

Tab F

SELF-MONITORING

This tab provides guidance concerning facility self-monitoring requirements in the event of a Chemical Weapons Convention (CWC) challenge inspection. It also includes a checklist for the Self-Monitoring Coordinator. Preparations should begin before the Tiger Team arrives, and self-monitoring must commence no later than 12 hours after the International Inspection Team (IIT) has arrived at the point of entry (POE).

RESPONSIBILITIES

The Self-Monitoring Coordinator, normally the Physical Security Officer or an individual appointed by the Commanding Officer (CO) from the physical security staff, is responsible for the execution of this tab. The facility will be required to keep a factual record of all land, air, and water traffic exiting from the requested perimeter beginning no later than 12 hours after the IIT has arrived at the POE. This self-monitoring is required until the IIT arrives at the facility and assumes responsibility for perimeter activities.

BACKGROUND

In the event of a challenge inspection at a Department of the Navy (DON) facility, the CWC requires that the United States Government (USG) begin self-monitoring all exits of the area to be inspected. This monitoring must be initiated no later than 12 hours after the IIT arrives at the POE. The facility needs two pieces of information to execute self-monitoring: (1) the time the inspection team arrived at the POE, and (2) the outline (or requested perimeter) of the area to be monitored. This perimeter may incorporate all areas of the facility within a fence line, or it may include only a part of the facility. The USG has the right to propose an alternative perimeter, but only if the alternate is larger than the original requested perimeter. However, regardless of which perimeter is agreed to, the *facility must begin monitoring all the traffic exiting the area bounded by the perimeter within 12 hours*. The perimeter may ultimately change by agreement or default, but the monitoring will still continue until the IIT arrives at the facility and monitoring has either been assumed by the IIT as a part of perimeter activities or canceled by mutual IIT/USG agreement.

Self-monitoring will begin prior to or shortly after the arrival of the Tiger Team. Therefore, the Tiger Team Self-Monitoring Specialist will only be able to assess the facility's self-monitoring plan and its readiness to implement the plan.

SELF-MONITORING

The practice of self-monitoring involves keeping a factual record of all land, air, and water vehicle traffic exiting at all points of the perimeter. This includes all helicopter exits, runways, railroads, wharves, docks, boat ramps, and piers. Maintaining traffic logs, photographs, or video recordings of exiting traffic will satisfy the self-monitoring requirement. Upon arrival of the IIT at the perimeter (final or requested), the self-monitoring information recorded by the facility must be provided to the IIT (including all logs or videos).

Video recordings are recommended to monitor busy gates; this will prevent traffic backups that could result from using a written traffic log during rush hours. However, if a video is used, *the sound track should be disabled to minimize disclosure of additional information to the IIT*. Also, the video cameras should be aimed at an angle to capture exiting vehicles without their license plates being recorded on the tape. It should be noted that the practice of using still photographs to satisfy the self-monitoring requirement is the least desirable and most personnel-intensive option. The taking of still photographs would normally require a photographer and another individual to document the place and time of each photograph. At a minimum, at least one exit should be monitored by log only.

PERIMETER ACTIVITIES

The time period after the IIT arrives at the facility to take over the exit-monitoring marks the transition from facility self-monitoring to IIT perimeter activities. After this transition, perimeter activities will be conducted by the inspectors while accompanied by a base escort with a USG escort. Potential perimeter activities include exit monitoring of traffic leaving the area, sampling, use of sensors, and random selective access. Perimeter activities are covered fully in Tab E, Base Escorts.

Although interaction with inspectors will be minimal for those personnel conducting self-monitoring, personnel engaged in self-monitoring need to understand the ground rules for interaction with inspectors, which are provided in Appendix E1, Base Escort Procedures.

Self-Monitoring 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. Upon receipt, compare requested perimeter to actual facility perimeter

In the interest of expediting the self-monitoring preparation process, use the facility boundary (fence line) until the requested perimeter from the international inspection team is received.

- (a) How does the requested perimeter match the facility perimeter?
- (b) What are the natural or man-made choke points along the roads, fences, waterways, or terrain features?
- (c) How many gates are located on the perimeter? How many gates/exits can be reasonably closed to reduce the manpower required to monitor them without unduly impeding the flow of traffic?
- (d) How many air and water exits are there? (All wharves, docks, boat ramps, and piers must also be monitored.)
- (e) Who maintains keys/access to locked gates?

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2. Meet with Tiger Team Self-Monitoring Specialist upon arrival of Tiger Team

With the Tiger Team Self-Monitoring Specialist, ensure the effective implementation of the Self-Monitoring Checklist. Examine a facility map and discuss the following:

- Requested perimeter and self-monitoring posts;
- Recording methods, traffic volume, traffic control requirements;
- Team shift personnel requirements and limitations;
- Team roster for each post;
- Transportation to posts;
- Communications requirements;
- Schedule for self-monitoring training briefing;
- Photographing of sealed/locked gates;
- Level of knowledge of self-monitoring team; and
- Safety requirements.

3. Identify all self-monitoring posts

While touring the requested perimeter with the facility security personnel:

- (a) Identify all self-monitoring posts.
- (b) Recommend a monitoring method for each post.
- (c) Identify and list any unused exits.
- (d) With Tiger Team personnel, seal and photograph unused exits during the tour. Tiger Team will provide seals for all unused gates. Photographs must be taken and the place and time of each photograph must be documented.

4. Designate sufficient personnel to allow rotation of teams (rests, meals).....

Plan on monitoring each exit point 24 hours a day.

5. Provide self-monitoring locations to the Treaty Information Management System (TIMS) Specialist

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6. Draft the self-monitoring plan.....

Prepare a self-monitoring plan that indicates stations, recording methods of all exits planned to be monitored (including docks, piers, airfields, and landing pads), and team members. Use Appendix F2, Self-Monitoring Plan Worksheet. Remember to include at least one station with a log (as opposed to a video tape). Include a discussion on how self-monitoring stations will be transferred to the IIT. Coordinate the plan with the CIO and provide him or her a copy.

7. Coordinate with Tiger Team Self-Monitoring Specialist before presenting self-monitoring training and perform the following:.....

- (a) Verify team call signs.
- (b) Review self-monitoring plan.
- (c) Fill in specific information in self-monitoring briefing.
- (d) Make transparency (or hard copies) of site map with requested perimeter. Obtain base map wall chart for briefing if possible.

8. Tiger Team Self-Monitoring Specialist conduct self-monitoring training

Note: Unless notified otherwise, the Tiger Team will bring all required video equipment, radios and logs for use by the self-monitoring teams. Attendance at training by *all* assigned facility self-monitoring personnel is essential to ensure self-monitoring requirements are met and to facilitate effective communications between the Inspection Ops Center and self-monitoring posts (Appendix F1).

- (a) Teams will be trained on the following:
 - Proper use of radios, which will be used for self-monitoring stations not co-located with telephones;
 - Give each team member a copy of ground rules for interaction with inspectors to all personnel (Appendix E1, Base Escort Procedures);
 - Self-monitoring procedures and log-keeping requirements; and
 - Self-monitoring team standing orders (Appendix F3).

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9. Before going on-station.....

- Ensure each team has a functioning radio and can be reached by telephone or radio. If not, ensure they check in to the Inspection Ops Center periodically.
- Ensure any video equipment is positioned correctly. Equipment should be placed in order to monitor traffic without unnecessarily revealing anything sensitive in the background. Ensure the video camera view remains unblocked at all times (Appendix F3).
- Ensure spare batteries and tapes are available for any video equipment.

10. Implement approved self-monitoring plan (Appendix F1)

11. Execute self-monitoring at least 30 minutes in advance of the treaty required time

Phase 2 — Initial Preparation Activities



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

Phase 2 is the time period from the start of self-monitoring (which is NLT 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)

12. Ensure each team can be reached by telephone or radio

If not, ensure they check in to the Inspection Ops Center periodically.

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- 13. Ensure that any video equipment is positioned correctly**

Equipment should be placed in order to monitor traffic without unnecessarily revealing anything sensitive in the background. Ensure the video camera view remains unblocked at all times (see Appendix F3).

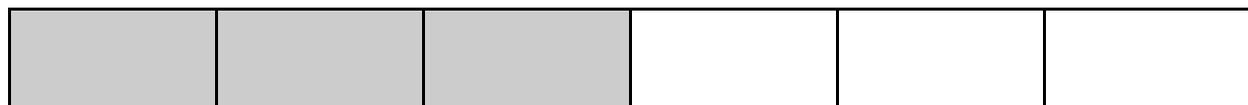
- 14. Ensure spare batteries and tapes are available for any video equipment**

- 15. Attend facility pre-arrival meeting**.....

- 16. Prepare to transfer the self-monitoring logs and video tapes over to the IIT**

This action must be coordinated with the CIO in the Inspection Ops Center and made known to all self-monitoring team members. It should be part of the self-monitoring plan and discussed during the training session. Traffic logs and video tapes are turned over to the base Self-Monitoring Coordinator for further transfer to the Inspection Ops Center. The Inspection Ops Center Coordinator will handle the transfer of logs and video tapes to the IIT. At no time should the self-monitoring team turn over logs or video tapes directly to the IIT.

Phase 3 — Perimeter Negotiations/Final Preparations



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

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.

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17. Coordinate with Inspection Ops Center to transition to exit monitoring

Execute the self-monitoring transition plan. The Chemical Weapons Convention does not specify how this transition should occur; however, the facility should strive to negotiate a smooth transition that expedites the process yet recognizes any concerns or request of the inspection team. In any case, the shutdown of self-monitoring will involve the securing of self-monitoring activities by facility personnel, when directed; retrieval/duplication of videos/logs that will take place in the Inspection Ops Center; followed by the transfer of self-monitoring logs/videos upon direction to the IIT; retrieval of equipment (as appropriate); and a debrief/release of personnel by direction of the Inspection Ops Center.

18. On completion of the self-monitoring operation be prepared to assist Tiger Team Base Escort or Base Prep Operations

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Appendix F1

SELF-MONITORING TRAFFIC LOG PROCEDURES

Traffic logs will be used to record exiting traffic at designated vehicle exits and/or portions of the perimeter through which vehicles may pass. Self-monitoring posts must be manned on a 24-hour basis. It is recommended that adequate personnel be available to man each post with one person on three 8-hour shifts per day (accordingly, three personnel will be required to support one post for a 24-hour day). During the self-monitoring period, provision must be made to provide breaks to assigned monitoring personnel (for meals, rest room, etc.) during shifts.

The information collected on traffic logs will be general and brief. License plate numbers will not be taken. Figure F1-1 shows a sample log filled in to the level of detail required:

#	<i>Date/Time</i>	<i>Description of Vehicle</i>
1	10/21/94 4:35 p.m.	UPS truck
2	10/21/94 5:07 p.m.	Gas station truck
3	10/22/94 2:22 am	18-Wheel Pepsi truck

Figure F1-1. Sample Traffic Log Entries

Personnel assigned self-monitoring responsibilities will use the attached Self-Monitoring Traffic Logs (Figure F1-2). Each individual assigned will fill out a separate log sheet that will be numbered and handed over to the relieving monitor. At the completion of self-monitoring, the last self-monitoring official will return to the Inspection Ops Center with all logs and turn them in to the Self-Monitoring Coordinator. Copies will be made for the facility records and copies will be provided to the Defense Threat Reduction Agency (DTRA) National Escort Team Leader for transfer to the IIT.

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Appendix F2

SELF-MONITORING PLAN WORKSHEET

SELF-MONITORING PLAN WORKSHEET (SHEET 1 OF 2)						
Start Time						
Stop Time						
	Location	Gate ID/Name	Personnel Assigned	Time Manned	Time Secured	Comments
Video-taped exits						
Logged exits						
Photo exits						

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Appendix F3

SELF-MONITORING TEAM STANDING ORDERS

1. If possible, when using video-recording equipment, place the video camera so that only *exiting* (not entering) traffic is seen in the viewfinder.
2. If possible, when using video-recording equipment, place the video camera so that *license plates* are not seen in the viewfinder.
3. If possible, do not set up the video camera in a guard shack. During inclement weather move the camera to the shack and move it back when conditions improve.
4. Maintain communications with the Inspection Ops Center using the hand-held radios provided. As a minimum, make the following reports:
 - a. When your self-monitoring station is manned and monitoring has commenced and secured
 - b. Any problems encountered, for example, equipment malfunctioning, running out of tapes, etc.
 - c. When the International Inspection Team (IIT) and United States Government (USG) escorts arrive and depart your monitoring station
 - d. When logs or tapes are turned over to the Self-Monitoring Coordinator.
5. Use logs as a temporary backup if video equipment fails or while changing batteries or film.
6. When the IIT and USG escorts arrive at your station, be cordial and feel free to answer questions if asked, using the following guidelines:
 - a. Pause prior to answering a question to permit the USG escorts to intervene in case the question is deemed to be inappropriate.
 - b. Do not discuss classified information.
 - c. Do not elaborate on your job or embellish answers to questions by volunteering unsolicited information.

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- d. If you feel uncomfortable with a question or comment, do not say anything. Look at a USG escort. He will field the question or comment for you.
 - e. Do not discuss other personnel.
7. Self-Monitoring logs and video tapes will *only* be turned over to the Self-Monitoring Coordinator. Report to the Inspection Ops Center when and to whom they have been given. *Do not pass logs or tapes directly to IIT members.*

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