

OIX GATEWAY NORFOLK VA SUCCESSFUL PROCESSING REPORT: INTERIM CHANGE TWO TO NAVY PERSONNEL CONVENTIONAL AMMUNITION AND

PTTUZYUW RHOIAAA0001 2652004-UUUU--RHSSUU.

ZNR UUUUU

P R 211949Z SEP 16

FM CNO WASHINGTON DC

TO AIG 351

AIG 352

INFO CNO WASHINGTON DC

CNIC WASHINGTON DC

COMUSFLTFORCOM NORFOLK VA

COMPACFLT PEARL HARBOR HI

NAVORDSAFSECACT INDIAN HEAD MD

NAVORDSAFSECACT ESSOLANT NORFOLK VA

NAVORDSAFSECACT ESSOPAC SAN DIEGO CA

BT

UNCLAS

MSGID/GENADMIN/CNO WASHINGTON DC/N411/-/SEP//

SUBJ/INTERIM CHANGE TWO TO NAVY PERSONNEL CONVENTIONAL AMMUNITION AND EXPLOSIVES HANDLING QUALIFICATION AND CERTIFICATION (QUAL/CERT)

PROGRAM//

REF/A/DOC/CNO WASHINGTON DC/YMD: 20141017//

REF/B/DOC/CNO WASHINGTON DC/YMD: 20120716//

NARR/Ref (a) is OPNAVINST 8023.24C Navy Personnel Conventional Ammunition and Explosives Handling Qualification/Certification Program. Ref (b) is Standard Organization Regulations of the U.S. Navy.//

POC/D. Adamson/CDR/OPNAV N411/LOC: Washington, DC/Tel: (703)695-4818/email: daryl.g.adamson@navy.mil//

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POC/Mr. J. Reed/NOSSA N5P6/LOC : San Diego, CA/Tel: 619-545-9586/email: john.k.reed@navy.mil//

RMKS/1. This interim change corrects administrative errors and clarifies ref (a).

2. Action. Make pen/ink changes to ref (a) as follows:

- a. Delete paragraph 1.h
- b. Change paragraph 5.f to read The term commanding officer used throughout this instruction is synonymous with commanders; directors; supervisor of shipbuilding, conversion, and repair (SUPSHIP); master of MSC vessels; senior site managers (contractors); officers in charge (OIC) of a command or activity that is detailed into their position and operate under command authority per ref (b), not one who is appointed/assigned to deploy with a small contingency from their main element or a command.
- c. Change paragraph 6.a to read ...been trained, found qualified and certified as required by this instruction...
- d. Change paragraph 6.a (2) to read Ensure all contracts that require contractor personnel to handle or physically interact with ammunition and explosives (AE) have an established Qualification and Certification program meeting the requirements of this instruction, including the use of mandatory forms.

e. Change enclosure (2) paragraph 10.b (1) to read Have an established personnel explosives handling QUAL/CERT program that meet the requirements of this instruction for all employees who handle or interacts with AE.

f. Change enclosure (2) paragraph 10.b (5) to read Personal shall be medically qualified and medical fitness shall be documented using the OPNAV 8020/6 Department of the Navy Medical Examiners Certificate Form.

g. Add enclosure (2) paragraph (10) any requirements needing TYCOM/RC approval (e.g. ...Initial certification, waivers, etc...) staff through service receiver (Program Manager or Program Officer) and are to be approved by the contracting officer.

h. Delete enclosure (3) paragraph 4.a (1)

i. Change enclosure (3) paragraph 6.a (3) to read Previous QUAL /CERT non-current) OPNAV 8020/5 Forms for the past three years.

j. Delete enclosure (3) paragraphs 6.a (3) (a) and 6.a (3) (b).

k. Change enclosure (8) paragraph 2 to read... (# of days required but no more than 30 days).

3. This interim change is effective on the DTG of this message.

4. This message has been coordinated with CNIC, BUMED, Naval Ordnance Safety and Security Activity.//

5. Contact the Points of contact for questions or clarification.//

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OIX GATEWAY NORFOLK VA SUCCESSFUL PROCESSING REPORT: INTERIM CHANGE ONE TO NAVY
PERSONNEL CONVENTIONAL AMMUNITION

RTTUZYUW RHOIAAA0001 1321742-UUUU--RHSSUU.

ZNR UUUUU

R 111654Z MAY 16

FM CNO WASHINGTON DC

TO AIG 352

AIG 351

INFO CNO WASHINGTON DC

BT

UNCLAS

MSGID/GENADMIN/CNO WASHINGTON DC/N411/-/MAY//

SUBJ/ INTERIM CHANGE ONE TO NAVY PERSONNEL CONVENTIONAL AMMUNITION

AND EXPLOSIVES HANDLING QUALIFICATION AND CERTIFICATION (QUAL/CERT)

PROGRAM//

REF/A/DOC/CNO WASHINGTON DC/YMD: 20141017//

AMPN/Reference (a) OPNAVINST 8023.24c Navy Personnel Conventional
Ammunition and Explosives Handling Qualification/Certification Program.//

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steven.lengquest@navy.mil//

POC/Mr. J. Reed/NOSSA N5P6/LOC: San Diego, CA/Tel: 619-545-9586/email: john.k.reed@navy.mil//
RMKS/1. This interim change corrects administrative errors and clarifies reference (a).

2. Action. Make pen/ink changes to reference (a) as follows:

- a. Add to the end of paragraph 5.f ...activity (not a detachment of a command or activity).
- b. Delete ,and DD Form 2760 qualification to possess firearms or ammunition in the individuals training record from paragraph 7. e (2).
- c. Add to the beginning of paragraph 12 the uses of these forms are mandatory.
- d. Delete paragraph 12.a (2).
- e. Delete paragraph 12.b.
- f. Change enclosure (1) paragraph 3.g to readCranes, riggers, locomotive engineer, conductor and breaker/switcher man (not involved with loading the train with ae).....
- g. Change enclosure (1) paragraph 3.l to read Navy Divers who have completed specialized demolition course training during Navy Diver School and have/are re-qualified annually; sea, air and land personnel; explosive ordnance disposal technicians; naval special warfare command; and special combatant-craft crewmen who do not perform logistical functions of RSSI.
- h. Add the word original to the beginning of sentence in enclosure (2) paragraph 1.c (9) g
- i. Remove the wording and DD Form 2760 are from enclosure (2) paragraph 3.b
- j. Add paragraph 3.g enclosure (2) to read for family groups: cartridges, small arms ammunition, demolition material, containerized ae, aircraft egress systems, Landing Force Operational Reserve Material (LFORM) when WTC 1 and/or WTC 2 are the only WTCs used, OJT only needs be documented for the family group as a whole and not by individual single line item entry.
- k. Add paragraph 3.b (7) enclosure (3) to read the TP shall include specific family groups and applicable WTCs as well as required reading or training lectures appropriate to the commands mission.
- l. Change enclosure (3) paragraph 3.c to read the TYCOM, RC, or ISIC will establish baseline type community and class standard TPS.....

- m. Delete enclosure (3) paragraph 3.c wording the TP shall include specific family group and applicable WTCs as well as required or training lectures appropriate to missions.
- n. Change enclosure (3) paragraph 6.a (1) (a) to read current OPNAV Form 8020/6 showing.....
- o. Delete enclosure (3) paragraph 6.a (1) (a) note and paragraph 6.a. (1) (b).
- p. Change enclosure (3) paragraph 6.a (2) (a) to read current copy of OPNAV Form 8020/5, signed.....
- q. Delete enclosure (3) paragraph 6.a (2) (c).
- r. Change enclosure (3) paragraph 6.a (3) (a) to read copy current OPNAV 8020/5 Form
- s. Change enclosure (3) paragraph 6.a (3) (b) to read copies of previous OPNAV 8020/5 Forms for past three years.
- t. Change enclosure (3) paragraph 6.b (3) note to read completed OPNAV 8020/4 Forms shall be replaced with new training sheets and completed sheets moved to the completed training section of the record.
- u. Change enclosure (6) paragraph 11 to read fixed gun ammo. Gun ammo (including 40 mm grenades), larger than .60 calibers, in which all components are completely assembled, the projectile is rigidly crimped to the cartridge case, and the entire unit is loaded into the gun in one operation (including saluting charges).
- v. Change enclosure (6) paragraph 12 to read grenades. All grenades (inert, practice, smoke, incendiary, fragmentation, riot control, etc.).
- w. Add enclosure (6) new paragraph 13, 13. Landing Force Operation Reserve Material (LFORM). Applies to the stowage, storage, and handling (WTCs 1/ 2) of Ammunition/Explosive (AE) material not used to support the ships or activities normal mission. Renumber the remaining family groups after the inclusion of new paragraph 13 thereafter starting with Mines, 14-28 of this enclosure.

3. This interim change is effective on the DTG of this message.//

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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 8023.24C
N4
17 Oct 2014

OPNAV INSTRUCTION 8023.24C

From: Chief of Naval Operations

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

Ref: (a) OPNAVINST 8020.14A
(b) MCO 8023.3B
(c) SSPINST 8023.1C (NOTAL)
(d) NAVSEA OP 5, Volume 1 (NOTAL)
(e) NAVSEAINST 8020.9C
(f) NAVSEA OP 4 (NOTAL)
(g) Joint Pub 3-04, Joint Shipboard Helicopter and
Tilt-rotor Aircraft Operations, 6 December 2012
(h) DoD 4145.26-M, DoD Contractors' Safety Manual for
Ammunition and Explosives, March 2008
(i) OPNAVINST 5530.13C
(j) NAVMED P-117
(k) DoD Instruction 8520.02 of 24 May 2011
(l) OPNAVINST 3500.39C
(m) OPNAVINST M-8000.16
(n) NAVSEA SW020-AF-HBK-010
(o) NAVSEA SW060-AA-MMA-010

Encl: (1) Applicability
(2) Qualification and Certification Guidance
(3) Training Documentation Requirements and
Training Records
(4) Work Task Codes
(5) Qualification and Certification Levels
(6) Family Groups of Explosives and Explosive Devices
(7) Glossary of Acronyms and Terms
(8) Qualification and Certification Format Samples

1. Purpose. To provide Navy policy and issue the responsibilities and procedures for developing, implementing, and maintaining the Navy personnel ammunition (ammo) and explosives (AE) handling qualification and certification (QUAL/CERT) program per reference (a). This instruction is a complete revision and must be reviewed in its entirety. Major changes to the instruction include:

a. Deletion of work task codes (WTC) by type community (formerly enclosure (5)).

b. Deletion of enclosure (9) and addition of OPNAV 8020/7 Ammunition and Explosives Qualification and Certification Self-Assessment, which is to be used by the board chair when conducting the annual assessment of the command's QUAL/CERT program.

c. Deletion of the sample training guide (formerly enclosure (11)).

d. Addition of aircrew door gunners as not falling under the purview of this instruction.

e. Addition of Military Sealift Command (MSC) personnel as being exempt from the requirements of this instruction.

f. Provision of additional guidance and procedures to assist personnel in implementing this instruction.

g. Clarification of the containerized explosives family group.

h. Elimination of the landing force operational reserve material family group.

i. Requirement to annually review training plans (TP).

2. Cancellation. OPNAVINST 8023.24B.

3. Background

a. Following the catastrophic ordnance incident involving a Mark (MK) 24 aircraft parachute flare aboard the aircraft carrier United States Ship ORISKANY (CV 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 Navy's Flag Board of Inquiry concluded that the accident was attributed to a lack of training, direct supervision, and methods used for assessing and determining a person's qualifications prior to allowing that

person to handle AE. Institutionalizing the Navy's QUAL/CERT Program with proper oversight and management can prevent similar accidents.

b. Although the QUAL/CERT program has been in effect since the late 1960s, improper handling, loading, processing, or testing of explosive devices continues to result in death, injury, and extensive high dollar damage to property and the environment. 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 (SOP), complacency, and a failure to follow related governing technical directives.

4. Intent. To provide guidance for administering the QUAL/CERT program.

a. To provide all commands having a mission or task involving AE with an effective administrative tool for maintaining a successful explosives QUAL/CERT program.

b. To ensure a command's QUAL/CERT process can be validated through documentation and use of its TP.

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

d. References (a) through (o) provide necessary amplification and aids in implementing this viable and comprehensive program.

5. Scope. This instruction applies to all United States (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 AE supervisor, quality assurance (QA), or safety observer (SO) functions. Exceptions to this requirement are addressed in subparagraphs 5b through 5e. The requirement to have a QUAL/CERT program applies, regardless of

location, to work being performed by military, Department of Defense (DoD) civilian, and contractor personnel working under the provisions of a Government contract.

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

b. Other Military Services or Government agencies conducting explosive operations must provide the host activity or command formal written certification of qualifications for those personnel authorized to handle or physically interact with AE.

c. Personnel who perform Strategic Systems Programs specific functions at strategic weapons facilities (SWF) will adhere to guidance contained in reference (c) for qualifying and certifying personnel. SWF security personnel shall comply with the guidance contained within reference (b).

d. Only activities listed by individual command name in reference (d), appendix G, with a primary mission of research, development, test, and evaluation (RDT&E) of energetic materials may use reference (e) in lieu of this instruction, provided the activity's QUAL/CERT program is supported by a local implementing instruction.

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

f. The term "commanding officer" as used throughout this instruction, is synonymous with commanders; directors; supervisor of shipbuilding, conversion, and repair (SUPSHIP); masters of MSC vessels; and officers in charge (OIC) of a command or activity.

6. Policy. Each Navy command having the task to manufacture, handle, transport, store, or assemble AE shall establish a

personnel explosives handling QUAL/CERT program as prescribed herein. The program will be subject to periodic reviews by explosives safety officers (ESO), explosives safety inspectors, explosives safety specialists, and other Department of the Navy (DON) personnel who are conducting an assessment of the command's explosives safety management program (ESMP).

a. Contractors, when soliciting or executing a contract with the Navy involving the manufacture, handling, storage, transportation, and assembly of AE, must be prepared to produce documentation that shows that the employees who will perform these tasks have been trained, found qualified, and certified per the intent of this instruction by contract execution date. Refer to reference (h) and enclosure (2), paragraph 10, for additional contractor requirements.

(1) Documentation shall be made available upon request and subject to review by Navy representatives (i.e., ESO, explosives safety inspectors, and others), who are assessing the contractor's ESMP as part of contract award and while performing contractual work for the Navy.

(2) Ensure all contracts that require contractor personnel who handle or physically interact with AE meet the QUAL/CERT requirements contained in enclosure (2).

(3) Contractors must provide the host CO, upon request, formal written certification of the qualifications of those personnel authorized to handle or physically interact with AE.

b. Each shore installation and its tenant activities will be subjected to periodic explosives safety inspections (ESI) per reference (a). The QUAL/CERT program will be inspected as part of the ESI and can be used to grade the command with respect to explosives safety management. The program may also be reviewed during other command inspections or reviews such as QA audits or air wing inspections.

c. Each ship and its embarked units will be subjected to a periodic shipboard explosives safety inspection (SESI). The QUAL/CERT program will be inspected as part of the SESI 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; weapons

safety assistance team; Commander, Submarine Forces tactical readiness evaluation team; MSC ordnance management's ordnance assist visit team; and other AE related activities.

7. Responsibilities

a. Deputy Chief of Naval Operations (Fleet Readiness and Logistics) (CNO N4) shall monitor and provide guidance for the Navy's QUAL/CERT Program.

b. Office of the Chief of Naval Operations, Ordnance Programs and Policies Branch (OPNAV N411) shall approve electronic systems (i.e., the Marine Corps' Electronic Qualification and Certification Program (eQual) and naval aviation's advanced skills management (ASM)) for documenting and maintaining individual QUAL/CERT records.

c. Commanders of Naval Air Systems Command and Naval Sea Systems Command shall oversee and provide guidance to commands engaged in RDT&E efforts. Reference (e) may be used in establishing a QUAL/CERT program providing it meets the criteria contained in subparagraph 5e.

d. Naval Ordnance Safety and Security Activity (NAVORDSAFSECACT) shall provide assistance to commands with the implementation of this instruction. Additionally, NAVORDSAFSECACT will assess the command's QUAL/CERT program for compliance and effectiveness during periodic ESIs and SESIs.

e. COs shall:

(1) Ensure the command'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 are screened annually to ensure they are mature, stable, and show a willingness and capability to perform assigned tasks dependably as required by reference (i). Commands will place a completed OPNAV 5530/1 Report of Screening for Personnel Assigned Arms, Ammunition and Explosives Security Related Duties, and DD Form 2760 Qualification to Possess Firearms or Ammunition in the individual's training record. These forms are valid to the last

day of the 12th month of the following year from when signed, unless otherwise invalidated through QUAL/CERT revocation.

(3) Establish a QUAL/CERT program which consists of an approved QUAL/CERT TP, a board chair and at least two board members (may be more to sustain an active program), and a sufficient number of qualified and certified personnel to support the command's or activity's daily explosive operations involving handling, transportation, and storage of AE.

(4) Ensure the member has had a medical examination per reference (j), chapter 15, article 15-107, that finds the member physically qualified to handle AE per references (d) and (f). A lapsed medical qualification shall invalidate an individual's certification; however, this is not applicable if the individual has a medical examination scheduled and completed within 15 days of the date the QUAL/CERT is due to expire. Individuals shall not handle AE until the requirements of reference (j), chapter 15, article 15-107, are met.

(5) Instruct the QUAL/CERT board chair and members to adhere to and utilize guidance contained in enclosure (2) for training personnel, enclosures (3) through (7), for administering the QUAL/CERT program, and OPNAV 8020/7 for conducting the annual self-assessment of the QUAL/CERT program. Sample letters for assignment of QUAL/CERT board chair and members and certification of individuals are contained in enclosure (8). Each command will establish a TP, unless directed by the type commander (TYCOM), regional commander (RC), or immediate superior in command (ISIC) to use their TP as a single source for training.

(6) Certification and recertification, unless revoked for cause, shall be valid to the last day of the 12th month following certification or recertification. Individual certification and recertification must 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 (2).

(7) Document initial certifications for new or upgraded AE processes or tasks, weapons, or major modifications to a

weapons capability or platform. The CO must initially certify a board member for this new capability. Use of "By direction" for signing initial certification is not authorized. Initial certification is covered in enclosure (2). In addition, the following situations require initial certification of board members:

(a) Newly commissioned ships and commands.

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

(8) Review the qualifications of an individual being transferred to the command. The certification for military or civilians being transferred 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 (2).

(9) Decertify and or revoke individual certifications whenever such action is considered to be in the best interest of safety. Guidelines, requirements, and procedures are provided in enclosure (2).

(10) Use manual record keeping unless able to access an approved electronic record keeping system. These commands shall maintain and use documentation prescribed in this instruction.

f. QUAL/CERT Board Chair shall:

(1) Perform responsibilities and duties identified in enclosure (2).

(2) Conduct a self-assessment of the command's QUAL/CERT program annually. Self-assessment results shall be maintained in the QUAL/CERT board chair's notebook, as described in enclosure (2).

g. Host, Tenant and Contractor. Tenant commands (e.g., Navy Munitions Command (NMC), Naval Surface Warfare Centers, and air squadrons) and commands on temporary additional duty to activities within the scope of this instruction must provide the

host CO with formal written documentation of the qualifications of those personnel authorized to conduct explosives tasks while on board, upon request. This requirement includes all military Services (USMC, U.S. Army, U.S. Air Force, U.S. Coast Guard, and U.S. National Guard), other Government agencies, and civilian contractor organizations operating on U.S. Navy installations and joint bases where the U.S. Navy is the hosting command. Applicable host-tenant agreements, inter-Service support agreements, or host activity instructions shall document the responsibilities of the signatory commands with respect to the establishment and maintenance of a QUAL/CERT program.

8. Digital Signatures. Digital signatures, when compliant with reference (k), are authorized. Electronic recordkeeping for the QUAL/CERT program (e.g., eQual and ASM) is allowed.

9. Amplifying Directives. With the exception of TYCOM, RC, or ISIC direction for using standardized TPs, amplifying directives are not authorized for commands operating within the scope of this instruction.

10. Changes. All comments and or recommended changes to this directive should be forwarded to NAVORDSAFSECACT Explosives Safety Operations Directorate for coordination and review prior to sending to OPNAV N411 for action.

11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

12. Forms

a. The following forms are available on Naval Forms Online at <https://navalforms.documentservices.dla.mil/>:

(1) OPNAV 5530/1 Report of Screening for Personnel Assigned Arms, Ammunition and Explosives (AA&E) Security Related Duties

(2) OPNAV 8020/2 Medical Examiner's Certificate
Department of the Navy Explosive Handler or Forklift Operator

(3) OPNAV 8020/4 Ammunition and Explosives On the Job/
Professional Training Record Sheet

OPNAVINST 8023.24C
17 Oct 2014

(4) OPNAV 8020/5 Personnel Ammunition and Explosives Handling Qualification and Certification

(5) OPNAV 8020/6 Department of the Navy Medical Examiner's Certificate Explosive Operator/DOT

(6) OPNAV 8020/7 Ammunition and Explosives Qualification and Certification Self-Assessment

b. DD Form 2760 Qualification to Possess Firearms or Ammunition can be downloaded from the DOD Forms Management Program Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

A handwritten signature in black ink, appearing to read "P. H. Cullom". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

P. H. CULLOM
Deputy Chief of Naval Operations
(Fleet Readiness and Logistics)

Distribution:

Electronic only, via Department of the Navy Issuances Web site <http://doni.documentservices.dla.mil/>

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 AE supervisor, QA, or SO functions falling within the scope of this instruction.

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

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

c. Command appointed QUAL/CERT board members.

d. Dog handlers when handling canine explosives scent kits.

e. Personnel performing the duties of QA and SO, as defined in references (d) and (f), since they directly influence the AE handling evolution.

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

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 personnel and teams; security alert teams; reaction forces; back up alert forces; auxiliary security forces; Naval Criminal Investigation Service agents; or other security personnel who are trained and qualified through a current, approved training program and who

do not perform logistical functions of receipt, segregation, storage, and issue (RSSI) or otherwise handle AE except as an end user.

b. In flight aircrew 7.62 millimeter (mm), .50 mm caliber operators and door gunners who are trained and qualified through a current, approved training program.

3. The following personnel do not require QUAL/CERT per this instruction. However, they 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 a QA, SO, team leader (TL), or team member (TM). In such cases where the board chair is in the program, the CO shall sign OPNAV 8020/5. If the board chair is the CO, then the ISIC shall sign the OPNAV 8020/5.

b. Board advisors.

NOTE: Thorough training must be provided 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.

c. Ship's lookouts; in port and underway watch standers; visit boarding search and seizure members; connected replenishment 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 devices, while underway.

d. Working party personnel used to supplement qualified and certified personnel on a temporary and short term basis for the purpose of ammo loading, off-loading or during replenishment operations. The TL or SO 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. Working party personnel are not authorized for operations that require all personnel to be in the QUAL/CERT program (e.g., harpoon, vertical launch systems, rolling airframe missiles, and bomb assembly and disassembly).

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

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

h. ESOs and explosives safety specialists provided they do not handle or physically interact with AE.

i. NAVORDSAFSECACT representatives, (ESI and SESI inspectors and members of the afloat training group, fleet weapons support team, mobile ordnance training team, weapon safety assistance team, ordnance handling safety assistance team, mobile fleet support team, mine readiness certification inspection teams, shipboard weapons integration teams, ammunition and hazardous material review board members, Board of Inspection and Survey (OPNAV N09P), weapons inspectors, MSC's ordnance assist teams, and other personnel who are required to review and inspect as part of their official duty.

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; Sea, Air and Land personnel; explosive ordnance disposal technicians; Naval Special Warfare Command; and special

warfare combatant-craft crewmen and personnel who do not perform logistical functions of RSSI or otherwise handle AE except as an end user.

m. MSC personnel who do not perform logistical functions of RSSI or otherwise handle hazard class/division (HC/D) 1.3 and HC/D 1.4 material in support of force protection measures by contracted security personnel or embarked security teams.

n. Personnel who are required to handle and prepare bird and wildlife aircraft strike hazard nonlethal control devices such as launchers, blanks, and cartridges.

o. Personnel involved in the handling and storage and stowage of material potentially presenting an explosive hazard, (small arms brass and small arms ammo containers only).

p. Contractor personnel conducting inert ordnance handling during weapons system installations, ship installation test programs, acceptance trials predelivery certification events, in support of new construction shipbuilding contracts under the direction of SUPSHIP.

q. Pier safety loading officers, assigned with overall responsibility for safety across the entire pier or wharf, providing he or she is not participating in the AE operation being performed on the pier or wharf.

QUALIFICATION AND CERTIFICATION GUIDANCE

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 commissioned officer or civilian equivalent that has both the knowledge and understanding of AE safety needed to perform and administer the duties as the QUAL/CERT board chair. A senior site manager shall perform the administrative duties of "CO" as described herein for Government contractor QUAL/CERT programs. Refer to subparagraph 6a of the instruction and paragraph 10 of this enclosure for additional guidance. Similarly, a contractor board chair shall be competent and functional in areas of explosives safety. Designation of an alternate board chair is not authorized.

b. Naval Reserve Units. The CO of a reserve command shall act as board chair or designate in writing a competent commissioned 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.

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) Have knowledge and be aware of all AE operations at the 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 pre-planning before transfer of key board member(s) may eliminate problems of not having enough qualified board members.

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

(6) Convene and chair an oral board to validate qualifications when certifying or recertifying individuals.

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

(8) Neither sign nor serve as a board member.

(9) Maintain a board chair's notebook. At a minimum, the following are to be maintained (the notebook can be a hard copy, electronically available or both):

(a) Current board chair's designation letter and past board chair designation letter(s) until the last individual's QUAL/CERT signed by a departed board chair has expired.

(b) Designation letters of current board members and board augmentees (if applicable).

1. A copy of past board member's 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 each individual's designation letter (see enclosure (8) of this instruction).

3. A copy of the current OPNAV 8020/5 and board member designation letter from the parent command of board augmentee (if applicable).

(c) OPNAVINST 8023.24C.

(d) Current copy of the TYCOM, RC, and ISIC TP (if applicable).

(e) Current copy of the command's QUAL/CERT TP (if applicable).

(f) A copy of TYCOM and RC approval letters for all board member waivers and initial certifications.

(g) OPNAV 8020/5s, both current and past, issued by the command for personnel presently assigned.

NOTE: When an individual is transferred, ensure all original OPNAV 8020/5s are removed and transferred with the individual. Refer to subparagraph 1c(9)(b)1 for maintaining a copy of board member's OPNAV 8020/5.

(h) Historical documents that serve a purpose, such as designation letters of previous board chair and members.

(i) A copy of the current and previous 2 years self-assessments, OPNAV 8020/7, dated, and signed by the board chair.

(j) A copy of revocation or decertification letters issued by the command for the past 2 years.

(k) TYCOM and RC letters approving use of tactical or live AE for training that leads to certification.

d. Board Members

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

(2) Shall be designated by individual letter by the CO.

(3) Shall be certified in the same AE, WTC, and at the same certification level(s), or higher, 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 or 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 observation 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) Review the command's TP (e.g., TYCOM, RC, or ISIC) annually and submit changes via the chain of command.

(5) Inform the division officer, military 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 shall be brought in 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., ESO, division officers or chief petty officers) who may or may not be certified.

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

2. QUAL/CERT Board Responsibilities

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

b. The QUAL/CERT 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 board. However, a QUAL/CERT board will have at least one board member who is fully qualified and certified in the same AE, and WTCs, and at the same certification level, or higher, to which the candidate is being certified.

c. Evaluate all explosives safety related infractions, incidents, events, and mishaps that occur within their respective or like commands (e.g., ship class, type/model/series aircraft, and naval installations). 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 recommendation to retain, decertify, or revoke individual(s) certifications.

d. Consult with the CO on all issues of culpability and decertification or revocation.

3. Qualification Procedures

a. Verify the member meets the physical qualification and medical examination requirements per references (d), (f) and (j), chapter 15, article 15-107 prior to issuance of OPNAV 8020/2 Medical Examiner's Certificate Department of the Navy Explosive Handler or Forklift Operator or OPNAV 8020/6 Department of the Navy Medical Examiner's Certificate Explosive Operator/DOT.

b. Verify OPNAV 5530/1 and DD Form 2760 are completed per reference (i).

c. Using enclosures (3), (4) and (5) as guides, review and verify that the individual has completed required reading; received applicable lectures covering general ordnance safety training and specific device training; and has adequate knowledge of ordnance safety precautions and procedures which are essential standards to allow a PD and subsequent certification.

d. Prior to certification and recertification, qualification shall be verified through PDs observed by a board member for each explosive, explosive device, or 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 (3) are germane.

(1) Qualification to the level of TM may be accomplished using approved TYCOM, RC, and ISIC training lectures presented by a TL, QA, SO, or board member.

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

(3) PDs can be performed using other activity assets aboard the parent command or demonstrating proficiency at the assisting activity under parent command board member observation.

(4) Under exceptional conditions where AE is not accessible for a hands-on PD (e.g., vertical launch system and Harpoon), on-the-job training (OJT), and lectures may suffice for purposes of certification or recertification. Use of this method requires approval by either the TYCOM or RC as appropriate.

NOTE: The activity or unit TP will cover the detailed functions associated with performing WTCs 1 and 2. In order to document training for WTCs 1 and 2, commands have the option to reference an SOP as long as it covers the opening and inspecting of explosive containers or ammunition details of all family groups consistent with RSSI processes.

e. For WTCs 1 and 2 only, NMC and MSC activities do not need to record training for every individual AE item or device on OPNAV 8020/4 Ammunition and Explosives On the Job/Professional Training Record Sheet and acknowledgement of certification using OPNAV 8020/5. The OJT may be documented for all applicable family groups listed in enclosure (6) as a whole instead of by individual single line item entry on the OPNAV 8020/4, and then certify by family group on the OPNAV 8020/5. However, performance of WTCs 3 through 7 requires QUAL/CERT to that individual weapon, all-up-round (AUR), or device.

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. Enclosure (5) of this instruction provides definitions and requirements of the different certification levels.

b. All attempts shall be made to ensure that certification is a continuous process.

c. Certification to the level of TM may be accomplished using approved TYCOM, RC, and ISIC training lectures presented by a TL, QA, SO, or board member. While undergoing hands-on training, a TM must be under the supervision of a certified TL.

d. The certification process begins with the identification of all billets requiring certification and a determination of the WTC required of each billet, the certification levels and the AE to be handled, per enclosures (4) through (6) of this instruction.

e. 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. Individuals should receive and conduct required training as prescribed in enclosure (3) and document accomplished training using OPNAV 8020/4.

(3) The board chair and at least one board member should conduct an oral discussion with the individual to aid in determining readiness for certification.

(4) If certification or 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 (digital signature). Board members shall not sign in the board member block of their own OPNAV 8020/5.

(5) 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 of this enclosure by the QUAL/CERT board.

(6) Line items not requiring recertification or mistakes made on the OPNAV 8020/5 shall be deleted by making a single line through the entire line entry (see figure 1). The use of white-out or erasure is not authorized. 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	I. C. 10/3/2006
Bombs	TL / 1, 2, 3	I. M. Sailor	I. B. Watcher	I. Certify	7 August 2008	
Cluster Bombs	QA/SO / 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: Certification Mistake or No Longer Required

(7) Certification or recertification is valid to the last day of the 12th month after the OPNAV 8020/5 has been signed and dated by the board chair. For example, if an individual is certified or recertified on 4 April 2013, the certification will expire on 30 April 2014.

(8) Use of OPNAV 8020/5 is mandatory. The family groups or explosive devices cited in enclosure (6) of this instruction may be tailored for each command.

f. Command integrity of the QUAL/CERT program requires augmentees and personnel assigned from other commands to be subject to the QUAL/CERT program and administrative requirements of the command to which they are assigned per reference (a). For example, USMC personnel assigned to U.S. Navy activities, ashore or afloat, can be part of the local U.S. Navy QUAL/CERT

program. However, USMC units and squadrons when embarked aboard U.S. Navy ships or at a naval air station shall be governed by reference (b) vice this instruction.

5. Qualification Documentation Transfers

a. The receiving command may use the 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, qualifications, PDS, and certifications shall be used in determining if the individual's qualification is complete.

(3) Board member conducts an interview with the individual and 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 or designated board chair signs the OPNAV 8020/5 as the board chair.

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

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

(2) Receiving command accepts the individual's certification.

(3) Copies of parent command QUAL/CERT board member designation letters.

c. Upon request by the ship or station CO, the CO of any embarked or tenant non-naval unit (USMC, U.S. Army, U.S. Air Force, U.S. Special Operations Command, and U.S. Coast Guard) shall provide the QUAL/CERT sheets (appendix D of reference (g)) for all individuals handling conventional AE aboard the ship or installation.

6. OJT Documentation Transfers

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

(1) The individual's certification from the previous command accompanies 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:

Paragraph 7 does not apply to personnel with temporary medical conditions who may be placed on light duty or limited duty for a prescribed time.

The word "waiver," as used in reference (j), chapter 15, article 15-107, and this enclosure, is not a waiver or deviation from explosives safety criteria as defined in references (a), (d) or (f). Therefore, the criteria and procedures for requesting waivers and exemptions as defined in references (d) and (f) are not applicable.

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

A waiver as used within paragraph 7 is for a medical standard or physical requirement for other than explosive vehicle operators.

a. 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 control modification to avoid or accommodate medical or physical restrictions. A waiver can be granted when there is sufficient evidence that 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.

b. On a case-by-case basis, personnel who have been determined by the physician to be not physically qualified (NPQ) due to a permanent medical condition, may be given administrative relief in the form of a waiver to the individual medical standards and or physical qualifications leading to certification per reference (j), chapter 15, article 15-107. The waiver of medical standards and physical requirements for handlers, crane operators, and MHE operators must be approved by the CO.

c. Requests for a waiver of medical standards and physical requirements shall originate from:

(1) An individual, 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.

(2) The immediate supervisor or the individual, in all other cases.

(3) 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 which states 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 per reference (1), 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 self or others.

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

d. The QUAL/CERT board chair shall coordinate the review of all waivers of medical standards and physical requirements requests. The following personnel at a 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 (final approval).

e. The CO 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 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.

g. OPNAV 8020/2 and OPNAV 8020/6 are acceptable by a receiving command as long as the member's medical condition has not changed. The expiration date shall remain the same as noted on the OPNAV 8020/2 or OPNAV 8020/6.

8. Revocation and Decertification

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

b. Revocation of certification is mandatory if:

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

(2) The individual was found to be reckless in the operation of equipment used to handle AE.

(3) There is evidence of a flagrant disregard of procedures or safety precautions.

(4) The individual's behavior indicated signs of incompetence or unreliability, including unresolved drug abuse and or alcohol dependence.

(5) The CO or board chair deems the individual to be a severe 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 (j), chapter 15, article 15-107.

(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.

(c) Permanent decertification is mandatory 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 by reference (j), chapter 15, article 15-107, and a waiver of medical standards or physical qualifications is not possible.

(3) The CO or board chair deem the individual to be a detriment to maintaining a safe handling environment.

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

(1) The OPNAV 8020/5 requires a (straight) diagonal line made in ink, signed and dated by the board chair and the individual being decertified.

(2) 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 left side of the individual's training jacket for past performance purposes.

(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.

e. Revocation of an individual's explosives certification is permanent and does not allow for recertification. The following are procedures for revocation:

(1) For military personnel, prepare a service record entry stating specific reason(s) for revocation.

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

(3) For DON contracted personnel, ensure actions taken are reported to the host activity or command and RC. The assigned contracting officer's representative shall 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 RC as appropriate) via the chain of command for resolution or approval of the seniority waiver request.

b. Initial Certification. Initial certification of board members to cover new capabilities, devices, or weapon upgrades shall be accomplished after a careful review of past training and experience to identify the most qualified individuals to serve in this capacity.

(1) Requests for initial certification or waivers shall be submitted to an approving authority (TYCOM or RC as appropriate) via the chain of command. Requests must include name; rank, rate or grade; explosive and explosive device; prior or current certification level and WTCs; date last certified; requested certification level; and justification for request. See enclosure (8) 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 must sign and date the board chair's block. By direction authority is not authorized. A copy of the approval correspondence shall be maintained in the board chair's notebook and the individual training record.

(2) Initial certifications aboard newly commissioned ships or naval stations, bases, and 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 AE 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 commands. This would include performing PDs with the parent command's certified board member augmentee who needs to observe the PD while aboard another command. When assistance is not available or the QUAL/CERT program lapses for other reasons, the command must obtain TYCOM approval for "initial certification." Upon approval by the TYCOM, initial certification shall be signed by the CO.

10. Government Contractors

a. Government contractors who provide direct support (i.e., contractor personnel who perform tasks with Navy personnel) at Navy activities and commands may be in the Government's QUAL/CERT program.

b. DON contracting officers shall ensure Government contracts that require contractor personnel to handle or physically interact with AE at or on DON activities or contracted shipyards meet the following:

(1) Have an established personnel explosives handling QUAL/CERT program to meet the intent of this instruction.

(2) Be documented and company approved.

(3) Have a single company appointed QUAL/CERT board chair and similarly designated board members. These appointments shall be documented. The board members must have adequate experience in handling the same AE being handled by personnel they are observing for certification.

(4) Have a documented TP.

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

(6) Apply requirements for individual qualifications and certifications in contracts with subcontractors who perform AE activities at Navy locations.

(7) Incorporate DOD Federal Acquisition Regulation Supplement (DFARS) clauses:

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

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

(8) Include clauses in the Government contract that require:

(a) "The contractor performing services involving AE material on behalf of the Government shall have an established explosives handling personnel QUAL/CERT program."

(b) "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."

(9) Contracts that have been awarded prior to 16 March 2010 need not be modified. Existing guidance and language contained in those contracts for requiring explosives handling shall remain in force. However, any contract modification after that date requires adherence of mandatory clauses stated in subparagraph 10b(7).

TRAINING DOCUMENTATION REQUIREMENTS AND TRAINING RECORDS

1. Purpose. To address QUAL/CERT program TPs, standardized training documentation, use of training devices, and training record requirements.

2. Training. Military and civilian personnel, to include contractors, assigned to positions involving responsibilities for AE must have a rigorous explosives safety training program per references (d) and (m). The training necessary to achieve the qualifications for certification must be formalized for both the individual requiring certification and the QUAL/CERT board to assess. Individual training and documentation must be accomplished using OPNAV (N411) approved electronic recordkeeping systems or OPNAV 8020/4.
 - a. Formal Training. Personnel can attain an understanding of the theory and hazards associated with handling AE through formal classroom courses where certified instructors present material, self-paced instruction manuals, or computer based training (CBT) or Web-based training (WBT) programs (e.g., Naval Education and Training Command and Defense Ammunition Center (DAC) developed ammo courses).

 - b. Informal Training. Informal training can be documented when an individual demonstrates satisfactory understanding of a subject, through research, practice, rehearsal, and or participation in question and answer periods with subject matter experts.

 - c. OJT. An aggressive OJT program must be established. OJT ensures that personnel being trained achieve and maintain the level of expertise necessary to ensure an accident free explosives safety program. OJT is normally accomplished while performing a specific task during the actual ordnance handling evolution.

3. TP. Commands and individuals shall attempt to use every training means available to achieve and maintain the desired level of qualification and certification.
 - a. A formal and comprehensive QUAL/CERT TP shall be developed and used as a guide for qualification.

b. The TP shall include all the applicable requirements stated below for achieving and maintaining the QUAL/CERT of personnel to the required explosive device or family group consistent with the missions and tasks of the command.

(1) A list of required reading appropriate to the mission, task, or evolution.

(2) A list of required OJT.

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

(4) A list of formal training.

(5) The number of qualified and certified personnel required to perform the explosives operation.

(6) Other required unique information specific to maintaining the command's QUAL/CERT program.

c. The TYCOM, RC, or ISIC can establish baseline type community and class standard TPs as appropriate to achieve type community and ship class consistency. The TP shall include specific family groups and applicable WTCs as well as required reading or training lectures appropriate to missions.

d. TPs shall be approved in writing by the CO. Approval is not required if the use of the TYCOM, RC, or ISIC TP is stipulated.

e. Contractor TPs shall be developed and approved in writing by either the command's CO or lead contracting officer.

f. TPs shall be reviewed annually for accuracy to ensure processes and procedures are consistent with approved technical manuals and higher directives for ordnance handling, maintenance, assembly, transportation, and storage operations.

4. Training and Training Documentation Standardization

NOTES:

When documenting lectures on the OPNAV 8020/4, training levels and WTC should not be listed unless they are specific to the levels and WTC being trained to support certification.

Certification levels TM, individual (I), TL, QA, and SO are defined in enclosure (5) of this instruction.

a. Formal Training. Use formal training to the maximum extent possible. This can include classroom and schoolhouse training as well as CBT and WBT, such as Navy Knowledge Online or DAC ammo courses.

(1) Successful completion of formal training conducted within the year of certification may be used to satisfy the PD step, thereby fulfilling a command qualification prerequisite for certification.

(2) Record completed formal training on the OPNAV 8020/4. Maintain a copy of the certificate of completion in the right side of the individual's training record.

b. Informal and OJT. Document informal training and OJT using OPNAV 8020/4.

(1) Document training with a dated single line entry for each form of training conducted and annotate 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 of the AE of the task being performed.

(2) Individuals who are currently certified and who are receiving OJT to be certified at a higher level shall be documented on the OPNAV 8020/4 as "in-training" (IT) as appropriate (i.e., I/IT, TL/IT, QA/IT, SO/QA/IT, or SO/IT).

(a) "IT" is not a certification level. IT must be used to document an individual who is undergoing training

leading to a different certification level. OPNAV 8020/5 will not have an annotation of someone being certified while in training (e.g., TL/IT).

(b) To become a TM, personnel must receive training prior to certification. This training can be accomplished either by hands on training using inert ammo only or through approved TYCOM, RC, or ISIC training lectures presented by a TL, QA, or SO. TMs must perform a PD for work tasks assigned as part of their recertification process.

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

(d) The QUAL/CERT board chair may determine the level a person is brought into the QUAL/CERT program after review of previous training documentation. If no previous or supporting documentation is available, the person must be introduced into the command QUAL/CERT program at the TM level.

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

(4) Documentation on the OPNAV 8020/4 shall be listed by specific explosive, explosive device, SOP, certification level, and appropriate WTC for the training being performed. SOPs shall never be treated as "family groups" for purposes of the QUAL/CERT program, but shall be treated as separate "devices" for that purpose, and shall be listed individually on the OPNAV 8020/4. Certification shall be accomplished by family groups listed in enclosure (6) or discrete device names only. SOPs shall not be used as certification items on the OPNAV 8020/5.

(5) When AE is to be assembled, then all components for which OJT has been accomplished must be documented in the individual's record. The lead item on the OPNAV 8020/4 must be the explosive or explosive device. All devices for which training has been conducted must be recorded to the right in sequential order (e.g., MK-82/FMU-139/BSU-86 or MK-83/FMU-139/BSU-85).

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

(b) When AE is received as a partial AUR then the AUR and added components would be documented (e.g., air intercept missile (AIM)-120 and attachment of wings and fins).

5. Training Devices and 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.

(1) Where a training device or inert ordnance is not available for an explosive or explosive device needed to support QUAL/CERT, a similar family type inert device must be sought as the preferred alternative.

(2) In the event that no similar family type inert device is available, commands and activities may use mock-ups; pictures; and TYCOM, RC, and ISIC approved training lectures, manuals, films, etc., of the explosive ordnance provided the command receives written approval from the TYCOM, or RC, as appropriate.

b. The TYCOM or RC, 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 and Training Record Standardization. AE handling qualification training records shall be maintained at the command and include the following documentation at a minimum:

a. Left Side

(1) Current physical

(a) Current OPNAV 8020/2 showing date of last medical examination and signature by a competent medical authority. Use of a digital signature is authorized.

NOTE: If an individual possesses an OPNAV 8020/6, there is no need to possess an OPNAV 8020/2 as well.

(b) Current OPNAV 8020/6 (if applicable). Use of a digital signature is authorized.

(2) Current QUAL/CERT

(a) Current OPNAV 8020/5, signed by the individual, board member, and board chair. Use of digital signatures is authorized.

(b) Current OPNAV 5530/1.

(c) Current DD Form 2760, if applicable.

(3) Previous QUAL/CERT (non-current)

(a) Copy of all completed OPNAV 8020/5 from current command.

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

b. Right Side

(1) Designation letters

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

(b) Any waivers (i.e., E-5 board member designation).

(c) Copy of MHE, cargo and weapons elevator, and crane operator licenses (if applicable).

(d) Copy of explosive driver's license (if applicable).

(e) Copy of any "initial" approval certifications (if applicable).

(2) Applicable PQS records or a copy of the individual's service record (page 4).

(3) OJT and professional job training: OPNAV 8020/4
(place in the same order as OPNAV 8020/5).

NOTE: After a successful QUAL/CERT upgrade (i.e., TM to TL or TL to QA) 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 of completed formal training.
- (d) Certificates and or documents showing that the individual has completed TYCOM, RC, ISIC, and command prerequisite training.
- (e) Any special TYCOM or RC authorizations for use of live ordnance for the purpose of training and qualification.

WORK TASK CODES

The following standardizes the use and definition of each applicable WTC.

1. WTC 1 Handling. The physical act of breaking out, unpacking, counting (inventory control), inspecting, sentencing, segregating, lifting, transporting, repositioning, or packaging AE by hand or with the use of powered or pneumatic equipment. Does not include explosives drivers qualified per reference (n).
2. WTC 2 Storage and Stowage. Physical act of storing or stowing explosives and 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 and stowage; unsatisfactory packaging; compatibility; abnormality of protective sprinkler and alarm systems; unusual odors or fumes; and other abnormal conditions, to include applicable maintenance requirement cards (MRC) and SOPs.
3. WTC 3 Assembly and Disassembly. The physical act of mating and un-mating components to or from an AUR configuration. This WTC is used when assembly and disassembly is authorized in applicable weapons assembly manuals, technical manuals, SOPs, and checklists.
4. WTC 4 Load and Download. The physical act of mating an AUR with its launching device to include racks and launchers; fixed gun systems; automatic loading systems; linkless ammo loading systems; M61A1 gun systems; torpedo tubes, etc. from which delivery and initiation can be accomplished. Also includes the installation and removal of a cartridge-actuated device (CAD) during the loading and downloading process as part of the weapon release system. The process includes all operations incidental to aircraft loading, clearing, and downloading included in those portions of the governing technical manuals, SOPs, checklists, and MRCs.
5. WTC 5 Arm and De-Arm. Applies to those procedures contained in the arm and de-arm section of the applicable governing

technical manuals, checklists, and MRC that places an explosive, explosive device, or weapons system in an armed or safe condition.

6. WTC 6 Install or Remove. Physical act of installing or removing explosive devices such as aircraft egress systems, cable cutters, fire extinguisher cartridges, and non-aircraft support cartridges and CADs. This code is not applicable to: installation or removal of CADs used as part of the weapons release systems; placement of pyrotechnics in aviation flight equipment such as survival vests, life rafts, search and rescue kits (including automatic life preserver inflation devices), parachute drogue cartridges, and internally carried pyrotechnics placed in aircraft within the designated storage racks.

7. WTC 7 Testing. Physical act of conducting a test on AUR or AE components. Built-in test; testing explosive devices and or electrically initiated devices; programming; reprogramming; and presetting are included in this WTC.

QUALIFICATION AND CERTIFICATION LEVELS

The following QUAL/CERT levels are universally applicable.

NOTES:

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

Current certification levels and medical requirements must be maintained for the explosive tasks and operations being performed.

1. Non-Certification Level - IT

a. IT is not a certification level. IT is used to document a process by which the individual is learning how to perform the associated certification level. IT shall only be used and documented on the OPNAV 8020/4.

b. Direct supervision is mandatory. Individuals in an IT status can only perform the function to which they are being qualified to perform while under supervision of an individual who is qualified and certified to that or a higher level.

2. Certification Level - TM

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

b. A TM is aware of basic safety precautions for the task and AE concerned; has received either formal, informal or OJT training; and has been recommended by immediate supervisor.

c. TM must perform a PD prior to recertification.

3. Certification Level - I. Same as "TM" with the following additions:

a. Has sufficient knowledge and has demonstrated the proficiency to be entrusted to safely and reliably perform the work task alone.

b. Capable of interpreting the requirements of applicable checklists, assembly and 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 or procedure being performed by the individual).

4. Certification Level - TL. Same as "TM" and "I" with the following addition: Has sufficient knowledge and has demonstrated the proficiency to direct others in performing the work task safely and reliably.

5. Certification Level - QA. Same as "TL" with the following additions:

NOTE: This definition of QA personnel for purposes of explosives safety QUAL/CERT is not the same as "QA personnel" in the Naval Aviation Maintenance Program or personnel performing other QA type functions that are not related to the certification and oversight of explosive work tasks and operations.

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

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

6. Certification Level - 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 potential outcomes and risks when safety procedures or devices are not properly used.

b. A SO is defined as the person responsible for safety assurance during explosive handling evolutions.

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 certification levels. SO certification stands alone.

7. Certification Level - Multiple. Individuals may be found qualified and subsequently certified to multiple levels such as; TL/SO and QA/SO. Personnel certified as "I" cannot simultaneously perform the role as QA for the given task.

FAMILY GROUPS OF EXPLOSIVES AND EXPLOSIVE DEVICES

1. Aircraft Egress Systems. All aircrew escape devices, associated cartridges, propulsion actuated devices, and shielded mild detonating cord.
2. Air Missiles. All air launched missiles (i.e., AIM and air-to-ground).
3. Bombs. All explosive bomb bodies, boosters, fins, nose plugs, fuzes, and arming wires including mine countermeasures destructors.
4. Bulk Explosive Material. Refers to any energetic material which is not enclosed in a munition.
5. Cartridges. Complete assembly consisting of an initiator and a pressure producing propellant in a suitable case. An impulse cartridge has no projectile. May be initiated or fired through electrical or mechanical means.
6. Cluster Bombs. Airborne weapons that contain a number of submunitions capable of being dispersed while free falling to the earth. Examples include anti-personnel anti-materiel, Rockeye, and Gator. Also includes leaflet bombs, when applicable.
7. Containerized Explosives. Applies to explosive items that are packaged together (items must be compatible) inside an International Organization for Standardization (ISO) intermodal container, minimum 20-foot equivalent unit used for efficient handling, shipping and transshipment of bulk items. The use of ISO containers incorporates the transportation, packaging, storage and security together with visibility of the container and its content into a distribution system from source to user.
8. Demolition Material. All explosives and explosive devices covered in reference (o), as applicable.
9. Expendable Countermeasures. Air-launched rapid bloom off-board chaff; super rapid bloom off-board countermeasures; Nulka; decoy flares; chaff and transponders; aircraft air launched

expendable dispensers; and submarine launched countermeasure devices to include build-up and breakdown and installation and removal, as appropriate.

10. Fire Bombs. All fire bombs and associated initiators, fuzes and igniters.

11. Fixed Gun Ammo. Gun ammo, larger than .60 caliber, in which all components are completely assembled, the projectile is rigidly crimped to the cartridge case, and the entire unit is loaded into the gun in one operation (includes saluting charges).

12. Grenades. All hand, rifle, and 40 mm grenades (inert, practice, smoke, incendiary, fragmentation, riot control, etc.).

13. Mines. Drill, service, special warfare mines, airborne mine countermeasures, and airborne mine neutralization system.

14. Paraflares. All MK-45, LUU-2 or LUU-19 series flares, and the SUU-25 dispenser when loaded.

15. Practice Bombs. Laser guided training round, MK-76, bomb dummy unit (BDU)-48, or BDU-45/MK 80 series inert bombs with electric tail fuze, or MK-89 spotting adapter and signal cartridge.

16. Precision Guided Munitions. Weapons that have a means of guiding while in flight to an intended target. The weapon can be rocket assisted, propelled (e.g., gun ammo), or dropped as a free fall weapon.

17. Projectile (separate loading). Ammo in which the projectile and charge are loaded into a gun separately.

18. Propelling Charges. Items used to expel a projectile out and away from a tube firing device (e.g., gun barrel). Upon initiation, a propelling charge will deflagrate, explode, or detonate.

19. Pyrotechnics. All signaling and marking devices not included in expendable countermeasures and paraflare families.

20. Rockets. Jet assist take off, rocket assist takeoff, 5.0 and 2.75 inch motors, warheads and fuzes; Smokey Sam and Omega; rocket launchers 10, 61, 68, and 153 series when loaded; 84 mm anti-tank, and high explosive 66 mm.
21. Small Arms Ammo. Ammo, without projectiles that contain explosives (other than tracers), that is .50 caliber or smaller, or for shotguns.
22. Sonobuoy and SUS. All explosive sonobuoys and SUS.
23. Sub-Surface Missiles. All submarine launched missiles.
24. Surface Missiles. All surface launched missiles to include vertical launched anti-submarine rocket.
25. Tactical Air-Launched Decoy (TALD) and Improved Tactical Air-Launched Decoy (ITALD). Includes active and passive radio frequency versions.
26. Targets. All aerial targets.
27. Torpedoes. All tactical (war shot), exercise, and recovery exercise torpedoes.

NOTE: As new explosive devices enter the fleet, a new single line entry on the OPNAV 8020/5 for the device is required.

GLOSSARY OF ACRONYMS AND TERMS

Acronyms

ACRONYM	DEFINITION
AE	ammunition and explosives
AIM	air intercept missile
ammo	ammunition
ASM	advanced skills management
AUR	all up round
BDU	bomb dummy unit
CAD	cartridge actuated device
CBT	computer based training
CNO	Chief of Naval Operations
CO	commanding officer
CV	aircraft carrier
DAC	Defense Ammunition Center
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DON	Department of the Navy
eQual	Electronic Qualification and Certification Program (Marine Corps)
ESI	explosives safety inspection
ESMP	explosives safety management program
ESO	explosives safety officer
HC/D	hazard class/division
I	individual
ISIC	immediate superior in command
ISO	International Organization for Standardization
IT	in-training
ITALD	improved tactical air launched decoy
MK	mark
MHE	materials handling equipment
mm	millimeter
MRC	maintenance requirement card
MSC	Military Sealift Command
NAVORDSAFSECACT	Naval Ordnance Safety and Security Activity
NPQ	not physically qualified
OIC	officer in charge
OJT	on-the-job training
OPNAV	Office of the Chief of Naval Operations
OPNAV (N411)	OPNAV (Ordnance Programs and Policy Branch)
PD	proficiency demonstration

ACRONYM	DEFINITION
PQS	personnel qualification standards
QA	quality assurance
QUAL/CERT	qualification/certification
RC	regional commander
RDT&E	research, development, test, and evaluation
RSSI	receipt, segregation, storage, and issue
SESI	shipboard explosives safety inspection
SO	safety observer
SOP	standard operating procedure
SUPSHIP	supervisor of shipbuilding, conversion and repair
SUS	signal underwater sound
SWF	strategic weapons facility
TALD	tactical air launched decoy
TL	team leader
TM	team member
TP	training plan
TYCOM	type commander
U.S.	United States
USS	United States ship
USMC	United States Marine Corps
WBT	web-based training
WTC	work task code

Terms

1. Ammunition and Explosives (AE). All items of ammunition; propellants, liquid and solid; high explosives; guided missiles; warheads; pyrotechnics; chemical agents and their components and associated substances that present real or potential hazards to life and property.
2. Certification. A formal documented declaration by the CO or the designated representative that an individual 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. Command. A unit or units, an organization, or an area under the command of one individual. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions.
6. Commanding Officer (CO)/Officer in Charge (OIC) Signature. The signature of the CO, OIC, or master (MSC only). This includes any person filling this billet in a civilian capacity. The signature cannot be delegated to a person having "By direction" authority. Individuals in the capacity of "Acting" can sign on behalf of the CO (not permitted for an OIC).
7. End User. A person while in the performance of a regular duty assignment who handles an explosive device or explosive material. This definition is not applicable to RSSI functions.

8. Energetic Material. A 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.) inherently dangerous and capable of serious damage and which requires regulated handling to avoid creating accidents in connection with its existence and use.

9. Explosive Material. 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. This includes explosives, propellants, and pyrotechnics.

10. Explosives Driver. A driver of a motorized vehicle who has a valid U.S. Government motor vehicle operator's identification card, with the "explosive 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 or explosive devices being transported per reference (n).

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

12. Family Groups. AE with similar characteristics.

13. Formal Training. Structured training, including schoolhouse training provided by Naval Education and Training Command, as well as computer-based and Web-based training such as Navy Knowledge Online or NAVORDSAFSECACT ammo courses.

14. In-training (IT). Used to document training for upgrading to a higher certification level, per enclosure (5) 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 TYCOM, RC, and ISIC approved lectures, mock-ups, pictures, manuals, and films.

16. 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; Commander, Pacific Fleet; Commander, U.S. Naval Forces Command Europe; Commander, U.S. Naval Forces Central Command; Commander, U.S. Naval Forces Southern 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.

17. "May," "Can," or "Should". Refer to advisory requirements which are not mandatory.

18. 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.

19. 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.

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

21. 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.

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

23. Segregation. A process used to separate AE items from one another. Segregation can include the grouping of items by

identification Navy ammo logistic code, lot number, material condition code, packaging or repackaging, and the application of an ammo information notice or notice of ammo reclassification. It is also used as a means to determine the current material condition or suspended condition of unknown ammo and separating it into acceptable grouping by type and configuration.

24. Sentencing. The action of assigning ammo condition codes and defect codes as a result of inspection, including the application of notice of ammo reclassifications and specific direction from appropriate authority.

25. "Shall" or "Must". Refer to mandatory requirements, unless specifically waived, or exempted by the CNO.

26. Standard Operating Procedure (SOP). An approved document that provides detailed written procedures (step-by-step instructions) for conducting safe processing of AE.

27. Type Commander (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: Commanders, Naval Air Forces Atlantic and Pacific; Commanders, Naval Surface Forces Atlantic and Pacific; Commanders, Submarine Forces Atlantic and Pacific; Commander, MSC; Commander, Naval Expeditionary Combat Command; and Commander, Naval Special Warfare Command.

QUALIFICATION AND CERTIFICATION FORMAT SAMPLES

Command Letterhead

8023
Ser/
DATE

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

1. Per reference (a), you are hereby designated as [board chair] or [board member] or [board augmentee] for the command's QUAL/CERT board. As required, you shall familiarize yourself with the provisions of reference (a) while carrying out your responsibilities.

2. (Use the following paragraph for board chair/member). This designation shall remain in effect until transfer, decertification, or certification revocation.

or

2. (Use for augmentee) This designation shall remain in effect for (# of days required but no more than 1 week).

SAMPLE SIGNATURE: _____

//S//
I. M. INCHARGE

Copy to:
Board Chair

Sample board chair/member/augmentee designation letter per enclosure (2), subparagraphs 1c(9)(b)2 and 1d(2). A sample signature of the individual being designated is required on all designation letters.

Command Letterhead

8023
Ser/
Date

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

Subj: INITIAL BOARD MEMBER CERTIFICATION REQUEST

Ref: (a) OPNAVINST 8023.24C

1. Per reference (a), request (TYCOM or RC) approval for initial certification of the following explosives handling qualification and certification board members:

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

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

3. NAME: AO1(AW) JOHN SMITH

EXPL DEVICE	PREVIOUS		CURRENT		CURRENT CERT DATE	REQUEST		
	CERT LVL	WTC	CERT LVL	WTC		CERT LVL	WTC	
ITALD	TL	1, 2	QA/SO	1, 2	DD/MMM/YY	QA/SO	1, 2, 7	
AIM-120	NONE	NONE	TL	1, 2	DD/MMM/YY	QA/SO	1, 2, 7	

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

//S//
J. P. JONES

Copy to:
Board Chair

Sample initial board member certification request per enclosure (2), subparagraph 9b(1).

Command Letterhead

8023
Ser/
Date

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

1. This command has no qualified E-6 assigned to meet the requirements of reference (a).
2. Request (TYCOM or RC) 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 of experience at current certification level with over 6 years of experience overall and is the most qualified individual in this command.
3. Current Ordnance Qualifications/Certifications:

<u>EXPLOSIVE DEVICE</u>	<u>CERT LEVEL</u>	<u>WORK TASKS</u>
PYROTECHNICS (MK-124 MOD 0/MK-79 MOD 2)	QA/SO	2
AIRCRAFT EGRESS (SEAWARS/FLU-8)	QA/SO	2
CURRENT CERTIFICATION EXPIRES: DD/MMM/YY		

//S//
I. R. ORDIE

Copy to:
Board Chair

Sample seniority waiver request per enclosure (2), subparagraph 9a.