

EOD Team Leader Certification
Preparation Instructional Unit

Instructor
Guide



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Instructor Guide

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Purpose

This purpose of this guide is to provide an informational resource for instructors of the EOD Team Leader Certification (EODTLC) Preparation instructional unit. This instructional unit is 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 deliver instruction to better prepare learners to execute EOD Team Leader incident response tactics, techniques, and procedures. ***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.

Classroom Session: Session One

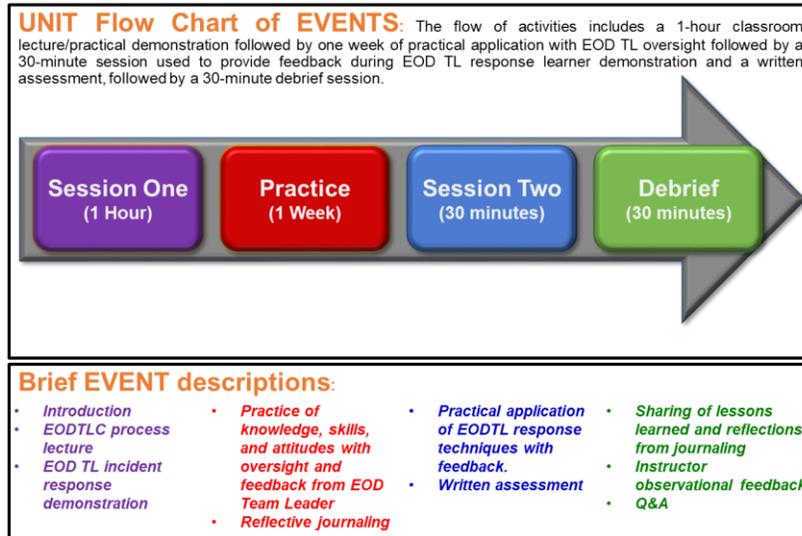
This unit includes three components of instruction, beginning with the classroom-facilitated session one. During session one, instructors will facilitate delivery of the introduction slides to introduce the learners to the course. Following the introduction, instructors will progress into the EOD Team Leader response lecture slides. At all times the instructor, who must be a Certified EOD Team Leader, should use their best judgement, experiences, and subject matter expertise to facilitate this instructional unit. The slides and accompanying notes below are the minimum instruction that must be delivered and should be augmented by the instructor.

It is imperative that instructors deliver the content of the following slide packages to ensure knowledge retention for the learners. The learners will progress to practical demonstrations and exams during this instructional unit and must be prepared during

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classroom session one for these events. Below, you will find the flowchart that covers this instructional unit in its entirety, followed by an example schedule. The classroom portion slides are also inserted below for instructor convenience. Following the classroom slide packages, there are sections included that explain the instructional events required to complete this instructional unit.

Instructional Unit Flowchart

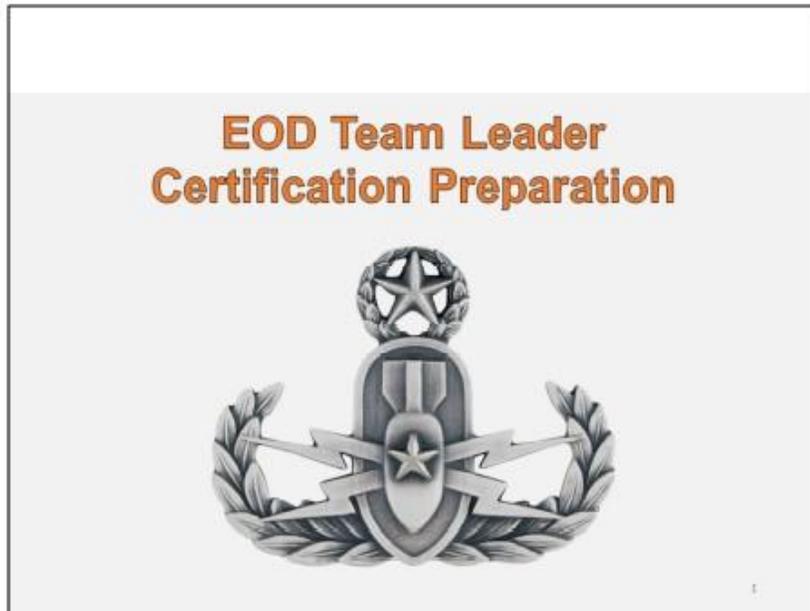


Example Schedule

- Session One (Day 1)
 - Introduction Event (0900-0910 hrs.)
 - EODTLC Process Lecture Event (0910-0935 hrs.)
 - Transition to readiness bay for next event (10 minutes)
 - EOD Team Leader Response Demonstration Event (0945-1010 hrs.)
 - End of Session One
- Practice Week (Day 2-6)
 - Practical Exercises with Mentors
- Session Two (Day 7)
 - Practical Application Evaluation Event (0900-0920 hrs.)
 - Transition to classroom for written assessment (10 minutes)
 - Written Assessment Event (0930-0940 hrs.)
 - Debrief Event (0940-1010 hrs.)
 - End of Instruction Unit

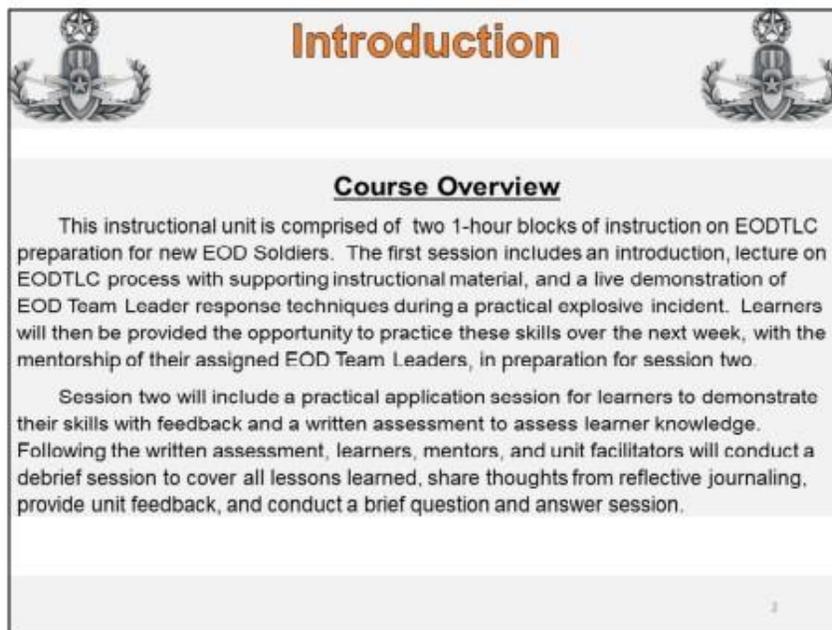
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Introduction Event Slides



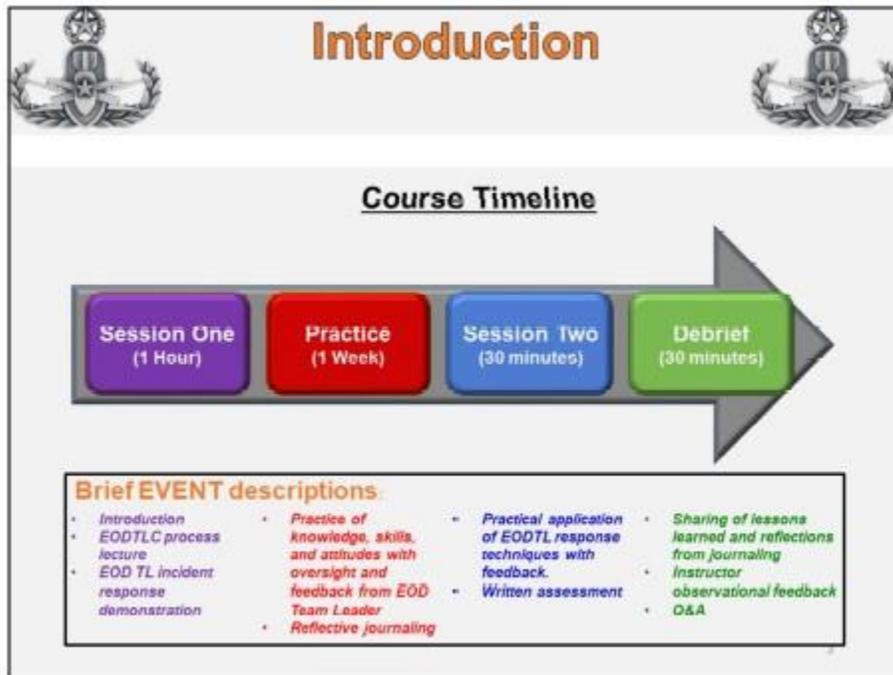
Instructor Notes:

- Begin with introduction of instructor (name, rank, brief bio on EOD career to establish legitimacy)
- Introduce First Sergeant for motivational speech (attention getter)(2 minutes)



- Have class read slide and highlight important information.

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-Cover timeline and expand upon each session, highlight events.

Introduction

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.

-Explain LOs and how instruction will support them.

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The slide features a light gray background with a dark gray header and footer. The header contains the title "Introduction" in a bold, orange font, flanked by two identical circular emblems. Below the header, the section "Learner Expectations" is underlined in black. A bulleted list follows, with each item on a new line. The footer contains the number "5" in a small font.

Introduction

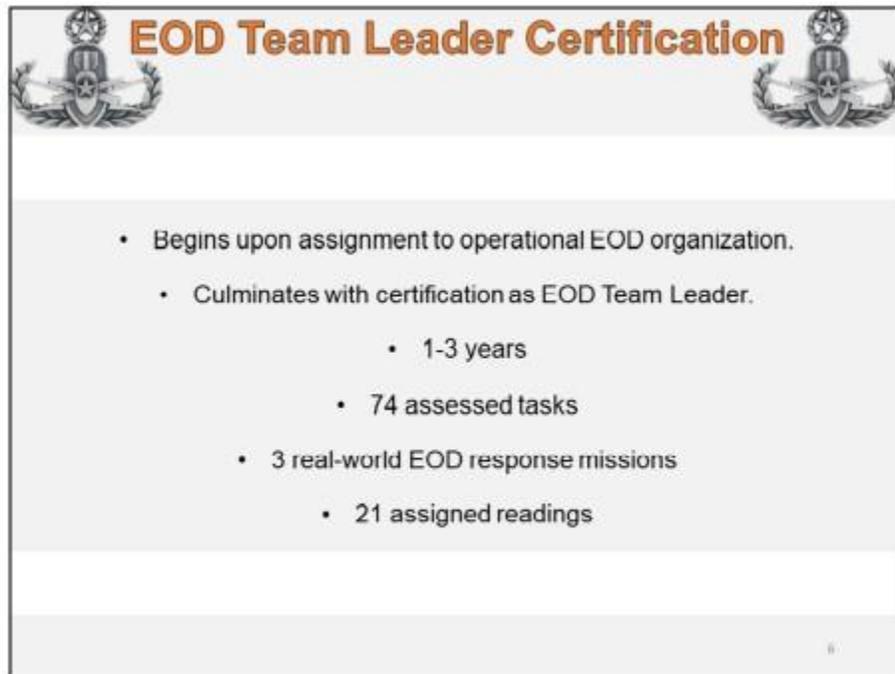
Learner Expectations

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

5

-Elaborate on the professional/personal competencies required of learners.

EOD Team Leader Response Lecture Event Slides



The slide features a light gray background with a dark gray header and footer. The header contains the title "EOD Team Leader Certification" in a bold, orange font, flanked by two identical circular emblems. Below the header, a bulleted list describes the certification process. The footer contains the number "6" in a small font.

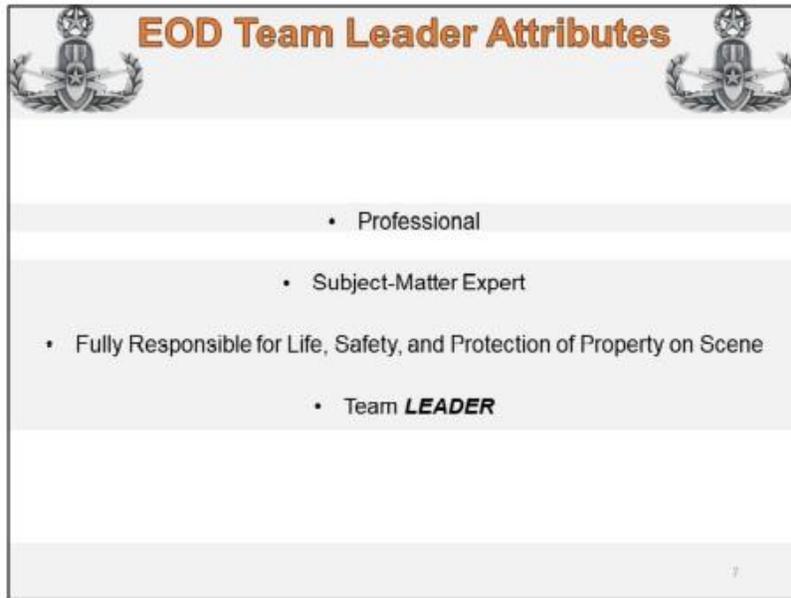
EOD Team Leader Certification

- 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

6

-Explain briefly what learners can expect when selected for EODTLC integration.

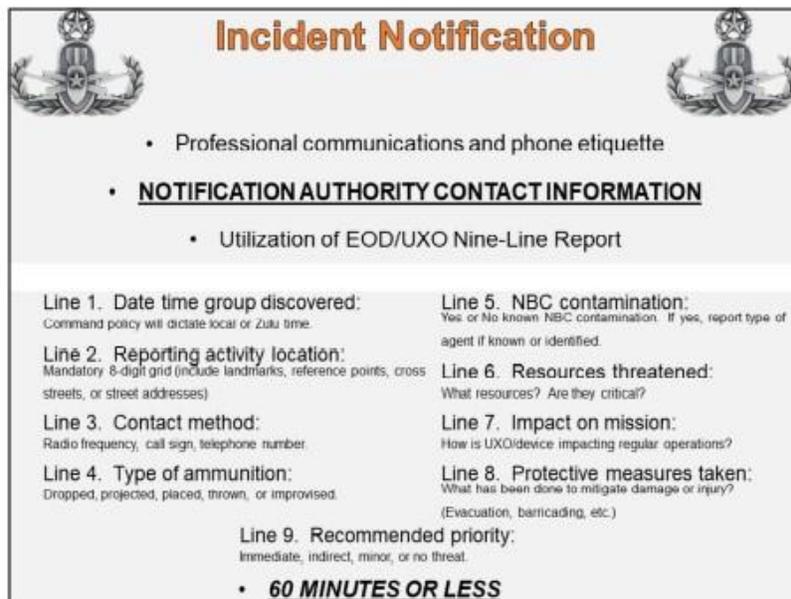
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EOD Team Leader Attributes

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

-Explain what it means to you to be an EOD team Leader, flesh out slide with personal references and experiences.



Incident Notification

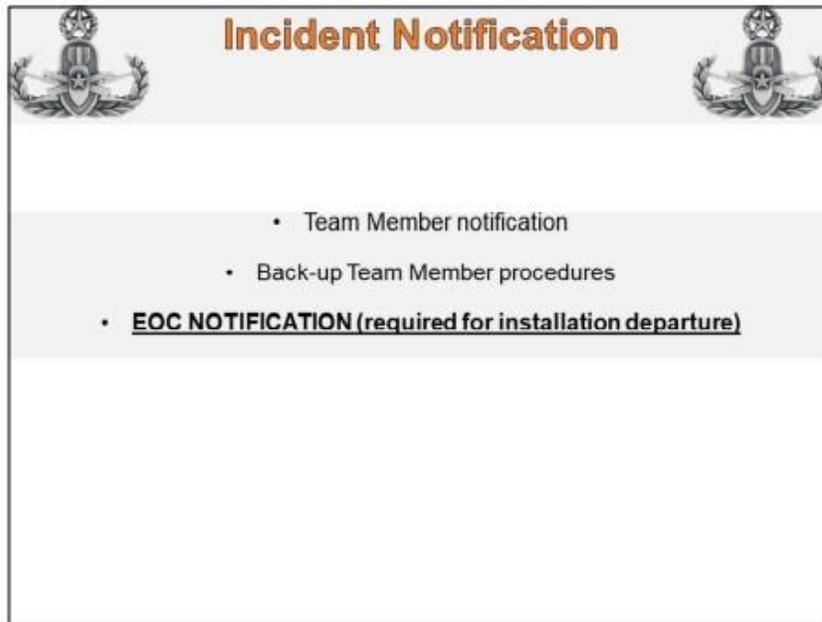
- Professional communications and phone etiquette
- **NOTIFICATION AUTHORITY CONTACT INFORMATION**
- Utilization of EOD/UXO Nine-Line Report

<p>Line 1. Date time group discovered: <small>Command policy will dictate local or Zulu time.</small></p> <p>Line 2. Reporting activity location: <small>Mandatory 8-digit grid (include landmarks, reference points, cross streets, or street addresses)</small></p> <p>Line 3. Contact method: <small>Radio frequency, call sign, telephone number</small></p> <p>Line 4. Type of ammunition: <small>Dropped, projected, placed, thrown, or improvised</small></p>	<p>Line 5. NBC contamination: <small>Yes or No known NBC contamination. If yes, report type of agent if known or identified.</small></p> <p>Line 6. Resources threatened: <small>What resources? Are they critical?</small></p> <p>Line 7. Impact on mission: <small>How is UXO/device impacting regular operations?</small></p> <p>Line 8. Protective measures taken: <small>What has been done to mitigate damage or injury? (Evacuation, barricading, etc.)</small></p>
<p>Line 9. Recommended priority: <small>Immediate, indirect, minor, or no threat.</small></p>	

- **60 MINUTES OR LESS**

- Elaborate on importance of initial notification phone call and telephonic professionalism.
- Heavily emphasize importance of Notification Authority contact information in case of call drop or disconnect.
- Allow class to explain the lines of the UXO Nine-Line, correct and guide as needed.
- Emphasize timelines, must depart no later than 60 minutes after they hang up with Notification Authority.

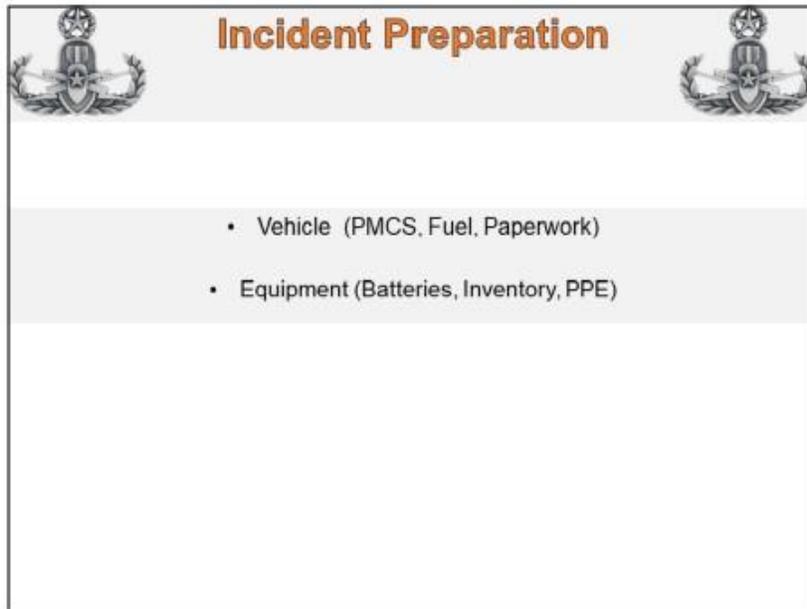
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The slide is titled "Incident Notification" in orange text at the top center. It features two identical emblems on either side of the title. The emblems consist of a central shield with a skull and crossbones, flanked by two crossed anchors, all within a laurel wreath. Below the title, there is a light gray rectangular area containing a bulleted list:

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

- Explain notification protocols
- Activate NAVSCOLEOD knowledge on incident reporting.
- Heavily emphasize importance of EOC contact and dialogue to ensure no delays in mission departure.

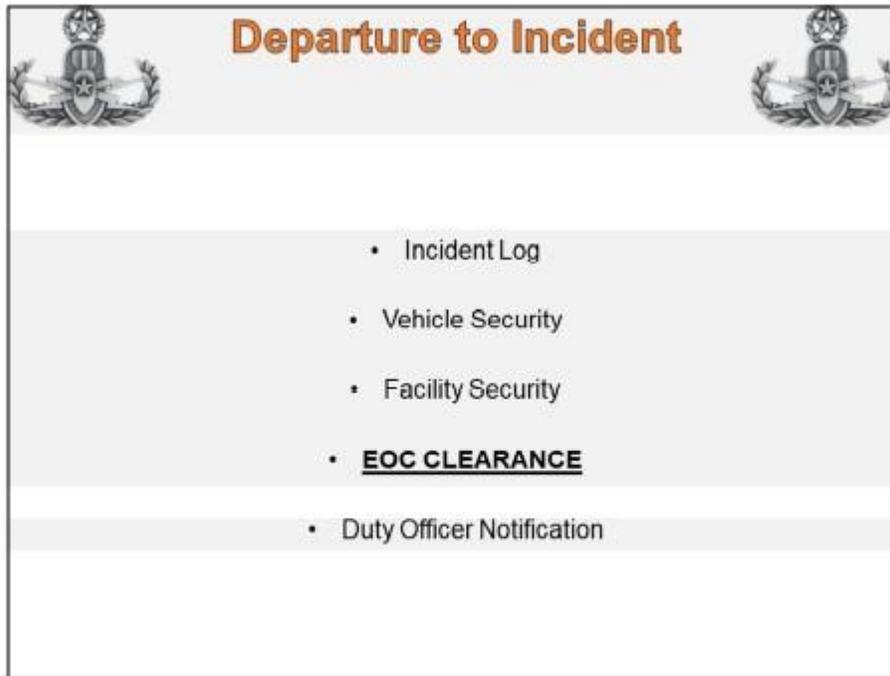


The slide is titled "Incident Preparation" in orange text at the top center. It features two identical emblems on either side of the title. The emblems consist of a central shield with a skull and crossbones, flanked by two crossed anchors, all within a laurel wreath. Below the title, there is a light gray rectangular area containing a bulleted list:

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

- Elaborate on importance of vehicle and equipment readiness.
- Highlight triple battery stock rule.
- Explain how prior preparation will allow more time for redundancy of information (good thing).
- Provide personal examples.

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- Close out with departure procedures.
- Elaborate on all topics, but heavily emphasize EOC clearance.

Practical Demonstration Event

The practical demonstration event will occur in the organizational readiness bay. The intent of this event is to allow learners to observe an EOD Team Leader conducting the initial phases of incident response, from initial notification through departure procedures. During the practical demonstration, instructors will provide detailed narrated explanation of the actions of the observed EOD Team Leader and Team to the learners. It is imperative to solidify the knowledge gained during the previous classroom events through observation of the skills employed during actual EOD incident response procedures. Instructors must make every effort to ensure that the information delivered in the classroom is mirrored as closely as possible during the practical demonstration. The practical demonstration event concludes session one and is followed by practice week.

Practice Week Event

The practice week event allows learners to exercise the knowledge gained in the classroom and the skills observed during the practical demonstration. During practice week, learners are observed and guided during a minimum of five practical exercises

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focused on the initial phase of EOD incident response (initial notification through departure procedures) by their organizationally assigned EOD Team Leader serving as their mentor. Mentors will design scenarios, based upon the guidelines established in this instructional unit's Practice Scenario Development and Mentor Guide. Mentors will provide immediate feedback and correction during the practical exercises and will conclude each session with a final debrief of the exercise. Learners will then utilize the time between exercises to conduct reflective journaling based on their experiences during the exercise. Mentors will also complete the Practical Assessment Rubric, Appendix I of this guide, for each practical exercise. Upon completion of practice week, mentors will provide copies of these rubrics to the primary instructor to serve as feedback during the debrief event and to aid in future construction of individualized learner organizational training plans.

Session Two

Practical Application Evaluation Event

To begin session two of this instructional unit, each learner will be assigned to an evaluator for a final practical exercise, designed upon the guidelines established in this instructional unit's Practice Scenario Development and Mentor Guide. Evaluators for this event must be Certified EOD Team Leaders whom have yet to conduct any assessments on their assigned learners. Evaluators will also complete the Practical Assessment Rubric, Appendix I of this guide, for this event and return the completed rubric to the primary instructor for compilation of learner data. The practical application evaluation event should take no longer than 20 minutes and will be immediately followed by the written assessment event.

Written Assessment Event

The written assessment event will consist of a ten-question multiple-choice exam focused on the competencies learned during this instructional unit. This event will take place in the classroom and will be proctored by the primary instructor. Once all learners are complete with the practical application evaluation event and seated in the classroom, instructors will distribute the exam, Appendix II of this guide, and direct learners to read the front page. Once complete, the proctor will direct the learners to open and begin their exams and start a 10-minute timer. The proctor should read, in

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full, the exam directions prior to beginning this event. Once complete, the proctor will use the exam answer key, Appendix III of this guide to grade each exam and compile the results into the individualized learner data portfolio.

Debrief Event

The debrief event is the culminating event of this unit of instruction and will serve as an open forum for discussion amongst the learners, instructors, and mentors. All learners, instructors, and mentors whom took part in the delivery of this instructional unit must be present for the duration of the debrief event. The debrief event will begin with each learner highlighting some key points from their reflection journals for discussion amongst the group. The primary instructor will guide the discussion to aid in learner reflection and realization of knowledge, skill, and attitude changes as a result of this instructional unit. This portion of the debrief should consume no longer than 15 minutes. Following the reflection portion of the debrief event, the primary instructor will transition to the providing observational feedback portion. During this portion, all evaluators, mentors, and instructors will highlight specific observations made throughout the unit of instruction as reinforcement for the learners. Following this portion, the primary instructor will transition to a brief question and answer session to allow the learners to receive any additional requested guidance or information. The conclusion of the question and answer portion marks the completion of this instructional unit.

Instructor Responsibilities

- Utilize EOD team Leader subject matter expertise and experience to properly guide learners throughout the instructional unit.
- Serve as primary resources of information and direction for all learners and mentors.
- Ensure compilation of all learner data for delivery to the learner's organizationally assigned EOD Team Leader for the purposes of construction of future individualized training plans. The learner data portfolio will include the following documents for each learner.
 - 5 practical assessment rubrics (Practice Week)
 - 1 practical assessment rubric (Practical Application Evaluation Event-Session Two)

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- Graded written exam (Session Two)
- All other observational feedback based on learner performance

All 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. Should an instructor require additional support, they should contact the designer of this instructional unit, SGM Donald A. Petrie at Donald.a.petrie.mil@mail.mil.

Feedback and Evaluation

Instructors will provide immediate feedback to learners during all portions of this instructional unit except the Practical Application Evaluation and Written Assessment events. 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, instructors will compile comprehensive feedback for each learner, in written memorandum format, for utilization during the debrief session at the conclusion of this instructional unit and for inclusion in the learner data portfolio as indicated in the previous section of this guide. Lastly, Instructors should make every effort to assist in future course design improvements by providing feedback on this instructional unit 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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Appendix II: Student Exam

Student Name: _____ **Rank:** _____ **Date:** _____

Directions: Please read carefully.

You will have ten minutes to complete this exam. This exam is a multiple-choice exam, please fill in the bubble that corresponds to the best answer available. There is only one correct answer to each question. Please read each question carefully prior to selecting your answer. When complete, turn your exam over on your desk and sit quietly until all learners are complete and the exam proctor has provided further direction.

Results from this exam will bear no weight regarding future selection for promotions or positions within the organization and will only be used by your immediate supervisor to develop your individualized organizational training plans upon completion of this instructional unit.

THE EXAM BEGINS ON THE NEXT PAGE OF THIS PACKET, DO NOT FLIP TO THE NEXT PAGE UNTIL THE EXAM PROCTOR DIRECTS YOU TO DO SO.

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1. **Question:** Your team must depart the organizational facility no later than ____ minutes following notification of an EOD incident.
 - A. 60
 - B. 30
 - C. 90
 - D. 120
2. **Question:** Prior to departure from installation during an EOD incident, you must receive clearance from the _____.
 - A. Company Commander
 - B. Reporting Authority
 - C. Installation Emergency Operations Center (EOC)
 - D. Platoon Sergeant
3. **Question:** The first piece of information an EOD Team Leader should request from the reporting authority upon incident notification is _____.
 - A. Incident location
 - B. Reporting Authority contact information
 - C. Reporting Authority's organizational affiliation
 - D. Incident type
4. **Question:** When contacting your EOD Team Member, to notify of response requirement, how long should you wait to contact the back-up Team member when the primary Team Member is not reachable?
 - A. 5 minutes
 - B. 1 minute
 - C. 90 seconds
 - D. No wait, contact back-up immediately
5. **Question:** What Field Manual covers Unexploded Ordnance (UXO) procedures?
 - A. FM 21-6
 - B. FM 21-16
 - C. FM 21-16.1
 - D. FM 21-22

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6. **Question:** Line 6, of the UXO Nine-Line report, covers which of the following?
- A. Date time group discovered
 - B. Recommended priority
 - C. Impact on mission
 - D. Resources threatened
7. **Question:** If you have conducted PMCS on your response vehicle within _____, there is no need to conduct an additional PMCS prior to incident departure.
- A. 24 hours
 - B. 48 hours
 - C. 96 hours
 - D. 12 hours
8. **Question:** At a minimum, your response vehicles fuel tank must always be filled to what level while in the readiness area?
- A. 1/2
 - B. 3/4
 - C. Full
 - D. 1/2, as long as a current and active GSA fuel card is in possession
9. **Question:** The ultimate purpose of and EOD Team Leader is to ensure the safety and protection of _____ from explosives and explosive hazards.
- A. Personnel
 - B. Property
 - C. Critical infrastructure
 - D. All of the above
10. **Question:** At all times, the EOD response vehicle must have at least _____ stock of AAA, AA, C, D, 9V, and robotic batteries.
- A. Single
 - B. Double
 - C. Triple
 - D. Single and a half

ONCE COMPLETE, TURN YOUR EXAM BOOKLET FACE DOWN ON YOUR DESK.

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Appendix III: Student Exam Answer Key

1. **Question:** Your team must depart the organizational facility no later than ____ minutes following notification of an EOD incident.
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 - D. Single and a half