MINIMUM QUALIFICATIONS FOR PERSONNEL CONDUCTING MUNITIONS AND EXPLOSIVES OF CONCERN-RELATED ACTIVITIES

LESSONS LEARNED AND OBSERVATIONS

Jeffrey Brewer
Ordnance and Explosive Safety Specialist
USACE EMCX
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**US Army Corps
of Engineers** ®

QUESTIONS AND OBSERVATIONS FROM QA SITE VISITS

(Please hold your questions or comments)

QUESTIONS AND OBSERVATIONS FROM QA SITE VISITS

Questions:

(1) If you have max time (10 Years EOD Grad/13 Years Tech School Grad), do you need to have or continue keeping a logbook?

(2) Does overseas civilian "EOD/Counter IED" time count?

(3) Companies are having HR sign the logbooks and not "supervisors" as stated in the TP. Is this acceptable?

(4) Is a team leader considered a "Supervisor"?

(5) If I work more than 1880 hours in a year does it count towards the next year or is it lost time?

(6) If the UXO Company I worked for went out of business who can verify my time?

QUESTIONS AND OBSERVATIONS FROM THE FIELD

Observations:

(1) Some UXOT and UXOQPs are not keeping logbooks.

(2) Contractors are having the corporate office verify the Tech's time (Acceptable), but the logbook are not kept on-site along with the training records.

(3) It is "ONLY" the ***DOD Contractor's*** responsibility to verify the UXOTs' and UXOQPs' qualifications.

(4) Confusion on whether you need or must have a HNC International UXO database number on your resumes and submit your resumes and logbooks to HNC for approval and or for promotion.

QUALIFICATIONS

DDESB TECHNICAL PAPER 18 "MINIMUM QUALIFICATIONS FOR PERSONNEL CONDUCTING MUNITIONS AND EXPLOSIVE OF CONCERN-RELATED ACTIVITIES"

1 SEPTEMBER 2016

Logbook Start Date

MEC-RELATED ACTIVITIES

1.1.b MEC-related activities include**:**

    (1) Munitions responses to MEC.
    (2) Operational range clearance-related activities.
    (3) Similar operations that involve the intentional physical
        contact with MEC including:
        (a) Chemical military munitions and chemical agents (CAs) in
            other than a munitions configuration (collectively referred to as
            "chemical warfare materiel (CWM)").
        (b) Ground-disturbing or other intrusive activities in areas
            known or suspected to contain MEC.
      (4) Performance of escort duties, construction support and anomaly
            avoidance.

QUALIFICATIONS

MINIMUM TIME QUALIFICATIONS FOR UXOQPs and UXOTs				
		Minimum MEC-Related Experience	Minimum MEC-Supervisory Experience	Minimum Total EOD/ MEC Experience
SUXOS	EOD	2 years	1 year	10 years
	UXO	10 years	5 years	13 years
UXOSO	EOD	1 year	0.5 year	8 years
	UXO	8 years	2 years	10 years
UXOQCS	EOD	1 year	0.5 year	8 years
	UXO	8 years	2 years	10 years
UXO-TIII	EOD	1 year	N/A	8 years
	UXO	8 years	N/A	8 years
UXO-TII	EOD	0 years	N/A	1.5 Years
	UXO	3 Years	N/A	3 Years

LOGBOOKS: TRACKING TIME AND TRAINING

4.5. A company's initial assessment of civilian work history or military work experience (e.g.., DD214 and other official records) can be used as the basis for the initial assessment of cumulative MEC related work experience for the logbook.

4.6. ***UXOTs and UXOQP are responsible for maintaining a logbook of their hours***, and should be able to provide reasonable documentation that supports the hours logged. Logbooks <u>should</u> include:

  a. Number of work hours
  b. Number of MEC-related work hours
  c. Type of activity
  d. Certification of work hours by authorized supervisor (Signature)
  e. Supervisor and contact information

LOGBOOKS: TRACKING TIME AND TRAINING

4.4. Personnel working as UXOTs and UXOQP may have significant breaks between jobs. ***Only the time personnel have spent working under a contract that is performing MEC-related activities***, per Section 1.1, counts towards advancement, with **1880 hours considered a 1-year full-time equivalent**. The **accumulation of time towards advancement** is not limited to time involved in the intentional physical contact with MEC or the conduct of ground-disturbing or other intrusive activities in areas known or suspected to contain MEC, **but includes *activities in support of a MEC-related contract such as report generation, on–the-job training, equipment maintenance and other activities required to support a contract's requirements.***

LOGBOOKS: SUGGESTIONS TO NAOC

Example Log Book

Technician Name:		
EOD/UXO School Attended:		Graduation Date:
Project Location:		
Contractor:		
Technicians Job Position:		
Technician's Start and Finish Date:		
*Number of Hours Worked:		
*Number of MEC-Related Work Hours (this project):		
Number of Work Hours from Previous Log Entry:		
Current Total of MEC-Related Work Hours:		
*Type of Activity:		
Technician's Signature:		
*Technician's Supervisor, Position and Telephone Number and or Email Address:		
*Supervisor Signature:		
*Recommended information from DDESB TP-18		

QUALIFICATIONS

2.1.b. **_DoD activities and DoD contractors_** performing MEC-related activities are responsible for ensuring personnel employed meet the qualification specified in this TP.

LOGBOOKS: TRACKING TIME AND TRAINING

4.7. **UXO-TIs with a 36-month continuous break** in the performances of MEC-related activities requires requalification as a UXO-TI based on a comprehensive assessment or supervised on-the job training. **Requalification must be accomplished by attending a UXO-TI requalification training course or completion of a comprehensive assessment provided by a training organization as outlined in Paragraph** 3.1.2.; or by supervised on-the-job training that the employer documents. **For other personnel with a 36-month continuous break in the performances of MEC related activities, when appropriate, provide supervised on-the-job training that is documented by the employer.**

BACK TO THE QUESTIONS AND OBSERVATIONS FOR DISCUSSION

QUESTIONS FROM THE FIELD ANSWERS

Question: If you have max time (10 Years EOD Grad/13 Years Tech School Grad), do you need to continue keeping a logbook?

Answer: Yes – Per paragraph 4.7. UXO-TIs with a 36-month continuous break in the performances of MEC-related activities requires requalification as a UXO-TI based on a comprehensive assessment or supervised on-the job training. Requalification must be accomplished by attending a UXO-TI requalification training course or completion of a comprehensive assessment provided by a training organization as outlined in Paragraph 3.1.2.; or by supervised on-the-job training that the employer documents. ***For other personnel with a 36-month continuous break in the performances of MEC related activities, when appropriate, provide supervised on-the-job training that is documented by the employer.***

QUESTIONS FROM THE FIELD ANSWERS

Question: Some companies are having HR sign the logbooks and not their "supervisors" as stated in the TP. Is this acceptable?

Answer: Yes – How a DOD Contractor manages its program is up to the contractor. However, the company should have procedures for how a supervisor provides the input HR uses.

QUESTIONS FROM THE FIELD ANSWERS

Question: Does overseas civilian "EOD/Counter IED" time count?

Answer: Yes – Civilian "EOD/Counter IED" time requires knowledge of explosives, explosive safety and compliance with procedures. "**The skills and knowledge required is applicable to munitions response actions to address military munitions that may be MEC.**"

QUESTIONS FROM THE FIELD ANSWERS

Question: Is a team leader considered "Supervisor"?

Answer: Yes – a first line supervisor.

QUESTIONS FROM THE FIELD ANSWERS

Question: If I work more than 1880 hours does it count towards a new year or lost time?

Answer: Yes – It counts for the next year! The time is accumulative.

QUESTIONS FROM THE FIELD ANSWERS

Question: If the UXO Company I worked for went out of business who can verify my time?

Answer: If you can prove with pay slips or other reliable documentation that shows your time your current company can give you the credit.

OBSERVATIONS FROM THE FIELD STATEMENTS

Observation: It is "ONLY" the DOD Contractor's responsibility to verify the UXO techs qualifications.

Comment: TP – 18 2.1.b. states, "***DOD activities and DOD contractors*** performing MEC-related activities are responsible for ensuring personnel employed meet the qualification specified in this TP."

OBSERVATIONS FROM THE FIELD STATEMENTS

Observation: Some UXOT and UXOQPs are not keeping logbooks.

Comment: By not keeping logbooks the UXOTs and UXOQPs are not adhering to TP-18 or contractual requirements and could be deemed unqualified for the positions or they could fall under the re-training requirements in paragraph 4.7.

OBSERVATIONS FROM THE FIELD STATEMENTS

Observation: Contractor are having the corporate office verify the Tech's time (Acceptable), but the logbook are not kept on site.

Comment: It is not a requirement to keep the logbooks on Site. Recommend that DoD Contractors have the last 3 logbook pages with the training records on site for verification.

HNC INTERNATIONAL UXO DATABASE

Observation: Confusion on whether you need or must have a HNC International UXO database number on your resume and submit your resumes and logbooks to HNC for approval and or for promotions.

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Comment: No – You are not required to be in the HNC International UXO database. The database is a QA tool for HNC contracts and projects. If you choose to submit your qualifications to HNC they will update the records.

TIME AND TRAINING VERIFICATION PROCEDURES

First – the DoD Contractor must verify a UXOT's and UXOQP's Time and Training from logbooks and training certificates for the positions the UXO Personnel will be working.

Second – USACE will periodically review contractor UXO personnel to ensure they meet minimum qualifications for the positions and duties being performed IAW EM 385-1-97.

UPCOMING SPRING CHANGES TO TP-18

➢ Verbiage changes

➢ Logbook requirements changes

➢ Grouse Safety Violation changes

QUESTIONS?