

**DEPARTMENT OF ARMY
SAFETY AND OCCUPATIONAL HEALTH CAREER FIELD
ANSI ACCREDITED CAREER PROGRAM 12 EXPLOSIVES SAFETY
PROFESSIONAL CERTIFICATE - LEVEL 1**

APPLICATION PROCEDURES

4 May 2015

A. PURPOSE

This document provides procedures for individuals seeking the Career Program 12 (CP-12) Explosives Safety Professional Certificate - Level 1. The purpose of this certificate is to recognize CP-12 Safety Professionals possessing general knowledge and understanding of explosives safety principles and requirements.

B. SCOPE

All CP-12 Safety and Occupational Health Professionals are eligible for the CP-12 Explosives Safety Professional Certificate - Level 1. This certificate is also open to military personnel and government employees who meet the requirements described in this document.

C. REQUIREMENTS

This certificate will be awarded to individuals demonstrating satisfaction of the following minimum requirements:

1. General safety and occupational health knowledge, skills and abilities. Certain general safety and occupational health knowledge, skills and abilities are required as a foundation for explosives safety. These include: ability to advise commands on practices necessary to support their mission; ability to conduct safety awareness meetings, training, and procedural reviews; ability to respond to reports of hazards and other safety concerns; ability to assess hazards and risks and develop countermeasures; ability to monitor the implementation and effectiveness of safety controls; ability to conduct accident trend analyses; and ability to communicate and disseminate lessons learned. Possession of these knowledge, skills and abilities is demonstrated by **EITHER** a or b below:

- a. For safety professionals in the 0018 job series, possession of the American National Standards Institute (ANSI) accredited CP- 12 Safety and Occupational Health Professional Certificate. (Safety professionals in the 0018 job series are required to attain this certificate.)
- b. For safety professionals in the 0081, 0690, 0803 or 1306 job series,

approval of the appropriate job series Functional Proponent. Functional Proponents will review applicants resume and training record to validate the applicant possess the above-listed general safety and occupational health knowledge, skills, and abilities. (Safety professionals in these job series are not required to attain the CP-12 ANSI certificate, so validation is the responsibility of the appropriate job series Functional Proponent.)

- c. All other applicants must meet the requirements in para C.1.a above.

2. Level 1 explosives safety training. Completion of the following Defense Ammunition Center courses is required for level 1 explosives safety training:

- a. 9E-F67/920-F35(DL) (Ammo-45) - Introduction to Ammunition
- b. 4E-F44/645-F28(DL) (Ammo-63) - U.S. Army Explosives Safety Familiarization
- c. 4E-F62/645-F46(DL) (Ammo-78) - Ammunition Publications
- d. 4E-F26/431-F10(DL) (Ammo-107) (Classroom or DL) - Introduction to Explosives Safety Management for Safety Professionals (date on certificate must be Oct 2010 or newer)

D. PROCESS

1. Upon completion of the above requirements:

- a. Safety professionals in the 0018 job series will submit their application to the appropriate ACOM/ASCC/DRU Safety Director for endorsement. The application must be submitted via memorandum using the format on page 4 and must include a copy of the CP- 12 Safety and Occupational Health Professional Certificate and certificates (or ATRRS transcripts in lieu of certificates) for the courses listed in paragraph C.2. (Please ensure that names and addresses of the ACOM/ASCC/DRU safety directors replace the placeholders in the example Memo Thru line and paragraph 3.)
- b. Safety professionals in the 0081, 0690, 0803 and 1306 job series will submit their application to the appropriate job series Functional Proponent for endorsement prior to sending the application to the ACOM/ASCC/DRU Safety Director. The application must be submitted via memorandum using the format on page 4 and include certificates (or ATRRS transcripts in lieu of certificates) for the courses listed in paragraph C.2 along with a copy of their resume and training record. Functional proponents will review the applicant's resume and training record and verify they possess the required general safety and occupational health knowledge, skills, and abilities (see paragraph C.1). If the applicant demonstrates possession of the required knowledge, skills, and abilities, the Functional Proponent will certify this by memorandum and return the package to the applicant: if the applicant does not possess all of the required KSAs, the Functional Proponent will return the package and inform the applicant of the knowledge, skills, and abilities in

which he or she is deficient. The applicant will then either forward the application package, with Functional Proponent endorsement and certificates of course completion, to the appropriate ACOM/ASCC/DRU Safety Director for endorsement or correct deficiencies in required knowledge, skills, and abilities and resubmit to the Functional Proponent.

c. All other applicants must follow the procedures in para D.1.a above

2. The ACOM/ASCC/DRU safety director will evaluate the application package. If the applicant has satisfied all requirements, the safety director will provide an endorsement for the packet and forward the package to the CP-12 Functional Chief's Representative (FCR) Cell Explosives Safety Program manager (Buster Hurd) at hilbert.c.hurd.civ@mail.mil. The previously approved Ft Rucker mailbox will no longer be used. Any discrepancies with the application package should be discussed with the applicant and rectified before forwarding to the CP-12 FCR Cell.

3. Upon receipt, the CP-12 FCR Cell will hold the package for review by the CP-12 Explosives Safety Professional Certificate - Level 1 review panel. It is anticipated the review panel will convene in conjunction with the CP-12 panel. Cutoff for acceptance of packets will be three working days prior to the CP-12 panel convening.

a. The Review Panel will assess each application to ensure all requirements have been met. Once reviewed and approved, a copy of the CP-12 Explosives Safety Professional Certificate - Level 1 will be emailed to each applicant and the appropriate ACOM/ASCC/DRU safety director.

b. If the applicant has not provided the required documentation to demonstrate completion of all requirements, the review panel will request additional documentation. The applicant, the applicant's ACOM/ASCC/DRU safety director, and the FCR will be notified of all requests for additional information.

c. For each individual approved for the CP-12 Explosives Safety Professional Certificate - Level 1, the date of approval will be entered into a historical record that will remain the authoritative source for approval.

d. If an applicant's package is returned for any reason, the applicant should correct the deficiency and resubmit their packet thru the ACOM/ASCC/DRU safety director to the CP-12 FCR Cell.

(OFFICE SYMBOL)

(Date)

MEMORANDUM THRU

(Applicant's MSC Safety Director if required)

(ACOM/ASCC/DRU Safety Director)

TO CP-12 Functional Chief's Representative

SUBJECT: Application for CP-12 Explosives Safety Professional Certificate - Level 1,
(Applicant's Name)

1. Purpose of this memorandum is to initiate application for the CP-12 Explosives Safety Professional Certificate - Level 1 for:

- a. (Applicant's name).
- b. (Applicant's pay plan, series and grade).
- c. (Applicant's job title).
- d. (Applicant's current organization).
- e. (Phone number).
- f. (Email address).

2. The following documents are provided to verify satisfaction of requirements:

a. ANSI Accredited CP-12 Safety and Occupational Health Professional Certificate or for CP-12 Safety Professionals in the 0081, 0690, 0803, or 1306 job series, written approval of the appropriate job series Functional Proponent] (encl 1).

b. Certificates of completion for classes listed in paragraph B2 above (encl 2).

3. Request endorsement of this application by the Director, (ACOM/ASCC/DRU Safety Office) and forwarding to the CP-12 FCR Cell Explosives Safety Program manager.

(Applicant Signature)
(Title)
(Command/Installation/Activity)

Encls
as

CF: (Supervisor)