



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
MCO 8023.3B
SD
OCT 05 2010

MARINE CORPS ORDER 8023.3B

From: Commandant of the Marine Corps
To: Distribution List

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

Ref: (a) OPNAVINST 8020.14/MCO P8020.11
(b) MCO P8020.10B
(c) MCO 5530.14A
(d) MCO P4400.150E
(e) NAVSEA OP 5, Vol. 1 (NOTAL)
(f) NAVMED P-117
(g) SECNAV M-5210.1

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

1. Situation. This Order provides policy for the implementation, guidance, and oversight of the Marine Corps Personnel Qualification and Certification (QUAL/CERT) Program for Class V Ammunition and Explosives (A&E), and identifies specific responsibilities as they apply to the Program.

2. Cancellation. MCO 8023.3A.

3. Mission. Establish and execute the Marine Corps Personnel QUAL/CERT Program for Class V Ammunition and Explosives (A&E) in accordance with references (a) through (f).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) All personnel whose duties include the handling of A&E will participate in a personnel QUAL/CERT program in

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accordance with this Order. This includes but is not limited to personnel assigned to the Military Occupational Fields 2300 and 6500 unless exempted.

(b) This Order is applicable to all contractors performing operations in accordance with Chapter 4 of this Order.

(c) This Order shall provide the guidelines to ensure all personnel who handle A&E are satisfactorily trained to proficiently and safely perform required functions, tasks, or evolutions involving A&E as outlined in the references.

(2) Concept of Operations. The Commandant of the Marine Corps (CMC) has established policy directing Marine Corps activities, and personnel associated with other supporting activities, shall follow the instructions as outlined in reference (a).

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) Program Manager for Ammunition (PM Ammo) by the most expeditious means possible. Questions concerning the necessity for assignment into the QUAL/CERT program will be directed to COMMARCORSYSCOM PM Ammo for clarification.

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 PM Ammo.

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 (MCPEL) and CD-ROM.

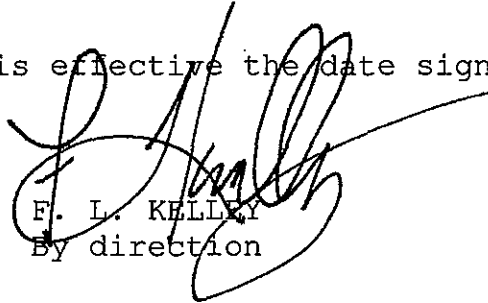
c. Records created as a result of this Order shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (g).

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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.



F. L. KELLEY
By direction

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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 A&E 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 policy directed by references (b) through (d).

2. Scope. This Order applies to all USMC activities where A&E is present.

3. Background. References (a) and (b) establish the policy for participation in the Personnel QUAL/CERT Program for A&E. A 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 increased complexity of modern weapon systems, weapons, and ammunition is a factor, a large number of accidents and incidents involving A&E are not due to the complexity of equipment, but a direct result from:

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

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

c. Assumption of unnecessary risk.

d. Disregarding common safety practices.

4. Guidelines. The following two subparagraphs provide guidance for certification requirements.

a. The following personnel and/or tasks involving A&E require certification:

(1) All Aviation Ordnance Military Occupational Specialty (MOS) (6531, 6541, and 6591).

(2) All personnel in any MOS working with A&E during high tempo operations require certification by the Commanding

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Officer or the Board Chairperson as discussed in Chapters 2 and 3.

(3) All Aviation Maintenance personnel who are required to handle explosive devices in order to execute official duties and responsibilities.

(4) All Ammunition Technicians (MOS 2311) who hold the rank of Private through Gunnery Sergeant.

(5) All non MOS 2311 enlisted personnel, filling the duties of the 2311 MOS, will participate in a QUAL/CERT program.

(6) DOD Civilians that are involved in A&E operations.

(7) Contractor personnel whose duties include evolutions or tasks involving A&E as specified in Chapter 4 of this Order.

(8) Marine Corps aviation squadrons embarked aboard United States Navy (USN) vessels shall be guided by this Order.

(9) Marine Corps personnel assigned to USN activities/commands should be governed by the qualification and certification program of the command to which assigned. Marine Corps personnel may choose to utilize the activities qualification and certification program if this program is authorized by an appropriate agreement and Board Personnel are qualified to certify the members in the necessary tasks to perform their mission.

(10) In cases where a Navy unit/activity does not maintain a QUAL/CERT program, USMC personnel shall maintain their qualifications under the provisions of this Order.

b. The following personnel and/or tasks involving A&E do not require certification:

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

(2) 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;

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however, such personnel must have received requisite training associated with the explosive device(s) and understand the inherent danger of A&E.

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

(4) Lookouts, 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 understand the inherent danger of A&E.

(5) Personnel whose sole contact with A&E occurs when assigned to a working party, in temporary support strictly for the purpose of loading/unloading or staging. However, personnel assigned to A&E 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 (ROIC).

(6) Pneumatic nail gun operators that do not handle any explosives, and only secure explosives to conveyances, are not required to be qualified/certified in accordance with this Order or reference (a). 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.

(7) Personnel involved in range firing operations/ tasks in direct support of crew-served weapons/weapon platforms.

(8) Personnel involved in explosives operations support at the actual firing/intentional detonation site (i.e., Explosives Ordnance Disposal (EOD) and engineer personnel).

(9) Aircrew, whose duties include safing/unsafing of airborne expendable countermeasure systems not covered under specific Naval Air Training and Operating Procedures Standardization (NATOPS) Manuals (i.e., QUAL/CERT).

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QUAL/CERT requirements do not apply to those aircrew and crew chiefs on MV-22, AH-1, UH-1, CH-46/53 aircraft, and first mechanics on KC-130 aircraft, who may arm/dearm or safe countermeasure systems.

(10) Aircrew involved in the employment of airborne weapons in their tactical configuration.

(11) Naval Air Warfare Center-Weapons Division (NAWCWD) Fleet Weapons Support Team (FWST) Technical Representatives.

(12) Military working dogs (MWD) handlers except when meeting the requirements of paragraph 4.a(4) above.

(13) EOD Technicians except when meeting the requirements of paragraph 4.a(4) above.

(14) Combat Engineers except when meeting the requirements of paragraph 4.a(4) above.

(15) Personnel possessing a MOS 2340 and personnel within MOS 2311 who have attained the rank of Master Sergeant (E-8) and above.

(16) Personnel possessing an MOS of 6502.

(17) Personnel possessing an MOS of 2305.

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

a. Personnel shall be screened with the AA&E screening form (NAVMC 11386) in accordance with reference (c). Personnel who fail to meet the personnel screening requirements set forth in reference (c) shall not be certified under the provisions of this Order.

b. Personnel shall have read and signed the Statement of Understanding, and completed all applicable forms (e.g., Screening Officer/Staff Non-Commissioned Officer Appointment letter) contained in reference (c). Additionally, all appropriate entries required by reference (c) will be made.

c. Personnel shall be medically examined and certified in accordance with references (e) and (f) and documentation maintained in their records.

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d. USMC peculiar forms and records for Marine personnel assigned to USN activities governed by the USN QUAL/CERT Program shall not be disposed of and shall be maintained current for eventual transfer with the individual.

6. Electronic Recordkeeping/Signatures. Electronic recordkeeping systems and electronic signatures are authorized for maintaining training documentation and certifications when part of a system approved by COMMARCORSSYSCOM PM Ammo and Aviation Support Logistics (ASL-30). An approved system is defined as a system that has the ability to maintain all of the documentation required in accordance with this Order. Systems currently approved and being utilized are Aviation Maintenance Training Continuum System (AMTCS) Advanced Skills Management (ASM) and Electronic Qualification and Certification Program (eQual).

7. Use of Electronic Recordkeeping Systems. The eQual program will be used by all ground activities to document and maintain all QUAL/CERT records. Activities not able to access eQual will request authorization from COMARCORSSYSCOM PM Ammo to maintain manual records.

8. Manual Recordkeeping. Manual records for certifications are authorized and will make use of the sample forms contained in Appendices A, B, and C. No additional Family Groups or work task codes are authorized. Commands who choose to use manual records will maintain all documentation in accordance with this Order. The appropriate entries will be made on the certification and training forms to include the signatures of the Board Chairperson and the individual being certified. The certification form shall be maintained in the Individual Qualification/Certification Jacket, databases or unit historical records. For Department of Defense (DoD) civilian personnel, the board chairperson shall maintain the certification form.

9. Waivers

a. Waivers of rank/grade requirements for TL and SO certification levels are authorized upon recommendation from the certification Board Chairperson to the Commander.

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b. Upon recommendation from the Board Chairperson, the Commander will approve grade waivers in writing using the sample letter in Appendix E. By direction for this letter is not authorized.

c. The local command executing waivers under this provision shall notify, in writing, the next higher echelon in the chain of command, for information and tracking purposes.

d. All waivers shall be reviewed annually. Waiver continuation will be based on operational necessity, individual performance, and evaluation of the effectiveness of corrective measures taken to eliminate the need for continued deviation. Waivers should remain in effect for the minimum time necessary.

10. Duration of Certification

a. Certification, unless de-certified/suspended or revoked for cause, shall be valid for the duration of assignment to the same Command while performing the same tasks for which certified so long as the certification is reviewed annually by the Commander or designated Board Chairperson and the individual being certified.

b. For composite squadrons, certification from each individual's parent command remains valid for the duration of a composite assignment unless de-certified/suspended or revoked by assigned composite chain of command so long as the certification is reviewed annually by the Commander or designated Board Chairperson.

c. Certification of military personnel is transferable at the discretion of the receiving command. Receiving commands must validate previous certification by placing the individual's and receiving Board Chairperson's signatures on the certification form.

d. Certification of personnel within a Command may remain in effect upon a change in Certification Board Chairperson provided the newly appointed Board Chairperson reviews and accepts the certification levels of the previous certification board. Acceptance of previous certification shall be done by placing the individual's and newly appointed Board Chairperson's signatures on the existing certification form.

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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 no longer meets AA&E screening or medical requirements as outlined in references (c) and (e).

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 to remove individuals from MOS's 2311, 6531, 6541, and 6591. Individuals filling the billets of one of the above MOS will 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.

13. Training Requirements. QUAL/CERT is only required for tasks that relate directly to A&E safety. Knowledge, understanding, and competent use of applicable manuals, as well as knowledge of A&E safety precautions and procedures, will remain 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/operations. 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 documentation that supports the current level of certification shall be maintained in the individual's authorized QUAL/CERT record and retained for reference until deemed no longer valid or required by the QUAL/CERT Board Chairperson.

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c. All training received to support certification and work task codes for which certified, either by on-the-job training (OJT) or through formal/informal periods of instruction, shall be documented. The documentation of training will be accomplished by using the forms contained in Appendix B for Programs using manual records. Programs maintaining documentation electronically shall use a program approved by COMMARCORSYSCOM PM Ammo or ASL-30.

d. Experienced supervisory ordnance/explosives personnel (E-8 and above, or civilian equivalent GS Rating) may be considered qualified for certification based on their past training and experience for Ground side Class V(W) MOS's only at the discretion of the Board Chairman.

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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 by all echelons of Command. The ultimate responsibility for explosives safety relating to personnel and equipment is vested with the Commander in accordance with references (a) and (b). Each Command with A&E functions as defined in this Order is responsible for establishing training/qualifications for personnel involved in the conduct of the Marine Corps Class V(W) explosive safety program.
2. Certification Board. Each unit or activity involved in A&E operations as defined in this Order 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 Class V(W).
 - (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.
5. Board Chairperson. The certification Board Chairperson shall consist of the following:
 - a. Ammunition Officer (MOS 2340) for those boards certifying ammunition personnel.

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b. In the absence of a 2340, an Ammunition Technician (MOS 2311) Master Gunnery Sergeant/ Master Sergeant may be appointed for those boards certifying ground ammunition personnel within the Major Subordinate Command(MSC).

c. In the event no officer or Master Gunnery Sergeant/ Master Sergeant in the MOS/Designators specified above is available, the Commander may assign the most qualified individual or request assistance from the unit's chain of command.

d. Explosives Ordnance Disposal Officer (MOS 2305) for those boards certifying EOD personnel.

6. Board Chairperson Responsibilities

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

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

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

d. The Certification Board Chairperson shall hold a board for all certification levels.

e. Review proposed courses of instruction and make appropriate recommendations.

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 candidate's qualifications for certification.

7. Assignment of Board Members

a. In addition to the Board Chairperson, each certification board shall consist of not less than one individual in the rank of Staff Sergeant (SSgt) or above MOS 2311 (or service equivalent/civilian supervisor).

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The Board Chairperson shall carefully review all available information relating to the individual'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 board member of the unit's certification board.

b. 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, by the Board Chairperson, to the Commander. Example letter is contained in Appendix E.

8. Board Member Responsibilities

a. Ensure unit personnel evaluated are certified 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. 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. Make recommendations to the Board Chairperson regarding each candidate's certification level.

9. Certification Documentation. All certifications shall be documented using either an approved electronic system or manual version of the form contained in Appendix A. The appropriate entries will be made on the certification form to include either manual or electronic signatures of the Board Chairperson and individual being certified. The certification form shall be maintained either electronically in an approved system or if maintained manually in the individual's Qualification/Certification Jacket.

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10. Selection of Qualification Categories. Qualification of personnel shall be in the following categories: Team Member (TM), Team Leader (TL), Individual (IND), Quality Assurance (QA), and Safety Observer (SO). The following describes each level of qualification categories.

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. Individual qualification can be accomplished via formal or informal training periods. Completion of MOS specific formal training may provide the basis for initial qualification of an individual as a TM. TMs must be supervised by a TL or an SO at all times until receiving a higher certification level.

b. Team Leader (TL) Qualification and Certification. Personnel requiring TL qualification and certification shall be the rank of Corporal or above, whose duties require that they direct and supervise others in explosives operations.

(1) The basis for initial qualification of an individual as a TL for Class V(W) A&E may 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 may also suffice.

(2) When warranted and at the recommendation of the Board Chairperson, Commanders may waive the grade requirement 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.

c. Individual (IND) Qualification and Certification. This certification applies to ground ammunition personnel 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 or SO to perform explosive operations and tasks.

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d. Quality Assurance (QA) Qualification and Certification. Personnel requiring QA QUAL/CERT shall be the grade of Corporal or above who have been qualified and certified to the TL level and 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 be able to determine that the necessary storage, 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 grades noted below 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.

(1) Personnel filling the duties of a MOS 2311 in accordance with this Order, which requires SO QUAL/CERT shall be the grade of Corporal or above.

(2) When warranted and at the recommendation of the Board Chairperson, Commanders may waive the grade requirement for Safety Observers if the individual possesses documented skills and training which define their ability to perform the tasks assigned. Waivers to the grade requirement for SO will be made using a form similar to the example contained in Appendix E.

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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 by all echelons of command. The ultimate responsibility for explosives safety relating to personnel and equipment is vested with the Commander in accordance with references (a) and (b). Each Command with A&E functions as defined in this Order is responsible for establishing training/qualifications for personnel involved in the conduct of the Marine Corps Class V(A) explosive safety program.
2. Certification Board. Each unit or activity involved in A&E operations as defined in this Order 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 the squadron level or higher.
4. Commanders' Responsibilities:
 - a. Commanders shall:
 - (1) Establish an effective QUAL/CERT Program in accordance with this Order for Class V(A).
 - (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. This authority should be delegated to the certification Board Chairperson and Board Members by appointment letters. 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.

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

a. Aviation Ordnance Officer MOS 6502 or US Navy Designators 6360/6361/6362 or 7361.

b. In the event there are no Aviation Ordnance Officers available, an Aircraft Maintenance Officer (MOS 6002/6004) may act as the Board Chairperson for aviation maintenance personnel (Aviation Life Support Systems (ALSS) and airframes only), but not for aviation ordnance personnel.

c. In the event an officer from the MOS designators specified above is not available, assistance shall be requested via the unit's chain of command.

6. Board Chairperson Responsibilities

a. Serves as the certifying official, when delegated by the Commander's appointment letter.

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

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

d. The Certification Board Chairperson shall hold a board for all certification levels.

e. Review proposed courses of instruction and make appropriate recommendations.

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 candidate's qualifications for 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

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the rank of Staff Sergeant (SSgt) or above (or service equivalent/civilian supervisor). The Board Chairperson shall carefully review all available information relating to the individual'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 board member of the unit's certification board.

b. 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 next higher echelon 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 unit personnel evaluated are certified 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. 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. Make recommendations to the Board Chairperson regarding each candidate's certification level.

9. Certification Documentation. All certifications shall be documented using either an approved electronic system or manual version of the form contained in Appendix A. The certification form shall be maintained either electronically in an approved system or if manual records are maintained in the individual's authorized Qualification/Certification Jacket or unit historical records. For civilian personnel, the Board Chairperson shall maintain the certification form.

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10. Selection of Qualification Categories. Qualification of personnel shall be in the following categories: Team Member (TM), Team Leader (TL), Individual (IND), Quality Assurance (QA), and Safety Observer (SO). The following are the qualification categories:

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 demonstrate an understanding of the program concepts of this Order and general safety precautions applicable to the tasks being performed. Individual qualification can be accomplished via formal or informal training periods. Completion of MOS specific formal training may provide the basis for initial qualification of an individual as a TM. TMs must be supervised by a TL or a SO at all times until receiving a higher certification level.

b. Team Leader (TL) Qualification and Certification. Personnel requiring TL QUAL/CERT shall be the rank/grade of Corporal (E-4) (or civilian equivalent) or above, whose duties require that they direct and supervise others in explosives operations.

(1) The basis for initial qualification of an individual as a TL for Class V(A) A&E may be documented skills and training, task oriented experience, and an understanding of current rules, regulations, and local SOPs.

(2) In rare circumstances and when warranted by operational considerations, Commanders may waive the grade requirement if the individual possesses documented skills and training which define their ability to perform the tasks assigned.

(3) Waivers to the rank requirement for TL will be made using a form similar to the example contained in Appendix E and must be reviewed annually by the Commanding Officer.

c. Individual (IND) Qualification and Certification. Personnel requiring IND qualification and certification 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 TL or SO to perform explosive operations and tasks. Examples include but not limited to:

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(1) 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. Personnel requiring QA QUAL/CERT shall be the rank/grade of Corporal (E-4) (or civilian equivalent) or above who have been qualified and certified to the TL level and 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 be able to determine the necessary storage, 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 grades noted below 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 specific knowledge of work tasks to be performed to determine subsequent reaction and emergency response procedures, as required.

(1) Personnel requiring SO QUAL/CERT shall be the rank/grade of Corporal (E-4) (or civilian equivalent) or above, due to the complexity of explosives operations and/or tasks performed.

(2) In rare circumstances and when warranted by operational considerations, Commanders may waive the grade requirement for Safety Observers, if the individual possesses documented skills and training which define their ability to perform the tasks assigned. Waivers to the grade requirement for SO will be made using a form similar to the example contained in Appendix E.

11. 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.

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

- a. Installation/removal of aircraft system-related cartridges and CADs.
- b. Removal/installation and maintenance of aircraft ejection seats and explosively operated canopy removal devices.
- c. Removal/installation of explosives and pyrotechnic devices on aircrew survival equipment.
- d. Storage and handling of CAD and Propellant Actuated Devices (PAD).

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Chapter 4

Procedures for Contractors

1. General. The key difference between defense contractor personnel and military/Department of Defense (DOD) civilian support is that management and control of contractor personnel is significantly different than that of management and control of military members and DOD civilians. 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 Ammunition and Explosives (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 PM Ammo and/or Headquarters Marine Corps (HQMC) 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).

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(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 (MEC) operations in support of an ESS. See paragraph 3.a.(2) above for QUAL/CERT requirements during an ESS.

4. Unauthorized Defense Contract Support. No contract shall be approved permitting Defense Contractor personnel to load/download, arm/dearm military aircraft within the Marine Air Group (MAG).

5. 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 ammunition and explosives.

(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 Qualification and Certification program meeting the requirements of MCO 8023.3 series."

(1) Prior to contract approval, the contracting activity shall route the contract through the appropriate MARFOR (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

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contract. Copies of the contract may be obtained from the installations explosives safety office.

6. Certification Board. Contracting officers will ensure U.S. Government DOD contracts requiring defense contractor personnel to handle, store, renovate, assemble, safe and unsafe A&E establish a certification board comprised of a Board Chairman 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.

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

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

8. 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.

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

10. 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.

11. 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, Quality Assurance 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.

12. Deviations. Deviations to the requirements contained in this Order are not authorized unless approved in writing by COMMARCORSYCOM, PM Ammo and/or HQMC ASL-30. Requests for deviations must be submitted in writing through the Chain of Command to PM AMMO and/or ASL-30 for approval.

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APPENDIX A

QUALIFICATION/CERTIFICATION FORM

Electronic version available on-line at: <http://navalforms.daps.dla.mil/web/public/home>

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 |

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

SIGNATURE DATE

SIGNATURE DATE

COMMANDER: _____

SIGNATURE (IF REQUIRED) / DATE

NAME _____ RANK _____ MOS _____ ACTIVITY _____

NAVMC 11733 (08-10(EF))

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APPENDIX B

ANNUAL TRAINING DOCUMENTATION FORMAT

Electronic version available on-line at: <http://navalforms.daps.dla.mil/web/public/home>

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 |

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				

NAVMC 11734 (08-10(EF))

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TRAINING SYLLABUS

Electronic version available on-line at: <http://navalforms.daps.dla.mil/web/public/home>

TRAINING SYLLABUS

<u>NAME</u>		<u>RATE</u>		<u>SSN</u>	
<u>LECTURE</u>	<u>TITLE</u>	<u>INST.</u>	<u>DATE</u>	<u>GRADE</u>	<u>ENTRY BY</u>

SAMPLE

OPNAV 4790/33 (REV. 3-73)

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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 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 (CBU).
- 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 (CAD).
- j. Rocket motors, warheads and associated components.

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k. Small arms ammunition, applicable through 25mm for the purpose of this program.

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

m. Air-launched 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 (Javelin, Tow, and AT-4).

r. Fuzes.

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

t. 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 representative, but not all inclusive, and is provided to facilitate proper selection of the work task codes which appear on the training documentation form in Appendix B, and the certification form in Appendix A. These task codes 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.

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- d. Aircraft loading/downloading.
- e. Tubeloading (Loading of assembled rockets into launchers attached to aircraft).
- f. Aircraft arming/disarming.
- 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, ALSS, EGRESS, or Countermeasures systems.

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APPENDIX D

DEFINITIONS/GUIDELINES

1. The following is provided to facilitate the proper selection of the work task codes 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. Storage/Stowage. This category applies to A&E operations/tasks that involve storage/stowage of explosive devices. Examples of this category are receipt, storage, segregation, packaging/unpackaging, preparation for shipment, inspection/sentencing, issue functions, and field returns; and is applicable to flight line ready service lockers.

b. Handling. Applicable to those operations/tasks requiring the breakout, lifting, or repositioning of ordnance items/explosive devices in order to facilitate storage/stowage, assembly/disassembly, loading/downloading, transportation this includes the use of Material Handling Equipment (MHE).

c. 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. 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. 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 aircraft.

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

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

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

j. Transportation. Applies to personnel whose duties involve the movement/positioning of ordnance/explosive devices involving material that is 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. Personnel positioning or loading/downloading aircraft within the flight line or combat aircraft loading area (CALA) using weapons loaders are licensed under the Naval Aviation Maintenance Program. Separate certifications in this category are not required.

k. 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.

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1. Safing. Applies to those personnel whose tasks 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.

2. The following list of definitions/guidelines is provided to assist in preparation of the record of certification:

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. The record of certification requires a line through the entire entry and signature by the individual and Board Chairperson for de-certification/suspension/revocation for cause.

f. Certification Levels. Team Member (TM), Team leader (TL), and Quality Assurance (QA) are interrelated. An individual certified to the QA level is also qualified and certified to perform as a TM or TL. Designation as Safety Observer (SO) is not related to the others in this context and shall not be interpreted as including certification at the other levels.

g. Commander Signature. Use of this block is required only when a waiver of grade requirements for TL and SO certification levels has been approved by Commander.

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APPENDIX E

GRADE WAIVER REQUIREMENT EXAMPLE LETTER

UNITED STATES MARINE CORPS

(Unit address)

8023

ORD

10 Nov 75

From: Board Chairman, (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 LAST FOUR SSN/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 Table of Organization does not support the required rank of E-6 to meet the rank requirement for Board appointment.
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.
5. The point of contact at this Command is (Ordnance/Ammunition Officer), Requesting Unit, telephone number, electronic mail address.

Board Chairman

Copy to:

Next Higher Echelon

Board Chairperson File

SNM

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UNITED STATES MARINE CORPS
 MARINE CORPS HARDCHARGERS
 2200 ALWAYS GONE STREET
 QUANTICO, VA 22134-6010

IN REPLY REFER TO:

8023

ORD

10 Nov 75

From: Commander, (Issuing Unit)
 To: Lance Corporal C. Puller LAST FOUR SSN/MOS USMC
 Subj: WAIVER OF RANK REQUIREMENT TO TEAM LEADER (TL) ICO
 LANCE CORPORAL C. PULLER LAST FOUR SSN/MOS
 Ref: (a) MCO 8023.3_

1. In accordance with reference (a), a rank waiver is granted to fulfill the duties as a [Team Leader] or [Safety Observer] in this Command's Personnel Qualification and Certification Program of Class V Ammunition and Explosives.
2. This Command's Table of Organization does not support the required grade of E-4 to meet the rank requirement for team leader appointment.
3. Lance Corporal Puller has the experience required to fulfill the responsibilities of a team leader.
4. In accordance with reference (a), this waiver will be reviewed annually.
5. The point of contact at this Command is (Ordnance/Ammunition Officer), Requesting Unit, telephone number, email address.

(CO's Name)

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

APPENDIX F

BOARD CHAIRPERSON EXAMPLE APPOINTMENT LETTER



UNITED STATES MARINE CORPS
(UNITS ADDRESS)

IN REPLY REFER TO:
8023
CO
10 Nov 75

From: Commander, (UNIT)
To (SNO NAME/LAST FOUR SSN/MOS)

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 EXAMPLE APPOINTMENT LETTER



UNITED STATES MARINE CORPS
(UNITS ADDRESS)

IN REPLY REFER TO:
8023
CO
10 Nov 75

From: Commander, (UNIT)
To (SNM NAME/LAST FOUR SSN/MOS)

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)

SAMPLE