

Training
Training and Certification Program for
Personnel Working in Ammunition Operations

Summary. This regulation provides HQ, FORSCOM policies for certifying personnel involved in ammunition and explosive operations. It contains provisions for establishing local certification boards, responsibilities and minimum training requirements for personnel involved in handling, storage and transportation of ammunition and explosives.

Applicability. This regulation applies to HQ FORSCOM and FORSCOM major subordinate commands (including subordinate installations, units and activities, US Army Reserve, units and tenant activities on FORSCOM installations).

Impact on the New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Local supplementation of this regulation is permitted as necessary. A copy of any local supplementation of this regulation will be forwarded to Deputy Chief of Staff for Logistics, FORSCOM HQ, ATTN: AFLG-SMS, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062.

Interim changes. Interim changes to this FORSCOM regulation are not official unless they are authenticated by the Deputy Chief of Staff for Command, Control, Communications and Computers (DCSC4) HQ FORSCOM. Users will destroy interim changes on their expiration date or when superseded or rescinded.

Suggested improvements. The proponent agency for this regulation is the Deputy Chief of Staff for Logistics, Supply, Maintenance, Transportation Services Division, HQ FORSCOM. Users are invited to send comments and suggested improvements using DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff for Logistics, FORSCOM HQ, ATTN: AFLG-SMS, Fort McPherson, GA 30330-1062.

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1. Purpose

This regulation establishes a training and certification program for personnel involved in ammunition and explosives planning and operations. It requires installations to ensure only trained and certified personnel are permitted to perform operations involving munitions. The program is designed to increase munitions safety awareness, technical knowledge and operational proficiency of employees.

2. Scope

a. This regulation applies to HQ FORSCOM and FORSCOM major subordinate commands (including subordinate installations, units and activities, US Army Reserve, units and tenant activities on FORSCOM installations) with ammunition or explosive receipt, issue, storage, transportation, demilitarization or surveillance mission and all tenant activities on those installations.

b. Typical job titles and series affected are provided in appendix A. Additional positions may be identified for inclusion at the discretion of the local certification board based upon the munitions related duties performed.

c. The certification requirements of this regulation do not affect basic job requirements established by Office of Personnel Management (OPM), Department of the Army (DA) or applicable law or regulation.

d. This program does not supercede or otherwise affect local training programs required by other regulations in area of job orientation, safety, standing operating procedures or basic work principles provided to all employees.

e. This regulation applies to all DA civil service employees (permanent or temporary), contractor employees and support services contractors who perform services involving ammunition or explosives. When applied to contractor personnel (under existing contract), the local contracting officer must be involved in the decision process as to how it will be applied to contractors. This may involve amendments/alterations to the existing contract.

f. This regulation applies to all Ammunition Supply Point (ASP) personnel both military and civilian.

a. Ammunition Mission – means any installation or activity that stores, ships or handles ammunition or explosives.

b. Certification - means to ensure that personnel working with live explosives/ammunition have the required training and/or background to work with these items safely and to recognize explosively hazardous situations.

c. Certification Board - a locally established board that should typically consist of directors/chiefs of organizations responsible for ammunition activities, Civilian Personnel representative, Safety Directors/Managers, Senior Quality Assurance Specialists (Ammunition Surveillance), military representative (officer or warrant officer for evaluation of military personnel), Contracting Office (for contractor employees) and, if applicable, union representatives. However, the board is not limited to these individuals and may be expanded or reduced based upon the certifying official decision.

d. Certifying Official – Installation/activity commander or the commander's designated representative who shall not be a board member. This individual has the final decision as to whether an individual is certified or certification is revoked. This decision should be based upon the recommendation of the Certification Board and any variation from the recommendation should be documented.

e. Ammunition and Explosives – As used herein, includes (but is not necessarily limited to) all items of ammunition; propellants, high explosives, guided missiles; warheads, devices; pyrotechnics; components thereof; and substances associated therewith presenting real or potential hazardous life and property.

f. Interim Certification - designed to "bridge the gap" after an employee has been assigned to a covered position but prior to certification as required by this regulation. This certification expires after 12 months. It may be renewed only once.

g. Short-Term Project - is defined as 30 days or less.

h. Long-Term Project – is defined as an operation that goes for 31 days up to 365 days.

3. Explanation of terms

i. Career certification is established by successful completion of the 55 series MOS training (military) and the QASAS/Ammo Manager (Civilian) schools.

4. Responsibilities

a. The Commander, FORSCOM, establishes and maintains policy for this program to ensure sources of training and technology are available to accomplish stated purposes.

b. Commander of installations/activities with an ammunition mission will -

(1) Ensure the provisions of this regulation are applied to all covered employees.

(2) Serve as the certifying official (or appoint a designee, in writing), establish an installation certification board, and act on the recommendations of the board. Certifying official is not bound by the recommendations, but any deviation will be documented.

(3) Promulgate local procedures to ensure that training and certification actions are conducted in a timely manner.

(4) Provide for presentation Certificates of Training to certified employees. Personal presentation of certificates by the commander promotes an environment in which safety and proficiency are encouraged and rewarded.

c. Each certification board is responsible for -

(1) Establish a local procedure to govern the local certification procedures. Should include, but not limited to, such aspects as: boards authority and responsibility; training requirements; time lines for training; granting and revoking certification, local records, etc.

(2) In conjunction with supervisors, identifying positions requiring certification.

(3) Determining which course(s) listed in appendix B is required for individuals involved in ammunition operations or planning. Any outside courses will be reviewed and approved by the board prior to employees' attendance.

(4) Recommend qualified personnel to the certifying official for certification or recommend revoking certification of individuals.

(5) Ensure that copies of all applicable actions are maintained in appropriate records. The board will decide where and by whom the records will be maintained.

d. Installation/activity management and supervisory personnel will -

(1) Identify positions requiring certification to the certification board.

(2) Ensure all covered employees are kept abreast of current procedures and standards applicable to the safe and proper performance of their duty.

(3) Review records of certified employees and recommend refresher or addition training in order for these personnel to maintain certification.

(4) Notify the certification board of disciplinary actions, poor performance, or other actions that could adversely influence an individual's ability to work safely. Recommend revoking certification status of employees who fail to meet qualifications and requirements. This notification does not fulfill the supervisor's responsibility for immediate action if the individual is working in an unsafe manner or creating hazards for themselves or fellow workers.

5. Policy

a. All civilian and military personnel (regardless of MOS) involved in ammunition and/or explosive planning and operations, except for those discussed in paragraph 5f and 5h of this regulation, must have either interim or final certification prior to their assignment to such operations. Personnel having interim certification must work at all times under the close supervision of certified personnel.

b. Employees who are certified through career program training are exempt from the provisions of this regulation.

c. Covered personnel will receive training as specified in appendix B.

d. Attainment (within specified time frames as determined by local board) and maintaining certification will be a condition for employment and will be clearly stated on applicable job announcements and job descriptions as well as applicable training agreements.

e. This regulation establishes minimum requirements for training and certification of those

individuals working in ammunition/ explosive operations. No individual will work in the presence of explosives without previous training and orientation concerning hazardous materials.

f. Temporary military/civilian personnel assigned to a specific short-term project and working under direct supervision of certified personnel do not require certification. At no time will these individuals work without full time direct supervision. These individuals will be given a safety briefing daily prior to start of each day's operation. The performance of these safety briefings as well as the personnel attending these briefings will be carefully logged and documented.

g. Military/civilian personnel assigned to work (long term projects or permanent) explosive operations will have interim certification and work under close supervision of certified personnel training. At no time will these individuals ever work without close supervision.

h. Personnel assigned exclusively to 100 percent inert ammunition operations may be excluded from certification. Installation certification boards will verify these operations are 100 percent inert operations prior to excluding personnel from certification.

6. Training requirements

a. Appendix B lists the minimum formal training required for certification of covered personnel.

b. The installation certification board will determine all local training requirements for issuance of interim certification. These requirements will be governed by the position the individual will be assigned to. But at a minimum will be the Introduction to Ammunition - CBT (Ammo 45) course.

c. Contractors requiring or desiring training for their employees should contact their contracting officer for information.

d. Information on training courses and sources may be obtained through the installation training office. Allocated spaces may be obtained, when course requirements are known in advance, through the annual survey of training requirements. Information on attending courses with "space available" can be obtained by contacting the training source.

7. Certification requirements

a. All employees in positions covered by this regulation and those identified by the installation certification board will be certified. Certification will be based upon successful completion of required training, satisfactory job performance and approval by the certifying official.

b. Training will be scheduled within 90 days of assignment to the position.

c. All covered employees will be "interim certified", as a minimum, prior to assignment to explosive operations (see para 3f and 6b).

d. Grandfather Clause -The 1 Nov 89 version of this regulation permitted certification of employees with 5 years continuous experience in a covered position. This current regulation no longer provides authority for exceptions to required training and certification procedures. Personnel certified under the previous "grandfather clause" that is personnel with 5 years continuous experience in a covered position as of 1 Nov 1989, will continue to be certified. However, installations are strongly urged to provide appropriate additional training to these employees.

e. Employees in explosive positions with unsatisfactory performance ratings and/or who fail to successfully complete required training shall be reassigned to a position or duties not requiring certification.

f. The local certification board may immediately certify military personnel who have ammunition MOS training and satisfactory performance.

g. The local certification board may recommend appropriate classes from appendix B or other additional training as a refresher or additional training for certified personnel. This will be based upon the local mission requirements.

8. Training records and certificates

a. The installation will record and maintain each individual's training and certification on existing DA training records. Records must be current and available for review.

b. A suitable certificate/award will be used to recognize and document the employee's accomplishment. This certificate should be presented to the employee in an appropriate ceremony to

acknowledge the individual's achievement and the importance of the program.

c. The contractor shall maintain records of all required training accomplished and shall make them available to the installation certification board upon request.

Appendix A
Examples of Typical Covered Positions

Position	Job Series
Laborer	WG-3502
Blocker and Bracer	WG-4602
Motor Vehicle Operator	WG-5352
Forklift Operator	WG-5703
Engineering Equipment Operator	WG-5704
Crane Operator	WG-5725
Munitions Inspector	WG-6501
General Foreman	WS-6501
Explosive Operator	WG-6502
Explosives Operator Leader	WL-6502
Explosives Operator Foreman	WS-6502
Planner Estimator (Explosives)	WD-6502
Munitions Destroyer	WG-6505
Munitions Destroyer Leader	WL-6505
Munitions Destroyer Foreman	WS-6505
Warehouse Worker	WG-6907
Warehouse Worker Leader	WL-6907
Warehouse Foreman	WS-6907

These positions are not all inclusive for certification. Each installation board, in conjunction with supervisors or contracting office, will review all positions and make final decision in regards which positions will be included.

**Appendix B
Training Requirements**

Course Title*	Employee	Leader/Super
- Introduction to Ammunition (CBT) - AMMO 45	M	-
- Class V Issue, Turn-in and Residue Processing Procedures (CBT) AMMO 64	M	-
- Hazardous Materials Transportation Safety Familiarization (CBT) HM126	M	R
- Military Munitions Rule 2 (CBT)	M	M
- U.S. Army Explosives Safety (CBT) AMMO 63	M	M
- Ammunition Demilitarization AMMO 4**	A	A
- Technical Ammunition AMMO 60	-	M
- Electrical Explosives Safety for Army Facilities AMMO 28	R/A	R/A
- Environmental Consideration for Ammunition Personnel AMMO 31	A	R/A
- Technical Transportation of Hazardous Materials AMMO 62	A	R/A
- General Transportation of Hazardous Materials AMMO 37	A	R/A
- Intermodal Dry Cargo Container/Convention for Safe Container (CSC) Reinspection AMMO 43	R/A	R/A
- Loading and Inspections of Motor Vehicles and Railcars AMMO 48	R/A	R/A
- Preparation of Standing Operating Procedures (SOPs) for Ammunition and Explosive Operations AMMO 54	R/A	M
- Ammunition Storage AMMO 12	R/A	M
- Guide Missile Systems Special Training AMMO 39	A	A
- Risk Management for Ammunition Operations AMMO 56	A	M

* Course titles are from the U.S. Army Defense Ammunition Center. The local certification board may approve equivalent course from other sources. CBT is computer based training format.

** Successful completion of other courses required prior to attendance. Check with course proponent to determine current requirements

M - Mandatory

R - Recommended

A - As required by assignment (determined by local certification board/supervisor)

The courses required for certification will depend on commodity area and duties performed. A person must take the mandatory training course(s) for the commodity area in which he/she works. Personnel trained under applicable provisions of Title 49, Code of Federal Regulations, and this regulation must receive refresher training every two years in order to certify DD Form 636.

Some individuals normally assigned in one area requiring certification can reasonably be expected to perform duties occasionally in other areas. In such areas where periodic reassignments are anticipated, it is recommended to keep the employees trained and certified. This will preclude time lost while training or recertifying is conducted.

The certifying official can verbally approve an assignment of employees outside their certified area(s) in an emergency situation, such as mobilization.