



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE NORTH CAROLINA 28542-0004

BO 3571.1B
T&O

FEB 09 2005

BASE ORDER 3571.1B

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MARINE CORPS BASE
EXPLOSIVE ORDNANCE DISPOSAL TEAM (SHORT TITLE: EOD SOP)

Ref: (a) MCO 3571.2F
(b) MCO 8027.1D
(c) MCO 1510.78A
(d) Memorandum of Agreement for EOD Support (NOTAL)
(e) BO P3570.1A
(f) SECNAVINST 8023.11A
(g) MCO 8023.3A
(h) NAVSEA SWO20-AF-ABK-010
(i) SECNAVINST 5510.30
(j) SECNAVINST 5510.36

Encl: (1) Map Delineating Eight (8) County Area of
Responsibility

1. Situation. To establish Standing Operating Procedures (SOP) for the Explosive Ordnance Disposal (EOD) Team, Marine Corps Base, Camp Lejeune.

2. Cancellation. BO P3571.1A.

3. Mission

a. Summary of Revision. This Order has been reformatted and contains substantial changes. It should be reviewed in its entirety.

b. This Order outlines the mission, capabilities, responsibilities, and operating procedures of the MCB EOD Team. The instructions contained are provided herein to ensure prompt, continuous, efficient and safe EOD operations and support.

c. Information. References (a), (b) and (c) provide requirements, responsibilities and details concerning the Marine

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Corps EOD program. Reference (d) assigns the working relationship and area of responsibility for the local community. Reference (e) is the SOP for MCB Range Control. Reference (f) sets forth SOP requirements for users of explosives. References (g) and (h) delineate explosive transportation, personnel certification and SOP requirements. References (i) and (j) specify classified material security requirements.

d. Per references (a) and (b), the mission of the Marine Corps Base EOD Team is to provide the capability to neutralize the hazards associated with explosive ordnance that presents a threat to operations, installations, personnel and material, either on Base or in the local area specified in reference (d). In the performance of this mission, EOD support is provided to:

(1) Marine Corps Base, Camp Lejeune and its organic commands.

(2) Tenant and visiting commands aboard Camp Lejeune.

(3) Local, state, and federal law enforcement agencies per references (a), (b), and (d).

(4) United States Secret Service (USSS) and the Department of State in support of the President and Vice President of the United States and other Very Important Persons (VIP's), per reference (a).

(5) Marine Corps and other service EOD teams, when requested, in the performance of their mission.

4. Execution

a. The MCB EOD Team maintains the following capabilities in order to accomplish its assigned mission:

(1) Maintain a 24-hour watch to ensure timely response to incident requests involving explosives.

(2) Locate, identify, evaluate, render safe and dispose of hazardous explosive ordnance including military ordnance, commercial explosives and Improvised Explosive Devices (IEDs).

(3) Identify, evaluate and render safe Special Weapons and Weapons of Mass Destruction.

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(4) Provide response, advice, identification and render safe of explosive devices and ordnance involved in aircraft mishaps/accidents.

(5) Investigate any unknown, damaged or deteriorated items of explosive ordnance when the investigation is considered beyond the capabilities of the unit involved and/or requested by higher authority.

(6) Provide advice to law enforcement authorities concerning Improvised Explosive Devices (IEDs), to include Render Safe Procedure (RSP) assistance and evidence recovery.

(7) Provide expertise to PMO in the construction and employment of dynamic entry tools and explosives.

(8) Recover military ordnance located within the assigned civilian community.

(9) Determine the safety of unexploded/misfired ammunition.

(10) Conduct unexploded ordnance identification, safety and hazard briefs.

5. Administration and Logistics

a. Organization. The EOD Team is administratively assigned to Company "B", Headquarters and Support Battalion, Marine Corps Base, Camp Lejeune. The Team is under operational control of the Training and Operations Department (T&O) and is tactically controlled by the Range Control Division.

(1) The EOD Officer is a special staff officer to the Commanding General for EOD matters.

(2) The Director, Range Control Division, is the reporting senior for the EOD Officer and reviewing officer for the team members. The Assistant Chief of Staff, T&O is the reviewing officer for the EOD Officer.

(3) The EOD Team is listed on T/O 7511, line numbers 361 to 365. The Team consists of one officer and five enlisted Marines.

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b. Responsibilities

(1) The Commanding Officer, Naval Hospital will provide a field medical corpsman from the Camp Geiger Medical Facility for support of EOD Team operations and training. A corpsman must be available on short notice when the EOD Team is involved in an emergency response and is tasked to destroy explosive items on the ranges. A corpsman must accompany the EOD Team during all range clearance operations and other training operations involving explosives.

(2) The Base Motor Transport Officer (MTO) will provide the EOD Team with sufficient vehicles to ensure 24-hour support. Vehicle requirements are discussed in paragraph 5e.

(3) The Base Communications Electronics Officer (CEO) will provide appropriate communication equipment and maintenance in support of the EOD Team's mission. Detailed communications requirements are discussed in paragraph 5f.

(4) The EOD Officer is responsible for all matters pertaining to EOD. Responsibilities include, but are not limited to:

(a) Providing advice to the MCB command and all departments on all matters pertaining to EOD.

(b) Providing a 24-hour EOD capability to respond throughout Marine Corps Base, Camp Lejeune and assigned civilian community.

(c) Ensuring custody and security of classified publications assigned to the EOD team.

(d) Maintaining EOD tools in a state of readiness.

(e) Ensuring EOD personnel remain technically qualified within their MOS through proper training.

(f) Maintaining liaison with other service EOD units and civil authorities.

(g) Producing, staffing, and approving all SOPs required for explosive operations.

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(h) Ensuring that proper turnover folders and desktop procedures are produced and maintained per MCO P4790.2C w/ch 1.

(5) The EOD SNCOIC is responsible to the EOD Officer for the training and readiness of the EOD technicians and team equipment. Responsibilities include:

(a) Performing the functions of the EOD Officer in his absence.

(b) Providing technical expertise and advice to the EOD Officer and the command on all matters pertaining to EOD.

(c) Coordinating with the SNCOICs of EOD platoon, 8th ESB; 22/24/26 MEU EOD; and EOD team MWSS-272 to produce a monthly watch bill and for EOD operational support.

(d) Maintaining liaison with supported units and other EOD units.

c. Training. To ensure the technical expertise and readiness of the EOD technicians, a comprehensive training program will be conducted. The EOD training program places primary emphasis on mission-oriented and skill-progression training. The program is designed to enhance teamwork and technical proficiency of the individual technician. MOS and technical qualifications will be maintained as set forth in references (a), (c), and (g).

(1) Full advantage of local opportunities for realistic EOD training will be exploited. Training opportunities include: access to bombing and other ranges, training with other military organizations to include other service EOD units and civilian Bomb Technicians.

(2) The EOD Officer is authorized to conduct stripping and inerting operations. These disassembly and inerting operations will be conducted under full command cognizance and within the guidelines as set forth in references (a), (c), and (f).

(3) To ensure proper explosive training and to provide a location for emergency explosive work, two EOD ranges have been established aboard Camp Lejeune. EOD 1 is located near the G-10

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impact area and EOD 2 is located within the Verona Loop training area.

(a) The EOD Officer will coordinate the use of these ranges with the Range Control Division (RCD).

(b) The ranges are available to all area Marine EOD teams through the Base EOD Team and Range Scheduling office.

(c) All operations conducted at these ranges will use MCB Camp Lejeune SOPs and guidelines. The EOD Officer will establish appropriate SOPs following the requirements of reference (h).

(d) All EOD Officers and Technicians (E-5 and above) will attend the Base Range Safety Officer's class and maintain a Range Safety Officer (RSO) card.

d. Operations. Due to the small size of the EOD Team, the Team will be augmented by 8th ESB, Marine Wing Support Squadron 272 EOD (MWSS-272), and 22/24/26 Marine Expeditionary Unit (MEU) EOD personnel for operational commitments and watch standing. This support is provided on a "not-to-interfere" basis with their primary mission and is only provided when the unit or personnel are not deployed. Direct liaison between the EOD units is authorized and will be the means of coordinating watch standing rosters and operational support.

(1) The EOD Watch Team will consist of at least two EOD technicians. The watch team is responsible for emergency EOD support within the area of operations as outlined in the EOD Watch standing SOP.

(a) The EOD Officer will publish a watch standing SOP, copies of which will be provided to all EOD Teams.

(b) EOD technicians will rate per diem for all response calls that exceed 10 hours, per government travel regulations (GTR). The senior EOD technician will make the decision to remain overnight when returning to Base is determined to be unsafe due to weather conditions or personal safety.

(2) Emergency EOD response during normal working hours is obtained by calling the EOD Team, 449-0558 or Range Control, 451-3064 or on the Range Safety Net (38.60).

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(3) Emergency EOD response after normal working hours is obtained by contacting PMO at Camp Lejeune or MCAS New River. Units involved in training can obtain EOD support by contacting Range Control on the Range Safety Net (38.60).

(4) The EOD Team will schedule range clearance operations for all Base impact areas with range scheduling. Clearance of unexploded ordnance is required to ensure environmental compliance, personnel safety, and to provide realistic training for EOD technicians.

(5) The EOD Team will provide routine EOD support to units training aboard MCB Camp Lejeune. Training units will schedule support with the EOD team at a minimum of five working days prior to the event, per reference (e).

(6) The EOD Team will respond to requests for assistance off Base, providing emergency response and routine training per references (c) and (d). The RCD Duty Officer (Blackburn), MCB CDO and either the OIC or NCOIC from the EOD Team (after normal working hours) will be notified of the response.

(7) Response Teams will consist of at least two technicians when dealing with live ordnance.

(8) An EOD Team will respond to all bomb threats when an IED has been located. PMO will notify EOD when a bomb threat has been received. An EOD team will prepare response gear and standby to respond should a device be located. EOD will be available upon request to provide advice to the On-Scene Commander, but will not perform the search. Bomb threat response procedures are detailed within the Base Bomb Threat Response Plan.

(9) The EOD Team will respond to all required responses located on MCAS New River or the surrounding areas with at least two EOD technicians. This will include any aircraft mishap.

e. Transportation. The EOD Team will maintain a minimum of four, 4-wheel drive vehicles capable of carrying explosives and outfitted with appropriate communications equipment, emergency lights and sound devices. Additionally, one of these vehicles must have the capability of pulling the MK634 Total Containment Vessel.

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(1) All EOD assigned vehicles are hereby designated as emergency vehicles as defined and required by reference (a).

(2) To ensure continuous response capability, a replacement vehicle will be provided whenever an EOD vehicle is turned in for maintenance, either scheduled or emergency.

(3) EOD vehicles are authorized for off-Base use.

(4) All EOD technicians will possess a valid explosive driver license certification and maintain a current medical certificate.

(5) The EOD Officer is authorized to drive government vehicles in the performance of his duties.

(6) All properly-licensed EOD personnel standing watch or supporting an operational MCB EOD commitment are authorized to drive EOD vehicles. This includes EOD Marines assigned to EOD platoon, 8th ESB, MEU EOD, and EOD Team MWSS-272.

(7) The EOD Team personnel and EOD Watch personnel are authorized to transport explosives on and off the confines of MCB without an armed guard or placards.

f. Communication. The EOD Team will be provided with sufficient communications to ensure routine and emergency EOD support per references (a) and (e).

(1) The EOD Team will maintain sufficient communication assets to maintain a base station located at MCB, 2d FSSG, and MWSS-272 and one radio in each vehicle. The EOD radios will be handheld radios capable of communicating with Base unit for guidance when questions arise to ensure mobile communication for multiple response teams. Two cellular phones will be provided for use after hours and when operating outside of radio communication areas.

(2) EOD communications assets will have access to the following Camp Lejeune nets:

(a) EOD Administrative Net;

(b) Range Control Net;

(c) Range Maintenance Net;

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- (d) Disaster Preparedness Net;
- (e) Navy Boat Crew Net;
- (f) SWEEP;
- (g) PMO-SP/EVENT;
- (h) PMO-INCIDENT;
- (i) ISS/EMERGENCY;
- (j) BASE/OPS;
- (k) EMERGENCY 911;

g. Supply. EOD equipment will be maintained in a mission capable state of readiness and repair. Boxes, tool sets, and kits will be packaged for ready handling and properly marked to permit rapid assembly of the proper equipment for assigned missions. Reference (a) provides a list of required tools and equipment.

h. Publications. The EOD Team will store and maintain all EOD related publications within assigned workspaces. In the performance of his duties, the EOD Officer is responsible for the security and safe storage of the EOD assigned classified publications. Publications will be safeguarded as required in reference (i). EOD ordnance publications are automatically distributed according to pre-established allowances from Naval EOD Technology Division, Indian Head, MD with special weapons publications distributed by Indian Head Detachment, Naval Surface Warfare Center, McAlester.

(1) The EOD classified storage facility is designated a Restricted Area and a Secondary Control Point (SCP) under the MCB Classified Files Unit (CFU).

(2) Members of the EOD Team must have a final "Secret" clearance Based on a Single Scope Background Investigation (SSBI) and will be granted access to Critical Nuclear Weapons Design Information (CNWDI), per references (a) and (i).

(3) The EOD Team is authorized to transport classified material outside the confines of MCB, Camp Lejeune when necessary for the performance of the EOD mission.

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(4) The EOD officer is authorized to produce paper copies of EOD classified publications up to "Secret". All paper copies will be properly controlled and destroyed when no longer needed, per reference (j).

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command

(1) Concurrence. This Order has been coordinated with and approved by the OICs of the EOD platoon, 8th ESB and the MWSS-272 EOD Team.

(2) Applicability. This Order is applicable to all units requiring EOD support aboard Marine Corps Base, Camp Lejeune.


W. A. MEIER
Chief of Staff

DISTRIBUTION: A

