



Tailored Evaluation Guides

These evaluation guides cannot hope to, nor are they intended to be all inclusive of explosives safety regulations. They are intended to help activities navigate the many regulations that mitigate the risk of a mishap while handling explosives. Managers and handlers alike should be thoroughly familiar with all references and regulations that impact explosives operations.



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Program 1: ES Administration/Management

Element 01 - Explosives Safety Management

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
10106	Does the Activity/Command conducting ammunition or explosives operations have on file an up-to-date set of ordnance publications, technical manuals, safety manuals, instructions, and other pertinent data that cover all ordnance material, ammunition and ammunition components applicable to that activity?	MCO 5100.29C Vol 8	9	0904	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	1	1-5.2.1	
10114	Are all certified inert ordnance items properly identified and marked with a serial number containing the unit identification code (UIC) or reporting unit code (RUC) of the EOD unit where the item was certified inert, and a unique number?	MCO 5100.29C Vol 8	2	0205.B	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	2	2-1.4.7.c	
10115	Have ordnance items that have been rendered inert by removal of explosive material and used for museum displays, training or other purposes been properly certified as inert by Explosive Ordnance Disposal personnel? Are the minimum data requirements of the certification met?	MCO 5100.29C Vol 8	2	0205.a.5 thru 0205.a.7	[]Yes []No []N/A

Element 03 -Emergency Management/Fire Plans/Maps

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
10305	Is the Activity/Commands Fire Bill posted conspicuously throughout the Activity/Commands, including the magazine area, and are the Fire Bills reviewed/updated semiannually?	NAVSEA OP 5 Vol 1	4	4-3.1.1	[]Yes []No []N/A
10306	Does the General Fire Bill have the minimum required instructions in the event of a fire?	NAVSEA OP 5 Vol 1	4	4-3.1.1.a thru 4-3.1.1.1	[]Yes []No []N/A

Element 07 - Explosives Safety Training

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
10708	Have Unit/Tenant commanders (Regimental/Squadron or higher), having an explosives mission , appointed a unit Explosives Safety Representative (ESR)?	MCO 5100.29C Vol 8	8	0806	[]Yes []No []N/A



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Program 3: A&E Qualification/Certification

Element 01 - Implementation

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
30101	Is a QUAL/CERT Program in effect for all personnel working with Ammunition and Explosives?	MCO 8023.3D, ENCL 1	1	4.a thru 4.p	[]Yes []No []N/A

NAVSEA OP 5 Vol 1 2 2-3.2

Element 02 - Training

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
30201	Has periodic training supporting all assigned family groups and work task codes (annually or semi-annually as applicable) been appropriately documented for personnel in the Class V(A) and Class V(W) Qualification Certification Program?	MCO 8023.3D, ENCL 1	1	13	[]Yes []No []N/A

MCO 8023.3D, ENCL 1 2 11

MCO 8023.3D, ENCL 1 3 14

30202	Does the unit operating a Class V(A) or V(W) Qualification Certification Program have a structured training program that supports the certification of qualified personnel?	MCO 8023.3D, ENCL 1	2	11	[]Yes []No []N/A
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MCO 8023.3D, ENCL 1 3 14

30205	Have all employees (military/civilian) received mandatory A&E explosives safety training?	MCO 8023.3D, ENCL 1	1	13	[]Yes []No []N/A
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NAVSEA OP 5 Vol 1 2 2-3.3, Appendix D

30206	Have all personnel that have not completed the 2311 or 6500 MOS formal training (military/civilian) received mandatory explosives safety training through AMMO-18 prior to being certified?	MCO 8023.3D, ENCL 1	2	10.a	[]Yes []No []N/A
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MCO 8023.3D, ENCL 1 3 10.a, 12.b

Element 03 - Qualification

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
30301	Have all personnel engaged in explosives operations been certified by qualified medical personnel?	MCO 8023.3D, ENCL 1	1	5.b	[]Yes []No []N/A

NAVSEA OP 5 Vol 1 2 2-3.1



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30303 Are personnel who hold a certification and fail to meet annual AA&E screening or periodic medical examination requirements decertified/suspended/revoked as applicable? MCO 5530.14A, ENCL 1 App I []Yes []No []N/A

MCO 8023.3D, ENCL 1 1 5.a

NAVSEA OP 5 Vol 1 2 2-3.1

30304 Are personnel qualified at defined levels/work tasks as applicable? MCO 8023.3D, ENCL 1 2 10 []Yes []No []N/A

MCO 8023.3D, ENCL 1 3 10

30307 Are sufficient number of qualified/certified Board Members being maintained at all times? MCO 8023.3D, ENCL 1 2 7 []Yes []No []N/A

MCO 8023.3D, ENCL 1 3 7

30308 Are rank/grade waivers, as authorized, for Class V(A) and V(W) Board Members and qualification categories processed as required? MCO 8023.3D, ENCL 1 2 7.d, 10.b []Yes []No []N/A

MCO 8023.3D, ENCL 1 3 7.d, 10.b, 10.d

Element 04 - Certification

ID# Evaluation Question Reference(s) Chpt Paragraph

30401 Is the Board Chair designated in writing or via ASM by the Commander? MCO 8023.3D, ENCL 1 2 4.b []Yes []No []N/A

MCO 8023.3D, ENCL 1 3 4.b

30402 Are Certification Board Members designated in writing or via ASM by the Commander or Board Chairman when appropriately delegated (Class V (W) programs only)? MCO 8023.3D, ENCL 1 2 4.b []Yes []No []N/A

MCO 8023.3D, ENCL 1 3 4.b



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30404 If Board Member assignment of an individual in the grade of E-6 or higher or civilian equivalent is not possible, has a waiver been submitted to the approving authority via the chain of command? MCO 8023.3D, ENCL 1 2 7.d []Yes []No []N/A

MCO 8023.3D, ENCL 1 3 7.d

30405 Are all Qualification Certification Program recommendations for certification made by board members who are certified in the same A&E, work task codes, and certification level for which they are recommending certification? MCO 8023.3D, ENCL 1 2 7.b []Yes []No []N/A

MCO 8023.3D, ENCL 1 3 7.b

30407 Are certifications reviewed and signed by the Commander or Board Chairperson in conjunction with and at the same periodicity as the AA&E Screening? MCO 8023.3D, ENCL 1 1 9.a []Yes []No []N/A

Element 05 - Qual/Cert Records

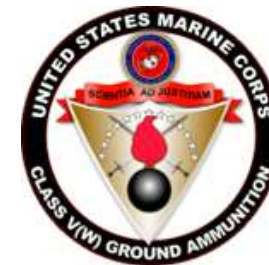
<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
30501	If manual record keeping practices for the V(W) Qualification Certification Program are used, were they authorized by COMMARCORSYSCOM?	MCO 8023.3D, ENCL 1	2	9	[]Yes []No []N/A
30502	When manual records are authorized and utilized, did the individual being certified sign the form where indicated to acknowledge their certification level?	MCO 8023.3D, ENCL 1	2	9	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	App A		
30503	When manual records are authorized and utilized, did the CO/Board Chair/Board Member sign and date the Qual/Cert form as the certifying official?	MCO 8023.3D, ENCL 1	2	9	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	App A		
30504	When manual records are authorized and utilized and the annual review is performed, did the individual being recertified and the certifying official sign and date the form?	MCO 8023.3D, ENCL 1	2	9	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	App A		
30505	Are certifications correctly maintained within ASM and eQual?	MCO 8023.3D, ENCL 1	2	9	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	9	



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Element 06 - Non-Qual/Cert Training

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
30601	Have all "Ammunition Handlers" (personnel other than Ammunition and EOD Technicians) listed on the NAVMC 11797 completed required web based training (AMMO-18, AMMO-45, AMMO-51)?	MCO 4400.201 Vol 7	4	040207	[]Yes []No []N/A

Program 4: A&E Standard Operating Procedures

Element 01 - Development

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
40101	Are all new SOPs and any major changes to existing SOPs maintained in accordance with the latest instruction?	MCO 5100.29C Vol 8	10	1002.A	[]Yes []No []N/A
40102	Do all activities have written standard operating procedures prior to starting operations involving ammunition or explosives (A&E)?	MCO 5100.29C Vol 8	10	1002	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	2	2-1.1	
40103	Did the development, review and validation of the SOP(s) take place prior to the Commanding Officer's (or designated representative) approval?	MCO 5100.29C Vol 8	10	1005.C.1, 1005.C.2	[]Yes []No []N/A
40105	Is the Operational Risk Management processes conducted, and are the results of hazard analysis/risk assessments used as a basis for developing the SOP? Are the results included as an element of the SOP?	MCO 5100.29C Vol 8	10	1005.G	[]Yes []No []N/A
40106	Do SOPs provide personnel with the procedures necessary to maintain physical security, accountability and disposition control of A&E, MPPEH, and/or MEC?	MCO 5100.29C Vol 8	10	1005.I.8	[]Yes []No []N/A
40107	Are supervisors overseeing the performance of SOP validations with the necessary workers/operators and other personnel to ensure complete understanding at all levels?	MCO 5100.29C Vol 8	10	1005.C.2.b	[]Yes []No []N/A
40108	Did supervisors and workers/operators, before initial use, conduct a validation of applicable sections of the SOP, or whenever there was a major change to the operation, process, or facility?	MCO 5100.29C Vol 8	10	1005.C.2	[]Yes []No []N/A



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40109	Are validations documented, signed, and dated by personnel performing the validation?	MCO 5100.29C Vol 8	10	1005.C.2.c	[]Yes []No []N/A
40110	Are SOPs reviewed prior to initial use by personnel responsible for the technical requirements?	MCO 5100.29C Vol 8	10	1005.C.1.a.1	[]Yes []No []N/A
40111	Are SOPs reviewed by personnel who are responsible for support of the process in accordance with sections of the SOP, including mishap responses?	MCO 5100.29C Vol 8	10	1005.C.1.a.2	[]Yes []No []N/A
40112	Are SOPs reviewed by occupational safety and health, medical (e.g., industrial hygiene), and environmental personnel (if the process involves or may potentially involve any applicable procedures)?	MCO 5100.29C Vol 8	10	1005.C.1.a.3	[]Yes []No []N/A
40113	Are SOPs reviewed by the designated host command ESO and/or tenant ESO (if formal host/tenant agreement is in place)?	MCO 5100.29C Vol 8	10	1005.C.1.a.4	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	1	1-4.4.1.e	
40115	Does the activity have required SOPs that cover A&E handling, storage, and transportation operations not conducted in accordance with technical directives, approved checklists, or Field Manuals (i.e. Storage, Issue/Receipt, Assembly Area, Container Operations, Pier Operations, VERTREP etc.) where applicable?	MCO 5100.29C Vol 8		1002.a	[]Yes []No []N/A

Element 02 - SOP Content Requirements

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
40201	Does the SOP contain a Title Page that includes a unique copy control number for SOP tracking and version control?	MCO 5100.29C Vol 8	10	1005.A	[]Yes []No []N/A
40202	Does the SOP contain a Record of Changes?	MCO 5100.29C Vol 8	10	1005.B	[]Yes []No []N/A
40203	Does the SOP contain a Record of review, validation, and approval which provides signatures and dates of person(s) who developed, reviewed, validated, and approved the SOP?	MCO 5100.29C Vol 8	10	1005.C	[]Yes []No []N/A
40204	Does the SOP contain a Table of Contents?	MCO 5100.29C Vol 8	10	1005.D	[]Yes []No []N/A
40205	Does the SOP contain a the Supervisor's Statement with areas for signature and date?	MCO 5100.29C Vol 8	10	1005.E.1	[]Yes []No []N/A



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40206	Does the SOP contain a the Worker's Statement with signatures and dates for the worker and supervisor?	MCO 5100.29C Vol 8	10	1005.E.2	[]Yes []No []N/A
40207	Does the SOP contain a List of all applicable references?	MCO 5100.29C Vol 8	10	1005.F	[]Yes []No []N/A
40208	Does the SOP contain the hazard analysis/risk assessment?	MCO 5100.29C Vol 8	10	1005.G	[]Yes []No []N/A
40209	Does the SOP contain a Hazard control brief?	MCO 5100.29C Vol 8	10	1005.H	[]Yes []No []N/A
40210	Does the SOP contain a Clear and concise Step-by-Step procedures?	MCO 5100.29C Vol 8	10	1005.I	[]Yes []No []N/A
40211	Does the SOP contain Building or site diagram and/or processing diagram if applicable?	MCO 5100.29C Vol 8	10	1005.J	[]Yes []No []N/A
40212	Does the SOP contain a listing of equipment and supplies (including approved tools, special tools and equipment and supplies) and safety equipment that includes PPE?	MCO 5100.29C Vol 8	10	1005.K	[]Yes []No []N/A

Element 03 - Review Process

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
40306	Are SOPs continuously reviewed to ensure that they are changed as necessary to reflect current procedures, and changes to reference documents?	MCO 5100.29C Vol 8	10	1004.a.3	[]Yes []No []N/A

Program 5: A&E Facilities

Element 01 - General A&E Facilities (Mags/RSLs/OBs/RFIs)

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
50101	Where different types of A&E are stored together, is storage compatibility maintained?	NAVSEA OP 5 Vol 1	3	3-9, Table 3-10	[]Yes []No []N/A
50112	Are empty container requirements being met?	NAVSEA OP 5 Vol 1	11	11-1.5	[]Yes []No []N/A
50114	Are correct fire division, chemical hazard or fire direction symbols posted outside hazardous materials storage sites?	NAVSEA OP 5 Vol 1	4	4-4.2.9, Figures 4-3 thru Figure 4-5, Tables 4-1 thru Table 4-3	[]Yes []No []N/A
50137	Is rough handling of A&E observed?	NAVSEA OP 5 Vol 1	10	10-1.1.1	[]Yes []No []N/A



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Element 03 - A&E Physical Security

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
50317	Is an AA&E Screening Officer (commissioned officer, warrant officer, staff non-commissioned officer, or GS-9 and above) appointed by the Commanding Officer?	MCO 5530.14A, ENCL 1	8	8002.1.d.1	[]Yes []No []N/A
50321	Are Arms, Ammunition, and Explosives (AA&E) screenings properly conducted and documented for all personnel involved in the custody, maintenance, disposal, distribution, or security of AA&E?	MCO 5530.14A, ENCL 1 MCO 5530.14A, ENCL 1	8 App I	8002.1	[]Yes []No []N/A
50322	Has the activity possessing AA&E (including personnel responsible for custody, maintenance, disposal, distribution, and security of AA&E items) established and conducted an annual training program for personnel with AA&E related duties? Is that training documented and maintained in the individuals record or through the Qualification Certification Program?	MCO 5530.14A, ENCL 1	8	8002.3	[]Yes []No []N/A

Element 04 - Armories & Ready For Issue (RFI)

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
50406	Are clearing barrels placed at or near AA&E Facilities, guard facilities, RFI points, and ranges? Are they properly identified, serviceable, inspected and documented? Are clearing procedures for each applicable weapons system prominently displayed within the vicinity of the clearing barrel?	MCO 5100.29C Vol 8 MCO 5530.14A, ENCL 1	2 8	0206 8000.15	[]Yes []No []N/A

Program 7: Munition/Environmental

Element 03 - MPPEH

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
70301	Does the installation manage MPPEH in accordance with DoDI 4140.62 (MPPEH)?	MCO 5090.2 Vol 21	3	0305	[]Yes []No []N/A
70302	Does the installation ensure that MPPEH or MDEH is not transported or shipped over public transportation routes unless determined safe for transport?	MCO 5090.2 Vol 21	6	0612.b	[]Yes []No []N/A



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70304	Does the installation ensure that explosives safety status of material to be transferred within or released from DoD has been established by either a 100% inspection and another 100% independent reinspection or processing by a DDESB approved means with an appropriate post-processing inspection?	MCO 5090.2 Vol 21	3	030504	[]Yes []No []N/A
70316	Does the installation maintain controlled access to areas used to hold MDAS?	MCO 5100.29C Vol 8	6	0613	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	13	13-15.4.1.6	
70317	Does the installation have a process in place to ensure the proper chain of custody for MDAS?	MCO 5090.2 Vol 21	3	030513	[]Yes []No []N/A
70318	Are adequate controls and documented procedures in place to prevent commingling of MPPEH, MDAS, and MDEH?	MCO 5100.29C Vol 8	6	0611.a	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	13	13-15.6.1	
70320	Does the installation ensure that personnel who inspect, process, or document MPPEH shall be trained in: -Recognition and safe handling of used and unused military munitions and specific types of MPPEH. -Demilitarization and trade security controls and procedures that apply to MPPEH, MDEH, and MDAS that is to be released from DoD control. -Identification, management and processing requirements that may apply to specific types of MPPEH or MDEH.	MCO 5090.2 Vol 21	3	030507	[]Yes []No []N/A
70342	Does the installation ensure that locations used to store expended small arms brass is covered or stored in closed containers to prevent exposure to or the collection of precipitation?	NAVSEA OP 5 Vol 1	13	13-15.3.9	[]Yes []No []N/A
70349	Does the installation ensure that empty ammunition/weapon containers are managed as MPPEH until certified as safe?	MCO 5100.29C Vol 8	6	0610	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	13	13-15.10	
70350	Does the activity retain legible copies of all documents supporting the explosives safety status of the material as MDAS or MDEH for a minimum of three years?	NAVSEA OP 5 Vol 1	13	13-15.5.3	[]Yes []No []N/A
70351	Is all MPPEH certified as MDAS prior to being taken off the range or point of use?	MCO 5100.29C Vol 8	6	0606.a	[]Yes []No []N/A



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70352	Does the activity have written procedures for MPPEH operations covering management, assessment, and documentation requirements?	NAVSEA OP 5 Vol 1	13	13-15.2.4	[]Yes []No []N/A
70354	Is brass from training events turned in to QRP within 10 working days? Is the caliber and cumulative weight per training event annotated on the DD 1348-1 and retained on file for 10 years?	MCO 4400.201 Vol 7	8	080202	[]Yes []No []N/A
70355	Are personnel who are authorized to inspect MPPEH and document the explosives safety status designated in writing by the CO or responsible individual? Does the letter identify the type of MPPEH the individuals are authorized to inspect and include sample signatures?	MCO 5100.29C Vol 8	6	0606.c	[]Yes []No []N/A
70356	Is MDAS certified by a 1348-1A or local form as authorized by the CO? Does the certification identify the material type and contain dual signatures?	MCO 5100.29C Vol 8	6	0607.b	[]Yes []No []N/A
	Is MDAS certified by a 1348-1A or local form as authorized by the CO? Does the certification identify the material type and contain dual signatures?	MCO 5100.29C Vol 8	6	0607.b	[]Yes []No []N/A

Program 8: AA&E Transportation & Equipment

Element 01 - Motor Vehicle Transportation

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
80101	Are vehicles used to transport ammunition, explosives and related hazardous material the correct type?	NAVSEA OP 5 Vol 1	12	12-6.3.1	[]Yes []No []N/A
80103	Are containers properly secured to prevent shifting during transport?	NAVSEA SW020-AF-HBK-010	4	4-5.8	[]Yes []No []N/A
80105	Have persons who certify HAZMAT on shipping papers (i.e., Forms DD Form 2890, Figure 204-11, DOT mandated forms, BL, CBL, and Shipper's Declaration for Dangerous Goods) by any mode of transportation, military or commercial, with the exception of technical specialists (Ammunition Technicians), successfully completed an initial 80-hour classroom certification course from one of the DoD-approved schools?	DTR 4500.9 Part II, Chap 204		D.1.B	[]Yes []No []N/A
80109	Have inspectors of explosives laden vehicles and railcars completed AMMO-51 (one-time classroom) and refresher training every two years?	NAVSEA OP 5 Vol 1	App D	D-3.f	[]Yes []No []N/A
80114	Are vehicles used for the transportation of AA&E on-station inspected prior to use?	NAVSEA OP 5 Vol 1 NAVSEA SW023-AG-WHM-010	12 2	12-6.4.1.b 2-5	[]Yes []No []N/A



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80126 Do DON explosives drivers keep an up-to-date copy “Glove Box” edition of NAVSEA SW020-AF-HBK-010 in DON owned motor vehicles at all times when transporting ammunition, explosives and related hazardous materials?	NAVSEA SW020-AF-HBK-010	1	1-1	[]Yes []No []N/A
	NAVSEA SW020-AF-HBK-010 Glove Box Edition			
80133 Do all military, DON Civilian, and contract personnel assigned as explosives motor vehicle operators and explosives handlers have the appropriate special duty certification examinations completed at the required periodicity ((2 years for Motor Vehicle Operator (720) and no longer than 5 years for Explosives Handlers (721)))?	NAVMED P-117 Article 15-107	15	2, 3	[]Yes []No []N/A
80134 Are Military explosives drivers at least 18 years of age or older to operate motor vehicles transporting AA&E on and off-station?	DTR 4500.9 Part II, Chap 204		B.3.B.1.A	[]Yes []No []N/A
80135 Have all drivers of explosives laden vehicles met the following requirements: • Ammunition and Explosives Driver 12-Hour Training Course with 4-hour refresher every 2 years • Possess an OF 346 with the following verbiage: Explosives Driver - Must Hold a Current Medical Certificate	NAVSEA OP 5 Vol 1	App D	D-3.i	[]Yes []No []N/A
	NAVSEA SW020-AF-HBK-010	2	2-2.d, 2-2.e	
80136 Are all on-base explosives drivers government vehicle operator Identification Card Form 346 annotated with the verbiage “VALID FOR USE ON BASE ONLY”?	NAVSEA SW020-AF-HBK-010	2	Table 2-1 Note3	[]Yes []No []N/A
80137 Are explosives AA&E drivers Government Vehicle Operator’s Identification Card Form 346 issued for no more than two years for non-tactical vehicles and eight years for tactical vehicles?	MCO 11240.118A, Enclosure 1		5.c.1.a	[]Yes []No []N/A
	NAVSEA SW020-AF-HBK-010	3	3-2.1	



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80139	Are wheels chocked and brakes set when cargo is being loaded or unloaded from a truck, trailer, or cargo container on a chassis or trailer? Are only approved chocks utilized?	NAVSEA OP 5 Vol 1	12	12-6.5.1	[]Yes []No []N/A
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Program 10: A&E Inventory Management

Element 5 - Class V(W) Inventory Management/Accuracy

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
100521	Are Ammunition Chiefs at the battalion-level or higher appointed in writing within 30 days?	MCO 4400.201 Vol 7	3	030401	[]Yes []No []N/A
100522	Is there a disinterested A&E AVO appointed in writing by the CO? Does the A&E AVO conduct quarterly audits for the command Class V(W) to ensure all expenditures have been documented on the NAVMC 11381?	MCO 4400.201 Vol 7	3	0307	[]Yes []No []N/A
100523	Did the A&E AVO verify the NAVMC 11381 within 7 working days from the end date of the range or date of unexpended ammunition turn-in to the ASP? Within 30 days for training exercises or date unexpended ammunition was turned-in to the ASP?	MCO 4400.201 Vol 7	7	0702	[]Yes []No []N/A
100527	Is there an AA&E Officer appointed in writing by the CO/Accountable Officer? Did the AA&E Officer conduct a complete physical inventory of all AA&E held or positioned by the command with 30 working days of appointment? Were the results of the AA&E Officer review and inventory forwarded to the CO for endorsement?	MCO 4400.201 Vol 7	3	0306	[]Yes []No []N/A
100533	Is accountability and inventory supporting documentation retained for 10 years (three years active and seven years archived)?	MCO 4400.201 Vol 7	3	030402.d	[]Yes []No []N/A