



**ORIGINAL**  
**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 8027.3B  
EOD

21 SEP 2003

AIR STATION ORDER 8027.3B wch 1

From: Commanding Officer  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR EXPLOSIVE ORDNANCE DISPOSAL (EOD)

Ref: (a) MCO 8027.1D  
(b) Memorandum of Understanding between CO, MCAS and CG, MCRD, PISC (NOTAL)  
(c) Memorandum of Agreement between Georgia Air National Guard and Commanding Officer, Marine Corps Air Station Beaufort.  
(d) Memorandum of Understanding between CO, MCAS and the counties of Beaufort, Jasper, Hampton, and Colleton  
(e) Interservice Support Agreement between CO, MCAS and CO, 748th Ord Det, Ft. Jackson, SC

Encl: (1) Standard Operating Procedural Guidance for EOD

1. Situation. To promulgate guidelines and procedures for the Marine Corps Air Station (MCAS) Beaufort EOD team.

2. Cancellation. ASO 8027.3A.

3. Mission

a. Information. This Order is applicable to all units who require the support of the Air Station EOD team. It serves as a basis for all explosive ordnance disposal activities, except when directives from higher headquarters take precedence. Commanding Officers will be guided in all matters pertaining to explosive ordnance disposal operations by the policy/procedures set forth in this Order.

b. Summary of Revisions

(1) This Order has been completely revised and should be reviewed in its entirety.

(2) Reference (d) Memorandum of Understanding between CO, MCAS Beaufort and the counties of Beaufort, Jasper, Hampton, and Colleton has been added as a reference.

(3) Explosive Ordnance Disposal personnel are no longer required to receive an annual Personal Reliability Program (PRP) Screening.

4. Execution. Enclosure (1) shall be utilized in executing the EOD mission.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically via email. Electronic versions of the Station Directives can be obtained through the website:  
(<https://intranet.mcieast.usmc.mil/C12/MCAS%20Directives/default.aspx>).

21 SEP 2009

6. Command and Signal

a. Command. The Commanding Officers, Marine Aircraft Group 31 and Marine Wing Support Squadron 273, concur with this Order in so far as it pertains to Fleet Marine Forces aboard Marine Corps Air Station Beaufort.

b. Signal. This Order is effective on the date signed.



J. R. SNIDER

DISTRIBUTION: B



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
ASO 8027.3B Ch 1  
EOD  
**13 JUL 2011**

AIR STATION ORDER 8027.3B Ch 1

From: Commanding Officer  
To: Distribution List

Subj: Standard Operating Procedures (SOP) FOR Explosive Ordnance Disposal  
(EOD)

1. Situation. To direct pen changes to the basic order.
2. Execution
  - a. Change Chapter 1, paragraph 4b to read "MCO 3571.2G".
  - b. Change Chapter 1, paragraph 4f to read "NAVSEA SWO60-AA-MMA-010 volume 1 Rev 9".
  - c. Change Chapter 1, paragraph 4g to read "MCO 8025.1E".
  - d. Change Chapter 1, paragraph 4j to read "SWO20-AG-SAF-010 Rev 9".
  - e. Change Chapter 1, paragraph 4r to read "NAVMC DIR 3500.66".
  - f. Change Chapter 2, paragraph 3a to read "Building #2091".
  - g. Change Chapter 5, paragraph 4b to read "building #2091, phone number 228-9043/9042".
  - h. Change Chapter 6, paragraph 1 to read "building #2091".
  - i. Change Chapter 6, paragraph 5a to read "building #2091 at 228-9043/9042".
  - j. Change Chapter 6, paragraph 5c to read "A maximum response time of one hour is established for most calls on MCAS Beaufort, beginning from the time the duty EOD technician receives the call until the team is assembled and ready to depart building #2091".
3. Filing Instructions. File this change transmittal immediately following the signature page of the basic order.

  
B. C. MURTHA

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

21 SEP 2009

## TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Chapter 1</b>	<b>GENERAL.....</b>	<b>1-1</b>
1.	GENERAL.....	1-1
2.	SCOPE.....	1-1
3.	INFORMATION.....	1-1
4.	REFERENCES.....	1-1
5.	TERMS, DEFINITIONS, AND ABBREVIATIONS.....	1-4
6.	EXPLOSIVE ORDNANCE DISPOSAL RESPONSE TEAM.....	1-4
7.	EMERGENCY RESPONSE.....	1-4
8.	EMERGENCY VEHICLE.....	1-5
9.	IMPROVISED EXPLOSIVE DEVICE (IED).....	1-5
10.	RENDER SAFE PROCEDURE (RSP).....	1-5
11.	INCIDENT CATEGORIES.....	1-5
<b>Chapter 2</b>	<b>MISSION, ORGANIZATION, AND ADMINISTRATION.....</b>	<b>2-1</b>
1.	MISSION.....	2-1
2.	ORGANIZATION.....	2-1
3.	ADMINISTRATION.....	2-2
<b>Chapter 3</b>	<b>CAPABILITIES AND RESPONSIBILITIES.....</b>	<b>3-1</b>
1.	CAPABILITIES.....	3-1
2.	RESPONSIBILITIES.....	3-2
<b>Chapter 4</b>	<b>POLICIES AND PROCEDURES.....</b>	<b>4-1</b>
1.	GENERAL.....	4-1
2.	OFF-STATION SUPPORT.....	4-1
3.	AIRCRAFT MISHAPS.....	4-1
4.	UNSERVICEABLE AMMUNITION.....	4-1
5.	FOUND/RECOVERED AMMUNITION.....	4-1
6.	LETTERS OF INSTRUCTION (LOIs).....	4-1
<b>Chapter 5</b>	<b>OPERATIONS, TRAINING, AND WATCHSTANDING.....</b>	<b>5-1</b>
1.	GENERAL.....	5-1
2.	OPERATIONS.....	5-1
3.	TRAINING.....	5-3
4.	WATCH STANDING.....	5-4
<b>Chapter 6</b>	<b>REQUESTS FOR EOD SUPPORT.....</b>	<b>6-1</b>
1.	GENERAL.....	6-1
2.	MILITARY UNITS.....	6-1
3.	LAW ENFORCEMENT AGENCIES.....	6-1
4.	REQUESTS FOR ROUTINE EOD SUPPORT.....	6-1
5.	REQUESTS FOR EMERGENCY EOD SUPPORT.....	6-1
6.	BOMB THREAT RESPONSES.....	6-2

21 SEP 2009

## CHAPTER 1

## GENERAL

1. General. The directives and orders listed in paragraph 3 of this chapter and other instructions promulgated by this Air Station, provide guidance and procedures in all matters pertaining to explosive ordnance disposal.

2. Scope. This directive outlines the mission, organization, administration, capabilities, responsibilities, operations, training, watch standing, and actions of the EOD team organic to Marine Corps Air Station Beaufort.

3. Information. The EOD team is established to provide an EOD capability for MCAS Beaufort, South Carolina. Per references (a) through (c), the EOD team is also responsible for providing an EOD capability to the Commanding General, MCRD, Parris Island; the Commanding Officer, U. S. Naval Hospital, Beaufort; and Townsend Bombing Range, Georgia. In addition, per references (a), (d), and (e), the EOD team is responsible for providing EOD capability to those counties immediately surrounding MCAS Beaufort, South Carolina.

4. References. The Air Station EOD team will be guided in its mission by the below listed orders and directives:

- |  |  |
|--|--|
| a. MCO 8027.1D                               | Interservice Responsibilities for Explosive Ordnance Disposal - Delineates the EOD Responsibilities regarding operational, technical, material, and administrative aspects of EOD within the U. S. Armed Forces, and provides guidance and procedures for obtaining the services of EOD teams. |
| b. MCO 3571.2F                               | U. S. Marine Corps EOD Program - Sets forth the Commandant of the Marine Corps' policy concerning the EOD program, and provides guidance/instructions for the implementation of that policy.   |
| c. NAVSEA OP 5 vol. 1<br>7th rev w/6         | Technical Manuals for Ammunition and Explosives Ashore - Establishes safety regulations for handling, storing, production, renovation, shipping and disposal of ammunition and explosives.   |
| d. NAVSEA SW060-AA-MMA-010<br>volume 1 rev 8 | Demolition Materials - Describes demolition devices, materials, and equipment used by the Navy and provides instructions for their safe and effective use.   |
| e. FM 5-25                                   | Explosives and Demolitions - A guide to the types and characteristics of explosives currently used by the U.S., as   |

21 SEP 2009

well as a reference on modern demolition methods.

- f. NAVSEA OP 3565 Vol. II  
Rev 15  
Electromagnetic Radiation Hazards (Hazards to Ordnance) - Provides precautions and procedures for the safe handling, transporting, and storing of electrically initiated ordnance when the possibility of exposure to radio frequency (R-F) environments exist.
- g. MCO 8025.1D  
Class V (W) Malfunction and Deficiency Reporting - Provides uniform procedures for the reporting of malfunctions and defects associated with Class V (W) material.
- h. MCO 4340.1A w/ch 1  
Reporting of Missing, Lost, Stolen or Recovered Government Property - Promulgates procedures for the reporting of missing, lost, stolen, or recovered (MLSR) arms, ammunition, explosives AA&S). Amplifies SECNAVINST 5500.40.
- i. OPNAVINST 8020.14  
Department of The Navy Explosive Safety Policy Provides guidance on the certification and identification of inert ordnance for display, training, or other purposes, and prescribes methods for positive identification of inert loaded or empty ammunition, and other components.
- j. SW020-AG-SAF-010, Rev 8  
Motor Vehicle Driver's Handbook for Ammunition, Explosive, and Hazardous Materials - Sets forth instructions and regulations governing Navy and Marine Corps explosive drivers engaged in the transportation of hazardous material, both on government property and on public highways.
- k. MCO 3570.1B w/ch1  
Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat - Prescribes general safety precautions necessary to minimize the possibility of accidents in the firing and other uses of ammunition and explosives by troops in training, target practice and, to the extent practicable, combat and range operations, including range clearance.
- l. ASO 3010.1  
MCAS Beaufort Bomb Threat Response Plan- Promulgates procedures in the event a bomb threat is received at MCAS Beaufort.

21 SEP 2009

- n. SECNAVINST 5510.36A Department of Navy Information Security program governs the use of sensitive information.
- o. MCO P5510.18A Information and Personnel security program manual Promulgates instructions concerning personnel security investigations, security clearances, and access for Marine Corps personnel.
- p. SECNAV m-5510.30 Personnel security program - Implements Executive Order 12968 policies and procedures promulgated by the current edition of DOD Directive 5210.1 governing access to and dissemination of Restricted Data and Critical Nuclear Weapons Design Information (CNWDI).
- q. EODB 60 SERIES Explosive Ordnance Disposal Bulletins - (CLASSIFIED) (NOTAL) Provide information, guidance, and procedures for the rendering safe of all types of explosive ordnance.
- r. NAVMC DIR 3500.78 EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN/OFFICER TRAINING AND READINESS MANUAL, (SHORT TITLE: EOD T&R MANUAL) Provides a common base of training for all Marines who have the same MOS.
- s. SECNAVINST 5510.30B Personnel Security Program, governs personnel security clearances.

5. Terms, Definitions, and Abbreviations. Terms, definitions, and abbreviations applicable to this Order are as follows:

- a. Explosive Ordnance Disposal Section. Consists of (1) EOD Officer (2305) and (8) EOD technicians (2336) to be task organized to the team level to perform the multitude of missions assigned to an EOD section.
- b. Explosive Ordnance Disposal Operation. Any mission where employment of EOD procedures by qualified EOD personnel on an item(s) of hazardous or suspected hazardous unexploded ordnance, which presents a threat to operations, installations, personnel, or material, is conducted.
- c. Explosive Ordnance Disposal Team. A team of fully qualified EOD technicians able to perform any and all EOD operations.
- d. Explosive Ordnance Disposal Response Team. The initial EOD team, comprised of at least two EOD technicians, responding to an explosive ordnance incident for the purpose of locating, identifying, and categorizing explosive incidents. This response team may pick up, perform render safe and/or disposal procedures on many incidents.

e. Emergency Response. Due to the functioning characteristics of certain ordnance items, both standard and improvised, a timely response to an EOD incident may be the determining factor in successfully neutralizing the threat. The need for such response is defined as an emergency response.

f. Emergency Vehicle. An identified vehicle, off road capable and appropriately equipped, utilized to provide emergency response to EOD incidents. Operators must have an emergency vehicle operator's permit.

g. Improvised Explosive Device (IED). Any non-standard device (homemade) usually fabricated from common materials which incorporates explosives, incendiary, destructive, lethal, noxious or pyrotechnic chemicals for the intended purpose of causing an explosion; damage or destruction of property, and/or inflicting personnel injury or death.

h. Render Safe Procedure (RSP). Those technical procedures performed by qualified EOD technicians to disarm/render safe an explosive ordnance item or device

6. Incident Categories. Each EOD incident will be categorized according to the threat it poses to critical resources/facilities or by the resultant destruction potential should the item detonate. Incidents will be categorized as A, B, C, or D, as further defined below. Areas or locations that are potential incident targets should be pre-categorized whenever possible to assist the risk decision process and should be included in all operation plans.

a. Category A. Assigned to EOD incidents that constitute a grave and immediate threat. Category A incidents are to be given priority over all other incidents. EOD procedures are to be started immediately, regardless of personal risk.

b. Category B. Assigned to EOD incidents that constitute an indirect threat. Before beginning EOD procedures, a safe waiting period will normally be observed to reduce the hazard to EOD personnel.

c. Category C. Assigned to EOD incidents that constitute a minor threat. These incidents will normally be dealt with by EOD personnel after Category A and B incidents, as the situation permits and with minimum hazard to personnel.

d. Category D. Assigned to EOD incidents that constitute no threat at present.

ASO 8027.3B

**21** SEP 2000

## CHAPTER 2

## MISSION, ORGANIZATION, AND ADMINISTRATION

1. Mission

a. General. The mission of the Air Station EOD team is to provide the capability to neutralize hazards associated with explosive ordnance which because of unusual circumstances, are beyond the normal capabilities of other specialties and present a threat to operations, installations, or material.

b. Specific

(1) To provide EOD support to MCAS Beaufort; MCRD, Parris Island; U. S. Naval Hospital, Beaufort; Townsend Bombing Range, Georgia; and those counties immediately surrounding MCAS Beaufort.

(2) To augment/assist other armed services, federal, state, and local authorities in neutralizing hazardous explosive ordnance and/or improvised explosive devices (IED's), subject to operational limitations and command approval.

(3) To maintain a high state of proficiency and readiness through training and actual operations involving EOD techniques.

(4) The mission is accomplished by locating, identifying, rendering safe, recovering, and disposing of any explosive ordnance or device that is for any reason in a hazardous condition.

(5) The mission must be accomplished against all types of ordnance, both U.S. and foreign, including conventional, improvised, chemical, biological, and nuclear weaponry.

(6) The mission can be accomplished by rendering safe the item with little or no explosive contribution or by blowing the item in place, depending on the situation.

2. Organization

a. EOD personnel are assigned by Headquarters, U. S. Marine Corps to fill Table of Organization (T/O) billets. The number of EOD personnel on the Air Station is limited. Therefore, EOD personnel (MOS 2305 and 2336) will be assigned only to billets which are by T/O EOD billets. EOD personnel are not exempted from standing temporary assignments unless authorized by the Commanding Officer, MCAS Beaufort.

b. The Headquarters and Headquarters support Squadron MCAS Beaufort SC T/O Number is 8342. It requires (1) Officer in Charge (CWO-3 2305), (1) SNCOIC (MSgt 2336), (1) EOD Operations Chief (GySgt 2336), (3) EOD team leaders (SSgt 2336), (3) EOD team members (Sgt 2336).

c. All EOD personnel at this Air Station will be currently qualified as specified in paragraph 7a through 7d(6) of the current edition of MCO 3571.2. Additional personnel may be requested to supplement the organic EOD team for

certain missions as specified in paragraph 2b, enclosure (3) of the above cited order.

d. The Air Station EOD team is under the operational control of the Logistics Officer (S-4), MCAS Beaufort, and EOD personnel are administratively assigned to Headquarters and Headquarters Squadron.

### 3. Administration

a. By this Order, Building #985, Explosive Ordnance Disposal, is designated a RESTRICTED AREA for National Security Reasons.

b. EOD personnel will possess at least a FINAL SECRET security clearance based on a completed background investigation (BI) following the current editions of OPNAVINST 5510.1, MCO 3571.2, and MCO 5521.3.

c. EOD personnel must be qualified for access to Critical Nuclear Weapons Design Information (CNWDI) following SECNAVINST 5510.28.

d. Incentive pay for "Duties involving the Demolition of Explosives", authority, paragraph 1208.11, MCO P1000.6F, shall be authorized in Squadron Special Orders for EOD personnel.

e. EOD personnel must possess a Government Operator's Permit with the appropriate vehicle stamps, explosive driver stamp, emergency vehicle stamp, and accompanying current medical examiner's certificate.

f. EOD personnel will have written authorization from the Commanding Officer, Headquarters and Headquarters Squadron, reflecting authorization to wear the appropriate EOD insignia, following the current edition of MCO 3571.2. A page 11 entry will be made in the respective OQR/SRB reflecting that the individual EOD technician was given such authorization.

g. The EOD officer will establish liaison with other EOD units and law enforcement agencies in the surrounding area for the purpose of coordinating an efficient EOD program.

21 SEP 2009

## CHAPTER 3

## CAPABILITIES AND RESPONSIBILITIES

1. Capabilities. The EOD team will maintain at least the following capabilities to accomplish its assigned mission:

a. To provide an EOD capability for all organic and tenant units aboard MCAS Beaufort, the Tri-Command area, and the civilian communities surrounding the Air Station.

b. To respond to incidents involving unexploded ordnance which require special and prompt remedial action that are beyond the capabilities of other MOS specialties from a safety/security standpoint. This includes operational handling and shipping accidents, dud or jettisoned weapons.

c. To handle and render safe all fused rockets, bombs, and missiles considered hazardous as a result of firing or dropping, and to include hung ordnance on returning aircraft when such ordnance has been determined to be unsafe and beyond the capabilities of aviation ordnance personnel (OF 6500) assigned that responsibility.

d. In the event of an aircraft accident:

(1) To advise the Crash, Fire, and Rescue Officer and the Officer in Charge of an Aircraft Mishap Investigation Board of existing hazardous explosive items relative to the mishap.

(2) Upon written request from the senior member of the Accident Mishap Investigation Board, to render safe and remove any explosive ordnance considered hazardous, including ammunition and explosive components in the emergency escape system. If circumstances demand immediate action, proceed with the rendering safe of those hazardous items which present a threat to personnel and/or property without written permission.

(3) Each action taken by EOD personnel at the accident scene, whether or not a written request was received, such as inserting safety pins into cartridge actuated devices (CAD's), will be recorded and reported to the Aircraft Mishap Investigation Board.

(4) Situation permitting, EOD personnel will use technical personnel and equipment in the removal of components to prevent undue damage to the aircraft and or components.

(5) If EOD personnel are requested to disassemble or inert explosive items involved in an aircraft mishap, a written request will be required from the senior member of the Aircraft Mishap Board to the senior EOD member assisting in the investigation.

(6) EOD will destroy all explosive residue from an aircraft mishap only when such residue is released by the senior member of the Aircraft Mishap Investigation Board in writing.

21 SEP 2009

e. To destroy hazardous explosive ordnance which has exceeded safe storage limits or is considered unserviceable and for which final disposition instructions have been received.

f. To provide EOD support upon the discovery of clandestine explosive devices aboard MCAS Beaufort, or other Tri-Command areas as required.

g. Through the disassembly and inerting of explosive ordnance items, assist with the production of ordnance technical intelligence as required.

h. To provide when requested, classes or briefings to appropriate personnel on the hazards peculiar to explosive ordnance items being encountered, handled, loaded, or flown.

i. To provide EOD support and/or technical assistance when requested, to assist other services, federal, state, and local law enforcement agencies in neutralizing the hazards associated with explosive ordnance. Such requests will be honored subject to command and operational commitments.

j. To assist the U. S. Secret Service and Dept of State in the protection of the President and Vice President of the United States and other Very Important Persons (VIPs), as may be designated and as set forth in the current edition of MCO 3571.2.

## 2. Responsibilities

a. The EOD Officer. The EOD Officer will function as a Special Staff Officer to the Commanding Officer, MCAS Beaufort, and will be responsible for all EOD operations, training, and watch-standing within the EOD team. In addition, his responsibilities include, but are not limited to:

(1) Advising/responding to the Commanding Officer in all matters pertaining to EOD.

(2) Ensuring the maintenance of a continuous EOD capability for all EOD teams through a task organization considered appropriate and necessary for possible deployment and/or similar events.

(3) Ensuring that at least a two-man, 24-hour duty is maintained to assure quick response in support of any explosive ordnance incident that may occur.

(4) Ensuring a complete set of EOD tools and equipment are maintained in a constant state of readiness.

(5) Ensuring all EOD operations are personally supervised by an EOD officer or senior EOD technician, who shall act as the final authority concerning EOD procedures relative to the rendering safe and disposal of explosive hazards during an EOD response.

(6) Ensuring all departments which may participate during an EOD operation, e.g., Airfield Operations, Fire Department, Crash Fire and Rescue, Military Police, Medical, Search and Rescue, NBC, and Public Works, are briefed on their respective roles.

21 SEP 2009

(7) Ensuring the EOD emergency vehicles are properly equipped and maintained for operational safety, explosive, runway and emergency responses, following the current editions of MCO 3571.2 and NAVSEA OP 2239.

(8) Ensuring EOD personnel are qualified to operate the assigned vehicle and to transport explosives.

(9) Ensuring appropriate protective clothing is worn during all EOD operations.

(10) Ensuring safety regulations are understood and adhered to.

(11) Ensuring adequate security and accountability for classified EOD technical publications is maintained following the current edition of OPNAVINST 5510.1 and ASO P5510.8.

(12) Ensuring maintenance and accountability of all Class V (W) material per NAVSEA OP 5 and local instructions.

(13) Ensuring that an adequate training program is in effect, in order to:

(a) Ensure all EOD personnel receive the proper training and remain technically qualified following the current editions of MCO 3571.2 and MCO 1510.78.

(b) Maintain a state of readiness to accomplish any assigned EOD task.

(14) Ensuring the timely submission of reports required for effective utilization and documentation of operations conducted by the EOD team.

(15) Ensuring EOD personnel are issued EOD identification cards and that U. S. Secret Service Credentials and Pins are properly accounted for at all times.

(16) Ensuring all EOD personnel have the proper authority to wear the appropriate EOD insignia following paragraph 7d of the current edition of MCO 3571.2.

b. Noncommissioned Officer-in-Charge (NCOIC). The NCOIC of the EOD team responsibilities include, but are not limited to:

(1) Carrying out the policies of the Commanding Officer and the EOD Officer.

(2) Ensuring the coordination of EOD operations and the assignment of personnel to facilitate the effective and efficient use of manpower, time, and equipment.

(3) Ensuring that all required support for EOD operations has been made available and provided in a timely manner.

21 SEP 2009

(4) Ensuring that the daily routine is carried out and that all EOD commitments are accomplished.

(5) In the absence of an EOD officer, ensure that safety and EOD Range procedures are complied with.

(6) Ensuring that the EOD Daily Duty Checklist and Report are maintained and that the EOD watch is assumed.

(7) Ensuring that all EOD reports are prepared and submitted in a timely manner.

(8) Ensuring the preparation and dissemination of the EOD Watch List.

(9) Coordinating with the EOD Training NCO on the assignments of EOD technicians for training classes, and ensuring compliance with the monthly training schedule.

(10) Ensuring that special liberty and annual leave requests do not interfere with the daily routine or operational ability of the EOD team.

(11) Ensuring that all provisions of the unit SOP are understood and complied with.

c. EOD Team Secondary Control Point (SCP) NCO/Clerk. The SCP NCO shall perform duties as an EOD technician within the team and be directly responsible to the EOD Officer for all matters pertaining to classified material held by the EOD team. Such responsibilities include, but are not limited to:

(1) Ensuring familiarity with and follow the guidance provided by the current edition OPNAVINST 5510.1 and ASO P5510.8.

(2) Maintaining a current log of all classified material, which shows CMCC control number, short title, date received, classification, and disposition, as required.

(3) Preparing classified material destruction reports for the approval of the EOD Officer/custodian and maintain a current destruction file of all classified material destroyed.

(4) Conducting an inventory semiannually, or as required by the EOD Officer, higher authority, or upon transfer of the SCP Alternate Custodian or SCP NCO/Clerk.

d. EOD Team Operations/Training NCO. The EOD Team Training NCO shall perform normal duties as an EOD technician within the team and is directly responsible to the EOD officer and NCOIC for all matters pertaining to accomplishment of established Marine Corps and MOS related training requirements of each Marine within the EOD team. Such responsibilities include, but are not limited to:

21 SEP 2009

- (1) Ensuring each Marine within the EOD team:
  - (a) Annually qualifies with the rifle/pistol as required.
  - (b) Annually passes the Marine Corps Battle Skills Test as required.
  - (c) Annually passes the Marine Corps Swim Qualification Test as required.
  - (d) Semi-annually passes the Marine Corps Physical Fitness Test.
  - (e) Attends the required EOD Courses in order to meet required skills progression training for EOD insignia progression per the current edition of MCO 3571.2.
  - (f) Meets the Individual Training Standards set within the current edition of MCO 1510.78 as required.
- (2) Ensuring that all training accomplished is promptly and properly documented in the Individual Training Record of each Marine within the EOD team.
  - e. EOD Team Class V (W)/Grade III NCO. The Class V (W) NCO shall perform normal duties as an EOD technician within the team and be directly responsible to the EOD Officer for all matters pertaining to Class V (W) held by the EOD team. Such responsibilities include, but are not limited to:
    - (1) Maintaining accurate records of all Class V (W) and Grade III material on hand and/or expended.
    - (2) Ensuring that the Net Explosive Weight of the Class V (W) and Grade III Bunker(s) is not exceeded.
    - (3) Ensuring that at least monthly, an inventory is conducted by two EOD technicians of the Class V (W) Bunker and Grade III Bunker.
    - (4) Ensuring that whenever a Class V (W) or Grade III draw or return is conducted, that at least two EOD technicians are present.
  - f. EOD Team Supply NCO. The Supply NCO performs duties as an EOD technician and is directly responsible to the OIC for all matters pertaining to supply for the EOD team. Such responsibilities include, but are not limited to:
    - (1) Maintaining constant surveillance on the serviceability of all EOD tool kits and special equipment. Immediately requisition new tools and components for unserviceable equipment.
    - (2) Ensuring that adequate levels of expendable supplies are stocked and that a requisition log is maintained showing the requisition number, date, material on order, priority, supply action, and status of each requisition.

21 SEP 2009

g. EOD Team Motor Transport (MT) NCO. The MT NCO shall perform duties as an EOD technician within the team and be directly responsible to the NCOIC for all matters pertaining to motor transportation for the EOD team. Such responsibilities include, but are not limited to:

(1) Ensuring the EOD emergency vehicles are properly dispatched, equipped, and available for immediate response to requests for EOD assistance.

(2) Ensuring that adequate levels of expendable supplies are stocked and that a requisition log is maintained showing the requisition number, date, material on order, priority, supply action, and status of each requisition.

(3) Ensuring daily preventive maintenance is conducted to ensure serviceability, and maintain records indicating due dates for quarterly preventive maintenance inspections by the Motor Transport Division.

h. EOD Team Administrative NCO. The Administrative NCO shall perform normal duties as an EOD technician within the team and be directly responsible to the NCOIC for all matters pertaining to administration (correspondence and files) for the EOD team. Such responsibilities include, but are not limited to:

(1) Preparing correspondence and reports as required by the EOD Officer and the NCOIC.

(2) Ensuring that correspondence and report files are current and that all unclassified publications held by the EOD team are currently following the appropriate published indexes.

ASO 8027.3B  
21 SEP 2009

21 SEP 2009

## CHAPTER 4

## POLICIES AND PROCEDURES

1. General. The policies and procedures outlined in this manual are established in order to ensure an effective and efficient EOD program aboard MCAS Beaufort and to Marine Aircraft Group 31 units aboard MCAS Beaufort, the Tri-Command area, and the surrounding civilian communities. This includes the aforementioned MCAS Beaufort EOD Team and Marine Wing Support Squadron 273's EOD Team consisting of (1) officer and (6) enlisted.
2. Off-Station Support. EOD personnel, when requested and in the interest of public safety, are authorized to provide technical and professional EOD support to the surrounding civilian communities in matters pertaining to military ammunition, explosive ordnance material and/or improvised explosive devices, subject to command and operational limitations.
3. Aircraft Mishaps. All EOD operations performed in connection with an aircraft mishap will be supervised by the senior EOD member at the incident site. This individual will have final authority in the making safe and disposing of the ordnance involved in the incident. He will also ensure EOD operations are conducted following appropriate safety measures.
4. Unserviceable Ammunition. Unserviceable ammunition, as generated throughout MCAS Beaufort, is handled by personnel of the Air Station Ordnance Division or MAG-31 Ordnance and stored within the magazine storage area while pending final disposition. EOD personnel will assist in the destruction of all unserviceable ammunition as required.
5. Found/Recovered Ammunition. Ammunition/Ordnance items that are found/recovered, unless in a hazardous condition, will be turned into the appropriate Marine Corps Property for proper disposition. If in a hazardous condition, EOD will assume responsibility for found/recovered items. In any case, the unit of the person finding/recovering any arms, ammunition, and explosives reportable items will immediately comply with the current edition of MCO 4340.1 and carry out the instructions provided therein.
6. Letters of Instruction (LOIs). Station EOD Officer LOIs will cover policies and procedures not delineated in this manual.

**21 SEP 2009**

## CHAPTER 5

## OPERATIONS, TRAINING, AND WATCHSTANDING

1. General

a. The Commanding Officer, MCAS Beaufort is responsible for EOD operations aboard MCAS Beaufort, the Tri-Command area, and the immediate counties surrounding MCAS Beaufort. The Commanding Officer, Marine Wing Support Squadron 273 (MWSS-273), is responsible for the combat readiness of the MWSS-273 EOD team and for EOD operations while deployed where EOD support at the deployment site is inadequate or not otherwise possible.

b. The Air Station EOD team and the MWSS-273 EOD team are collocated in order that they may function in a mutually supporting role for operations, training, and watch standing.

c. The use of MWSS-273 EOD personnel in support of EOD operations aboard MCAS Beaufort, and likewise, the use of Air Station EOD personnel in support of MWSS-273 operations is mutually advantageous for operations, training, and combat readiness purposes.

d. By this manual, but subject to command and operational limitations, the MCAS Beaufort S-1 is authorized to issue orders to MWSS-273 EOD personnel requested to participate in Air Station EOD operations and training evolutions not to exceed 30 days. In addition, subject to command and operational limitations, the MWSS-273 S-1, with approval from Marine Wing Support Group 27, is authorized to issue orders to Air Station EOD personnel requested to participate in various MWSS-273 deployments and exercises not to exceed 30 days.

2. Operations

a. EOD operations involve the recovery, rendering safe, and disposal of a wide variety of conventional, chemical, and nuclear munitions, both domestic and foreign.

b. As the situation permits, every attempt will be made to strictly adhere to safety regulations, to use recommended render safe procedures and applicable disposal techniques during EOD operations. However, it is realized that in some instances when the situation is critical, deviation from standard EOD render safe procedures may be necessary to accomplish the mission.

c. During periods of conflict where the Air Station and/or any one of the Tri-Commands are set in one of the terrorist threat conditions, multiple EOD incidents over a broad geographical area may require the EOD team to task organize and operate independently. While operating independently, these teams will be designated "EOD Response Teams". The situation will determine the mode of transportation, equipment, and composition of the team; however, a minimum of two EOD technicians will be assigned to the team.

(1) The priority of response for these teams will be determined by the category into which the incident is placed. Incidents may be so numerous and widely separated that response teams may be required to respond only to those incidents in Category A. In this case, it may become necessary to simply reduce the hazard, thereby reducing the category.

(2) In some cases as stated above, when the situation is critical, deviation from standard EOD render safe procedures may be necessary to accomplish the mission.

(3) In all cases, the senior EOD technician on the scene must make decisions based on the situation and after considering the following:

- (a) Incident category.
- (b) Time constraints.
- (c) Terrorist threat.
- (d) Vulnerability and importance of nearby facilities.
- (e) Safety of personnel.
- (f) Type of ordnance/explosive device involved.
- (g) Results of planned action (i.e., possible damage, contamination, etc.).
- (h) Use of standard, modified, or improvised procedures.

(4) All requests for EOD Response teams shall be through command channels to the Air Station Emergency Operations Center. This will allow requests to be prioritized and placed in the proper incident category.

d. Transportation

(1) Per the current edition of MCO 3571.2:

(a) The Motor Transport Division is tasked with providing the EOD section with three vehicles that have off station authority and off road capabilities. One of the vehicles must also have a tow capacity of at least 10,000 lbs, to facilitate the transportation of a Total Containment Vessel for EOD response. In the event that one of the assigned vehicles is deadlined, an appropriate vehicle will be provided as a substitute.

(b) Vehicles assigned to the EOD team are designated as "emergency vehicles", and will be assigned priority for all repairs.

(c) Vehicle assignment to the Air Station EOD team will be made on a twenty-four hour, seven days a week basis to ensure immediate availability for emergency response. They will be maintained at the EOD shop.

(d) Air Station EOD emergency vehicles will be equipped with adequate communications equipment, red lights, siren, two fire extinguishers (one H<sub>2</sub>O and one dry chemical), and assorted tools necessary for emergency response.

(2) These emergency vehicles are for use in responding to emergencies on MCAS Beaufort, MCRD Parris Island, Naval Hospital Beaufort, and the counties immediately surrounding MCAS Beaufort. The vehicles will also support operations aboard MCAS Beaufort and the Townsend Bombing Range.

(3) All EOD personnel will be qualified to operate the assigned vehicles and to transport explosives following the current edition of NAVSEA OP 2239.

(4) EOD personnel will ensure that the assigned vehicles and associated equipment are properly maintained at all times.

e. Communications

(1) The Air Station Air Traffic Control Maintenance Officer is responsible for meeting the EOD team's communication requirements per the current edition of MCO 3571.2.

(2) The EOD shop and EOD emergency vehicles will be equipped with radio(s) which have a frequency compatible with the tower/crash net frequency and a frequency compatible with the Air Station EOD team utility net for effective operational control while assisting in any emergency.

f. Medical Support. The Branch Medical Clinic, MCAS Beaufort, shall furnish a corpsman to accompany EOD personnel during operations involving the disassembly and inerting, detonation of explosives, or disposal of explosive ordnance.

g. Uniform. Due to the potential fire hazards involved with EOD operations, an EOD team will have the option of wearing either the utility uniform or appropriate flight suit, upon the team leader's discretion, when responding to an EOD request for support.

3. Training

a. As previously stated, EOD operations involve the recovery, rendering safe, and disposal of a wide variety of conventional, chemical, and nuclear munitions, both domestic and foreign.

b. Due to the hazardous nature of these operations and the emergency considerations involved, it is mandatory that an effective and intense training program be conducted.

c. To maintain a high state of readiness and provide a realistic training program, all tools and techniques will be used as well as live explosives and explosive ordnance whenever practical.

21 SEP 2009

d. EOD personnel will take full advantage of opportunities for realistic EOD training both locally and when on Temporary Additional Duty Orders. This includes access to bombing ranges or other ranges, active participation in training exercises, and disassembly and inerting of explosive ordnance. Opportunities to train with other services or on other services' ranges are advantageous, providing such training does not reduce the capability of accomplishing the unit's mission.

e. Disassembly and Inserting

(1) Each EOD technician will be proficient in the disassembly and inserting of explosive ordnance.

(2) The disassembly and inserting of foreign and domestic ordnance by qualified EOD technicians is recognized as being an extremely valuable training tool; enhancing knowledge and building self-confidence.

(3) Because of the inherent dangers involved, this training must be conducted under full command cognizance, authorized by the Commander, Marine Corps Installations East, or his representative designated in writing, and conducted within the guidelines of the current editions of NAVY EODB 60A-1-1-18 (NOTAL) and MCO 3571.2.

f. Safety. During all operations and training evolutions, appropriate eye protection, (i.e. goggles and/or face shield) and safety attire will be worn following the current edition of NAVSEA OP 5, Vol. I instructions.

4. Watch standing

a. An EOD duty watch will consist of a two man team with at least one qualified EOD officer or senior SNCO and one qualified enlisted technician on duty 24 hours a day.

b. The EOD duty shall be physically present at the watch area, Building #985, phone number 228-7513/7565 during flight operations involving high explosive (HE), napalm, and/or red and white phosphorous (WP) filled munitions.

c. All squadron operations officers will notify EOD of any additions or deletions to their respective flight schedules when the changes concern the above described ordnance.

d. All qualified EOD personnel on board the Air Station including EOD personnel assigned to MWSS-273 will be available for EOD watch standing as required.

e. The OIC/SNCOIC, Explosive Ordnance Division are charged with ensuring that special attention is given when preparing EOD watch standing and unit duty rosters to ensure that there are no scheduling conflicts. Assignment to the EOD duty schedule will take precedence over all other duties. The Officer-in-Charge, Explosive Ordnance Division is exempt from standing MCAS Beaufort Officer of the Day duties.

ASO 8027.3B

**21 SEP 2009**

f. Air Station and MWSS-273 EOD personnel will be readily available to augment the EOD duty watch or perform other EOD operations as may be required.

21 SEP 2009

## CHAPTER 6

## REQUESTS FOR EOD SUPPORT

1. General. The Air Station EOD team and MWSS-273 team are currently located in Building #985 at the junction of West Road North and Funa Futi Road East, and adjacent to Air Station Ordnance and MALS-31 Ordnance.

2. Military Units. EOD support is available to all permanent and tenant units aboard MCAS Beaufort, MCRD Parris Island, and U.S. Naval Hospital, Beaufort.

3. Law Enforcement Agencies. EOD support, dependent on military operational commitments and command approval, is available upon request to federal, state, and local law enforcement agencies, including civil defense.

4. Requests for Routine EOD Support

a. Air Station and Tri-Command units requesting routine EOD support, such as classes and training on subjects such as dud lectures, explosive ordnance hazards, demolitions, bomb threats and searches, will submit a written request to the Air Station EOD team via the Air Station S-4.

b. MAG-31 units will submit a written request to the MWSS-273 EOD team via the MWSS-273 S-3.

c. All requests for routine EOD support must be received 10 days prior to the day support is to be rendered. Telephone requests are authorized provided they are followed up by a written request.

d. Written requests for routine EOD support shall contain the following:

(1) Name, grade, billet, and telephone extension of the point of contact.

(2) Organization requesting support.

(3) Type of support required.

(4) Any other information which will aid in the description of the support required.

e. Routine Misfires, Unserviceable Ammunition, and Expended CADS. The routine clearing of misfires and marking and return of unserviceable ammunition shall be the responsibility of the using unit. Expended CADS will be turned over to Air Station Ordnance via MALS-31 Ordnance.

5. Requests for Emergency EOD Support

a. During normal working hours, the duty EOD technician is available at Building #985 at 228-7513/7565.

**21 SEP 2009**

b. After normal working hours, weekends, and holidays, the duty EOD technician can be contacted by calling the MCAS Beaufort Military Police at 228-7589 or 911.

c. A maximum response time of 30 minutes is established for most calls on MCAS Beaufort; beginning from the time the duty EOD technicians arrive at Building #985.

d. Incident Security and Safety. Explosive ordnance/incident security and safety shall be the responsibility of the unit concerned until the arrival of Military Police. Maximum effort shall be made to keep unauthorized personnel out of the area until EOD arrives, evaluates and resolves the situation.

6. Bomb Threat Responses

a. Units/personnel in receipt of bomb threats shall use the current edition of ASO 3010.1.

b. EOD personnel will NOT be used for searches.

(1) The limited number of EOD personnel restricts their employment to those specialized functions necessary to rendering safe, removal, and disposal of explosive devices after discovery. On scene commanders shall ensure no interference to EOD personnel during these functions.

(2) Searches should be conducted by unit personnel familiar with the threatened area and in conjunction with the Military Police.

(3) It is the responsibility of the on scene commander to determine when a bomb threat response should be secured.