

**DEPARTMENT OF ARMY
SAFETY AND OCCUPATIONAL HEALTH CAREER FIELD
CAREER PROGRAM 12 EXPLOSIVES SAFETY PROFESSIONAL CERTIFICATE - LEVEL 2**

APPLICATION PROCEDURES

18 March 2016

A. PURPOSE

This document provides the procedures for individuals seeking the Career Program 12 (CP-12) Explosives Safety Professional Certificate - Level 2. The purpose of this certificate is to recognize those individuals completing training in advanced explosives safety principles, program management, and technical requirements and is open to military Service Members and DoD civilians having explosives safety as a significant part of their job responsibilities and activities. Achievement of this certificate program is accomplished when an individual meets all the minimum requirements established for the certificate.

B. SCOPE

This certificate is open to military Service Members and DoD civilians having explosives safety as a significant part of their job responsibilities and activities and meeting the requirements described in the attached application procedures. This certificate is specifically designed for careerists with the majority of their daily activities and responsibilities dealing with explosives safety. This certificate is open to military service members and DoD civilian personnel who have explosives safety responsibilities and meet the requirements described in this document and the Issuance policy. Certifying officials are designated by the CP-12 Functional Chief's Representative (FCR).

C. REQUIREMENTS

This certificate will be awarded to individuals demonstrating successful attainment and completion of the following minimum requirements:

1. Possession of the CP-12 Explosives Safety Professional Certificate - Level 1.
2. Completion of the following Defense Ammunition Center courses:
 - a. 4E-F33/645-F17(DL) (Ammo-28) Army Electrical Explosives Safety or 4E-F32/645-F16(IL)
 - b. 9E-F68/920-F36(DL) (Ammo-54) Risk Management & Prep of SOP's for Ammo and Explosives or 9E-F60/950-F39(IL)

- c. 4E-F64/645-F48(DL) (Ammo-97) Munitions History Program
- d. 4E-F65/645-F49(DL) (Ammo-99)** Application of US Army ESQD Principles
- e. 4E-F25/431-F9(DL) (Ammo-100)** Army Explosives Safety Site Planning
- f. 4E-F28/645-F12(DL) (Ammo-112) Ammunition and Explosives Storage Safety
- g. Deviation Approval and Risk Acceptance Document Workshop (Instructor led)
- h. Advanced Explosives Safety Management Workshop (Instructor led)

** Ammo-82 is the Army Explosives Safety Quantity Distance and Site Planning Course (IL) and is the equivalent to both Ammo-99 and Ammo-100. There are no other substitutions or equivalencies authorized other than Ammo-82 for Ammo-99 and -100: previous experience will not replace completion of the above listed courses.

3. Due to the frequency with which explosives safety policy, standards, and tools are updated/modified, the CP-12 Explosives Safety Professional Certificate - Level 2 has a 5-year renewal requirement. To maintain a current, valid Level 2 Certificate, careerists must successfully complete the Advanced Explosives Safety Management (AESM) Workshop every five years.

D. PROCESS

1. Upon completion of training requirements for the CP-12 Explosives Safety Professional Certificate - Level 2, applicant will:

a. Collect all applicable verification of training documentation (e.g., certificates of course completion and ATRRS transcripts).

b. Submit an application through command channels to the appropriate ACOM/ASCC/DRU Senior Safety Director for endorsement and validation. The application must be submitted via memorandum following the format on page 7 and must include a copy of the CP-12 Explosives Safety Professional Certificate - Level 1 and certificates of completion (or ATRRS transcripts in lieu of certificates) for the courses listed in paragraph C.2 as well as a summary (or copy) of their current job description highlighting their explosives safety duties and responsibilities. (Please ensure that the name and address of the appropriate ACOM/ASCC/DRU Senior Safety Director is used in lieu of the placeholders in the example memorandum Thru line and paragraph 3.)

2. The ACOM/ASCC/DRU Senior Safety Director will evaluate the application package.

a. If the applicant has satisfied all requirements, the Senior Safety Director will endorse the application package and submit it by email to the CP-12 Explosives Safety Professional Certificate Program Manager at hilbert.c.hurd.civ@mail.mil.

b. If the applicant has not satisfied all requirements, the ACOM/ASCC/DRU Senior Safety Director should discuss any discrepancies in the application package with the applicant and rectify before forwarding to the CP-12 Explosives Safety Professional Certificate Program Manager.

3. Upon receipt, the CP-12 Explosives Safety Professional Certificate Program Manager will maintain the package for review by the CP-12 Explosives Safety Professional Certificate - Level 2 Review Panel. Notification of upcoming Review Panels will be provided to all ACOM/ASCC/DRU Senior Safety Directors. Cutoff for acceptance of application packages will be three working days prior to the Panel convening.

4. The Review Panel will assess each application package to ensure all requirements have been met.

a. If approved, the CP-12 FCR will certify and date the certificate, annotating the five-year expiration date. The certificate will be emailed to the applicant, with a copy provided to the appropriate ACOM/ASCC/DRU Senior Safety Director.

b. If the applicant has not provided appropriate documentation to demonstrate completion of all requirements, the Review Panel will request additional documentation. The applicant, the applicant's ACOM/ASCC/DRU Senior Safety Director, and the FCR will be notified of all requests for additional information. The applicant should correct all application deficiencies and resubmit their package as outlined above.

5. For each individual approved for the CP-12 Explosives Safety Professional Certificate - Level 2, the date of approval will be entered into a historical record that will remain the authoritative source for approval. Level 2 Certificates will expire five years from date of approval and it is incumbent upon the Certificate holder to successfully complete the Advanced Explosives Safety Management Workshop in order to maintain a valid certificate. The CP-12 Explosives Safety Professional Certificate Program Manager will not issue notifications of expiring certificates.

a. Upon successful completion of the Advanced Explosives Safety Management Workshop, to apply for re-certification, applicants will submit a request for re-certification with a copy of the AESM Workshop training completion certificate and their Level 2 certificate, through

command channels and the ACOM/ASCC/DRU Senior Safety Director to the CP-12 Explosives Safety Professional Certificate Program Manager. Requests for re-certification can be submitted via email.

b. The CP-12 Explosives Safety Professional Certificate Program Manager will issue a new Level 2 Certificate. The Certificate will be emailed to the applicant, with a copy provided to the appropriate ACOM/ASCC/DRU Senior Safety Director. The Certificate will state the original issue date, the reissue date, and the new five-year expiration date.

6. If it is determined that the certificate was issued under false pretenses, records are found to be invalid or similar circumstances dictating ineligibility, the certificate will be considered invalid (as if it had never been issued). All procedures will be IAW DA Pam 611-21, appropriate Judge Advocate General regulations, and processed through the U.S. Army Combat Readiness Center legal office.

7. Use of the Certificate:

a. There will be no additional title or designation associated with the CP-12 Explosives Safety Professional Certificate - Level 2.

b. The CP-12 Explosives Safety Professional Certificate - Level 2 will expire after 5 years if renewal requirements are not met.

(OFFICE SYMBOL)

(Date)

MEMORANDUM THRU

(Applicant's MSC Safety Director if required)

(ACOM/ASCC/DRU Senior Safety Director)

TO Explosives Safety CP-12 Level 2 Program Manager, (FCR Cell)

SUBJECT: Application for Career Program 12 (CP-12) Explosives Safety Professional Certificate - Level 2

1. Purpose of this memorandum is to initiate application for the Career Program 12 (CP-12) Explosives Safety Professional Certificate - Level 2 for:
 - a. Name:
 - b. Pay plan, series and grade:
 - c. Position title:
 - d. Current organization:
 - e. Phone number:
 - f. Email address:
2. The following documents are provided to verify satisfaction of requirements:
 - a. Career Program 12 (CP-12) Explosives Safety Professional Certificate - Level 1 (encl 1).
 - b. Detailed training record, including transcripts and certificates of completion for the classes listed in paragraph C2 of the Level 2 application procedures document (encl 2).
 - c. A summary of current job description, highlighting explosives safety duties and responsibilities (encl 3).
3. Request endorsement of this application by the Senior Safety Director, (ACOM/ASCC/DRU Safety Office) and forwarding to the CP-12 Explosives Safety Professional Certificate Program Manager.

(Applicant Signature)
(signature block)

Encls
as

CF: (Supervisor)