



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 3571.1

G-3/5

JAN 24 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 3571.1

From: Commanding General  
To: Distribution List

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

Ref: (a) MCO 3571.2H  
(b) MCO 8027.1D  
(c) NAVMC 3500.66B Ch 1  
(d) MCIEAST-MCB CAMLEJO 3570.1  
(e) MCO 8020.10  
(f) MCO 8023.3C  
(g) NAVSEA SWO20-AF-HBK-010  
(h) SECNAVINST 5510.30B  
(i) SECNAVINST 5510.36A  
(j) MCIEAST-MCB CAMLEJO 5500.3  
(k) MCIEAST-MCB CAMLEJO 8020.1D  
(l) DoDM 4715.26

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

2. Cancellation. BO P3571.1B.

3. Mission

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

b. Information. References (a) through (c) provide requirements, responsibilities, and details concerning the Marine Corps EOD program. Reference (d) is the SOP for MCB CAMLEJ Range Control. Reference (e) is the Marine Corps Explosive Safety Management program. References (f) and (g)

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distribution is unlimited.

delineate explosive transportation and personnel certification requirements. References (h) and (i) specify classified material security requirements. Reference (j) is the MCB CAMLEJ Bomb Threat Response Plan. Reference (k) is the Marine Corps Installations East (MCIEAST)-MCB CAMLEJ ammunition and Explosive Safety Management Program. Reference (l) is the Department of Defense Military Munitions Rule Implementation Procedures.

c. Per references (a) and (b), the mission of the MCB CAMLEJ 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 as requested by Federal, state, and local law enforcement agencies. In the performance of this mission, EOD support is provided to:

- (1) MCB CAMLEJ and its organic commands.
- (2) Tenant and visiting commands aboard MCB CAMLEJ.
- (3) Local, state, and Federal law enforcement agencies per references (a) and (b).
- (4) United States Secret Service and the Department of State in support of the President and Vice President of the United States and other Very Important Persons per reference (a).
- (5) Marine Corps and other service EOD teams, when requested, in the performance of their mission.

d. Summary of Revision. This Order has been converted from a BO to an MCIEAST-MCB CAMLEJO and updates policies and procedures in accordance with the references. It should be reviewed in its entirety.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCB CAMLEJ 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 as requested by Federal, state, and local law enforcement agencies.

(2) Concept of Operations. The MCB CAMLEJ EOD Team maintains the following capabilities in order to accomplish its assigned mission:

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

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

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

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

(e) 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.

(f) Provide advice and guidance to law enforcement authorities concerning IEDs, to include Render Safe Procedure assistance and evidence recovery.

(g) Provide expertise to the Provost Marshal Office (PMO) in the construction and employment of dynamic entry tools and explosives.

(h) Coordinate with local authorities to identify, recover and determine proper disposition for military ordnance found within the civilian community surrounding MCB CAMLEJ.

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

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

(k) Provide response, advice, identification, and render safe of explosive devices and ordnance directed to the Installation's suspect cargo lot when requested by either PMO or the Explosives Safety Officer.



b. Tasks

(1) The Commanding Officer, Naval Medical Center Camp Lejeune will provide a field medical corpsman from the Camp Geiger Medical Facility for support of EOD Team operations and training. A corpsman must accompany the EOD Team during all range clearance operations and other training operations involving explosives.

(2) The Assistant Chief of Staff (AC/S), G-4 (Attn: Base Motor Transport Officer) will provide the EOD Team with sufficient vehicles to ensure 24-hour support. Vehicle requirements are discussed in paragraph 4e.

(3) The AC/S, G-6 (Attn: Information Technology/Telecommunications officer) will provide appropriate communication equipment and maintenance in support of the EOD Team's mission.

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

(a) Providing advice to the command element and all General and Special Staff Departments on all matters pertaining to EOD.

(b) Providing a 24-hour EOD capability to respond throughout MCB CAMLEJ 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 military occupational specialty (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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(5) The EOD Staff Noncommissioned Officer in Charge (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 local EOD teams to produce a monthly watch bill and for EOD operational support as their missions allow.

(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 (f).

(1) Full advantage of local and regional opportunities for realistic EOD training shall 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, and law enforcement sponsored training such as Raven's Challenge or similar evolutions.

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

(3) To ensure proper explosive training and to provide a location for emergency explosives destruction, two EOD ranges have been established aboard MCB CAMLEJ. EOD 2 is located within the Verona Loop Training Area and EOD 3 is located off of Marines Road near Engineer Training Area-10.



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

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

(c) All operations conducted at these ranges will use MCB CAMLEJ SOPs and guidelines.

(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 card.

d. Operations. Due to the small size of the EOD Team, the Team may be augmented by EOD Company, Marine Expeditionary Units (MEU), and Marine Wing Support Squadron (MWSS)-272 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. Due to being on call to conduct emergency response at all times, the Marine Corps Combat Utility Uniform is authorized for wear while conducting emergency response off Base.

(a) The EOD Officer will publish a Watch Standing SOP, copies of which will be provided to local EOD Teams, as well as Range Control and PMO.

(b) EOD technicians will rate per diem for all response calls that exceed 10 hours per Federal government travel regulations. 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 personnel safety.

(2) Emergency EOD response during normal working hours is obtained by calling the EOD Team at (910) 449-0558 or Range Control at (910) 451-3064 or on the Range Safety Net (38.60).

(3) Emergency EOD response after normal working hours is obtained by contacting PMO at MCB CAMLEJ or Marine Corps Air Station (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 UXO 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 CAMLEJ. 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 may respond to requests for assistance off base, providing emergency response and routine training per reference (c). The RCB Duty Officer (Blackburn), MCIEAST-MCB CAMLEJ Command Duty Officer, and either the OIC or NCOIC from the EOD Team (after normal working hours) will be notified of the response. Authorization to respond to off base incidents will come from the Commanding General (CG), MCIEAST-MCB CAMLEJ via the AC/S, G-3/5 for non-military ordnance related requests.

(7) Response Teams will consist of at least two EOD technicians on all calls for support. EOD will maintain capability to conduct two simultaneous responses.

(8) 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. An EOD Team will respond to all bomb threats when an IED has been located at a school, whether on-or off-base. For all other off-base locations, 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 in reference (k).

(9) The EOD Team will provide emergency response aboard MCAS New River or the surrounding areas for requested support during any aircraft mishap.

(10) The EOD team shall coordinate necessary permits associated with Level 2 Emergency Response Actions with the Installation Restoration Program Manager, Environmental Quality



Branch, Environmental Management Division, MCIEAST-MCB CAMLEJ  
AC/S, G-F as required per reference (1).

e. Transportation. The EOD Team will maintain 4-wheel drive vehicles capable of carrying and towing explosives and outfitted with appropriate communications equipment, emergency lights and sound devices. All EOD response vehicles shall be outfitted with winching capability and able to self-recover. One of these vehicles must meet the required capability of pulling the MK634 Total Containment Vessel. Additionally, one vehicle shall be capable of towing the 36 foot EOD response trailer. All vehicles shall be capable of pulling the equipment trailer.

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

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

(7) All properly-licensed EOD personnel, including adjacent EOD teams, standing watch or supporting an operational MCB CAMLEJ EOD commitment are authorized to drive EOD vehicles.

(8) EOD Team personnel and EOD Watch personnel are authorized to transport explosives on and off the confines of MCB CAMLEJ 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 (d).



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(1) The EOD Team will maintain sufficient communication assets to maintain a base station located at building G800 and one radio in each vehicle. EOD will have 10 handheld radios with charging stations capable of communicating with Base unit to ensure mobile communication for multiple response teams. The EOD SNCOIC and EOD OIC will be provided with a government-issued cellular phone linked to their government email accounts. One additional government-issued cell phone, linked.

(2) EOD communications assets will have access to the following talk groups within the MCIEAST fleet map:

- (a) CL RD 911
- (b) CL EOD PRI
- (c) CL EOD/BASE
- (d) CL RC PRI
- (e) CL EOD SWEEP
- (f) CL RNGMNT PRI
- (g) CL PMO MUTUAL 1
- (h) CL PMO-INCIDENT;
- (i) MCBCL EOC CMD 1
- (j) MCBCL EOC CMD 2
- (k) CL RNG INSPEC
- (l) CL CLEO MUTUAL
- (m) NR CLEO ENF
- (n) EOD CONV M398.20
- (o) JAX EVENT 1-8
- (p) OC EVENT 1-8

g. Supply. EOD equipment will be maintained in a mission capable state of readiness and repair. Boxes, tool sets, and

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kits will be packaged for ready handling and properly marked to permit rapid assembly of the 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 (h). EOD ordnance publications are automatically distributed according to pre-established allowances from the Naval EOD Technology Division, Indian Head, Maryland with special weapons publications distributed by the Indian Head Detachment, Naval Surface Warfare Center, McAlester.

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

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

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

(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 required per reference (i).

## 5. Administration and Logistics

a. Organization. The EOD Team is administratively assigned to Company "B", Headquarters and Support Battalion, MCIEAST-MCB CAMLEJ. The EOD Team is under operational control of the AC/S, G-3/5 (Operations Division) and is tactically controlled by the RCB.

b. The EOD Officer is a special staff officer to the CG MCIEAST-MCB CAMLEJ for EOD matters.



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c. The Range Control Officer is the Reporting Senior for the EOD Officer. The RCB Head is the Reviewing Officer for the EOD Officer and the EOD Team members.

d. The EOD Team is assigned Billet Identification Control numbers from M3100100338 to M3100104943. The EOD Team consists of one officer and eight enlisted Marines.

e. Directives issues by the headquarters are done electronically and located at:  
<http://www.mcieast.marines.mil/Staff-Offices/Adjutant/Orders/>.

6. Command and Signal

a. Command

(1) Concurrence. This Order has been reviewed by and concurred with and a copy of this Order has been provided to the OICs of the EOD Company, 8th Engineer Support Battalion, the MEUs, and the MWSS-272 EOD Team.

(2) Applicability. This Order is applicable to all units requiring EOD support aboard MCB CAMLEJ and MCAS New River.

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



M. L. SCALISE  
Deputy Commander

DISTRIBUTION: A/C (plus H&S Bn, WTBn, and MCAS New River)

Copy to: CO, 8th ESB  
CO, MWSS-272  
CO, 22d MEU  
CO, 24th MEU  
CO, 26th MEU