



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

1000 NAVY PENTAGON

WASHINGTON, D.C. 20350-1000

SECNAVINST 5100.16C

ASN (EI&E)

18 Apr 2018

SECNAV INSTRUCTION 5100.16C

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY GAS FREE ENGINEER
CERTIFICATION AND RECERTIFICATION

Ref: (a) Assistant Sec Labor (OSHA) ltr of 25 Jan 94 (NOTAL)
(b) NAVSEA S6470-AA-SAF-010 Rev. 04, Naval Maritime
Confined Space Program (NOTAL)

Encl: (1) Definitions
(2) Responsibilities
(3) Qualifications for Navy Gas Free Engineers
(4) Procedures for Initial Certification and
Recertification
(5) Navy Gas Free Engineer Oversight Process

1. Purpose. To establish policy for the certification and recertification of Department of the Navy (DON) Gas Free Engineers (GFEs) who perform GFE certifications for Naval maritime facilities and to restate the functions and authority of the Navy GFE Certification Board to ensure compliance with the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) Alternate Standard requirements, per reference (a). The instruction has been revised to include the annual oversight process requirements of the Navy GFE Certification Board and to update the qualifications for certification and recertification of Navy GFEs.

2. Cancellation. SECNAVINST 5100.16B

3. Definitions. See enclosure (1).

4. Applicability. The requirements for Board certification of Navy GFEs under this policy apply to Department of the Navy GFEs who perform certifications for Naval maritime facilities.

5. Policy

a. The OSHA regulations at 29 CFR 1915.14(a)(1) require testing and certification "Safe for Hot Work" by a Marine

Chemist or a U. S. Coast Guard authorized person when hot work is performed in or on any of the following confined and enclosed spaces and other dangerous atmospheres, boundaries of spaces, or pipelines:

(1) Within, on, or immediately adjacent to spaces that contain or have contained combustible or flammable liquids or gases.

(2) Within, on, or immediately adjacent to fuel tanks that contain or have last contained fuel.

(3) On pipelines, heating coils, pump fittings or other accessories connected to spaces that contain or have last contained fuel.

b. OSHA Regulation 29 CFR 1915.12(c)(3) requires spaces that cannot be ventilated to within Permissible Exposure Limits (PELs) or are immediately dangerous to life or health to be tested and certified "Enter with Restrictions" or "Safe for Workers" by a Marine Chemist or Certified Industrial Hygienist (CIH).

c. Under provisions of 29 CFR 1960.17, OSHA, per reference (a), authorizes the U.S. Navy to use a Navy GFE in lieu of a Certified Marine Chemist. The authorization was granted by OSHA with a stipulation that a Navy GFE Certification Board be established to review candidate applications and certify and recertify Navy GFEs.

6. Responsibilities. See enclosure (2).

7. Requirements. Naval Maritime Confined Space Program requirements are set forth in reference (b).

8. Certificate. The Board shall issue a certificate to each successful candidate as evidence that the holder has the qualifications (per enclosure (3)) required for certification or recertification as a Navy GFE.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules

found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules please contact your local Records Manager or the DRMD program office.

10. Forms and Reports

a. The following forms can be found electronically on the Naval Forms Online website at:

<https://navalforms.documentservices.dla.mil/web/public/home>.

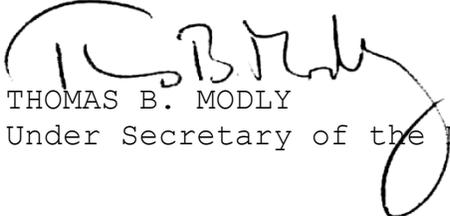
(1) OPNAV 5100/28 (11/07), Application for Certification as a U.S. Navy Gas Free Engineer.

(2) OPNAV 5100/29 (11/07), Application for Recertification as a U.S. Navy Gas Free Engineer.

(3) Standard Form 50, Notification of Personnel Action is accessible from the OPM Forms Library at:

<https://www.opm.gov/forms/pdfimage/sf50.pdf>.

b. The reports contained within enclosure (4), paragraphs 1 and 2 are exempt from information control per SECNAV M-5214.1 of December 2005, Part IV, paragraph 7k.


THOMAS B. MODLY
Under Secretary of the Navy

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DEFINITIONS

1. Navy Gas Free Engineer (GFE). The holder of a valid certificate issued by the Navy GFE Certification Board establishing the holder as a person qualified to ensure that confined space operations incident to construction, overhaul, repair, lay-up, or shipbreaking of Naval vessels are undertaken safely. The qualifications are described in enclosure (3). The definition of GFE is not the same as Gas Free Engineering as described in Naval Ships' Technical Manual (NSTM) 074 Vol 3.
2. Candidate. A Navy employee applying for certification or recertification as a Navy GFE.
3. Navy GFE Certification Board. The panel of personnel organized for the purpose of verifying training records, assuring the adequacy of proposed candidates for certification and/or recertification, and verifying the independence of Navy GFEs.
4. Naval Maritime Facilities. Naval facilities where maritime operations are performed on or in Naval vessels or vessel sections. Vessels include all naval ships, watercraft, barges, floating cranes, derricks, and floating dry-docks. Naval maritime facilities include Naval Shipyards, ship repair facilities, intermediate maintenance facilities, regional maintenance centers, and Trident refit facilities, regional repair centers, and other Navy commands whose primary mission involves maritime operations. Specific definitions of these terms are included in reference (b).

RESPONSIBILITIES

1. A Navy Gas Free Engineer (GFE) Certification Board (hereinafter called "the Board") shall be established.

a. Membership

(1) The Board membership shall be composed of personnel who are qualified in one or more of the following areas: Federal and U.S. Navy regulations and/or standards pertaining to ship construction, overhaul and/or repair; industrial hygiene; shipyard safety, loss control, and accident prevention; fire prevention; and confined space testing and/or marine chemistry.

(2) The Board shall consist of seven voting members with representatives from the following:

(a) Office of the Assistant Secretary of the Navy for Energy Installations and Environment (ASN (EI&E)), who shall serve as the Board's chair;

(b) Naval Safety Center;

(c) Naval Sea Systems Command;

(d) Two Naval maritime facility representatives (at least one GFE), who shall be nominated by the respective major claimant, with the approval of the respective Naval maritime facility commander;

(e) A Fleet Forces Command or U.S. Pacific Fleet representative;

(f) OSHA, who shall be nominated by that agency; and

(g) One non-voting Secretary of the Board appointed by ASN (EI&E).

(3) The Secretary of the Board shall receive and screen candidate qualifications and track the status of applications for certification and recertification; compile information associated with an application; provide each application to the Board members for review; schedule and set up Board meetings; produce and archive meeting minutes; notify candidates of the

Board's decision by phone and follow-up letter; supply GFE certificates to issuing activities; and perform such duties as requested by the Board. Qualifications for Navy GFEs are outlined in enclosure (3). Application procedures for initial and recertification are outlined in enclosure (4).

(4) In addition, the Department of the Navy Office of the General Counsel will provide legal advice to the Board, as appropriate.

b. Board Member Terms. The term of each Naval maritime facility representative to the Board shall be limited to no more than six years. The other members of the Board shall serve at the discretion of the offices they represent.

c. Board Meetings. The Board shall meet at least annually. It shall also meet whenever requested by a Board member and to act on the applications for GFE certification and recertification within 90 days of their receipt.

(1) The Board may approve or deny certification or recertification to a candidate by a majority vote. Any candidate denied certification/recertification and their major claimant will be provided written rationale within 30 days of the Board's decision for denial and informed of further actions required to meet certification/recertification requirements.

(2) Candidates that are refused certification or recertification have 30 days to file a written appeal with the secretary of the Board; the Board will respond to the appeal within 60 days of receipt.

d. Oversight

(1) The Board shall provide oversight of Initial Certifications, Recertifications, and Navy GFEs performance, including process review and the quality of Navy GFE confined space certificate writing. The Navy Gas Free Engineer Oversight Process is outlined in enclosure (5). It shall review the performance of all Navy GFEs:

(a) Annually, to determine if Navy GFEs are actively engaged in Maritime Confined Space Program work;

(b) At least every five years and, as appropriate, recertify or decertify the GFE; and

(c) After any reportable mishap, as defined in OPNAVINST 5102.1D, related to a Navy GFE's required testing and certification of confined and enclosed spaces and other dangerous atmospheres, boundaries of spaces, or pipelines covered by the requirements in reference (b). In instances when a Safety Investigation Board (SIB) is required the Board will provide a member if requested by the Controlling Command in accordance with OPNAVINST 5102.1D. Additionally, if deemed necessary by the Board Chair, the Board will conduct an independent review of any incident investigation findings and recommendations to assess U.S. Navy GFE actions in considering revocation of Navy GFE certification. Periodic reviews of the performance of Navy GFEs, including onsite visits, may be deemed necessary by the Board.

(2) The Board shall provide oversight of a candidate's professional and practical training and performance, including a review of the candidate's on-the-job training and full-time experience records, as well as a review of a sample of certificates the candidate has issued. See enclosure (4) for Initial Certification requirements.

QUALIFICATIONS FOR NAVY GAS FREE ENGINEERS

The following general, professional, and practical qualifications are considered to be minimal for favorable consideration of any application by the Board.

NOTE: On a case by case basis, any candidate who is a National Fire Protection Association (NFPA) Certified Marine Chemist shall meet the general, professional, and practical qualification requirements, as deemed acceptable to the Board.

1. General

a. Candidates shall be physically able to perform the duties of a Navy Gas Free Engineer (GFE).

b. Candidates shall be employees of the Department of the Navy.

c. Candidates shall furnish the Board with such evidence of their education, training, knowledge, experience and any other information as the Board considers necessary or advisable.

2. Professional

a. The candidate shall have earned a Bachelor's degree in Science or Engineering; or, as acceptable to the Board, have the equivalent in experience and education per the Office of Personnel Management guidelines. In all cases the candidate's education shall include a minimum of thirty credits of laboratory sciences with at least college-level courses in general inorganic chemistry (two semesters of lectures and labs addressing qualitative and quantitative analysis methods) and organic chemistry (one semester of lecture and lab addressing qualitative and quantitative analysis methods). The remaining credit hours of courses may be in any combination of chemistry, physics, engineering, health physics, environmental health, biostatistics, biology, physiology, toxicology, epidemiology, or industrial hygiene. Courses in the history or teaching of chemistry are not acceptable. Additionally, a candidate must have three years of progressively responsible experience related to work with the Navy's Confined Space Program, safety,

industrial hygiene, fire protection or a similar area, at least one of which shall have been full-time employment in a Naval maritime facility.

b. The education, training, knowledge, and experience of the candidate shall include, but not be limited to, the following subjects:

- (1) Basic ship repair safety;
- (2) Hot Work safety, fire prevention, and emergency rescue;
- (3) Combustion and explosion technology;
- (4) Confined space safety;
- (5) Principles of confined space atmospheric testing and visual inspection;
- (6) Tank cleaning and inerting procedures;
- (7) Fundamentals of industrial hygiene;
- (8) Properties and hazards of flammable and combustible materials;
- (9) Properties and hazards of toxic gases, vapors and fumes;
- (10) Properties of hazardous cargoes and materials;
- (11) Properties of tank coatings and preservatives;
- (12) Inspection and testing for toxic gases, vapors, fumes, and residues; and
- (13) Test instruments and their calibration.

c. The candidate shall have satisfactorily completed the Naval Occupational Safety and Health and Environmental Training Center Course A-493-0030, Confined Space Safety, attaining a grade of 90 percent or higher for the course. Additionally, the candidate shall complete a 275 question addendum training test

(to be made available by the Secretary upon request and covering reference (b), NSTM Chapter 074, Volume 3, Gas Free Engineering, NFPA 306, and 29 CFR 1915) and review their answers with a Board Certified GFE. Completion of this addendum training shall be documented by the candidate and the GFE conducting the review with proof of such being forwarded to the Secretary of the Board. Proof shall include a list of questions missed along with questions and comments resulting from taking the test and subsequent review.

3. Practical. In addition to the professional qualifications set forth in the preceding subparagraph, each candidate shall have completed or obtained:

a. 300 hours or more of On-the-Job Training (OJT) in maritime GFE operations on Naval vessels or vessel sections under the direct supervision of a Navy GFE or Certified Marine Chemist, or other experience as deemed acceptable to the Board (see Table 1 for training experiences); the OJT must be accomplished in at least two Naval maritime facilities (a minimum of one week (40 hours) at a second activity) under the direction of different Board Certified U.S. Navy GFEs or National Fire Protection Association Certified Marine Chemists, during which time the candidate must demonstrate a practical ability to perform the full scope of Navy GFE duties;

b. Examples of Navy GFE OJT records, full time experience record, and summary of professional activities record sections are provided in Tables 2-4. Candidates must complete these tables in the OPNAV 5100/28 (11/07), Application for Certification as a U.S. Navy Gas Free Engineer and Application for Recertification as a U.S. Navy Gas Free Engineer. OPNAV 5100/29 (11/07), Application for Recertification as a U.S. Navy Gas Free Engineer; and

c. Working knowledge of the construction of Naval vessels including machinery spaces, hull and superstructure compartmentation systems, and piping systems. Candidates should have a working knowledge of hot work processes including types of welding, cutting and carbon arcing.

4. Oral Interview. Candidates will be required to meet with the Board (face to face or over the phone) and to pass an oral interview conducted by the Board.

Table 1. On-the-Job Training Requirements

Experience type	Hours performed
General confined and poorly ventilated enclosed space work (covering carriers, auxiliaries, submarines [fast attack and fleet ballistic missile), barges, non-maritime, and surface combatants)	150
High risk evolutions (fuel transfers, fuel on-loads, refrigerant on-loads, refrigerant off-loads, freeze seals, and responses to refrigerant casualties, toxic gas alarms, and fires)	20 (3 hours minimum in any single area)
Inerting, steam blanketing or pressing-up operations (including detailed written scenarios of these operations*)	15
Various types of hot work certifications on fuel tanks, fuel pipelines, or fuel systems	55
Potential chemical exposure (e.g., painting, hot wash, alcohol cleaning, fuel, etc.) (including detailed written scenarios of these operations*)	20
Evaluation of ventilation (e.g., flow calculations, location, general/dilution, ducting material, exhaust/supply, type [electric or pneumatic]) (including detailed written scenarios of these operations*)	15
Evaluation of hot work evolutions	25

NOTE: * Hours of training obtained through completion of detailed written scenarios shall not exceed five (5) total hours in one experience type.

Table 2. Example of NAVY GFE On-the-Job Training Record

Navy GFE On-the-Job Training Record							
Name of trainee: John Doe							
Name of maritime facility where training occurred: NAME							
Training Date	Name of Ship/Vessel	ID of Tank/Space Inspected	Type of Work in progress	Test Performed/ Test Result/ Action Required	Instrument Used	Name of GFE/ MC	Total Time Aboard (hrs)
1/1/07	USS Navy	8-46-2F	HW-torch cut and remove drain line	O2-Expbenzene/20.8% O2, 0% LEL, 0 ppm diesel Vapor/None	MSA Orion Plus and ToxiRae PID	John Doe	0.5
1/2/07	USS Navy	8-46-1F	HW-torch cut access opening on pt blkhd	O2-Expbenzene/20.8% O2, 0% LEL, 0 ppm diesel Vapor/None	MSA Orion Plus and ToxiRae PID	John Doe	0.5
2/1/07	USS Navy	4-20-2G	HW-tack weld plate to outside blkhd-tank being inerted w/N2	O2/2% O2/continuous O2 monitoring	MSA Orion Plus	John Doe	8
3/1/07	USS Navy	4-20-2G	HW-tack weld plate to outside blkhd-tank being inerted w/N2	O2/2% O2/continuous O2 monitoring	MSA Orion Plus	John Doe	8

Table 3. Example of NAVY GFE Full Time Experience Record

Full Time Experience Record				
Name of trainee: John Doe				
Employer	Location	Period of Employment	Duties and Level of Involvement	Equipment and Instruments Used
NMCP	Portsmouth VA	02/14-Present	Confined Space, GFE-IT, performed hazard assessments of new processes, industrial ventilation program manager, industrial hygiene.	Direct reading instruments, dosimetry, air monitoring

SAMPLE

Table 4. Example of Summary of Professional Activities

Summary of Professional Activities				
Name: John Doe				
Maritime Facility Activity Occurred:	Types of Vessels Inspected	Types of Certification Conducted	Approximate Number of Certificates Issued	Incident(s) where your GFE Certificate was a Factor in said Incident
Shipyards USA	CVN	Entry and Hot Work	8	0
Shipyards USA	LHA	Entry and Hot Work	7	0
Shipyards USA	LHD	Entry and Hot Work	8	0
Shipyards USA	SSN	Entry and Hot Work	10	0
Shipyards USA	SSBN	Entry and Hot Work	9	0
Shipyards USA	AS	Entry and Hot Work	8	0

SAMPLE

PROCEDURES FOR INITIAL CERTIFICATION AND RECERTIFICATION

Personnel actively working towards or having the intention to seek certification as a Navy Gas Free Engineer (GFE) shall register with the Board as a trainee. Registration as a trainee is necessary prior to accruing practical experience under paragraph 3 of enclosure (3).

1. **Registration as a U.S. Navy GFE Trainee**

a. A candidate shall register with the Board.

b. Registration consists of providing the Board Secretary with the candidate's initial qualifications and name of the Navy GFE(s) they will train under.

2. **Initial Certification**

a. Each candidate applying for initial certification shall submit to the Secretary of the Board, by way of a GFE representing their major claimant, the following:

(1) Evidence the applicant is an employee of the Department of the Navy (i.e. SF 50).

(2) Official Application Form (OPNAV 5100/28), legible and properly completed.

(3) A completed Office of Personnel Management - Optional Form 178 or equivalent signed by a licensed physician stating the applicant is physically and mentally able to perform the duties of a Navy GFE.

(4) Evidence of professional qualifications for education, training, knowledge, and experience, as outlined in paragraph 2 of enclosure (3), and any other information as the Board considers necessary or advisable.

(5) Official transcript indicating the candidate has earned a Bachelor's degree in Science or Engineering; or, as acceptable to the Board, has the equivalent in experience and education per the Office of Personnel Management guidelines

(which includes college-level courses in general inorganic, organic, qualitative, and quantitative chemistry with labs).

(6) Evidence of three years of progressively responsible experience related to work with the Navy's Confined Space Program, safety, industrial hygiene, fire protection or a similar area, at least one of which shall have been full-time employment in a Naval maritime facility.

(7) Evidence the candidate has completed or obtained 300 hours or more of On-the-Job Training (OJT) in maritime GFE operations onboard Naval vessels or vessel sections under the direct supervision of a Navy GFE, a Certified Marine Chemist, or other experience as deemed acceptable to the Board.

(8) Evidence that OJT was accomplished in at least two Naval maritime facilities (a minimum of one week (40 hours) at a second activity) under the direction of different Board-certified Navy GFEs or National Fire Protection Association - Certified Marine Chemists, during which time the candidate must demonstrate a practical ability to perform the full scope of GFE duties.

(9) Commanding Officer's endorsement.

b. Each Applicant shall have a personal interview with the Board. The board will assess that applicant's working knowledge of the construction of Naval vessels including machinery spaces, hull and superstructure compartmentation systems, and piping systems. The board will also assess the applicant's knowledge of hot work processes including types of welding, cutting and carbon arcing, joint designs used (butt, lap, tee etc.) and welding symbols.

3. Renewal of Current Certification (recertification)

a. Navy GFEs are recertified on a five-year cycle based upon the Board's review of the performance and activity of all Navy GFEs. Failure to submit the necessary documentation may result in suspension or revocation of Navy GFE certification, pending an official review by the Board. The following information shall be submitted to the Navy GFE Board:

(1) A completed Application for Recertification as a U.S. Navy Gas Free Engineer, OPNAV 5100/29. The application for

recertification must be within five calendar years of the date of expiration of the candidate's initial certification or last recertification.

(2) Ten initial hot work certificates for hot work within, on, or immediately adjacent to fuel tanks and/or fuel piping that they personally wrote in the previous 12 months with the scope of their GFE duties; or

(3) A log delineating at least 40 hours of GFE activity during the previous 12 months in the format of Table 4 to enclosure (3); or

(4) An equivalent combination thereof.

(5) A completed Office of Personnel Management- Optional Form 178 or equivalent signed by a licensed physician stating the applicant is physically and mentally able to perform the duties of a Navy GFE.

(6) Evidence of attendance at a minimum of one Annual or Sectional Seminar, sponsored by the Marine Chemist Association for the Marine Chemist's professional enhancement, during the current certification period.

4. Lapsed and/or Expired Certifications

a. Candidates who have previously held a Board certification which has lapsed or expired and who are seeking recertification as a Navy GFE are required to submit an Application for Recertification as a Navy Gas Free Engineer (Form OPNAV 5100/29) to the Board Secretary. For such an application to be considered favorably by the Board, it must be submitted with an endorsement letter from the candidate's Commanding Officer. The application must include evidence that:

(1) The application for recertification has been made within five calendar years of the date of expiration of the candidate's initial certification or last recertification;

(2) The candidate's work experience over the previous year must have been related to work with the Navy's Confined Space Program or Ship Repair safety, industrial hygiene, fire protection within a Naval maritime facility;

(3) The candidate has participated in, under the direct supervision of a Navy GFE or Certified Marine Chemist, the testing and issuing of initial:

(a) "Safe for Hot Work" certifications as required by 29 CFR 1915.14(a) (1) and/or;

(b) "Safe for Workers" certifications as required by 29 CFR 1915.12 (c) (3).

(4) The minimum number of certifications that the candidate must have participated in shall be equal to five times the number of years that have elapsed since the date of expiration of their initial Board certification or last recertification. For example, if three years have elapsed between the candidate's Board certification expiration and the application for recertification, they must participate in a minimum of 15 "Safe for Hot Work" and/or "Safe for Workers/Personnel" certifications. Copies of these certifications shall be provided to the Board with the candidate's application for recertification.

(5) A completed Office of Personnel Management - Optional Form 178 or equivalent signed by a licensed physician stating the applicant is physically and mentally able to perform the duties of a Navy GFE.

(6) Evidence of attendance at a minimum of one Annual or Sectional Seminar, sponsored by the Marine Chemist Association for the Marine Chemist's professional enhancement, within the last five years.

NAVY GAS FREE ENGINEER OVERSIGHT PROCESS

1. Annual Activity Submission. Navy Gas Free Engineers (GFEs) are required to submit annual activity submission reports to the Board by April 1st of each year. These reports document active engagement in Navy Gas Free Engineering work. Failure to submit the necessary documentation may result in suspension or revocation of Navy GFE certification, pending an official review by the Board. The following information shall be submitted to the Navy GFE Board:

a. Ten initial hot work certificates for hot work within, on, or immediately adjacent to fuel tanks and/or fuel piping that they personally wrote in the previous 12 months with the scope of their GFE duties.

b. A log delineating at least 40 hours of GFE activity during the previous 12 months in the format of Table 4 to enclosure (3).

c. An equivalent combination thereof.

d. Evidence of attendance at a minimum of one Annual or Sectional seminar, sponsored by the Marine Chemist Association for the Marine Chemist's professional enhancement, within the current certification period.

2. The required information must be provided electronically via email to the Navy GFE Board Secretary. The Board Secretary will provide all Navy GFE information submittals to the Navy GFE Certification Board members for review within five working days of receipt. Board members will review the Navy GFE information submittals for completeness and technical proficiency, and report the results of their review to each Navy GFE prior to May 1st of each year via email.

3. When a majority of the voting members on the Navy GFE Certification Board agree that a GFE has satisfied the annual review for satisfactory performance, the Navy GFE will be notified via email. Feedback from the Board on the GFE's Confined Space Certificate writing will be provided when Certificates are included in the information submittal.

4. When any of the voting members on the Navy GFE Certification Board determine from their review that a GFE has not satisfied the annual review for satisfactory performance, the Board Chairperson, after consulting with Board membership, shall determine further action, if any, the Board will take. The Board Secretary shall inform the Navy GFE verbally and with a follow-on email, of the Chairperson's determination and the nature of the objection(s) of the Board member(s).

5. The objection(s) of the Navy GFE Board Member(s) and the Navy GFE's response to those objections will be heard before the entire Board prior to any official/permanent action being taken by the Board with regards to the Navy GFE's certification status. Dependent on Board member availability, whenever possible this Board meeting will be held within 10 working days of receipt of the negative response, either by meeting, in person, or via teleconference. The Board Secretary will inform the Navy GFE verbally and with a follow-on email of his/her certification status immediately after the close of the Board meeting.

6. If the Board determines a Navy GFE's certification should be revoked or suspended as a result of this oversight process, the same Board procedures for denial of Navy GFE Certification and Recertification apply as described in paragraph 7 (Initial Certification Oversight Requirements).

7. Initial Certification Oversight Requirements. The Board shall provide oversight of a candidate's professional and practical training and performance, including a review of the candidate's On-the-Job Training and Full Time Experience Records, as well a review of sample certificates the candidate has issued.

a. A pre-review of the candidate's Application Form (OPNAV 5100/28) must be conducted by the Secretary of the Board, before candidates can formally submit an OPNAV 5100/28. The candidate is responsible for providing a copy of records and a sample of written certificates to the Secretary of the Board.

b. Upon receipt of these records and certificates the secretary shall provide copies to all members of the Board for review. Members shall review records and certificates and

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provide, if necessary, comments or recommendations back to the Secretary within 45 days of receipt.

c. Comments and recommendations shall be provided to the candidate for review and, if necessary, action. It is the responsibility of the candidate to demonstrate that any actions necessary to ensure certification by the Board, based on received comments and recommendations, have been taken or completed before submitting a formal Application Form (OPNAV 5100/28).