Appendix D

STANDARDIZED EOD REPORTS

1. Background

Timely and accurate UXO reporting and intelligence information gathering during EOD operations, regardless of service component, is critical to the safe conduct of operations within an AOR. Although reporting procedures are similar between the service components and provide similar information, submission and dissemination procedures differ. Timely, standardized reporting and dissemination provide multiservice EOD forces with the ability to effectively counter the hazards associated with ordnance. During multiservice operations, using the following reports prevents redundancy and ensures accurate EOD incident tasking, reporting, and tracking.

2. UXO Spot Report

   a. Purpose. The UXO Spot Report is a detailed, two-way reporting system that makes clear where the UXO hazard areas are, the priority for clearance, and which units the hazard affects. The report is used to request help in handling a UXO hazard that affects the unit’s mission and is beyond their ability to handle. This report helps the commander set priorities based on the battlefield situation. The UXO Spot Report is the first echelon report sent when an observer detects UXO. The report consists of nine lines and is sent by the fastest means available. See Table D-1, Sample UXO Spot Report.

   b. Routing. Forward the UXO Spot Report through the chain of command. Each commander in the chain who reviews the report may change the priority to reflect the current tactical situation or projected battle plans. Each commander in the chain is responsible for forwarding UXO Spot Reports through command channels and for setting the proper priority for each report. A higher-level commander in the chain that changes a priority must inform subordinate commands, especially the initial reporting unit. In addition to the priority status, all commanders need to be kept informed of the status of each UXO hazard in their area. The reporting unit’s higher headquarters that is supported by EOD or engineer forces determines the final priority. Based on METT-T, with the Army adding a “C” for civilian considerations, EOD teams use the UXO spot reports to prioritize and sequence their response to assigned UXO incidents.
3. EOD Incident Report

The EOD unit responding to the incident submits this report in message, memorandum, or digital format. See Table D-2 for the format of the EOD incident report. The EOD unit should immediately report essential details of the operation that have immediate and vital significance. Include the following relevant information in the EOD incident report.

| Line 1. | Date-Time Group (DTG): DTG item was discovered. |
| Line 2. | Reporting Activity (unit identification code and location (grid of UXO)). |
| Line 3. | Contact Method: Radio frequency, call sign, POC, and telephone number. |
| Line 4. | Type of Ordnance: Dropped, projected, placed, or thrown. If available, give the size of the hazard area and number of items, if more than one. Without touching, disturbing, or approaching (due to a potential tripwire) the item, include details about size, shape, color, and condition (intact or leaking). |
| Line 5. | NBC Contamination: Be as specific as possible. |
| Line 6. | Resources Threatened: Report any equipment, facilities, or other assets that are threatened. |
| Line 8. | Protective Measures: Describe any measures taken to protect personnel and equipment. |
| Line 9. | Recommended Priority: Recommend a priority for response by EOD technicians or engineers. |

<table>
<thead>
<tr>
<th>Priority</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate</td>
<td>Stops the unit’s maneuver and mission capability, or threatens critical assets vital to the mission.</td>
</tr>
<tr>
<td>Indirect</td>
<td>Slows the unit’s maneuver and mission capability, or threatens critical assets important to the mission.</td>
</tr>
<tr>
<td>Minor</td>
<td>Reduces the unit’s maneuver and mission capability, or threatens noncritical assets of value.</td>
</tr>
<tr>
<td>No Threat</td>
<td>Has little or no affect on the unit’s capabilities or assets.</td>
</tr>
</tbody>
</table>
Table D-2. Sample EOD Incident Report

<table>
<thead>
<tr>
<th>Line 1.</th>
<th>Responding EOD unit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 2.</td>
<td>Personnel, vehicles, and any special equipment responding to incident.</td>
</tr>
<tr>
<td>Line 3.</td>
<td>Site POC or on-scene commander.</td>
</tr>
<tr>
<td>Line 4.</td>
<td>Geographical location (latitude/longitude and/or Global Positioning System) and location with respect to buildings or valuable installations.</td>
</tr>
<tr>
<td>Line 5.</td>
<td>Chronological record of operations, including safety precautions taken.</td>
</tr>
<tr>
<td>Line 6.</td>
<td>Detailed description and available photographs/drawings of items; positive identification; external markings/condition of case or body; worn or damaged parts; corrosion; extent and kind of sea growth; condition of explosives; fuzing/firing mechanisms; batteries; important components or fittings; and antistripping devices or booby traps.</td>
</tr>
<tr>
<td>Line 7.</td>
<td>Reason object failed to function as designed.</td>
</tr>
<tr>
<td>Line 8.</td>
<td>Difficulties or unusual circumstances related to the incident.</td>
</tr>
<tr>
<td>Line 9.</td>
<td>RSP used, if applicable.</td>
</tr>
<tr>
<td>Line 10.</td>
<td>Final disposition of items.</td>
</tr>
<tr>
<td>Line 11.</td>
<td>List expenditure of demolition materials.</td>
</tr>
</tbody>
</table>

NOTE: This report does not supersede, unless specified, specific service reporting requirements.

4. Technical Intelligence Reports.
Technical intelligence reporting follows the appropriate service procedures contained in Army technical manual/Air Force Technical Order/Navy EOD Bulletin 60A-1-1-7.

Each service maintains unique, service-specific EOD reports and formats. It is useful when conducting operations as a joint force to have mutual reports and reporting formats. Those EOD assets under TACON/OPCON of lead service or JEODTF prepare the following intelligence reports for first-seen ordnance:

a. Spot Report. The acquiring unit prepares the spot report as an oral or written report. The sender transmits the report by the fastest means available. The minimum information requirements for this report are as follows:

   (1) Identification of reporting unit.

   (2) What is being reported (for instance ordnance or documents).
(3) Time and location of recovery.
(4) Quantity of material.
(5) Condition of material.
(6) POC.

b. Preliminary Technical Report (PRETECHREP) Type B. See Table D-3, Sample PRETECHREP. An EOD unit forwards this report when an item of ordnance has technical intelligence value. The sender of the report forwards the report to the JEODOC/J EODTF J -2. An interim RSP is developed and reported, whether the RSP is issued or not.

Table D-3. Sample PRETECHREP

<table>
<thead>
<tr>
<th>For the protection of sources and methods and unless otherwise directed by on-scene intelligence personnel, the initial report shall be classified SECRET/NOFORN/WNINTEL. WARNING NOTICE – INTELLIGENCE SOURCES OR METHODS INVOLVED. The first paragraph of the report shall read:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (U) This report is initially classified S/NF/WNINTEL for protection of sources and methods. Verification of correct classification by (your service intelligence organization) is required.</td>
</tr>
<tr>
<td>Foreign nuclear weapons or components, including sabotage devices, are evacuated through technical intelligence channels. Security classification of such items, once in evacuation channels, will not be lower than SECRET (RESTRICTED DATA).</td>
</tr>
<tr>
<td>PRIORITY</td>
</tr>
<tr>
<td>FM: XXXX ORD CO (EOD)</td>
</tr>
<tr>
<td>TO: XXXX (JEODOC)</td>
</tr>
<tr>
<td>INFO: CDRUSATECHDET INDIAN HEAD MD</td>
</tr>
<tr>
<td>NAVEODTECHDIV INDIAN HEAD MD//</td>
</tr>
<tr>
<td>FSTC CHARLOTTESVILLE VA//AIFRCB/AIFIM//</td>
</tr>
<tr>
<td>DIA WASHINGTON DC//DT2C/DT-3B//</td>
</tr>
<tr>
<td>BT</td>
</tr>
<tr>
<td>SECRET/NOFORN/WNINTEL</td>
</tr>
<tr>
<td>WARNING NOTICE - SENSITIVE INTELLIGENCE SOURCES OR METHODS INVOLVED</td>
</tr>
</tbody>
</table>
c. Complementary Technical Report (COMTECHREP) Type B.

(1) Purpose. Use the COMTECHREP Type B to report information about explosive ordnance. Technical intelligence (TECHINT) teams prepare these reports, as do EOD personnel. However, EOD personnel only prepare them in the absence of a TECHINT team or when requested by a G-2 or representative. This report must be as complete and detailed as possible. EOD personnel prepare and send this report by the fastest means through the JEODOC/JEODTF J-2 to the TECHINT unit.

(2) Timing and Completeness. Complete all of the items in the report that you have information for and strive for the most complete report possible. However, when a detailed report might result in serious delay and the report is of significant or new items of extreme urgency, complete only paragraphs a-e, l(1), y, and aa of priority message. See Table D-4, Sample COMTECHREP.

(3) Additional Information. Additional paragraphs of particular importance, for example, those referring to safety (paragraph u) or design (paragraph m) may be included at the originator's discretion. Paragraph aa should state an estimated time required for a detailed report to be completed.
Table D-4. Sample COMTECHREP

<table>
<thead>
<tr>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM: XXXX ORD CO (EOD)</td>
</tr>
<tr>
<td>TO: XXXX (JEODOC)</td>
</tr>
<tr>
<td>INFO: CDRUSATECHDET INDIAN HEAD MD</td>
</tr>
<tr>
<td>NAVOEODTECHCEN INDIAN HEAD MD/DC/</td>
</tr>
<tr>
<td>FSTC CHARLOTTESVILLE VA/AIFRCB/AIFIM/</td>
</tr>
<tr>
<td>DIA WASHINGTON DC/DT2C/DT-3B/</td>
</tr>
<tr>
<td>BT</td>
</tr>
<tr>
<td>SECRET/NOFORN/WNINTEL</td>
</tr>
</tbody>
</table>

WARNING NOTICE - SENSITIVE INTELLIGENCE SOURCES OR METHODS INVOLVED

SUBJ: COMTECHREP

REF A. MSG XXX SUBJECT: PRETECHREP

| a. Date and location of acquisition, acquired by, and for whom. |
| b. Nationality, designation, and identification marks. |
| c. Description. |
| d. Overall length, including fuze, tail, vanes, or control surfaces and fittings;  |
| measurement of various states (if there are several). |
| e. Maximum diameter of each state (if there are several). |
| f. Shape, design, and internal configuration (streamlining shells). |
| g. Span of vanes and control surfaces. |
| h. Number, relative positions, and dimensions (width, length, size, and/or  |
| configuration of control surfaces). |
| i. Thickness of casing at—  |
| (1) nose. |
| (2) slides. |
| (3) base. |
| j. Type and materials of body and control surfaces. |
| k. Color and markings of—  |
| (1) nose. |
| (2) body. |
| (3) tail and vanes. |
| l. Weight—  |
| (1) total, including propellant. |
| (2) of filling. |
| m. Nature of filling. If chemical or biological warfare in nature, give method of  |
| filling, for example, bomblets or massive fill; specify method of delivery, such  |
| as spray, groundburst, or airburst. For antitank missiles with high-explosive,  |
| antitank (HEAT) warheads, give full details of cone-liner materials, cone  |
| angle, and diameter. For antitank missiles with non-HEAT warheads, give  |
| full description of the warhead. |
6. Responsibilities

a. Service Responsibility (with DIRLAUTH). DIRLAUTH as authorized by CJ TF allows for more rapid dissemination of ordnance intelligence between service EOD forces prior to submitting reports into intelligence channels. Each service EOD command must coordinate with other EOD assets to disseminate this information.

b. JEODOC. The JEODOC, when established, is responsible for the collection of incident tracking reports and ordnance intelligence from service-component EOD assets, assessment and dissemination of information to all
service EOD assets within the AO, and submission of consolidated information reports to intelligence channels.

c. JEODTF. The JEODTF collects incident tracking reports and ordnance intelligence from service-component EOD assets, assesses and disseminates information to all service EOD assets within the AO, and submits consolidated information reports to intelligence channels.