

EOD Team Leader Certification
Preparation Instructional Unit

Practice Scenario Development
&
Mentor Guide



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Practice Scenario Development and Mentor Guide

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Purpose

This purpose of this guide is to provide a framework for the development of practical application practice scenarios focused on the development of junior EOD Soldier's competencies pertaining to EOD Team Leader Certification (EODTLC) processes. This guide outlines the components of the instructional unit to allow users to develop scenarios that correlate with the instruction to better prepare learners to execute EOD Team Leader incident response tactics, techniques, and procedures.

Mentors and instructors must read this document, in its entirety prior to conducting any instruction or mentoring of learners.

Context

This unit of instruction is designed to prepare junior EOD Soldiers (learners) for future EODTLC processes. In addition to organizational training plans, this unit of instruction focuses on the requirements of EOD Team Leaders, from EOD incident notification through departure from organizational facilities to incident sites including:

- Incident readiness
 - Equipment
 - Inventory
 - Battery Maintenance
 - Use/employment
 - Vehicles
 - Operation
 - Maintenance
 - Licensing
 - Team Members
 - Training
 - Readiness
 - Responsiveness
- EOD Incident Management
 - Reporting
 - Agency Coordination
 - Organizational Hierarchy

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- Administrative Processes
- Team Control
 - Notification
 - Direction
 - Management
- EOD Incident Response
 - Hazmat Transportation
 - Explosive Procurement
 - Vehicle Placarding
 - Route Planning
 - Permitting
 - Travel
 - Vehicle Security
 - Emergency Driving
 - Command Updating

This instructional unit does not pertain to actual EOD incident site operations such as site security, explosive identification, remediation and render safe techniques, disposal, site relinquishment, and after action reviews and reporting. It is solely designed to prepare learners for the initiating phases of EOD incident response.

Scenario Design Guidelines

All practice scenarios used to support this unit of instruction must be carefully designed to ensure cohesion and support of this unit's learning objectives:

- New EOD Soldiers will be able to describe and explain the role of an EOD Team Leader during comprehensive EOD operations.
- New EOD Soldiers will be able to identify the appropriate equipment required to conduct full-spectrum EOD operations.
- New EOD Soldiers will be able to demonstrate the proficiencies required to receive and respond to EOD incidents 100% of the time.

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All scenarios will include incorporation of the following procedures:

1. Telephonic incident notification
 - a. Questioning
 - b. EOD standardized questioning
 - c. Recording of contact information
 - d. Provision of EOD Team information and contacts
2. Team Member notification
 - a. Systematic telephonic notification
 - b. Back-up team Member procedures
 - c. Organizational command notification
3. Installation Emergency Management Notification
 - a. Proper installation notification
 - b. Installation departure clearance
4. Vehicle and Equipment preparation
 - a. Vehicle Preventative Maintenance Checks and Services (PMCS)
 - b. Equipment operational capability
 - c. Battery checks (vehicle and equipment)

Recommended Scenarios

1. Routine Unexploded Ordnance (UXO) on military land space in support of Installation Range Control Operations
2. UXO response in support of Local Law Enforcement (off-installation)
3. Improvised Explosive Device (IED) response (on or off installation)

Mentor Responsibilities

Mentors will conduct a **minimum of five (5) practice scenarios** for learners during the practice week between instructional unit sessions on and two. All mentors and instructors for this instructional unit must be EOD Team Leader Certified personnel. As such, your expertise must be utilized to design enriching and effective training scenarios. Should a mentor require additional support, they should contact the designer of this instructional unit, SGM Donald A. Petrie at Donald.a.petrie.mil@mail.mil.

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Feedback and Evaluation

Mentors will provide immediate feedback and correction to learners during the practice week to ensure full understanding and retention of all practice scenario information, procedures, and techniques. This feedback is essential in building a future EOD Team Leader capable of succeeding in the dynamic and dangerous environment of Explosive Ordnance Disposal. Further, mentors will compile feedback, in written format utilizing Appendix I of this document (Practical Assessment Rubric). These rubrics will be provided to the primary instructor for compilation in the learner data portfolio. Appendix I will also serve as the rubric used during practical exercise evaluations. Lastly, mentors should make every effort to assist in future course design improvements by providing feedback to the course designer, SGM Donald A. Petrie at Donald.a.petrie.mil@mail.mil.

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Appendix I: Practical Assessment Rubric

Graded Component	Yes	No	N/A	Comments
Incident Notification				
Used proper designation when receiving telephonic notification.				
Obtained notification authority contact information prior to receiving report.				
Progressed through entirety of UXO Nine-Line report during questioning.				
Followed organizational notification sequence.				
Made first contact with Team Member.				
Immediately contacted back-up team Member.				
Made initial contact with installation EOC to submit travel clearance.				
Equipment and Vehicle Preparation				
Verified validity of vehicle PMCS status				
If needed, conducted vehicle PMCS or directed Team Member to do so.				

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Graded Component	Yes	No	N/A	Comments
Verified full fuel level.				
Utilized fuel cans to top vehicle off.				
Verified currency of vehicle dispatch.				
Verified all Team vehicle licenses.				
Verified triple stock of all equipment batteries.				
Verified/conducted rapid EOD Team Equipment inventory.				
Spot-checked Team Member and own Personal Protective Equipment (PPE).				
Pre-Rollout Procedures				
Began incident log starting with departure time.				
Verified security of all vehicle hatches and doors.				
Ensured security of organizational facility and motor pool gate.				
Received EOC clearance prior to departure.				

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Graded Component	Yes	No	N/A	Comments
Notified Duty Officer of departure.				
General Observations				
Maintained composure throughout telephonic interactions.				
Exercised suitable control of Team Member(s).				
Maintained professionalism while providing direction.				
Communicated effectively during all conversations.				

Additional Comments and Feedback: _____

Evaluator Name: _____ **Rank:** _____ **Date:** _____ **Signature:** _____