



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
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NAVSUPPACT NAPLES INST 8023.4

N01S

**3 MAY 2004**

### NAVSUPPACT NAPLES INSTRUCTION 8023.4

From: Commanding Officer, U.S. Naval Support Activity, Naples,  
Italy

Subj: EXPLOSIVES HANDLING QUALIFICATION AND CERTIFICATION  
TRAINING PLAN

Ref: (a) CINCUSNAVEURINST 8023.1B, Explosive Handling  
Personnel Qualification and Certification  
Program  
(b) NAVSEA OP-5, Arms, Ammunition, and Explosives (AA&E)  
(c) OPNAVINST 8020.14, Department of the Navy Explosives  
Safety Policy Manual

Encl: (1) Record of Certification Sheet  
(2) OJT/Professional Training Record Sheet  
(3) Quarterly Training Record Review Form  
(4) Training Record Organization Format  
(5) Training Plan Index  
(6) Hazard Control Brief Muster Record  
(7) Report of Screening for Personnel Assigned AA&E  
Security Related Duties

1. Purpose. To establish a training plan as required by  
reference (a) for ordnance qualification and certification.

2. Discussion. The complexity of the general and specific  
knowledge related to the types of ammunition within the command  
necessitates a structured and dynamic training plan. The goal  
of this training plan is to achieve and maintain the highest  
level of ordnance handling proficiency and to standardize  
training requirements for applicable personnel who handle  
ammunition and explosives at U.S. Naval Support Activity  
(NAVSUPPACT), Naples, Italy. The training consists of activity-  
specific ordnance handling training, lectures, and on-the-job  
training (OJT) required for Explosive Drivers. Personnel who  
require this training are listed in reference (a).

3. Action. All personnel who handle ammunition and explosives  
shall thoroughly familiarize themselves with reference (a) and  
this instruction. Specific responsibilities are as follows:

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a. The Security Officer shall:

(1) Be responsible for the command's Qualification and Certification Training Program.

(2) Ensure qualified and certified board members are chosen and designated per reference (a) (E-6 or above, certified to the equivalent certification level, or higher, for each explosive device and work task evolution observed).

(3) Ensure certification is completed prior to personnel handling ordnance onboard the facility.

(4) Certify individuals, using enclosure (1), upon the following:

(a) Review of OJT/Professional Training Record Sheet (enclosure (2)).

(b) Completion of Ordnance Certification Board per reference (a).

(c) Completion of enclosure (7), Report of Screening for Personnel Assigned Arms, Ammunition, and Explosives (AA&E) Security Related Duties.

(5) Maintain the original of all completed Record of Certification Sheets (enclosure (1)), and the original designation letters of all board observers until the individual has left the command.

b. The Explosive Safety Officer will:

(1) Fulfill the duties of an Explosive Safety Officer per reference (c), tailored to the needs of NAVSUPPACT Naples.

(2) Be thoroughly familiar with this instruction and all applicable publications.

c. The Command Armorer shall:

(1) Monitor the Security Department's Qualification and Certification Training Program for compliance with reference (a).

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(2) Conduct quarterly spot checks on all ordnance training records. Ensure adequate training is conducted and accurate documentation is maintained to substantiate current certification and maintain continuous proficiency. Document results utilizing enclosure (3).

(3) Institute training to ensure all basic training requirements are met prior to recommendation for qualification/certification.

(4) Review training records prior to any certification recommendation to ensure documentation substantiates required level of certification.

(5) Recommend to the board chairman personnel who are ready for certification/re-certification or upgrades and request an Ordnance Qualification/Certification Board via memorandum.

(6) Establish an ordnance training record, per enclosure (4), for each individual to be qualified/certified to handle ordnance.

(7) Ensure formal training lectures listed in enclosure (5) are current.

(8) Ensure OJT, supporting the Qualification and Certification Program, is conducted by proficiency demonstration and the direct supervision of a qualified board member.

(9) Ensure a "Type 2" Hazard Control Brief is conducted prior to starting any new operation and every 30 days during a continuous operation using applicable Standard Operating Procedures (SOPs). Hazard Control Briefs will be documented using enclosure (6).

(10) Be responsible for documenting OJT at the conclusion of any day in which ordnance training was performed and/or ordnance operations were conducted.

d. Ordnance Handling Personnel (OHP). The OHP will make every effort to advance their knowledge concerning the ordnance with which they will work.

4. Training. The Command Armorer will train all personnel required to handle explosive material in the performance of

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their assigned duties. This training will include the topics listed in enclosure (5) and a practical explanation of the steps listed in all ordnance-related, command-approved SOPs. After the personnel have demonstrated an understanding of the training material, the Command Armorer will recommend an Ordnance Certification Board, which will be conducted per reference (a). After a board is completed and a person is certified as a "Team Member", he or she will begin OJT for the actual ordnance that they will be required to handle. This training will be documented on enclosure (2), according to the applicable work task codes. The training listed in enclosure (5) will continue to be given to each person within the Qualification and Certification Program at least annually. Per reference (a), certification up-grades will be given as needed.

5. Training Records. To ensure access by authorized personnel and conduct required audits/inspections, training records shall be maintained within the Armory and will not be maintained or held by individuals. The format of the training record will be standardized for all personnel in the department per enclosure (4).



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Distribution:  
NAVSUPPACT NAPLES INST 5216.4X  
Lists: I; II; III; IV  
(2, 6 only); V





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QUARTERLY TRAINING RECORD REVIEW FORM

\* (SPECIAL ATTENTION SHOULD BE GIVEN TO THE PROPER DOCUMENTATION OF OJT AND TRAINING)

CALENDAR YEAR:

1<sup>ST</sup> QUARTER (JANUARY)  
COMMAND ARMORER

SIGNATURE

DATE

COMMENTS:

2ND QUARTER (MAY)  
COMMAND ARMORER

SIGNATURE

DATE

COMMENTS:

3RD QUARTER (SEPTEMBER)  
COMMAND ARMORER

SIGNATURE

DATE

COMMENTS:

4TH QUARTER (DECEMBER)  
COMMAND ARMORER

SIGNATURE

DATE

COMMENTS:

Enclosure (3)

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TRAINING RECORD ORGANIZATION FORMAT

1. The ordnance training record at NAVSUPPACT Naples shall be arranged in the following fashion. Using a two-sided binder, the left and right sides will contain the following sections:

(LEFT SIDE)

- SECTION 1: TRAINING RECORD INFORMATION
  - A. Privacy Act Statement
  - B. Quarterly Training Record Review Form
  - C. AA&E Screening Sheet
  
- SECTION 2: QUALIFICATION/CERTIFICATION
  - A. Current Record of Certification
  
- SECTION 3: GOVERNMENT LICENSING REQUIREMENTS
  - A. State Drivers License
  - B. Italian Translation
  - C. Government Drivers License (OF-346)
  - D. Medical Certificate
  - E. Explosive Driver Certificate
  
- SECTION 4: COMPLETED TRAINING FILE
  - A. Completed Formal Schools/Certificates
  
- SECTION 5: MISCELLANEOUS
  - A. Expired QUAL/CERT Forms

(RIGHT SIDE)

- SECTION 1: HAZARD CONTROL BRIEF MUSTER RECORD
  
- SECTION 2: ON THE JOB TRAINING (OJT)
  - A. Current OJT/Training Record (In Progress)
  
- SECTION 3: MISCELLANEOUS
  - A. Completed OJT/Training Records

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TRAINING PLAN INDEX

(ORD-01) Blocking/Bracing Ammunition Containers for Motor  
vehicle Transportation

(ORD-02) Marking/Storing Small Arms Ammunition Containers

(ORD-03) Characteristics of Small Arms Ammunition  
(NALC SPECIFIC)



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REPORT OF SCREENING FOR PERSONNEL ASSIGNED  
AA&E SECURITY RELATED DUTIES

Per OPNAVINST 5530.13 series, before persons are assigned AA&E security related duties, whether full time or collateral, they will be screened to ensure they have maturity, good judgment, trustworthiness, and positive attitudes toward the DON and national security. Such screening will include any ordnance handling personnel or personnel authorized unescorted entry to AA&E spaces. A designated officer will examine service records of those personnel being screened and discuss the duties to be assigned with the person or the person's supervisor.

NAME OF INDIVIDUAL BEING SCREENED \_\_\_\_\_ RATE \_\_\_\_\_ SSN \_\_\_\_\_

DATE SCREENING COMPLETED \_\_\_\_\_

NAME OF DESIGNATED OFFICER \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_  
PERFORMING SCREENING

"I HAVE BEEN BRIEFED ON MY DUTIES AND RESPONSIBILITIES FOR THE SECURITY OF ARMS, AMMUNITION AND EXPLOSIVES (AA&E). I UNDERSTAND THAT MY BEHAVIOR ON-DUTY AS WELL AS OFF-DUTY IS EXPECTED TO REFLECT MATURE, STABLE JUDGMENT AND THAT I MAY BE REMOVED FROM MY DUTIES INVOLVING CONTROL OF ARMS, AMMUNITION, AND/OR EXPLOSIVES, OR OTHER ADMINISTRATIVE ACTION TAKEN, IF MY BEHAVIOR DOES NOT REFLECT HIGH STANDARDS. I FURTHER UNDERSTAND THAT SERIOUS HARM CAN COME FROM MY FAILURE TO PROPERLY CARRY OUT MY DUTIES. I AM AWARE THAT MY IMPROPER ACTIONS OR FAILURE TO CARRY OUT MY DUTIES MAY RESULT IN CRIMINAL PROSECUTION, FINES AND IMPRISONMENT. I UNDERSTAND AND ACCEPT THE RESPONSIBILITY TO SAFEGUARD ARMS, AMMUNITION AND/OR EXPLOSIVES."

ACKNOWLEDGEMENT OF ANNUAL SCREENING

\_\_\_\_\_  
SIGNATURE OF MEMBER BEING SCREENED DATE

\_\_\_\_\_  
SIGNATURE OF SCREENING OFFICER DATE

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SIGNATURE OF MEMBER BEING SCREENED DATE

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SIGNATURE OF SCREENING OFFICER DATE

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SIGNATURE OF MEMBER BEING SCREENED DATE

\_\_\_\_\_  
SIGNATURE OF SCREENING OFFICER DATE

Enclosure (7)