

**PERSONNEL QUALIFICATION AND CERTIFICATION PROGRAM  
FOR CLASS V(W) AMMUNITION AND EXPLOSIVES**

**Volume 2**

**MCO 8023.3E**

29 Oct 2025

**VOLUME 2**

**PERSONNEL QUALIFICATION AND CERTIFICATION PROGRAM FOR CLASS  
V(W) AMMUNITION AND EXPLOSIVES**

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**CANCELLATION**. The publication of this Volume cancels chapter 2 and all Class V(W) personnel qualification and certification requirements of MCO 8023.3D.

<b>VOLUME VERSION</b>	<b>SUMMARY OF CHANGE</b>	<b>ORIGINATION DATE</b>	<b>DATE OF CHANGES</b>
ORIGINAL VOLUME	N/A	29 Oct 2025	N/A

Submit recommended changes to this Volume, via the proper channels, to the following address:

MCSC (PMM-152)  
Commander, Marine Corps Systems Command  
2200 Lester Street  
Quantico, VA 22134

DISTRIBUTION: PCN 10255328000

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**REFERENCES**

- a) MCO 5530.14\_
- b) MCO 5100.29C Vol. 8
- c) NAVSEA OP 5 Eighth Revision
- d) NAVMED P-117
- e) SECNAV M-5210.1 CH-1
- f) MCO 3571.2\_
- g) MCO 4400.201 Vol 7

<p><b><u>VOLUME 2: CHAPTER 1</u></b></p> <p><b><u>ROLES AND RESPONSIBILITIES</u></b></p> <p><b>SUMMARY OF SUBSTANTIVE CHANGES</b></p> <p>Hyperlinks are denoted by <i><b><u>bold, italic, blue and underlined font</u></b></i>.</p> <p>The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.</p> <p>All Volume changes denoted in <b>blue font</b> will reset to black font upon a full revision of this Volume.</p>			
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**CHAPTER 1**

**GENERAL POLICIES AND RESPONSIBILITIES**

**0101 PURPOSE**

As set forth in the references, this Volume establishes policy and procedural guidance for the management and implementation of the Marine Corps Qualification and Certification (QUAL/CERT) Program for Class V(W) Ammunition and Explosives (A&E). The requirements of this program are in addition to the policy for personnel Arms, Ammunition, and Explosives (AA&E) Screening directed by reference (a).

**0102 SCOPE**

This Volume applies to all Marine Corps ground activities and Marine Corps tenant commands on any installation where Class V(W) A&E is handled. Marine Corps personnel assigned to Navy or Marine Corps Class V(A) activities/commands shall be governed by the QUAL/CERT program (Marine Corps or Navy) authorized by the appropriate order. In cases where a QUAL/CERT program does not exist, Marine Corps personnel shall adhere to the applicable volume of this Order.

**0103 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, 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, standard operating procedures (SOP), and safety directives.
- C. Unnecessary assumption of risk.
- D. Disregard of common safety practices.

**0104 APPLICABILITY**

All military (Active Duty and Selected Marine Corps Reserve) and civilian personnel involved in Class V(W) A&E operations require certification in accordance with this Volume 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 weapons system.

B. Personnel required to bear arms during the conduct 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. Watch standers and document destruction personnel 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(W) working parties shall be properly supervised and instructed in the safety precautions to be followed during such evolutions. All working party personnel must always be supervised by a qualified and certified team leader (TL) or quality assurance (QA) and a qualified and certified safety observer (SO), as defined by this Volume. Range operations supervised by a range safety officer, or a range officer in charge are exempt from this requirement.

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 Volume; however, they must be closely supervised by one or more of the following levels, TL, QA, or SO, as defined by this Volume. 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 Classification 1.4S ammunition and explosives.

H. Aircrew whose duties include the on-load, off-load, and handling of A&E for air transportation. This includes properly palletized items, individual shipping containers, and fully assembled weapons approved for all-up-round transportation on properly configured armament weapons support equipment.

I. Personnel possessing the 2340 military occupational specialty (MOS) and master sergeants and master gunnery sergeants within the 2311 MOS. In the event a gunnery



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sergeant (E-7) is assigned as an ammunition supply point (ASP), officer in charge, they are exempt from the QUAL/CERT Program.

J. Explosive ordnance disposal (EOD) technicians do not require QUAL/CERT in accordance with this Volume; however, they shall be screened in accordance with reference (f) and maintain a valid medical examiners certificate in accordance with references (c) and (d). Handling and storage training shall also be documented in the EOD individual training records of technicians involved with storage operations.

K. Armorers and custodian personnel specifically supporting armories handling the limited authorized amounts of hazard class/division 1.3 and 1.4 ammunition and explosives per reference (b).

L. Personnel authorized to sign for Security Risk Category I items in accordance with reference (a), and who are not otherwise responsible for the handling of A&E.

#### 0105 PERSONNEL SCREENING

Prior to QUAL/CERT in accordance with this Volume, the following requirements shall be met:

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

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.

#### 0106 RECORDKEEPING

All personnel QUAL/CERT records shall be maintained and electronically signed in electronic qualification (eQUAL) programs. Use of any other system must first be approved by Commander, Marine Corps Systems Command (COMMARCORSSYSCOM).

##### 010601 MANUAL RECORDKEEPING

Manual recordkeeping of Class V(W) records is not authorized without written approval from COMMARCORSSYSCOM. Significant justification is required for approval. If manual records are authorized, the board chairperson will make use of the sample formats contained in Appendices C through L, or locally generated formats provided they contain the same information and signatures and will maintain all documentation in accordance with this Volume. 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.

**0107 WAIVERS**

Waiver of grade requirements by the commander or delegated personnel shall be for operational necessity only.

**0108 DEVIATIONS**

Deviations to the requirements contained in this Volume are not authorized unless approved in writing by COMMARCORSYSCOM. Deviation requests must be submitted in writing through the chain of command to COMMARCORSYSCOM for approval.

**0109 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 by the commander or board chairperson in conjunction with and at the same periodicity as the AA&E screening per reference (a).

B. For composite 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.

**0110 CERTIFICATION TRANSFER AND ACCEPTANCE**

A. If all family groups and work task codes (WTCs) remain the same, certification levels of military personnel are 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.

B. Certification levels of personnel within a command may remain in effect upon a change in board chairperson without conducting a QUAL/CERT board so long as the new board chairperson accepts the previous board chairperson's certification. To accept the certification, the newly appointed board chairperson shall review the certification levels of the previous certification board and sign the certification within 90-days of assignment as board chairperson. The individual shall also sign the certification form if manual records are authorized. If not accepted, the individuals shall be re-screened and certified in accordance with reference (a) and this Volume.

**0111 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 (a) and (d). Suspension shall also be utilized for personnel unable to meet training requirements

(e.g., personnel removed from their primary duties involving A&E operations, assigned to temporary external billets).

#### 0112 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 Volume. 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 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 and minor rule infractions.

#### 0113 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 training programs for each family of explosives devices and operations/task. A&E is segregated into representative family groups in order to preclude the necessity for qualification in each individual type of ammunition/device. Appendices A and B provides a breakdown of these representative family groups, as well as explosives operations/tasks for which QUAL/CERT is required.

B. All training received to support certification and WTCs for which certified, either by on-the-job training (OJT) or through formal/informal periods of instruction (POIs), shall be documented and maintained for the duration of the supported certification level in eQual or by using the format contained in Appendix D or a locally generated format containing the same information for programs authorized to use manual records.

C. QUAL/CERT training that supports the current certification of personnel shall be conducted at least annually. Documentation of this training shall be maintained in eQual or by using the format contained in Appendix D or a locally generated format containing the same information for programs authorized to use manual records.

D. Individuals conducting training are not required to receive that training separately and will document training completion with all other recipients.

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## **CHAPTER 2**

### **PROCEDURES FOR ESTABLISHING A CLASS V(W) QUALIFICATION CERTIFICATION PROGRAM**

#### **0201 BACKGROUND**

Implementation of an effective QUAL/CERT Program requires active attention from all command echelons. In accordance with reference (b), the commander is responsible for explosives safety relating to personnel and equipment. Each command with A&E functions as defined in this Volume 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) A&E operations.

#### **0202 CERTIFICATION BOARD**

Each unit or activity involved in Marine Corps Class V(W) A&E operations shall establish a certification board for the sole purpose of determining the qualifications of assigned personnel.

#### **0203 LETTER OF ASSIGNMENT**

The 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 Volume, commander refers to the battalion level or higher.

#### **0204 COMMANDERS' RESPONSIBILITIES**

A. Establish an effective QUAL/CERT program in accordance with this Volume for all personnel gunnery sergeant (E-7) and below who handle/store Class V(W). Gunnery sergeants (E-7) will be exempt when serving in the role of an officer in charge of an ASP as stated in para 0104.I.

B. Appoint in writing qualified personnel to serve as the QUAL/CERT board chairperson and board members. Commanders may delegate to the board chairperson via appointment letter, the authority to appoint board members according to the guidelines of this Volume.

C. Review training, qualifications, and adequacy of certification levels in conjunction with and at the same periodicity as the AA&E screening per reference (a) for each individual under their cognizance, unless delegated to the board chairperson.

#### **0205 ASSIGNMENT OF BOARD CHAIRPERSON**

The certification board chairperson shall be one of the following:

A. Ammunition officer (MOS 2340), explosive ordnance disposal officer (MOS 2305), or an aviation ordnance officer (MOS 6502) for those boards certifying ground ammunition personnel.

B. In the absence of a MOS 2305, 2340, or 6502, an ammunition technician (MOS 2311) master sergeant through master gunnery sergeant may be appointed for those boards certifying ground ammunition personnel. Gunnery sergeants (E-7) may be appointed while assigned as officer in charge of an ASP.

C. In the event an ammunition officer, aviation ordnance officer, MOS 2311 master sergeant through 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 sergeant/master gunnery sergeant as the representative board chairperson.

D. If a requisite officer, master sergeant through 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.

#### 0206 BOARD CHAIRPERSON RESPONSIBILITIES

The Board Chairperson shall:

A. Serve as the certifying official, when delegated by the commander via appointment letter.

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

C. Exercise overall management of the unit/activity QUAL/CERT Program, and ensure administrative procedures are established to implement and maintain the program effectively.

D. Conduct formal certification boards as determined by the board chairperson. In coordination with the board member(s), The board chairperson will determine the periodicity of boards for all certification levels.

E. Approve 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 to the commander.

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

## 0207 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 or above (or service/civilian supervisor equivalent).

B. The board chairperson shall carefully review all available information relating to the prospective board member's qualifications prior to assignment as a member of the unit's certification board.

C. Board members, gunnery sergeant or below, shall be certified in the same A&E, WTCs, and at the same certification level(s) for which they are recommending certification.

D. The commander may augment the certification board with additional personnel from within or outside the command. If a requisite staff sergeant or above (or service/civilian supervisor equivalent) cannot be assigned via the operational chain of command, or through assistance from adjacent commands, the best qualified staff sergeant or above (or service/civilian supervisor equivalent) with six or more years of A&E storage and handling experience from within the command may be assigned.

E. Commanders of supported units may waive the requisite staff sergeant to a sergeant provided personnel restrictions impact the forming of the board and the sergeant assigned to the board is qualified and certified in all requisite WTCs. If no sergeants are available, the best qualified individuals listed in paragraph 0207.D shall be appointed.

## 0208 BOARD MEMBER RESPONSIBILITIES

The Board Member(s) shall:

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 Appendices A and B.

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/suspension, and revocation of certification to the board chairperson.

F. Make recommendations to the board chairperson regarding each nominee's certification level.

## 0209 CERTIFICATION DOCUMENTATION

All certifications shall be documented using eQual or if approved by COMMARCORSYSCOM, manual records utilizing the format contained in Appendices C thru H or a locally generated format containing the same information and signatures. The appropriate entries will be made on the certification document to include either manual or electronic signature of the board chairperson. The certification shall be maintained electronically in eQual or, if manual records are authorized, in the individual's QUAL/CERT Jacket.

## 0210 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). 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 and IND qualifications are 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 limited tasks that may be accomplished by those with the TM qualification, a qualified and certified TL and SO shall be designated and present during all handling evolutions.

### 021001. 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 shall be accomplished via formal or informal training periods utilizing the example training syllabus in Appendix C. 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 when an explosives operation/task is being performed.

A. TMs are authorized to handle Hazard Class 1.4 ammunition in approved DOT packaging. independently and do not require the supervision of a TL, QA, or SO.

### 021002. 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/tasks. TLs also certified as an SO may direct an A&E handling evolution while supervising safety but shall not be directly involved in the hands-on conduct of the evolution.

A. 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 Noncommissioned Officer Course is recommended. Qualifications shall be accomplished via formal and informal training periods utilizing the example training syllabus in appendix C.

B. When warranted, and only when required by operational necessity and with the recommendation of the board chairperson, commanders may waive the rank/grade requirement for TL if the individual possesses documented skills and training which define their ability to perform the tasks assigned. This responsibility may be delegated to the board chairperson.

C. Waivers should only remain in effect for the minimum time necessary. Waivers to the rank/grade requirement for TL will be reviewed and documented annually by the board chairperson and renewed as necessary. The annual review will evaluate the effectiveness of corrective measures taken to eliminate the need for continued deviation. Waivers will be made using a form similar to the example contained in Appendix F and be maintained in the QUAL/CERT record.

#### 021003. 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 as ammo handlers, as defined by reference (g). Personnel requiring IND QUAL/CERT shall be any rank/grade, who have been trained, and qualified and certified to execute independent A&E tasks that do not require a TL and SO. IND will not conduct WTCs 5 and 6 without the supervision of a TL or QA and a SO. Qualifications shall be accomplished via formal and informal training periods utilizing the example training syllabus in Appendix C.

#### 021004. 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. QAs also certified as an SO may direct an A&E handling evolution while supervising safety but shall 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, regulations, and local SOPs. Qualifications shall be accomplished via formal and informal training periods utilizing the example training syllabus in Appendix C. 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.

#### 021005. SAFETY OBSERVER (SO) QUALIFICATION AND CERTIFICATION

Personnel requiring SO QUAL/CERT shall be the rank/grade of corporal (E-4) (or civilian equivalent) or above, meet the qualifications of a Team Leader, 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 rank requirement is not authorized.

#### 0211 ANNUAL TRAINING REQUIREMENTS

Maintaining the standard proficiency level necessary to satisfactorily execute the work tasks being carried out by TMs, TLs, INDs, QAs, and SOs 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 annually by informal periods of instruction or on-the-job training and documented per chapter 1 of this Volume.

#### 0212 CROSS-TRAINING

Adjacent Units should take every opportunity to plan, coordinate, and schedule cross-training events to perform functions that facilitate the training of personnel performing common A&E operations/tasks. Board chairpersons may accept training documentation from other board chairpersons provided it is certified by the receiving board chairperson in eQual.

#### 0213 CERTIFICATION TRAINING REQUIREMENTS

A QUAL/CERT syllabus is an integral step in the Class V(W) qualification process and is intended to produce a standard proficiency level necessary to satisfactorily execute work tasks being carried out by prospective TMs, TLs, INDs, QAs, or SOs. The following outline identifies the minimum requirements. Fulfillment of these requirements shall be documented in eQUAL, or on a format similar to the example provided in the Appendix C. This requirement shall be met prior to certification. At no time shall an individual perform a work task not covered in the applicable syllabus.

##### 021301. 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 certifying endorsement by either a QA/SO, board member, or board chairperson for verification. Each section is defined as follows:

021302. REQUIRED READING

This section shall contain a detailed listing of all pertinent technical manuals, checklists, SOPs, 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 certifying endorsement(s) for all before moving on to the next section.

021303. QUALIFICATION ON-THE-JOB TRAINING (OJT)

This section itemizes and familiarizes personnel with the 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.

021304. PRACTICAL APPLICATION

This section serves as verification of the qualification OJT through the trainee's supervised performance of an evolution (e.g., proficiency demonstrations) for each explosive family/device the certification pertains to. Practical application for IND is recommended but not required.

NOTE

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

021305. COMPLETION CERTIFICATION

After completing all sections, the syllabus shall be reviewed and endorsed by a unit/activity board member. Once verified and endorsed, the trainee is then eligible for the formal certification board as prescribed by this volume.

021306. 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 90 days for new joins obtaining initial qualification and 180 days for qualification upgrade. Members of the Selected Marine Corps Reserve are authorized up to 180 days for new joins obtaining initial qualification and 365 days for upgrades. At no time shall a board convene without the applicable syllabus having been completed.

021307. SYLLABUS DOCUMENTATION

Syllabi shall be maintained for the duration of the individual's certification at the corresponding level in eQUAL.

## 0214 TRAINING

The following courses are recommended to be completed prior to the certification of a QUAL/CERT level. Additional explosives safety training program requirements and periodicity can be found in Appendix D of reference (c).

### 021401. TEAM MEMBER

A. AMMO-51. MV-DL Naval Motor Vehicle Inspection (resident for those conducting off station vehicle inspections with biennial refresher training)

B. NOSSA-MPPEH-6.0-Material Potentially Presenting an Explosive Hazard (MPPEH) Requirements Course

### 021402. TEAM LEADER

A. AMMO-49. Naval Explosive Safety Managers/Supervisors Orientation

B. AMMO-64. Class V Issue & Turn-in Procedures for Using Units

C. Navy and Marine Corps Conventional Ammunition Sentencing Course (required for personnel directly involved in the sentencing of A&E)

### 021403. QUALITY ASSURANCE

A. AMMO-10. Ammunition Quality Assurance

### 021404. SAFETY OBSERVER

A. AMMO-112. Ammunition and Explosives Storage Safety

### 021405. INDIVIDUAL

A. AMMO-18. Basics of Naval Explosives Hazard Control (ammo handler only)

B. AMMO-45 Introduction to Ammunition (ammo handler only)

C. AMMO-51. MV-DL Naval Motor Vehicle Inspection (resident for those conducting off station vehicle inspections and Ammo Handlers with biennial refresher training)

D. AMMO-64. Class V Issue and Turn-In Procedures for Using Units

E. AMMO-108. Ammo Handlers

F. Navy and Marine Corps Conventional Ammunition Sentencing Course (required for personnel directly involved in the sentencing of A&E)

G. NOSSA-MPPEH-6.0-Material Potentially Presenting an Explosive Hazard  
(MPPEH) Requirements Course

## **APPENDIX A**

### **FAMILIES OF EXPLOSIVES DEVICES**

Explosives family groups are used to ease the administrative burden associated with certification of the multitude of individual types of explosives devices. The types of explosives devices listed in Figure A-1 are a representative of family groups and are not all-inclusive.

Family Group	Family Group Description
High explosive munitions and components	Includes general purpose bombs, fuzes, mortar ammunition, fixed and separate loading projectiles, grenades, mines, demolition explosives material, blasting caps, and artillery ammunition.
Guided missiles and components	Includes all variants of guided missiles e.g., Stinger, Javelin, Naval Strike Missile.
Rocket motors, warheads, and associated components	Includes “Smokey Sam”, precision guided and unguided rockets, launchers (when loaded), and all associated warheads (e.g., inert, high explosives, flachette, white phosphorus, and illumination).
Small arms ammunition up to .50 caliber	Applicable to all small arms and ammunition up to .50 caliber.
Gun ammunition	This covers fixed gun ammunition of 20mm through 40mm in which the projectile and the cartridge case are rigidly crimped together so that the entire unit is loaded into the gun in one operation.
Pyrotechnics	Includes all pyrotechnic signaling and marking devices, parachute flares, and marine location markers. This includes any applicable accessories such as launchers (when loaded).
Smoke ammunition	Includes white phosphorous, plasticized white phosphorous, hexachloroethane, Sulphur trioxide, and riot control munitions. Phosphorus rocket warheads are not included in this family group.

## **APPENDIX B**

### **EXPLOSIVES WORK TASK CODES**

The following information is presented to assist in the accurate selection of WTCs. These codes are utilized for recording training and certification details and to offer clarification regarding the program's objectives.

Work Task Code (WTC)	Description
WTC-1 Storage	<p>Pertains to personnel responsible for overseeing ammunition, explosives, and related inert materials at potential explosive sites, which encompass all storage facilities, including ammunition supply points, field ammunition supply points, module storage, and open storage areas such as ammunition holding areas used for item distribution or recovery within training areas. Additionally, this WTC covers the non-magazine storage of ammunition and explosives in transportation conveyances like motor vehicles, railcars, and containerized cargo vans (MILVANS).</p> <p>For comprehensive guidance on ammunition storage in both peacetime and training environments, refer to chapter 11 of reference (c). Furthermore, reference (c), chapter 15, offers detailed information regarding storage in contingency locations, with a particular emphasis on the preservation of stored items.</p>
WTC-2 Handling	<p>Applicable to all operations/tasks that involve the physical act of breaking out, unpacking, counting, inspecting, segregating, lifting, repositioning, or packaging A&amp;E by hand or with the use of powered or pneumatic equipment in order to facilitate storage/stowage, assembly/disassembly/testing, loading/downloading of vehicles, receipt/issue, sentencing and/or transportation. This task also includes explosive hazardous waste and material potentially presenting an explosive hazard.</p>
WTC-3 Measurables	<p>Applicable to personnel working in facilities storing A&amp;E with a unit of issue specified in feet, or personnel whose immediate command has an allocation of A&amp;E with a unit of issue in feet. This task involves the refinement of techniques for hand-trimming and/or cutting energetic materials in a safe manner, ensuring consistent and repeatable results in terms of measurements.</p>

WTC-4 Safing	Relevant to personnel tasked with performing segregation and inspection operations. This task involves the ability to identify items that are frequently found in an unsafe condition, often due to missing safety pins, removed safety devices, or fuse-type items left in an unsafe setting. Additionally, personnel should demonstrate proficiency in "safing" such items or arranging for their disposal in accordance with local SOPs.
WTC-5 Testing	The physical act of conducting a test on all-up-rounds or A&E components (e.g., built-in test, programming, reprogramming, and presetting).
WTC-6 Assembly and Disassembly	Applicable to all operations that facilitate the complete buildup/breakdown of ordnance end items/ explosive devices to include the charging and discharging of munitions containing lithium batteries.



## **APPENDIX C**

### **(IND/TM/TL/QA/SO) CLASS V(W) QUAL/CERT TRAINING SYLLABUS EXAMPLE**

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

2. **REQUIRED READING**: Listed below are all applicable TMs, SOPs, MCOs and other directives applicable to the team member QUAL/CERT level. The certified individual must understand all duties and demonstrate the required knowledge necessary to carry out duties as a TM. References with an (\*) are not required to read in their entirety, but personnel should be able to demonstrate the ability to utilize the reference to research questions relating to the applicable subject matter. Each reference will be endorsed by a certified QA/SO and/or board member.

Reference	INT	YES	N/A
Local SOP(s)			
Supported Unit Guide (*if applicable aboard installation)			
Local Base Order (BO)			
Applicable Publications			

3. **QUALIFICATION OJT**: All Class V(W) Ammunition family groups are itemized below. This section serves as a guideline for familiarization to each family group and associated components, to include inert items. This section shall be completed through guided demonstrations or lectures that explain and demonstrate, in detail, the required skills of the desired qualification. Each listed item requires a verification signature and will be endorsed by a certified QA/SO, and/or board member.

Family Group	INT	YES	N/A
A. High Explosive munitions and Components			
B. Guided Missiles and Components			
C. Rocket motors, warheads, and associated components			
D. Small Arms Ammunition up to .50 Caliber			
E. Gun Ammunition			
F. Pyrotechnics			
G. Smoke Ammunition			

4. **PRACTICAL APPLICATION**: Supervised validation which observes safe handling and demonstrated proficiency for each family group is required.

### **NOTE**

Inert/Training items are authorized for use during practical application evolutions. Any family group/device that is not applicable to the unit or activity, may be recorded as "N/A". WTCs that are not applicable to a particular family group are not included in the training syllabus for that specific WTC.

Family Group/Work Tasks	INT	YES	N/A
A. High Explosive Munitions and Components			
1. Storage			
2. Handling			
3. Measurables			
4. Safing			
5. Testing			
6. Assembly and Disassembly			
B. Guided Missiles and Components			
1. Storage			
2. Handling			
3. Measurables			
4. Safing			
5. Testing			
6. Assembly and Disassembly			
C. Rocket Motors, Warheads, and Associated Components			
1. Storage			
2. Handling			
3. Measurables			
4. Safing			
5. Testing			
6. Assembly and Disassembly			
D. Small Arms Ammunition up to .50 Caliber			
1. Storage			
2. Handling			
3. Measurables			
4. Safing			
5. Testing			
6. Assembly and Disassembly			
E. Gun Ammunition			
1. Storage			
2. Handling			
3. Measurables			
4. Safing			
5. Testing			
6. Assembly and Disassembly			
F. Pyrotechnics			
1. Storage			
2. Handling			

3. Measurables			
4. Safing			
5. Testing			
6. Assembly and Disassembly			
G. Smoke Ammunition			
1. Storage			
2. Handling			
3. Measurables			
4. Safing			
5. Testing			
6. Assembly and Disassembly			

5. **RECOMMENDATION**: SNM has been screened in accordance with this syllabus and is recommended for certification as a (IND/TM/TL/QA/SO).

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX D

### SAMPLE QUALIFICATION/CERTIFICATION FORM

#### CERTIFICATION LEVELS

TM - TEAM MEMBER  
 IND – INDIVIDUAL  
 SO - SAFETY OBSERVER

TL - TEAM LEADER  
 QA - QUALITY ASSURANCE

#### WORK TASK CODES

1. STORAGE	2. HANDLING
3. MEASURABLES	4. SAFING
5. TESTING	6. ASSEMBLY AND DISASSEMBLY

#### CERTIFICATION

EXPLOSIVE FAMILY/DEVICE	WTC	CERT LEVEL	INDIVIDUAL SIGNATURE	BOARD CHAIRPERSON	DATE CERTIFIED

**NOTE:** THE CERTIFICATION LEVELS ABOVE HAVE BEEN REVIEWED AS PER DATES AND SIGNATURES INDICATED BELOW.

INDIVIDUAL

BOARD CHAIRPERSON

SIGNATURE      DATE

SIGNATURE      DATE

COMMANDER:

SIGNATURE (IF REQUIRED)/ DATE

NAME \_\_\_\_\_ RANK \_\_\_\_\_ MOS \_\_\_\_\_ ACTIVITY \_\_\_\_\_

## SAMPLE TRAINING DOCUMENTATION FORM

[illegible]

**APPENDIX F**

**GRADE WAIVER EXAMPLE LETTER**



**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 IN CASE OF (Grade Name  
EDIPI/MOS USMC)

Ref: (a) MCO 8023.3\_

1. In accordance with reference, a rank waiver is granted to fulfill the duties as a (team leader or quality assurance) 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. Rank Name has the experience required to fulfill the responsibilities of a (team leader, quality assurance, or safety observer).
4. The point of contact at this Command is (Ordnance/Ammunition Officer), requesting unit, telephone number, email address.

(COMMANDER)

Copy to:  
Squadron CO  
Board Chairperson File  
MALs/MAG OrdO  
Squadron OrdO  
SNM

29 Oct 2025

**APPENDIX G**

**BOARD CHAIRPERSON APPOINTMENT EXAMPLE LETTER**



**UNITED STATES MARINE CORPS  
(UNIT ADDRESS)**

IN REPLY REFER TO:

8023

ORD

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 reference.

(COMMANDER)

Copy to:  
(SNO)  
(CO)

APPENDIX H

BOARD MEMBER APPOINTMENT EXAMPLE LETTER



UNITED STATES MARINE CORPS  
(UNIT ADDRESS)

IN REPLY REFER TO:

8023

ORD

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 reference, 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 reference.

(COMMANDER)

Copy to:  
(SNO)  
(CO)



**APPENDIX I**

**ACRONYMS**

A&E – Ammunition & Explosives

AA&E – Arms Ammunition & Explosives

ASP – Ammunition Supply Point

COMMARCORSYSCOM – Commander, Marine Corps Systems Command

DOT – Department of Transportation

EOD – Explosive Ordnance Disposal

eQUAL – Electronic Qualification

FASP – Forward Ammunition Supply Point

IND – Individual

MCO – Marine Corps Order

MOS – Military Occupational Specialty

OJT – On the Job Training

POI – Period of Instruction

QA – Quality Assurance

QUAL/CERT – Qualification and Certification

SME – Subject Matter Expert

SO – Safety Observer

SOP – Standard Operating Procedures

TM – Team Member

TL – Team Leader

WTC – Work Task Code