

EOD Team Leader Certification
Preparation Instructional Unit

Learner Guide
&
Reflection Journal



EOD Team Leader Certification Preparation Instructional Unit
Learner Guide

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Purpose

This purpose of this guide is to provide junior EOD Soldiers (learners) with a dynamic resource for use during and beyond the EOD Team Leader Certification Preparation Instructional Unit. This guide outlines this instructional unit's content, timelines, and requirements and will serve as a repository for notes taken during the classroom and demonstration portions of instruction. Further, this guide will also serve as the learner's reflection journal, a critical element of both this unit of instruction and the learner's development as a future EOD Team Leader. ***Learners must read this document, in its entirety upon completion of session one of this instructional unit.***

Context

This instructional unit serves as a stand-alone course of instruction for newly acquired U.S. Army Explosive Ordnance Disposal (EOD) Technicians at the organizational level. Junior EOD Soldiers begin to prepare for EOD Team Leader Certification (EODTLC) immediately upon unit arrival. The rates of success for these Soldiers during the certification process are lower than desired and may be attributed to a lack of understanding regarding the EODTLC process. This course of instruction will serve to enhance junior EOD Soldier understanding of the knowledge, skills, and attitudes required to be successful during the EODTLC process through lecture, demonstration, and preparation activities focused on the general processes involved during EODTLC.

This instruction will occur in the classroom and in a practical demonstration area and will be facilitated by the organization's senior EOD Team Leaders. Further, 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 EOD incident sites.

Overview

This instructional unit is comprised of two 1-hour blocks of instruction on EODTLC preparation for new EOD Soldiers. The first session includes an introduction, lecture on EODTLC process with supporting instructional material, and a live

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demonstration of EOD Team Leader response techniques during a practical explosive incident. Learners will then be provided the opportunity to practice these skills over the next week, with the mentorship of their assigned EOD Team Leaders, in preparation for session two.

Session two will include a practical application session for learners to demonstrate their skills with feedback and a written assessment to assess learner knowledge. Following the written assessment, learners, mentors, and unit facilitators will conduct a debrief session to cover all lessons learned, share thoughts from reflective journaling, provide unit feedback, and conduct a brief question and answer session.

Learning Objectives

The learning objectives for this unit of instruction are that, upon completion of instructional activities, learners will be able to:

- Describe and explain the role of an EOD Team Leader during comprehensive EOD operations.
- Identify the appropriate equipment required to conduct full-spectrum EOD operations.
- Demonstrate the proficiencies required to receive and respond to EOD incidents 100% of the time.

Session One

Session one is a 1-hour block of instruction focused on introduction to EOD Team Leader competencies, certification processes, desired Team Leader attributes, and EOD incident response techniques. Session one will begin with a short instructional unit introduction, followed by a lecture session, and will conclude with a practical demonstration of EOD Team Leader responsibilities from incident notification through response departure from the organizational facility. Below, you will find the content slides with notes sections for annotation during classroom portions.

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Introduction

Course Overview

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Introduction

Course Timeline

Brief EVENT descriptions:

- Introduction
- EODTLC process
- EOD TL incident response demonstration
- Practice of knowledge, skills, and attitudes with oversight and feedback from EOD Team Leader
- Reflective journaling
- Practical application of EODTL response techniques with feedback
- Written assessment
- Sharing of lessons learned and reflections from journaling
- Instructor observational feedback Q&A

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Introduction



Learner Expectations

- Professionalism
- Promptness
- Engagement
- Acceptance of constructive criticism
- Reflective Journaling
- Honesty in Self-Assessment

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EOD Team Leader Certification



- Begins upon assignment to operational EOD organization.
- Culminates with certification as EOD Team Leader.
 - 1-3 years
 - 74 assessed tasks
- 3 real-world EOD response missions
 - 21 assigned readings

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EOD Team Leader Attributes



- Professional
- Subject-Matter Expert
- Fully Responsible for Life, Safety, and Protection of Property on Scene
 - Team LEADER

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 **Incident Notification** 

- Professional communications and phone etiquette
- NOTIFICATION AUTHORITY CONTACT INFORMATION**
 - Utilization of EOD/UXO Nine-Line Report

Line 1. Date time group discovered:
Command policy will denote local or Zulu time.

Line 2. Reporting activity location:
Mandatory 6-digit grid (include landmarks, reference points, cross streets, or street addresses)

Line 3. Contact method:
Radio frequency, call sign, telephone number

Line 4. Type of ammunition:
Dropped, projected, placed, thrown, or improvised.

Line 5. NBC contamination:
Yes or No known NBC contamination. If yes, report type of agent if known or identified.

Line 6. Resources threatened:
What resources? Are they critical?

Line 7. Impact on mission:
How is UXO device impacting regular operations?

Line 8. Protective measures taken:
What has been done to mitigate damage or injury? (Evacuation, barricading, etc.)

Line 9. Recommended priority:
Immediate, indirect, minor, or no threat.

- 60 MINUTES OR LESS**

 **Incident Notification** 

- Team Member notification
- Back-up Team Member procedures
- EOC NOTIFICATION (required for installation departure)**

 **Incident Preparation** 

- Vehicle (PMCS, Fuel, Paperwork)
- Equipment (Batteries, Inventory, PPE)

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Practice Week

During the practice week, learners will conduct practice EOD incident responses from initial notification through departure from organizational facilities with their mentors, whom are also the learners organizationally assigned Team Leaders. It is during this practice week that learners will shape and hone their knowledge, skills, and attitudes pertaining to the positional responsibility of an EOD Team Leader. Mentors will provide frequent constructive feedback and correction to learners during practice week. Lastly, Practice week is designed to function as an opportunity for open dialogue between learners and EOD Team Leaders. Appendix II of this guide contains the Practical Assessment Rubric which learners will be assessed against during all practical exercises.

Session Two

Session two will include a practical exercise for learners to perform the skills they have learned through session one and practice week. The practical application will result in feedback and development of future organizational training plans through the use of the Practical Assessment Rubric, located in Appendix II of this guide. Following the practical application, learner will be administered a 10-question multiple-choice written assessment to assessed EOD Team Leader knowledge retention. Results of this assessment will be shared with the learner's Team Leader to further contribute to future individualized training plans.

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Debrief

The debrief session serves as the second half of session two and provides an opportunity for learners, mentors, and instructors to share thoughts, reflections, ideas, and feedback in a group format. The debrief is critical to solidifying the content and activities of the instructional unit. Learners will utilize their reflection journals, located in Appendix I of this guide, to source content for discussions during the debrief and to add additional thoughts resulting from the debrief session.

Feedback and Evaluation

Learners will utilize their reflection journals as their primary method of compiling and resourcing feedback throughout this unit of instruction. 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, learners will compile comprehensive feedback on this unit of instruction, in generic memorandum format, for submission to the primary instructor at the conclusion of this instructional unit. This feedback plays a critical role in assisting in future course design improvements. Additional feedback may be provided to the course designer, SGM Donald A. Petrie at Donald.a.petrie.mil@mail.mil.

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Appendix II: 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:** _____

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Appendix III: EOD/UXO Nine-Line Report

Line 1. Date time group discovered:

Command policy will dictate local or Zulu time.

Line 2. Reporting activity (UIC/Unit designation) location:

Mandatory 8-digit grid (include landmarks, reference points, cross streets, or street addresses)

Line 3. Contact method:

Radio frequency, call sign, telephone number.

Line 4. Type of ammunition:

Dropped, projected, placed, thrown, or improvised.

Line 5. NBC contamination:

Yes or No known NBC contamination. If yes, report type of agent if known or identified.

Line 6. Resources threatened:

What resources? Are they critical?

Line 7. Impact on mission:

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Immediate, indirect, minor, or no threat.
