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MARINE CORPS ORDER 8023.3C

From: Commandant of the Marine Corps
To: Distribution List

Subj: PERSONNEL QUALIFICATION AND CERTIFICATION PROGRAM FOR
CLASS V AMMUNITION AND EXPLOSIVES

Ref: (a) MCO 8020.10
(b) MCO 5530.14A
(c) NAVSEA OP 5, Vol. 1 (NOTAL)
(d) NAVMED P-117
(e) SECNAV M-5210.1
(f) 5 U.S.C. 552a
(g) SECNAVINST 5211.5E

Encl: (1) Directive governing Personnel Qualification and
Certification Program for Class V Ammunition and
Explosives

1. Situation. This Order provides policy and procedural guidance for the management and implementation of the Marine Corps Personnel Qualification and Certification (QUAL/CERT) Program for Class V Ammunition and Explosives (A&E). This Order is a complete revision and should be reviewed in its entirety.

2. Cancellation. MCO 8023.3B.

3. Mission. Establish the Marine Corps Personnel QUAL/CERT Program for Class V A&E in accordance with references (a) through (d) and provide policy to support commander's in establishing and maintaining a robust QUAL/CERT program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

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(a) All personnel whose duties include the handling of A&E will participate in the Marine Corps Personnel QUAL/CERT program and shall be qualified and certified in accordance with this Order. This includes all personnel assigned to the Military Occupational Fields 2300 and 6500 unless otherwise exempted by this Order.

(b) All contractors performing A&E operations shall be qualified and certified in accordance with Chapter 4 of this Order.

(c) All personnel who handle A&E shall be comprehensively trained to proficiently and safely perform the required functions, work tasks, or evolutions involving A&E.

(2) Concept of Operations. This Order establishes the formal Marine Corps Personnel QUAL/CERT Program and applies to all Marine Corps commands. Further, this Order:

(a) Directs commanders to establish and maintain an effective Marine Corps Personnel QUAL/CERT program for all Class V operations.

(b) Directs and assists those responsible for the execution, management and oversight of the QUAL/CERT program.

(c) Provides requirements for the execution and implementation of a QUAL/CERT program.

(d) Emphasizes the commander's responsibility to ensure personnel are comprehensively trained and evaluated to ensure proficiency in order to mitigate the risk of potential catastrophic consequences associated with explosive mishaps.

b. Coordinating Instructions. In the case of conflicting policies or regulations, the most stringent policy/regulation shall apply. Conflicting policies will be reported to Commander, Marine Corps Systems Command (COMMARCORSYSCOM). Questions concerning the necessity for assignment into the QUAL/CERT program will be directed to COMMARCORSYSCOM for clarification. Current certifications made in accordance with the previous version of this Order shall remain in effect until the date listed on the form requiring review, or until another occasion requires review (i.e. transfer, reduction, questionable conduct). Upon the next annual review, certification shall be made in accordance with this Order.

5. Administration and Logistics

a. Recommendations for changes to this Order are encouraged. All recommendations will be forwarded via the chain of command to COMMARCORSYSCOM.

b. Electronic copies of this Order can be accessed online via the Marine Corps homepage at <http://www.usmc.mil>, Marine Corps Publications Electronic Library.

c. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (e) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (f)) and implemented per reference (g).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.


J. F. SHRADER
By direction

DISTRIBUTION: PCN 10210543200

RECORD OF CHANGES

Record completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

General Policies and Responsibilities

1. Purpose. To establish a Personnel QUAL/CERT Program for Class V in accordance with the guidelines set forth in the references. The requirements of this program are in addition to the policy for personnel Arms, Ammunition, and Explosives (AA&E) screening directed by reference (b).

2. Scope. This Order applies to all Marine Corps activities and Marine Corps tenant commands on any installation where A&E is handled. Marine Corps personnel assigned to Navy activities/commands shall be governed by the QUAL/CERT program (USMC or USN) authorized by appropriate agreement. In cases where a QUAL/CERT program does not exist, Marine Corps personnel shall adhere to this Order.

3. Background. The QUAL/CERT Program is necessary due to the potential catastrophic consequences associated with explosive mishaps, which could result from the improper handling, loading, processing, and testing of ordnance items/explosive devices. While the increased complexity of modern weapon systems, weapons, and ammunition is a factor, it must be emphasized that the majority of accidents and incidents involving A&E are not due to the complexity of equipment, but are a direct result of:

a. High tempo operations combined with haste, inattention, inexperience, and complacency of assigned personnel.

b. Lack of knowledge, or failure to strictly follow pertinent technical manuals, checklists, loading manuals, Standard Operating Procedures (SOP), and safety directives.

c. Unnecessary assumption of risk.

d. Disregard of common safety practices.

4. Guidelines. All personnel (military, civilian, or contractor) involved in A&E operations require certification in accordance with this Order except those personnel and/or tasks involving A&E listed below.

a. Those personnel (end users) performing explosives operations and/or other tasks associated with the tactical employment of a weapon system.

b. Personnel required to bear arms during the course of their duties, and other personnel whose only association with A&E is during security operations, or in the operation of individual/crew-served weapons and personal survival devices; however, such personnel must have received requisite training associated with the explosive device(s) and must understand the inherent danger of A&E.

c. Explosives drivers whose only involvement with A&E is during the transportation of properly packaged A&E. Such personnel must be in possession of an explosives driver's license and valid medical examiner's certificate per references (c) and (d).

d. Watchstanders, document destruction personnel, and aircraft wheel watches who handle A&E only during emergencies; however, such personnel must have received requisite training associated with the explosive device(s) and must understand the inherent danger of A&E.

e. Personnel whose sole contact with A&E occurs when temporarily assigned to a working party that has been formed strictly for the purpose of loading/unloading A&E for transportation or when staging A&E for intended use by authorized personnel; however, personnel assigned to Class V working parties shall be properly supervised and instructed in the safety precautions to be followed during such evolutions. Personnel authorized to supervise working parties must be qualified and certified to one or more of the following levels, Team Leader (TL), Quality Assurance (QA), or Safety Observer (SO), as defined by this Order or assigned as a Range Safety Officer (RSO) or a Range Officer in Charge.

f. Pneumatic nail gun operators that do not handle any explosives, and only secure dunnage to explosives laden conveyances, are not required to be qualified/certified in accordance with this Order; however, they must be closely supervised by one or more of the following levels, TL, QA, or SO, as defined by this Order. Prior to each evolution using a pneumatic nail gun, the operator will receive a pneumatic nail gun handler's safety summary brief.

g. Tasks exclusively associated with Hazard Class/Division 1.4S.

h. Aircrew, to include crew chiefs and crew masters, whose duties include safing/unsafing and repositioning of airborne

weapons covered under specific Naval Air Training and Operating Procedures Standardization Manuals.

i. Aircrew involved in the employment of tactically configured airborne weapons.

j. Military working dog handlers and Combat Engineers except when performing functions directly related to the storage of A&E.

k. Personnel possessing the 2340 military occupational specialty (MOS) and Master Gunnery Sergeants and Master Sergeants within the 2311 MOS.

l. Personnel possessing the 6502 MOS.

m. Personnel possessing the 2305 MOS.

n. EOD Technicians do not require QUAL/CERT in accordance with this Order; however, handling and storage training shall be documented in the EOD Individual Training Records of technicians involved with storage operations.

5. Documentation and Personnel Screening. Prior to QUAL/CERT in accordance with this Order, the following requirements shall be met:

a. Personnel shall be AA&E screened per reference (b). Those personnel who fail to meet the screening requirements shall not be certified under the provisions of this Order.

b. Personnel shall be medically examined in accordance with references (c) and (d) and required documentation shall be maintained in their records.

c. Marine personnel assigned to Navy commands governed by the Navy QUAL/CERT Program shall maintain all records for eventual transfer with the individual.

6. Recordkeeping Systems/Electronic Signatures. All personnel QUAL/CERT records shall be maintained and electronically signed in either the Electronic Qualification Certification (eQual) or Advanced Skills Management (ASM) programs. Use of any other systems must first be approved by COMMARCORSYSCOM and/or Deputy Commandant for Aviation, Aviation Support Logistics (ASL-30).

7. Manual Recordkeeping. Manual QUAL/CERT records are not authorized without written approval from COMMARCORSYSCOM and/or ASL-30. Significant justification is required for approval. If manual records are authorized, the board chairperson will make use of the sample forms contained in Appendices A and B, and will maintain all documentation in accordance with this Order. The appropriate entries will be made on the certification and training forms to include required signatures of the Board Chairperson and the individual being certified. The certification form shall be maintained in the Individual QUAL/CERT Jacket, databases or unit historical records, and shall be transferred with the individual.

8. Waivers

a. Waiver approval authority for Class V(W) and Class V(A) certifications are defined in chapter 2 and 3, respectively, of this Order. The waiver of grade requirements shall be for operational necessity only.

b. Waivers shall not exceed one year. If required, waiver continuation/renewal will be based on operational necessity, the individual's performance, and evaluation of the effectiveness of corrective measures taken to eliminate the need for continued deviation. Waivers should only remain in effect for the minimum time necessary.

9. Duration of Certification

a. Certification, unless de-certified/suspended or revoked, is valid for the duration of assignment to the same Command while performing the same tasks. Certification shall be reviewed and signed annually by the Commander or designated Board Chairperson.

b. For composite squadrons/Marine Expeditionary Unit augmentees, certification from each individual's parent command remains valid for the duration of the composite assignment unless de-certified/suspended or revoked by the assigned composite chain of command, so long as the certification is reviewed and signed annually by the Commander or designated Board Chairperson. The individual being reviewed/certified shall also sign annually in ASM, or on the certification form if manual records are authorized.

10. Certification Transfer and Acceptance

a. Certification of military personnel is transferable at the discretion of the receiving command. If the receiving command accepts the previous certification, the receiving Board Chairperson shall sign the certification form. The individual shall also sign in ASM, or on the certification form if manual records are authorized. Class V(A) individuals transferring from a different platform, staff/B-billet, or between Maintenance Levels (Organizational, Intermediate, or Depot Level) shall complete the requisite training syllabus prior to QUAL/CERT.

b. Certification of personnel within a Command may remain in effect upon a change in Board Chairperson. To accept the certification, the newly appointed Board Chairperson shall review the certification levels of the previous certification board and sign the certification. The individual shall also sign in ASM or sign the certification form if manual records are authorized. If not accepted, the individuals shall be re-screened and certified in accordance with reference (b) and this Order.

11. De-Certification/Suspension. De-certification/Suspension is intended as a temporary administrative measure that allows for retraining and potential subsequent re-certification. De-certification/suspension is mandatory when an explosive mishap is caused by negligence, carelessness, safety infractions, or when the individual no longer meets AA&E screening or medical requirements as outlined in references (b) and (d).

12. Revocation of Certification. Revocation differs from de-certification/suspension in that it is an action taken to permanently remove an individual from the QUAL/CERT Program. In the event of a revocation, administrative action must be taken by the Commander to remove individuals from any MOS required to obtain and maintain QUAL/CERT in accordance with this Order. Individuals whose QUAL/CERT has been revoked shall have a record book entry prohibiting them from performing A&E duties. Certifications shall be revoked whenever such action is determined to be in the best interest of safety. Revocation of certification accompanied by appropriate service record entry is mandatory in the event an explosive mishap is caused by gross deliberate acts of negligence, reckless operation of equipment used to handle A&E, flagrant disregard of procedural and/or safety precautions, or other behavior indicating incompetence or unreliability. In this regard, it should be recognized that incidents and accidents can and do happen through inadvertent acts, carelessness, and minor rule infractions.

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13. Training Requirements. Knowledge, understanding, and the competent use of applicable manuals, as well as knowledge of A&E safety precautions and procedures is paramount.

a. The QUAL/CERT of personnel involved in A&E operations will be structured around existing training programs for each family of explosives devices and operations/task. A&E is segregated into representative family types in order to preclude the necessity for qualification in each individual type of ammunition/device. Appendix C provides a breakdown of these representative family types, as well as explosives operations/tasks for which QUAL/CERT is required.

b. All training received to support certification and work task codes (WTC) for which certified, either by on-the-job training (OJT) or through formal/informal periods of instruction, shall be documented and maintained for the duration of the supported certification level in eQual or ASM, or by using the forms contained in Appendix B for programs authorized the use of manual records.

c. QUAL/CERT training that supports the current certification of personnel shall be conducted at the intervals prescribed in Chapters 2 and 3 of this Order. Documentation of this training shall be maintained in eQual or ASM, or by using the forms contained in Appendix B for programs authorized the use of manual records.

Chapter 2

Procedures for Establishing A Class V(W) Ground Ammunition
Qualification Certification Program

1. Background. Implementation of an effective QUAL/CERT Program requires active attention from all command echelons. In accordance with reference (a), the Commander is responsible for explosives safety relating to personnel and equipment. Each Command with A&E functions as defined in this Order is responsible for establishing and maintaining a comprehensive training and QUAL/CERT program for personnel involved in the conduct of Marine Corps Class V(W) explosives operations.

2. Certification Board. Each unit or activity involved in A&E operations shall establish a certification board for the sole purpose of determining the qualifications of assigned personnel.

3. Letter of Assignment. The certification Board Chairperson and assigned Board Members shall be appointed in writing by the Commander, and are solely responsible to the Commander in matters of A&E QUAL/CERT. For the purpose of this Order, Commander refers to battalion/squadron level equivalent or higher.

4. Commanders' Responsibilities:

a. Commanders shall:

(1) Establish an effective QUAL/CERT Program in accordance with this Order for all personnel who handle/store Class V.

(2) Appoint in writing qualified personnel to serve as the QUAL/CERT Board Chairperson and Board Members.

(3) Annually review training, qualifications, and adequacy of certification levels for each individual under their cognizance, unless delegated to the Board Chairperson.

(4) Ensure all Gunnery Sergeants and below, serving within the 2311 MOS:

(a) Establish a QUAL/CERT account (e.g. eQual).

(b) Maintain a current AA&E screening.

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(c) Have a current medical examiners certificate.

5. Board Chairperson. The certification Board Chairperson shall be one of the following:

a. Ammunition Officer (MOS 2340) or Aviation Ordnance Officer (MOS 6502) for those boards certifying ground ammunition personnel.

b. In the absence of a MOS 2340 or 6502, an Ammunition Technician (MOS 2311) Master Sergeant/Master Gunnery Sergeant or EOD Officer (MOS 2305) may be appointed for those boards certifying ground ammunition personnel.

c. In the event an Ammunition Officer, Aviation Ordnance Officer, MOS 2311, Master Sergeant/Master Gunnery Sergeant, or EOD Officer is not available, assistance shall be requested via the unit's chain of command to assign the supporting Marine Ammunition Officer, or MOS 2311 Master Gunnery Sergeant/Master Sergeant as the representative Board Chairperson.

d. If a requisite MOS officer, Master Sergeant, or Master Gunnery Sergeant cannot be assigned via the operational chain of command, or through assistance from adjacent commands, the best qualified commissioned/warrant officer (or civilian equivalent) with six or more years of A&E storage and handling experience from within the command may be assigned.

6. Board Chairperson Responsibilities. The Board Chairperson shall:

a. Serve as the certifying official, when delegated by the Commander in an appointment letter.

b. Ensure unit personnel evaluated are qualified for those explosives families and work tasks/operations specified in Appendix C that are required to accomplish the unit's mission.

c. Exercise overall management of the unit's/activity's QUAL/CERT Program, and ensure that administrative procedures are established to implement the program concept effectively.

d. Conduct a board for all certification levels.

e. Review proposed courses of instruction and ensure the courses are accurate and current.

f. Review all A&E infractions and make recommendations concerning corrective action to include, but not limited to, additional training, de-certification/suspension, and revocation of certification to the Commander.

g. Make determinations regarding each nominee's certification level.

7. Assignment of Board Members

a. In addition to the Board Chairperson, each certification board shall consist of not less than one qualified individual in the rank of Staff Sergeant (SSgt) or above (or service/civilian supervisor equivalent).

b. Board members, Gunnery Sergeant or below, shall be certified in the same A&E, work task codes, and at the same certification level(s) for which they are recommending certification.

c. The Board Chairperson shall carefully review all available information relating to the perspective board member's qualifications prior to conducting personal interview. After completing the interview, the Board Chairperson will make a recommendation to the Commander relative to assignment as a member of the unit's certification board.

d. The Commander may augment the certification board with additional personnel from within or outside the command. In small units or activities where certified personnel are not assigned, and board augmentation from outside the command is not feasible, the Commander may authorize a waiver of the grade requirement. Requests for waiver shall be submitted, with justification, via the chain of command. Example letter is contained in Appendix E.

8. Board Member Responsibilities. Board Member(s) shall:

a. Ensure unit personnel evaluated are qualified for those explosives families and work tasks/operations required to accomplish the unit's mission as specified in Appendix C.

b. Exercise coordination of the unit's/activity's QUAL/CERT Program, and ensure administrative procedures are established to implement the program concept effectively.

c. Review proposed courses of instruction and make

appropriate recommendations to the Board Chairperson.

d. Supervise and validate training of all personnel within the QUAL/CERT program.

e. Review all A&E infractions and make recommendations concerning corrective action to include, but not limited to, additional training, de-certification, or revocation of certification to the Board Chairperson.

f. Make recommendations to the Board Chairperson regarding each nominee's certification level.

9. Certification Documentation. All certifications shall be documented using either the eQual system, or if approved by COMMARCORSSYSCOM, manual records utilizing the form contained in Appendix A. The appropriate entries will be made on the certification form to include either manual or electronic signature of the Board Chairperson. The certification form shall be maintained either electronically in eQual or, if manual records are authorized, in the individual's QUAL/CERT Jacket.

10. Selection of Qualification Categories. Qualification of personnel shall be in the following categories: Team Member (TM), TL, Individual (IND), QA, and SO. TM, TL, and QA are successively earned qualifications. Therefore, personnel that have earned the QA qualification are also inherently qualified and certified to independently function as a QA, TL or TM. Conversely, the SO qualification is not successively earned and is not indicative of any other inherent qualification(s). The following describes each level of qualification categories.

NOTE: With the exception of those limited tasks that may be accomplished by those with the IND qualification, a qualified and certified SO shall be designated and present during all A&E handling evolutions.

a. Team Member (TM) Qualification and Certification. All personnel requiring certification will be certified to at least the TM level prior to conducting an explosives operation and/or task. As a part of the certification process, the member must understand the program concepts of this Order and general safety precautions applicable to the tasks being performed. Qualifications can be accomplished via formal or informal training periods. Completion of 2311 MOS specific formal training or completion of AMMO-18 will provide the basis for initial qualification of an individual as a TM. TMs must be

supervised by a TL and SO at all times.

b. Team Leader (TL) Qualification and Certification. Personnel requiring TL QUAL/CERT shall be the rank of Corporal or above, whose duties require that they direct and supervise others in explosives operations. TLs also certified as an SO may direct an A&E handling evolution while supervising safety, but should not be directly involved in the hands-on conduct of the evolution.

(1) The basis for initial qualification of an individual as a TL for Class V(W) A&E shall be documented skills and training, task oriented experience, and an understanding of current rules, regulations, and local SOPs. The successful completion of the Ammunition NCO Course is recommended.

(2) When warranted, and only when required by operational necessity and with the recommendation of the Board Chairperson, Commanders may waive the grade requirement for TL if the individual possesses documented skills and training which define their ability to perform the tasks assigned.

(3) Waivers to the grade requirement for TL will be made using a form similar to the example contained in Appendix E and maintained in the QUAL/CERT record.

c. Individual (IND) Qualification and Certification. This certification applies to ground ammunition personnel (MOS 2311) or personnel assigned to the billet of MOS 2311 within supported units. Personnel requiring IND QUAL/CERT shall be any rank, who have been qualified and certified to execute independent A&E operations that do not require a TL and SO. The basis for initial qualification of a nominee as an IND shall be documented skills and training, task oriented experience, and an understanding of current rules, regulations, and local SOPs. The successful completion of the Ammunition NCO Course is recommended.

d. Quality Assurance (QA) Qualification and Certification. Personnel requiring QA QUAL/CERT shall be the grade of Corporal (E-4) (or civilian equivalent) or above who have been qualified and certified to the TL level. QAs also certified as an SO may direct an A&E handling evolution while supervising safety, but should not be directly involved in the hands-on conduct of the evolution. The basis for qualification of an individual as a QA for Class V(W) A&E shall be documented skills and training, task oriented experience, and an understanding of current rules,

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regulations, and local SOPs. A QA must also possess detailed knowledge of applicable A&E device/system inspection criteria to determine proper storage, handling, accountability, and/or determine that the device/system will function properly. Individuals assigned this certification must be able to determine that the necessary storage, handling, inspection, assembly, and/or installation procedures have been completed using applicable directives. Waiver of the grade requirement is not authorized.

e. Safety Observer (SO) Qualification and Certification. Personnel requiring SO QUAL/CERT shall be the grade of Corporal or above, meet the qualifications of a TL, and have sufficient knowledge of applicable safety procedures and the functioning of safety devices for the operations/tasks for which they are being certified. These personnel shall have sufficient knowledge of work tasks to be performed to determine subsequent reaction and emergency response procedures, as required. Waiver of the grade requirement is not authorized.

11. Semiannual Training Requirements. Maintaining the standard proficiency level necessary to satisfactorily execute the work tasks being carried out by TM, TL, IND, QA, or SO is paramount. It is the responsibility of the unit/activity to develop a structured training program that supports the certification of qualified personnel. All explosives device families and work task operations that an individual is certified to shall be covered twice a year by formal/informal periods of instruction or on-the-job training and documented per chapter 1, paragraph 13 of this Order.

Chapter 3

Procedures for Establishing A Class V(A) Aviation Ordnance Qualification Certification Program

1. Background. Implementation of an effective QUAL/CERT Program requires active attention from all command echelons. In accordance with references (a), the Commander is responsible for explosives safety relating to personnel and equipment. Each Command with A&E functions as defined in this Order is responsible for establishing and maintaining a comprehensive training and QUAL/CERT program for personnel involved in the conduct of Marine Corps Class V(A) explosives operations.

2. Certification Board. Each unit or activity involved in A&E operations shall establish a certification board for the sole purpose of determining the qualifications of assigned personnel.

3. Letter of Assignment. The certification Board Chairperson and assigned Board Members shall be appointed in writing, or via electronic designation in ASM, by the Commander and are solely responsible to the Commander in matters of A&E QUAL/CERT. For the purpose of this Order, Commander refers to the squadron level or higher.

4. Commanders' Responsibilities:

a. Commanders shall:

(1) Establish an effective Class V(A) QUAL/CERT Program in accordance with this Order.

(2) Appoint qualified personnel in writing, or via electronic designation in ASM, to serve as the QUAL/CERT Board Chairperson and Board Members. This responsibility shall not be delegated.

(3) Annually review training, qualifications, and adequacy of certification level for each individual under their cognizance. This authority should be delegated to the certification Board Chairperson and Board Members. Annual reviews will be validated by placing the individual's signature and Board Chairperson's signature in the review signature section of the certification form.

5. Board Chairperson. The certification Board Chairperson shall be one of the following:

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a. Aviation Ordnance Officer MOS 6502 or US Navy Designators 6360/6361/6362 or 7361. For station/ammunition supply point operations (i.e. storage, handling, and sentencing only) an Ammunition Officer MOS 2340 is authorized.

b. In the event an officer from the MOS designators specified above is not available, assistance shall be requested via the unit's operational chain of command to assign an aviation ordnance officer; typically, the supporting Marine Aviation Logistics Squadron Ordnance Officer, as the representative Board Chairperson.

6. Board Chairperson Responsibilities. The Board Chairperson shall:

a. Serve as the certifying official, when delegated by the Commander.

b. Ensure QUAL/CERT of unit personnel aligns with the explosives families and work tasks/operations specified in Appendix C that are required to accomplish the unit's mission.

c. Manage the unit/activity QUAL/CERT Program, and ensure administrative procedures are established to implement and maintain the program effectively.

d. Convene a board for all certification levels to properly assess and determine each candidate's skill level and preparedness for qualification.

e. Review proposed courses of instruction and ensure the courses are accurate and current.

f. Review all A&E infractions and make recommendations to the command concerning corrective action to include, but not limited to, additional training, de-certification/suspension, and revocation of certification.

7. Assignment of Board Members

a. In addition to the Board Chairperson, each certification board shall consist of not less than one qualified individual in the rank of SSgt or above (or service/civilian supervisor equivalent).

b. All board members shall be certified in the same A&E, work task codes, and certification level(s) for which they are

recommending certification.

c. The Board Chairperson shall carefully review all available information relating to the perspective board member's qualifications prior to conducting a personal interview. After completing the interview, the Board Chairperson will make a recommendation to the Commander relative to assignment as a member of the unit's certification board.

d. The Commander may augment the certification board with additional personnel from within or outside the command. In small units or activities where certified personnel are not assigned, and board augmentation from outside the command is not feasible, the Commander may authorize a waiver of the grade requirement. Requests for waiver shall be submitted, with justification, via the chain of command. Example letter is contained in Appendix E.

8. Board Member Responsibilities

a. Ensure QUAL/CERT of unit personnel aligns with the explosives families and work tasks/operations required to accomplish the unit's mission as specified in Appendix C.

b. Exercise coordination of the unit's/activity's QUAL/CERT Program, and ensure administrative procedures are established to implement the program concept effectively.

c. Propose and review established unit training standards as necessary to make appropriate recommendations to the Board Chairperson.

d. Review all A&E infractions and make recommendations concerning corrective action to include, but not limited to, additional training, de-certification/suspension, and revocation of certification to the Board Chairperson.

e. Ensure individuals have successfully met all requirements outlined in each qualification training syllabus and make recommendations to the Board Chairperson regarding each candidate's certification level.

f. Maintain an active role in the supervision of all unit/activity explosives operations in order to accurately assess personnel capabilities and/or limitations and make recommendations to the Board Chairperson to address operational shortfalls or training deficiencies as required.

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9. Certification Documentation. All certifications shall be documented using either an approved electronic system (ASM or eQual) or manual version of the form contained in Appendix A with approval from ASL-30.

10. Selection of Qualification Categories. Qualification of personnel shall be in the following categories: TM, TL, IND, QA, and SO. TM, TL, and QA are successively earned qualifications. Therefore, personnel that have earned the QA qualification are also inherently qualified and certified to independently function as a QA, TL or TM. Conversely, the SO qualification is not successively earned and is not indicative of any other inherent qualification(s). The following are the qualification categories:

NOTE: With the exception of those limited tasks that may be accomplished by those with the IND qualification, a qualified and certified SO shall be designated and present during all A&E handling evolutions.

a. Team Member (TM) Qualification and Certification. All personnel requiring certification will be certified to at least the TM level prior to conducting an explosives work task. As a part of the certification process, the member must demonstrate an understanding of the concept of this Order and general safety precautions applicable to the work tasks being performed. Completion of a 6500 MOS granting formal school or the Basics of Naval Explosives Hazard Control course (AMMO-18-DL) and successful completion of the TM training syllabus provides the basis for initial qualification of an individual as a TM. TMs must be supervised by a TL and a SO at all times.

b. Team Leader (TL) Qualification and Certification. All personnel requiring TL QUAL/CERT shall be the rank/grade of Corporal (E-4) (or civilian equivalent) or above as their duties require that they direct and supervise others in explosives operations. TLs also certified as an SO may direct an A&E handling evolution while supervising safety so long as they are not directly involved in the evolution (e.g. no hands-on involvement).

(1) The basis for initial qualification of an individual as a TL for Class V(A) A&E shall be documented skills and training, work task oriented experience, completion of the TL training syllabus in accordance with paragraph 13 below, and an understanding of current rules, regulations, and local SOPs.

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(2) In rare circumstances and only when warranted by operational necessity, Commanders may waive the rank/grade requirements for TL to the rank of Lance Corporal (E-3), if the individual possesses documented skills and training which define their ability to perform the tasks assigned.

c. Individual (IND) Qualification and Certification. All personnel requiring IND QUAL/CERT shall be the rank/grade of Lance Corporal (E-3) (or civilian equivalent) or above who have been qualified and certified to execute independent A&E operations that do not require a QA, TL, or SO to perform explosive operations and tasks. Examples include but are not limited to:

(1) Aviation Life Support System (ALSS) functions such as inspecting ALSS equipment prior to issue.

(2) Placing manual egress safety devices to the safe position.

d. Quality Assurance (QA) Qualification and Certification. All personnel requiring QA QUAL/CERT shall be the rank/grade of Sergeant (E-5) (or civilian equivalent) or above who have been qualified and certified to the TL level. QAs also certified as an SO may direct an A&E handling evolution while supervising safety, so long as they are not directly involved in the evolution (e.g. no hands-on involvement).

(1) The basis for qualification of an individual as a QA for Class V(A) A&E shall be documented skills and training, work task experience, completion of the QA training syllabus in accordance with paragraph 13 of this chapter, and possess an understanding of current rules, regulations, and local SOPs. Additionally, these personnel must have detailed knowledge of applicable A&E device/system inspection criteria to determine proper storage, accountability, and/or determine that the device/system will function properly. Individuals assigned this certification must also be able to determine that the necessary storage, inspection, assembly, and/or installation procedures have been completed using applicable directives.

(2) In rare circumstances and only when warranted by operational necessity, Commanders may waive the grade/rank requirement for QA to the rank of Corporal (E-4), if the individual possesses documented skills and training which define their ability to perform the work tasks assigned.

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e. Safety Observer (SO) Qualification and Certification.

All personnel requiring SO QUAL/CERT shall be the rank/grade of Sergeant (E-5) (or civilian equivalent) or above and have sufficient knowledge of applicable safety procedures, the functioning of safety devices, and be able to determine subsequent reaction and emergency response procedures for the operations/tasks for which they are being certified. In rare circumstances and only when warranted by operational necessity, Commanders may waive the grade/rank requirement for Safety Observer to the rank of Corporal (E-4), if the individual possesses documented skills and training which define their ability to perform the tasks assigned.

11. Grade/Rank Waiver. Waivers to Class V(A) qualification rank requirements requires approval from the Commander using a form similar to the example contained in Appendix E. This authority shall not be delegated. The waiver approval shall be uploaded into the approved electronic system as supporting documentation to the waived QUAL/CERT or the certification form shall be signed by the Commander. Notification of approved waivers shall be forwarded, in writing, to the appropriate Marine Aircraft Group (for fleet personnel) or Station (for station personnel) Commanding Officer. Waivers shall not exceed one year. If required, waiver continuation/renewal will follow the same approval process described above and shall be based on operational necessity, the individual's performance, and evaluation of the effectiveness of corrective measures taken to eliminate the need for continued deviation. Waivers should only remain in effect for the minimum time necessary.

12. Aviation Maintenance Personnel Qualification Requirements. Aviation maintenance personnel, whose duties include receipt, storage, and issue functions, installation/removal of fire suppression and landing gear cartridge actuated devices (CADs), ALSS and egress explosives and pyrotechnic devices, shall be certified under the provisions of this Order.

a. The following types of duties requiring QUAL/CERT under this Order are examples, and are not all-inclusive:

- (1) Installation/removal of aircraft system-related cartridges and CADs.
- (2) Removal/installation and maintenance of aircraft ejection seats and explosively operated canopy removal devices.
- (3) Removal/installation of explosives and pyrotechnic

devices on aircrew survival equipment.

(4) Storage and handling of CADs and Propellant Actuated Devices (PADs).

b. Aviation maintenance personnel requiring certification must meet the requisite knowledge, skill, and training of the level to which they are to be certified as described above, to include the completion of a QUAL/CERT Syllabus. Additionally, AMMO-18-DL is required prior to initial certification. Naval Explosives Safety for Supervisors and Managers (AMMO-49-DL) is highly recommended for all TL, QA, and SO level personnel.

13. Qualification/Certification Syllabus. A QUAL/CERT syllabus is an integral step in the Class V(A) qualification process and is intended to produce a standard proficiency level necessary to satisfactorily execute work tasks being carried out by prospective TM, TL, IND, QA, or SO. It is the responsibility of the unit/activity to develop the syllabus to support specific requirements. The following outline identifies the minimum requirements each syllabus must contain. Fulfillment of these requirements shall be documented on a form similar to the example provided in Appendix B prior to certification.

a. Syllabus Outline. The Qual/Cert syllabus shall be divided into three sections, Required Reading, Qualification OJT, and Practical Application. Before completion, each section requires a sign-off by either a QA/SO, Board Member, or Board Chairperson for verification. Each section is defined as follows:

(1) Required Reading. This section shall contain a detailed listing of all pertinent technical manuals, checklists, loading manuals, SOP, and safety directives related to the ordnance work tasks conducted at the certifying unit/activity. The trainee must fully read all publications and/or sections identified and receive a sign-off for each before moving on to the next section.

(2) Qualification OJT. This section itemizes and familiarizes personnel with the weapons systems and relative tasks they will be responsible for in the performance of their duties. This section shall be completed through guided demonstrations and lectures that explain and demonstrate in detail, the required skills of the desired qualification.

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(3) Practical Application. This section serves as verification of the Qualification OJT section through the trainee's supervised performance of an evolution (e.g. Mission Loads or Proficiency Demonstrations) for each explosive family/device the certification pertains to. This section is applicable to the TL and QA syllabi only.

NOTE: During the practical application section of training, the minimum certified personnel requirements for each evolution are still applicable.

(4) After completing all sections, the syllabus shall be reviewed and signed-off by a unit/activity Board Member. Once verified and signed-off, the trainee is then eligible for the formal Certification Board as prescribed by this Order.

b. Syllabus Timeline. The establishment of a timeline for completion will be set at the unit's/activity's discretion but shall be no longer than 30 days for new joins obtaining initial qualification and 90 days for qualification upgrade. At no time shall a board convene without the applicable syllabus having been completed.

c. Syllabus Documentation. The syllabus shall be maintained for the duration of the individual's certification at the corresponding level, either electronically or manually, in accordance with the record keeping procedures defined by this Order.

14. Quarterly Training Requirements. Maintaining the standard proficiency level necessary to satisfactorily execute the work tasks being carried out by TM, TL, IND, QA, or SO is paramount. It is the responsibility of the unit/activity to develop a structured training program that supports the certification of qualified personnel. All explosives device families and work task operations that an individual is certified to shall be covered quarterly by formal/informal periods of instruction or on-the-job training and documented per chapter 1, paragraph 13 of this Order.

Chapter 4

Procedures for Contractors

1. General. The key difference between defense contractor personnel and military/Department of Defense (DoD) civilian support is the management and control of contractor personnel. Unlike military members and DoD civilians, Defense Contractor personnel are not part of the direct chain of command. They are managed and controlled through defense contractor management and U.S. Governmental oversight in accordance with the terms and conditions of their contract.

2. Definition. For the purpose of this chapter, a Defense Contractor is defined as "any individual, firm, corporation, partnership, association, or other legal non-federal entity that enters into a contract directly with the Department of Defense to furnish services, supplies, or construction."

3. Defense Contractor Personnel QUAL/CERT. Defense Contractors provide a wide range of A&E services for the Marine Corps. The following subparagraphs identify when defense contracted support is required to establish a QUAL/CERT program and what type of defense contracted support operations are exempt from the requirement to establish a QUAL/CERT program. If there are concerns or questions as to the requirement for a Defense Contractor to establish a QUAL/CERT program, contact COMMARCORSYSCOM and/or ASL-30 for clarification.

a. This chapter applies to:

(1) All Defense Contractor personnel involved in the handling, storage, renovation, assembly, safing and unsafing of A&E must participate in a QUAL/CERT program.

(2) Defense Contractor Personnel conducting storage of A&E in support of an Explosives Safety Submission (ESS) will be included in the contracting entity's QUAL/CERT program.

b. This chapter does not apply to:

(1) Defense Contractor personnel who are performing indirect A&E operations (i.e., air shows, firing and range demonstrations).

(2) Defense Contractor personnel and/or other U.S. government agency employees performing A&E operations for other

U.S. government agencies having equivalent explosives certification programs.

(3) Defense Contractor personnel conducting Munitions and Explosives of Concern operations in support of an ESS. See paragraph 3.a.(2) above for QUAL/CERT requirements during an ESS.

4. Contracting Officers. Contracting officers will ensure that U.S. government DoD contracts requiring defense contractor personnel to handle, store, renovate, assemble, safe and unsafe A&E contain the following requirements:

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

(1) DFARS 252.223-7002, Safety precautions for A&E.

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

b. Personnel, who initiate contracts for the performance of A&E operations, shall include the following clause within the scope of the U.S. Government contract, "The defense contractor, who will be performing services involving ammunition and explosive material on behalf of the U.S. government, shall have an established explosives QUAL/CERT program meeting the requirements of MCO 8023.3 series."

(1) Prior to contract approval, the contracting activity shall route the contract through the appropriate Marine Forces command (ALD/G4 AMMO), via the chain of command, to ensure the contracts which require defense contracted personnel are qualified and certified in accordance with this Order.

(2) A copy of all approved contracts of this nature shall be provided to, and maintained by, the contracting activity and the installation explosives safety office. Copies of approved contracts will be maintained for the length of the contract. Copies of the contract may be obtained from the installations explosives safety office.

c. No contract shall be approved permitting the certification of Defense Contractor personnel to load/download, arm/de-arm any Marine Corps owned tactical military aircraft.

5. Certification Board. Contracting officers will ensure U.S. Government DoD contracts requiring defense contractor personnel

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to handle, store, renovate, assemble, safe and unsafe A&E establish a certification board comprised of a Board Chairperson and at least one Board Member. These individuals shall be assigned in writing by an appropriate authority within the contracted entity and are responsible for matters of A&E QUAL/CERT.

6. Board Chairperson and Board Member Qualifications. The defense contractor's certification Board Chairperson and Board Members shall meet the following experience qualifications:

a. Personnel assigned as QUAL/CERT Board Chairperson shall have a minimum of six years of experience in the type of A&E operation being conducted.

b. Personnel assigned as QUAL/CERT Board Member shall have a minimum of four years of experience in the type of A&E operation being conducted.

7. Personnel Certification. All defense contracts, when issued and/or renewed, which involve A&E operations will have provisions requiring defense contractor personnel involved in explosives type operations be trained and certified for each type of operation to be performed.

8. Documentation. Training and certification shall be documented using the forms provided in Appendices A and B.

9. Recordkeeping. Records shall be maintained for all defense contractor personnel by the defense contractor as part of its QUAL/CERT program for the duration of the contract. Records shall be maintained either manually or electronically.

10. U.S. Government Review. The defense contracted entity shall provide signed designation letters and all QUAL/CERT program documentation for U.S. Government review and/or monitoring before performing any A&E type operations. This documentation will be made available upon request and subject to review by Marine Corps representatives (i.e., Explosives Safety Officers, Explosives Safety Inspectors, QA personnel, and others) who are assessing the defense contractor's QUAL/CERT program. In the unlikely event a defense contractor fails to provide certified personnel qualifications to the appropriate U.S. Government representative, work may be stopped until defense contractor personnel meet the required qualifications or may be cause for termination of the contract.

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11. Deviations. Deviations to the requirements contained in this Order are not authorized unless approved in writing by COMMARCORSYSCOM and/or ASL-30. Requests for deviations must be submitted in writing through the Chain of Command to COMMARCORSYSCOM and/or ASL-30 for approval.

APPENDIX A

QUALIFICATION/CERTIFICATION EXAMPLE

CERTIFICATION LEVELS

TM - TEAM MEMBER
QA - QUALITY ASSURANCE

TL - TEAM LEADER
SO - SAFETY OBSERVER

IND - INDIVIDUAL

WORK TASK CODES

1. STORAGE/STOWAGE
2. HANDLING
3. ASSEMBLY/DISASSEMBLY
4. LOAD/DOWNLOAD
5. TUBELOADING
6. ARM/DEARM

7. INSTALLATION/REMOVAL
8. AIRCRAFT RELEASE & CONTROL
9. GUN-JAM CLEARING
10. TRANSPORTATION
11. PIER/WHARF OPERATIONS
12. SAFING/UNSAFING
13. SENTENCING

Initial Certification

EXPLOSIVE FAMILY/DEVICE	WORK TASK CODE	CERT LEVEL	INDIVIDUAL SIGNATURE	BOARD CHAIRPERSON	DATE CERTIFIED

Annual Review/Re-Certification

CERTIFICATION LEVELS ABOVE HAVE BEEN REVIEWED AS PER DATES AND SIGNATURES INDICATED BELOW.

INDIVIDUAL

BOARD CHAIRPERSON

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

COMMANDER: _____

SIGNATURE (IF REQUIRED) / DATE

NAME _____ RANK _____ MOS _____ ACTIVITY _____

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APPENDIX B

TRAINING DOCUMENTATION FORMAT**CERTIFICATION LEVELS**

TM - TEAM MEMBER TL - TEAM LEADER IND-INDIVIDUAL QA - QUALITY
ASSURANCE SO - SAFETY OBSERVER

WORK TASK CODES

- | | |
|-------------------------|-------------------------------|
| 1. STORAGE/STOWAGE | 7. INSTALLATION/REMOVAL |
| 2. HANDLING | 8. AIRCRAFT RELEASE & CONTROL |
| 3. ASSEMBLY/DISASSEMBLY | 9. GUN-JAM CLEARING |
| 4. LOAD/DOWNLOAD | 10. TRANSPORTATION |
| 5. TUBELOADING | 11. PIER/WHARF OPERATIONS |
| 6. ARM/DEARM | 12. SAFING/UNSAFING |
| | 13. SENTENCING |

EXPLOSIVES FAMILY/DEVICE	WORK TASK	LEVEL	DATE	REMARKS
HE MUNITIONS & COMPONENTS				
SPECIAL PURPOSE BOMBS				
SRC 1 ITEMS				
ROCKET MOTORS, WARHEADS, & COMPONENTS				
SMALL ARMS AMMUNITION				
AIRCRAFT GUN AMMUNITION				
CADS/PADS				
FUZES				
PRECISION GUIDED MUNITIONS				
DEMOLITION MATERIALS				
JATO/RATO				
AIRBORNE EXPENDABLE COUNTERMEASURES				

CLASS V(A) QUAL/CERT TRAINING SYLLABUS EXAMPLE (TM/TL/QA/SO)

1. **OBJECTIVE:** This syllabus is provided to ensure that all personnel nominated for a (TM/TL/QA/SO) certification have read and understand all references and meet all the requirements necessary to perform the functions as a (TM/TL/QA/SO) for (Unit/Activity)

2. **REQUIRED READING:** This section contains a detailed listing of all technical manuals, checklists, loading manuals, SOPs, and safety directives pertinent to the certification level (TM/TL/QA/SO). The trainee shall demonstrate a complete understanding of the publications and/or sections identified to receive a sign-off for each item.

a. Technical Manual A

b. Technical Manual B

c. Checklist A

d. Checklist B

Signature/Date

Signature/Date

Signature/Date

Signature/Date

3. **QUALIFICATION OJT:** This section itemizes the weapon systems utilized by (Unit/Activity) and their tasks relative to (TM/TL/QA/SO) certification. Completion of this section serves to familiarize the trainee with the certification's responsibilities. The trainee shall demonstrate safe practices and a detailed understanding of the weapon system to receive a sign-off for each item.

a. Weapon System A

b. Weapon System B

Signature/Date

Signature/Date

4. **PRACTICAL APPLICATION:** (TL and QA syllabi only) This section serves to validate the trainee's understanding and proficiency of the certification level through supervised demonstrations of tasks associated to each explosive family/device the certification pertains to.

NOTE

THE MINIMUM CERTIFIED PERSONNEL REQUIREMENTS FOR EACH EVOLUTION ARE STILL APPLICABLE.

EXPLOSIVE FAMILY/DEVICE	WORK TASK	DATE	QASO SIGNATURE
Family/Device A	All Applicable	1 st	
		2 nd	
		3 rd	

5. **RECOMMENDATION:** Having been screened in accordance with this syllabus, the trainee is recommended for advancement in certification to the level of (TM/TL/QA/SO) upon successful completion of Qual/Cert Board review.

Board Member, Unit/Activity, Date

Rank/Name: _____

Date Issued: _____

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APPENDIX C

FAMILIES OF EXPLOSIVES DEVICES/OPERATIONS

1. Explosives Devices. To ease the administrative burden associated with certification of the multitude of individual types of explosives devices, a family grouping may be used. The following types of explosives devices are representative family groupings, and are not all inclusive:

- a. High explosive munitions and components.
 - (1) Tank and mortar ammunition.
 - (2) Fixed and separate loading projectiles.
 - (3) Grenades.
 - (4) Bombs and components.
 - (5) Land Mines.
- b. Cluster bomb units.
- c. Special purpose bombs (practice bombs with marker charges, leaflets, chaff, etc.).
- d. Pyrotechnics (signal flares, incendiary grenades, parachute flares, etc.).
- e. Smoke ammunition (White Phosphorous (WP), Plasticized White Phosphorous (PWP), Red Phosphorous (RP), Hexachloroethane (HC), Sulphur Trioxide Chlorosulphonic (FS), and Riot Control munitions (RCM)).
- f. Underwater sound signals.
- g. Demolition explosives, material, and blasting caps.
- h. Aircraft-laid mines (Quickstrike Mines MK 62 500 lb. and MK 63 1,000 lb.) and components.
- i. Cartridges and Cartridge Actuated Devices.
- j. Rocket motors, warheads and associated components.
- k. Small arms ammunition, applicable through 25mm for the

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purpose of this program.

l. Aircraft gun ammunition. This explosive family is related to aviation personnel only.

m. Guided missiles and components.

n. Targets and components.

o. Propellant Actuated Devices (PAD).

p. Precision Guided Munitions (JDAM, JSOW, and GBU).

q. Security Risk Category 1 items.

r. Fuzes.

s. Airborne Expendable Countermeasures (chaff, decoy flares Magnesium-Teflon and pyrophoric flares, etc.).

t. Jet Assisted Take Off/Rocket Assisted Take Off (JATO/RATO).

u. Artillery/components. Projectiles, propelling charges, primers, and fuzes (fixed, semi-fixed, and separate).

2. Explosives Operations/Tasks. Explosives operations/tasks listed below may be performed at ammunition supply points, forward operating bases, forward arming and refueling points, or aboard the major installations or air stations, and encompasses fleet-type operations during both training and contingency operations. The following list of explosives operations is provided to facilitate proper selection of the WTC for training documentation, and certification. These WTC are representative for the operations denoted and substantiate training and certification documentation requirements. Training shall be provided for those operations specific to the individual's duties and responsibilities.

a. Storage/Stowage.

b. Handling.

c. Ordnance item/explosive device assembly or disassembly.

d. Aircraft loading/downloading.

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e. Tubeloading (Loading of assembled rockets into launchers attached to aircraft).

f. Aircraft arming/dearming.

g. Installation/removal of CAD/PAD explosives material.

h. Aircraft release and control system checks.

i. Gun-jam clearing.

j. Transportation.

k. Pier/wharf operations.

l. Safing/Unsafing of aircraft bomb racks suspending external fuel tanks, aircraft ejection seats, or egress systems.

m. Sentencing.

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APPENDIX D

DEFINITIONS/GUIDELINES

1. The following is provided to facilitate the proper selection of the WTC which appear on the Certification and Training Documentation Forms in Appendices A and B and to provide clarification with respect to the intent of this program:

a. WTC 1 - Storage/Stowage. This category applies to A&E operations/tasks that involve storage/stowage of explosive devices; to include, the 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; unusual odors or fumes; and other abnormal conditions, to include applicable maintenance requirements and SOPs.

b. WTC 2 - Handling. Applicable to all operations/tasks that involve the physical act of breaking out, unpacking, counting, inspecting, segregating, lifting, repositioning, or packaging A&E by hand or with the use of powered or pneumatic equipment in order to facilitate storage/stowage, assembly/disassembly, loading/downloading of vehicles, receipt/issue, sentencing and/or transportation.

c. WTC 3 - Assembly/Disassembly. A Class V(A) operation to facilitate the complete buildup/breakdown of ordnance end items/explosive devices (e.g., MK-82 bomb - attaching fins, installing electrical fuzes, adapter boosters, etc.; installing signal cartridges in MK-76/BDU-45/48 practice bombs; loading paraflares in SUU-25 dispensers, attaching warheads to rocket motors, etc.).

d. WTC 4 - Loading/Downloading. Applies to procedures contained in the load/download section of the aircraft loading manual/checklist for that particular ordnance item/explosive device on a particular Type Model Series aircraft.

e. WTC 5 - Tubeloading. Applies to those personnel engaged in the loading of rockets into rocket launchers suspended from aircraft in accordance with approved directives. As with Loading/ Downloading, procedures are contained in the aircraft loading manual/checklist for that particular ordnance item/explosive device on a particular Type Model Series

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aircraft.

f. WTC 6 - Arm/Dearm. Applies to those procedures in the arming/dearming section of the applicable aircraft loading manual/checklist that place the ordnance item/explosive device in a ready or safe condition (e.g., rocket launchers, guided missiles, guns, paraflares, etc.).

g. WTC 7 - Installation/Removal. Applies to those personnel whose responsibilities involve the installation/removal of Cartridges/CAD associated with aircraft bomb racks/pylons, egress systems, Electronic Counter-Measures dispensers, engine fire extinguisher system cartridges, aircrew survival distress signals, canopy removal devices, explosive bolts, etc.

h. WTC 8 - Aircraft Release and Control. Applies to those procedures in the release and control section of the applicable aircraft loading manual/checklist.

i. WTC 9 - Gun-Jam Clearing. Applies to personnel engaged in clearing jammed aircraft guns (not applicable to operators of crew-served guns).

j. WTC 10 - Transportation. Applies to personnel whose duties involve the movement/positioning of ordnance/explosive devices that are not appropriately packaged per Department of Transportation (DOT) requirements (i.e., unit issues and assembled aircraft rockets/bombs loaded on weapons skids and trailers). Vehicle operators assigned to a working party may be utilized without regard to this program; however, these individuals must be properly supervised, instructed, and hold an explosive driver's permit and valid medical examiner's certificate. Additionally, this work task is not required for explosives drivers that operate Material Handling Equipment and vehicles for A&E movement and transportation that is appropriately packaged per DOT requirements.

k. WTC 11 - Pier/Wharf Operations. Applies to those personnel whose tasks require them to perform ammunition operations within the pier/wharf area, to include containerization operations (stuffing/unstuffing and loading/unloading), Landing Force Operational Reserve Material (LFORM) and Mission Load Allowance (MLA) loading/unloading, and break bulk commercial ship loading/offloading.

l. WTC 12 - Safing. Applies to those personnel whose tasks

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require them to safe aircraft ejection seats (ALSS personnel only), or safe aircraft bomb racks, (i.e., rotation of the locking lever on bomb racks from the armed or unlocked position) only on those aircraft bomb racks suspending external fuel tanks. Safing does not include the installation/removal of bomb rack ejection cartridges, or the Arm/Dearm of aircraft weapons systems, as qualified/certified aviation ordnance personnel only shall perform these procedures.

m. WTC 13 - Sentencing. Sentencing is the inspection of A&E that typically includes checks for Maintenance Due Date, service life/shelf-life expiration or limitations, physical damage and environmental deterioration (rust, corrosion, etc.) and evaluation of characteristics unique to specific ammunition for the assigning of ammunition Condition Codes (C/C) and Defect Codes (D/C). Determining, assigning, and certifying accurate C/C and D/C of A&E is integral to the safety of all A&E operations. This process also includes the correct application of Notices of Ammunition Reclassification, and/or specific direction from appropriate authority that affects the C/C or D/C. Those personnel responsible for the application of traceable seals and for the final determination of C/C and D/C require certification in this work task. Those personnel involved in the handling of A&E during the sentencing process, but are not responsible for the final determination of C/C, D/C, or the application of traceable seals, only require certification in the handling work task code.

2. The following list of definitions and guidelines are provided to assist in preparation of manual certification records:

a. Explosives Family/Device. Applicable explosive family or device for which the individual is being certified.

b. Board Chairperson Signature. Signature/electronic signature of the Commander or individual designated in writing to serve as board chairperson.

c. Date Certified. Date certification is effective.

d. Corrections. The use of whiteout/correction tape is not authorized. Corrections shall only be made by use of a single line through the entire entry (i.e., upon re-certification, downgrading, etc.).

e. De-certification/Suspension/Revocation. De-

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certification/suspension/revocation requires electronic signature in eQual or ASM from the Commander or Board Chairperson, and acknowledgement from the individual via acknowledgment memorandum or electronic signature. Programs authorized manual records will line through the entire record of certification entry and the record will be signed by the individual and Board Chairperson or Commander. Chapter 1 defines the requirements for de-certification/revocation.

f. Commander Signature. Use of this block is required only when a waiver of grade requirements for TL, QA, and SO certification levels has been approved in accordance with chapters 2 and 3.

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APPENDIX E

GRADE WAIVER EXAMPLE LETTERS



UNITED STATES MARINE CORPS

(Unit address)

IN REPLY REFER TO:

8023

ORD

10 Nov 75

From: Board Chairperson, (Requesting Unit)
To: Commander

Subj: REQUEST FOR RANK WAIVER FOR PERSONNEL QUALIFICATION AND
CERTIFICATION PROGRAM OF CLASS V AMMUNITION AND
EXPLOSIVES BOARD MEMBER ASSIGNMENT ICO SERGEANT I. M.
HARDCORE EDIPI/MOS USMC

Ref: (a) MCO 8023.3_

1. In accordance with reference (a), it is requested that a rank waiver be granted to satisfy board membership for this Command's Personnel Qualification and Certification Program of Class V Ammunition and Explosives Board.

2. This Command's current staffing does not support the required rank of E-6 to meet the rank requirement for Board appointment and board augmentation from outside the command is not feasible.

3. Sergeant Hardcore has the experience required to fulfill the responsibilities of a Board member.

4. In accordance with reference (a), this waiver will be reviewed annually.

BOARD CHAIRPERSON

Copy to:
Next Higher Echelon
Board Chairperson File
SNM

For Official Use Only - Privacy Sensitive - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

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UNITED STATES MARINE CORPS
(UNIT ADDRESS)

IN REPLY REFER TO:

8023

ORD

10 Nov 75

From: Commander, (Unit)
To: Board Chairperson, (Unit)
Subj: WAIVER OF RANK REQUIREMENT TO [TEAM LEADER, QUALITY ASSURANCE, or SAFETY OBSERVER] ICO (Grade Name EDIPI/MOS USMC)
Ref: (a) MCO 8023.3_

1. In accordance with reference (a), a rank waiver is granted to fulfill the duties as a (Team Leader, Quality Assurance, or Safety Observer) in the Command's Personnel Qualification and Certification Program of Class V Ammunition and Explosives.
2. The Command's current staffing does not support the required grade of (E-4/E-5) to meet the rank requirement for Team Leader OR Quality Assurance Safety Observer appointment and an operational necessity exists for this waiver.
3. SNM grade/name has the experience required to fulfill the responsibilities of a (Team Leader, Quality Assurance, or Safety Observer).
4. In accordance with reference (a), this waiver will be reviewed and if required, renewed annually.
5. The point of contact at this command is (Ordnance/Ammunition Officer), requesting unit, telephone number, email address.

(COMMANDER)

Copy to:
Next Higher Echelon
Squadron CO
Board Chairperson File
MALS/MAG OrdO
Squadron OrdO
SNM

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29 JUN 2017

APPENDIX F

BOARD CHAIRPERSON APPOINTMENT LETTER EXAMPLE



UNITED STATES MARINE CORPS
(UNITS ADDRESS)

IN REPLY REFER TO:
8023
CO
10 Nov 75

From: Commander, (Unit)
To: (Grade Name EDIPI/MOS USMC)
Subj: ASSIGNMENT AS THE QUALIFICATION AND CERTIFICATION BOARD
CHAIRPERSON FOR (UNIT)
Ref: (a) MCO 8023.3_

1. In accordance with the references, you are hereby assigned as the (UNIT) Qualification and Certification Board Chairperson.
2. You will be guided in the performance of your duties by the references.

(COMMANDER)

Copy to:
(SNO)
(CO)

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APPENDIX G

BOARD MEMBER APPOINTMENT LETTER EXAMPLE



UNITED STATES MARINE CORPS
(UNITS ADDRESS)

IN REPLY REFER TO:
8023
CO
10 Nov 75

From: Commander, (Unit)
To: (Grade Name EDIPI/MOS USMC)

Subj: ASSIGNMENT AS THE QUALIFICATION AND CERTIFICATION BOARD
MEMBER FOR (UNIT)

Ref: (a) MCO 8023.3_

1. In accordance with the references, you are hereby assigned as the (UNIT) Qualification and Certification Board Member.
2. You will be guided in the performance of your duties by the references.

(COMMANDER)

Copy to:
(SNO)
(CO)

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