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Civil Engineering

**AIR MOBILITY COMMAND EXPLOSIVE
ORDNANCE DISPOSAL PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides policy and assigns responsibility for the management of the AMC EOD program. It applies to all AMC installations and implements provisions of AFD 32-30, *Explosive Ordnance Disposal*; AFI 32-3001, *Explosive Ordnance Disposal Program*; and AFJI 32-3002, *Interservice Responsibility for Explosive Ordnance Disposal*. It is to be used in conjunction with Department of Defense (DoD) Directive 3025.13, *Employment of DoD Resources in Support of the United States Secret Service*; AFD 32-40, *Disaster Preparedness*; AFI 32-4001, *Disaster Preparedness Planning and Operations*; and AMCI 36-2602, *Management of Reserve Associate Program*. This instruction also applies to the Air Force Reserve Command (AFRC) AMC associate units and with few exceptions, all items apply to stand-alone manned and equipped EOD flights. AFRC units are exempt from paragraphs marked with (AFRC exempt).

This instruction requires maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorized using the Social Security Number (SSN) as a personal identifier. The SSN is required for positive identification of personnel.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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Chapter 1

MISSION AND GENERAL PROVISIONS

1.1. General. This Air Mobility Command Instruction (AMCI) furnishes commanders and EOD flights with policies and responsibilities for the Command Explosive Ordnance Disposal Program.

1.2. Mission. The EOD mission is to protect people, facilities, and resources from the effects of unexploded ordnance, hazardous components, and devices. To do this, EOD people locate, identify, disarm, neutralize, recover, and dispose of hazardous explosives, chemical, biological, incendiary, and nuclear items. They also neutralize criminal and terrorist explosive devices and make the environment safe by clearing areas of explosives-related contamination and disposing of unserviceable and outdated munitions. EOD people support the United States Secret Service (USSS) and Department of State in their protection of the President, Vice President, major political candidates, foreign dignitaries, and very important persons. Dover and Travis EOD flights provide EOD support to the east coast and west coast Port Mortuaries, respectively, by identifying, eliminating, or reducing the hazard from explosives in human remains during casualty processing. EOD people train other agencies on military ordnance and improvised device recognition, hazards, and precautions and provide EOD support to the Global Reach mission.

1.3. Geographic Area of Responsibility (GAOR). The GAOR is an area an EOD flight is responsible to support. The GAOR is normally limited to an area surrounding the home station that can be reached in 4 hours by ground transportation. Additionally, some EOD flights are responsible to support other AF and DoD locations that do not have their own EOD support. EOD flights supporting these locations are known as Centralized Support Bases (CSB) EOD flights. The installations receiving support are supported bases. CSBs should have either Memorandums of Understanding or Interservice Support Agreements with their respective support bases that outline specific support and reimbursement requirements.

Chapter 2

ORGANIZATION AND RESPONSIBILITIES

2.1. Organization.

2.1.1. Operational EOD teams are organized as either Consolidated Support Base or single support base EOD flights within the Civil Engineer Squadron.

2.1.2. AMC EOD flights are responsible for their Geographic Area of Responsibility (GAOR), their supported bases, and any locally approved support agreements.

2.1.3. The EOD section, 421st Ground Combat Readiness Squadron, Air Mobility Warfare Center (AMWC), prepares EOD units/personnel to support the AMC Global Reach mission through the Phoenix Readiness EOD course (PREOD). PREOD prepares EOD units/personnel to support contingency operations through classroom/practical, and field training exercises; providing training and experience required to survive and operate in Military Operations Other-Than-War (MOOTW) environments. The Command EOD functional manager will review PREOD curriculum IAW AMWC directives. Phoenix Readiness EOD program is available to all EOD personnel; AMC EOD personnel should attend every two (2) years. Units initially fund for attendance and are reimbursed through HQ AMC.

2.2. Command EOD Program Responsibilities

2.2.1. Headquarters Air Mobility Command:

2.2.1.1. Manages and standardizes EOD programs IAW AFD 32-30, AFI 32-3001, and AFJI 32-3002 through HQ AMC/CEXE

2.2.1.2. Develops EOD criteria for operational readiness and nuclear surety inspections.

2.2.1.3. Develops mission needs statements and test plans for AMC unique EOD requirements.

2.2.1.4. Submits and defends annual and 5-year munitions requirements.

2.2.1.5. Manages the Staff Assistance Visit (SAV) program.

2.2.1.6. Manages and updates the AMC Self-Assessment program

2.2.1.7. HQ AMC/IGI, Inspector General Inspection Division, performs Operational Readiness and Nuclear Surety Inspections to ensure program compliance. HQ AFRC/CEXR will augment HQ AMC inspectors when inspecting AFRC EOD flights.

2.2.2. Installations Commanders:

2.2.2.1. Provide an EOD training range sited for a minimum of 2.5 pounds net explosive weight (NEW).

2.2.2.2. Ensure notification, transportation, and response procedures exist for requesting EOD flight support.

2.2.2.3. Provide command, control, and staff support; e.g. legal, public affairs, etc., for EOD response to civilian authorities.

2.2.3. Unit Commander:

2.2.3.1. Provide the EOD flight administrative and logistics support for administrative files, regulations, technical manuals, secretarial support, funding, work space, classified training area, equipment, and materials to perform day-to-day and mobility missions. Establish procedures to immediately receive messages addressed to EOD flights via Defense Messaging System (DMS) access. These messages frequently contain sensitive/classified EOD information and procedures. Protect as strict need to know.

2.2.3.2. Ensure EOD flight personnel receive Prime Base Engineer Emergency Force (BEEF) readiness, AFSC-unique, Silver Flag, hazardous material (HAZMAT), confined space, and Phoenix Readiness training, as required.

2.2.3.3. Due to the emergency response nature of EOD, non-functional specific duties of EOD personnel will be limited. Individual and team classroom and proficiency training, emergency response, and practical exercises are the primary peacetime mission. EOD personnel must be available for training, emergency response, and off installation taskings (i.e., United States Secret Service, Department of State, major commands (MAJCOM) taskings, etc.). For active forces, total man-hours expended supporting additional duties will not exceed 5 man-hours per month per individual. For active and reserve forces, do not assign EOD personnel to other duties that will take them away from their primary peacetime mission.

2.2.3.4. Must determine the appropriate on-and off-duty response times for the local mission. EOD people may use pagers and/or cellular phones for standby duties. EOD should use cellular phones for off-base responses to support civil authorities or incidents/accidents involving explosives. Cellular phones provide EOD direct communications with environmental protection agencies for disposal permits, local law enforcement officials, base legal representation, and Wing command post during support to civil authorities.

2.2.4. EOD flights:

2.2.4.1. Provide support to their GAOR, wings, bases. EOD flights must not enter wartime or contingency agreements with other services/agencies without HQ AMC/CEXE approval. Routine support agreements will be coordinated through HQ AMC/CEXE.

2.2.4.2. EOD flights will not commit to any other MAJCOM support without approval from HQ AMC/CEXE (HQ AFRC/CEXR for reserve EOD flights).

2.2.4.3. Maintain a specialized training program using the AMC EOD Command Standard Training Package (CSTP).

2.2.4.4. Establish a specialized technical order distribution office (TODO) for nonnuclear 60-series and special weapons technical orders (AFRC stand alone flights only).

2.2.4.5. Establish base supply, medical, and munitions accounts (associate AFRC EOD flights will not establish separate munitions accounts).

2.2.4.6. Maintain a separate equipment account to track and report mobility/base support equipment status, and to produce a deployable custodian authorization/custodian receipt listing (CA/CRL).

2.2.4.7. (AFRC exempt) Update EOD personnel profile information at <http://www.scott.af.mil/ce/cex/EOD/index.cfm> (HQ AMC EOD web page) for all assigned personnel in January and July, and within 45 days of arrival for newly assigned personnel. Include name, rank, USSS credential

number (DD Form 2235, **Explosive Ordnance Disposal Technician Credentials**), date completed basic EOD school, advanced EOD course, joint nuclear weapons course, advanced access and disablement course, Silver Flag and PREOD, deployment rotation inclusive dates and passport information.

2.2.4.8. Coordinate with other base agencies to ensure awareness of increased or unusual munitions activity.

2.2.4.9. Report status of resources and training system (SORTS) IAW AFI 32-3001 through the Civil Engineer Squadron Readiness flight.

2.2.4.10. (AFRC exempt) Maintain official and tourist passports for all EOD people to support USSS and DoS taskings, airfield surveys, and other official duties.

2.2.4.11. Develop flight operating instructions (FOI) or incorporate procedures in wing/base/squadron instructions for the following: (a) EOD proficiency training/disposal range operations; (b) treatment of unserviceable munitions (approved by the Base Environmental Engineer); (c) transportation of explosives on and off base; (d) recall, response, and standby procedures; (e) mobility deployment procedures; and (f) EOD assistance to civil authorities, non-DoD federal agencies, and response to transportation accidents involving DoD munitions.

2.2.4.11.1. Coordinate flight operating instructions effecting AFRC units through the reserve CES commander.

2.2.4.12. Develop supervisors guides for the following: (a) BROKEN ARROW (include recapture procedures); (b) improvised explosive device (IED) procedures; (c) aircraft accident/crash; (d) conventional ordnance procedures; (e) mobility concept of operations (deployment, employment, sustainment, and redeployment); and (f) weapons of mass destruction response. AFRC units are exempt from developing a supervisor's guide for BROKEN ARROW response.

2.2.4.13. Conduct an annual self-assessment. Document the results, corrective actions and process improvement procedures. Notify HQ AMC/CEXE (HQ AFRC/CEXR for reserve flights) of any deficiencies that can't be resolved locally.

Chapter 3

FACILITIES AND RESOURCES

3.1. Facilities. AFI 32-1024, *Standard Facility Requirements*, and the *AMC BCE Facility Guide* establish requirements for EOD facilities. The minimum requirements are:

- 3.1.1. A classroom training area securable for SECRET information, including student chairs, teaching aids, etc..
- 3.1.2. A climate controlled maintenance, inspection, and storage bay with workbenches, storage cabinets for equipment.
- 3.1.3. An EOD demolition training range sited for a minimum of 2.5 pounds NEW of Class/Division 1.1 explosives.
- 3.1.4. (AFRC exempt) A secure lighted parking area and inside climate controlled storage for EOD alert vehicles.

3.2. Office Equipment.

- 3.2.1. A secondary crash net phone with two-way communications capability and dedicated class "A" telephones with call forwarding to a manned control center or an answering machine.
- 3.2.2. A fire/crash/EOD/CE radio net base station or remote station.
- 3.2.3. An unclassified local area network system and access to a classified SIPRNET and NIPRNET network system.
- 3.2.4. A minimum of two (2) computers (at least one with a removable hard drive to process classified information); SVGA monitors; internal/external fax modems; letter quality printers; read/write/rewrite CD-ROM to support the automated EOD publications system; one laptop computer with CD-ROM capability for responses to incidents/accident sites.
- 3.2.5. A fax machine.
- 3.2.6. A STU-III secure phone.
- 3.2.7. A vault or safe(s) for storing classified EOD publications, records, and weapons.

3.3. Vehicles.

- 3.3.1. (AFRC exempt) EOD flights should equip assigned base support and emergency response vehicles with radio communications (fire/crash/EOD/CE net), emergency warning lights (i.e. rotating beacon or strobe light bar), electronic siren with public address system, clear lens spotlight, safety equipment required by AFMAN 91-201, *Explosives Safety Standards*, and a locking camper shell.
- 3.3.2. EOD mobility vehicles provide a drive-on/drive-off capability and carry all equipment and resources required by the unit type code (UTC). Vehicle posturing is IAW Air Force Equipment and Supply Listing (AFESL).

3.4. Base Support and Mobility Equipment.

3.4.1. In addition to mission support equipment sets, HQ AMC/CEXE specifies mission requirements and UTC tasking through the unit's designed operational capability (DOC) statement, the Air Force Wartime Unit Type Code Availability and Tasking Summary (AFWUS), and the war Mobilization Plan, Volume 3 (WMP-3). The AF EOD ESL and the AMC EOD ESL provide equipment requirements.

3.4.2. (AFRC exempt) Mobility Equipment: The EOD flight must maintain one primary mobility UTC 4F9X1 or 4F9XB tasking in a ready status at all times. (**NOTE:** The primary UTC will normally be a 4F9X1. If the flight is not tasked with a 4F9X1, they will maintain a 4F9XB.) Flight members will package and mark equipment to meet airlift deployment, performance-oriented packaging requirements, and applicable base plans.

Chapter 4

OPERATIONS

4.1. EOD Support. Agencies requiring routine support make requests directly to the EOD flight. Agencies requesting emergency EOD support must go through wing command post channels. EOD flights must brief the BCE on all responses and report significant response events to HQ AMC/CEXE at the earliest opportunity.

4.2. Response to Ordnance. AFD 32-30 and safety policy directives require two-person team when responding to EOD incidents/accidents. One person must have at least a 5-skill level. A minimum of three people will respond to nuclear weapon accidents; one of who must have at least a 7-skill level.

4.3. Standby. The EOD flight chief will not assign personnel to standby duties until they receive base orientation/familiarization training, complete the initial qualification for standby requirements, and obtain security access. PCS or PCA personnel must complete these requirements within 60 days.

4.4. Response to Incidents Off-Base and Requests from Civil Authorities. Off-base incidents generally fall into one of three categories: response to military ordnance, support to other services and federal agencies, and response to civil authorities.

4.4.1. Response to Military Ordnance: The closest EOD team (regardless of service) to an incident or accident involving military (or Federal agency) ordnance (US or foreign) must respond immediately and take action to prevent or limit damage, injury, or loss of life.

4.4.1.1. Due to the potential liability and threat to public safety, commanders must give a high priority to rapidly dispatching EOD teams. Commanders should establish pre-approval procedures for EOD response to ensure administrative or decision-making details do not hamper response.

4.4.1.2. Civilian and civil authorities are not always knowledgeable of military ordnance. Therefore, in the interest of public safety, commanders must treat all items suspected of being military ordnance as such until on-site inspection by the EOD team confirms otherwise.

4.4.2. Support to other Services and Federal Agencies: Air Force Joint Instruction 32-3002, *Interservice Responsibilities for Explosive Ordnance Disposal*, requires EOD to render assistance to other services upon request. DoD memorandums require EOD to give assistance to other Federal agencies. Generally, commanders should approve a request for assistance unless approving the request would cause significant degradation of the unit mission.

4.4.3. Response to Civil Authorities: The disarming and disposing of Improvised Explosive Devices (IEDs) (excluding improvised chemical devices or improvised nuclear devices), or safing and disposing of commercial explosives off-base are normally the responsibility of civil (state or local) authorities. Wing commanders may approve requests from civil authorities when they determine response is in the interest of public safety necessary to save lives, prevent human suffering, or mitigate great property damage.

4.4.3.1. Due to liability concerns, risk, and potential impact of an unwanted detonation, the approval authority is normally not delegated below wing level. However, to ensure a rapid

response, wing commanders should establish pre-approval and response procedures. The wing command post should be the focal point for transmitting information.

4.4.3.2. The wing must give a timely response to civil authorities. If unable to provide EOD support, the wing command post or EOD team should ensure the request goes to the next closest EOD team.

4.4.3.3. EOD flights should offer briefings to local area civil authorities on precautions, hazards, local request procedures and parameters of assistance.

4.5. Releasing Information. EOD people must not release information to the public without on-scene commander and public affairs approval. As a general rule, EOD people must not release EOD procedures and techniques to non-EOD-qualified individuals. Bona fide commanders (in EOD's chain of command) may have access, if required, for command and risk decisions. Other people or agencies requesting information from EOD 60-series technical publications must submit written requests with justification to the EOD unit. Forward these requests for EOD information via message to NAVY IPO WASHINGTON DC//10T//, HQ AMC SCOTT AFB IL//CEXE//, with an information copy to DET 63 ASC INDIAN HEAD MD//CC// and NAVEODTECHDIV INDIAN HEAD MD//CODE 801//. The message must clearly state T.O.s involved, why the person needs access, and an EOD point of contact.

4.6. Unit Accident/Incident Operations. The on-scene commander is the approving authority for EOD to perform render safe procedures (RSPs) during accident/incident situations.

4.7. Safety Requirements. Flight chiefs should coordinate with other base agencies to ensure compliance with explosive/ground safety, Occupational Safety and Health Administration (OSHA), HAZMAT, Environmental Protection Agency, state and local requirements for training and work areas.

4.8. (AFRC exempt) Weapons of Mass Destruction. A Weapon of Mass destruction incident is the joint responsibility of the Department of Justice (DoJ), Department of Energy (Doe), and Department of Defense (DoD). EOD provides support to these agencies to eliminate the threat.

4.9. Support to the United State Secret Service (USSS) and Department of State (DoS). EOD flight chiefs must provide support to the USSS and Department of State IAW AFI 32-3001 and the *Hazardous Device Countermeasures Manual* (HDCM). All personnel must meet requirements in 29 Code of Federal Regulations (CFR) 1910.146, *Permit-Required Confined Spaces*, as implemented in AFOSH 91-25, *Confined Spaces*.

4.9.1. On Wednesday of each week, active duty EOD flights submit a Weekly Manpower Status report by phone/fax/e-mail/worldwide web (<http://www.scott.af.mil/ce/cex/EOD/uss-s-stats.cfm>) to HQ AMC/CEXE for the upcoming week (Thursday through Wednesday). The report states the number of team leaders (3E891/71) and team members (3E851/31) available for USSS and DoS taskings. **NOTE:** Based on availability, AFRC Active Guard Reservists (AGRs) and traditional reservists on annual tour/man-days may report manpower status to the active duty for taskings.

4.9.2. HQ AMC/CEXE will provide the number of available team leaders and team members for USSS and DoS taskings to US Joint Forces Command Explosive Ordnance Disposal Very Important Persons Protection Support Activity (USAEODVIPPSA) for the week.

4.9.3. All EOD personnel must possess a DD Form 2335, USSS EOD credential, prior to performing USSS support missions. Safeguard credentials IAW AFI 32-3001. The issuing authority is the US Joint Forces Command Very Important Persons Protection Support Activity. Units must inventory their credentials by serial number and submit a USSS Credential Inventory to HQ AMC/CEXE NLT 10 January and 10 July each year. **NOTE:** AFRC units will report their inventory through the active duty associate unit. Stand-alone AFRC units will report their inventories to HQ AFRC/CEXR. This report must recap any distribution actions since the last report. HQ AMC/CEXE submits this inventory to USAEODVIPPSA. Units requiring additional credentials can request them IAW AFI 32-3001.

4.9.4. The USSS and DoS provide funding for reimbursement protective missions except for the protection of the President, Vice President of the United States, or third in line of succession. Personnel providing reimbursement support will provide VIPPSA the names, social security numbers, and estimated cost of travel to include airfare of each individual supporting the mission. Upon completion of the mission, personnel will submit one copy of paid travel vouchers annotated with airfare and mission number to VIPPSA.

4.9.5. USSS and DoS tasking process:

4.9.5.1. USAEODVIPPSA receives tasking from USSS or DoS.

4.9.5.2. USAEODVIPPSA determines the closest EOD unit to the tasked location. USAEODVIPPSA contacts that unit's Major Command Headquarters functional manager.

4.9.5.3. HQ AMC/CEXE receives verbal tasking from USAEODVIPPSA and obtains team composition requirements, location, and dates of the mission.

4.9.5.4. HQ AMC/CEXE contacts the tasked flight to confirm that personnel are still available for the mission.

4.9.5.5. HQ AMC/CEXE contacts USAEODVIPPSA and confirms the acceptance of the mission.

4.9.5.6. USAEODVIPPSA completes the USSS/DoS Request for EOD/K9 Support form and electronically forwards the tasking to HQ AMC/CEXE.

4.9.5.7. HQ AMC/CEXE receives the Request for EOD/K9 Support form annotating POCs from USAEODVIPPSA, HQ AMC/CEXE, and the tasked flight. The annotated form is electronically forwarded to the tasked flight. This annotated Request for EOD/K9 support form serves as the interim tasking document for the flight. HQ AMC/CEXE will complete an Air Mobility Tasking (AMT) to confirm the Request for EOD/K9 Support document and verbal tasking. This procedure is required because most EOD VIP support requests are extremely short notice. With these short notice missions, the AMTs may arrive at the tasked wing after the start of the mission.

4.9.5.8. USAEODVIPPSA may, under extraordinary or urgent circumstances, coordinate and task EOD flights for USSS and DoS missions directly with the AMC EOD flight chief.

4.10. Situation Reports (SITREP). When deployed, EOD teams must submit SITREPs through the deployed commander to HQ AMC/CEXE. The SITREP covers personnel, equipment, vehicle and explosive requirements, shortfalls, type of operations, EOD incidents, ordnance items encountered, and other significant information. Use local procedures for SITREP format.

Chapter 5

TRAINING

5.1. General. EOD flights must document all training using an automated software program or AF Form 1098, **Special Task Certification and Recurring Training.**

5.1.1. Training is a high priority in both Joint Interservice EOD and AF EOD programs. Commanders and flight chiefs must ensure EOD training is a top priority coming second only to actual EOD operations.

5.1.2. The EOD flight forecasts for formal school quotas through the squadron training monitor and budgets for other school quotas through the squadron resource advisor. Flight chiefs are encouraged to seek EOD-related training from outside (non-Air Force) sources. The flight will coordinate participation in any joint training/operations with other commands/services/agencies through HQ AMC/CEXE (HQ AFRC/CEXR for reserve flights).

5.1.3. EOD flight chiefs must ensure unqualified personnel do not perform standby duties. If a person has not completed all monthly Group I and Group II training, the flight chief must evaluate the individual to ensure he/she still meets standby qualifications.

5.1.4. Training Requirements:

5.1.4.1. Group I training consists of monthly proficiency training designed to maintain general demolition proficiency skills. Training involves the use of cartridge-actuated tools, demolition explosives, or pyrotechnic devices used to perform render safe procedures or general demolition.

5.1.4.2. Group II training consists of semiannual training requirements taught mainly in a classroom environment. Classes identified include Air Force common ordnance/equipment and unit committed munitions.

5.1.4.3. Group III training consists of annual classroom and practical training requirements. Specific munitions items selected should be from the latest threat and intelligence information.

5.1.4.4. Group IV training consists of both semiannual and annual practical exercises. Scenarios should be developed to allow personnel to apply knowledge learned in the classroom to formulate plans, select and use equipment, manage personnel, and direct operations to resolve incidents or accidents.

5.1.4.5. Group V training is supplementary training required by directive to perform general or specific additional military duties.

5.2. Documentation of Training.

5.2.1. Each month the EOD flight chief will ensure:

5.2.1.1. Documentation of each individual's initial and recurring training on a computer program of AF Form 1098.

5.2.1.2. Certification of each individual's training record with the statement, "Individual has met all training requirements for the month of _____." When a computer program is used to record documentation.

5.2.2. EOD people will carry a hard copy of their individual training records when on deployments, exercises, mobility taskings, and range clearance TDYs that exceed 30 days.

5.2.3. AFMAN 37-123, *Management of Records*, contains guidance on the proper maintenance of completed training records, and AFMAN 37-139, *Records Disposition Schedule*, provides disposition instructions.

5.3. Missed Training.

5.3.1. The flight chief may waive overdue Group II, III, or IV training when the individual has sufficient knowledge of the subject and when the following circumstances apply:

5.3.1.1. (AFRC exempt) Individual is TDY, on leave, deployed, etc. for more than 20 days out of the month.

5.3.1.2. Individual attends formal schools for more than 20 days.

5.3.2. The flight chief will annotate the individuals training record of the rationale for waiving any missed training for circumstances in paragraph **5.3.1**.

5.3.3. The flight chief will not waive monthly demolition qualification, nuclear weapons training and certifications. If people miss these categories, the flight chief will decertify them on those tasks. They will then require recertification.

5.3.4. If individuals miss Group IV, the flight chief will either schedule them for make-up exercise or through an interview evaluate their competence in the exercise area. If the flight chief chooses the interview method, he/she will annotate the training record, certifying the individuals competence.

5.4. Training and Exercise Requirements.

5.4.1. The EOD flight must conduct at least one practical exercise monthly using command and control procedures, checklists, reporting procedures, tools and equipment, training aids, reconnaissance, render safe procedures (RSP), disposal techniques, and other associated items from Group II and III in the Command Standard Training Package.

5.4.2. BROKEN ARROW exercises should include initial (entry) response techniques, use of protective clothing and RADIAC equipment, reentry and recovery plans, packaging and marking contaminated components, and the use of emergency and life support equipment. If type 3B weapons trainers are available, exercise will include RSP and continuation of RSP.

5.5. Routine Training and Briefings.

5.5.1. The EOD flight must offer an annual mission capability and training briefing to all supported commanders (home and supported bases), IED search procedures to security forces, and explosive hazards recognition to base agencies.

5.5.2. The EOD flight should provide explosive ordnance reconnaissance (EOR) training IAW AFD 32-40 and AFI 32-4001.

5.6. Physical Conditioning. EOD flights and full-time AGRs will perform physical conditioning IAW AFI 32-3001 a minimum of three times per week. EOD flights will develop and implement a detailed written instruction for their physical fitness program. This program will be approved by the base hospital/

clinic or Health and Wellness Center. The physical fitness program should encompass endurance, flexibility, and upper body strengthening exercises.

5.7. Incentive Pay Qualification. Incentive pay for demolition duty is an entitlement for all personnel who fill a valid EOD position, perform EOD duties, and meet monthly qualification requirements. EOD people must perform one actual or training explosive operation monthly to maintain qualification. The flight chief will ensure personnel receive incentive pay for demolition duties and meet the requirements in DoD 7000-14R, *DoD Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*, Volume 7, Part A.

Chapter 6

TECHNICAL DATA AND ADMINISTRATION

6.1. General.

6.1.1. HQ AMC/CEXE is the command approving authority for AFTO Form 43, **Request for USAF Technical Order Distribution Code Assignment or Change**, for all 11N, 60N, and 60-series active duty technical order accounts. HQ AFRC/CEXR performs this function for reserve flight accounts.

6.1.2. (AFRC exempt) AFTO form 43 for special weapons (SW) Technical Order Distribution Office (TODO) account must contain justification on the reverse side of the form. Flights directed to maintain SW T.O.s must enter the following: "SW T.O.s are required to support AMC's primary nuclear airlift force (PNAF) nuclear mission and proficiency certification on assigned weapons systems."

6.1.3. (AFRC exempt) The flight chief must send requisitions for 11N and 60N series T.O.s to HQ AMC/CEXE for approval. EOD flights will submit requests for 60-series nonnuclear T.O.s to HQ AMC/CEXE using a letter format.

6.2. Technical Order/Publication Requirements.

6.2.1. Protection of EOD publications: EOD publications and information (e.g., 60 and 60N series technical orders, intelligence reports, and DMS messages) contain information for use by qualified EOD technicians. These documents may also contain intelligence methods and sources. EOD personnel must protect this information and may not release it without permission of the Command Naval EOD Technology Center or originating activity. **EXCEPTION:** EOD personnel may release this information to military commanders in their chain of command when required to make command and risk decisions.

6.2.2. Minimum Publications Requirements:

6.2.2.1. Each EOD team will maintain all publications required for equipment maintenance, operations, and supported weapons systems. Maintain all T.O.s listed 60N series index for assigned weapons. Additionally, maintain T.O.s 11N-20-7, 11N-20-11, 11N-35-51, 60N-60-0, 60N-60-1, and 60N-60-6. **NOTE:** Reserve EOD flights will not order nuclear weapons publications.

6.2.2.2. Each EOD flight must maintain the required number of Automated EOD Publication System (AEODPS) and mobility T.O. sets IAW UTC taskings.

6.2.2.3. EOD flights will establish a Federal Bureau of Investigation Bomb Data Center publications library IAW AFI 32-3001. This data is "restricted" and not releasable outside EOD channels without permission of the FBI Bomb Data Center.

6.2.3. Submit AFTO form 22, **Technical Order Improvement Report and Reply**, for 60-series T.O.s directly to HQ AMC/CEXE.

6.2.4. EOD flights will establish a publications familiarization program for all flight personnel to ensure people are aware of changes, updates, and revisions affecting EOD procedures.

6.3. Explosive Ordnance Disposal Report (RCS: HAF-CE (AR) 9355, AF Form 3579A thru D:

The EOD flight must submit AF Form 3579 by electronic means IAW AFI 32-3001 for all incidents.

6.3.1. Flights will account for and report all TDY man-hours when assigned to the USSS and DoS for VIP missions.

6.3.2. (AFRC exempt) Submit a monthly report (AF Form 3579A) for operations/responses not previously reported and include the following additional categories on AF Form 3579D:

6.3.2.1. Outside Agency Training

6.3.2.2. TDY Information

6.3.2.3. Assigned Personnel

6.3.2.4. Outbound Personnel

6.3.2.5. Inbound Personnel

6.4. Travel Orders. EOD personnel (including reserve AGRs; excluding traditional reservists) require blanket travel orders (BTO) for short notice taskings (i.e. USSS support missions, etc.) IAW AFI 37-128, *Administrative Orders*, and AFI 65-103, *Temporary Duty Orders*. BTO should include the following:

6.4.1. Effective dates for one fiscal year.

6.4.2. Authorization for priority travel by military aircraft/government vehicle.

6.4.3. Individual authority for escorting or hand carrying classified material to an accident/incident site or activity to be visited. Individuals must meet requirements of AFI 31-401, *Managing the Information Security Program*, to transport classified material aboard commercial aircraft.

6.4.4. Authorization for individuals to travel on military aircraft or vehicles in utility uniform.

6.4.5. Authorization for individuals to carry arms and ammunition acting in capacity of escort/guard for high-risk munitions or as required to provide security or personal defense.

6.4.6. Authorization for individuals to escort or accompany all classes of explosive shipments or fly as additional crewmembers.

6.4.7. Authorization to maintain EOD team integrity.

6.4.8. Authorization for a full size rental car(s) and civilian clothing (AFI 36-3014, *Clothing Allowances for Air Force Personnel*) when supporting USSS or DoS VIP missions.

6.4.9. Authorization for EOD personnel to travel as Mission Essential Ground Personnel (MEGP).

6.4.10. Itinerary stating "Anywhere within AMC's area of responsibility or as otherwise directed by HQ AMC (CONUS or OCONUS)".

6.5. Passports. Official and tourist passports are required for travel outside of CONUS IAW AFI 32-3001.

Chapter 7

COMMAND EOD NUCLEAR CERTIFICATION PROGRAM

7.1. General. AMC EOD personnel train and certify on special weapons IAW AFDPD 32-30, AFI 32-3001, AFI 36-2104, *Nuclear Weapons Personal Reliability Program*, and the USAF Nuclear Weapons Capabilities and Equipage Document when assigned to direct (previously titled E-1 capable unit) nuclear support units. EOD people do not certify on special weapons when assigned to indirect (previously titled E-4 capable unit) nuclear support units, but must meet requirements in AFI 32-3001.

7.1.1. Direct Support Unit: A level of nuclear capability (full capability nuclear support) maintained by units that support nuclear weapon storage areas, one or more consolidated support bases storing these systems, or a location identified by HQ AMC as a primary throughput or divert-location. Direct support unit personnel are assigned to PRP positions.

7.1.1.1. AMC's direct support EOD unit is McGuire AFB which will maintain certification on the B-61, Mod 3, 4, 10 weapon system for primary nuclear airlift mission support.

7.1.2. Indirect Support Unit: A level of nuclear capability (emergency nuclear support) maintained by all EOD units. AMC units that are not direct support units are by default indirect support units. Indirect support unit personnel are not assigned to PRP positions.

7.2. Nuclear Weapons Task Certification and Recurring Training.

7.2.1. EOD personnel are trained to perform all necessary EOD actions after an incident or accident involving a nuclear weapon system or hazardous component. Actions range from site stabilization to site recovery.

7.2.1.1. Direct support unit personnel are task certified on weapons systems as identified in paragraph 7.1.1.1. above. This certification includes RSP, continuation procedures, and component recovery tasks.

7.2.1.2. Use procedures outlined in 3E8X1 Career Field Education and Training Program (CFETP) for certification, decertification, and recertification on assigned weapon systems. Trainers and task certifiers will use procedures outlined in AFI 36-2201, *Developing, Managing, and Conducting Training*, to accomplish certification process.

7.2.1.2.1. Initial certification for weapons RSP, continuation procedures, and component recovery tasks will be recorded on an AF Form 797, **Job Qualification Standard Continuation/Command JQS**, or locally developed equivalent.

7.2.1.2.2. At the EOD flight chiefs discretion, a separate Initial Job Qualification Standard (IJQS) can be used to document the initial certification of a member on all tasks that relate to the unit's nuclear mission, including weapons system certification. File this IJQS as a source document in the individuals AF Form 623, **Individual Training Record**.

7.2.1.2.3. EOD flight leaders are not allowed to certify flight members on any tasks by virtue of their position. All certifiers must be qualified and certified on the tasks they are certifying IAW AFI 36-2201.

7.2.1.2.4. Members will be decertified from the appropriate task(s) when they perform any of the following actions: Commit an error that could reasonably be expected to result in serious

death or injury; demonstrate a lack of technical qualification to such a degree that he/she is unable to complete the task without direct supervision

7.2.1.3. Recurring EOD training on direct supported systems consists of semi-annual classroom and practical training.

7.2.1.4. Personnel maintain certification by completing classroom training, practical training, and being evaluated annually on a successful BROKEN ARROW exercise.

7.2.1.5. Participation in multi-service nuclear exercises (Direct Focus), national level nuclear exercises (Digit Pace) or evaluations/Staff Assistance Visits by Inspector General or HQ AMC/CEXE fulfills the requirements for annual BROKEN ARROW exercises. Ensure the training is annotated in the individuals training record.

7.2.1.6. Nuclear weapons training requirements will not be waived. Failure of an individual to complete required training will result in decertification on the weapon system.

7.2.1.7. Members of any MAJCOM Inspection or Staff Assistance Visit team may decertify personnel who do not meet task certification criteria.

7.2.1.8. Training on DoD systems not directly supported consists of annual classroom training using T.O. 60N-60-6.

7.2.2. Indirect support unit personnel are trained to perform those actions necessary to stabilize an accident/incident site. They conduct an initial evaluation of an accident/incident site and complete emergency render safe procedures IAW T.O. 60N-60-6, 60N-60-1, and DoD 5100.52-M, *Nuclear Accident Response Procedures*.

7.2.2.1. Indirect support units certify on nuclear tasks per 3E8X1 CFETP (Nuclear Core Task items). Recurring training consists of annual classroom training on active DoD systems using T.O. 60N-60-6. Document recurring training in the member's AF Form 623.

7.2.2.2. Indirect support units conduct at least one BROKEN ARROW exercise annually. Ensure training incorporates the full spectrum of weapon recovery activities up to the point the site is stabilized and can safely wait until follow-on forces arrive.

7.2.2.3. Participation in multi-service nuclear exercises (Direct Focus), national level nuclear exercises (Digit Pace) or evaluations/Staff Assistance Visits by Inspector General or HQ AMC/CEXE fulfills the requirements for annual BROKEN ARROW exercises. Ensure the training is annotated in the individuals training record.

7.2.3. All personnel will complete initial and annual Nuclear Surety Training IAW AFI 91-101, *Air force Nuclear Weapons Surety Program*, and the Command Standard Training Package.

7.3. Nuclear Surety Inspections (NSI).

7.3.1. AMC EOD direct nuclear support units receive NSI IAW AMCI 90-201, *The Inspection System*, in two phases:

7.3.1.1. HQ AMC/IG conducts Phase I of an NSI at home station. Areas inspected include capabilities of the unit to support the assigned nuclear mission. The ability of certified unit personnel to safely and effectively accomplish all tasks required during a BROKEN ARROW will be the focus of this inspection. These tasks include proper use of assigned equipment, use of protective

clothing and equipment, component packaging, and other nuclear related procedures in T.O. 60N-60-1. The IG may refer to unit documentation to help identify the root cause of any problem area identified.

7.3.1.2. Phase II (technical application) involves demonstrating proficiency in the RSP and continuation of assigned weapon systems. A type 3B/3E nuclear weapon trainer will be used for this phase. HQ AMC/IG conducts Phase II at home station, a support base, or other locations based on the availability of weapons trainer.

7.3.2. HQ AMC/CEXE evaluates indirect nuclear support units during Staff Assistance Visits. Evaluation frequency for indirect nuclear support units will not exceed 3 years.

7.3.3. AFI 90-201, *Inspector General Activities*, specifies the criteria for NSIs, primary nuclear airlift forces, and initial nuclear surety inspections.

Chapter 8

AIR FORCE RESERVE PROGRAM

8.1. General. AFRC EOD flights, located at CONUS bases, provide augmentation (when mobilized, recalled, or personnel volunteer and are approved to support flight operations) to their active duty counterparts for wartime/peacetime contingency operations.

8.2. Organization.

8.2.1. Peacetime: During peacetime, AFRC EOD flights are under the leadership of the AFRC EOD flight chief, who reports to the AFRC civil engineer squadron commander. At monthly unit training assemblies and annual tours for training, AFRC and active duty EOD flights work together to facilitate peacetime training and duty requirements. AFRC EOD personnel must complete all home station standby requirements prior to performing any normal standby duties while in active duty status. While supporting active duty peacetime mission and facilities utilization, AFRC EOD personnel will comply with active duty EOD flight operating instructions. AFRC EOD personnel may support USSS tasking only when on active duty and meet all Very Important Person program requirements. The active EOD flight chief and stand alone AFRC AGRs will manage all requests and storage requirements for credentials and will ensure personnel retain qualifications and availability for taskings.

8.2.1.1. The EOD AGR, if assigned, will coordinate all host and associate requirements between active and reserve EOD flights. In addition, the EOD AGR will act as primary liaison between active and reserve EOD flights and squadron. The reserve civil engineer commander must approve the use of active duty trainers and certifiers who train and certify Reserve EOD forces. Performance reports will remain the responsibility of official raters within the individuals respective chain of command.

8.2.2. Support Agreements: Stand-alone EOD flights will coordinate non-standard requirements/agreements through the chain of command to HQ AFRC/CEXR. Routine support agreements will be processed according to standard procedures.

8.2.3. Wartime and Contingencies: Subsequent to mobilization or recall, HQ AFRC will place AFRC EOD personnel on active duty to support UTCs listed in the applicable OPLAN, OPORD, or other tasking documents. Upon activation, AFRC EOD will perform all Category I and II training applicable to active duty EOD forces prior to OCONUS mobilization.

8.3. Facilities and Resources. AFRC EOD flights use existing base-level EOD facilities, training areas, explosives, and equipment to meet proficiency qualification and recurring training requirements. As the mission of AFRC EOD expands to include OCONUS support, HQ AFRC/CE, with assistance from HQ AMC/CE, will equip AFRC EOD flights through normal budget actions or the capturing of excess equipment from MAJCOMs. AFRC EOD units will identify shortfalls associated with facilities and resources to HQ AFRC/CEXR with an information copy to HQ AMC/CEXE in January and July each year.

8.4. Training. HQ AMC/CEXE will coordinate the Command Standard Training Package (CSTP) requirements for AFRC personnel with HQ AFRC/CEXR. AFRC EOD teams will coordinate their training schedules and requirements with active duty counterparts and document training IAW [Chapter 5](#) of this instruction. When required, the active duty flight will schedule and conduct special training to coin-

cide with the availability of AFRC EOD personnel. As a minimum, active duty and associate EOD personnel must conduct one joint EOD practical exercise annually.

8.4.1. AFRC EOD personnel do not respond to nuclear accidents/incidents in peacetime. They do not require certification under the command EOD nuclear certification program. However, noncertified personnel may act as support personnel in areas not requiring the two-man concept. They require qualification to respond to emergency situations and some will require full certification on nuclear weapons upon mobilization.

8.4.2. AFRC EOD people must fulfill incentive pay requirements IAW paragraph 5.4. of this instruction. AFRC personnel waiting to attend EOD school are not authorized to receive incentive pay. Individuals who have not been awarded their 5-level are not authorized to perform unsupervised explosive operations.

8.4.3. Pipeline students or people awaiting technical school quotas can participate in day-to-day operations of an active duty unit, but are not granted access to classified information and cannot participate in operations that reveal classified procedures.

8.4.4. When required, HQ AMC/CEXE and HQ AFRC/CEXR will coordinate Silver Flag, Phoenix Readiness, other training requirements and taskings for AFRC EOD personnel. AFRC EOD personnel are not required to attend Silver flag or Phoenix Readiness training, but may do so at the commanders discretion.

Chapter 9

STAFF ASSISTANCE VISIT PROGRAM

9.1. General. This program establishes Air Mobility Command policy and procedures and assigns responsibilities for the HQ AMC Explosive Ordnance Disposal (EOD) Staff Assistance Visit (SAV) program. This program is consistent with Joint Chiefs of Staff (JCS), Department of Defense (DoD), and Air Force initiatives for the DoD EOD program. Staff Assistance Visits apply to all AMC organizations having an EOD function.

9.2. Policy. The SAV is designed to provide commanders a management tool to ensure the advancement of EOD operations and support for current mission taskings of EOD across the command. HQ AMC/CEXE is the command monitor for the program and will normally conduct visits to each active duty unit every 24 months.

9.2.1. The primary objective of the EOD SAV is to maintain the readiness posture of all assigned EOD personnel in a state that will allow them to effectively meet current and future threats to AF assets. The varied and complex requirements dictated by aircraft/weapons systems, operational plans supported, ever changing threats, and advancements in explosive technology require a program that will ensure a standardized approach in maintaining the technical skills in all phases of EOD procedures while complying with current Air Force and MAJCOM instructions.

9.3. EOD SAV team. The team will normally consist of one HQ AMC EOD staff member accompanied by the base EOD flight chief from the previous SAV visit, if possible. If the visit is to an AF Reserve associate wing EOD flight, the HQ AFRC EOD program manager will be the team chief. The composition of the team may vary depending on the mission and size of the unit visited. SAV team members will generally make their own travel arrangements to and from the base. All team members will carry restricted area badges (if issued at home station). Prior to completing a visit, the team will provide assistance in correcting and improving problem areas within their capability.

9.4. Procedures. The SAV team will observe technical operations. These operations will include use of operating instructions/plans, safing procedures for assigned munitions/aircraft, and use of tools and equipment. The EOD flight will use tools during application of appropriate EOD procedures for peacetime/wartime situations and demolition/training range operations. The SAV team will review overall flight effectiveness through the AMC Self-Inspection Guide.

9.5. Notification. HQ AMC/CEXE will normally notify the EOD flight and AMC Gatekeeper at least 45 days prior to a visit. The notification will include team composition and support requirements. Additionally, the team will request the EOD flight schedule operations to best suit the flight schedule. Upon receipt of the notification, the EOD flight chief will designate a project NCO who will coordinate support requirements listed in paragraph 9.7.

9.6. Briefings.

9.6.1. As a minimum, the SAV team chief will in brief the EOD flight. In briefings for the wing, support group, and unit commander will be available upon commanders request.

9.6.2. The SAV team (as a minimum) will out brief the unit commander and EOD flight at the end of the visit. If desired (at their option), the team will provide the wing, support group commanders an out briefing of the major findings.

9.7. Base Support Requirements for SAV Visits.

9.7.1. The SAV team members will require entry into restricted areas and all conventional storage and flight line munitions activity areas. The flight project NCO will prepare appropriate entry authority lists (EAL) in accordance with local directives. The SAV team chief will provide pertinent data to prepare EALs.

9.7.2. The team will require an administrative work area and use of a computer, copier, and fax machine, etc..

9.7.3. The SAV team will require the use of a six-passenger pick-up, sedan or other suitable vehicle during the visit. The SAV team will use the vehicle to set up scenarios so it must have some cargo capacity.

L. DEAN FOX, Brigadier General, USAF
Director of Civil Engineering

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

(CFR) 1910.146, *Permit-Required Confined Spaces*

DoD 5100.52-M, *Nuclear Accident Response Procedures*

DoD 7000-14R, *DoD Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*

(DoD) Directive 3025.13, *Employment of DoD Resources in Support of the United States Secret Service*

AFI 31-401, *Managing the Information Security Program*

AFI 32-1024, *Standard Facility Requirements*

AFI 32-3001 and the *Hazardous Device Countermeasures Manual*

AFI 32-3001, *Explosive Ordnance Disposal Program*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 36-2104, *Nuclear Weapons Personal Reliability Program*

AFI 36-3014, *Clothing Allowances for Air Force Personnel*

AFI 37-128, *Administrative Orders*

AFI 65-103, *Temporary Duty Orders*

AFI 90-201, *Inspector General Activities*

AFI 91-101, *Air Force Nuclear Weapons Surety Program*

AFJI 32-3002, *Interservice Responsibility for Explosive Ordnance Disposal*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 91-201, *Explosives Safety Standards*

AFOSH 91-25, *Confined Spaces*

AFPD 32-30, *Explosive Ordnance Disposal*

AFPD 32-40, *Disaster Preparedness*

AFJI 32-3002, *Interservice Responsibilities for Explosive Ordnance Disposal*

AMC BCE Facility Guide

AMCI 36-2602, *Management of Reserve Associate Program*

AMCI 90-201, *The Inspection System*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AMCI—Air Mobility Command Instruction

BTO—Blanket Travel Orders

CFETP—Career Field Education and Training Program

CSB—Centralized Support Bases

CSTP—Command Standard Training Package

DoD—Department of Defense

EOD—Explosive Ordnance Disposal

GAOR—Geographic Area of Responsibility

HAZMAT—Hazardous Material

IED—improvised explosive device

IJQS—Initial Job Qualification Standard

NSI—Nuclear Surety Inspections

RSP—Render Safe Procedures

SAV—Staff Assistance Visit

SITREP—Situation Reports

SSN—Social Security Number

SW—Special Weapons

TODO—Technical Order Distribution Office

USAEOVDVPPSA—US Joint Forces Command Explosive Ordnance Disposal Very Important Persons Protection Support Activity

USSS—United States Secret Service

UTC—Unit Type Code

Terms

Automated Explosive Ordnance Disposal Publications System.—This is a program designed to provide rapid fielding of electronic data for 60-series publications on a CD-ROM system.

Centralized Support Base. —An EOD flight tasked to provide support to installations that do not have an EOD capability.

Explosive Ordnance Disposal Flight.—An organization element normally consists of a supervisor, operations, training, and resources branches.

Explosive Ordnance Disposal Team.—Two or more qualified individuals with required equipment. No less than two qualified EOD persons will conduct EOD/explosive operations.

Explosive Ordnance Disposal Procedure.—Any action taken by EOD personnel to disarm, disassemble, neutralize, recover and/or dispose of explosive, chemical, biological, nuclear, and improvised explosive ordnance, components, or other similar hazardous material.

On-scene Commander.—A military commander authorized to make command and risk decisions.

Supported Base.—AF or DoD locations that do not have their own EOD support and receive support from a Centralized Support Base.