maintenance of Training Records. AE handling qualification training records shall include, at a minimum, documentation of the following and shall be maintained at the activity/command.

- a. Formal training.
- b. Informal training.
- c. OJT and PQS, when applicable.

- d. Copy of OPNAV 8020/5s from previous commands, as applicable.
- e. Copy of OPNAV 8020/5s from current command.
- f. OPNAV 5530/1.
- g. Proof of current OPNAV 8020/2 Handler/Explosive Material Handling Equipment Medical Examiner's Certificate stating date of last medical examination and signed by competent medical authority. Use of a digital signature is authorized.
- h. Copy of explosives drivers license(if applicable).
- i. Copy of material handling equipment (MHE) license (if applicable).
- j. For board members, a copy of QUAL/CERT board member designation letter. Refer to enclosure (10) for an example.
- k. Proof of current OPNAV 8020/6 Department of the Navy Explosive Operator/DOT Medical Examiner's Certificate (if applicable). Use of a digital signature is authorized.
- l. Any special TYCOM or REGCOM authorizations for use of live ordnance for the purposes of training/qualification.

QUALIFICATION AND CERTIFICATION GUIDELINES

1. QUAL/CERT Board Membership and Responsibilities

a. Board Chair. The CO is responsible for the command's QUAL/CERT program and shall act as Board Chair or Designate, in writing, a competent and functional officer (or civilian equivalent) who has both the knowledge and understanding of AE safety needed to perform and administer the duties as the QUAL/CERT board chair as guided by this instruction. A senior site manager shall perform the administrative duties of "CO" as described herein, for government contractor QUAL/CERT programs. See subparagraph 4b of the instruction letter, and paragraph 10 of this enclosure. Contractor Board Chair shall be similarly competent and functional contractor personnel.

b. Naval Reserve Units. The CO of a Reserve Command shall act as Board Chair or Designate, in writing, a competent and functional officer (or civilian equivalent), who has both the knowledge and understanding of AE safety needed to perform and administer the duties as the QUAL/CERT Board Chair as guided by this instruction.

c. Board Chair Responsibilities

(1) Oversee the command QUAL/CERT program and ensure the provisions of this instruction are carried out.

(2) Serve as the principal advisor to the CO on all matters involving the QUAL/CERT board and its actions.

(3) Be aware of all AE operations at the activity/ command and ensure involved personnel are in full compliance with this instruction.

(4) Establish and maintain a QUAL/CERT board. Ensure sufficient numbers of qualified and certified board members are maintained on board at all times. Adequate preplanning before transfer of key board member(s) will eliminate problems with non-qualified board members.

(5) Ensure members of the QUAL/CERT board review the qualifications of the candidate prior to making a determination for certification.

(a) Convene and chair an oral board, to validate the qualifications and certify/recertify the candidate.

(b) Ensure training records are closely reviewed by the QUAL/CERT board to ensure all elements of the training process have been completed.

(c) The Board Chair shall not sign as a board member.

(6) Maintain a Board Chair's notebook, with the following minimum contents (data may be maintained in electronic format):

(a) A current copy of the command's QUAL/CERT TP.

(b) Board members' designation letters.

1. A copy of past board member OPNAV 8020/5 and designation letters must be retained until the last individual's QUAL/CERT signed by the departed board member has expired.

2. A sample signature of the individual being designated is required on all board member designation letters (see enclosure (10) of this instruction).

(c) A copy of the approval for all board member waivers and initial certifications. For initial certifications, the word "Initial" shall be entered into the OPNAV 8020/5 in the board member column, and the CO shall sign in the board chair block.

(d) The original or electronic copies of all OPNAV 8020/5s, both current and past, issued by the command/activity for personnel presently assigned.

NOTE: When an individual is transferred, ensure all original OPNAV 8020/5s are removed and transferred with the individual.

d. Board Members

(1) Board members shall be in the grade of E-6 or higher, or civilian equivalent. Waivers are addressed in paragraph 9 below of this enclosure.

(2) Designated by name, in writing by the CO/OIC, by individual letter.

(3) Certified in the same AE, WTCs, and at the same certification level(s) for which they are qualifying and recommending for certification.

e. Board Member Responsibilities

(1) Observe and evaluate the skill and proficiency of personnel being considered for certification/recertification. Board member(s) must personally witness a skill and Proficiency Demonstration (PD) on a specific AE or task, by the person being considered for certification or recertification. There must be at least one board member observing for any AE task or evolution.

(2) Ensure qualification training requirements have been met prior to recommendation for certification.

(3) Review for accuracy all pertinent training documentation of personnel being nominated for certification and make recommendations to the Board Chair during the QUAL/CERT board.

(4) Monitor and submit changes, via the chain of command, to the command's TP.

(5) Inform the division officer/military supervisor or civilian supervisor, and Board Chair when personnel who are being considered for certification require additional training or experience before being certified.

f. Board Member Augmentee. In the event sufficient technical expertise in any given weapon system or process is not available from within the command, an individual from another command, who is certified to that weapon system or process,

should be brought on to augment the QUAL/CERT board. All augmentees shall be designated in writing as a board member by the receiving CO for the period necessary.

g. Board Advisor (Optional)

(1) Board advisors shall be knowledgeable personnel (e.g., ESOs, division officers/chief petty officers) who may or may not be certified.

(2) Designation/appointment letters are not required for board advisors.

2. QUAL/CERT Board Responsibilities

a. The mission of the QUAL/CERT board is to provide the CO with the primary means of ensuring adequate training and qualification of personnel assigned duties involving AE.

b. The QUAL/CERT oral board will consist of the board chair, one or more board members, and the candidate(s). There is no limit on the total number of board members who can participate on the QUAL/CERT oral board. However, a QUAL/CERT oral board will have at least one board member who is fully qualified and certified in the same AE, WTCs, and at the same certification level to which the candidate is being certified.

c. Evaluate all explosives safety related infractions, incidents, events, mishaps, and accidents that occur within their respective or like commands (e.g., ship class, type/model/series aircraft, and naval stations (air/weapons/bases). Apply lessons learned to the activity's TP, QUAL/CERT exams (oral and written) and PDs. Ensure applicable reports reflect the QUAL/CERT level of personnel involved, and whether or not decertification or revocation action has been taken, as appropriate.

d. The QUAL/CERT board shall be consulted by the CO on all issues of culpability and decertification/revocation.

3. Qualification Procedures

a. Verify the member meets the physical qualification and medical examination requirements for explosives handler and explosives vehicle operator per references (b) and (c).

b. Verify OPNAV 5530/1 is completed per reference (h).

c. Review and verify that the individual has completed required reading, received applicable lectures covering general ordnance safety training, specific device training and that the individual has adequate knowledge of ordnance safety precautions and procedures which are essential standards that will allow demonstration and subsequent certification.

d. Prior to certification/recertification, qualification shall be verified through PDs observed by a board member for each explosive/explosive device, WTC and recommended certification levels to be performed (e.g., assembly, testing, fuzing, etc.) with the specific explosive/explosive device, or similar device. In the event that training shapes or inert rounds are not available, the PD may be waived and the procedures contained in paragraph 5 of enclosure (2) are germane.

(1) Under conditions where an extended yard period prevents PDs leading to a lapse in the individual's certification, all efforts will be extended to utilize another naval activity's assistance to allow demonstrations required for certification or recertification.

(2) This would include PDs using other activity assets aboard the parent command or demonstrating proficiency at the assisting activity under parent command board member observation.

(3) Under exceptional conditions where AE is not accessible for a hands-on PD (e.g., vertical launch system, harpoon), OJT and lectures may suffice for purposes of certification/ recertification. Such personnel must have, as appropriate, additional TL or QA/SO personnel, certified for the same AE and WTCs, on site for the first performance of that evolution. Must be approved at the level of TYCOM or REGCOM, as appropriate.

e. The family groups in enclosure (7) of this instruction may be used on the OPNAV 8020/5 only when the OPNAV 8020/4 reflects specific training on all required AE within that family. This will eliminate the necessity to record every individual AE on the OPNAV 8020/5. For the family groupings: "Cartridges," "Small Arms Ammunition," "Demolition Materials," "Containerized Explosives," and/or "Aircraft Egress Systems" when WTC 1 and/or WTC 2 are the only WTCs used, OJT need only be documented for the family group as a whole and not by individual single line item entry. In order to maintain uniformity of application, inspection, and trending, only family groups listed in enclosure (7) or discrete device names will be entered in the "Explosives Family and/or Device" column of the OPNAV 8020/5.

f. Verify, by oral or written means, an understanding of applicable documentation (such as technical, assembly, and maintenance manuals), ordnance publications, SOPs, and knowledge of ordnance safety precautions and procedures.

4. Certification Procedures

a. The certification process begins with the identification of all billets requiring certification and a determination of the WTCs required of each billet, the certification levels, and the AE to be handled, per enclosures (4) through (7) of this instruction.

b. When the division officer or civilian supervisor determines that an individual is fully qualified and recommended for certification, the following steps are required:

(1) Individual's OPNAV 8020/5 is annotated with recommended certifications and forwarded to the board for review.

(2) Board members review the training record per the applicable TP to ensure adequate training on AE, WTCs, and certification levels have been properly conducted within the past year. However, proficiency can only be maintained by continuous training. Accordingly, individuals should receive/conduct required training as prescribed in enclosure (2) and document accomplished training using OPNAV 8020/4.

(3) If certification/recertification is to be granted, the individual, a board member, and the Board Chair shall sign in all appropriate blocks of the OPNAV 8020/5. The Board Chair's signature and date may be collective.

(4) Recertification, whether issued at the time of expiration or before, shall be granted only after the individual has been validated per subparagraphs 3c and 3d above by the QUAL/CERT board.

(5) Line items not requiring recertification shall be deleted by making a single line through the entire line entry. Erasures/white-out are not authorized. See figure 1. The Board Chair shall initial and date the deletion in the right hand border.

EXPLOSIVES FAMILY and/or DEVICE	CERT LEVEL/ WORK TASK	INDIVIDUAL Signature	Board Member Signature	Board Chair Signature	VALIDATION DATE	
Bombs	TL/ 1 2 3	I. M. Sailor	I. B. Watcher	I. Certify	7 August 2006	I. C 10/3/20 06
	QA(IT)SO(IT) 1 2 3	I. M. Sailor	I. B. Watcher	I. Certify	2 October 2006	
Practice	TL/ 1 2 3	I. M. Sailor	I. B. Watcher	I. Certify	7 August 2006	

Figure 1: Example of No Longer Requiring Certification

(6) In the event a mistake is made, the entire line shall be deleted by making a single line through the entire line entry and a new entry begun on an empty line below. See figure 2. The Board Chair shall initial and date the deletion in the right hand border.

EXPLOSIVES FAMILY and/or DEVICE	CERT LEVEL/ WORK TASK	INDIVIDUAL Signature	Board Member Signature	Board Chair Signature	VALIDATION DATE	
Bombs	TL/ 1 2 3	I. M. Sailor	I. B. Watcher	I. Certify	7 August 2006	I. C 10/3/20 06
Cluster Bombs	QA(IT) SO(IT) 1 2 3	I. M. Sailor	I. B. Watcher	I. Certify	2 October 2006	
Practice	TL/ 1 2 3	I. M. Sailor	I. B. Watcher	I. Certify	7 August 2006	
Cluster	QA SO/ 1 2 3	I. M. Sailor	I. B. Watcher	I. Certify	7 October 2006	

Figure 2: Example of a Mistake

(7) Certification/recertification is valid to the last day of the twelfth month after the OPNAV 8020/5 has been signed

and dated by the Board Chair. For example, if an individual is certified/recertified on 4 April, the certification will expire on 30 April of the following year.

(8) Use of OPNAV 8020/5 is mandatory. The family groups or devices may be tailored for each command, but will use the family groups cited in enclosure (7) or will use discrete device names.

c. As provided in reference (a), to ensure command integrity of the QUAL/CERT program, augmentees and personnel assigned from other commands shall be subject to the QUAL/CERT program and administrative requirements of the command to which they are assigned. For example, USMC personnel assigned to U.S. Navy activities, ashore or afloat, will be part of the local U.S. Navy QUAL/CERT program. However, USMC squadrons embarked aboard U.S. Navy ships shall be governed by the Commandant of the Marine Corps vice the CNO QUAL/CERT Program.

5. Qualification Documentation Transfers

a. The receiving command may use the qualification documentation from the transferring command provided all the following conditions are met:

(1) Certification from transferring command is current.

(2) Board review of documentation, past experience, OJT documentation, qualifications, PDs, and certifications determine that qualification is complete.

(3) Board member interview of the individual determines that certification is warranted.

(4) Individual fills out and signs the OPNAV 8020/5.

(5) Board member signs the OPNAV 8020/5.

(6) CO signs the OPNAV 8020/5 as the Board Chair.

b. Certification travels with an individual for temporary duty to any location under the following conditions:

(1) Individual presents a copy of his or her OPNAV 8020/5 to the reporting command.

(2) Acceptance of certification by the receiving command.

(3) Issuance of designation letter for board members.

c. Upon request by the ship or station CO, the CO of any embarked non-naval units (Army, Special Operations Command and Air Force), shall provide the certification and qualification sheets (reference (f), appendix D) for all individuals who will be handling conventional ordnance aboard the ship or station.

6. OJT Documentation Transfers

a. The receiving command may use the OJT documentation from the transferring commands provided all the following conditions are met:

(1) The individual's certification from the previous command accompanied the individual.

(2) The OJT records for the device and the required WTC(s) meet the requirements of the receiving command's TP.

(3) Gaining command performs a PD and generates a new OPNAV 8020/5.

b. The use of OJT documentation is limited to only those AE devices, SOPs, certification levels and WTCs to which the individual was certified from the previous command.

c. If the individual was not certified to a particular item within a family group from the previous command, the complete qualification process for that particular item, including all provisions of enclosures (2) and (3) of this instruction, must be followed.

7. Medical Standards and Physical Qualifications

Notes

The word "waiver," as used in reference (i) and this enclosure, is not a waiver or deviation from explosives safety criteria as defined in reference (b). Therefore, the criteria and procedures for requesting waivers and exemptions as defined in reference (b) are not applicable.

"Waiver of medical standards or physical qualifications" is also not to be confused with the board member waiver request, paragraph 9 of this enclosure.

This paragraph does not apply to personnel with temporary medical conditions who may be placed on light duty or limited duty for a prescribed time.

The following refers only to waiver of medical standards and physical requirements for other than explosive vehicle operators.

a. Background. Since the medical standards and physical requirements are intended to cover the full spectrum of AE handling evolutions, all physical qualification requirements may not apply to every position. Some cases may require SOPs, training, or job controls be modified to avoid or accommodate medical or physical restrictions. When there is sufficient evidence, a person, with or without reasonable accommodation, can perform the essential duties of the position without endangering the health and safety of that person or others, a waiver must be granted.

b. Scope and Authority. Personnel who have been determined by the physician, in accordance with reference (i), to be not physically qualified (NPQ) due to a permanent medical condition, may be given administrative relief, on a case-by-case basis, in the form of a waiver to the individual medical standards and/or physical qualifications leading to certification. The waiver of medical standards and physical requirements for handlers and MHE operators must be approved by the CO/OIC.

c. Origination

(1) Requests for a waiver of medical standards and physical requirements shall originate from:

(a) The applicant, when a finding of NPQ is due to a permanent medical condition possibly resulting in sudden incapacitation or increased risk of harm to self. The request shall include a statement of understanding and acceptance of the potential increased risk associated with performing the job duties for which certification is required.

(b) The immediate supervisor or the applicant, in all other cases.

(2) The waiver request must include the following information:

(a) General statement of the medical or physical condition for which a waiver is requested.

(b) A discussion of any limitations or conditions, including a provision the medical condition remains stable and/or the worker provides proof of the medical management of the condition.

(c) Results of an operational risk management analysis of the proposed waiver in accordance with reference (m), endorsed by the cognizant department head or equivalent. The analysis must include a discussion of any special circumstances, proposed administrative controls (e.g., changes to SOPs, supervisory controls, or limitations on scope of work), or other factors ensuring the worker can perform the essential duties of the position without endangering the health and safety of him/herself or others.

(d) Copy of the occupational medicine physician's waiver recommendation (NPQ medically recommended for waiver, NPQ not medically recommended for waiver).

d. Review and Approval. The QUAL/CERT board chair shall coordinate the review of all waivers of medical standards and physical requirements requests. The following personnel, at minimum, must review and approve the proposed waiver.

- (1) Immediate supervisor.
- (2) Cognizant Department Head or equivalent.
- (3) Bargaining Unit Representative (for bargaining unit civilians, as appropriate).
- (4) Occupational Medicine Physician (for review and recommendations only).
- (5) CO/OIC (final approval).

e. Documentation. The CO/OIC shall grant any waiver of medical standards or physical requirements in writing. The waiver letter must include a provision stating the worker notify the supervisor of any new or changed physical or medical conditions. The waiver letter and supporting documentation from the waiver request shall be maintained in the applicant's medical record.

f. Transfer. Transfer of waivers of medical standards and physical requirements from one command to another for purposes of permanent change of duty station is prohibited. However, the receiving CO may use the previous documentation from the transferring command for review at the gaining command.

8. Decertification and Revocation

a. The CO is responsible for decertification and revocation of individuals.

b. Revocation of certification is mandatory if:

(1) An explosive mishap is caused by gross personal negligence or carelessness.

(2) Reckless operation of equipment used to handle AE.

(3) Flagrant disregard of procedural and/or safety precautions.

(4) Behavior indicating incompetence or unreliability, including unresolved drug abuse and/or alcohol dependence.

(5) Other instances where the CO or Board Chair deem the individual to be a detriment to maintaining a safe handling environment.

c. Decertification is applicable if:

(1) An explosive mishap is caused by an individual who is subsequently determined to be NPQ due to a previously unidentified disqualifying medical condition as specified in reference (i).

(a) If the medical condition is determined to be temporary, decertification may be required until the medical condition is resolved.

(b) If the medical condition is determined to be permanent, but not causally associated with the mishap, then the individual shall be decertified pending review and approval of any request for waiver of medical standards and physical qualifications. Permanent decertification if the disqualifying condition is considered permanent and a waiver is not recommended, or the medical condition is determined to be causally associated with the mishap.

(2) The individual is determined to be NPQ in accordance with reference (i) and a waiver of medical standards or physical qualifications is not possible.

(3) Lapsed certification.

(4) Other instances where the CO or Board Chair deem the individual not to be a detriment to maintaining a safe handling environment.

d. The following are procedures for decertification. Decertification may be used as a temporary measure and may or may not lead to recertification or revocation.

(1) The OPNAV 8020/5 requires a (straight) diagonal line made in red ink, signed and dated by the member being decertified and the Board Chair.

(2) After retraining or return to physically qualified status, the member may be submitted to the QUAL/CERT Board for certification as appropriate.

(3) If member is not considered competent/proficient and capable of being retrained, assign the individual other tasks not involving AE. Revocation of certification is then required.

(4) An individual who has been decertified is eligible for retraining and recertification. A new OPNAV 8020/5 must be created for the individual and the lapsed OPNAV 8020/5 should be retained in the individual's training jacket for past performance purposes.

e. The following are procedures for revocation, which is permanent and shall not lead to recertification:

(1) Revocation of certification for cause of military personnel requires an entry in the appropriate portion of the service record, stating specific reason(s) for revocation.

(2) For government personnel, prepare a letter rescinding the previously issued certification letter/OPNAV 8020/5 and enter it in the civilian personnel jacket. Revoke the individual's certification letter/OPNAV 8020/5.

(3) For DON contracted personnel, ensure actions taken are reported to the host activity/command and REGCOM. The assigned Contracting Officer's Representative will take follow-on action to deny the affected person further authority to handle AE.

9. Guidelines for Waivers and Initial Certification of Board Members

a. Seniority Waivers. When assignment of an individual in the grade of E-6 or higher, or civilian equivalent, is not possible due to manning limitations, a waiver request shall be submitted to an approving authority (TYCOM or REGCOM as appropriate) via the Chain of Command for resolution.

b. Initial Certification. Initial certification of board members to cover new capabilities/devices shall be accomplished

after a careful review of past training and experience to identify the most qualified individual to serve in this capacity.

(1) Requests for initial certification and/or waivers shall be submitted to an approving authority (TYCOM or REGCOM as appropriate) via the chain of command. The request will include name, rank/rate/grade, explosive/explosive device, current/prior certification level/WTCs, date last certified, and justification for request. See enclosure (10) of this instruction for sample initial certification and waiver letters. If approved, the word "INITIAL" shall be entered on the OPNAV 8020/5 in the board member column, and the CO will sign and date the Board Chair's block. A copy of the approval correspondence shall be maintained in the Board Chair's notebook and the individual training record.

(2) Initial certification for newly commissioned, activated, or establishment of stations/bases/activities shall be signed by the CO. Certification shall be for all known weapons, weapon systems and weapons platform capabilities.

(3) Ships in extended yard periods, which would prevent handling and PDs such that a board member's QUAL/CERT would expire, shall make every attempt to retain certification with assistance from other Navy activities. This would include PDs with the parent command's certified board member augmentee who will observe the demonstration while aboard another activity. Where other activity assistance is not available/feasible and/or the QUAL/CERT program lapses for any other reason, the activity must obtain TYCOM or REGCOM approval for "Initial Certification". Upon approval by the TYCOM or REGCOM, initial certification shall be signed by the CO.

10. Government Contractor QUAL/CERT Requirements. DON contracting officers shall ensure government contracts requiring contractor personnel to handle or physically interact with AE at or on DON activities or contracted shipyards meet the following.

- a. Have an established explosives handling QUAL/CERT program. This program shall meet the intent of this instruction.
- b. Be documented and company approved.

c. Have a single company appointed QUAL/CERT board chair, and similarly designated board members. The chair and board members will have adequate experience in handling the same AE which will be handled by their personnel. These appointments shall be documented.

d. Have a documented TP.

e. Have standard forms to document medical fitness, training, qualification, and certification of each employee, who handles or interacts with AE.

f. Apply QUAL/CERT contract requirements for subcontractors performing AE activities at Navy locations.

g. Government contractors providing direct support (i.e., contractor personnel performing tasks with Navy personnel) at naval activities/commands may be in the government's QUAL/CERT program.

h. Refer to and incorporate Defense Federal Acquisition Regulation Supplement (DFARS) clauses:

(1) DFARS 252.223-7002, Safety Precautions for Ammunition and Explosives.

(2) DFARS 252.223-7003, Change in Place of Performance.

i. Include clauses in the government contract that require:

(1) "The contractor, who will be performing services involving ammunition and explosive materiel on behalf of the government, shall have an established explosives handling personnel qualification and certification program."

(2) "All government contractor personnel, performing AE tasks under the scope of the contract, shall be included in the contractor's or the government's QUAL/CERT program."

j. Contracts that have been awarded prior to the publication of this instruction invoking personnel be qualified and certified prior to handling AE material need not be modified. Existing guidance and language contained in those

OPNAVINST 8023.24B
16 Mar 2010

contracts for requiring explosives handling will remain in force. However, any contract modification will require adherence of mandatory clauses stated in subparagraph 10i above.

WORK TASK CODES

1. The following standardizes the use and definition of each applicable WTC. Refer to enclosure (5) of this instruction for WTC applicable to family groups for specific commands.

a. WTC 1 Handling. The physical act of breaking out, unpacking, inspecting, counting (inventory control), lifting, transporting, repositioning, or packaging of AE by hand or with the use of powered/pneumatic equipment. Does not include explosives drivers qualified in accordance with reference (n).

b. WTC 2 Storage/Stowage. Physical act of stowing explosive/explosive devices in designated and approved locations, such as holding areas, explosive magazines, and ready service lockers. This includes the physical act of inspecting magazines and ready service lockers for improperly secured storage/stowage, unsatisfactory packaging, compatibility, abnormality of protective sprinkler and alarm systems, unusual odors/fumes, and other abnormal conditions, to include appropriate maintenance requirement cards (MRC).

c. WTC 3 Assembly/Disassembly. The physical act of mating/unmating components to or from an AUR configuration. This WTC is used when assembly/disassembly is authorized in applicable weapons assembly manuals, technical manuals, SOPs, and checklists.

d. WTC 4 Load/Download. The physical act of mating an AUR with its launching device to include racks/launchers, fixed gun systems, automatic loading systems, torpedo tubes, etc., from which delivery/initiation can be accomplished. Also includes the installation/removal of cartridge activated devices (CAD) used as part of the weapon release system. The process includes all operations incidental to aircraft loading, clearing, downloading included in those portions of the governing technical manuals, SOPs, checklists, and MRCs.

e. WTC 5 Arm/De-Arm. Applies to those procedures contained in the arm/de-arm section of the applicable governing technical manuals, checklists, and MRC that places an explosive/explosive device or system in an armed or safe condition.

f. WTC 6 Install/Remove. Physical act of installing/removing explosive devices, such as aircraft egress systems, cable cutters, fire extinguisher cartridges and non-aircraft support cartridges/cartridge actuated devices.

g. WTC 7 Testing. Physical act of conducting a test on components. Built-in-test (BIT), programming, reprogramming, and presetting are included in this WTC.

16 Mar 2010

RECOMMENDED WORK TASK CODES

Table 1: U.S. NAVY AIR FORCES COMMANDS

FAMILY GROUPS	AIR SQUADRON WTCs	NAWMU WTCs	CVN WTCs	NOTES
1. BOMBS	1 4 (3)	1 2 (3)	1 2 3	a b
2. PRECISION GUIDED MUNITIONS (PGM)	1 4 (3)	1 2 7 (3)	1 2 3(7)	a b f
3. CLUSTER BOMBS	1 4	1 2 3	1 2 3	b g
4. MINES	1 4		1 2 3 (7)	a b
5. PRACTICE BOMBS	1 2 3 4		1 2 3	b
6. EXPENDABLE COUNTERMEASURES	1 2 3 4		1 2 (3)	a b
7. PYROTECHNICS	1 2 4		1 2	b
8. CARTRIDGES	1 2 4 6		1 2 4	b c
9. ROCKETS	1 3 4 5		1 2	a b
10. PARAFLARES	1 2 3 4 5		1 2 3	a b d
11. DEMOLITION MATERIAL	N/A	N/A	1 2	c
12. SMALL ARMS AMMUNITION	1 (2) 4	1 (2)	1 2 4	a b c
13. FIXED GUN AMMUNITION	1 4 5		1 2 4	b e
14. TORPEDOES	1 4 7	1 3 7	1 2 3 (7)	a b
15. TARGETS	1 4 5 (7)		N/A	a b
16. AIRCRAFT EGRESS SYSTEMS	1 2 6		1 2 6	c
17. SONOBUOY/SUS	1 2 4		1 2	b
18. SURFACE MISSILES	N/A	1 2 3 7	1 2 4 5	e f
19. AIR MISSILES	1 3 4 5	1 2 3 7	1 2 3 (7)	a b c f
21. TALD/ITALD	1 4 (7)	1 2 3 (7)	1 2 3 7	a b
22. FIRE BOMBS	1 4		N/A	b

16 Mar 2010

FAMILY GROUPS	AIR SQUADRON WTCs	NAWMU WTCs	CVN WTCs	NOTES
23. CONTAINERIZED EXPLOSIVES	N/A	1 2 3 7	1 2	
25. GRENADES	(1 2)		1 2	a b
Acronyms: ITALD - Improved Tactical Air Launched Decoy; NAWMU - Naval Airborne Weapons Maintenance Unit; CV - Multi Purpose Aircraft Carrier; CVN - Multi Purpose Aircraft Carrier (Nuclear Powered); SUS - Signal, Underwater Sound; TALD - Tactical Air Launched Decoy				

Notes:

a. WTCs listed in parentheses must be judiciously applied for certification and training documentation purposes as specifically required to support unique requirements (e.g., for squadrons WTC 3 assembly/disassembly, for shore stations WTC 4 load/download and WTC 5 arm/de-arm).

b. Not all WTCs listed will universally apply to specific devices for OJT/training documentation purposes (e.g., WTC 5 arm/de-arm in a family group does not apply to AGM-84 Harpoon in the air missile family group, WTC 3 for squadrons may only apply to MK-76/BDU-48/MK-106 and may not apply to MK-80 series inerts/BDU-45 in practice bombs family group).

c. For the family groupings: "Cartridges," "Small Arms Ammunition," "Demolition Material," and/or "Aircraft Egress Systems" when WTC 1 and/or WTC 2 are the only WTCs used, OJT need only be documented for the family group as a whole and not by individual single line item entry.

d. WTC 5 only applies to SUU-25.

e. Includes WTCs applicable to the systems the explosive device is associated with (for example, M61 gun/close-in weapon system (CIWS)).

f. WTC 3 normally applies only to Naval Airborne Weapons Maintenance Unit (NAWMU) ONE. This WTC is also applicable during evolutions (weapon assembly manual procedures) requiring an air missile to be loaded onto a launcher prior to actual aircraft loading (e.g., AGM-65 with a rocket launcher LAU-117 or an AGM-88 with a LAU-118).

g. WTC 3 required for leaflet bombs.

Table 2: U.S. NAVY SURFACE FORCE COMMANDS

FAMILY GROUPS	CG/DDG WTCs	FFG/LCS WTCs	PC WTCs	LHA/LHD WTCs	LPD WTCs	LSD/LCC WTCs	MCM WTCs	NOTES
1. BOMBS				1 2 3				a
2. PRECISION GUIDED MUNITIONS (PGM)				1 2 3 7				a
3. CLUSTER BOMBS				1 2				a
4. MINES				1 2	1 2			a
5. PRACTICE BOMBS				1 2 3				a
6. EXPENDABLE COUNTERMEASURES	1 2 4 7	1 2 4 7		1 2 4	1 2 4	1 2 4 7	1 2 6	a f
7. PYROTECHNICS	1 2	1 2	1 2	1 2	1 2	1 2	1 2	a
8. CARTRIDGES	1 2	1 2		1 2	1 2	1 2	1 2 6	a d
9. ROCKETS				1 2 3	1 2			a
10. PARAFLARES				1 2 3				a c
11. DEMOLITION MATERIAL				1 2	1 2	1 2	1 2	a
12. SMALL ARMS AMMUNITION	1 2	1 2	1 2	1 2	1 2	1 2	1 2	a b
13. FIXED GUN AMMUNITION	1 2 4	1 2 4	1 2 4	1 2 4	1 2 4	1 2 4		a b d
14. TORPEDES	1 2 4 7	1 2 4 7						a
16. AIRCRAFT EGRESS SYSTEMS				1 2				a
17. SONOBUOY/SUS	1 2	1 2		1 2				a
18. SURFACE MISSILES	1 2 4 5 7			1 2 4	1 2 4	1 2		a g
19. AIR MISSILES	1 2	1 2		1 2 3 7	1 2			a e
24. LFORM				1 2	1 2	1 2		a
25. GRENADES	1 2	1 2	1 2	1 2	1 2	1 2	1 2	a
27. Propelling Charges	1 2							a
28. Projectile (separate loading)	1 2							a

16 Mar 2010

Acronyms: CG - Guided Missile Cruiser; DDG - Guided Missile Destroyer; FFG - Guided Missile Frigate; LCC - Amphibious Command Ship; LFORM - Landing Force Operational Reserve Material; LHA - Amphibious Assault Ship (General Purpose); LHD - Amphibious Assault Ship (Multipurpose); LPD - Amphibious Transport Dock; LSD - Landing Ship, Dock; MCM - Mine Countermeasures Mine; PC - Patrol Craft
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Notes:

a. Not all the WTCs listed will universally apply to the specific devices for OJT/training documentation purposes (e.g., WTC 3 does not apply to installing signal cartridges in MK-76/BDU-48/MK-106 practice bombs family group, but does apply to evolutions prescribed by a weapon assembly manual that requires an air missile to be mated with a launcher prior to actual aircraft loading such as an AGM-65 with a LAU-117).

b. For the family groupings: "Cartridges," "Small Arms Ammunition," "Demolition Material" and/or "Aircraft Egress Systems" when WTC I and/or WTC 2 are the only WTCs used, OJT need only be documented for the family group as a whole and not by individual single line item entry.

c. WTC 5 only applies to SUU-25.

d. Includes WTCs applicable to the systems the explosive device is associated with (for example M61 gun/CIWS).

e. WTC 3 normally applies only to NAWMU ONE.

f. WTC 7 applies to NULKA Launcher.

g. WTC 5 applies to the local safe/enable switch at the launcher (e.g., canister safe/enable switch (CSES)) and not the remote panel safe/arm switch.

Table 3: U.S. NAVY SUBMARINE FORCES

FAMILY GROUP	SUBMARINE WTCs	TENDER (AS) WTCs	SWF WTCs
4. MINES	1 2 3 4 7	1 2	N/A
6. EXPENDABLE COUNTER MEASURES	1 2 4	ALL	1 4
7. PYROTECHNICS	1 2 4	1 2	1 2
9. ROCKETS	1 3	1 2	N/A
11. DEMOLITION MATERIAL	1 3	1 2	1 2
12. SMALL ARMS AMMUNITION	1 2	1 2 4	1 2
14. TORPEDOES	1 2 3 4 7	1 2 3	1 2 4
17. SONOBUOY/SUS	N/A	N/A	1 2
20. SUB SURFACE MISSILES	1 2 3 4 7	1 2 3 4 7	1 2 3 4 7
23. CONTAINERIZED EXPLOSIVES	1 2	1 2	1 2
25. GRENADES	N/A	1 2	1 2

Notes:

a. Not all the WTCs listed will universally apply to the specific devices for OJT/training documentation purposes.

Table 4: U.S. MILITARY SEALIFT COMMAND

FAMILY GROUPS	SHIPS WTCs	NOTES
1. BOMBS	1 2	
2. PRECISION GUIDED MUNITIONS (PGM)	1 2	
3. CLUSTER BOMBS	1 2	
4. MINES	1 2	
5. PRACTICE BOMBS	1 2	
6. EXPENDABLE COUNTERMEASURES	1 2	
7. PYROTECHNICS	1 2	
8. CARTRIDGES	1 2 5 6	a b
9. ROCKETS	1 2	
10. PARAFLARES	1 2	
11. DEMOLITION MATERIAL	1 2	b
12. SMALL ARMS AMMUNITION	1 2	b
13. FIXED GUN AMMUNITION	1 2	
14. TORPEDOES	1 2	
15. TARGETS	1 2	
16. AIRCRAFT EGRESS SYSTEM	1 2	
17. SONOBUOY/SUS	1 2	
18. SURFACE MISSILES	1 2	
19. AIR MISSILES	1 2	
21. TALD/ITALD	1 2	
22. FIRE BOMBS	1 2	
23. CONTAINERIZED EXPLOSIVES	1 2	c
24. LFORM	1 2	
25. GRENADES	1 2	
Acronyms: ITALD - Improved Tactical Air Launched Decoy; LFORM - Landing Force Operational Reserve Material; PGM - Precision Guided Munitions; SUS - Signal, Underwater Sound; TALD - Tactical Air Launched Decoy		

Notes:

a. Usually only applies to the underway replenishment (UNREP) explosive wire pole cutter operator.

b. For the family groupings: "Cartridges," "Small Arms Ammunition," and "Demolition Material" when WTC 1 and/or WTC 2 are the only WTCs used, OJT need only be documented for the family group as a whole and not by individual single line item entry.

c. The vast majority of Military Sealift Command material is handled under the family group containerized explosives.

16 Mar 2010

Table 5: U.S. NAVY SHORE COMMANDS

FAMILY GROUPS	SHORE STATION AND TRAINING COMMAND ^g WTCs	NOTES
1. BOMBS	1 2 3 (4)	a b
2. PRECISION GUIDED MUNITIONS (PGM)	1 2 3 (4 7)	a b
3. CLUSTER BOMBS	1 2 (3)(4)	a b i
4. MINES	1 2 (3) (4) (7)	a b
5. PRACTICE BOMBS	1 2 3 (4)	a b
6. EXPENDABLE COUNTERMEASURES	1 2 (3 4)	a b
7. PYROTECHNICS	1 2 (4)	a b
8. CARTRIDGES	1 2 (4 6)	a b c
9. ROCKETS	1 2 3 (4 5)	a b
10. PARAFLARES	1 2 3 (4 5)	a b d
11. DEMOLITION MATERIAL	1 2	c
12. SMALL ARMS AMMUNITION	1 2 4	b c
13. FIXED GUN AMMUNITION	1 2 (4 5)	a b e
14. TORPEDOES	1 2 3 (4) 7	a b
15. TARGETS	1 2 3 (4 5 7)	a b
16. AIRCRAFT EGRESS SYSTEM	1 2 6	c
17. SONOBUOY/SUS	1 2 (4)	a b
18. SURFACE MISSILES	1 2	f
19. AIR MISSILES	1 2 (3 4 5 7)	a b f
20. SUB SURFACE MISSILES	1 2 3 4 6 7	h
21. TALD/ITALD	1 2 (4 7)	a b
22. FIRE BOMBS	(1 2 3)	a b
23. CONTAINERIZED EXPLOSIVES	1 2	
24. LFORM	1 2	b
25. GRENADES	1 2	b
26. EXPLOSIVE MATERIAL (CONTRACTORS AND RDT&E)	1 2 (3) 6 (7)	a b
27. PROPELLING CHARGES	1 2	b
28. PROJECTILE (SEPARATE-LOADING)	1 2	b
Acronyms: ITALD - Improved Tactical Air Launched Decoy; LFORM - Landing Force Operational Reserve Material; PGM - Precision Guided Munitions; RDT&E - Research, Development, Test and Evaluation; SUS - Signal, Underwater Sound; TALD - Tactical Air Launched Decoy		

Notes:

a. WTCs listed in parentheses must be judiciously applied for certification and training documentation purposes as specifically required to support unique requirements (e.g., for aircraft squadrons WTC 4 load/download and WTC 5 arm/de-arm) and WTC 3 and 7 for mines.

b. Not all the WTCs listed will universally apply to the specific devices for OJT/training documentation purposes (e.g., WTC 5 arm/de-arm in a family group does not apply to AGM-84 Harpoon in the air missile family group).

c. For the family groupings: "Cartridges," "Small Arms Ammunition," "Demolition Material," and/or "Aircraft Egress Systems" when WTC 1 and/or WTC 2 are the only WTCs used, OJT need only be documented for the family group as a whole and not by individual single line item entry.

d. WTC 5 only applies to SUU-25.

e. Includes WTCs applicable to the systems the explosive device is associated with (for example, M61 gun/CIWS).

f. WTC 3 normally applies only to naval weapons stations.

g. Training commands should be judicious in using the available WTCs for each of the weapon family groups. Individuals attending schools and while under appropriate supervision will have their training forms identified and documented using the "IT" along with an authorized certification level.

h. WTCs are associated and applicable to operations involving conventional Tomahawk missiles.

i. WTC 3 required for leaflet bombs.

QUALIFICATION STANDARDS AND CERTIFICATION LEVELS

The following certification levels are universally applicable.

1. IN TRAINING (IT)

a. Used to document a process by which the individual is learning how to perform the associated certification level.

b. Direct supervision is mandatory. An IT can only perform the function to which he/she is being qualified to do while under supervision of an individual who is qualified and certified to that level.

2. TEAM MEMBER (TM)

a. Aware of basic safety precautions for the task and AE concerned, has received either formal or informal training and/or OJT, and has been recommended by immediate supervisor.

b. TM performs only under direct supervision of a TL.

3. INDIVIDUAL (I). Same as TM found in subparagraph 2a above with the following additions.

a. Has sufficient knowledge and has demonstrated the proficiency to be entrusted with performing the work task alone in safe and reliable operations.

b. Capable of interpreting the requirements of applicable checklists, assembly/operating and technical manuals, and SOPs.

c. QA oversight is required when applicable (e.g., a checklist step that requires a QA witness for validation of a step/procedure being performed by the individual).

4. TEAM LEADER (TL). Same as "TM" and "I" above with the following addition: Has sufficient knowledge and has demonstrated the proficiency to direct others in performing the work task safely and reliably.

5. QUALITY ASSURANCE (QA)

a. Same as TL with the following additions.

(1) Must have detailed knowledge to manage applicable AE to include those personnel designated to determine AE material condition.

(2) Must be able to determine that the necessary work task procedures have been completed using applicable directives.

b. This definition of QA personnel for purposes of explosives safety QUAL/CERT is not the same as "Quality Assurance Personnel" in the Naval Aviation Maintenance Program.

6. SAFETY OBSERVER (SO)

a. Must have sufficient knowledge and experience of applicable safety procedures, functioning of safety devices, and working knowledge of work task procedures to determine subsequent reaction when safety procedures or devices are not properly used. This certification also applies to personnel performing the duties of designated pier or wharf SOs.

b. An SO is defined as the person responsible for safety assurance at each individual handling evolution location. The Pier Safety Loading Officer, who is the individual assigned with overall responsibility for safety across the entire pier, does not fall under this definition and is not required to be certified by this instruction.

c. Not restricted to the most senior within a unit. A junior who possesses the foregoing standards and demonstrates maturity may be certified.

d. ONLY TM, I, TL, and QA are interrelated -- SO stands alone.

NOTE: Progressive certification from one level to the next is not mandatory.

FAMILY GROUPS OF EXPLOSIVES/EXPLOSIVE DEVICES

1. Bombs. All explosive bomb bodies, boosters, fins, nose plugs, fuzes, and arming wires including mine countermeasures destructors.
2. Precision Guided Munitions (PGM). Weapons that have a means of guiding while in flight to an intended target. The weapon can be rocket assisted, propelled (e.g., gun ammunition) or dropped as a free fall weapon.
3. Cluster Bombs. Airborne weapons that contain a number of sub munitions capable of being dispersed while free falling to the earth. Examples include anti-personnel anti-materiel (APAM), Rockeye, and Gator. Also includes leaflet bombs, when applicable.
4. Mines. Service and drill mines (includes Special Operations Forces (SOF) mines).
5. Practice Bombs. Laser guided training round (LGTR), MK-76, BDU-48, BDU-45/MK 80 series inert bombs with electric tail fuze or MK-89 spotting adapter and signal cartridge.
6. Expendable Countermeasures. Air-Launched Rapid Bloom Off-Board Chaff (AIRBOC), Super Rapid Blooming Off-Board Chaff (SRBOC), NULKA, decoy flares, chaff and transponders, ALE dispenser block and submarine launched countermeasure devices to include build-up/breakdown, and installation/removal as appropriate.
7. Pyrotechnics. All signaling and marking devices not included in expendable counter-measures and paraflare families.
8. Cartridges. Complete assembly consisting of an initiator and a pressure producing propellant in a suitable case. An impulse cartridge has no projectile. May be electrically or mechanically fired.
9. Rockets. Jet assist take off (JATO), rocket assist take off (RATO), 5.0 and 2.75 inch motors, warheads and fuzes; Smokey Sam and Omega; LAU 10, 61 and 68 series when loaded; anti-tank/4 84 millimeter (mm) rockets, and 66mm high explosive (HE).

10. Paraflares. All MK-45 and LUU-2 and LUU-19 flares and the SUU-25 dispenser when loaded.
11. Demolition Material. All explosive devices covered in NAVSEA SW060-AA-MMA-010, as applicable.
12. Small Arms Ammunition. Ammunition, without projectiles that contain explosives (other than tracers), that is .50 caliber or smaller, or for shotguns.
13. Fixed Gun Ammunition. 20mm and above including saluting charges.
14. Torpedoes. All warshot and exercise torpedoes.
15. Targets. All aerial targets.
16. Aircraft Egress Systems. All aircrew escape devices, associated cartridges, propulsion actuated devices (PADS) and shielded mild detonating cord.
17. Sonobuoy/SUS. All explosive sonobuoys and SUS.
18. Surface Missiles. All surface launched missiles to include vertical launch antisubmarine rocket (ASROC) (VLA).
19. Air Missiles. All air launched missiles.
20. Sub Surface Missiles. All submarine launched missiles.
21. Tactical Air Launched Decoy (TALD)/Improved TALD (ITALD). Includes active, passive and radio frequency versions.
22. Fire Bombs. All fire bombs and associated initiators, fuzes, and igniters.
23. Containerized Explosives. Applies to the stowage/storage and handling (WTCs 1 and 2) of bulk, containerized or palletized explosives including items in a transshipment status.
24. Landing Force Operational Reserve Material (LFORM). Applies to the stowage, storage, and handling (WTCs 1 and 2) of AE materiel not used to support the ship's or activity's normal mission.

25. Grenades. All grenades (inert, practice, smoke, incendiary, fragmentation, riot control, etc.).
26. Explosive Material. Refers to any energetic material which is not enclosed in a munition.
27. Propelling Charges. Items used to expel a projectile out and away from a tube firing device (i.e., gun barrel). Upon initiation, a propelling charge will deflagrate, explode, or detonate.
28. Projectile (separate loading). Ammunition in which the projectile and charge are loaded into a gun separately.

Notes

As new devices are entered into the fleet, a new single line entry on the OPNAV 8020/5 for the device is adequate. Upon generation of a new OPNAV 8020/5, the single line may be removed and the new device added as a family entry.

For those activities/commands training to SOPs, each SOP shall be treated as a separate "device", and shall be listed individually on the OPNAV 8020/4 and training records. Where activities previously certified to SOPs, OPNAV 8020/5s can be created to individually list the family groups which the SOPs previously covered (one family group per line) without additional board deliberation/review and approved by the board chair. OPNAV 8020/5s which listed SOPs will be placed in the previous QUAL/CERT (non-current) section of the training record.

DEFINITIONS APPLICABLE TO QUALIFICATION AND CERTIFICATION

1. Ammunition and Explosives (AE). All items of ammunition; propellants, liquid and solid, high explosives; guided missiles; warheads; devices; pyrotechnics; chemical agents; their components, and associated substances, presenting real or potential hazards to life and property.

2. Certification. A formal documented declaration by the CO, or their designated representative, that an individual, by virtue of management review, has met all of the qualification requirements established to perform a specific task on specific AE.

3. Civilian Equivalent. An individual who has been actively involved with the handling of AE and has acquired, through experience and training, the skills, knowledge and understanding needed to exercise sound and rational judgment expected of the task being performed. To become a board member, the person must have a minimum of 4 years of experience and to become a Board Chair, a minimum of 6 years of experience.

4. Collective Signature. A diagonal line crossing multiple horizontal lines with a single signature and date affixed to the top of the diagonal.

5. CO Signature. Signature of the CO, or master (Military Sealift Command only). Includes any person filling this billet in a civilian capacity. CO signature shall not be delegated.

6. (e.g.). For the purpose of this instruction, "e.g." indicates the following items are "for example."

7. Energetic Material. The component of, or an item of ammunition which is inherently designed to produce the necessary energy required for ignition, propulsion, detonation, fire or smoke, thus enabling the item to function. Also, a material (corrosive, oxidizer, etc.) which inherently is dangerous and capable of serious damage and which, therefore, requires regulated handling to avoid creating accidents in connection with its existence and use.

8. Explosives Driver. A driver of a motorized vehicle who has a valid U.S. Government Motor Vehicle operator's identification

card, with the "EXPLOSIVES DRIVER" endorsement. Possesses a valid OPNAV 8020/6 and is trained to operate and inspect for safety and security of both the motor vehicle and the explosives/explosive devices being transported in accordance with reference (n).

9. Explosive Material. A material, not encased in a munition, capable, by chemical reaction, of producing gas at such a temperature, pressure and rate as to be capable of causing damage to the surroundings. Includes explosives, propellants and pyrotechnics.

10. Explosives Safety Officer (ESO). An individual, designated by the activity's commander, CO or OIC, who will serve as the activity's single point of contact for all AE safety matters.

11. Family Groups. AE with similar characteristics.

12. Formal Training. Structured training, including schoolhouse training provided by Naval Education and Training Command (NETC), as well as computer-based and Web-based training, such as Navy Knowledge Online or NOSSA AMMO courses.

13. (i.e.). For the purpose of this instruction, "i.e." indicates the following items are totally inclusive.

14. In-training (IT). Used to document training for upgrading to a higher certification level, per enclosure (6) of this instruction. TM/IT is used to show training prior to TM certification only.

15. Informal Training. Locally developed training listed in the TP, including lectures, mock-ups, pictures, manuals, and films.

16. ISIC. Immediate superior in command.

17. Major Claimant. A command (Flag Officer) having the expressed and implied authority for enacting policy and procedural decisions over subordinate activities. A major claimant also has the responsibility to resource a subordinate activity when required to comply with own or higher issued orders, instructions, regulations and directives. As applicable to this instruction, the major claimants are CNO; Commander,

U.S. Fleet Forces Command, Commander, Pacific Fleet Forces; Commander, U.S. Naval Forces Europe; Commander, U.S. Naval Forces Central Command; Commander, Naval Reserve Force; Commander, Operational Test and Evaluation Force; Commander, Naval Air Systems Command; Commander, Naval Sea Systems Command; Commander, Navy Installations Command; and Director, Strategic Systems Programs.

18. "may", "can", or "should". Refer to advisory requirements which are not mandatory.

19. On-the-Job Training (OJT). Training in the performance of a task or duty. All training other than formal or informal training. OJT may include elements, such as weapons familiarization and walk through, and may or may not include actual handling. Lectures do not constitute OJT.

20. Personnel Qualification Standards (PQS). A written compilation of knowledge and skills, derived from a task analysis, required to maintain a specific equipment or system or qualify for a designated assignment.

21. Powered Mobile Handling Equipment. Includes short airfield tactical support (SATS) loaders, forklift trucks, and electric pallet trucks.

22. Powered non-Mobile Handling Equipment. Includes underway replenishment hoists and winches, hook and rail-type hoists, ship's cranes, floating cranes, weapon elevators, and package conveyors.

23. Proficiency Demonstration (PD). Performance of a task before a QUAL/CERT board member for the purpose of evaluating performance of personnel being qualified for specific work.

24. Qualification. A documented list of requirements an individual must satisfy prior to being certified. Includes testing, formal classes, licenses, documented OJT and experience, PQS, demonstrated task proficiency, and physical and medical examination.

25. Regional Commander (REGCOM). The activity assigned as regional coordinator for base operating support (BOS) resources for shore-based naval personnel and shore activities under installation claimant consolidation.

26. Research, Development, Test, and Evaluation (RDT&E) of Energetic Materials. As depicted in appendix G, paragraph G-1 of reference (b), "an interdisciplinary endeavor requiring innovative technical professionals to explore ideas, create new energetic materials, make scientific discoveries, describe fundamental principals, understand and validate new theories, test and evaluate new designs, and provide new products." Typically includes e.g., chemical synthesis, preparation of formulations, chemical analysis, chemical and/or physical characterization, laboratory testing, pilot plant, low rate initial production or below, firing chamber or bombproof testing, and field testing.

27. "shall," "will," or "must". Refer to mandatory requirements, unless specifically waived or exempted by the CNO.

28. Standard Operating Procedure (SOP). The required document provides detailed, written procedures (step-by-step instructions) for conducting safe processing of AE.

29. Type Command (TYCOM). A command (Flag Officer) having the expressed and implied authority for enacting policy and procedural decisions over subordinate activities. A TYCOM also has the responsibility to resource a subordinate activity when required to comply with own or higher issued orders, instructions, regulations and directives. The TYCOMs germane to this instruction are: Commander, Naval Air Forces; Commander, Naval Air Force, Atlantic; Commander, Naval Surface Forces; Commander, Naval Surface Force, Atlantic; Commander, Submarine Force, Pacific; Commander, Naval Expeditionary Combat Command; and Commander, Naval Special Warfare Command.

QUALIFICATION AND CERTIFICATION SELF-ASSESSMENT GUIDE

This guide is a tool and provides a basic listing of items to self-assess and monitor requirements for the QUAL/CERT program. It is not to be considered all-inclusive of program requirements for each command.

YES/NO	QUAL/CERT SELF-ASSESSMENT GUIDE	REFERENCE
QUAL/CERT DESIGNATIONS		
	Has the CO delegated and designated in writing a Board Chair for the QUAL/CERT board?	Encl. (3) subpara. 1a
	Is the designated Board Chair, if not the CO, delegated in writing to a competent and functional officer (or civilian equivalent)?	Encl. (3) subpara. 1a
	Are the certification board members designated by name and in writing by the CO?	Encl. (3) subpara. 1d(2)
Does the board chair's notebook contain the following?		
	A current copy of the command's QUAL/CERT TP.	Encl. (3) subpara. 1c(6)(a)
	Past board member designation letters, retained until the last individual's OPNAV 8020/5 signed by the departed board member has expired.	Encl. (3) subpara. 1c(6)(b)
	A copy of the approval for all waivers and initial certifications.	Encl. (3) subpara. 1c(6)(c)
	All original OPNAV 8020/5, both current and past, issued by the command for personnel presently assigned.	Encl. (3) subpara. 1c(6)(d)

YES/NO	QUAL/CERT SELF ASSESSMENT GUIDE	REFERENCE
QUAL/CERT BOARD MEMBERS		
	Are members of the QUAL/CERT Board of the grade of E-6 or higher, or civilian equivalent?	Encl. (3) subpara. 1d(1)
TRAINING RECORDS		
	Do the records reflect training to substantiate certification per the command's TP?	Encl. (2), subparas. 3a, 3c(1) through (4)
	Are board members certified in the same explosive/explosive device, WTCs and certification level for which they are qualifying personnel and recommending for certification?	Encl. (3), subpara. 1d(3)
QUAL/CERT TRAINING RECORDS		
	Do the records reflect training to substantiate certification per the command's TP?	Encl. (2), subparas. 3a, 3c(1) through (4)
	If AE is to be assembled, are all components for which OJT has been accomplished documented in the individual's record?	Encl. (2), subpara. 4b(5)
QUAL/CERT DOCUMENTATION		
	Have board members ensured adequate training on AE has been conducted by WTCs and certification levels?	Encl. (3), subpara. 4b(2)
	Did the Board Chair sign the OPNAV 8020/5 as the certifying official?	Encl. (3), subpara. 4b(3)
	Is the date of the certification/recertification valid within 1 year?	Encl. (3), subpara. 4b(7)

YES/NO	QUAL/CERT SELF ASSESSMENT GUIDE	REFERENCE
QUAL/CERT BOARD MEMBERS		
	Are deletions of single line entries being made correctly on OPNAV 8020/5?	Encl. (3), subpara. 4b(5)
	Are corrections of single line entries being made correctly on OPNAV 8020/5s?	Encl. (3), subpara. 4b(6)

OPNAVINST 8023.24B
16 Mar 2010

QUALIFICATION AND CERTIFICATION MEMO FORMAT SAMPLES

SAMPLE BOARD MEMBER DESIGNATION LETTER
(Per subparagraph 1c(6)(b)2 of enclosure (3))

8023
Ser /
DATE

From: Commanding Officer, USS ANYWHERE
To: RATE/RANK/POSITION NAME OF INDIVIDUAL
Subj: EXPLOSIVE ORDNANCE QUALIFICATION/CERTIFICATION BOARD
CHAIR/MEMBER DESIGNATION
Ref: (a) OPNAVINST 8023.24B

1. In accordance with reference (a), you are hereby designated as [Board Chair] or [Board Member] for the command's Qualification/Certification Board. As required, you shall familiarize yourself with the provisions of reference (a) while carrying out your responsibilities.
2. This designation shall remain in effect until transfer, decertification, or certification revocation.

SAMPLE SIGNATURE: _____

//S//

I. M. INCHARGE

Copy to:
Board Chair

Enclosure (10)

SAMPLE INITIAL BOARD MEMBER CERTIFICATION REQUEST
(Per subparagraph 9b of enclosure (3))

8023
Ser /
Date

From: Commanding Officer, XXXXXXXXXXXXXXXXXXXXXXXX
To: Commander, (TYCOM or REGCOM) (Code XXXX)

Subj: INITIAL BOARD MEMBER CERTIFICATION REQUEST

Ref: (a) OPNAVINST 8023.24B

1. Per reference (a), request (TYCOM or REGCOM) approval for INITIAL Ordnance Certification for the following Ordnance Certification Board Members:

2. NAME: AO1(AW) ORDY R. ORDWELL

EXPL DEVICE	CURRENT CERT LVL	PREVIOUS CERT LVL	WTC	CURRENT CERT DATE
ITALD	QA/SO	NONE	1, 2, 7	DD/MMM/YY
AIM-9X	QA/SO	NONE	1, 2, 7	DD/MMM/YY

3. NAME: AO1(AW) JOHN SMITH

EXPL DEVICE	CURRENT CERT LVL	PREVIOUS CERT LVL	WTC	CURRENT CERT DATE
ITALD	QA/SO	NONE	1, 2, 7	DD/MMM/YY
AIM-9X	QA/SO	NONE	1, 2, 7	DD/MMM/YY

4. Request initial certification for ITALD and AIM-9X as new capabilities for XXXXXXXX.

//S//
I. Y. AOYAS
CDR USN

Copy to:
FLT COMMANDER (Code)
TYCOM (Code)
Board Chair

SAMPLE WAIVER REQUEST

(Per enclosure (3) of this instruction, subparagraph 9a)

8023
Ser /
Date

From: Commanding Officer, XXXXXXXXXXXX
To: Commander, Naval (TYCOM or REGCOM) (Code xxxx)
Subj: ORDNANCE CERTIFICATION BOARD MEMBER WAIVER REQUEST ICO
GMG2 JOHN L. DOE, USN
Ref: (a) OPNAVINST 8023.24B

1. Request (TYCOM or REGCOM) approval of subject Ordnance Certification Board Member waiver. This command has exhausted all available options to obtain a board member augmentee. GMG2 John Doe has 4 years experience at current certification level with over 6 years experience overall, and is the most qualified individual in this command.

2. Current Ordnance Qualifications/Certifications:

<u>EXPLOSIVE DEVICE</u>	<u>CERT LEVEL</u>	<u>WORK TASKS</u>
PYROTECHNICS (MK-124 MOD 0/MK79 MOD 2)	QA/SO	2
AIRCRAFT EGRESS (SEAWARS/FLU-8)	QA/SO	2
CURRENT CERTIFICATION EXPIRES: DD/MMM/YY		

3. This command has no qualified E-6 assigned to meet the requirements of reference (a).

//S//
I. R. ORDIE

Copy to:
FLT COMMANDER (Code)
TYCOM (Code)
Board Chair

ESTABLISHING AND IMPLEMENTING A TRAINING PROGRAM

This enclosure should be used as a guide for developing a comprehensive training program aimed at establishing and maintaining the command's personnel explosives handling QUAL/CERT program.

1. Part A (Weapons/AIMD/Combat Systems/Security Department Prerequisite Training) is suggested reading from various reference materials that will assist individuals in understanding the purpose of the QUAL/CERT program and process. Part A is meant to serve as an example format. Commands, ISICs and TYCOMs must designate required reading appropriate to their mission.
2. Part B (Weapons/AIMD/Combat Systems/Security Department Training Lectures) provides a sample format for organizing a library of lectures that should be used during training periods. Individual commands should organize their respective training periods to use lectures specifically designed and developed for their needs based on the AE they handle, organic weapons systems/platforms, required MHE, occupational safety requirements, etc.
3. Part C (Explosive Handling Training Documentation/Training Record Standardization Guidance) provides guidance for documenting OJT training being performed by individuals that will be used to justify an individual's qualifications and eventual certification.

PART A

**WEAPONS/AIMD/COMBAT SYSTEMS/SECURITY DEPARTMENT PREREQUISITE
TRAINING (SAMPLE)**

Name: _____ **Rate/Rank:** _____ **Div.:** _____

Title	Date	Individual's Signature	Board Member/ Supervisor Initials
1. NAVSEA OP-4 (chapters 2 and 3) Weapons/Combat Systems/AIMD/ Security.	_____	_____	_____
2. OPNAVINST 5530.13C (chapters 3 and 9) Weapons/Combat Systems AIMD/Security	_____	_____	_____
3. NAVAIR 00-80R- 14 (chapter 2) ALL G-1 F/D Personnel Only.	_____	_____	_____
4. NAVAIR 11-5A-17 (chapter 2) ALL Weapons	_____	_____	_____
5. NAVSEA OP 3347 (chapters 1, 3,) Weapons/Combat Systems/AIMD	_____	_____	_____
6. NAVSEA OP 3565/ NAVAIR 16-1-529 (chapter 5) Weapons/Combat Systems	_____	_____	_____

Date	Individual's Signature	Board Member/ Supervisor Initials
7. Naval Radioactive Materials Permit NO. 13-00164-11NP (QA/SO) Weapons Personnel (Fixed Ammunition)		
8. Naval Radioactive Materials Permit NO. 13-00164-11NP (QA/SO) Combat Systems (Fixed Ammunition)		
9. NAVSEA SW030-AA-MMO-010 (Safety Summary and chapter 3) Weapons G-2 and Combat Systems (QA/SO)		

Notes:

1. All signatures will be signed by the individual doing the reading and initialed by the supervisor or board member.
2. This sheet will be routed to the Board Chair for review prior to commencement of the Explosive Handling Personnel Qualification/Certification Oral Board.
3. All completed sheets will be filed under completed training.
4. All personnel will be required to complete all required reading prior to re-certification.

PART B

**WEAPONS/AIMD/COMBAT SYSTEMS/SECURITY DEPARTMENT TRAINING
LECTURES (SAMPLE)**

(**Note:** WEPXX is used generically to represent command approved Training Lesson Guides.)

1. General:

WEP01 - HERO
WEP02 - Elevators
WEP03 - Ordnance Safety

2. Bombs:

WEP04 - General Purpose Bombs
WEP05 - General Purpose Bombs (Power Point)
WEP06 - Mechanical Fuzes
WEP07 - Electrical Fuzes/TDD

3. Precision Guided Munitions:

WEP08 - Guided Bomb Unit (Power Point)
WEP09 - JDAM (series GBU-31, GBU-35, GBU-38)
WEP10 - AGM-154 JSOW
WEP11 - AGM-119 PENGUIN
WEP12 - Small Diameter Bomb (under development)
WEP13 - Hard Target Penetrator (GBU-24)

4. Cluster Bomb Units:

WEP14 - MK 20 and CBU-99/CBU-100 series ROCKEYE (Power Point)
WEP15 - CBU-78 GATOR (Power Point)

5. Mines:

WEP16 - Mines
WEP17 - Mines (Power Point)
WEP19 - Quickstrike

6. Practice Bombs:

WEP20 - Practice Bombs (Power Point)

WEP21 - Practice Bombs/Signals

7. Expendable Countermeasures:

WEP22 - (UNDER DEVELOPMENT)

8. Pyrotechnics:

WEP23 - Pyro Ammo

WEP24 - Pyrotechnics (Power Point)

9. Cartridges:

WEP25 - CADs

WEP26 - CADs (Power Point)

10. Parachute-Flares:

WEP27 - SUU-25

WEP28 - MK 24 and MK 45 series flares

WEP29 - LUU-2 and LUU-19 series Flares

11. Demolition Material:

WEP30 - Demo Materials

12. Small Arms Ammunition:

WEP31 - Small Arms Safety

WEP32 - Small Arms Ammo

WEP33 - Small Arms Familiarization

WEP34 - 12Ga. Shotgun

13. Fixed Gun Ammunition:

WEP35 - 20MM Ammunition

WEP36 - LALS

14. Torpedoes:

WEP37 - MK-46 Torpedo

15. Aircraft Egress Systems:

WEP39 - (UNDER DEVELOPMENT)

16. Signal Underwater Sound (SUS):

WEP40 - SUS

17. Surface Missiles:

WEP41 - (UNDER DEVELOPMENT)

18. Air Launched Missiles:

WEP42 - AIM-7 Sparrow
WEP43 - AIM-7 Sparrow (Power Point)
WEP44 - AIM-9 Sidewinder
WEP45 - AIM-9 Sidewinder (Power Point)
WEP46 - AIM-120 AMRAAM
WEP47 - AIM-120 AMRAAM (Power Point)
WEP48 - AGM-84 Harpoon
WEP49 - AGM-84 Harpoon (Power Point)
WEP50 - AGM-84 SLAM
WEP51 - AGM-84 SLAM-ER
WEP52 - AGM-88 HARM
WEP53 - AGM-88 HARM (Power Point)
WEP54 - AGM-88 ARGM (UNDER DEVELOPMENT)
WEP55 - AGM-65 Maverick
WEP56 - AGM-65 Maverick (Power Point)
WEP57 - AGM-114 Hellfire (UNDER DEVELOPMENT)
WEP58 - Missile Safety
WEP59 - Missiles

19. TALD/ITALD:

WEP60 - TALD and ITALD (Power Point)

WEP61 - TALD and ITALD

20. Grenades:

WEP62 - (UNDER DEVELOPMENT)

AIMD: Parachute Loft Training Lectures

21. Pyrotechnics:

PR12 - Mk-79 Pencil Flare Kit
PR07 - MK-124 Day or Night Signal

22. Cartridges:

PR11 - FLU-8A/P
PR06 - MF78 (CCU-33)
PR - MK-19 (UNDER DEVELOPMENT)
PR03 - M282 MK-4 MOD 2 Delay Cartridge
PR04 - M285 MK-6 Mod 2 Delay Cartridge
PR05 - CCU-59 Delay Cartridge
PR01 - MW19 Delay Cartridge
PR15 - General CAD Safety

Combat Systems Training Lectures:

23. Cartridges:

CS01 - BWFA Inadvertent Firing Brake Actuator Module (IFBAM)

24. Surface Missiles: Formal school required

Security Department:

25. Small Arms Ammunition

WEP31 - Small Arms Safety
WEP32 - Small Arms Ammo
WEP33 - Small Arms Familiarization
WEP34 - 12Ga. Shotgun

PART C

**EXPLOSIVE HANDLING TRAINING
DOCUMENTATION/TRAINING RECORD STANDARDIZATION GUIDANCE**

1. General Requirements for Training Documentation

a. Transfer of certification from one command to another is prohibited. However, the receiving command may use OPNAV 8020/2, OPNAV 8020/4, OPNAV 8020/5 and OPNAV 8020/6 from the transferring command as justification for immediate certification provided all the following conditions are met in their entirety:

(1) The individual's certification from the previous command followed guidance delineated in subparagraph 5c and enclosure (3) of this instruction.

(2) OJT has been documented within the past year for each explosive/explosive device being certified.

(3) On previous command OPNAV 8020/4s, verification of assignment as a board member is not a requirement (i.e., no copy of board member designation letter is required).

(4) Current command generates a new OPNAV 8020/5.

(5) The inclusion of OPNAV 8020/4s is limited to only those explosives/explosive devices, certification levels and WTCs for which the individual was certified from the previous command.

b. OPNAV 8020/4s shall be verified and initialed by a qualified board member.

c. If an individual was not certified for a particular item within a family group at a previous command, the complete qualification process for that particular item, including all provisions of enclosure (3) of this instruction must be followed.

(1) After retraining, the member may be submitted to the QUAL/CERT board for certification as appropriate.

(2) Ships in extended yard periods or any command whose QUAL/CERT program lapses, for any reason, must obtain approval from the TYCOM. Upon approval by the TYCOM, initial certification will be signed by the CO. (See enclosure (3), subparagraph 9b(3).)

2. QUAL/CERT Training Record Standardization

a. Left Side

(1) Current Physical:

(a) Copy of OPNAV 8020/2. The OPNAV 8020/2 must be signed by the individual and the medical examiner; or

(b) Copy of OPNAV 8020/6.

(2) Current QUAL/CERT:

(a) Current OPNAV 8020/5 signed by the individual, board member, and board chair; and

(b) Current OPNAV 5530/1. The division officer shall initial as the screening officer.

(3) Previous QUAL/CERT (Non-current):

(a) Copy of all OPNAV 8020/5s from previous commands; and

(b) Copy of all OPNAV 8020/5s from current commands.

b. Right Side

(1) Designation Letters:

(a) Current QUAL/CERT board member designation (if applicable);

(b) Copy of MHE license (if applicable); and

(c) Copy of any "Initial" approval certifications (if applicable).

(2) Applicable PQS records or copy of current page-4 of the service record.

(3) OJT/Professional Training: Approved OPNAV 8020/4s (current records followed by previous records).

NOTE: After a successful QUAL/CERT upgrade (i.e., TM to TL or TL to QA or SO) has been completed the OPNAV 8020/4 shall be replaced with new training sheets and completed sheets moved to the completed training section of record.

(4) Completed Training:

(a) Previous OPNAV 8020/4 (retain for 3 years);

(b) Documented informal training;

(c) Certificates indicating the completion of formal training; and

(d) Certificates or documents showing the individual has completed Department prerequisite training.