



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 8023.5
PM1
15 June 2001

COMSC INSTRUCTION 8023.5

Subj: EXPLOSIVES HANDLING PERSONNEL QUALIFICATION AND
CERTIFICATION PROGRAM

Ref: (a) OPNAVINST 8020.14
(b) CINCLANTFLT/CINCPACFLTINST 8023.5A

Encl: (1) Families of Explosive Devices
(2) Certification Levels
(3) Work Task Code Definitions
(4) Record of Certification Sheet (MSC 8023/3)
(5) Sample Training and Muster Report

1. Purpose. To establish an Explosives Handling Personnel Qualification and Certification Program for all Military Sealift Command (MSC) Combat Logistics Force (CLF) ships in accordance with references (a) and (b), and to ensure that only qualified and certified personnel perform functions related to explosives handling.

2. Background. Improper processing, handling, loading and testing of explosive devices have caused mishaps resulting in injury, loss of life and damage to property, as well as reduced operational effectiveness of both fleet and shore activities. Investigations have shown that a major source of mishaps with explosive devices is personnel error. Analysis of mishaps clearly caused by personnel error indicates that the following reasons are most commonly encountered:

a. Lack of effective use of available training or lack of knowledge on the part of individuals and teams who handle explosive devices.

b. Lack of necessary and effective leadership and supervision by supervisory personnel responsible for operations involving explosive devices.

c. High tempo operations, during which attention to explosives safety tends to be degraded as a result of fatigue, short cuts or complacency stemming from rapid, repeated and often monotonous tasks.

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d. Handling of explosives by unqualified and uncertified personnel.

e. Failure to follow or maintain current standard operating procedures (SOPs) which have been established for specific processes or evolutions involving explosives or explosive devices.

f. Use of uncertified equipment in handling and movement of explosive devices.

3. Applicability. Qualification and certification in accordance with the provisions of this instruction are mandatory for the following personnel, civilian and military:

a. Those who in the course of their duties are required to perform an operation involving any explosive device defined in enclosure (1).

b. Personnel who handle and/or stow ordnance. This includes both the internal and external movement of ammunition within the ship and the blocking, bracing or securing of ammunition.

c. Personnel involved with arming/de-arming or operating UNREP explosive wire rope pole cutters.

d. Personnel assigned as Safety Observers (SO) for explosive operations and/or elevator operations involving movement of explosive ordnance.

e. Supervisors of explosive operations.

f. Designated Qualification/Certification Board Observers.

g. Personnel assigned Magazine-Sprinkler testing or maintenance duties.

h. Operators of materials handling equipment (MHE), utilized in the movement of explosive devices, including: UNREP and cargo boom winches (including sliding padeyes/blocks), forklifts, 4-D sideloaders, manual or electric pallet-jacks, missile dollies and elevators.

i. Personnel assigned cargo hold or Small Arms Magazine inspection duties.

4. Non-Applicability. This instruction is not applicable to the following:

a. Those personnel whose sole contact with explosives occurs when assigned to working parties to supplement qualified and certified personnel during ammunition on-load, off-load or underway replenishment. Non-certified working party personnel shall be prohibited from handling any type of explosive device except under the direct and constant supervision of the assigned supervisor certified to the minimum certification level of Team Leader (TL).

b. Lookouts, bridge watches and man overboard watches required to handle and launch distress signals, or U.S. Coast Guard/SOLAS approved line-throwing devices in emergencies. However, these personnel shall be instructed in the operation of and safety precautions to be observed for these devices.

c. Personnel required to bear arms in the course of their duties, when qualified in accordance with COMSCINST 5530.3B.

d. Explosive Ordnance Disposal (EOD) personnel employed in their specialized mission.

e. Embarked Helicopter Detachments.

f. Shore side employed ordnance-handling personnel.

g. Personnel involved in work tasks related to nuclear weapons.

5. Personnel Qualifications

a. Personnel must be qualified to perform specific functions or work tasks before they may be certified to do so. The term “qualification” refers to the minimum level of training required to perform a specific work task in a safe and proper manner. Once qualification has been achieved (and documented), an individual may be “certified” to perform the task.

b. Certification to perform a task means the individual has been observed performing the task by a Board Observer and has been “certified” to be able to perform the task in a safe and proper manner. Certification can only be made aboard the ship by the individual ship’s Qualification/Certification Board and is effective only on that ship.

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6. Minimum Qualification Standards. To assist the Board with making a determination whether an individual is qualified for a particular work task, the following minimum standards shall be met prior to certification. Where minimum standards are not specified, the Board Chairman with the Board Observer(s) shall use their best judgment and experience to determine whether the individual possesses levels of knowledge and skill necessary to consistently and safely perform the work task at the certification level.

a. Materials Handling Equipment (MHE) - Forklift, 4-D sideloader and electric pallet-jack operators (Individual level certification) shall be qualified and certified in accordance with NAVSEA SWO23-AH-WHM-010. A copy of the Motor Vehicle Operators Identification Card (Forklift License) shall be included in the individual's Training and Qualification/Certification Record.

b. Elevator Operation - Elevator operators and safety observers shall have successfully completed a course of instruction as specified by the ship's elevator qualification instruction. In accordance with Naval Ship's Technical Manual, Chapter 772, each ship shall promulgate a qualification instruction outlining the requirements for designation as an elevator operator or maintenance technician. Documentation of elevator course completion and a copy of the individual's course graded written exam shall be filed in the person's Training and Qualification/Certification Record.

c. Magazine Sprinklers - Personnel shall be certified for magazine sprinkler testing/maintenance to Team Leader or Individual certification levels. Evidence of successful course completion (K-041-2048) shall be inserted in their Training and Qualification/Certification Record.

Completion of the above-mentioned courses of instruction or any other off-ship training does not necessarily "qualify" an individual for a specific task. The Master of the ship has the final determination as to whether an individual is "qualified" to perform any given Arms, Ammunition & Explosives (AA&E) evolution.

7. Certification Board. The Certification Board is responsible for certifying that personnel are fully qualified for certification levels, work tasks and explosive devices required for the accomplishment of the ship's mission. The Master will appoint the Certification Board in writing. The Board will consist of not less than one Board Observer in addition to a Board Chairman.

a. Board Chairman - Normally, the First Officer (Cargo); on Merchant Ship Naval Augmentation Program (MSNAP) ships, normally the ship's Master. The Board Chairman is tasked with overseeing the Qualification/Certification Program and ensuring

that the provisions of this instruction are carried out. The Board Chairman may certify individuals who have met minimum qualifications and have been recommended for certification by a Board Observer. The Chairman will maintain Training and Qualification/Certification Records, as required by this instruction. The Master is responsible for the qualifications of the Chairman.

b. Certification Board Observers – Typically, Board Observers include the Second Officer (Cargo), Ship's Boatswains and Second Assistant Engineer (Cargo). On the MSNAP ships, the OIC/AOIC of the CART may serve as Board Observers with the Ship Boatswains and the Chief Mate. Board Observers are tasked with validating the qualification of those individuals being considered for certification. They must verify individuals' qualifications through observed proficiency and demonstrations. Board Observers make certification recommendations to the Board Chairman. Board Observer(s) should be the most qualified individuals on board and shall be certified to the equivalent certification level or higher for each explosive device and work task(s) they observe.

8. Certification Procedures

a. Personnel shall be placed in the Qualification/Certification Program upon assignment to an applicable position listed in paragraph 3 of this instruction.

b. Certification is by explosive device/family (if applicable), certification level and work task. In making a determination of qualification, the Board will consider all documented training. This may include formal training, oral or written examinations and on-the-job training. Training records shall be closely reviewed to ensure completeness. Documentation of training shall be placed in the individual's Training and Qualification/Certification Record.

c. Upon determination by the Board Observer(s) that an individual is fully qualified and recommended for certification, the Board chairman shall be notified.

Note: Board Observers must possess certification equal to, or greater than, the certification recommendations they make.

d. Upon certification, a Record of Certification Sheet (enclosure (4)) will be signed in all appropriate blocks and filed in the person's Training and Qualification/Certification Record. Certification is valid only after the Record of Certification Sheet has been signed and dated by the Board Chairman. Certification, unless revoked, will be valid for a maximum of 12 months, or the term on the ship for which certification was received, whichever comes first.

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e. Upgrades to certification are accomplished following the same procedures established for original certification and will be documented on a Record of Certification Sheet.

f. The Training and Qualification/Certification Records shall contain as applicable:

- (1) Record of Certification Sheet(s) (see enclosure (4))
- (2) Records of all documented training
- (3) Letters of designation
- (4) Copy of Explosive Forklift license
- (5) Copy of Medical Certificate
- (6) Copy of cargo weapons elevator license
- (7) Copy of elevator operator examination
- (8) Copy of Cargo and Weapons Elevator Qualifications Statement
- (9) Letters of Suspension or Reinstatement

For Board Observers, a copy of their Training and Qualification/Certification Record shall be retained aboard until the last individual they observed has left the ship.

g. To prevent the necessity for Certification on every type of weapon/system, explosive devices are segregated into representative "family groups." Family groups are defined in enclosure (1).

h. Certification levels include Team Member (TM), Individual (I), Team Leader (TL), Instructor (IN) and Safety Observer (SO). Certification level qualification standards are defined in enclosure (2).

i. Work task codes are defined in enclosure (3).

j. The individual's Record of Certification shall be completed using MSC 8023/3 (enclosure (4)).

9. Suspension and Revocation of Certification

a. Suspension. Suspension is the temporary rescinding of certification, pending certification reinstatement or revocation. The Master or Board Chairman may suspend an individual's certification in the best interest of safety until it is determined that the individual is either qualified or unqualified to handle ammunition. Reinstatement may be made without retraining or requalification. A letter indicating suspension and reason for it will be placed in the individual's Training and Qualification/Certification Record. The letter should specify which certifications have been suspended. To reinstate a suspended certification, a similar letter indicating reason for reinstatement shall be placed in the individual's record. If the individual is not to be reinstated, the certification shall be revoked. Examples for suspension are:

(1) An accident occurred where negligence may be a factor, but can not be proven until an investigation has been completed.

(2) An individual is receiving medical treatment or medication, which, although does not disqualify him/her from duty, could impact their ability to safely handle ammunition.

b. Revocation. The Master has the authority to revoke an individual's certification whenever such action is considered to be in the best interest of safety. Revocation for cause is mandatory if an explosive mishap is caused by:

- (1) Unauthorized procedures
- (2) Flagrant disregard of safety precautions
- (3) Reckless operation of equipment while handling explosives
- (4) Behavior indicating incompetence or unreliability (including drug abuse and alcoholism)
- (5) Carelessness
- (6) Rule infractions
- (7) Deliberate acts of sabotage or damage
- (8) Negligence

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Personnel whose certification has been revoked shall be retrained, requalified and recertified if the Master considers such action appropriate. If, however, the demonstrated behavior of an individual shows that such retraining may be ineffective, the individual shall not be assigned any task involving ammunition.

c. For military personnel, revocation of certification, for cause, requires a "page 13" entry stating the specific reason for revocation (see MILPERSMAN 5030420 concerning derogatory entries).

d. For civilian personnel, a letter revoking previously issued certifications shall be prepared and entered in the individual's Training and Qualification/Certification Record. Letters revoking certification should specify reason(s) for revocation. As revocation is only an administrative procedure, disciplinary action, if warranted, must be initiated in accordance with CMPI 750, as a separate action.

10. Recertification, Transfer of Certification, Broken Service and Records

a. Individuals may be recertified at any time while their certification is current. To recertify, the Board Chairman shall review the individual's Training and Qualification/Certification Record to determine whether retraining is necessary. If the Chairman has any doubt as to whether retraining is necessary, he shall consult with the Board Observers. If retraining is not necessary, the Chairman and individual shall sign and date the recertification section of the Record of Certification Sheet. If additional training is necessary, the individual shall be retrained or their certification revoked.

b. Complete requalification shall be accomplished for anyone whose certification has been revoked for cause.

c. In cases where a lapse in certification has occurred, the renewal of certification requires initiation of a new Record of Certification Sheet.

d. Personnel who transfer from another activity shall receive new certification before being allowed to handle explosive devices (see paragraph 8 of this instruction). The Certification Board should review individuals' previous training documentation and Record of Certification Sheet(s) to help determine suitability for certification.

e. Personnel, previously certified/recertified on board a vessel within the preceding 12 months, who depart that vessel for periods of leave and/or training and return to the same vessel, shall be treated as follows:

(1) Broken service 14 days or less: No review of certification required, certification continuous.

(2) Broken service more than 14 days and less than 60 days: Board Chairman shall follow the procedures for recertification as described in paragraph 10a (above).

(3) Broken service 60 or more days: A new Record of Certification sheet shall be initiated for these personnel.

(4) Recertification is valid for 12 months.

f. Training and Qualification/Certification Records will normally remain on board after a crewmember has been separated from the ship. A Training and Qualification/Certification Record may be transferred to another command. At the discretion of the Board Chairman, departing personnel anticipating assignment to another ammunition type, may take their original Record of Certification Sheet(s), and Training and Qualification/Certification Record to facilitate qualification at their next command. Training records from another command do not in themselves represent “qualification” for a specific task, but may be used in evaluating the individuals’ qualifications. In the case of CARTs for MSNAP ships, Training and Qualification/Certification records will be retained by the CART OIC with a copy retained at the MSC NFAF MSNAP Center.

11. Fleet Introduction and Initial Certification. For new vessels or fleet transfers to MSC, initial certification shall be done in the following manner:

a. The Master shall designate the Qualification/Certification Board Chairman by letter of designation.

b. The Master and Board Chairman will carefully review records of past training and experience to identify the most qualified individual(s) to serve in the capacity of Board Observer(s).

c. For the Board Observer, the word “initial” shall be entered on the Record of Certification Sheet in the Board Observer column and the Master shall sign in the Board Chairman column.

d. The use of an “initial” certification shall be limited to one Board Observer per explosive device and/or work task.

12. Lapses in Certification. In the event a lapse of certification occurs (ROS ship for example), the Master shall request from the NFAF Program Manager (PM1) (via chain of command) authorization to use “initial certification” procedures cited above.

13. Training Documentation. To ensure that personnel are properly trained prior to certification, training must be clearly documented.

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a. All training pursuant to qualification and certification shall be documented in the individual's Training and Qualification/Certification Record.

b. Normally, when formal training or on-the-job training (OJT) is conducted, the instructor or observer shall ensure that attending personnel sign a Muster Report. These muster sheets shall be retained on board for a period of 2 years by the Cargo Mate.

c. Training and Muster Reports shall document whom instructed/observed; what training level, explosive device/family and work task was covered and who attended.

d. A sample Training and Muster Report is shown in enclosure (5).

14. Special Circumstances. Situations may arise where no one has been certified for a particular work task, which requires immediate action (such as an explosive device, which has been damaged or has come loose from its packaging). Under these circumstances, outside direction/assistance shall be sought from the nearest EOD detachment or the operational commander. If assistance or guidance is not immediately available, the Master shall direct individuals he/she believes most qualified to stabilize the situation until such assistance or further guidance becomes available.

15. Forms. An electronic version of enclosure (4) is available on the MSC CD Library and the MSC Intranet. Other addressees may obtain the electronic version by forwarding a request to cheryl.miller@msc.navy.mil or nancy.barr@msc.navy.mil.

16. Reports. The report contained in this instruction is exempt from reporting requirements prescribed in SECNAVINST 5214.1B.

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G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

41E (APMC)

T-100 (Masters, civil service manned ships)

FAMILIES OF EXPLOSIVE DEVICES

1. Each main heading listed below is considered a separate family for certification purposes. Under each family is a list of specific items that are part of that family. This list may be used to determine which family a specific explosive device falls under. This list also shows which families ordnance handlers should be qualified and certified for. Family groups may be used for evolutions of a general nature only, i.e., handling and stowage.

a. Containerized and Palletized Ordnance. This family shall be used in conjunction with work tasks relating to handling, stowage and slinging of ordnance, which is either containerized, palletized, crated or boxed. All ordnance that falls into this category should be treated similarly. There is no need to further break down this ordnance into “family” groups.

b. Gun Ammunition

(1) Propelling Charges

(2) Projectiles - (Separate Loading) (See chemical ammunition for WP projectiles)

c. Rockets - Surface Launched. (SRBOC/Torch/etc.)

d. Surface Launched Missiles - Standard ER (RIM 66)

e. Pyrotechnics

(1) Parachute flares and components.

(2) Marine Location Markers (MLM)

f. Chemical - White phosphorus projectiles/warheads

g. Cartridge Actuated Devices (CADS)

CERTIFICATION LEVELS

1. Team Member (TM) Basic Qualification. These personnel are aware of basic safety precautions relative to the work task and explosive devices concerned; having received formal and/or on-the-job training and must be supervised by a certified team leader when working with explosive devices or associated components.
2. Individual (I)
 - a. Possesses all preceding qualifications identified for Team Member (TM) certification.
 - b. Has sufficient knowledge and has demonstrated proficiency to safely and reliably perform certain work tasks alone.
 - c. Is capable of interpreting the requirements of applicable checklists and assembly/operating manuals.
3. Team Leader (TL)
 - a. Possesses all preceding qualifications identified for Individual certification.
 - b. Has sufficient knowledge and demonstrated proficiency to direct the performance of others in safe and reliable operations.
4. Instructor (IN)
 - a. Possesses all preceding qualifications identified for Team leader (TL).
 - b. Has developed the necessary skills to instruct others using formal or on-the-job training in any work task or function he/she is certified for.
5. Safety Observer (SO)
 - a. Must have sufficient knowledge of safety procedures, the functioning of safety devices and a working knowledge of work task procedures to recognize an unsafe condition and take appropriate action to correct it.
 - b. Certification at the SO level does not require prior certification at any other level.
6. Essential Billets. It is recognized that certain billets aboard ships covered by this instruction are critical to the continuing certification of personnel aboard ship. The

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Program Manager shall provide to the ship, only those personnel who have met the training requirements set forth in COMSCINST 12410.25B.

WORK TASK CODE DEFINITIONS

1. The following work task codes are used in conjunction with the particular explosive device or family being certified for.

a. Handling and Stowage - The physical act of moving or stowing (dunnaging or blocking and bracing) explosive devices on board or within an area authorized for handling ashore. Movement may be done manually or with mechanical handling equipment.

Note: If movement is to be done using mechanical handling equipment the equipment operator must be certified to operate that type of equipment.

b. CONREP Slinging/Rigging Ordnance Handling Equipment (OHE) - The physical act of slinging or rigging OHE for CONREP or in-port transfer.

c. VERTREP Slinging/Rigging OHE - The physical act of slinging or rigging OHE for VERTREP.

d. Missile Transfer (Surface Missile Can/Decan) - The physical act of loading or unloading a missile dolly with a surface launched missile.

e. Arm/De-Arm, Operate - The physical act of arming/de-arming and operating an explosive device. On MSC ships, this normally only applies to the UNREP Explosive Wire Rope Pole Cutter.

f. Palletization - The act of palletizing or repairing palletized loads, so that the resulting load meets applicable military standards for palletization of ordnance.

g. UNREP Winches - The operation of UNREP winches, sliding padeyes and transfer heads. Personnel must be certified to the Individual (I) level in order to operate winch controls. (Personnel "under instruction" excepted.)

h. Boom Winches - The operation of ship's cargo boom winches. Operators must be certified to Individual (I) level (except personnel "under instruction").

i. Elevator Operator - Operation of a Cargo Weapons elevator. The operator must be certified to an Individual (I) level. Note: Each elevator operator must also have a valid elevator license for the type of elevator to be operated.

j. Magazine Inspection - The physical act of inspecting magazines and ready service lockers for temperature, security of the space and cargo, cleanliness of the space; magazine sprinkler integrity; flooding or any other aberrant condition.

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k. Magazine Sprinkler Testing/Maintenance - The physical act of conducting testing or maintenance on a magazine sprinkler system.

l. Materials Handling Equipment (MHE) - The operation of MHE, including: forklifts, hand pallet jacks, electric pallet jacks and 4-D sideloaders. Note: Each operator must have a valid explosive forklift license for the equipment he/she is operating.

RECORD OF CERTIFICATION SHEET

SHIP OR STATION

CERTIFICATION LEVELS	WORK TASK CODES												
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">TM MEMBER</td> <td style="width: 50%; text-align: center;">TEAM</td> </tr> <tr> <td style="text-align: center;">I</td> <td style="text-align: center;">INDIVIDUAL</td> </tr> <tr> <td style="text-align: center;">TL</td> <td style="text-align: center;">TEAM LEADER</td> </tr> <tr> <td style="text-align: center;">IN</td> <td style="text-align: center;">INSTRUCTOR</td> </tr> <tr> <td style="text-align: center;">SO</td> <td style="text-align: center;">SAFETY</td> </tr> <tr> <td style="text-align: center;">OBSERVER</td> <td></td> </tr> </table>	TM MEMBER	TEAM	I	INDIVIDUAL	TL	TEAM LEADER	IN	INSTRUCTOR	SO	SAFETY	OBSERVER		<ol style="list-style-type: none"> 1. HANDLING & STOWAGE (Movement, Dunnaging or Blocking/Bracing) 2. CONREP SLINGING/RIGGING OHE (CONREP or In-port) 3. VERTREP SLINGING/RIGGING OHE 4. MISSILE TRANSFER (Surface Missile Can/De-can, Dolly Load/Unload) 5. ARM/DE-ARM, OPERATE 6. UNREP WINCHES 7. BOOM WINCHES 8. ELEVATOR OPERATOR 9. MAGAZINE INSPECTION 10. MAGAZINE SPRINKLER TESTING/MAINTENANCE 11. MHE 12. PALLETIZATION
TM MEMBER	TEAM												
I	INDIVIDUAL												
TL	TEAM LEADER												
IN	INSTRUCTOR												
SO	SAFETY												
OBSERVER													

EXPLOSIVE DEVICE/FAMILY	CERTIFICATION LEVEL/WORK TASK	INDIVIDUAL SIGNATURE	CERT. BOARD OBSERVER	BOARD CHAIRMAN	VALIDATION DATE

RECERTIFICATION

NOTE: Items not required for re-certification shall be lined out, initialed and dated by the Board Chairman. Certifications above have been reviewed and re-certified as per dates and signatures indicated below and are effective for 12 months:

INDIVIDUAL BEING RECERTIFIED (Signature and Date)	BOARD CHAIRMAN (Signature and Date)

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NAME	SSN	POSITION/ GRADE	BRANCH/CLASS
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RECORD OF CERTIFICATION

1. The Record of Certification Form shall be used in documenting an individual's certification levels. All forms are to be locally produced.

2. In completing this document, the following guidance shall apply:

a. Explosive Device/Family - Enter the applicable explosive device or family for which the individual is being certified. Family Groups are explosive devices with similar characteristics shown in enclosure (1).

b. Certificate Level/Work Task - Enter the applicable Certification Level(s) from enclosure (2) and Work Task Code(s) from enclosure (3).

Note: Team Member (TM), Individual (I) and Team Leader (TL) are interrelated. Only the highest certification level need be annotated on the Record of Certification Sheet. Safety Observer (SO) may be listed with another level, if appropriate.

c. Individual Signature - Enter the signature of person being certified. Signing acknowledges certification level and work task code(s) for the explosive device/family.

d. Certification Board Observer Signature - Enter the signature of the Board Observer who actually observed the individual being certified perform the task under consideration. Board Observers must possess certification equal to, or greater than the certification recommendations they make.

e. Board Chairman Signature - Enter the signature of the Board Chairman.

f. Validation Date - Enter the date certification is effective. Certification is valid for one year from this validation date.

3. Re-certification - Certifications must be renewed annually. After review of documented formal training and/or OJT, the Certification Board may re-certify an individual. This certification shall be valid for 1 year, once the individual being re-certified and the Board Chairman sign and date the Record of Certification Sheet(s). Explosive items not requiring re-certification shall be deleted by drawing a single line through the entire line entry. The Board Chairman shall initial and date any deletions.

4. Certification Upgrades - Certification upgrades may be documented by generating a new Record of Certification Sheet containing the upgraded information. As an alternate method, upgrades to the certification may be documented by drawing a single line through the entry to be upgraded and initiating an entire new line entry documenting the upgrade certification information. The Board Chairman shall initial and date deletions.

5. Corrections - Corrections shall be made with a single line through the entire line entry. Board Chairman shall initial and date beside the deleted line, and initiate an entire new line entry with the corrected data.

6. Revocation of Certification - If a specific certification lapses or is revoked, a single line shall be drawn through the specific entry, initialed and dated by the Board Chairman. If certification is revoked for any of the reasons stated in paragraph 9b of this instruction, all certifications shall be revoked, a single diagonal line will be drawn through the Record of Certification Sheet and the statement "**REVOKED FOR CAUSE**" will be prominently displayed on the front side of the Record of Certification Sheet(s). The Board Chairman shall sign and date the sheet just above the diagonal line. The individual should also sign the sheet acknowledging his/her certification has been revoked for cause. If the individual refuses to acknowledge de-certification, the Board Chairman shall annotate the sheet accordingly with the date of notification and an entry-indicating refusal of the individual to sign the sheet.

SAMPLE TRAINING AND MUSTER REPORT

This format will be utilized whenever formal instruction or training is held. The instructor will ensure the information is provided as stated below. Upon completion of training, the instructor will provide the Mate on Watch a summary of instruction, number of persons who attended and the total man-hours utilized. The original report shall be submitted to the Chief Mate. A designated person will make appropriate entries in CIVMAR, CART or MILDEPT training records.

NOTE: For ordnance related training, ensure that the training subject line clearly describes the training level, explosive device(s) or family(*ies*) and applicable work tasks.

TRAINING SUBJECT:

INSTRUCTOR(S): _____

DATE: _____

TIME: _____ **TO** _____

BILLET: _____

SUMMARY:

TOTAL PERSONS: _____

TOTAL MAN HRS: _____

NAME: _____

SSN: _____

(Signature)