

## **EOD Memorial Foundation**

Date: December 1, 2009

Subj: **EOD Memorial Placement Guidelines**

**Encl: (1) Request for Rank/Name/Service to be memorialized upon the EOD MEMORIAL.**

The practices and processes described within these guidelines are to be employed by the EOD Memorial Foundation Board during the evaluation process of placing a fallen EOD Tech/Officer upon the EOD Memorial.

### **Process:**

1. Proposed honorees will be submitted by the parent command, or other interested party, to the Foundation using Encl. (1).
2. The Executive Director will review the application and forward to the EOD Memorial Placement Committee for review and evaluation.
3. The Committee will submit their recommendations to the Executive Director for review and submission to the Board of Directors.
4. The Board of Directors will approve or disapprove the recommendation at the following Board meeting.
5. If approved the Executive Director will notify the Parent Command (or submitting party), next of Kin (if known), and the EOD Community (through EOD Association Newsletters, Foundation Website, etc.).
6. If disapproved the Executive Director will notify the Parent Command, or submitting party, as to the reasons of disapproval.
7. Appeals of disapprovals will be evaluated on a case by case basis by the Board of Directors.

### **Committee:**

1. The EOD Memorial Placement Committee will be comprised of 4 volunteer members. Ideally, each service should be represented.
2. Committee members must be graduates of Naval School, Explosive Ordnance Disposal.
3. The Committee Chair will be the Executive Director.
4. Each member of the Committee must sign a non-disclosure

- agreement relating to the proposed EOD honoree.
5. The Executive Director or President of the Board are the only authorized points of contact for discussion or communication regarding the EOD Memorial Placement Committee or any other activity associated with the Foundation.
  6. Committee members may reclude themselves from the evaluation of any honoree if they feel their personal knowledge would unfairly impact the assessment of the request.

### **Eligibility Criteria:**

Loss of life due to...

1. Hostile or covert action while assigned or attached to perform EOD duties.
2. Performing, or preparing to perform, render safe procedures during a duly authorized EOD mission.
3. Disposal, test, evaluation, or range clearing operations, after assignment to an EOD mission.
4. Training required to maintain EOD qualifications or in support of, or in preparation for, and assigned EOD mission.

### **Review & Updates:**

These guidelines and criteria should be reviewed once every five years, by the EOD Memorial Placement Criteria Committee. Recommended changes or modification to either these guidelines and/or the honoree process will be made to the Executive Director who will then propose the recommendations to the Board of Directors for approval.

---End---

Encl. (1)  
(12/09)

From: Command/Unit or Other  
To: Executive Director, EOD Memorial Foundation  
1611 Myrtlewood Ln, Niceville, FL 32578  
850-585-5491  
lee.woodley@eodmemorial.org

Subj: **Request for Rank/Name/Service to be memorialized upon the EOD  
MEMORIAL.**

Encl: Respective OP-REP 3 or other documentation describing  
qualifying casualty incident

1. It is respectfully requested that \_\_\_\_\_ be placed  
on the Explosive Ordnance Disposal Memorial, located at Eglin  
AFB, FL.
1. Date of Request  
Date of Loss:  
Location of Loss Event:  
Brief summary of event:
2. Graduation Date/Class Number from Explosive Ordnance Disposal  
Basic Course.
1. Primary next of kin and contact info.
5. Known members of family (children, parents, etc.)
6. Parent Command POC:
7. Parent Command POC Info:

Requesting Officer  
Email address  
Phone number