

Tab E

BASE ESCORTS

This tab provides an overview of the escort functions within the inspection process, a Base Escort Coordinator Checklist, Base Escort Procedures, and Guidelines for Interaction with Inspectors for personnel serving as base escorts and building points of contact (POCs).

RESPONSIBILITIES

The Base Escort Coordinator, when assigned, has overall responsibility for the execution of this tab. Individual base escorts will facilitate the inspection process in the field on behalf of the Base Escort Coordinator and the Commanding Officer (CO).

BACKGROUND

Escorts make an important contribution toward the success of a challenge inspection. They set the tone for a successful inspection through their attitude when interacting with the inspectors.

For challenge inspections the United States Government (USG) will provide escorts for the International Inspection Team (IIT) starting at the U.S. point of entry (POE). These professionals will be referred to as USG escorts for the purpose of this plan. The facility being inspected also has a responsibility to provide escorts for the IIT to facilitate the inspection of the facility. These are called base escorts. Tiger Team members will also assist in the base escort functions. A Tiger Team Escort Specialist, who has inspection experience, will train base escorts in their roles and responsibilities and will coordinate with the Base Escort Coordinator. All the escorts must operate as a team to address the legitimate concerns of the inspectors without compromising sensitivities of the facilities.

Base escorts play a similar, but distinct role from the USG escorts. The base escorts are the CO's field representatives. They travel with the IIT wherever the IIT goes on the facility. Additionally, they ensure the USG escorts are aware of the facility's sensitivities.

An additional type of escort is the building POC. Building POCs act as escorts while the IIT is in their buildings.

Before Tiger Team arrival, the facility should identify a pool of personnel to be base escorts. All base escorts should know their way around the facility, display maturity and common sense, be able to drive, operate a radio, and have some experience working with classified material. These individuals will escort the inspectors during perimeter activities and building inspections. They will be trained by the Tiger Team Escort Specialist.

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 is expected to inspection requests. If a certain building area is requested to be inspected and it takes 1/2 hour to travel to the area and another 1/2 hour to ensure adequate preparations, then allowing access in 1 hour from the request is reasonable. If a requested area/building has a hazardous operation that will not be concluded for 4 hours (i.e., explosive handling, radiography, etc.), and inspector safety would be in question, then 4 hours plus adequate preparation time is reasonable.

Interaction with the Inspection Ops Center

During the inspection, the IIT may break into subgroups. For the entire time the inspectors are on the facility, the Inspection Ops Center will track them by name for all personnel in each group, itinerary, current location, and call sign. The Tiger Team Escort Specialist and the Base Escort Coordinator will ensure the Inspection Ops Center is updated on subgroup makeup and itinerary. The subgroup information will be fed to the Treaty Information Management System (TIMS) and coordinated with the Base Preparation Coordinator to ensure that the base preparations are always ahead of the inspection subgroups. Although radio will be the primary means of communication between the subgroups and the Inspection Ops Center, land lines should be used when the communication is controversial, sensitive, or the team is out of radio range.

Inspection Negotiation Process

The treaty requires that an inspection perimeter be established to define the inspectable area to which the IIT will have access. The treaty also provides for a negotiation process to determine the extent of the access to buildings, areas, or structures inside the inspection perimeter during the inspection.

When the inspectors initially arrive at the POE, they submit a perimeter of an area within which they want to inspect. If this perimeter is not agreeable to the USG, a negotiation process is started to attempt to resolve the issue.

Following agreement on the inspection perimeter, an inspection plan will be developed to address issues such as which buildings will be inspected, the approximate order of inspection, where the facility will allow sampling, and how interviews will be granted. Escorts will follow this plan when conducting inspection activities.

Perimeter Activity

Immediately following the pre-inspection briefing, a subgroup of the IIT may be sent out to conduct perimeter activities. It is necessary to have base escorts equipped with maps indicating the inspection perimeter during these activities. During perimeter activities, the inspectors have the right to observe the exits of the facility; this is called "exit monitoring." Procedures for photography and other IIT monitoring activities are addressed in Appendixes B5 and B6 and Tab F, Self-Monitoring.

The treaty allows inspectors to view the inside of government and commercial vehicles on a managed access basis. This means the facility may grant approval to an inspector's request to view inside a vehicle; however, the facility does not have to approve every request. Requests to examine bonded and sealed vehicles or those with sensitive cargoes should be referred to the Inspection Ops Center.

The inspectors may conduct (subject to negotiations) perimeter activities within a band bounded on one side by the perimeter and extending outward 50 meters. Within this perimeter band, the inspectors may take photographs (including making videos) and samples. The treaty allows the inspection team to compose its own photographs as well as to operate other approved sensors with the provision that all monitoring, including photography, be directed inward. If the inspectors indicate that they want to take samples, the escorts should notify the Inspection Ops Center and request that a facility sampling team be sent to the area to take duplicate samples.

Building Inspections

When the inspection team is finally allowed to cross the perimeter of the inspectable area, the first activity will probably be a facility orientation. If this tour is conducted by bus, a running commentary will likely be provided by the Public Affairs Officer (PAO). After the tour, the inspectors may break into subgroups and begin inspecting the buildings on the facility per the negotiated inspection plan. When an inspection subgroup arrives at a building, the Base/Tiger Team escort and USG escort will go to the place designated to meet the building POC. The Base/Tiger Team escort and the USG escort will work together to facilitate the inspection and follow all procedures as designated by each building POC. The Base/Tiger Team escort will assist the USG escort with answering questions or issues from the IIT about the facility, requests to sample within the perimeter and informing the Inspection Ops Center of any contentious issues. An escort in each subgroup will be designated to make the required notifications to the Inspection Ops Center.

Base Escort Interaction with Inspectors

Escort interaction with the inspectors should always be courteous and helpful. This does not mean that escorts should volunteer information that is not pertinent to the inspection mandate or has not been specifically requested.

Escorts will sometimes have to handle requests for access to certain documents. No documents shall be directly handed to an inspector; the Inspection Ops Center must review all hard copy information and make a determination before it is passed to an inspector. Nothing can be taken away from the inspectors; their persons are inviolate. If any inspectors request a data facility search, escorts should seek Inspection Ops Center guidance.

Escorts may have to handle requests for shroud removal. Entire shrouds will not be removed (unless environmental and approved by building POC); however, often a corner of an item can be uncovered to demonstrate to the inspectors that it has nothing to do with the CWC. The base preparation process should have already addressed this issue for any building that has equipment shrouded in its entirety; rely on the Inspection Ops Center if further guidance is required.

The requesting State Party observer does *not* have all the same rights as the inspectors. Although the observer has diplomatic status similar to that of the inspectors, the observer's right to actively participate in the inspection may be limited to only certain activities with observation/reporting only of other activities.

Base Escort 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 NLT 12 hours after International Inspection Team (IIT) arrives at the point of entry (POE).

1. **Coordinate with the Challenge Inspection Officer (CIO) to determine the number of inspectors on the inspection team**

2. **Assign one facility representative per IIT member to act as base escort**
 - Base escorts will provide escort functions any time a member of the IIT, the IIT as a whole, or the observer is performing inspection-related functions (i.e., perimeter monitoring, on-facility negotiating, or inspection activities).
 - Base escorts serve as guides, facilitators, and representatives of the Commanding Officer (CO). They accompany the IIT and the United States Government (USG) Escort Team during the inspection and perimeter activities. Base escorts need to be mature, knowledgeable of the facility and its operations, and have experience with handling classified information. It is recommended that they be E-7 and above or the civilian grade equivalent if possible.

3. **Attend the initial planning meeting**.....

4. **Ensure all escorts read the material in this tab**.....
(See Appendix E2)

NOTES

5. **Attend the Tiger Team planning meeting**

Tiger Team counterparts will be present. Prepare status of escort preparation and coordinate planning.

6. **Make a nine-passenger van available for every three inspectors during the inspection**

The aforementioned ratio is for reference only. This may vary as the inspection progresses. Coordinate with the Transportation Specialist for this action. During perimeter activities, a boat may be needed if the perimeter is bounded by water on any side.

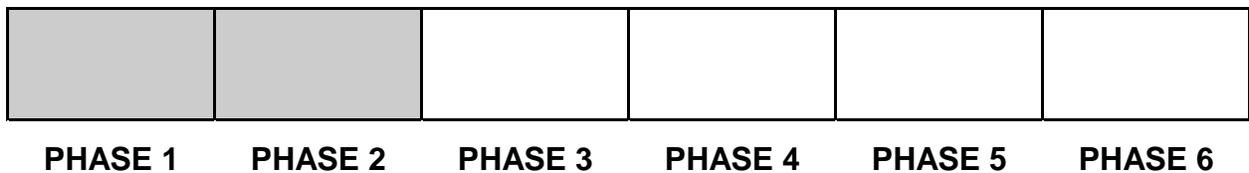
7. **Determine if a facility orientation tour by bus will be offered to the inspectors**.....

If required, begin planning and coordination with the CIO to arrange a bus and a qualified driver for the tour. If this tour takes place, it will likely be the first activity in Phase 4.

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

Brief the CO on escort readiness.

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).

NOTES

9. Brief Tiger Team Escort Specialist on status of preparations and training

Provide a copy of the pending inspection plan during the brief and further update the plan as the final inspection plan is developed.

10. Coordinate for training the base escorts on their rules and responsibilities

Ensure an operations security representative and the Naval Criminal Investigative Service (NCIS) representative attend the facility preparation training session along with the base escorts.

11. Familiarize base escorts with procedures for photography and sampling

See Appendixes B5 and B6.

12. Identify the other facility personnel designated to have contact with the inspectors

Make sufficient copies of the Basic Escort Procedures (Appendix E1) to be passed out to them and to the facility personnel identified as building points of contact (POC) who will attend the base prep briefing.

13. Determine if escorts will be needed to assist in facility preparations

14. Be prepared to meet the inspection team and the USG escorts when they arrive

Be ready to provide transportation for the inspectors and USG Escort Team to the facility area (coordinate with the base transportation representative).

NOTES

15. Introduce yourself and the base escorts to the USG escorts

Set the stage for a cooperative working relationship.

16. Determine the actual logistics needs of the inspection team

You will be responsible for passing the information on vehicle requirements to the Inspection Ops Center. You must have enough vehicles (fueled and ready) available to support all subgroups during perimeter activities and daily inspection activities. Coordinate with the Transportation Specialist to get the final head count for the inspection.

17. Attend facility pre-arrival meeting.....

The facility's readiness to receive the inspection team will be reviewed at this meeting.

18. Park inspection transportation for easy access to inspectors' work area..... **19. Conduct a dry run escorting session with the USG escorts, time permitting.....** **20. Physically orient all the base escorts to the requested/alternate perimeter** **21. Ensure all base escorts have directions for how to reach self-monitoring locations without crossing the perimeter**

Local area maps may be required.

NOTES

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.

Ensure inspectors do not cross the perimeter during perimeter activities; ensure all escorts have maps indicating the perimeter location and understand the locations where self-monitoring took place.

22. Attend and if requested, introduce base Escort Team during the pre-inspection briefing.....

23. Attend CO's USG-only strategy meeting with other escort representatives immediately following the pre-inspection briefing.....

The purpose of this meeting is to establish the ground rules regarding how the inspection plan will be implemented in the field.

24. Request periodic updates from the Inspection Ops Center on the negotiations

25. Request CIO provide guidance on the facility plan to support perimeter activities to all escorts.....

This includes guidance on sampling, access to buildings within the perimeter, and vehicle inspections.

NOTES

26. Respond to IIT requests for photography and samples.....

Use Photography Procedures Checklist (Appendix B6) or Sampling Procedures Checklist (Appendix B5).

27. Organize vehicles and base escorts to support perimeter activities (including boats)

28. Make a list of all base escorts, Tiger Team escorts, USG escorts, and inspectors in each subgroup

Give this list, the subgroup call sign, and the itinerary to the Inspection Ops Center Coordinator or designee.

29. Keep Inspection Ops Center informed of inspector activities on the perimeter

30. Assign security officer to stop traffic upon base escort request.....

Phase 4 — Inspection Activities



Phase 4 commences after the completion of perimeter/access negotiations and upon crossing of the final perimeter by the IIT. It continues for up to 84 consecutive hours (with a possible extension if agreed upon by the USG) or until the IIT Leader declares the inspection is finished.

Facility Tour

31. If there will be a facility tour, attend the dry run of the Public Affairs Officer's (PAO) commentary

Be sure the CIO has approved the tour route and reviewed the narration to be given by the PAO or designated tour guide.

NOTES

- 32. Ensure the Inspection Ops Center Coordinator has the names of personnel on the tour**

- 33. Plan to execute the inspection plan immediately after the facility tour**

Coordinate with USG escort for number of subgroups and vehicles required and pass this requirement to the Inspection Ops Center.

- 34. During the facility tour announce when the perimeter is officially crossed**

Notify the Inspection Ops Center that the perimeter has been crossed (this starts the inspection clock).

Building Inspection

- 35. Give the drivers the list of buildings to be inspected**

- 36. Before departing the Inspection Ops Center, coordinate with the head USG escort in each subgroup**.....

Review the combined escort plan (i.e., itinerary, interaction with building POC, calls to the Inspection Ops Center, etc.).

- 37. Before departing the Inspection Ops Center, check with the Base Preparation Coordinator**.....

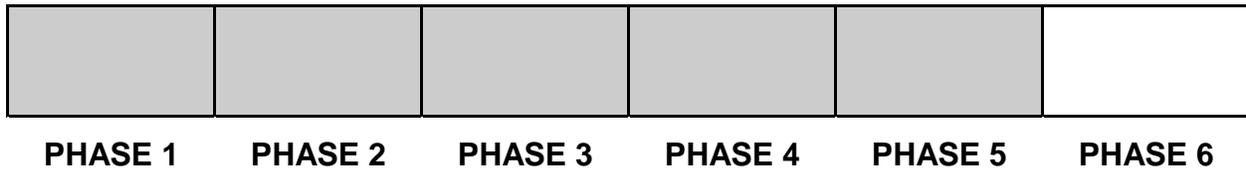
He or she needs to give you the inspection itinerary, special access procedures, and any additional information.

NOTES

38. Respond to IIT requests for photography and samples

Use Photography Procedures Checklist or Sampling Procedures Checklist; record event on either Record of Inspection Photography form or Record of Inspection Sampling form (see Appendix B5 or B6). Return copies of photographs and/or samples, and completed forms to the Inspection Ops Center.

Phase 5 — Post-Inspection Activities



Phase 5 commences immediately upon completion of the inspection.

39. Be prepared to conduct escorting functions until inspectors depart the facility

40. Begin preparing preliminary after action report, as required

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.

41. Aid in evaluating OPSEC issues, lessons learned, as required
42. Assist in writing the escort section of facility after-action report, as required

NOTES

Appendix E1

BASE ESCORT PROCEDURES

Escort Procedures During Perimeter Activities

(See Appendix E4 for Inspectors' and State's rights during perimeter activities)

1. Request periodic (at least in a.m. and p.m.) updates from the Inspection Ops Center on the requested/alternate perimeter location and the self-monitoring locations; brief base escorts.
2. Notify the Inspection Ops Center via radio during perimeter activities when:
 - There is a change in location;
 - An inspector requests to view the contents of a vehicle that the driver or the facility considers sensitive; and
 - There is a request to take samples.
3. During exit monitoring, coordinate with the Inspection Planning Staff (IPS) Physical Security Officer to have an assigned security officer stop traffic upon base escort request. Inspectors should not physically stop vehicles themselves; they should make the request through the escorts. The security officer will actually stop the vehicle.
 - After a vehicle is stopped, explain the situation to the driver. Ask him/her what is in the vehicle, if anything is sensitive, and look at the manifest, if available. If nothing sensitive is involved, request the driver open the vehicle.
 - If there are sensitivities involved, call the Inspection Ops Center and explain the situation and describe the contents of the vehicle. Get Inspection Ops Center guidance before allowing the inspectors to view the interior.

NOTES

- If an inspector wants to photograph a vehicle, ask the driver if there are any sensitivities associated with the exterior of the vehicle. If there are no sensitivities about the exterior of the vehicle, ensure that nothing sensitive will be in the backdrop of the picture. See "Exit Monitoring and Securing the Site" section of Appendix B6 for guidance and recommended procedures.
4. Relay inspector requests for sampling to the Inspection Ops Center; the facility sampling team will be sent to the area to assist the IIT and to take a duplicate sample for the facility.

Escort Procedures During Building Inspections

Before departing from the Inspection Ops Center:

5. Drivers should have the list of buildings to be inspected so that they can mark their facility maps and find the buildings easily.
6. Work with the head USG escort in each subgroup. Review the combined escort game plan (i.e., itinerary, interaction with building POC, calls to the Inspection Ops Center, etc.).
7. Check with the Base Preparation Coordinator for the inspection itinerary, special access procedures, and any additional information.
8. Use the escorts and inspectors list provided by the Base Escort Coordinator to identify subgroup participants.

Do not depart from the Inspection Ops Center until you have received a written itinerary from the Base Preparation Coordinator and have passed the subgroup information to the Ops Center Coordinator.

9. Carry a notebook to document questions, problems, inspectors' interests, entry/exit times from buildings, time of events.

NOTES

Notify the Inspection Ops Center via radio during building inspections:

- a. Upon arrival at a building, state intention of proceeding inside or inability to locate building POC.***
- b. To inform the Inspection Ops Center that the subgroup is about to exit the building and proceed to the next on the list (Inspection Ops Center will then notify the next building POC).***
- c. To inform the Inspection Ops Center of IIT requests for documentation, sampling, or database searches.***
- d. No calls are necessary inside prepared areas unless a situation is encountered for which further guidance is needed or of which the prep team is not aware (i.e., the building POC decides at the last minute to deny access to a part of the building that the prep team was told would be accessible).***
- e. At the request of the USG escort.***

Upon arrival at a building:

- Call the Inspection Ops Center; state intention of proceeding inside or inability to locate building POC.
- Ensure initial meeting with building POC is out of earshot of the inspectors.
- Senior base escort/Tiger Team escort should take one USG escort to find the building POC. Make sure the other escorts will remain with the inspectors.
 - Introduce yourselves to the building POC and ask him/her to review any sensitivities in the building. Review the building preparation checklist with the building POC.
 - Tell the building POC to pause before answering a question; this will give the USG escort or Tiger Team escort time to ask for a clarification if necessary. Remind him/her to answer the question generally at first and not to volunteer information. Tell him/her to look to the Tiger Team escort for the pace of the inspection activity.

NOTES

While in the building:

10. Make sure a base escort or a Tiger Team escort enters the room before any inspector enters.
 - If the escort sees a problem with the room preparation, he or she should close the door and tell the USG escort that the room is not ready yet. The USG escort will ask the inspectors to continue with the inspection while the room is being prepared. The base escort will need to stay and make the required changes in room preparation.
 - If the escort enters the room, and sees no problems, he or she can allow the inspectors to enter. The base escort should help the USG escort to ensure that the inspectors comply with any measures set up to control their movement (i.e., a chair blockade). This will help prevent the inspectors from wandering or picking up anything.
 - If the escorts and the inspectors have entered a room, and suddenly the escort realizes something on the wall should have been covered and wasn't, *the escort should not highlight the problem by calling attention to it*. If an inspector shows an interest in the item on the wall and begins moving toward it, the escort should say "just a minute please," and proceed to cover the display. *Do not* highlight mistakes or oversights.
11. In large areas such as hangars, help the USG escorts to keep the inspectors in compliance with the measures established to control their movements (including tape lines or roped-off areas). This will prevent straying and may help protect sensitive large equipment that is difficult to shroud.
12. Coordinate inspector requests for access to documents with the Inspection Ops Center.
 - No documents can be directly handed to an inspector; the Inspection Ops Center must review all hard copy information and make a determination before it is passed to an inspector.
 - Nothing can be taken away from the inspectors; their persons are inviolate.
 - Notify the USG escort if a problem arises.

NOTES

13. Coordinate inspector requests for database searches through the Inspection Ops Center.
14. Coordinate requests for shroud removal locally to the maximum extent possible.
 - *Entire shrouds will not be removed* (unless environmental); however, often a corner of an item can be uncovered to demonstrate to the inspectors that it has nothing to do with the CWC.
 - The Base Preparation Coordinator should have already addressed this issue for any building that has equipment shrouded in its entirety.
 - This problem can be worked out between the escorts if the building POC has no objections to lifting a corner of the shroud.
 - If the building POC objects to lifting a corner of the shroud, then rely on the Inspection Ops Center for further guidance.
15. Do not spend more than 5 minutes on contentious issues; call the Inspection Ops Center if an issue cannot be resolved.

NOTES

Appendix E2

GUIDELINES FOR BASE ESCORT INTERACTION WITH INSPECTORS

1. The inspection process is a cooperative interaction between professionals. The inspectors are at this facility to investigate an allegation that the United States is not in compliance with an international chemical weapons treaty. The inspectors must get enough information to disprove this allegation. However, this does not mean that anyone should volunteer information to the inspectors. The inspectors are to be treated with the professionalism and respect due diplomats.
2. Procedures normally followed to allow access by uncleared personnel should be exercised. Generally, anything that can be seen by a visiting foreign dignitary, the cleaning crew, or during a facility open house can be seen by inspectors.

Anything that is classified must be protected (locked up, covered, put away).

3. Do not volunteer information about the facility, your units, other personnel, or make idle conversation.

Answering Questions

Make sure the USG escort or Tiger Team escort hears any questions.

4. Pause before answering any question so that the United States Government (USG) or the Tiger Team escort can enter the conversation to request clarification, if necessary.
5. If you are uncomfortable with the question, look to the USG escort or Tiger Team escort for guidance or pull the USG escort aside and give him/her the answer before you respond to the inspectors.

NOTES

6. If the USG escort thinks the question is pertinent to the treaty, first try to answer it in general terms. If an inspector is not satisfied with the answer, he or she will ask more questions.
7. Do not volunteer the name of other personnel who might know the answer.
8. Do not volunteer information or brag about unit capabilities. For example, if an inspector asks "Can you search this junkyard for spare parts by their part number?" -- the correct response is "yes" or "no" — *not* "Sure, I can search every facility in the entire Department of Defense (DoD) through this computer."
9. It is OK to say, "I don't know." Don't speculate and don't lie.

Document Control

If an inspector asks to see a document, do not give it to him or her. Follow procedures in Escort Coordinator Checklist.

Physical Access in Buildings

10. If an inspector tries to wander off from the group, politely request that the inspector stay with the group and immediately notify the USG escort of the inspector's behavior.
11. If an inspector picks up something, politely ask him/her to replace it and immediately notify the USG escort.

Casual Conversation

12. Casual conversation with the inspectors is discouraged. However, some of you will be spending many hours with the inspectors and "no casual conversation" is a difficult rule to live by. It is not necessary to fill "dead air" time while riding in the vehicle or walking through a building. If conversation cannot be avoided, think ahead about what you want to say, and follow these ground rules to keep yourself out of trouble:
13. Do not talk about anything work related — not your unit, not other people, not exercises, etc.

NOTES

14. Stay with topics such as:
- (a) Recreational opportunities in the local area
 - (b) International cuisine
 - (c) Baby stories about your children.

These guidelines will alleviate tension and foster a naturally professional working atmosphere. Plan in advance what personal information you feel comfortable discussing.

Remember

15. The inspectors are ultimately dependent on the escorts. If they become in any way unruly or uncooperative, the USG escorts may halt the inspection. The inspectors cannot go anywhere unless they are accompanied by the escorts.
16. The inspectors are professionals and will conduct themselves as such.
17. There is no time limit for "reasonable access," so there is no reason to rush and make a mistake; but, on the other hand, do not waste the inspectors' time!
18. There is no reason to panic; remain calm and think things through. Call the Inspection Ops Center if in doubt.

DON'TS

- ***Do not argue with or shout at an inspector.***
- ***Do not touch or initiate any physical contact with inspectors.***
- ***Do not take items out of inspectors' hands if they have picked up something (Anything on their persons is inviolate due to their diplomatic status).***

NOTES

Appendix E3

GUIDELINES FOR BUILDING POC INTERACTION WITH INSPECTORS

1. The inspection process is a cooperative interaction between professionals. The inspectors are at this facility to investigate an allegation that the United States is not in compliance with an international chemical weapons treaty. The inspectors must get enough information to disprove this allegation. However, this does not mean that anyone should volunteer information to the inspectors. The inspectors are to be treated with the professionalism and respect due diplomats.
2. Procedures normally followed to allow access by uncleared personnel should be exercised. Generally, inspectors can see anything that can be seen by a visiting foreign dignitary, the cleaning crew, or during a facility open house.

Anything that is classified must be protected (locked up, covered, put away).

3. Do not volunteer information about the base, your units, other personnel, or make idle conversation.
4. Upon notification from the Inspection Ops Center, you must meet the base escort/Tiger Team escort at a pre-designated entrance to your building. Be prepared to quickly outline what the sensitivities are of your building and any areas to which access will be denied.
5. Look to the United States Government (USG) escort and Tiger Team escort for the pace of the inspection; he or she will indicate if you need to walk or speak faster or slower.

Answering Questions

Make sure the USG escort or Tiger Team escort hears any questions.

NOTES

6. Pause before answering any question so that the USG escort or the Tiger Team escort can enter the conversation to request clarification, if necessary.
7. If you are uncomfortable with the question, look to the USG escort/Tiger Team escort for guidance or pull the USG escort aside and give him/her the answer before you respond to the inspectors.
8. If the USG escort thinks the question is pertinent to the treaty, first try to answer it in general terms. If an inspector is not satisfied with the answer, he or she will ask more questions.
9. Do not volunteer the name of other personnel who might know the answer.
10. Do not volunteer information or brag about unit capabilities. For example, if an inspector asks "Can you search this junk yard for spare parts by their part number?" the correct response is: "yes" or "no" and *not* "Sure, I can search every facility in the entire Department of Defense (DOD) through this computer."
11. It is OK to say, "I don't know," if you don't know the answer (don't speculate). Do not lie.

Document Control

If an inspector asks to see a document, DO NOT give it to him or her.

12. Alert the USG escort or Tiger Team escort to the inspector's request. Tell the Tiger Team escort what he or she needs to know about the document (i.e., is it classified? is it sensitive? is it generated off-base or by public relations?)
13. Remember the inspectors' diplomatic status. Their persons are inviolate. You cannot take something out of their hands without permission.

Physical Access in Buildings

14. Inspectors should never enter a room before an escort.
15. Alert one of the escorts if you see an inspector pick up anything.

NOTES

16. Alert one of the escorts if you see one of the inspectors not with an escort.

DON'TS

- *Do not argue with or shout at an inspector.*
- *Do not touch or initiate any physical contact with inspectors.*
- *Do not take items out of inspectors' hands if they have picked up something (Anything on their persons is inviolate due to their diplomatic status).*

NOTES

Appendix E4

PERIMETER ACTIVITIES — INSPECTORS' AND INSPECTED STATE'S RIGHTS

Upon arrival at the final or alternate perimeter, the International Inspection Team (IIT) has the right to conduct perimeter activities such as exit monitoring, sampling, managed access vehicle inspections, and photography.

- The exit monitoring activities include:
 - Identification of vehicular exits
 - Making video recordings
 - Making traffic logs
 - Taking photographs.

The IIT has the right to inspect, on a managed access basis, vehicular traffic exiting the site. The inspected State Party shall make every reasonable effort to demonstrate to the inspection team that any vehicle subject to inspection to which the inspection team is not granted full access, is not being used for purposes related to the possible noncompliance concerns raised in the inspection request. Personnel and vehicles entering and personnel and personal passenger vehicles exiting the site are not subject to inspection.

- Additional procedures for exit monitoring as agreed upon by the inspection team and the inspected State Party may include:
 - Use of sensors
 - Random selective access/selective access (to buildings within the perimeter or vehicles exiting the perimeter)
 - Sample analysis.

NOTES

The perimeter activities may be conducted within a 50-meter band bounded on one side by the perimeter and extending outward for 50 meters. If the inspected State Party agrees, the IIT may also have access to any building or structure within the perimeter band. The perimeter activities include:

- Taking wipes, air, soil or effluent samples
- Conducting any additional activities that may be agreed between the IIT and the inspected State Party.

The application of the above procedures may continue for the duration of the inspection, but may not unreasonably hamper or delay the normal operation of the facility.

The requesting State Party observer does not have the same rights as the inspectors. For example, he or she does not have the right to request that a vehicle be stopped, but would have to work through one of the inspectors.

NOTES