

Tab D

BASE PREPARATION

This tab provides guidance to the Challenge Inspection Officer (CIO) and the Base Preparation Coordinator on the steps to prepare a site for a Chemical Weapons Convention (CWC) challenge inspection and to recover from an inspection. It includes checklists for the Base Preparation Coordinator, Area Preparation Coordinators, Building Preparation points of contact (POC), and for final checks of building and area preparation team. Refer to Tab H for specific guidance for the facility Operations Security (OPSEC) Officer who will serve as part of the base preparation process.

RESPONSIBILITIES

The Base Preparation Coordinator is responsible for the preparation of the facility to allow treaty-required access to the International Inspection Team (IIT) while properly protecting classified, sensitive, and proprietary programs and equipment. The Base Preparation Coordinator will be assisted by the facility OPSEC Officer, Area Preparation Coordinators, and Building POCs.

BACKGROUND

Base preparation is the process of preparing the installation to accomplish those tasks necessary to meet the requirements of the CWC Treaty provisions for challenge inspections while protecting sensitive, classified, and proprietary programs from inadvertent disclosure. Site preparation is a critical part of the Inspection Planning Staff's (IPS) responsibilities during a CWC challenge inspection. Preparation involves determination of site vulnerabilities, selection of the appropriate methods of managed access, selection of site preparation personnel to carry out the managed access procedures, and direction of the implementation procedures. Properly executed, the preparation process ensures that the United States has met its requirements under the provisions of the CWC Treaty while maintaining site operational security. The IPS is responsible for planning and directing installation/site preparation and recovery. The Base Preparation Coordinator is responsible for coordinating the implementation of these procedures. Tiger Team members will also assist in the base preparation functions. A Tiger Team Base Preparations Specialist, who has inspection experience, will train base preparation personnel in their roles and responsibilities and will coordinate with the Base Preparation Coordinator.

SCOPE

The focus of this tab is on the planning of site preparation procedures during Phase 1 by the IPS and the execution of those procedures during Phases 2 through 4 by site preparation personnel.

PREPARATION PROCESS

Step One: Identify/designate POCs for every building, structure, or area on facility.

The first step in the base preparation process is the identification of a POC for every building or structure on the facility. On very large facilities, it may be necessary to identify area POCs responsible for a sector of the facility to facilitate coordination of the efforts of building POCs. These individuals should be selected based on their knowledge of their areas or buildings and their authority to direct preparation activities. *They are key to all preparation activities.* Appendix D-5 provides the procedures for constructing a POC database.

Step Two: Conduct an assessment of facility vulnerabilities.

The assessed area is bounded initially by the installation perimeter, adjusted to the inspection team's requested perimeter; the final perimeter; and ultimately, the IIT's inspection plan. All buildings, structures, and programs within these perimeters are included in the assessment. The assessment focuses on two critical considerations: identification of classified and sensitive programs that must be protected during the inspection and identification of chemical-related activities (regardless of their relationship to CW) that may attract the attention of inspectors. The assessment also includes evaluation of fundamental access requirements such as lighting and availability of keys. Area and building POCs conduct the assessment based on the facility OPSEC plan developed per Tab H (Operation Security), checklists in Appendixes D1 and D2, and guidance from the installation Commanding Officer (CO).

Step Three: Preparation of buildings designated for inspection in the inspection plan.

Some level of preparation is required for all buildings included in the inspection plan, regardless of the level of vulnerability. Basic preparations are conducted by the building POCs using the building preparation checklist (Appendix D2). On completion of preparations, and before entry by the IIT, building preparations are checked by representatives from the Inspection Ops Center (Preparation Specialists) using the checklist in Appendix D3.

During the inspection, the IIT may request access to buildings or structures not on the negotiated inspection plan. In this event, the affected building POC is immediately notified by the Inspection Ops Center and using the preparation checklists, as well as any guidelines established by the CO, prepares the building for inspection as quickly as possible. The Inspection Ops Center provides to the inspection team (via the escorts) an estimate of the preparation time required. The IIT may observe the building/structure from the outside until preparations are complete or may continue their inspection in other areas and return to the designated building at a later time. The same procedure may be followed for the inspection of any building that is on the inspection plan but that the inspection team designates for inspection out of the agreed sequence.

To facilitate building preparations, two training sessions will be conducted for personnel engaged in the preparation process:

First, during Phase 1, a training session will be held for building and area POCs to explain the vulnerability assessment process, the sequence of events should their building or area be included on the IIT's inspection plan, building preparation procedures, and the use of the area and building preparation checklists. This training should occur shortly after the arrival of the Tiger Team. The Tiger Team is prepared to conduct this training.

Second, a number of personnel will be identified to represent the Inspection Ops Center and act as Final Walkthrough Base Preparation Specialists to conduct the final check of prepared buildings before entry by the IIT. Training for the Final Walkthrough Base Preparation Specialists will thoroughly explain facility OPSEC concerns, the preparation checklists, and the details of the negotiated inspection plan. This training should occur at least 24 hours prior to the beginning of the inspection period (Phase 4).

Generally, for planning purposes, the facility's preparation process should allow each building POC 4 to 6 hours from the time of notification until the inspection team arrives to prepare his/her building.

Experience has shown that building preparations degrade with time. Shrouds are removed, equipment moved, etc., by personnel unaware of its purpose. Therefore, building preparations should not be conducted too far in advance of a planned inspection.

On conclusion of the inspection, the facility must be returned to normal operations. This includes removal of special protective measures (such as shrouding), an assessment of any security losses that may have occurred during the inspection, and debriefing of personnel who interacted with the IIT during the inspection.

ACTION/RESPONSIBILITIES

Area and Building Points of Contact

See: Appendix D1 Area POC Initial Checklist
Appendix D2 Building/Area POC Checklist

Preparation Specialists

See: Appendix D3 Final Walkthrough Checklist for Buildings and Structures
Appendix D4 Chart for Monitoring Status of Building and Structure
Preparations
Appendix D5 Procedures for Data Entry into a Point of Contact Database for
TIMS

OPSEC Officer

See: Tab H Operations Security

Base Preparation Coordinator Checklist

Phase 1 — Notification/Initial Planning & Response

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6

Phase 1 is the time period from initial notification to start of self-monitoring. Self-monitoring must begin no later than 12 hours after International Inspection Team (IIT) arrives at the point of entry (POE).

- 1. **Attend the Commanding Officer's (CO) initial planning meeting**
- 2. **Area points of contact (POC)**.....
 - (a) **Identify a representative from each host/tenant unit on the facility to serve as area POCs**

These individuals should be senior department head level with authority to task personnel in their respective areas of responsibility to prepare buildings and areas for inspection. POCs must have knowledge of buildings, personnel, and resources within their areas of cognizance. Annotate return time and set tentative base prep training time on page D1-3.

- (b) **Distribute area POC initial checklists (Appendix D1)**.....

Establish timetable/deadlines for completion and return of checklist to the Inspection Ops Center. The deadline for return of the area POC checklists to the Inspection Ops Center should be no later than the end of Phase 1 (24 hours after notification).

- (c) **Meet with Tiger Team Base Preparation Specialist**.....

Establish a time for area POCs to assemble and meet with the Base Preparation Coordinator and Tiger Team Base Preparation Specialist as soon as possible following the arrival of the Tiger Team.

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- (d) **Meet with Operations Security (OPSEC) Officer (Tab H) to coordinate OPSEC surveys, training, and base preparation assistant**
- (e) **Meet with tenant activity POC to discuss impacts and plan of action (if required)**.....
- (f) **Meet with ships in port POC to discuss impacts and plan of action (if required)**.....
- (g) **Identify facility inspection vulnerabilities**.....

Using Appendix D1, begin the process of identifying facility inspection vulnerabilities (task area POCs to assist in this task with regard to their areas of responsibility):

- Any area or facility specifically identified in the inspection team mandate. Any area, facility, or activity on installation currently involved in or with a history of involvement with chemical warfare programs (offensive or defensive) e.g., Explosive Ordnance Disposal detachments.
- Any area, facility, or activity on installation that currently produces, uses, stores, or regularly transports chemicals in substantial quantities — particularly if special handling equipment will be readily visible to the inspection team.
- Any building or area containing classified or sensitive materials or activities. (A good resource for this effort is the Installation Security Officer's DD Form 696.)

- (h) **Identify building POCs**

These individuals should be "hands-on" supervisory personnel with specific knowledge of their buildings and with authority to task personnel within the buildings or areas under their cognizance.

Require area POCs to identify a separate building POC to prepare *each* building/structure within their area of responsibility (i.e., one POC for each building).

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- The building POC will not only prepare the building/area for inspection, but also meet and guide the IIT through the building/area.
- If buildings/structures are small, unoccupied, and close together, a single POC may be designated for several buildings/structures.
- Require area POCs to complete checklist in Appendix D1. Designate a specific time to respond. The deadline for return of the area POC checklists to the Inspection Ops Center should be no later than the end of Phase 1 (24 hours after notification).

Ensure area POCs understand that someone must be identified to prepare and escort inspectors through EVERY BUILDING/AREA in their area of responsibility. (Preparation effort will focus on those buildings identified as most vulnerable, but planning must anticipate that the inspection team will randomly select other buildings.)

- (i) **Construct POC database (Appendix D5)**
- (j) **Ensure that an adequate number of individuals are assigned as full time assistants to the Base Preparation Coordinator**

An adequate number of individuals are required to support the base preparation coordinator in actual preparations and walk-throughs of all the buildings within the final perimeter. This must occur within the limited time frame of the inspection, and must accommodate changes as they occur. These individuals should be assigned based on their maturity and their experience.

- 3. **Attend the Tiger Team planning meeting**

Be prepared to brief on the status of the assignment of area POCs and the identification of building POCs.

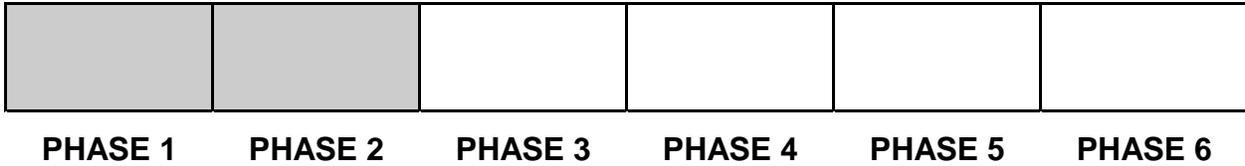
- 4. **Brief Tiger Team Base Preparation Specialist on status of preparations**

- 5. **Attend the CO's Phase 1-2 transition meeting**

Brief the CO on status of building POC lists and vulnerability assessment.

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Phase 2 — Initial Preparation Activities



Phase 2 is the time period from the start of self-monitoring (which is 12 hours after the IIT arrives at the POE) to the arrival of the IIT at the facility (which must occur by 36 hours after arrival of the IIT at the POE).

6. Assemble area/building POCs for a 2-hour training session.....

Depending on the number of personnel expected to be present, obtain/schedule a classroom or auditorium. If a large number of POCs will be trained, hold multiple sessions.

Training will cover:

- Preparation procedures for areas and buildings;
- Guidance for interaction with inspectors;
- Security procedures (Security Officer should present facility specific procedures);
- Safety procedures (Safety Officer should be present to present any installation specific procedures);
- Identification of vulnerable buildings and areas; and
- Identification of areas requiring special or difficult measures for preparation.

7. Distribute building preparation checklists (Appendix D2) to building POCs

(a) Task building POCs to execute Part A of the Appendix D2 checklist

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- (b) **Announce Base Prep Ops Center phone number and write in on Page D2-5 Part B, Step 3(j)**

- 8. Continue assessment of vulnerabilities**

As intentions of inspection team become clearer (based on POE negotiations and inspection plan negotiations), revise/adjust priority of buildings to prepare.

- 9. Monitor development of final perimeter**

- (a) **Using information provided by area POCs, assess buildings and areas found within a 50-meter band extending outward from the requested area and any proposed alternative perimeters to determine whether any vulnerabilities are present**

- (b) **If required, prepare areas and/or buildings in perimeter band**.....

- (c) **Assess the areas immediately within the requested final perimeter and any proposed alternative perimeters to determine if visual observations from the perimeter pose any risks to facility equities**

- 10. In consultation with facility CO, decide to suspend any facility operations and/or to release personnel**

- 11. Final Walkthrough Base Preparation Specialists**

Train an adequate number of Final Walkthrough Base Preparation Specialists to assist the Base Prep Coordinator. The Tiger Team will also provide personnel to assist in the training and to conduct final checks.

- 12. Attend CO's facility pre-arrival meeting**

- (a) **Confirm that area/building POCs have been identified and that training is in progress**

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(b) Confirm that building POCs assigned will be present during the inspection

13. Ensure that Treaty Information Management System (TIMS) is established to depict status of preparations

Keep TIMS operator advised of status of preparations.

Phase 3 — Perimeter Negotiations/Final Preparations



Phase 3 is the time period from IIT arrival at the facility to the crossing of the final perimeter by the IIT. Crossing of the perimeter can be as much as 72 hours after the IIT arrives at the facility.

14. Attend the pre-inspection briefing

If unable to attend, send a representative to this briefing. This is the first opportunity to hear from the IIT Leader and some insight may be gained into what objective the inspection team is seeking to satisfy.

Shortly after the conclusion of the pre-inspection briefing, there will be a United States Government only strategy meeting that the Base Prep Coordinator must attend. The purpose of this meeting is to establish the ground rules regarding how the inspection plan will be implemented in the field.

15. Attend USG-only strategy meeting

Coordinate with those present before the start of on-site negotiations to establish ground rules for the inspection.

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16. Respond to proposed inspection plan

Utilizing the Base Prep Coordinator/facility Security Officer's assessment of vulnerabilities, as well as checklists for area POCs (Appendix D1), tenant activities (Appendix A2), and ships in port (Appendix A3), work with Inspection Ops Center to develop recommended responses to the inspection team's proposed inspection plan. Consider:

- Logical sequence/route of movement for inspectors
- On-going operations
- Inputs from the IIT as they become available.

Ensure the plan clearly identifies the buildings and areas desired for inspection and that a sequence and time for inspection of those buildings and areas is specified.

17. Advise Base Escort Coordinator of the tentative inspection plan **18. Notify all building POCs of buildings included on the IIT's inspection plan**

- Advise POCs of the estimated time of arrival of inspectors at their area.
- Advise POCs to review their Appendix D2 Checklist.

19. Begin notification of building POCs

As the inspection plan becomes clear, task Area Preparation Coordinators and building POCs to execute Part B of the Appendix D2 checklist for those buildings and areas to be inspected in the immediate future. Advise POCs:

- To implement Part B of Appendix D2 checklist on telephonic notification from the Inspection Ops Center.
- Once notified, to keep the Inspection Ops Center advised of their location at *all* times until the inspection of their building/structure is completed.

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20. Monitor status of preparations using the TIMS and the chart in Appendix D4.....

- The Tiger Team will supply several E-size charts for posting in the Operations Center.

21. Initiate preparations

Based on the inspection plan, initiate preparations in first group of buildings/structures to be inspected far enough in advance of initiation of Phase 4 (inspection phase) to ensure the inspection team may begin inspection activities immediately after crossing the inspection perimeter.

- (a) Notify area POCs of buildings/areas to be inspected**
- (b) Notify building POCs of impending inspection**
- (c) Advise building POC to execute Part B of the Appendix D2 checklist**
- (d) Dispatch Tiger Team Preparation Specialists to assist building preparations and confirm readiness of building/structure.....**
- (e) Designated Building Preparation Specialists review Appendix D2 checklists with building POCs**
- (f) Using Appendix D3 checklist, Final Walkthrough Preparation Specialists conduct final walkthrough of area to confirm readiness**
- (g) Final Walkthrough Preparation Specialists report readiness of buildings/structures to Inspection Ops Center**

22. Ensure that Final Walkthrough Preparation Specialists keep the Inspection Ops Center advised of their location and of the status of preparations

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23. Attend post-negotiation facility meeting

This meeting will be held at the conclusion of the negotiations and requires each key IPS representative to report on their status before the start of the inspection. The Base Prep Coordinator will be asked to report on the following:

- (a) Confirmation that the sequence of buildings and areas coincides with the negotiated inspection plan
- (b) Status of site preparations with respect to negotiated inspection plan.

24. Update chart in Appendix D4 as status of preparations changes

Phase 4 — Inspection Activities



PHASE 1 PHASE 2 PHASE 3 PHASE 4 PHASE 5 PHASE 6

Phase 4 is the time period from the IIT crossing of the final perimeter to the conclusion of the inspection by the IIT. Phase 4 can last up to 84 hours.

25. Attend the CO's daily inspection progress review meetings

26. Continue preparing buildings

As the IIT executes the inspection plan, continue preparing buildings/areas in accordance with the planned sequence, attempting to prepare buildings/areas far enough in advance that no delay in the progress of the inspection occurs while minimizing disruption of normal installation activities.

Notify the Building Prep personnel as soon as the IIT leaves for the first building site.

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27. Monitor operational activities

Ensure coordination of ongoing operational activities and inspection plan execution. Monitor operational activities, keep the CO advised of inspection activities that may impact ongoing operations.

28. Keep escorts properly briefed

Ensure escorts are properly briefed on scheduled inspection activities each time they depart the inspection team work area; provide itinerary, building sequence, and any other pertinent information.

29. Deviations from inspection plan

If inspection team selects for inspection a building not on the inspection plan, or out of the agreed sequence in the inspection plan:

- (a) **Accelerate preparations in that building and conduct final walkthrough as quickly as possible**
- (b) **Keep inspectors and escorts advised of the status of the accelerated preparations**

IIT requests to add one or two buildings to the inspection plan should generally follow the procedures outlined in the paragraphs above. However, in order to maintain efficiency in preparations, requests for the addition of substantial numbers of buildings (more than five) should be treated as an amendment to the original inspection plan and managed as a separate problem. They should either be added to the end of the negotiated inspection plan and prepared as a separate group of buildings or integrated with groups of buildings to be presented at a later time allowing sufficient time for efficient preparation and sequencing.

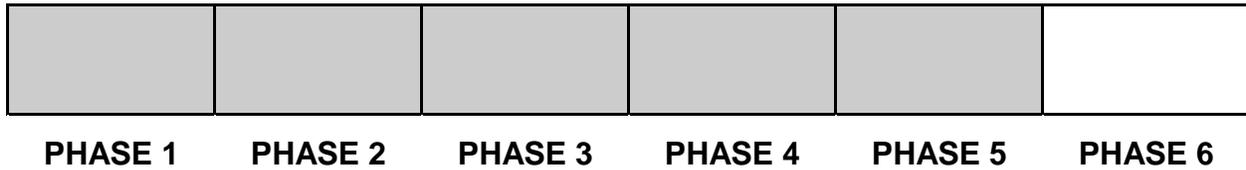
Via the Inspection Ops Center and the senior USG escort, keep the IIT advised of progress of preparations and try to work with them to establish efficient timing of the inspection preparation process.

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30. On completion of inspection of a building or area:

- (a) Ensure TIMS is updated.....
- (b) Ensure a post-inspection security assessment is conducted
- (c) Ensure a minimum level of readiness is maintained until the overall inspection is completed. (Inspectors may return to a previously inspected building.).....

Phase 5 — Post-Inspection Activities

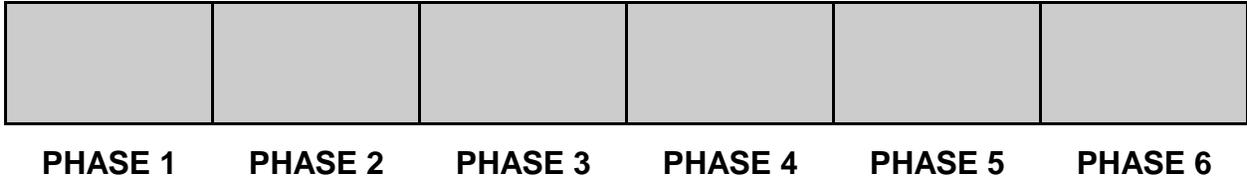


Phase 5 commences immediately upon completion of the inspection.

- 31. Advise building POCs of the termination of inspection activities**
- 32. Direct that all activities and programs return to normal operations.....**
- 33. Ensure building POCs are prepared to debrief on the buildings/ areas that were inspected**

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Phase 6 — Post-Inspection Recovery



Phase 6 commences upon IIT departure. Phase 6 includes a complete post-inspection recovery and cleanup, continuing until the facility is fully restored to normal operating conditions.

34. Assist in the preparation of any after-action reports required.....

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Appendix D1

AREA POC INITIAL CHECKLIST

Area:			
Area Point of Contact:			
Phone Number: Office Location:			
Points of contact in your area of responsibility:			
Building	*	Building POC	Phone Number
(Attach continuation sheet if necessary)			

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INSTRUCTIONS

1. Using the criteria below, indicate with an asterisk (*) any buildings or structures within your area of responsibility that are of particular concern during this inspection.
 - a. Buildings, structures, and areas to which you recommend access be denied (all or any portion).
 - b. Buildings, structures, and areas containing major chemical-associated activities of any type.
 - c. Buildings, structures, and areas that contain or that have ever contained classified, sensitive, or proprietary materials and programs.
2. POCs of buildings and structures identified should attend the Base Prep Training session at:

Location:

Date/Time:
3. Distribute Building\Area POC Checklist (Appendix D2) to all POCs identified.
4. Return this form to the Inspection Ops Center (Bldg. _____) NLT _____.

(signed)

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Appendix D2

BUILDING/AREA POC CHECKLIST

PART A: ALL BUILDING/STRUCTURES

Assess the building(s)/area(s) for which you are responsible. Develop a plan to accomplish the following:

1. **Identify and notify those personnel who will prepare the building/ area for inspection, confirm its preparation, and identify who will guide inspectors through the area**

Brief these personnel on their responsibilities should their building be selected for inspection. Be sure they understand how to implement the requirements of your plan and this checklist.

- (a) **If more than one organization is present in the building, ensure that a POC is identified for each area**.....

- (b) **Ensure all POCs receive and understand this checklist and that they initiate these actions**.....

2. **Review current procedures for allowing guests or visitors into your area**.....

Determine whether they are adequate to protect sensitive or classified materials during a visit by the inspection team.

3. **Ensure that keys and lighting are available for all areas**.....

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- 4. Determine the route you want the IIT to follow through your area

- 5. Read Part B and develop a plan to implement the remainder of this checklist if your building is selected for inspection

Do not implement your Part B plan unless notified that your building/area has been selected for inspection.

PART B: BUILDING TO BE INSPECTED

On notification that your building has been identified for inspection, accomplish the following minimum requirements:

- 1. Notify all other POCs for the building and all personnel identified to assist in the implementation of your plan

- 2. Brief all personnel to limit conversation with inspectors as directed by the escorts

- 3. Preparation Activities
 - (a) Properly secure all classified materials
 - (b) Cover, turn over, or remove classified/sensitive wall charts
 - (c) Shroud any classified equipment too large to store in classified containers

It is only necessary to shroud that portion of an item that is classified.

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- (d) Turn off or darken computer screens, cover readouts, if appropriate.....
- (e) Clean desks except for unclassified work in progress (personnel physically present at their work stations).....
- (f) Cover or reverse access rosters to sensitive areas.....
- (g) Secure installation phone books/installation information.....
- (h) Confirm availability of keys and adequate lighting
- (i) Shut down operations and/or release personnel if directed to do so
- (j) Report completion of preparations to Inspection Ops Center

Phone No. _____

- 4. Ensure personnel identified to assist in the inspection of your building remain available to you until the inspection is complete
- 5. Conduct final walkthrough of area with facility Preparation Specialist. Follow your planned route

Do not leave building without notifying the Inspection Ops Center of your location until inspectors have completed their inspection.

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6. When notified of the impending arrival of the IIT:
- (a) Advise the Inspection Ops Center of the location at which you will meet the IIT and United States Government (USG) escorts
 - (b) Meet inspectors and USG escorts and escort them through your building(s)/structure(s) in accordance with your plan
7. On completion of the inspection of your area, return to normal operations

Keep in mind that, until inspection of the facility is over, your area remains vulnerable to reinspection. If the inspection team decides to return to your building, you will be notified in the same manner as for the original inspection. At some point following the inspection of your area, you will be asked to retrace the inspection team's route through your area to assist in the post-inspection security assessment.

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Appendix D3

FINAL WALKTHROUGH CHECKLIST FOR BUILDINGS AND STRUCTURES

This checklist is for use by the Final Walkthrough Preparation Specialists when conducting the final check of buildings/structures prior to inspection by the International Inspection Team (IIT). It should be used in conjunction with the Building POC checklist.

1. Call the Inspection Ops Center on arrival at the building.....
2. Meet the building POC at the designated location
3. Walkthrough the building on the route established by the building POC.....
4. Using the Building Area POC checklist (Appendix D2), determine that the required checklist steps have been accomplished
5. Confirm that there are no areas to which total access will be denied (unless advised ahead of time by the Inspection Ops Center).....
6. Confirm that there are no chemical activities present (unless advised ahead of time by the Inspection Ops Center)
7. Confirm that the level of shrouding is appropriate
8. Confirm that personnel present in the area have been briefed concerning appropriate conversations with the inspection team

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9. **Circle the building/structure on the outside. Note any containers or objects in the immediate area. Determine whether such items are under the control of the building POC and if so, whether the building POC is prepared to provide access**

 10. **Note any containers that appear to be chemical related**

 11. **Note if personnel from the building have been released for the duration of the inspection.....**

 12. **Review with the building POC his/her requirement to remain on station and available to the Inspection Ops Center until the arrival of the inspection team**

 13. **Call the Inspection Ops Center to confirm readiness of the building. If any step requires comment, provide such information to the Base Preparation Coordinator**

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Appendix D5

PROCEDURES FOR DATA ENTRY INTO A POINT OF CONTACT DATABASE FOR TIMS

Appendix D5 provides a database structure for base preparation information that will assist in organizing and managing resources during a Chemical Weapons Convention (CWC) challenge inspection.

The information provided in this database is vital to the success of the base preparation team's efforts to support the inspection. The Tiger Team provides a computer-based Treaty Information Management System (TIMS) to manage many of the preparation and inspection tracking functions that will occur. While the Tiger Team is en route to the site, the facility is requested to compile the following base preparation information using the database worksheet found in Figure D5-1 of this appendix: building number; building name; magazine designation; point of contact (POC); phone number; and after hours phone number. The data management protocol outlined in Table D5-I of this appendix will serve as a means of organizing information that is compatible with the TIMS. Once the Tiger Team arrives on site, the building point of contact database you have created will be loaded into TIMS. These procedures assume that personnel with data entry experience are available and that they have some expertise with database software, such as dBASE, FoxPro, or Microsoft Access. If any questions or problems arise, please call the Treaty Operations Center TIMS Operator at (202) 764-0920 or DSN 764-0920.

DATA MANAGEMENT PROTOCOLS

File Structure

The file may be created and edited using a variety of database software, but the software *must* be able to export the file in a database (*.dbf) format.

Fields within Database

Construct these fields in the database using the field names and parameters *exactly* as shown in Table D5-I.

Table D5-I. Data Management Protocol

Field Name	Number of Spaces	Field Type	Note
Bldg_No	15	character	This field is for the NAVFAC building or structure number
BldgName	50	character	This field is for information regarding the use of the particular structure
Mag_ID	15	character	This field is for the magazine designation/number (if needed)
POC	55	character	This field is for the Building Point of Contact (POC), the person <i>responsible</i> for the particular building or area, not solely the person with the keys to the doors
Phone	15	character	This field is for the Building POC phone number
AH_Phone	15	character	This field is for the Building POC after-hours phone number

Entering Data

The building **POC** field should be filled out last name first and in all capital letters. The **Phone** field should contain all seven numbers and extensions as necessary (area codes are not required). If information is *unknown* leave the field **blank**. If the field is *not applicable*, enter “**NA**”. See Table D5-II below.

Table D5-II. Example POC Database Entry

Bldg_No	BldgName	Mag_ID	POC	Phone	AH_Phone
103A	AMMO BUNKER	111-NW04	SMITH, JOHN	555-1234	555-7890
233	TECH LIBRARY	NA	JONES, MARY	555-2222/3445	555-5678
	PAINT LOCKER	NA	HAYES, ROBERT	555-6468x8524	555-5678

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