

BASIC PLAN

The Basic Plan references the entire Chemical Weapons Convention (CWC) Challenge Inspection Readiness Plan (IRP) and is intended to provide the reader with background information and an overall perspective of the CWC challenge inspection process. It is recommended that personnel review their assigned tab (area of responsibility) before reading this section.

PURPOSE

This overview of the basic plan provides the methodology for planning and executing actions required to respond to key events associated with a CWC challenge inspection. It has been organized into six phases, which are depicted in Figure 1.

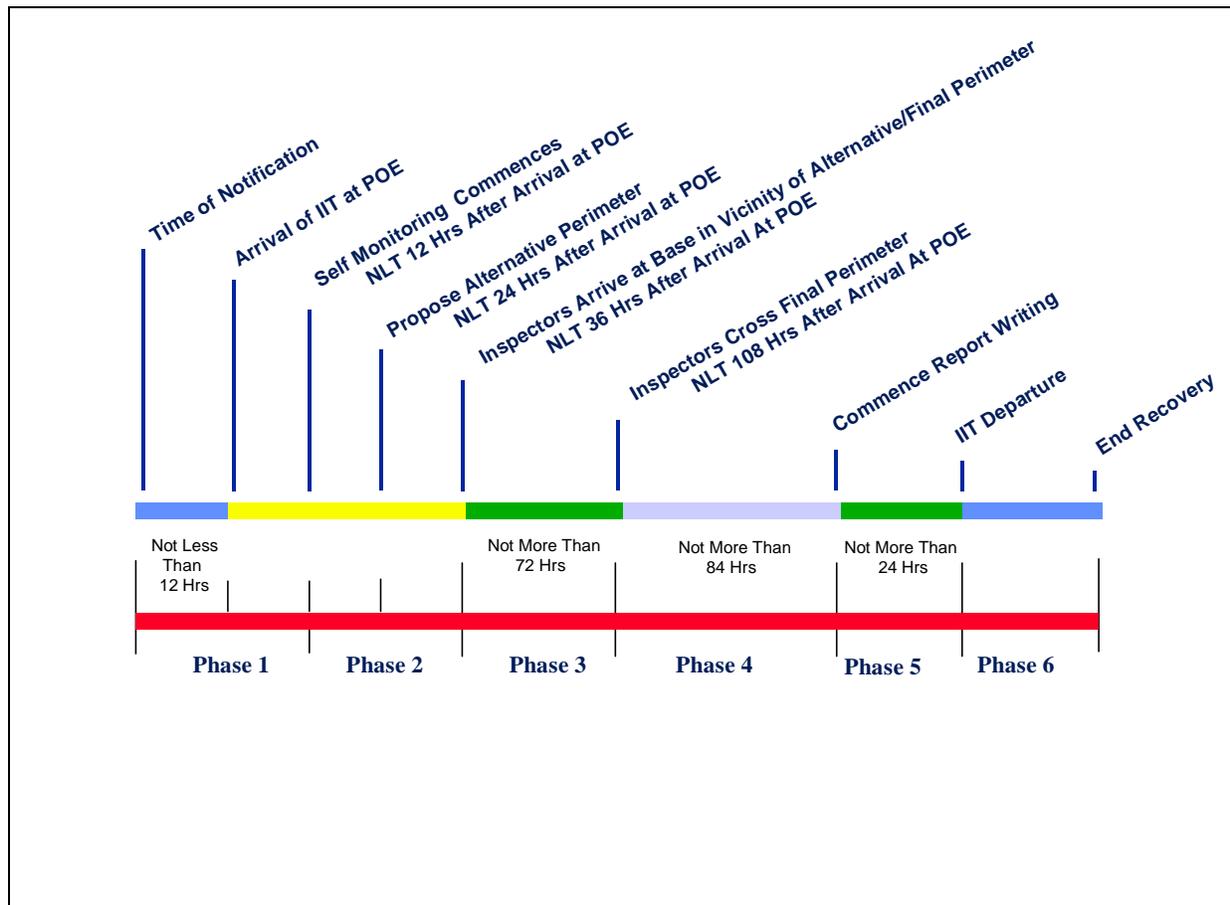


Figure 1. Challenge Inspection Phases

PERSONNEL

This section contains a description of individuals and groups involved in a CWC challenge inspection. Non-facility and facility organizations are described, as well as a description of their roles.

Non-Facility Personnel

International Inspection Team (IIT): The IIT will consist of international personnel from the Organization for the Prohibition of Chemical Weapons (OPCW). Each IIT will consist of a team leader, a deputy team leader, inspectors, and inspection assistants. These personnel will have limited diplomatic immunity in addition to specific rights granted under the CWC.

Requesting State Party Observer: During challenge inspections the IIT may be accompanied by an observer who will be a representative of the requesting State Party. (The observer is not considered a member of the IIT.) Neither the requesting State Party nor the United States Government (USG) will have membership on the IIT.

The observer has the right to access the inspection site as granted by the inspected State Party. Although not required by the CWC, the observer should be granted the same access to facilities negotiated by and granted to the IIT, except on occasion when only limited access is available to the IIT. The command should use utmost discretion in limiting observer access since this may have diplomatic repercussions.

Although the observer is not a member of the IIT, the observer can address concerns to the IIT team leader.

Naval Treaty Implementation Program: The Naval Treaty Implementation Program (SP 2025) is responsible for Department of Navy (DON) implementation planning and compliance for non-strategic treaties. This Office is staffed with senior Navy and civilian personnel who have expertise with non-strategic treaty implementation/compliance, planning, policy, and inspection preparation and support.

The Naval Treaty Implementation Program will serve as liaison between USG agencies and the facility and will provide direct support to the command during inspections by providing an inspection equipment suite and Tiger Team assistance.

Host Team: The Host Team is the group of U.S. Government representatives responsible for negotiating with the OPCW inspection team and accompanying the inspection team throughout the inspection. For inspections at DON facilities where the Department of Defense (DoD) is the Lead Agency, the Joint Staff or Office of the Secretary of Defense representative will act as the U.S. Host Team Leader during Lead Agency activities at the point of entry (POE) and the inspection site. In addition to the team leader, U.S. Host Team representation will include a representative of the Commanding Officer (CO) and the Defense Threat Reduction Agency (DTRA) Escort Team Leader. A Commander in Chief's (CINC) representative will be on the Host Team for facilities outside the continental United States. Other Services or DoD agencies may provide representatives to the Host Team when they have equities at the inspected DON facility. The Joint Staff representative will be designated the principal U.S. Government spokesperson during any negotiations or formal interaction with the OPCW Inspection Team Leader. The CO or designated representative of the inspected facility shall provide the principal negotiation support to the Host Team Leader.

Consensus among the Host Team is required for resolution of all matters pertaining to U.S. Government compliance with the CWC, conduct of the inspection, and protection of national security. Consensus decision making during issue resolution within the Host Team shall be interpreted more stringently than a simple majority or general agreement among the members of the Host Team. The facility CO is the official accountable by U.S. statute and Service regulation for safety, security, operations, and demonstration of treaty compliance. All issue resolution by the Host Team shall have the concurrence of the facility CO, and if not, shall be referred up the Team Members' chains of command for review.

The Host Team will convey the U.S. negotiating position for the U.S. CWC National Authority (NA), at perimeter/access negotiations at the point of entry (POE) and on-site at the challenged facility (Phases 2 and 3).

The command may provide input to the DON position through the Naval Treaty Implementation Program's representative on the U.S. Host Team during POE negotiations and directly, during the on-site perimeter and inspection plan negotiations.

DON CWC Inspection Support "Tiger Team": Composed of 10 to 20 senior DON and civilian personnel detailed to the command within the first 24 hours after notification, the Tiger Team provides broad expertise in CWC treaty implementation and challenge inspection execution. Specifically, the Tiger Team will provide the full range of inspection support during the entire inspection, including: IRP implementation, treaty expertise, negotiation assistance, facility inspection support requirements, inspection support contracting and liability information, and inspection support equipment (packup kit).

USG Escorts: USG escorts will be detailed from the Defense Threat Reduction Agency (DTRA). They are U.S. military and/or civilian personnel specifically trained in escort operations. Their duties include meeting the IIT at the POE and the coordination of lodging, messing, and transportation requirements. Current planning does not provide for using translators. It is anticipated that CWC challenge inspections in the United States will be conducted in English.

Facility Personnel

CO (full-time position): Responsible for implementing DON policy and executing CWC Challenge Inspection methodology. The CO plays an integral role in the successful completion of all CWC challenge inspection requirements.

(a) Inspection Planning Staff (IPS): The IPS supports the CO in executing the duties and actions required throughout the conduct of the challenge inspection. The following list describes the IPS positions that need to be assigned as well as whether each position requires full- or part-time participation in the Inspection Ops Center in support of a challenge inspection. Detailed information concerning the specific duties of IPS personnel is contained in the respective tabs associated with the individual functional areas.

(1) Challenge Inspection Officer (CIO) (full-time position): Designated by the CO. The CIO (normally the executive officer (XO) or chief staff officer) is responsible for the overall implementation and coordination of the command's inspection preparation and support activities.

- Supervises the preparation and presentation of the pre-inspection and post-negotiation briefings before commencement of the inspection.
- Provides direction to the Inspection Ops Center throughout the entire inspection operation.
- Assists the CO during the perimeter negotiations process (Phases 2 and 3).
- Conducts after-action reviews of inspection activities and develops lessons learned.

(2) Inspection Ops Center Coordinator (full-time position): Designated by the CIO. Responsible for establishing the Inspection Ops Center. Also responsible for organizing and managing the operations of the Inspection Ops Center.

The Inspection Ops Center Coordinator must have a detailed understanding of the facility and facility operations. A senior member of the facility operations staff may be the best selection for this position.

- Advises CIO concerning ongoing inspection preparations and inspection activities.
- Directs and coordinates inspection preparation activities.
- Supervises real-time tracking and recording of all inspector activities during the inspection.
- Coordinates administrative support activities during the inspection and prepares the preliminary inspection report.
- Directs and coordinates with the Security Department and readiness support personnel to restore facility to normal operations.
- As required, coordinates with cafeteria, motor pool, and vendors so that meals, transportation, communications, and on- and off-site lodging are provided as requested by the IIT through the USG Escort Team Leader.

(3) *Communications Officer (full-time position):* An individual (normally E-7 and above or the equivalent civilian grade) from the facility Communications or Operations Department.

- Coordinates inspection communications requirements during the CW inspection.
- Sets up communications of the Inspection Ops Center with dedicated telephone/fax/ modem lines prior to the arrival of the Tiger Team.
- Provides the Inspection Ops Center with a radio net to provide full facility coverage.
- Staffs the Inspection Ops Center with radio operators, develops a local communications plan, maintains logs of all radio communications, and updates the subteam tracking board in the Inspection Ops Center.

(4) Base Prep Coordinator (full-time position): An individual designated to coordinate and oversee the entire facility preparation activity. This person needs to be knowledgeable of the physical layout of the facility and all its structures.

- Identifies and/or designates points of contact (POCs) for every building, structure, or area on the facility.
- Conducts an assessment of facility vulnerabilities.
- Coordinates preparation of buildings or areas designated for inspection in the inspection plan.
- Coordinates training of Building POCs in Base Preparation methodology.
- Coordinates the following personnel assigned from various departments for the purpose of preparing their cognizant areas for on-site inspection:
 - Area POCs — These individuals should be senior department head level with authority to task personnel in their areas of responsibility. The tasked individuals should have excellent knowledge of the facility and of buildings, personnel, and resources within their areas of cognizance.
 - Building POCs — These individuals should be "hands-on" supervisory personnel with specific knowledge of their own buildings and with authority to task personnel within the buildings or areas under their cognizance.
 - Final Walkthrough Base Preparation Specialists — These individuals should be knowledgeable concerning Operations Security (OPSEC) procedures and treaty requirements. They may be local OPSEC specialists or Tiger Team individuals working in the base prep area. They should be prepared to quickly assimilate the necessary training associated with conducting final building preparation walkthrough inspections. (Once an initial assessment of the magnitude of the base preparation effort is determined, the Tiger Team Base Prep Specialist will make recommendations regarding the number and type of Final Walkthrough Base Preparation Specialists required to support the inspection plan.)

- Inspection Ops Center Base Prep Assistants — These individuals should be assigned based on their maturity and their experience working in stressful environments. They will be required in the Inspection Ops Center to provide direct support to the Base Prep Coordinator. (It is recommended that initially five individuals should be assigned—the number can be adjusted once requirements are assessed.)

(5) Base Escort Coordinator (full-time position): Designated to coordinate the training and interaction of Base Escort Teams with the USG Escort Team.

- Coordinates with the USG Escort Team Leader on all matters related to treaty compliance where higher command interaction is necessary.
- Coordinates with site preparation personnel to ensure access procedures are clearly understood.
- Maintains continuous contact with the Inspection Ops Center and provides information on inspection activities, including the location of each IIT member.

(6) Administrative Officer (full-time position): Assigned to provide clerical, word processing, and other administrative support to the CIO and Inspection Ops Center staff.

- Supports the preparation of the pre-inspection and post-negotiation briefings, inspection report debriefings, and after-action reports.
- Arranges for the use of all necessary furniture (desks, chairs, tables, etc.), reproduction machines, typewriters, computers, office supplies, etc.

(7) Supply Officer (part-time position): Assigned from Supply Department to ensure supply-related support is provided during the inspection.

- Provides necessary supply support during a challenge inspection.
- Ensures equipment required for an effective challenge inspection is available.
- Arranges for off-site lodging and food vendors during the preparation period, if requested.

- Coordinates procurement and contracting requirements to support inspection operations.
- Advises the CO on expenditures during the course of the inspection.

(8) Transportation Officer (full-time position): Assigned to the IPS to ensure transportation support is provided to the IIT and the entire challenge inspection contingent.

(9) Safety Officer (part-time position): Assigned to deliver necessary safety briefings and ensure the safety of all IIT members and DON personnel for the duration of the inspection.

- Performs all safety-related tasks for a CW challenge inspection by providing pre-inspection and post-negotiation safety briefings to be given to the IIT and USG Escort Teams
- Advises the CO on all safety-related concerns
- Issues safety equipment to the IIT, USG escorts, and others as appropriate.

(10) Physical Security Officer (full-time position): Assigned to ensure physical security concerns for the IIT and the entire challenge inspection contingent are addressed during the duration of the inspection. Also provides assistance to the Self-Monitoring Coordinator.

- Coordinates badging and provides for the security portion of the pre-inspection and post-negotiation briefings, as required.
- Provides security for escort and inspection support assignments, during an inspection, as required.

(11) Self-Monitoring Coordinator (part-time position): Responsible for the establishment and success of self-monitoring activities prior to commencement of perimeter activities by the IIT.

(12) Operations Security Officer (full-time position): Assigned to the IPS to oversee operations security (OPSEC) preparations and to coordinate counterintelligence functions and activities arising as a result of the challenge inspection.

- Implements operational security requirements for a challenge inspection, to include pre- to post-inspection OPSEC surveys and reports.
- A key adjunct to this function will be the allocation of local Naval Criminal Investigative Service (NCIS) resources, if available, to assist in protecting facility assets and maintaining coordination with NCIS Headquarters.

(13) Legal Officer (part-time position): Assigned to the IPS to provide legal advice and assistance to the CO and IPS personnel.

- Provides legal support when requested during a CWC challenge inspection. The Naval Treaty Implementation Program will ensure appropriate liaison with Chief of Naval Operations/DON Judge Advocate General.

(14) Medical/Dental Officer (part-time position): Assigned to the IPS to conduct medical planning and preparation, handle requests for medical records, and to assist the IIT and the entire challenge inspection contingent.

- Provides or arranges for on-call medical emergency services and dental support during an inspection.
- Provides advice to USG escorts and the IIT.

(15) Public Affairs Officer (part-time position): Assigned to handle public affairs issues arising as a result of the presence of the IIT and the conduct of the challenge inspection.

- Coordinates media queries relating to an inspection and briefs the CO.
- Coordinates all responses to inspection-related media queries with the Naval Treaty Implementation Program.

(b) Other Facility Personnel: In addition to the IPS, the successful response to a challenge inspection will require additional facility personnel and organizations to fulfill inspection

responsibilities and to conduct preparation activities that may not be consistent with their day-to-day responsibilities. The following list attempts to incorporate all potential participants. Their actual level of involvement will vary from facility to facility.

(1) **Weapons Department:** Advises the CO on the status and impact of weapons operations during the course of inspection and prepares assigned areas, as directed, to undergo inspection procedures.

(2) **Range Department:** Advises the CO on the status of range usage and impacts and operations during the course of the inspection.

(3) **Air/Harbor/Facility Operations:** Provides operational status as requested of all air/harbor/facility operations and the potential impact during an inspection. Additionally, coordinates planning and inspection activities relating to air/harbor/facility operations.

(4) **Comptroller:** Responds to any cost, payroll, or other financial issues that arise during the course of the inspection. Coordinates with Naval Treaty Implementation Program to resolve potential financial/funding issues.

(5) **Personnel Department:** Advises the CO and XO on effect of inspection on personnel and on the process for temporary dismissal of non-essential personnel in an inspectable area.

(6) **Public Works Department:** Plans and provides on-site transportation for the IIT and USG Escort Team, assists in the development of site diagrams, and provides all other supplementary drawings needed or required during a CWC challenge inspection.

(7) **Environmental Officer:** Analyzes the effects of potential sampling and other inspection procedures, participates as required in sampling or in maintaining chain of custody for samples, advises the CO regarding areas where sampling is of concern for environmental reasons, and determines whether facility backup samples are necessary.

(8) **Space Resources Manager:** Schedules offices and quarters for the IIT, and their USG escorts as required and provides input on space utilization as required for the perimeter negotiations process (Phases 2 and 3). Assists in off-facility lodging requirements for the IIT as required.

ASSUMPTIONS

DON buildings and structures of particular interest to inspectors for specific treaty-related issues will be those involved in chemical processing, (i.e., those containing batch reactors, process laboratories, etc.; chemical storage; research and development; administrative areas where production and chemical inventory records may be or have been kept; and those with high security or storage). This does *not* mean these are the only types of buildings that inspectors will request access to inspect. Any/all structures and areas within the inspection perimeter are potentially subject to inspection.

Negotiations regarding the location of the final perimeter and the procedures to be used during the inspection will result in an inspection plan. This plan must be negotiated by both sides and will specify the activities to be carried out by the inspection team, including the specific areas of the site where access is to be provided. *Although the current U.S. position makes provisions for the denial of access to sensitive areas of the facility, the CO should be aware that any decision to restrict access will be reviewed by higher USG authorities and could have adverse diplomatic implications.*

Once the inspection begins and the final perimeter is crossed, all movements of IIT personnel will be restricted to the inspectable area, as negotiated during the period between specification of the site and crossing the final perimeter, and as detailed in the negotiated inspection plan. Verification/inspection activities are not timed activities. Reasonable response to inspection requests is expected. If a building area is requested to be inspected and it takes one-half hour to travel to the area and another one-half hour to ensure adequate preparations, then allowing access in 1 hour from the request is reasonable.¹ If a requested area/building has a hazardous operation that will not be concluded for 4 hours (e.g., explosive handling, radiography, etc.), and inspector safety would be in question, the 4 hours plus adequate preparation time is reasonable.

INSPECTION READINESS PLAN EXECUTION

This section provides a concise overview of the actions that should be taken in the event of a CWC challenge inspection at a DON facility. It is not intended to take the place of the more specific and detailed directions provided in the checklists contained in subsequent tabs. It is organized into six CWC challenge inspection phases:

- Phase 1 Notification/Initial Planning and Response
- Phase 2 Initial Preparation Activities
- Phase 3 Perimeter Negotiations/Final Preparations

¹If access to an otherwise ready building is not available regardless of the reason, be prepared to support an IIT monitoring team to monitor all traffic to/from the building until access is attained.

- Phase 4 Inspection Activities
- Phase 5 Post-Inspection Activities
- Phase 6 Post-Inspection Recovery

These six phases are designed to provide a logical progression of inspection preparation activities. Although this plan is organized around these six phases to ensure that all critical elements are addressed, strict adherence to the sequential nature of the plan is not necessary. Due to the short preparation time and time-consuming pre-inspection steps, inspected facilities are encouraged, where possible, to initiate concurrent and advance planning and preparation steps from the various phases. See Table I for list of planned meetings.

NOTE: For Host Country facilities, Tab S and it's respective appendixes apply.

Phase 1 — Notification/Initial Planning and Response

Phase 1 commences upon USG receipt of notification that the facility has been specified for a CWC challenge inspection. Phase 1 lasts no less than 24 hours. Initial inspection notifications will contain:

- Type of inspection;
- POE;
- Date and estimated time of arrival of the IIT at the point of entry;
- Means of arrival at the POE;
- Location to be inspected;
- Names of inspectors and inspection assistants; and
- Aircraft clearance of special flights, if appropriate.

Upon arrival at the POE, the IIT will provide the requested inspection perimeter. The facility is required to establish self-monitoring based on the requested perimeter within 12 hours. Phase 1 ends with the establishment of self-monitoring.

Key Events:

1. Receive notification of challenge

- Formal notification of the selection of the facility as a site for a CWC challenge inspection will be received by the CO, or the command duty officer (CDO) after hours, via the DON chain of command.

2. Notification of key facility personnel

- Confirm notification, notify the CO and XO as appropriate.
- Notify tenant activities, other USG agencies on facility, site contractors, and any special programs as directed by the CO.

3. Initial planning meeting/assemble IPS

- Assemble appropriate personnel (command, tenant activity, department heads, etc.) and implement inspection planning preparations of the IRP (Tab B, CIO Checklist, or Tab S, CIO in Host Country Facilities).

- Ensure lines of communications with the Naval Treaty Implementation Program are established.
- Coordinate the compilation of additional facility information requested by the Naval Treaty Implementation Program.
- Establish a meeting schedule for the IPS.
- Task departments with inspection support as outlined in the IRP and detailed in appropriate tabs.
- Notify appropriate chain of command.

4. Prepare for inspection negotiations

- Make arrangements to support pre-inspection briefings and facility perimeter negotiations. Negotiation areas should be located outside the alternative/final perimeter. This will help avoid the possibility of the IIT crossing the perimeter before commencement of the inspection, and reduce preparation efforts associated with premature IIT presence within the perimeter.
- Develop recommendations for an alternative perimeter and access within its boundaries (Appendix B1, Inspection Negotiations).
- Develop the facility recommendations for perimeter negotiations.
- Facilities with air stations should seek prior permission from the DON chain of command to deny access to incoming transient aircraft after the commencement of a challenge inspection.

5. Begin Inspection Ops Center activation

- Begin activation of Inspection Ops Center (Tab C, Inspection Ops Center).

6. Begin self-monitoring

- Begin self-monitoring no later than 12 hours after arrival of the IIT at the POE (Tab F, Self-Monitoring).

Phase 2 — Initial Preparation Activities

Phase 2 begins at the start of self-monitoring (which is 12 hours after the IIT arrives at the POE) and continues until the IIT arrives at the facility (which is a maximum of 36 hours after arrival of the IIT at the POE). The shift to Phase 2 preparations should occur no later than 24 hours before the planned IIT arrival at the facility. Perimeter negotiations at the POE can continue for up to 24 hours, at which time the IIT must be transported to the inspection site. Twelve hours are allotted for this movement, giving the facility a maximum of 48 hours after notification before the arrival of inspectors at the perimeter.

Initial preparation should consist primarily of those activities necessary to support the arrival of the IIT. Initial preparation of treaty-required briefings and other logistical support arrangements can be made without knowing the exact details of the planned inspection.

Some protective measures may need to be performed in the period before IIT arrival. These measures include ensuring the integrity of DON programs by shrouding or moving sensitive items in visual range of the perimeter, or halting sensitive facility operations to preclude inspectors from observing them. Additionally, areas that may be vulnerable to aerial inspection may require shrouding if inspector overflights are allowed. Special security measures may be needed to ensure operational information is not compromised.

Key Events:

7. Execute Tab G, Physical Security.

8. Complete Inspection Ops Center activation

- Complete activation of Inspection Ops Center (Tab C, Inspection Ops Center). Coordinate readiness preparations.

9. Initial facility preparations

- Assemble key readiness personnel and begin facility preparations (Tab B, CIO Checklist and Tab D, Base Preparation).
- Identify and train base escorts and others who will come into contact with inspectors (Tab E, Base Escorts).

- Badge CWC inspection participants as appropriate. It is likely that the USG will issue badges at the POE that will identify the IIT and their escorts.
- Execute facility support actions to support IIT perimeter activities upon IIT arrival (Appendix B1, Inspection Negotiations).
- Establish facility plans to turn over monitoring functions to the IIT upon its arrival (Tab F, Self-Monitoring).
- Execute facility sampling policy per sampling guidance provided. It is recommended that the facility take a sample each time the IIT requests and receives a sample (Appendix B5, Sampling).

10. Plan modifications to facility operations

Assess the need to:

- Suspend routine facility processes or activities;
- Interrupt special operations;
- Implement limited shutdowns and personnel reassignment; and
- Dismiss nonessential personnel (recommended only in extreme instances).

A full shutdown of the facility is not necessary. Inspection activities can be coordinated with an ongoing operation as long as reasonable inspection response capability is maintained and safety and security issues are fully addressed.

11. Develop pre-inspection briefings (Appendix B2, Pre-Inspection Briefings)

12. Prepare IIT inspector support areas/notify local support

- Set up IIT working, sleeping, and meal areas (Tab L, Supply, Transportation and Administration).
- Set up USG Escort Team work area and inspection briefing/conference areas, as required (Tab L, Supply, Transportation and Administration).
- Set up USG Host Team work areas in the Inspection Ops Center.

- Notify participating off-site support agencies (e.g., local and state police, hospitals, motels, etc.) of inspection timing and support requirements. Refer to Tab G, Physical Security; Tab L, Supply, Transportation and Administration; and Tab O, Medical/Dental Support for additional information.

13. Establish communications

- Place inspection-only facility communications procedures into effect (Tab K, Communications).

14. Assemble transportation

- Ready on-site transportation for the IIT (Tab L, Supply, Transportation and Administration). If required, prepare and dispatch a vehicle convoy for the IIT and USG escorts to the local airport.

15. Initiate public affairs, legal, and medical plans

- Put Tab M, Public Affairs; Tab N, Legal; and Tab O, Medical/Dental plans into effect.

16. Coordinate off-site lodging

- Respond to USG support requests for coordination of off-site lodging and arrange transportation for the IIT and the USG escorts to and from such lodgings if needed (Tab L, Supply, Transportation and Administration).

17. Check IIT arrival preparations

- Confirm completion of arrangements for pre-inspection briefing, briefing/conference room, IIT work area no later than Phase 2(+)-23 hours (Appendix B2, Pre-Inspection Briefings and Tab L, Supply, Transportation and Administration)
- Verify the command can support IIT and USG Escort Team accomplishment of perimeter activities to include: sampling, exit monitoring, and security at the perimeter (Appendix B1, Inspection Negotiations).

Phase 3 — Perimeter Negotiations/Final Preparations

Phase 3 begins with the arrival of the IIT and USG escorts. Phase 3 lasts through perimeter negotiations and final preparations for perimeter crossing, no later than 72 hours after arrival at the facility. Upon arrival at the alternative perimeter (or final perimeter, if agreement was reached at the POE), the IIT has the right to commence perimeter activities. Depending on the location of the perimeter, this could be a location within the physical confines of the facility. The command staff must be fully prepared to support these activities. Any DON operations or assets observable from the perimeter needing to be visually protected, should have been addressed by this time. Perimeter activities are permitted in a 50-meter band *outside* the perimeter (Appendix B1, Inspection Negotiations). Final inspection preparations inside the inspection area should begin in time to support the crossing of the final perimeter and the beginning of the actual inspection. Phase 3 is subdivided into several functional areas.

Key Events:

18. Support USG Host Team, IIT and USG Escort Team arrival into the local area

- Provide arrival support for the IIT and dispatch transportation if requested by USG Escort Team.
- Meet IIT upon arrival at facility.
- Appropriate facility personnel should meet IIT and USG escorts and convey to the selected briefing/conference area. CO should deliver facility welcome.

19. Conduct pre-inspection briefing

- Deliver official welcome.
- Deliver pre-inspection briefing upon arrival of the IIT. The pre-inspection briefing cannot exceed 3 hours. Briefings by facility personnel form the basis of information for continued negotiation of the final perimeter (if necessary) and development of the inspection plan. Translation assistance during this period, if any, should be provided by the USG escorts.

- Deliver inspection safety briefing, which should include, at a minimum, emergency safety procedures, special safety restrictions and their impact on inspection activities, facility-supplied safety equipment operation, and unique safety procedures. Standard facility safety practices must be adhered to by the IIT and USG escorts.
- Deliver facility overview briefing, including the following items:
 - Overview of the facility's main operating areas;
 - Explanation of the site diagram, status of current operations and potential effects on inspection activities; for example, Building XYZ will be unavailable for inspection for XX hours due to safety regulations required for operations;
 - Availability of facility personnel and records (related to compliance concern);
 - Status of facility self-monitoring activities and plan to turn over to IIT; and
 - Other site-specific conditions that may pertain during the conduct of inspection.
- Deliver administrative and logistics briefing, to include:
 - Logistics support information on billets, meals, snacks, and local transportation. Location of facilities provided for breaks, work areas, cafeteria, and how and where the inspection team's luggage and equipment will be stored and secured.
- Allow a period for questions and clarifications requested by the IIT.

20. Hold meeting with U.S. Host Team

- Discuss USG inspection issues.
- Discuss detailed site diagram, highlighting facility sensitivities.
- Provide copies of escort facility information, including area drawings and narrative descriptions of the site conditions, to USG escorts. Determine what portion of this information will be given to the IIT.

21. Perimeter activities

- Make available transportation and escorts to the IIT during perimeter activities
- Inspectors may conduct perimeter inspection using monitoring instruments.
- Inspectors have the right to take wipes and water, air, soil, or effluent samples at the perimeter. The facility may wish to acquire duplicate backup samples for its own analysis if necessary.
- Inspectors have the right to take photographs or make video recordings.
- Be prepared to point out any drains or piping that penetrate the perimeter.
- Be prepared to assist the IIT in verifying the location of the perimeter through the use of IIT location-finding equipment (portable Global Positioning System [GPS]) and with reference to local landmarks on maps.

22. Support inspection team logistics

- Ensure requests for meals, etc., for the inspection team are addressed in a timely fashion, in concert with the USG Escort Team (Tab L, Supply, Transportation and Administration).

23. Monitor inspector rest periods

- Establish an on-site rest area, when required, using USG escort assistance. Maintain inspector accountability during any rest period taken while on the facility (Tab L, Supply, Transportation and Administration).

24. Verification of location

- Provide assistance to the IIT for verifying their geographical location. The IIT may bring their own position verification equipment (long range navigation, GPS, etc.) and will request transportation to a geographic reference point (GRP) of particular latitude and longitude corresponding to a landmark as identified on a map. Location verification can occur during Phase 3 if the GRP is located outside the perimeter, and during Phase 4 if contained within the perimeter. The selected GRP should be in an area where there is

no doubt that it is acceptable to escort the IIT. An alternate GRP should be proposed if the IIT GRP is within the perimeter.

25. Support perimeter/inspection plan negotiations

- This effort begins immediately upon completion of the pre-inspection briefing and continues until a final perimeter and access within it is agreed upon. If the perimeter is not agreed to, the alternative perimeter will become the final perimeter 72 hours after arrival of the IIT at the alternative perimeter. The IIT and USG Host Team will negotiate an inspection plan that specifies the activities to be carried out within the agreed final perimeter, including the specific areas of the site where access is desired and the sequence of activities to be conducted in those areas. The command will provide direct support during the development of the final inspection plan.
- Support administrative and logistic needs for perimeter negotiations and preparation of the inspection plan (Tab L, Supply, Transportation and Administration).
- Negotiate an inspection plan that includes specific buildings and the approximate sequence for inspection.
- Logistic needs for the negotiation will include, at a minimum, separate work/rest areas for both the IIT and USG escort/Host Team and a separate briefing or conference area for use during actual negotiation. It is recommended that the pre-inspection briefing area be appropriate to serve as the conference area during perimeter/inspection negotiations.
- Provide command representation to the Host Team and provide input to the perimeter and managed access negotiations process (Appendix B1, Inspection Negotiations).
- Relay proposed inspection plan procedures to the Inspection Ops Center and Base Preparations Coordinator as developed. Make adjustments to facility preparations and continue preparations as needed.
- Commence final preparations to ensure adequate preparation before crossing of the final perimeter (Tab D, Base Preparations).

26. Conduct pre-inspection final walkthrough of the initial buildings to be inspected

- The following personnel should assess the preparation of inspectable areas, including areas where inspectors may spend excessive time, such as exit monitoring guard posts:

- CIO
- Facility Security/OPSEC.

- Tiger Team personnel, base preparation personnel, and other USG representatives, as appropriate, should coordinate a complete walkthrough before commencing the inspection.

27. Conduct post-negotiation briefing/conference

- Present additional safety, security, administrative and other appropriate information required for conduct of the inspection based on the results of the perimeter/inspection plan negotiations (Appendix B2/S2, Pre-inspection Briefings).

Phase 4 — Inspection Activities

This phase begins after the completion of perimeter and inspection plan negotiations and upon crossing of the final perimeter. The inspection can last up to 84 consecutive hours (with a possible extension if agreed upon by the USG), or until the IIT team chief declares the inspection is finished.

28. Issue safety equipment

- Issue required safety equipment for the IIT before their movement into any hazardous area or operation on the site (Tab J, Safety).

29. Escort inspection team

- Escort the IIT through the site as agreed to in the inspection plan.

30. Communicate inspection activities

- Maintain contact with base escorts via portable radio, cellular phone, etc., with the Inspection Ops Center, and provide periodic commentary on inspection activities and location of all IIT members (Tab K, Communications).

31. Continue preparation activities (Tab D, Base Preparation).

32. Track inspection

- Utilize the Inspection Ops Center to ensure overall coordination; dispatch technical support and service support personnel when needed; track all inspection team movements; and, in concert with the USG Escort Team, maintain accountability of each international inspector.

33. Ensure security

- Maintain personal security of the inspection team as well as physical and operational security of sensitive areas (Tab G, Physical Security, and Tab H, Operations Security).

34. Terminate inspection

- Escort the inspection team back to the final perimeter no later than 84 hours after crossing, unless an extension is agreed to by responsible USG officials.

Phase 5 — Post-Inspection Activities

Phase 5 begins immediately upon completion of the inspection and lasts no more than 24 hours. During Phase 5, the preliminary findings are prepared by the IIT. Within 24 hours after completion of the inspection, the IIT will meet with representatives of the inspected State Party and the inspection site to review the preliminary findings and clarify any ambiguities. Facility responsibilities in this phase are largely administrative. However, the Inspection Ops Center should be prepared to respond to contingency off-site transportation needs even if the IIT's initial movements were arranged by a different agent.

The IIT report will be countersigned by the inspected State Party. The facility should generate its own report to include impressions and lessons learned.

35. Support preliminary findings preparation

- Transport international inspectors to work areas to prepare their preliminary findings. Provide support as requested or authorized by the Inspection Ops Center.

36. Review preliminary findings

- Review the findings and request assistance from facility personnel, as necessary.

37. Conduct debriefing

- Conduct an initial debriefing of all personnel who came in contact with inspectors. Objectives of debriefing include impressions, counterintelligence information, and lessons learned (Tab I, Counterintelligence).

38. Provide transportation

- If requested by USG escorts, arrange for necessary transportation and transport the inspection team to off-site lodging, or to the airport for departure, as requested during the inspection. Be prepared to respond to any further transportation support requests that may arise (Tab L, Supply, Transportation and Administration).

Phase 6 — Post-Inspection Recovery

Begin Phase 6 upon inspection team departure. Phase 6 involves a complete post-inspection recovery and cleanup, continuing until the facility is restored to normal operating conditions.

39. Conduct post-inspection walkthrough

- Conduct walkthrough of all areas inspected by the IIT (Tab H, Operations Security).

40. Verify restoration of facility to normal operations

- Coordinate and verify that each section, building, and area has returned to normal operations.

41. Hold post-inspection meeting

- Hold meeting to help prepare after-action reports.

42. Complete after-action reports

- Submit after-action reports to the Inspection Ops Center within 72 hours for their consolidation into a final inspection after-action report.

Table I. Planned Meetings During a CWC Challenge Inspection

Meeting	Participants	Scheduled	Purpose
Initial planning meeting	IPS	ASAP after notification	Organize and begin inspection preparations
Tiger Team planning meeting	IPS, Tiger Team	Upon arrival of Tiger Team	Introduce players, get status, and begin coordination efforts
Phase 1-2 transition meeting	CO, CIO, Ops Center Coord., Base Escort Coord., Self-Monitoring Coord.	2 hours before start of self-monitoring	Verify self-monitoring preparations and training complete and ready to begin self-monitoring activities
Facility pre-arrival meeting	IPS, Tiger Team	Before arrival of IIT	Verify facility ready to receive inspection team and begin the inspection
Pre-inspection briefing meeting	USG Escort Team Leader, CO, Tiger Team Leader, and Host Team Leader	Before pre-inspection briefing	Informal, brief assessment of inspection team priorities and mandate
Pre-inspection briefings	CO, CIO, Security Officer, Safety Officer, USG escorts, IIT, Tiger Team representative, USG officials	Upon arrival of IIT	Treaty required briefings to introduce players and provide facility related information to IIT
USG-only strategy meeting	CO, CIO, USG Escort Team Leader, Tiger Team Leader, Base Escort Coord., Base Prep Coord., National Authority rep.	Before start of on-site negotiations	To establish ground rules for the inspection
Post-negotiation facility meeting	IPS, Tiger Team, USG Escort Team rep., National Authority rep.	Before crossing and starting the inspection	Last meeting to verify preparation status

NOTES

LIST OF TABS

- A** *Commanding Officer's (CO's) Checklist.* Provides a concise overview for the Commanding Officer to manage the facility and Tiger Team resources and effectively address the Challenge Inspection requirements.
- B** *Challenge Inspection Officer (CIO) Checklist.* Provides the master checklists for coordinating all facility inspection-related activities.
- C** *Inspection Ops Center.* Provides composition of the CWC Inspection Planning Staff (IPS) and provides instructions for operation of the Inspection Ops Center.
- D** *Base Preparation.* Includes area, building, and section readiness support personnel responsibilities.
- E** *Base Escorts.* Provides for general and specific training of facility personnel, selected departmental personnel, special duty personnel, and selected individuals in CWC inspection support activities.
- F** *Self-Monitoring.* Provides instructions for organizing, planning, and conducting self-monitoring of the facility until arrival of the inspection team.
- G** *Physical Security.* Specifies security, intelligence, and guard activities that must be performed by the Security Department, including communications security, convoy security needs, and physical security of inspectors, as appropriate.
- H** *Operations Security.* Discusses how to maintain OPSEC and assess potential vulnerabilities due to a CWC challenge inspection.
- I** *Counterintelligence.* Provides guidance to Naval Criminal Investigative Service (NCIS) representatives assigned to the Tiger Team, both local and national agents.
- J** *Safety.* Provides for estimating and fulfilling the safety requirements of the inspection team, including safety equipment and briefing requirements.
- K** *Communications.* Provides for communications: provision of equipment and support for the Inspection Ops Center; provision and maintenance of land-line access to the requesting State Party embassy or consulate for use by the IIT.

- L** *Supply, Transportation and Administration.* Provides inspection team logistical needs; e.g., billeting, off-site/on-site transportation of inspectors, USG escorts, and inspection support personnel, meeting areas, etc., and quick procurement and issue of all required equipment, both general and special purpose, required to execute the IRP.
- M** *Public Affairs.* Provides for public affairs activities during an inspection.
- N** *Legal.* Provides for legal services during the inspection.
- O** *Medical/Dental.* Provides for medical services during the inspection.
- P** *Common Questions and Answers About Chemical Weapons Agreements*
- Q** *References*
- R** *Glossary*
- S** *Challenge Inspection Officer (CIO) For Facilities Located in a Host Country.* Provides the master checklists for coordinating all inspection-related activities for facilities in a Host Country.