

Tab K

COMMUNICATIONS

This tab provides guidance to the Communications Officer for supporting the communications requirements of the facility hosting the Chemical Weapons Convention (CWC) challenge inspection.

RESPONSIBILITIES

The facility Communications Officer is responsible for the execution of this tab.

BACKGROUND

Hosting and managing a CWC challenge inspection is a communications challenge for a DON installation. Reliable communications between the Challenge Inspection Officer (CIO) in the CW Inspection Ops Center and the USG escorts, base escorts, base prep teams, International Inspection Team (IIT), Self-Monitoring Coordinator, and security forces operating in the field are critically important to a successful inspection. The CIO must also communicate with Naval Treaty Implementation Program in Washington, DC. These communications take place on hand-held radios and a local radio net, telephones, fax machines, and computer modems.

The Communications Officer must ensure that the facility provides the equipment and personnel necessary to manage the communications requirements of the CWC inspection. The Tiger Team will bring portable radios. The Defense Threat Reduction Agency (DTRA) may also have radios that could be used during the inspection.

COMMUNICATIONS REQUIREMENTS:

- The IIT must be provided with a dedicated telephone line in the IIT work area, even though they may use their own duly certified, approved equipment. The IIT must have the ability to call the Organization for the Prohibition of Chemicals Weapons (OPCW) Technical Secretariat, and the observer, who works with the IIT, must have the ability to place calls to the requesting State Party's embassy.

Communications

- The Inspection Ops Center Staff must be able to communicate with any location on the facility to talk to base escorts, base self-monitoring teams, and the base preparation teams via two-way radios operating on a single net. Communications via land line is a satisfactory backup if radio communications are insufficient.
- The Inspection Ops Center Staff must have secure telephone (STU III if possible) communications and fax communications with the Naval Treaty Implementation Program in Washington, DC. The Tiger Team brings as packout equipment a speaker phone for multiparty conversations with the Naval Treaty Implementation Program.
- The Inspection Ops Center staff must be able to prepare and transmit DON messages to higher authority for notification purposes regarding the conduct/status of the CWC inspection.
- The Inspection Ops Center Treaty Information Management System operator must have a dedicated, full-time secure modem connection to the Naval Treaty Implementation Program (modem provided by Tiger Team).
- The Inspection Ops Center staff must have sufficient telephones in the Inspection Ops Center work areas to coordinate with officials, services, and various offices on the facility.

Communications Officer Checklist

Phase 1 — Notification/Initial Planning & Response

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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. Attend Commanding Officer's (CO) initial inspection planning meeting

2. Install communications lines and equipment in Inspection Ops Center.....

(a) The CO has directed the Challenge Inspection Officer and Ops Center Coordinator to select a site to set up the Inspection Ops Center. Work closely with them to plan the communications support for the Inspection Ops Center.

(b) Refer to Tab C, Inspection Ops Center, for a list of required communications equipment and a diagram of the configuration of the typical Inspection Ops Center. Adapt the equipment and layout to the Inspection Ops Center location selected for your facility. Be flexible in equipment installation so that location of telephones, power cords, etc. can be adjusted.

(c) Refer to the communications requirements in Tab C, Inspection Operation Center, to confirm that all requirements have been met in equipping the Inspection Ops Center.

3. Install communications lines and equipment in the IIT work area

Install a dedicated, direct-dial telephone line in the IIT work area capable of long distance telephone calls. The IIT must have the ability to call the Organization for the Prohibition of Chemical Weapons (OPCW) Technical Secretariat. The requesting State Party's observer must have the ability to place calls to the requesting State Party's embassy. Coordinate with DTRA Escort Team.

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4. Establish a personnel duty roster and watch bill

Rosters are needed to support manning the communication station console in the Inspection Ops Center on a 24-hour basis for the duration of the inspection.

5. Set up a communications station in the Inspection Ops Center.....

Although the communications personnel are assigned by the facility Communications Officer, they will work for the Inspection Ops Center Coordinator in the Inspection Ops Center. Communications personnel duties include:

- (a) Assign separate radio call signs to each user group (i.e., self-monitoring teams, base prep teams, base escorts, USG escorts).
- (b) Maintain a sign-out log for each radio. Include the user's name, function, and call sign.
- (c) Maintain a log of radio and telephone communications. Record time of transmission, call sign of caller and his/her location, and a brief summary of the message.

6. Attend CO's Tiger Team planning meeting

Meeting will be held upon arrival of Tiger Team. Report on the following items:

- (a) Progress of communications planning, manning schedule and
- (b) Schedule/problems/support required to set up communications in Inspection Ops Center.

7. Supervise routing of communications from the communications station to CO, Inspection Planning Staff (IPS), Tiger Team Leader, and USG representatives

Ensure all communications from the field, especially from escorts who are with the IIT, are clearly conveyed to the appropriate IPS member in the Inspection Ops Center.

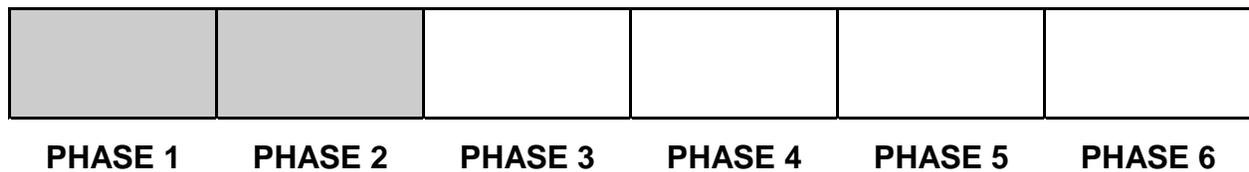
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8. Attend Phase 1-2 transition meeting

Meeting will be held in Inspection Ops Center approximately 10 hours after IIT arrives at POE. Report on the following items:

- (a) Status of communications (radio net, communications procedures, personnel) to support base self-monitoring activities, which will begin 12 hours after IIT arrives at POE.
- (b) Provide general overview of communication setup in Inspection Ops Center and IIT/USG work areas.

Phase 2 — Initial Preparation Activities



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).

9. Continue to supervise routing of communications from the communications station to the CO, IPS, Tiger Team Leader, and USG representatives

10. Ensure that the self-monitoring effort has adequate communications support

Coordinate with Base Self-Monitoring Coordinator.

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- 11. Determine the number of hand-held portable radios required to support the escort operations**

Coordinate with escort coordinator.

- 12. Determine the number of portable radios required to support the base prep teams**

Procure radios as required. Coordinate with the Base Prep Coordinator.

- 13. Ensure all radios work on the same dedicated channel**

Coordinate frequency usage with other agencies including Federal Communications Commission (FCC), local law enforcement, air traffic controllers, and base communications to ensure interference will not be a problem during the inspection.

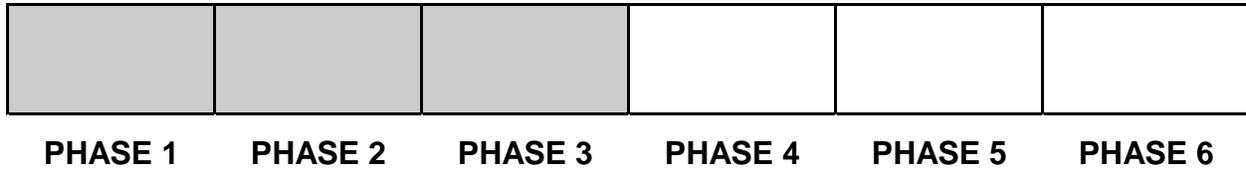
- 14. Conduct radio checks of all communications equipment prior to inspection team arrival**

- 15. Ensure maintenance of a complete communications log of all radio transmissions**

- 16. Attend CO's base pre-arrival meeting. Be prepared to brief overall status of communications support effort**

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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.

- 17. Ensure that inspection support teams have enough radios and communications support.....**

Coordinate with Base Escort Coordinator and Base Prep Coordinator.

- 18. De-brief Base Self-Monitoring Coordinator. Determine communications problems.....**

Determine if there were problems experienced with communications support during the self-monitoring effort.

- 19. Ensure continued maintenance of a complete communications log of all radio transmissions.....**

- 20. Ensure that proper radio protocol is used. Make sure that:.....**

- (a) Radios are signed out to specific teams
- (b) Each team has a call sign
- (c) The communicator is controlling radios and enforcing proper communications procedures.

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- 21. Display in Inspection Ops Center a tracking board showing call signs/names.....**

Board should include a list of team members/team identification/times as well as locations of all escort/prep teams and vehicles in the field.

- 22. Review manning schedules for communications support**

Ensure radio console operators are notified of shift schedules and changes to schedules.

- 23. Continue to supervise routing of communications from the communications station to the CO, IPS, Tiger Team Leader, and USG representatives**

- 24. Attend post-negotiation facility meeting**

Phase 4 — Inspection Activities



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. Monitor movements of IIT during inspection.....**

- 26. Ensure tracking board is updated**

Record new call signs, names, times, and itinerary. Reflect movements of IIT and escorts.

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- 27. Ensure continued maintenance of a complete communications log of all radio transmissions

- 28. Continue to supervise routing of communications from the communications station to the CO, IPS, Tiger Team Leader, and USG representatives

Phase 5 — Post-Inspection Activities



Phase 5 commences immediately upon completion of the inspection. Phase 5 lasts at least 24 hours.

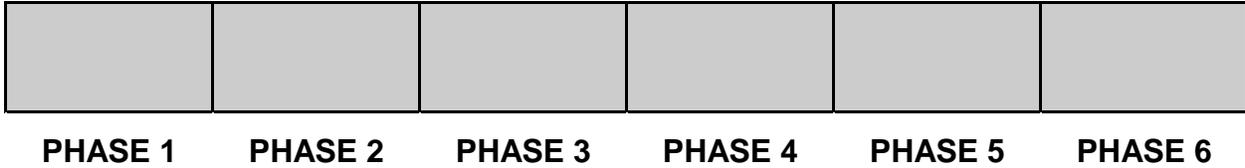
- 29. Continue to supervise routing of communications from the communications station to the CO, IPS, Tiger Team Leader, and USG representatives

- 30. Provide information on communications lessons learned for facility after-action reports.....

- 31. Provide radio logs for after-action report.....

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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.

- 32. Recover and return communications equipment

- 33. Restore the Inspection Ops Center to its original configuration

- 34. Complete appropriate portion of facility after-action report.....

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