DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CALIFORNIA 92132-5100

IN REPLY REFER TO:
COMNAVREGSWINST 8020.2B CH-2
N43WP
FEB 14 2006

COMNAVREGSW INSTRUCTION 8020.2B CHANGE TRANSMITTAL 2

Subj: EXPLOSIVES HANDLING PERSONNEL QUALIFICATION AND CERTIFICATION (QUAL/CERT) PROGRAM

Ref: (a) OPNAVINST 8020.14, Chapter 10

Encl: (1) Revised page 4 to the basic instruction
(2) Revised Enclosure (3), page 1
(3) Revised Enclosure (7), page 1

1. Purpose. To transmit the following revisions:

a. Page 4, paragraph 6c(1), of the basic instruction.

b. Enclosure (3) includes the term "Pre-loaded Accessory Suspension Equipment (PASE)."

c. Enclosure (7), paragraph 2c, includes LAUs and PASE under WTC-3 in paragraph 3.

2. Action. Replace page 4 of basic instruction with enclosure (1). Replace original enclosure (3) with enclosure (2). Replace original enclosure (7), page 1, with enclosure (3).

R. W. FOWLER
Program Director, Ordnance

Distribution:
Electronic only, via CNRSW Directive Web Site
http://www.cnrsw.navy.mil/admin/index.htm

(f) A clause requiring the CO/OIC to authorize, in writing, all deviations by the contractor from this instruction.

(6) Revokes certifications.

b. Qual/Cert Board Chairperson and Members

(1) The board chairman shall be the CO/OIC or Director. At the discretion of the CO/OIC or Director, the duties of the board chairman may be delegated, in writing, to the cognizant site manager.

(2) Define and document the activity's Qual/Cert Program.

(a) The duties of the board chairman and members are defined in enclosure (10) of this instruction.

(b) Qualification, certification, decertification, recertification, and revocation are defined in enclosure (10).

c. Explosives Safety Officer (ESO)

(1) The ESO shall not be assigned the responsibility of execution and maintenance of the department Qual/Cert program within the activity, with exception of Pier/Wharf Explosives Safety Observers. The ESO shall function in an advisory role on behalf of the CO/OIC or Director to ensure an effective explosives safety program is maintained in all departments at the activity.

(2) In addition to the requirements of reference (c), the ESO will review Qual/Cert records in conjunction with the annual Explosives Safety Self Audit (ESSA) and provide a report to CO/OIC or Director.

(3) When the ESO or Safety Specialist is required to perform Safety Observer duties, they shall receive initial certification and will automatically be re-certified annually. A medical examination is not required.

d. Monitoring. CO/OIC or Director may use technical assistance to facilitate their training plans (e.g. Explosives Safety Support Office (ESSOPAC), Ordnance Safety Assistance Team (OSAT), and Weapons Safety Assistance Team (WSAT), etc.).

7. Family Groups. Family Groups are explosives/explosive devices with similar characteristics as represented in enclosure (5).

8. Training Plan. Enclosure (6) addresses Explosive Handling Personnel Qual/Cert Program Training Plan (TP), standardized training documentation, and the use of training devices and

DEFINITIONS OF TERMS

1. Commanding Officer/Officer-in-Charge (CO/OIC) or Director. Commanding Officer, Officer-in-Charge, Director or other senior officer having final responsibility for safety of the activity.

2. Certification. A formal documented declaration that an individual, by virtue of peer review, has met all of the qualification requirements established to perform a task.

3. Decertification. The Commanding Officer or Officer-in-Charge (CO/OIC), Director or designated Board Chairman is responsible for decertification whenever such an action is in the best interest of Safety. Decertification occurs when:

a. An individual is involved in an explosive mishap or incident and is awaiting investigation.

b. Decertification is mandatory if an explosive mishap is caused by negligence, carelessness, procedural, and/or safety infractions.

c. Decertification may also result because of a lapse in licensing, physical exam or Qual/Cert has expired.

4. Explosive/Explosive Device. Applicable explosive/explosive device for which the person is being certified. May be listed by family group or specific device.

5. Immediate Supervisor. Person of record who evaluates an individual's overall annual job performance.

6. Initial Certification. Activities that are assigned a new weapon/system or have a new/major modification to a weapons handling/storage capability must initially certify a Board Member for this new capability. This permits subsequent certification of those personnel whose duties include this new capability.

7. Pre-loaded Accessory Suspension Equipment (PASE). Aircraft armament equipment that is normally attached to a weapon during the weapons assembly process using applicable weapons assembly manuals (i.e., LAU-117/AGM-65, LAU-118/AGM-88).

8. Qualifications. A documented list of requirements an individual must satisfy prior to being certified, (i.e., testing, formal classes, licenses, documented OJT and experience, demonstrated task proficiency, physical, etc).

9. Recertification. Completed after documented retraining and the member is submitted to the Qual/Cert Board for certification as appropriate. See enclosure (10), paragraph 12 of this instruction.

10. Revocation. An action permanently removing an individual's certification. The Commanding Officer, Officer-in-Charge (CO/OIC) or Director is responsible for revoking certification whenever such action is in the best interest of safety. Enclosure (10) provides guidelines.

11. Supervision. Any oversight/direction performed by a qualified and certified individual of an ammunition task performed by another individual or team. The immediate supervisor has the authority to direct other individuals to perform the supervision of ammunition tasks.

12. Task. Any job, evolution, process, or operation that an individual or team performs involving physical interaction with ammunition.

13. Team. Any group of two or more individuals assigned to a task, at least one of who is (TL) certified. Usually, team and individual are interchangeable within this instruction.

14. Transfer of Certification. Transfer of Certification for military or civilian from one command to another is prohibited. However, the receiving command may use the OJT documentation from the transferring command as justification for immediate certification provided all the conditions of enclosure (10) are met.

WORK TASK CODES

The following standardizes the use and definition of each applicable work task code (WTC). Refer to enclosure (5) for WTC applicability to family groups for activities.

1. WTC 1 Storage/Stowage. Physical act of stowing explosive/ explosive devices in designated and approved spaces. Demonstrate knowledge of shore storage requirements per applicable instructions/directives. This includes the physical act of inspecting explosives storage spaces for improperly secured storage/stowage, unsatisfactory packaging, incompatibility, abnormality with protective sprinkler and alarm systems, unusual odors/fumes, and other abnormal conditions defined in NAVSEA OP 5.

2. WTC 2 Handling. Physical act of transporting or moving explosives/ explosive devices afloat or ashore, with powered equipment, with non-powered equipment or manually.

a. Transporting with motorized explosive vehicle on a flight line, to/from ready service area, or in and around an aircraft loading area, does not require an explosive driver.

b. Transporting with motorized explosive vehicle within shore stations on established explosive routes, or over public highways requires a qualified explosive driver certified per this WTC and licensed per reference (c).

c. Handling includes the installation/removal of LAU's, wings and fins on missiles and placing 20mm rounds in transporters.

3. WTC 3 Assembly/Disassembly. Physical act of mating/de-mating components to/from an all-up-round (AUR) configuration including Preloaded Accessory Suspension Equipment (PASE). This WTC is used when assembly/disassembly is authorized in applicable Weapons Assembly Manuals (WAM).

4. WTC 4 Load/Download. Physical act of mating an AUR with the bomb rack/launcher from which delivery/initiation is authorized. Includes all operations incidental to aircraft loading/downloading included in those portions of the NAVAIR Conventional Weapons Loading Checklists, shipboard loading/downloading of Close-In Weapons Systems (CIWS) and NATO Sea Sparrow systems, and includes functions such as the installation of mechanical bomb fuzes, arming wires, electrical/mechanical connections, installing bands on LUU-2/MK-58 MLM's and rack/launcher cartridges.