Personnel Selection and Classification

Procedures for Selection, Training, and Suitability of Explosive Ordnance Disposal Personnel

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UNCLASSIFIED
SUMMARY

DA PAM 611–105
Procedures for Selection, Training, and Suitability of Explosive Ordnance Disposal Personnel

This new pamphlet, dated 24 January 2018—

- Codifies the current application process and requirements for potential explosive ordnance candidates and interviewers (chap 3).
- Outlines the process for personnel who achieve or fail course standards (chap 4).
- Incorporates explosive ordnance disposal certification program and badge promotion (chap 5).
- Establishes post-qualification certification and re-certification processes (chap 5).
- Establishes formal disqualification and appellate processes (chap 6).
- Describes the usage of DA Forms 5436, 5437, and 5438 (throughout).
- Codifies new and existing procedures used by the Army Explosive Ordnance Disposal program and compiles them into this single document to better understand the selection, training, and suitability assessment processes for explosive ordnance disposal (throughout).
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Applicability. This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–3/5/7. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–3/5/7 (DAMO–ODA), 400 Army Pentagon, Washington, DC 20310–0400.

Distribution. This pamphlet is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1
Introduction

1–1. Purpose
This new Department of the Army pamphlet (DA Pam) prescribes procedures for the selection, training, and management of explosive ordnance disposal (EOD) personnel.

1–2. References
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

1–4. General
These procedures are derived from AR 611–105 and AR 75–15.

Chapter 2
Background

2–1. General
   a. EOD is a highly specialized and technical field. Many of the activities conducted by EOD technicians are high visibility, no fail missions. Examples include—
      (1) Support to the United States Secret Service (USSS) for the protection of the President of the United States, the Vice-President, and foreign dignitaries.
      (2) Response to suspected and actual improvised explosive devices (IEDs).
      (3) Recovery of hazardous munitions and materials from civilian inhabited areas.
   b. Due to the sensitive nature and inherent hazards of these missions, EOD personnel must be screened, trained, and certified in their skill sets to ensure they understand the legal, environmental, and safety ramifications of their actions.
   c. Applicants for EOD must also understand that the screening process and training, initiated when Soldiers volunteer for EOD, is continuous throughout the EOD Soldier’s career.
   d. The certification of EOD Soldiers begins upon arrival at the Soldier’s unit and recertification will occur approximately every three years thereafter (see chap 5 for details).

2–2. Scope and locations of training
   a. Army EOD training is structured in two phases. Phase I: Selection, is designed to ensure Soldiers have the aptitude for course material and evaluates the basic skills required for EOD.
   b. Phase I is conducted at the U.S. Army Ordnance Center and School, Fort Lee, VA. This course provides Soldiers with a basic knowledge of EOD prior to their attending Phase II. Phase I consists of—
      (1) Completion of administrative requirements. New recruit interviews, and prerequisite testing of all personnel for ability to wear bomb and chemical ensembles, and so forth.
      (2) Core. Introduction to EOD—terms and definitions.
      (3) Explosives familiarization. Soldiers learn terms and definitions, color codes, composition of munitions and explosives, and principles of explosive effects.
      (4) Identification of munitions. Soldiers learn to identify and classify military munitions (also referred to as ordnance) and describe their fuzing and functioning.
      (5) Reconnaissance. Soldiers learn the conduct of approach, description, and research of military munitions.
      (6) Explosive ordnance disposal specific tools and equipment. Use of specialty tools/equipment to access and exploit weapon systems.
      (7) Robots. Inspection, employment, and use of robotic platforms.
      (8) Culminating exercise. This exercise consists of five days in a field training environment in which Soldiers execute various training scenarios.
   c. Phase II: Qualification, is conducted at Naval School EOD (NAVSCOLEOD), Eglin Air Force Base, FL. This course is broken down into training divisions consisting of—
(1) Demolition. Soldiers learn explosive safety and application of EOD techniques involving the use of explosives to destroy ammunition, explosives, and explosive devices. Soldiers must demonstrate hands-on proficiency on a live-demolition range.

(2) Tools and methods. Soldiers learn various EOD tools and techniques used to locate and render safe military munitions with emphasis on personnel protection and safety.

(3) Core. Soldiers learn the fundamentals of EOD, reconnaissance, use of the Automated EOD Publication System, explosives and explosive effects, and applied physical principals.

(4) Ground ordnance. Soldiers learn identification, render safe and disposal of U.S. and foreign projectiles, rockets, landmines, and grenades.

(5) Air ordnance. Soldiers learn identification, render safe and disposal of U.S. and foreign aircraft explosive hazards, bombs and bomb fuzes, dispensers and payloads, and guided missiles. Soldiers also learn inherent aircraft hazards and procedures for downloading military munitions from aircraft.

(6) Improvised explosive devices. Soldiers learn various tactics, techniques, and procedures used in dealing with IEDs and clandestine explosive devices. This includes identification and disablement of various device components.

(7) Biological/chemical. Soldiers learn proper identification and handling techniques of chemical and biological weapons/agents. Topics include personal protection, emergency personnel decontamination station operations, and EOD emergency response procedures.

(8) Radiological/nuclear. The curriculum includes various aspects of nuclear physics, nuclear weapons design, nuclear weapon effects and EOD response procedures. Also included are contamination detection, personal protection, contamination control and procedures for submitting a triage report for radioactive isotopes. The radiological/nuclear phase focuses on the ability to search, locate, identify, and triage all radiological sources.

(9) Underwater ordnance. Army Soldiers do not attend underwater ordnance training.

(10) Post-qualification certification. Upon completion of Phase II and assignment to an EOD unit, Soldiers are required to certify in their skill set per chapter 5.

d. For more information on EOD training, see the Army Training Requirements and Resources System (ATRRS) or go to: http://www.goarmy.com.

Chapter 3
Application

3–1. The application process
Officers must meet the requirements of subparagraphs a through e, while subparagraphs f through h apply to enlisted accessions—

a. Officers will be assessed into EOD during the branching process. Only officers selected for Ordnance Branch will be considered for EOD volunteer training and subsequent duty. Officers will complete their interview prior to the branching process. Upon selection for EOD training, the Soldier’s volunteer statement will be forwarded to U.S. Army Human Resources Command (HRC) for inclusion into their official military personnel file (OMPF).

b. Army National Guard (ARNG) lieutenants are selected for EOD training by their State. There are no EOD lieutenants authorized in the Army Reserves.

c. EOD units will assist volunteers with the application process when necessary.

d. The interview will include—

(1) Description of the EOD mission and the operational tempo involved in this career field.

(2) Explanation of how the EOD program is organized.

(3) Outline of EOD response missions both in the United States and in contingency operations.

(4) An explanation of the high operational tempo, no notice, or short notice temporary duty schedule, and the number of deployments in the EOD career field.

(5) Full description of the actual and potential hazards of working in the EOD program.

(6) Notification to the Soldier that failure to meet the training and security clearance eligibility requirements for Top Secret/Sensitive Compartmentalized Information (TS/SCI) will result in permanent disqualification from EOD training. Following removal from EOD training, Soldiers will not be given EOD duties and will be sent back to their previous military occupational specialty (MOS), area of concentration (AOC), or to the needs of the Army.

(7) Explain that volunteers for MOS 89D/AOC 89E must meet the requisite screening outlined in AR 190–11 for personnel working in arms, ammunition and explosives (AA&E) positions.

e. Upon completion of a successful interview, the applicant will be provided a statement of acceptability for inclusion to their volunteer packet (see para 3–3 and app B).

f. The period of time from volunteering to report date for EOD training shall not exceed 15 months.
g. Whenever possible, Soldiers approved for EOD training will be attached to an Army EOD unit, effective 90 days before their Phase I training report date for on-the-job-training (OJT). Attachment must be approved by the losing command.

(1) Soldiers may be attached earlier, provided their losing command approves.
(2) When the approval is received less than 90 days before the reporting date, Soldiers will be attached as soon as possible with the losing command’s approval.
(3) Permanent change of station (PCS) is not authorized for attachment of personnel, and the attachment must not involve expenditure of government travel funds.

h. Enlisted Soldiers entering the EOD program, who have previously completed an MOS-specific, noncommissioned officer (NCO) education system technical track, must also complete the MOS 89D Advanced Leaders Course (ALC) technical track upon completion of the basic EOD course.

i. EOD candidates will be immediately notified if disqualified and removed from EOD training and OJT, prior to being returned to their prior MOS and unit, or reclassified to meet the needs of the Army.

j. Upon completion of the prescribed EOD training, EOD Phases I and II, Soldiers will be—

(1) Awarded MOS 89D for enlisted/AOC 89E for officers.
(2) Assigned to EOD duties under the current policies and directives.
(3) Awarded the basic EOD Badge.

3–2. Volunteer statement

a. Enlisted volunteers for EOD must submit DA Form 5436 (Explosive Ordnance Disposal (EOD) Volunteer Statement) as part of the application packet to HRC to be processed by the Enlisted Manager as required. Officer volunteers will complete DA Form 5436 during the interview process, which will be submitted to HRC upon their selection during the branching process.

b. The EOD Volunteer Statement will be filed in the individual’s OMPF as a document pending action (see AR 600–8–104). The EOD School will remove the statement from the OMPF before the individual leaves the school in the event the Soldier does not complete training.

3–3. Processing applications

a. Personnel offices will review applications at the home station or commissioning source to ensure that applicants—

(1) Have included the required documentation for an EOD volunteer—

(a) DA Form 5436.
(b) Copy of the Soldier’s enlisted records brief or officer records brief.
(c) Letter of acceptability.
(d) EOD letter of intent.
(e) Completed and processed DA Form 7281 (Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record).
(f) Copy of the Soldier’s EOD interview checklist.
(2) Meet the eligibility criteria outlined in AR 611–105.

b. Personnel offices will forward applications to HRC to be processed by the appropriate directorate.

c. All-volunteer packets will be expedited through the approval/denial process to reduce the time lost by volunteers awaiting assignment to the EOD program.

3–4. Personnel requirements

In order to enter EOD Phase I training, all applicants must be able to demonstrate to the EOD Phase I staff the required traits of strength, physical endurance, mental aptitude, eye-to-hand coordination, and situational awareness by performing the following tasks while wearing the EOD bomb suit and chemical protective ensemble:

a. Respond to five verbal commands at no less than 25 meters.
b. Walk a distance of no less than 300 meters.
c. Lay in and recover from the prone position.
d. Lay on their back and recover to the standing position.
e. Go from standing to kneeling on both knees back to standing.
f. Ascend and descend a flight of stairs.
g. Carry 100 pounds of equipment (this includes the bomb suit) for up to 1 mile. This equipment is intended to be evenly distributed over the entire body.
h. Lift and carry a 155mm projectile that weighs no less than 95 pounds while in the bomb suit a distance of no less than 150 meters. Applicants will not drop, throw, roll, or drag the projectile.
i. Negotiate under an obstacle that is 60 inches high and over an obstacle that is 24 inches high.

j. Solve basic math formulas while in the required ensembles and under strenuous conditions.

k. Conduct a finger dexterity test.

l. Memorize and sort items.

m. Negotiate through narrow spaces.

n. Dig, lift, and shovel 25 pound scoops of dirt to a depth of 3 feet while bending, stooping, or kneeling.

o. Wear current EOD personal protective equipment, to include a bomb suit and chemical protective ensemble, for a minimum of 30 minutes each while performing activities that simulate EOD procedures.

p. Events in the assessment may be supplemented or substituted, due to institutional constraints, with the approval of the EOD proponent.

Chapter 4
Post-Training Disposition

4–1. Disposition of enlisted personnel completing explosive ordnance disposal training

a. Active duty enlisted personnel who complete EOD Phase I and II training will be assigned to EOD duties by HRC Ordnance Branch.

b. Such enlisted personnel records will be annotated with the EOD MOS 89D (see DA Pam 611–21 and ATRRS).

c. MOS-Qualified enlisted Soldiers who have completed EOD training will receive a DA Form 1059 (Service School Academic Evaluation Report), reflecting successful completion of Phase I and II. These documents will be permanently stored in their personnel file.

d. Enlisted Soldiers who are reclassifying will have 89D listed as their primary MOS.

e. ARNG and Reserve Component enlisted personnel who complete EOD training will be assigned EOD duties by the National Guard Bureau (NGB) or the U.S. Army Reserve Command (USARC).

4–2. Disposition of officers completing explosive ordnance disposal training

a. Officers who complete EOD Phase I and II training will be assigned to EOD duties by HRC Ordnance Branch. These officers’ personnel records will be annotated with the primary AOC being 89E, EOD Officer, and the secondary AOC being 91A, Maintenance and Munitions Management. These Officers will be controlled as an 89E, but can fill assignments as a 91A Ordnance Officer, or 90A Logistics Officer following the Captain Career Course (CCC) (see DA Pam 600–3, DA Pam 611–21, and ATRRS).

b. All officers who complete EOD training will receive two DA Forms 1059, reflecting successful completion of Phase I and II. These documents will be permanently stored in their personnel file.

4–3. Disposition of enlisted personnel failing to complete explosive ordnance disposal training

a. An active duty initial entry training (IET) Soldier who fails to complete EOD training, due to medical limitations, academic failure, or administrative requirements, will be properly counseled and processed in accordance with the needs of the Army.

b. An ARNG or Reserve Component (RC) Soldier who fails to complete EOD training, due to medical limitations, academic failure, or administrative requirements will be referred to the NGB or USARC for disposition.

c. Soldiers attempting to reclassify into EOD from another MOS will retain their previous MOS if they fail to complete EOD training. HRC is the disposition authority for active duty MOS-qualified Soldiers who fail to complete EOD training. The NGB or USARC is the authority for ARNG/RC MOS-qualified Soldiers.

d. All MOS-qualified Soldiers who have failed to complete EOD training, due to disciplinary reasons will receive a DA Form 1059 stating the reason. This document will be permanently stored in their personnel file. IET Soldiers will not receive a DA Form 1059 for failing to complete EOD training.

4–4. Disposition of officers failing to complete explosive ordnance disposal training

a. Officers who do not complete EOD training will remain at NAVSCOLEOD pending orders for reassignment as a Maintenance and Munitions Management Officer, AOC 91A.

b. Officers who failed to complete EOD training for disciplinary reasons will receive a DA Form 1059 stating the reason. This document will be permanently stored in their personnel file.

c. Academic failures will not receive a DA Form 1059.
4–5. Extended absence from the explosive ordnance disposal field
   a. Due to the perishable nature of the skill set, EOD qualified Soldiers who have separated from the MOS or from the
      Service for 5 years or longer must meet the common eligibility criteria to re-enter the MOS. Soldiers who have been
      absent from the MOS for 5 years or longer must repeat the EOD basic course.
   b. The retraining requirements are waived for post company command EOD officers who are absent from the MOS for
      career broadening assignments.
   c. The Army Reserves do not currently maintain the structure to train, certify, or recertify EOD personnel in that force.
      Personnel in MOS 89D or AOC 89E, assigned to the U.S. Army Reserve, must align with ARNG or active duty units to
      gain certification and recertify. Army Reservists in MOS 89D or AOC 89E are not authorized to conduct operational EOD
      response or EOD duties unless first trained, equipped, and certified, as determined by USARC.
   d. The Senior USARC EOD NCO shall communicate the risk to mission, provide an annual training plan or a mobilization
      training plan to meet certification requirements, and properly identify shortfalls during the USARC version of readiness
      reporting.

Chapter 5
Explosive Ordnance Disposal Certification Program and Badge Promotion
Army personnel in AOC 89E or MOS 89D will be certified in their skill level by the first 89E, O–5 or above in their chain of
command. This process meets the certification standard for transportation of ammunition and explosives as set forth in
DA Pam 385–64.

5–1. Certification intent
   a. The EOD technical certification process is designed to provide commanders with a unit-based, consistent, and standard-
      ized process for developing EOD Soldiers technically. The process includes rigorous and realistic training, designed to
      demonstrate the appropriate manner for executing EOD operations in high stress situations; the critical decision making
      process in lethal environments; and essential skills required to interact with senior officers and representatives of external
      organizations in support of the EOD mission.
   b. EOD Soldiers routinely execute sensitive and high profile missions. These Soldiers must learn and retain an inordinate
      amount of technical and regulatory information in order to successfully conduct EOD missions in support of domestic
      and contingency operations. This process provides a means to confirm and validate knowledge, skills, and abilities to
      execute critical missions with the potential for international ramifications.
   c. Technical certification at all EOD Badge levels mitigates risk to the Army, commands, and the individual EOD
      Soldier by ensuring required safety, environmental, and regulatory knowledge are met and understood.
   d. EOD technical certification directly correlates to EOD Badge promotion and award. This process establishes a base-
      line of knowledge comparable between Army, Marine, Navy, and Air Force EOD programs, creating an EOD Badge/knowledge
      parity between them. The certification process affords the battlespace owner a method to recognize the depth of EOD knowledge based on EOD Badge recognition. Regardless of Service, the knowledge level per badge will have parity. See Marine Corps 2336 Career Roadmap; NAVEDTRA 43171–2G; NAVEDTRA 43171–3F; NAVEDTRA
      43171–1B; and AFSC 3E8X1.
   e. EOD technical certification will be conducted in three levels: (1) basic, (2) team leader, and (3) master.
   f. The execution of the overarching certification process includes the following requirements:
      (1) Certification failures will be retrained and retested as defined in appendix C of this document.
      (2) Two consecutive certification failures may result in reclassification to the needs of the Army.
      (3) Written tests will be administered by the installation education center or via distance learning centers.
      (4) Hands-on tests are administered at the company level and are the responsibility of the EOD unit. Reading assign-
          ments will be verified by the EOD company and documented.
   (5) The EOD battalion command team will manage the process with the endorsement of the commander or equivalent
       O–5 EOD officer AOC 89E.
   (6) The EOD Group Commander or equivalent O–6 EOD officer AOC 89E will conduct quality control and quality
       assurance checks of the process, as well as inspections of company and battalion programs.
   (7) ARNG units without an O–6 AOC 89E officer will be inspected by the first O–6 in the chain of command.
   (8) Test development and control are the responsibility of the U.S. Army Training and Doctrine Command (TRADOC)
       EOD Proponent and the TRADOC Capability Manager for EOD (TCM–EOD).
   g. Commands will not use the certification/recertification process as a punitive or disciplinary tool, however the results
      may be reflected in evaluation reports.
   h. EOD technical certifications are universal throughout all commands to ensure standardization for operations.
i. Soldiers conducting EOD missions will recertify on a 3-year interval.

j. EOD Officers scheduled to assume command of an EOD company must complete EOD team leader certification (TLC) prior to assumption of command.

k. ARNG certification timelines are identical to Title 10 forces.

l. In EOD units, active guard or reserve, without 89E, O–5, or O–6 officers in the chain of command, the certification decision and badge revocation authority resides with the Director, TCM–EOD.

m. Recertification is no longer required after completion of Master certification unless the individual conducts EOD response missions.

5–2. Certification waivers

a. EOD Soldiers requiring waivers for any portion of the technical certification process will obtain a copy of the signed/approved waiver and maintain the document and certificates in the EOD Information Management System (EODIMS) for auditing purposes.

b. The waiver authority for the EOD technical certification process is the Chief, Headquarters, Department of the Army (HQDA) EOD Branch.

c. Waiver packets will include a DA Form 4187 (Personnel Actions) with supporting documents processed through chain of command before submission to the Chief, HQDA EOD Branch.

5–3. Explosive ordnance disposal basic certification

a. EOD Basic Certification emphasizes basic response skills as identified in ARs 75–14, AR 75–15, Pam 385–64, AR 525–27, ATP 4–32, ATP 4–32.1 and ATP 4–32.3. It consists of the listed Defense Support to Civil Authorities (DSCA) course materials derived from the previously stated ARs and ATPs (see app C).

b. Soldiers must complete EOD Basic Certification within 12 months from arrival at their first duty station or be subject to loss of the MOS 89D or AOC 89E.

c. Recertification will be completed on a three-year basis from the date of initial certification. Recertification will be completed not later than 6 months past previous certification expiration.

d. Pending recertification, and if authorized by the EOD company command team, EOD Soldiers with expired basic certifications may continue to serve on very important person (VIP) missions in support of the USSS.

5–4. Explosive ordnance disposal team leader certification

a. Prior to starting the TLC process, all EOD Soldiers must be proficient in all skill level 1 & 2 Battle Drills and Warrior Tasks outlined in STP 21–1–SMCT and STP 21–24–SMCT.

b. EOD TLC checks an EOD Soldier’s ability to lead an EOD team on operations in the field. This certification emphasizes the ability to conduct operations on a tactical level and includes deployed and home-station operations, USSS support, interagency, and intelligence aspects of EOD operations.

c. Enlisted EOD TLC must be completed within 12 months from date of graduation from ALC.

d. Officers must complete EOD TLC prior to attending the CCC or assuming company command (see para 5–1j).

e. Addition of certification tasks may only be authorized by the Director, TCM–EOD.

f. In the event the Army experiences a diminished EOD capacity, caused by a lack of certified EOD team leaders (national emergency, conflict, or contingency operations), the first 89E, O–6 officer in the chain of command may waive the professional military education (PME) requirement to regain required capacity. In the event there is no EOD O–6 officer in the chain of command, this responsibility falls to the Director, TCM–EOD for approval.

g. The EOD certifications are universal throughout all commands to ensure standardization for operations.

h. EOD Soldiers with expired TLCs may continue to serve for 30 days as an EOD team leader on immediate response missions if authorized by the EOD battalion commander. In units without EOD battalions, the approval authority is the Director, TCM–EOD. No further extensions are authorized.

i. Completion of the initial EOD TLC is a requirement for earning the EOD Senior Badge.

j. Continuous reassessment of EOD TLC is achieved through the observance of real-world EOD response operations and multiple training events, to include—

(1) Field training exercises, where team leaders perform rigorous EOD core tasks training.

(2) Combat training center rotations.

(3) Army Training and Evaluation Program—supported by the Combined Arms Training Strategy program.

(4) Interagency training events, such as Raven’s Challenge.

(5) EOD technical skills competitions (for example, Team of the Year).

k. Must complete team leader certification exam, administered through a distance learning center.
5–5. **Explosive ordnance disposal master certification**

EOD Master Certification test spans the scope of tactical to strategic levels of operation, and from company through Joint/Service EOD operations, to include unified land operations (ULO); DSCA support; USSS support; Joint Inter-organizational and Multinational (JIM) operations; and intelligence aspects of EOD operations. The requirements for obtaining EOD Master Certification include the following:

a. Must have previously obtained the EOD Senior Badge and EOD TLC.

b. Completion of the Master Level Certification Exam, administered through a distance learning center (Includes skill level tasks pertinent to rank and grade, current policy, regulations, and doctrine).

5–6. **Badge promotion**

The EOD Badge is a visible depiction of a knowledge-base and skill level obtained by the Soldier. The initial badge is awarded upon completion of Phase II NAVSCOLEOD School. It is made permanent by EOD basic certification and 18 months of satisfactory service in an EOD position that meets appropriate table of organization and equipment (TOE) and table of distribution and allowances (TDA) authorizations. Promotion of subsequent badges (Senior and Master EOD) are tied to a combination of PME, advanced training, and completion of the tiered EOD technical certification process (see app C).

a. The EOD Senior Badge may be awarded upon completion of the following:

   1. Completion of basic badge requirements.
   2. ALC for enlisted.
   3. CCC for officers.
   4. Minimum of 36 months of satisfactory EOD service in an 89D/89E position after award of the Basic Badge.
   5. EOD basic and team leader certification requirements.

b. The EOD Master Badge may be awarded upon completion of the following:

   1. Senior Leaders Course (SLC) for enlisted.
   2. EOD technical certification requirements for basic, team leader, and master levels.
   3. Minimum of 96 months of satisfactory EOD service in an 89D/89E position after award of the Basic Badge.
   4. The steps necessary to request badge orders include the following:

      1. Complete all EOD certification and training prerequisites.
      2. Submit a DA Form 4187 with all required certificates and completion checklists. The form requires endorsement from the company commander through the battalion commander, with final approval by an O–6, 89E in the chain of command, or an equivalent EOD officer AOC 89E. If a field grade 89E does not exist in the chain of command then the decision/approval falls to the Director, TCM–EOD.

5–7. **Special provisions**

a. All badges and certifications obtained prior to or within six months of the date of publication of this DA Pam will remain in effect.

b. All certifications obtained prior to or within the six months of publication of this DA Pam will expire 36 months after its publication date and will require recertification prior to expiration.

c. For Soldiers with the MOS 89D or 89E AOC, who serve outside of 89D/89E billets and duty positions, no badge time will be accrued during time served in these billets.

d. All Soldiers who reenter an EOD team leader billet after serving outside of a modified TOE (MTOE) or TDA 89D team leader billet for 36 months or more will be required to complete basic EOD certification requirements listed in paragraph C–3 of this DA Pam, as directed by their command. Additionally, Soldiers must retake the EOD team leader certification exam. Soldiers will have 12 months from date of arrival into MTOE or TDA 89D team leader billet to complete these tasks.

*Note.* This is to ensure Soldiers are current on the processes, standard operating instructions, and procedures to safely operate as an EOD team leader in their operating environment.

e. All Soldiers serving outside of 89D/E billets, except for certified EOD team leaders, for 36 months or more, will be required to recertify at their previously achieved level of EOD technical certification. This recertification consists of re-taking their previously achieved certification level exam. Soldiers will have 12 months from date of arrival into 89D/E billets to complete this exam.

f. Any and all TLC waivers for rank/grade will be reviewed for action by the Deputy Chief of Staff, G–3/5/7, EOD Branch for action.
Chapter 6
Explosive Ordnance Disposal Disqualification and Appeal Process

6–1. Suspension from explosive ordnance disposal duties
EOD Soldiers suspected of misconduct, gross negligence or safety violation may be suspended from EOD duties pending a review of the infractions. Soldiers must be counseled in writing, and the battalion with oversight of the EOD Soldier notified. Suspension actions will be conducted in accordance with AR 600–8–2.

6–2. Loss of explosive ordnance disposal qualification
Loss of qualification may occur for several reasons, the following of which are inclusive, but not limited: medical, administrative, failures to certify in skill set, unfavorable security clearance eligibility determination, or non-judicial reasons. Removal of the EOD badge and disqualification from EOD are not the same action, nor is badge removal always required after disqualification. There are two methods of disqualification—

a. Voluntary withdrawal from EOD duties.
   b. Involuntary termination of EOD duties. Soldiers who are involuntarily reclassified due to overstrength in the EOD Career Program may request reentry into the EOD program should a shortage develop.

6–3. Voluntary withdrawal of explosive ordnance disposal qualification
EOD is an all-volunteer program, and Soldiers may withdraw their volunteer status at their discretion. Withdrawal of volunteer status is permanent and will result in immediate reclassification from MOS 89D (enlisted) or AOC 89E (officer) and reassignment from their assigned EOD units. MOS 89D or AOC 89E will not be designated as a secondary or alternate MOS in conjunction with this type of reclassification action. Soldiers who voluntarily terminate EOD status may not reapply for the EOD program.

   a. Actions upon withdrawal are as follows:
      (1) Upon termination of EOD volunteer status, the unit of assignment will immediately restrict all access of the individual to classified and explosive materials and terminate the Soldier’s EOD-related pays (for example, demolition pay, assignment incentive pay, special duty assignment pay).
      (2) Unearned incentives (for example, enlistment bonus, reenlistment bonus, critical skills retention bonus) will be recouped by the Government.
      (3) Service obligations (for example, enlistment, reenlistment, extension, training, or promotion) will be transferred to the new MOS (enlisted) or AOC (officer).
      (4) The Soldier’s command will contact HRC and identify the Soldier for immediate reclassification and transfer.
   b. When a Soldier voluntarily withdrawals from EOD duties, the unit will ensure the DA Form 5437 (Voluntary Withdrawal from Explosive Ordnance Disposal (EOD) Statement) is completed and forwarded to HRC to be processed by either the Enlisted or Officer Directorate. Reassignment action will be expedited on personnel whose EOD qualification is withdrawn. Whenever possible, the affected Soldier will be reassigned to another duty position on the same installation. Requests for a second PCS in the same fiscal year will be handled by HRC.

6–4. Involuntary termination from explosive ordnance disposal duties
   a. Involuntary termination from EOD is a command directed action resulting from adverse action and/or failure to meet prescribed standards.
   b. Commands nominating a Soldier for termination of duties will prepare a packet to include performance counseling statements, Uniform Code of Military Justice findings, AR 15–6 finding, related investigations, and so forth, and provide the packet through the chain of command to the first O–6 officer, AOC 89E for adjudication and approval.
   c. Commanders who initiate termination from EOD duties will ensure that the basis for that action is summarized in DA Form 5438 (Involuntary Termination from Explosive Ordnance Disposal (EOD) Duties) and forwarded to HRC to be processed by either the enlisted or officer directorate within 15 days of the approval.
   d. Units with no EOD battalion in their chain of command will provide the Soldier’s packet (TLC suspension, TLC removal, EOD Badge removal and reclassification) to the TCM–EOD.
   e. The appellate authority for involuntary termination from EOD duties and removal of MOS 89D/AOC 89E is the first general officer in the chain of command with training and readiness oversight of the Soldier in question.
   f. The appellate authority for packets approved by the TCM–EOD is the Chief of Ordnance.
6–5. Explosive ordnance disposal Badge revocation
   a. The EOD Badge may be revoked on involuntary termination from EOD, dishonorable discharge, or conviction by courts-martial for desertion in wartime (the term wartime is defined in AR 600–8–2). The EOD Badge may also be revoked when the Soldier—
      (1) Initiates action that results in termination or withdrawal from EOD status prior to completing 18 months of EOD duty, excluding medical retirement.
      (2) Has been convicted at a trial by courts-martial or has committed offenses that demonstrates severe, professional misconduct, incompetence, or willful dereliction in the performance of EOD duties.
      (3) Has committed misconduct that is the subject of an administrative elimination action under the provisions of AR 635–200 or AR 600–8–24.
      (4) Has become permanently, medically disqualified from performing EOD duty through negligence or unsafe acts and was adjudicated and found to have become disqualified by actions not-in-the-line-of-duty.
      (5) Refuses to engage in EOD operations.
      (6) No longer meets the standards described in AR 50–6 or the standards described in chapter 2 of this DA Pam.
   b. In addition, the EOD Badge may be withdrawn for the following reasons:
      (1) Conviction by a military or civil court for other than a minor and non-recurrent misdemeanor that did not involve dereliction of military duty or moral turpitude.
      (2) Revocation of required security clearance eligibility or suspension of security clearance eligibility or access to classified information.
   c. EOD Badge may be revoked by a commander having authority to award the badge upon determination that an awardee of an EOD Badge was guilty of gross negligence in the performance of assigned EOD duties or a flagrant violation of EOD safety procedures or regulation.
   d. The affected Soldier will be furnished a copy of the recommendation within 5 days, unless unavailable to receive such notice. The Soldier will also be informed by the commander recommending termination that the Soldier may submit any desired comment or rebuttal to the approval authority, within 15 days of the recommendation.
   e. Once the appeal is complete, reassignment action will be expedited on personnel whose EOD qualification is withdrawn for any reason. Whenever possible, the affected Soldier will be reassigned to another duty position on the same installation. Requests for a second PCS in the same fiscal year will be handled by HRC.
   f. Senior Commanders, who exercise operational control of EOD personnel requesting appeal, are the appellate authorities for EOD Badge revocation.
   g. Requests for advanced schooling, which may lead to a new specialty or branch code being awarded other than EOD, will not be used as a basis for revocation of an EOD Badge.
   h. Commanders are not required to recommend badge withdrawal in conjunction with a recommendation for involuntary termination of EOD duties. However, when commanders elect to recommend badge withdrawal, they will include that recommendation with the involuntary termination packet.

6–6. Appeal of an action
   a. The Soldier will provide a copy of the action (decertification, termination of EOD duties, or revocation of the EOD Badge) a cover sheet requesting a review of the decision, witness statements and/or associated evidence through the administrative channels to the appellate authority.
   b. Soldiers are strongly encouraged to engage with the Office of the Judge Advocate General prior to the submission or their appeal.
Appendix A

References

Section I

Required Publications

AFSC 3E8X1
EOD Career Field Training Plan (Cited in para 5–1d.)

AR 75–14
Interservice Responsibilities for Explosive Ordnance Disposal (Cited in para C–3a.)

AR 75–15
Policy for Explosive Ordnance Disposal (Cited in para 1–4.)

AR 190–11
Physical Security of Arms, Ammunition, and Explosives (Cited in para 3–1d(7).)

AR 611–105
Selection, Training, and Suitability for Explosive Ordnance Disposal (Cited intitle page.)

ATP 4–32
Explosive Ordnance Disposal (EOD) Operations (Cited in para 5–3a.)

ATP 4–32.1
Explosive Ordnance Disposal (EOD) Group and Battalion Headquarters Operations (Cited in para 5–3a.)

ATP 4–32.3
Explosive Ordnance Disposal (EOD) Company, Platoon, and Team Operations (Cited in para 5–3a.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 15–6
Procedures for Administrative Investigations and Boards of Officers

AR 25–30
Army Publishing Program

AR 50–6
Nuclear and Chemical Weapons and Materiel Chemical Surety

AR 380–67
Personnel Security Program

AR 385–10
The Army Safety Program

AR 385–63 (MCO 3570.1C)
Range Safety

AR 525–27
Army Emergency Management Program

AR 600–3
The Army Personnel Development System

AR 600–8–2
Suspension of Favorable Personnel Actions (FLAG)

AR 600–8–19
Enlisted Promotions and Reductions
AR 600–8–24
Officer Transfers and Discharges

AR 600–8–104
Army Military Human Resource Records Management

AR 614–200
Enlisted assignments and utilization Management

AR 635–200
Active Duty Enlisted Administrative Separations

DA Pam 385–64
Ammunition and Explosives Safety Standards

DA Pam 600–3
Officer Professional Development and Career Management

DA Pam 600–25
U.S. Army Noncommissioned Officer Professional Development Guide

DA Pam 611–21
Military Occupational Classification and Structure

DODM 3025.01
Defense Support of Civil Authorities: Overview

DODM 4715.26
DOD Military Munitions Rule (MR) Implementation Procedures

DTR 4500.9–R
Defense Transportation Regulation Part II, Cargo Movement

JP 4–0
Joint Logistics

Marine Corps 2336 Career Roadmap
Marine Corps Cool: MOS 2336 Explosive Ordnance Disposal (EOD) Technician

NAVEDTRA 43171–1B
Explosive Ordnance Disposal (EOD) Officer

NAVEDTRA 43171–2G
Enlisted Senior EOD Warfare Specialist (EWS)

NAVEDTRA 43171–3F
Master Explosive Ordnance Disposal (EOD) Technicians

Section III
Prescribed Forms

DA Form 5436
Explosive Ordnance Disposal (EOD) Volunteer Statement

DA Form 5437
Voluntary Withdrawal from Explosive Ordnance Disposal (EOD) Statement

DA Form 5438
Involuntary Termination from Explosive Ordnance Disposal (EOD) Duties

Section IV
Referenced Forms
Unless otherwise stated, DA Forms are available on the APD website (https://armypubs.army.mil).

DA Form 1059
Service School Academic Evaluation Report
DA Form 2028  
Recommended Changes to Publications and Blank Forms

DA Form 4187  
Personnel Actions

DA Form 7281  
Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record
Appendix B

Volunteer Acceptability Statement (Example)

Figure B–1. Volunteer acceptability statement

MEMORANDUM FOR RECORD

SUBJECT: Acceptability for Explosive Ordnance Disposal (EOD)

1. The Soldier listed below has been interviewed by a qualified EOD Officer and has been determined to be acceptable for EOD training and subsequent assignment to an EOD unit. The nature and requirements of the MOS have been explained, and the applicant understands that failure to meet these requirements will result in permanent disqualification from EOD service. The applicant has also been informed that upon successful completion of prescribed EOD training, assignment will be made to EOD duties in accordance with current policies and directives.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>CAC#</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name, Initial, Last</td>
<td>SPC</td>
<td>XXXXXXXXX</td>
</tr>
</tbody>
</table>

2. Permanent party personnel are required to initiate the EOD letter of intent. The volunteer statement required by AR 611-105, paragraph 2-1, (2), will be attached along with this letter as an enclosure to the application.

3. A copy of this letter will be added to the Soldier’s official military personnel file (OMPF).

JOHN/JANE DOE
CPT, LG
Commanding

ACKNOWLEDGEMENT BY VOLUNTEER

I have been briefed on EOD and interviewed by the officer listed above. I understand the nature and requirements of MOS 89D/89E. Upon successful completion of prescribed EOD training I understand that I will be assigned to EOD duties in accordance with current policies and directives. I further understand that failure to meet MOS requirements will result in permanent disqualification from EOD.

SOLDIER’S NAME
SPC, USA
Appendix C

Explosive Ordnance Disposal Skill Level Certification Tasks

C-1. Explosive ordnance disposal Soldier certification responsibilities
   a. Army service component commands/Army commands. Provide guidance and ensure implementation of the TLC pro-
      cess.
   b. TCM–EOD. Responsible for the approval of changes and/or modifications to EOD certification standards. Such
      approvals must be produced in writing.
   c. Senior explosive ordnance disposal commander in the chain of command. Ensures EOD personnel are physically,
      technically, and tactically qualified to perform full spectrum EOD operations by applying quality assurance/quality control
      processes.
   d. Explosive ordnance disposal battalion commander. Per Army service support command (ASCC)/Army command
      guidance, develops policy implementation procedures. The EOD battalion commander or requisite EOD officer will pro-
      vide approval/disapproval and direct certificate issuance as the approval authority. The senior EOD commander will be an
      89E O–5.
   e. Organizations without an explosive ordnance disposal battalion commander. The ASCC EOD staff cell (Eighth
      United States Army) is responsible for EOD certification oversight. If there is no senior EOD officer in the grade of O–5
      or above in the position, certification requests will be submitted to TRADOC (TCM–EOD) for approval.
   f. Explosive ordnance disposal company commander. Responsible for the development and implementation of the unit
      certification training plan. Ensures the prospective EOD personnel complete and meet the intent of the EOD technical
      certification process and submit certification requests to the appropriate authority for approval and certificate issuance.
      The EOD commander will perform quality control in the company process.
   g. Noncommissioned officer support chain. The Senior EOD NCO in the battalion is responsible—
      (1) For quality assurance of unit training plans to ensure they meet the standards of this regulation and those of the
      specific unit mission sets. For elements that do not have battalions, the senior EOD NCO within the element assumes this
      role.
      (2) To provide direction and assistance to commanders and first sergeants in assessing Soldier readiness to begin the
      process for the correct level of certification. Ensure unit programs establish standards to track certification and recertifica-
      tion timelines and remain audit compliant.

C-2. Explosive ordnance disposal certification tasks
   a. All EOD 89E and 89D personnel will perform the core tasks for certification. Hands-on, performance oriented, situ-
      ational training exercises are the only authorized methods to train and certify personnel. Additionally, Soldiers will perform
      two missions under the supervision of a qualified team leader before completing certification.
   b. TLC will incorporate applicable skill level 3 tasks outlined in 89D Individual Critical Task List (ICTL) as well as
      supporting Battle Drills and Warrior tasks. Hands-on, performance oriented, situational training exercises are the only
      authorized methods to train and certify personnel.

C-3. Basic explosive ordnance disposal certification requirements
Basic EOD technical certification consists of a series of required on-line and resident courses as well as reading assign-
ments to prepare the technician for DSCA operations. Soldiers must complete their certification requirements, in total,
within 12 months from arrival at their first duty station. Soldiers with expired certifications, as listed below, are authorized
 to serve on a team during VIP missions in support of USSS. The training and minimum reading requirements for EOD
basic technical certification are as follows:
   a. AR 75–14.
   b. AR 75–15.
   c. AR 385–10.
   d. AR 385–63.
   e. AR 611–105.
   f. DA Pam 385–64.
   g. DA Pam 611–105.
   h. DODM 3025.01, Vol 1–3.
   i. DODM 4715.26.
   j. DTR 4500.9–R.
k. Electronic countermeasures checklist. Prerequisites to safe, employment of electronic countermeasures within the United States and all U.S. territories.
l. FEMA ICS–100.
m. FEMA IS–200.B.
n. FEMA IS–700.A.
o. FEMA IS–800.B.
p. AMMO 31.
q. AMMO 45.
r. AMMO 63.
s. AMMO 67.
t. AMMO 68.
u. CFR 29: 1910.120.

Note. AMMO 62 is strongly recommended, but will not be used to hold up certification if not obtained. Technical Transportation of Hazardous Materials, resident course, 80 hours, attend as available (http://www.dactces.org).

C–4. Explosive ordnance disposal team leader certification requirements
   a. Administrative requirements for TLC candidates—
      (1) Soldiers must be an NCO or above to complete certification.
      (2) Must have successfully completed the Basic EOD technical certification.
      (3) Newly assigned EOD officers (AOC 89E) will be team leader certified prior to attending the CCC; EOD officers should strive to obtain certification earlier, with a goal of 18 months from arrival at unit.
      (4) Must maintain certificates for successfully completed tasks and required information in EODIMS. This is an individual and unit level responsibility.
   b. Minimum EOD team leader technical certification checklist—
      (1) Skill Level 10/20/30 Tasks from the current approved ICTL for 89D/E. Soldiers must be graded in accordance with performance steps and measures from associated tasks.
      (2) Two observed missions in support to Very Important Person Protection Support Activity as a team leader (Active Duty only).
      (3) Two observed real-world responses in support of DSCA. Simulated responses are acceptable if real-world incidents aren’t available. Type of observed incident will be noted on the EOD team leader technical certification checklist. Company leadership will coordinate real-world incident participation.
      (4) Must complete team leader certification exam, administered through a distance learning center.
   c. Certified EOD team leaders remain probationary for the first six months from the date of approval.
   d. All EOD responses conducted by team leaders during their probationary period will be observed by Master Certified EOD Technicians.
   e. Simulated response missions will be vetted by the first 89E, O–6 in the chain of command. In the event no 89E, O–6 officer exists in the chain of command, this responsibility falls to the Director, TCM–EOD for approval.
   f. Safety violations may result in a reassessment of individual’s team leader status and suspension.

C–5. Explosive ordnance disposal master certification
EOD Master Certification spans the scope of tactical to strategic levels of operation and from company through Joint/Service EOD operations, to include: ULO; DSCA support; USSS support; JIM operations; and intelligence aspects of EOD operations. The requirements for obtaining EOD Master Certification include the following:
   a. The Soldier must have successfully completed basic and EOD team leader technical certifications.
   b. Completion of master level technical certification exam, administered through a distance learning centers (includes skill level tasks pertinent to rank and grade, current policy, regulations, and doctrine).
   c. The Soldier must have successfully completed the requisite, equivalent PME to advance badges.
      (1) SLC for 89D.
      (2) CCC for 89E.

Note. To remain an 89E, officers attending CCC at Fort Lee, Virginia will attend EOD LOGC3.

C–6. Team leader certification/recertification
   a. Failure of an individual to pass the team leader technical certification/recertification exam will result in a mandatory 60-day waiting period before the next exam. This gives the EOD Soldier an opportunity to revisit certification areas that were challenging and difficult.
b. Following a 60-day period if the EOD Soldier fails to successfully complete the recertification process, the Soldier may face administrative reduction (per AR 600–8–19) for inefficiency or involuntary reclassification (in accordance with AR 614–200); developmental counseling and rehabilitative action; possible bar to reenlist for 89Ds; and removal from AOC 89E/MOS 89D.
Glossary

Section I
Abbreviations

AA&E
arms, ammunition and explosives

AFSC
Air Force specialty code

ALC
Advanced Leaders Course

AOC
area of concentration

AR
Army regulation

ARNG
Army National Guard

ASCC
Army service component command

ATP
Army Techniques Publication

ATRRS
Army Training Requirements and Resources System

CCC
Captain Career Course

CFR
Code of Federal Regulations

DA
Department of the Army

DA Pam
Department of the Army pamphlet

DODM
Department of Defense manual

DSCA
Defense Support to Civil Authorities

DTR
Defense Transportation Regulation

EOD
explosive ordnance disposal

EODIMS
Explosive Ordnance Disposal Information Management System

FEMA
Federal Emergency Management Agency

HQDA
Headquarters, Department of the Army

HRC
U.S. Army Human Resources Command
ICTL
Individual Critical Task List

IED
improvised explosive device

IET
initial entry training

JIM
Joint Inter-organizational and Multinational

JP
Joint publication

mm
millimeter

MOS
military occupational specialty

MTOE
modified table of organization and equipment

NAVEDTRA
Navy Education Training Manual

NAVSCHOOL
Naval School Explosive Ordnance Disposal

NCO
noncommissioned officer

NGB
National Guard Bureau

OJT
on-the-job-training

OMPF
official military personnel file

PCS
permanent change of station

PME
professional military education

RC
Reserve Component

SLC
Senior Leaders Course

SMTC
Soldier’s Manual of Common Tasks

STP
Soldier training publication

TCM–EOD
U.S. Army Training and Doctrine Command Capability Manager for Explosive Ordnance Disposal

TDA
table of distribution and allowances

TLC
team leader certification
TOE
 Table of organization and equipment

TRADOC
 U.S. Army Training and Doctrine Command

ULO
 Unified land operations

USARC
 U.S. Army Reserve Command

USSS
 United States Secret Service

VIP
 Very important person

Section II
Terms
Baseline
 Initial or historical data usually used to compare and/or contrast performance after application of modification, restoration, or new like system.

Certification
 Certification is a formal process that recognizes and validates an individual’s qualifications in a certain subject. Certification is earned by an individual to assure he or she is qualified to perform a job or task through the acknowledgement of educational achievement. Certificates verify that a professional has achieved a baseline level of competence in a complicated subject area and assures commanders that an individual is capable of handling the challenges his or her job responsibilities present. Certifications are earned from a professional standard setter and must be renewed periodically, generally through completed continuing education units or recertification process.

Contingency
 Alternate military operations requiring a high level of effort.

Credential
 A credential is issued by a third party with authoritative power, and is proof of an individual’s qualification or competence in a given subject. Possessing a credential not only helps one to prove competency and capability in a given field, but also demonstrates to one’s community and employers that the individual is competent, properly trained and equipped to carry out his or her duties. To sit for a credential exam, an individual must possess certain requirements—a set level of education, experience, or a combination of both. Credentials serve as verification that a professional has achieved a baseline level of competency in his or her subject matter.

Involuntary termination from explosive ordnance disposal duties
 Involuntary termination from the EOD career field is a command directed action resulting from adverse action(s) and/or failure to meet prescribed standards.

Operational tempo
 Operational intensity of or pertaining to intensity of use.

Personnel assessment
 The systematic approach to gathering information about individuals. This information is used to make career-related decisions about applicants.

Qualification
 1. A special skill or type of experience or knowledge that makes someone suitable to do a particular job or activity.
 2. Something that is necessary in order for you to do, have, or be a part of something.
 3. Something that is added to a statement to limit or change its effect or meaning.
 4. A title or attribute gained in education, through examination or by certification.
Radioactive isotope
Also called radioisotope, radionuclide, or radioactive nuclide, any of several species of the same chemical element with different masses whose nuclei are unstable and dissipate excess energy by spontaneously emitting radiation in the form of alpha, beta, and gamma rays.

Reset
A set of actions to restore equipment to a desired level of combat capability commensurate with a unit’s future mission. (JP 4–0)

Selection
Identification of a potential candidate for qualification.