



DEPARTMENT OF THE NAVY  
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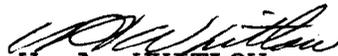
From: Director, Expeditionary Warfare Division (N75)  
To: Distribution

Subj: EXPLOSIVE ORDNANCE DISPOSAL EXECUTIVE STEERING COMMITTEE

Encl: (1) Explosive Ordnance Disposal Executive Steering  
Committee Charter

1. The Department of Defense strategy as outlined in the 2001 Quadrennial Defense Review identifies Homeland Defense as a priority and addresses the importance of preparedness to unexpected surprise. To adequately meet these expected asymmetrical threats, a paradigm shift in force planning is required to "provide a richer set of military options across the operational spectrum" and necessitates a shift to a capabilities vice threat based model for forces. While all elements of the U.S. armed forces have important missions in this ambiguous security environment, the Navy and Marine Corps unique capability to project power from the sea and assure access remains an essential component of America's future military strategy.

2. The Navy's Explosive Ordnance Disposal (EOD) community, although small, is integral to our ability to respond to the future challenges. In support of the foregoing, EOD Group Commanders are requested to chair an Explosive Ordnance Disposal, Executive Steering Committee. The committee is assigned to address EOD and related support functions in accordance with enclosure (1), including recommending policy and specific actions to the Director, Expeditionary Warfare Division (N75) in support of Navy EOD.

  
W. A. WHITLOW

Major General, U.S. Marine Corps

Distribution:

N757

COMEODGRU ONE

COMEODGRU TWO

CO, NAVSCOLEOD

CO, NAVEODTECHDIV

NAVEODFLT LAU

PEO Mine and Undersea Warfare (PMS-EOD)

PERS 416 (Special Operations Assignment  
and Placement)

N131X (Special Operations Community Manager)

**EXPLOSIVE ORDNANCE, DISPOSAL  
EXECUTIVE STEERING COMMITTEE (ESC) CHARTER**

1. Purpose. To update and reissue the charter for the Explosive Ordnance Disposal (EOD) Executive Steering Committee (ESC).

2. Scope. The EOD ESC is chartered to serve as a standing committee with an organizational focus on: (1) facilitating and enhancing common policies, procedures and tactics within Fleet EOD forces and (2) developing recommendations on Navy and Joint Service EOD issues in support of the Chief of Naval Operations (CNO) and Fleet Commanders in Chief.

3. Background. The EOD program is comprised of three principal elements: the operating EOD forces, EOD Group One and EOD Group Two, with the Pacific and Atlantic fleets respectively; the Naval EOD Technology Division which develops EOD procedures and equipment; and Naval School EOD which provides basic and advanced EOD individual training. The CNO program sponsor is the Director, Expeditionary Warfare Division (N75).

4. Organization. The committee will be composed of the incumbent of key positions within the EOD community. The chairman will be Commander, EOD Group TWO.

a. Voting members of the committee are:

- (1) Commander, EOD Group One
- (2) Commander, EOD Group Two
- (3) Commanding Officer, Naval EOD Technology Division
- (4) Commanding Officer, Naval School EOD
- (5) EOD and Coastal Warfare Branch Head, Expeditionary Warfare Division (N757)

b. Non-voting members of the committee are:

- (1) Director, EOD Program Management Office (PMS-EOD)
- (2) Special Operations Assignment and Placement Officer (PERS 416)
- (3) Special Operations Community Manager (N131X)
- (4) Director, Navy EOD Fleet Liaison Unit
- (5) EOD Enlisted Detailer (PERS 401DF)
- (6) EOD Enlisted Community Manager (N132D7)

5. Operating Guidelines. A structured approach is necessary to ensure that recommendations of the committee represent a consensus based on a thorough understanding of the issues. Accordingly the operating guidelines include:

a. Meetings should be held at least four times per year. Two of these meetings will normally consist of only voting members and alternate with the meetings consisting of the full membership. Meetings will be scheduled at regular intervals to facilitate timely submission of recommendations for specific issues. The ESC will convene at locations to be determined by the ESC Chairman.

b. A majority (at least 3 of 5) of voting members is needed to approve proposals/recommendations before the ESC. Members will vote in person or via hard copy correspondence (letters, memorandum, e-mail); proxies are not permitted.

c. A minimum of 3 of 5 of the voting members must be present to convene an ESC.

d. Although specific agenda items for each session will vary with the progress of the EOD ESC and subsequent actions, the following items will be scheduled at the specified periodicities:

(1) Community Vision - Every ESC; Chairman leads review.

(2) EOD Integrated Priorities List(IPL) - Every ESC; Chairman leads review.

(3) Acquisition prioritization plan - Once per year; presentation provided by PMS-EOD.

## 6. Responsibilities.

a. Committee members shall:

(1) Participate in committee meetings, offering comments and recommendations regarding all aspects of EOD issues.

(2) Assess EOD issues and concerns within the area of responsibility of their own commands/activities and monitor the conduct or results of EOD organizations operations, research and development and training; and make recommendations when appropriate.

(3) Assess balance between current and future requirements/ resources.

(4) Coordinate the preparation and submission of official

correspondence with other committee members in support of committee work.

(5) Determine and evaluate critical processes that will significantly improve and affect the overall quality of service.

(6) Determine topics and areas for review and assign appropriate committee work to Quality Management Boards, Process Action Teams and Working Groups

(7) Continue to keep abreast of all EOD technological advances and enhance knowledge in process improvement techniques and equipment.

b. The Committee Chair shall:

(1) Maintain an interface with other activities and organizations having cognizance in areas related to EOD, including other services as well as foreign EOD organizations. Among meetings that the Chairman, EOD ESC (or his designated representative) should routinely attend are Naval Mine Warfare Off-sites, the Salvage Executive Steering Committee and Joint Service EOD Program Board meetings.

(2) Coordinate and ensure adequate facilitation is provided for the presentation of consensus committee recommendations and proposed improvements.

(3) Task individual committee members, working groups, etc., to investigate community issues, policies or procedures and make presentations to support and assist in planning quality or process improvement actions.

(4) Provide for the preparation of meeting agenda, recording and distribution of minutes, and other administrative details.

7. Review. As principle advisor to the Director, Expeditionary Warfare Division (N75) on EOD matters, the Branch Head, EOD and Coastal Warfare (N757) is responsible for review and update of this charter.