

# EOD WARFARE OFFICER COMMUNITY MANAGER LATERAL TRANSFER APPLICATION CHECKLIST FOR EOD WARFARE TRAINEE (1190)

(Updated 7 December 2023)

This checklist is to be used as a guide for Officers seeking to Lateral Transfer into the EOD Warfare Community. Do **NOT** include this checklist with your application, but this checklist does list all of the required and optional contents of your application to support processing and consideration. Use this checklist as a guide when submitting your lateral transfer application for the EOD Warfare Officer Program. Read all applicable instructions and reference manuals.

Officers with less than 3 years of commissioned service desiring lateral transfer into EOD Warfare must be warfare/milestone qualified and apply to the annual EOD Lateral Transfer board held in conjunction with the EOD Accessions Board. Officers with more than 3 years of commissioned service are too senior to apply due to their inability to complete all community career milestones prior to being in-zone for O4. For eligible year groups, please contact the EOD OCM directly. The EOD Warfare OCM will determine and publish eligible year groups based on the need of the EOD Warfare Community. Applicants must work with their current commands, and the EOD Warfare OCM to ensure packages are complete and properly submitted. Applicants must also ensure specific requirements for re-designation have been completed according to OPNAVINST 1210.5. Eligible candidates will be instructed on how to complete the screening requirements for board submission.

**\*\*Packages are due 30 April 2024\*\***

**If your warfare qualification is scheduled after the due date, please communicate that with EOD OCM Team.**

PROFESSIONAL DOCUMENTS/EXPLANATION		
Documents needed as part of BASIC APPLICATION		
1	<input type="checkbox"/>	Request for Explosive Ordnance Disposal Warfare Training. (Lateral Transfer) See Note (1)
2	<input type="checkbox"/>	Commanding Officer's Endorsement of your Lateral Transfer Package.
3	<input type="checkbox"/>	Letters of Recommendation. No more than 3. See Note (2)
4	<input type="checkbox"/>	EOD Resume Form. <b>(Located under "Quick Links")</b>
5	<input type="checkbox"/>	Assessment by an EOD Executive Officer is mandatory. See Note (3)
6	<input type="checkbox"/>	FITREPS. See Note (4)
7	<input type="checkbox"/>	College Transcripts. <b>(Transcripts from all colleges attended).</b>
8	<input type="checkbox"/>	Personal Award citation(s).
9	<input type="checkbox"/>	Optional - PRIMS Printout.
10	<input type="checkbox"/>	Optional – Joint Service Transcript (JST). See Note (5)
11	<input type="checkbox"/>	Optional - Miscellaneous Documents (e.g. SCUBA Supervisor, DOS Letter, Senior EOD Technician, MFF, etc.)
12	<input type="checkbox"/>	"Passport Style" photo (Head & Shoulders) – JPEG format
MEDICAL DOCUMENTS		
13	<input type="checkbox"/>	Report of Medical Examination (DD 2808). Include all attachments & consults. Must be completed in accordance with NAVMED P-117.
14	<input type="checkbox"/>	Report of Medical History/Accessions Medical History (DD 2807-1/DD 2807-2). Include all attachments & consults. Must be completed in accordance with NAVMED P-117.
	<input type="checkbox"/>	Preferred method for submitting your package to the board is via email to the EOD OCM at <a href="mailto:eod_ocm.fct@navy.mil">eod_ocm.fct@navy.mil</a> or <b>encrypted</b> via <a href="https://dodsafe.mil">DODSAFE</a> .

**Notes:**

- (1) Refer to MILPERSMAN 1210-230 **(Located under "Quick Links")**
- (2) Letters of Recommendation (LOR) should be addressed to "President, EOD Warfare Officer Accession Board." LORs should highlight your accomplishments, character, and leadership potential.
- (3) Must have a completed Resume and passing Physical Screening Test (MILPERSMAN 1220-410) prior to contacting EOD OCM to set up EOD Executive Officer assessment (EOD POC located under "Contact Information"). **Please coordinate early (NLT 15MAR24) with OCM to schedule an XO interview. Last minute requests will be denied.**
- (4) Some applicants may not have FITREPs that go back three years due to time in service. In those cases, submit what you do have.
- (5) Obtain from <https://jst.doded.mil/jst/>

Additional Resources (Located under "Quick Links")

Program Authorization 100E  
MILPERSMAN 1220-410 – PST STANDARDS AND PROCEDURES  
Navy EOD Community Overview  
OPNAVINST 1210.5B Lateral Transfer  
MILPERSMAN 1212-010 – LATERAL TRANSFER and CHANGE OF DESIGNATOR CODES