U.S. Department of Homeland Security

United States Coast Guard

Port Security Unit (PSU) Organization Manual (ORGMAN)

COMDTINST M5400.17

U.S. Department of Homeland Security
United States Coast Guard

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Subj: PORT SECURITY UNIT (PSU) ORGANIZATION MANUAL (ORGMAN)

Ref: (a) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
(b) Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU), COMDTINST 3501.49 (series)
(c) Port Security Unit (PSU) Personnel Qualification Standard (PQS), COMDTINST M1540.11 (series)

1. PURPOSE. To issue the Organization Manual (ORGMAN) and Standard Operating Procedures (SOP) for Coast Guard Port Security Units (PSU).

2. ACTION. Area and commanders, maintenance and logistics commands, and commanding officers of port security units shall use this Manual as guidance for organizing their commands and carrying out administrative and operational duties.

3. DIRECTIVES AFFECTED. None.

4. DISCUSSION. This Manual describes the capabilities of the PSU, administrative and operational organizations, Watch, Quarter, and Station Bill (WQSB), SOP, and Incident Response Procedures (IRP) that are in fact, pre-MISHAP procedures. A thorough knowledge and understanding of this Manual by all hands is essential to the proper execution of their assigned duties. Commanding officers shall ensure that all personnel receive a thorough indoctrination.

   a. This Manual does not create any right or benefit, substantive or procedural, enforceable at law by any party against the United States, its agencies or personnel, or any person. This Manual creates no duties, standard of care, or obligations to the public and should not be relied upon as a representation by the Coast Guard as to the manner of proper performance in any particular case.

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b. This Manual promulgates internal Coast Guard planning guidance solely intended to promote efficiency and consistency in public service above and beyond the requirements of law and regulation. Any obligations discussed in this Manual flow only to the Coast Guard. Coast Guard personnel are expected to exercise broad discretion in performing the functions discussed. This Manual is intended as a guide for consistent and uniform execution of the Port Security program. This Manual does not cover occurrences best handled through experience and sound judgment. The Coast Guard retains the discretion to deviate from or change this guidance without notice.

c. In cases of apparent conflict between this policy Manual and provisions of statutes and regulations, the statutory or regulatory provisions shall be applied, and Commandant (G-OPD) shall be advised of the apparent conflict at the earliest opportunity. Likewise, in cases of apparent conflict with current port security practice, Commandant (G-OPD) shall be contacted at the earliest opportunity for resolution of the matter.

d. Requests for disclosure of any part of this Manual in connection with civil discovery or the Freedom of Information Act (FOIA) shall be coordinated with Commandant (G-LCL) before any release.

5. PROCEDURES. Commanding officers may expand upon the guidance in this Manual, but are responsible for adherence to Commandant policy and/or direction.

6. SCOPE. Nothing in this Manual shall be considered as contradicting or superseding any part of reference (a).

7. CHANGES. All personnel are encouraged to submit recommended changes to Commandant (G-OPD) via the chain-of-command. Unit specific amendments will be issued as necessary by the commanding officer.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.

9. FORMS/REPORTS. Form CG-3853, Personal Effects Inventory and Disposition; Form CG-4380A, Log-Remarks Sheet; and Form CG-4380B, Log-Weather Observation and Operational Summary Sheet are available in USCG Electronic Forms on Standard Workstation III or on the Internet at http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm or on the Intranet at http://cgweb.uscg.mil/g-c/g-ccs/g-cit/forms1/main/asp.

R.D. SIROIS
Assistant Commandant for Operations

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Chapter 1
Introduction

Introduction

The purpose of this manual is to provide Port Security Units (PSUs) with a ready reference to the PSU organization as a whole and to describe the specific roles and responsibilities of PSU personnel as well as related operational procedures required to effectively carry out port security operations.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Mission	1-3
B	Overview of PSU Functional Requirements and Organization	1-5
C	Organizational Components	1-7

Section A. Mission

Introduction

The Port Security Unit (PSU) provides security for and protects military and critical logistics material and handling facilities from terrorism, sabotage, espionage, subversion, and attack. The various operations at the PSU focus on successful accomplishment of this objective.

A.1. PSUs Defined

PSUs are commissioned units organized for sustained operations. The Contingency Personnel Requirements List (CPRL) authorizes 117 billets for deployment. The Personnel Allowance List (PAL) authorizes 6 active duty personnel. The Reserve Personnel Allowance List (RPAL) authorizes 140 selected reservists (SELRES). Reservists receive specialized training during regular Inactive Duty for Training (IDT). The Coast Guard currently has eight PSUs in the following locations:

- PSU 301 Cape Cod, MA*
- PSU 305 Fort Eustis, VA
- PSU 307 St. Petersburg, FL
- PSU 308 Gulfport, MS
- PSU 309 Port Clinton, OH
- PSU 311 San Pedro, CA
- PSU 312 San Francisco, CA*
- PSU 313 Tacoma, WA

* Scheduled for full operational capability in 2005.

PSUs operate highly maneuverable and armed transportable port security boats (TPSBs) using "defense in-depth" tactics established in the *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series), *Naval Coastal Warfare Operations*, NTTP 3-10.1, and *Response Boat Tactics, Techniques, and Procedures (RB-TTP) Manual*, COMDTINST M16601.7 (series). PSU land-based security forces complement waterborne operations, and protect unit personnel, equipment, and command and control facilities.

PSUs are expected to continually maintain a Status of Resources and Training System (SORTS) readiness level to C2 to meet baseline system operational readiness. All equipment and personnel should be ready for rapid deployment.

A.2. Requirements

PSUs conduct port operations, security, and defense in support of Combatant Commanders' operations worldwide. They provide waterborne and limited land-based anti-terrorism and force protection (AT/FP) for shipping and critical port facilities in conjunction with harbor defense and coastal sea control operations at the end points of United States' sea lines of communications (SLOCs).

PSUs may be deployed for domestic security operations in the United States (CONUS) or deployed worldwide outside of the continental United States (OCONUS). This flexible force package supports defense contingency requirements including major combat operations, lesser contingencies, or military operations other than war (MOOTW) in joint or combined operations as a component/task unit of a naval coastal warfare (NCW) operation.

PSU mission and operating requirements are detailed in the *Coast Guard Capabilities Manual*, COMDTINST M3000.3 (series), and the *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series).

A.3. Employment

PSUs may be deployed within 96 hours and should be prepared to establish limited operations within 24 hours of arrival in theater. Depending upon force flow allowances, PSUs are equipped for an initial 30 days of sustained operations, but require petroleum, oil, and lubricants (POL), and potable water. Although trained to operate in a field environment, the availability of "hotel" services significantly improves the quality of life for deployed personnel. The PSU is staffed for continuous operations (24 hours/day). Although the Required Operating Capabilities/Projected Operating Environment (ROC/POE) statement indicates continuous operations up to 6 months, recent experience suggests that deployments may last up to 1 year or longer. While this Operating Tempo (OpTempo) is sustainable, local adjustments to the Watch, Quarter, and Station Bill may be necessary. Logistics support is required for catastrophic equipment casualties and repairs beyond unit capabilities and training, and for routine replenishment of consumable materials including medical supplies. The PSU is equipped with telecommunications equipment for command and control of organic resources, and is fully compatible with in-theater Department of Defense (DoD) elements. Communications connectivity outside of the area of operations (AO) is accomplished through DoD.

A.4. Operating Environment

PSUs are organized, equipped, and trained to operate in the "rear-areas" and "relatively low-threat" environments of accessible (ice-free) harbors and port areas worldwide in support of Combatant Commanders' requirements and in company with DoD, for national defense regional contingencies, providing 24-hour operations under all environmental conditions within the limits of equipment and personnel safety. However, effectiveness is degraded as weather deteriorates. PSUs will normally protect vessels and people that are in transit, at the pier/port complex, or along the waterfront facility. Harbor defense and port security operations are frequently characterized by confined and traffic-congested water and air space. This environment makes the identification of adversaries and command and control coordination difficult, and reaction response time critical. Threats may be agents, saboteurs, enemy sympathizers, terrorist groups/small tactical units, unconventional warfare forces, and guerrilla groups involved in surface, subsurface, air, or ground attacks using surface vessel combatants, high speed attack craft, innocently appearing civilian vessels, swimmer delivery vehicles, divers and mines, small aircraft, as well as the potential for paramilitary ground forces using any and all means to interfere with or disrupt United States' military operations.

Section B. Overview of PSU Functional Requirements and Organization

Introduction

In order for PSUs to successfully carry out their missions, it is essential that they have clearly defined functional requirements and effectively organized commands. This section provides a brief description of these elements and is followed by a more in-depth discussion.

B.1. Functional Requirements

PSUs conduct port security/harbor defense operations utilizing Transportable Port Security Boats (TPSBs) and assigned security personnel. PSUs are one of only several uniquely qualified security forces that are designated to conduct security operations in the joint "rear area". Personnel are readily identifiable as security forces and authorized to carry weapons while conducting waterborne and land based security in conjunction with joint security forces in the rear areas. Additionally, PSUs perform the following essential functions:

- Operate under the Operational Control (OPCON) and Administrative Control (ADCON) of either Commander, Atlantic Area or Commander, Pacific Area when not deployed and assigned to the OPCON of a Department of Defense (DoD) Commander.
- Conduct operations in conjunction with:
  - NCW Group. **Figure 1-1** illustrates the basic NCW organization within which PSUs operate.
  - NCW Squadron.
  - Mobile Security Unit.
  - Mobile Security Detachment.
  - Mobile Inshore Undersea Warfare (MIUW) Unit.
  - Inshore Boat Unit (IBU).
  - Other DoD or coalition assets assigned to either the Joint Rear Area Coordinator (JRAC) or Naval Coastal Warfare Commander (NCWC).
- Detect, monitor, intercept and, as appropriate, disable swimmers, swimmer delivery vehicles, and waterborne targets of interest within safety, security, and reaction zones using tactics in accordance with the *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series), *Naval Coastal Warfare Operations*, NTTP 3-10.1, and *Response Boat Tactics, Techniques, and Procedures (RB-TTP) Manual*, COMDTINST M16601.7 (series).
- Conduct land-based security operations in the vicinity of the port facility and/or PSU staging areas using tactics and procedures in accordance with PSU operational doctrine. Detect, monitor, intercept and, if appropriate, disable personnel attempting to breech the security area.
- Conduct own unit's command, control, and communications capabilities.
- Implement operations security (OPSEC) measures.
- Provide assigned organizational maintenance, and unit administrative and supply support.

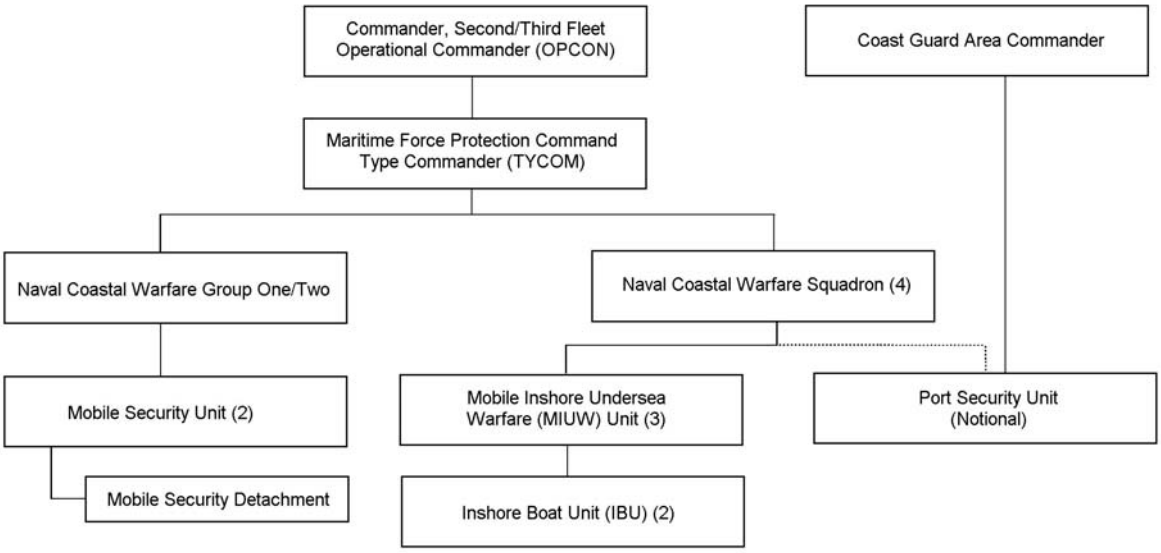

Figure 1-1
NCW Organization

B.2. Commanding Officer

The Commanding Officer (CO) shall organize the PSU, giving due consideration to the mission, personnel allowance, physical arrangement, and other characteristics of the unit, in a manner that will ensure the accomplishment of the tasks of the unit with maximum economy and efficiency. This manual is the basic organizational document for all PSUs.

B.3. Department Heads

Department Heads routinely report to the Executive Officer (XO) for operational readiness of their departments and for administrative matters. This includes the general condition of equipment, the need for or progress of major repairs, and circumstances or conditions that may affect operational readiness. When assigned, the assistant/Division Officer reports to the Department Head on all matters, and in the absence of the Department Head, the designated assistant/Division Officer shall act as the Department Head.

B.4. Divisions

Personnel attached to the PSU shall be assigned to divisions, which shall be organized into watches and sections for duty, watchkeeping, and liberty. The unit should at all times be adequately protected in the event of an emergency and be ready to meet any requirement for duty in accordance with orders from superior authority. Watch, quarter, and station bills (WQSBs) should be conspicuously posted in a place readily accessible to the personnel concerned. The bills shall provide for fire, cleaning, berthing, daily routine, and such other details and duties of a routine nature as may be peculiar to the unit or as may be prescribed by the area, district or Maintenance and Logistics Command (MLC) commander.

B.5. Facility Requirements

Appendix A contains space requirements for the PSU shore facility.

Section C. Organizational Components

Introduction

The PSU includes four major organizational components:

- Command
- Operations
- Engineering
- Logistics

The administrative organization is intended to assemble members of the same rating together in an effort to encourage and facilitate individual advancement and career growth. Recognizing that the operational organization outlined in the watch, quarter, and station bill (WQSB) necessarily crosses administrative organization lines for operations, this grouping improves in-rate instruction necessary for advancement and gives Division Officers flexibility in personnel assignments and training. (see **Figure 1-2**)

C.1. Staffing

The PSU is a unique command organization within the Coast Guard. It is a commissioned Coast Guard unit staffed mostly by reservists and a small number of active duty personnel representing key skill sets. This single purpose organization is unique in Coast Guard operations and a cost-effective approach to military operations that represent a small portion of the overall budget. An underlying assumption is that mission essential training can be conducted by a part-time workforce that is not expected to conduct other Coast Guard operations. Six active duty and 140 reserve personnel staff each PSU. 117 persons are needed to fill WQSB requirements.

C.2. Training Allowance

Each PSU is authorized 28 SELRES billets more than are necessary to fully staff the WQSB. This ‘over-billeting’ situation provides personnel an opportunity for training and watch qualification to help the PSU to sustain Status of Resources and Training System (SORTS) C-2 (Combat Ready) status. Department Heads, Division Officers, and Chief Petty Officers (CPOs) should make use of these additional personnel to ensure that all WQSB requirements are continually met.

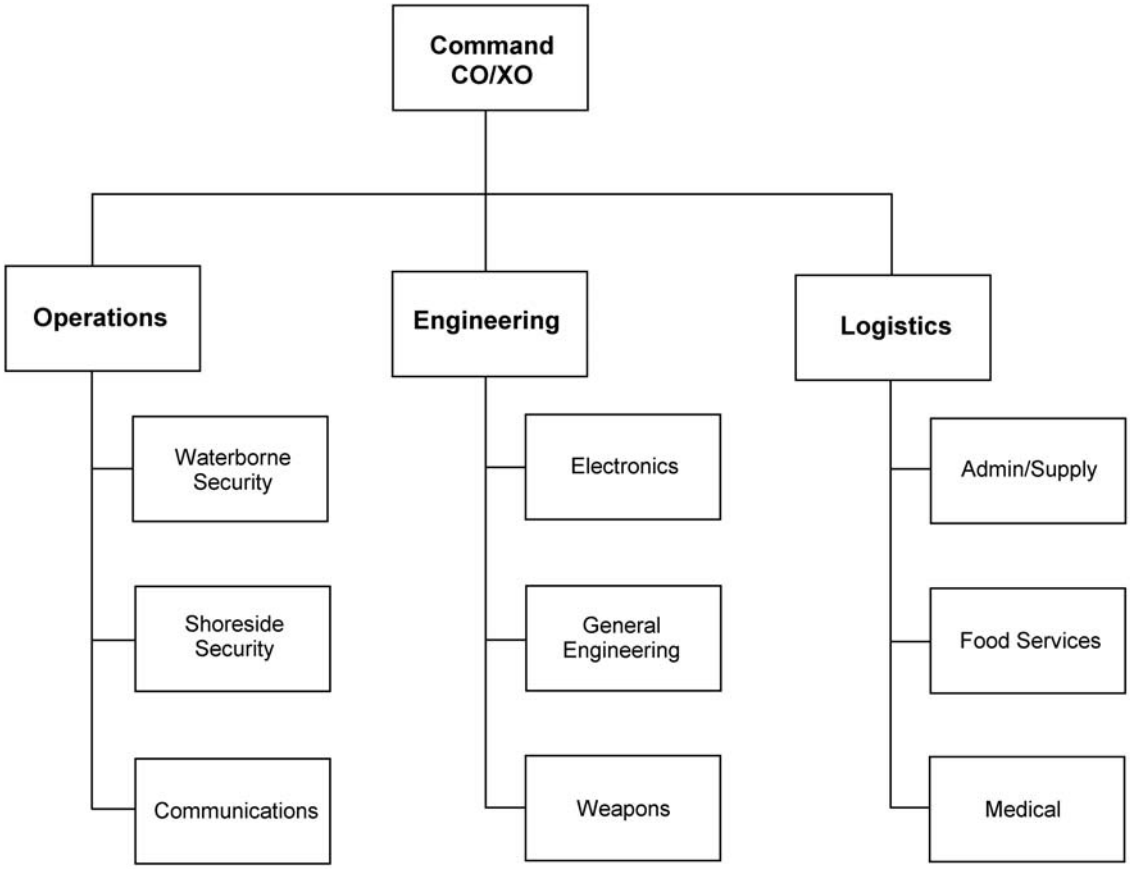

Figure 1-2
Administrative Organization

C.3. Command

The command element is responsible for overall administration, good order, discipline, and operations of the PSU. All personnel, through appropriate channels in the chain-of-command, are responsible to the Commanding Officer (CO), or in his absence or incapacitation, the Executive Officer (XO). Similarly, all guidance, control, and direction for the PSU are channeled through the command element. The CO and XO should be considered a single entity. It consists of the following billets:

Position Description	Rate	Billet
CO	CDR	A-100-O
XO	LCDR	A-101-O

C.4. Operations Department

The operations department consists of the ratings that are primarily focused on mission execution. Although all personnel play important roles in the WQSB, Boatswain Mates (BMs) and Port Security Specialists (PS) have distinct skills that characterize the operations that the PSU conducts. There are three divisions in the operations department, they are:

- Waterborne Security
- Shoreside Security
- Communications

Table 1-1 provides a breakdown of the positions, rates, and billets in each division.

Table 1-1
Operations Department

Position Description	**Rate**	**Billet**			
Operations Officer	LCDR	B-100-O			
Waterborne Security Division (32 RPAL / 26 CPRL)					
Position Description	**Rate**	**Billet**			
Division Officer	LT	B-200-O			
Asst Division Officer	LTJG	B-201-Ox			
Boat Division	BMCM	B-202-E			
Section One			*Section Two*		
Position Description	**Rate**	**Billet**	**Position Description**	**Rate**	**Billet**
Crew 1 Coxswain	BM1	B-210-E	Crew 5 Coxswain	BM1	B-211-E
Coxswain Training	BM1	B-214-Ex	Crew 6 Coxswain	BM2	B-222-E
Crew 2 Coxswain	BM2	B-220-E	Crew 7 Coxswain	BM2	B-223-E
Crew 3 Coxswain	BM2	B-221-E	Crew 8 Coxswain	BM2	B-224-E
Crew 4 Coxswain	BM3	B-230-E	Coxswain Training	BM2	B-226-Ex
Boat Crew Member 1	BM3	B-240-E	Boat Crew Member 5	BM3	B-244-E
Boat Crew Member 2	BM3	B-241-E	Boat Crew Member 6	BM3	B-245-E
Boat Crew Member 3	BM3	B-242-E	Boat Crew Member 7	BM3	B-246-E
Boat Crew Member 4	BM3	B-243-E	Boat Crew Member 8	BM3	B-247-E
Boat Crew Member Training	BM3	B-252-Ex	Boat Crew Member Training	BM3	B-253-Ex
Section Three					
Position Description	**Rate**	**Billet**			
Crew 9 Coxswain	BM1	B-212-E			
Crew 10 Coxswain	BM1	B-213-E			
Crew 11 Coxswain	BM2	B-225-E			
Coxswain Training	BM2	B-227-Ex			
Crew 12 Coxswain	BM3	B-231-E			
Boat Crew Member 9	BM3	B-248-E			
Boat Crew Member 10	BM3	B-249-E			
Boat Crew Member 11	BM3	B-250-E			
Boat Crew Member 12	BM3	B-251-E			

Table 1-1
Operations Department – Continued

Shore Security Division (53 RPAL / 39 CPRL)					
Position Description	**Rate**	**Billet**			
Division Officer	LT	B-300-O			
Asst Division Officer	LTJG	B-301-Ox			
Security Chief	PSCM	B-302-E			
Asst. Security Chief	PSC	B-303-E			
Squad One			*Squad Two*		
Position Description	**Rate**	**Billet**	**Position Description**	**Rate**	**Billet**
Sqd Ldr / Fire Tm A Ldr	PS1	B-312-E	Sqd Ldr / Fire Tm A Ldr	PS1	B-310-E
	PS2	B-326-E		PS1	B-313-E
	PS3	B-343-E		PS2	B-327-E
	PS3	B-358-E		PS3	B-344-E
Fire Team B Leader	PS2	B-320-E	Fire Team B Leader	PS2	B-321-E
	PS2	B-329-E		PS2	B-330-E
	PS3	B-346-E		PS3	B-347-E
	PS3	B-352-E		PS3	B-353-E
Fire Team C Leader	PS2	B-323-E	Fire Team C Leader	PS2	B-324-E
	PS3	B-340-E		PS3	B-341-E
	PS3	B-349-E		PS3	B-350-E
	PS3	B-355-E		PS3	B-356-E
Boat Operations			*Squad Three/Training*		
Position Description	**Rate**	**Billet**	**Position Description**	**Rate**	**Billet**
Sqd Ldr / Fire Tm A Ldr	PS1	B-311-E	Sqd Ldr	PS1	B-315-Ex
Boatcrew #2/ Fire Tm A	PS1	B-314-E	Fire Team A Leader	PS1	B-316-Ex
Boatcrew #3/ Fire Tm A	PS2	B-322-E		PS2	B-332-Ex
Boatcrew #4/ Fire Tm A	PS3	B-345-E		PS2	B-333-Ex
Crew #5/Fire Tm B Ldr	PS2	B-325-E		PS2	B-334-Ex
Boatcrew #6/ Fire Tm B	PS2	B-331-E	Fire Team B Leader	PS2	B-335-Ex
Boatcrew #7/ Fire Tm B	PS3	B-348-E		PS2	B-336-Ex
Boatcrew #8/ Fire Tm B	PS3	B-351-E		PS3	B-359-Ex
Crew #9/ Fire Tm C Ldr	PS2	B-328-E		PS3	B-360-Ex
Boatcrew #10	PS3	B-342-E	Fire Team C Leader	PS3	B-361-Ex
Boatcrew #11	PS3	B-354-E		PS3	B-362-Ex
Boatcrew #12	PS3	B-357-E		PS3	B-363-Ex
				PS3	B-364-Ex

Table 1-1
Operations Department – Continued

Communications Division					
Position Description	**Rate**	**Billet**			
Communications Officer	LTJG	B-400-O			
OS in Charge	OS1	B-410-E			
Comms Section	OS2	B-411-E			
Comms Section	OS2	B-412-E			
Comms Section	OS3	B-413-E			
Comms Section	OS3	B-414-Ex			

C.5. Engineering Department

The engineering department consists of ratings that are essential to mission execution in the areas of mechanical, structural, and electrical maintenance. There are three divisions in the engineering department, they are:

- Electronics
- General Engineering
- Weapons

Table 1-2
Engineering Department

Engineering Division (27 RPAL / 24 CPRL)					
Position Description	**Rate**	**Billet**			
Engineer Officer	LT	C-100-O			
Engineer Chief	MKCS	C-201-E			
Boat Operations Section			*Engineering Maintenance, Repair & Construction (MC&R) Section*		
Position Description	**Rate**	**Billet**	**Position Description**	**Rate**	**Billet**
Boat 1 Engineer	MK1	C-210-E	Engineering Support	MKC	C-202-E
Boat 5 Engineer	MK1	C-211-E	Engineering Support	MK1	C-212-E
Boat 2 Engineer	MK2	C-220-E	MC&R Section	MK1	C-213-Ex
Boat 3 Engineer	MK2	C-221-E	Engineering Support	MK2	C-226-E
Boat 7 Engineer	MK2	C-222-E	Engineering Support	MK2	C-227-E
Boat 8 Engineer	MK2	C-223-E	MC&R Section	MK2	C-228-Ex
Boat 9 Engineer	MK2	C-224-E	MC&R Section	MK3	C-234-Ex
Boat 10 Engineer	MK2	C-225-E	Engineering Support	DC1	C-240-E
Boat 4 Engineer	MK3	C-230-E	Engineering Support	DC2	C-241-E
Boat 6 Engineer	MK3	C-231-E	Engineering Support	DC3	C-242-E
Boat 11 Engineer	MK3	C-232-E			
Boat 12 Engineer	MK3	C-233-E			

Table 1-2
Engineering Department – Continued

Electronics Maintenance and Repair Section					
Position Description	**Rate**	**Billet**			
Electronics Support	ET1	C-250-E			
Engineering Support	EM2	C-251-E			
Electronics Support	ET3	C-252-E			
Weapons Section					
Position Description	**Rate**	**Billet**			
Weapons Officer	LTJG	C-302-O			
Weapons Chief	GMC	C-304-E			
Weapons Support	GM1	C-321-E			
Weapons Support	GM2	C-322-E			
Weapons Section	GM2	C-323-Ex			
Weapons Support	GM3	C-324-E			

C.6. Logistics Department

The logistics department consists of the ratings that are essential to mission execution but mostly in support and administration. There are three divisions within the logistics department, they are:

- Administration/Supply
- Food Services
- Medical

Table 1-3 provides a breakdown of the positions, rates, and billets in each division.

Table 1-3
Logistics Department

Position Description	**Rate**	**Billet**			
Logistics Officer	LT	D-100-O			
Position Description	**Rate**	**Billet**			
Medical	LT	D-200-O			
Medical Section			*Supply Section*		
Position Description	**Rate**	**Billet**	**Position Description**	**Rate**	**Billet**
Medical Support	HS1	D-210-E	Supply Support	SK1	D-320-E
Medical Support	HS2	D-211-E	Supply Support	SK2	D-321-E
			Supply Section	SK2	D-322-Ex
Administrative Section			*Food Services Section*		
Position Description	**Rate**	**Billet**	**Position Description**	**Rate**	**Billet**
Administrative Officer	LTJG	D-300-Ox	Food Services Support	FS1	D-330-E
Administration Support	YN1	D-310-Ex	Food Services Support	FS2	D-331-E
Administration Support	YN1	D-311-E	Food Services Support	FS2	D-332-E

Table 1-3
Logistics Department - Continued

Administration Support	YN2	D-312-E	Food Services Support	FS3	D-333-E
General Support	SN	D-313-E	Food Services Support	FS3	D-334-E
General Support	SN	D-314-E	Food Service Section	FS3	D-335-Ex

Chapter 2
PSU Organization

Introduction

Each PSU is expected to be organized as directed by this manual to provide the duties and responsibilities of personnel assigned to command, operations, and logistics component of each PSU. Adherence to the contents of this manual provides for safe and effective execution of all PSU mission requirements.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Administrative Organization	2-3
B	Collateral Duties	2-23
C	Boards and Committees	2-41

Section A. Administrative Organization

Introduction

The chain-of-command, responsibilities of officers and enlisted personnel assigned within the chain-of-command, and the instructions and regulations required to execute all aspects of each PSU's mission are addressed in this section of this manual. The references listed for each position, while not all-inclusive, are intended to assist the member in the execution of duties.

A.1. Commanding Officer

The CO's responsibility for the command is absolute, except when, and to the extent relieved there from by competent authority, or as provided otherwise in *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series). At the CO's discretion, portions of that authority may be delegated to subordinates for the execution of details, but such delegation of authority does not relieve the CO of absolute responsibility for the safety, efficiency, and well-being of the command.

A.1.a. References

a. *Certifying and Disbursing Manual*, COMDTINST 7210.1 (series)
b. *Financial Resource Management Manual (FRMM)*, COMDTINST M7100.3 (series)
c. *Management of Family Advocacy and Special Needs Cases*, COMDTINST 1754.12 (series)
d. *Medical Manual*, COMDTINST M6000.1 (series)
e. *Military Justice Manual*, COMDTINST M5810.1 (series)
f. *Military Personnel Security Program*, COMDTINST M5520.12 (series)
g. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
h. *Ombudsman*, COMDTINST M1750.4 (series)
i. *Ordnance Manual*, COMDTINST M8000.2 (series)
j. *Personnel Manual*, COMDTINST M1000.6 (series)
k. *Property Management Manual*, COMDTINST M4500.5 (series)
l. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)
m. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
n. *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series)
o. *Standards of Ethical Conduct*, COMDTINST M5370.8 (series)
p. *Supply Policy and Procedures Manual (SPPM)*, COMDTINST M4400.19 (series)
q. *Training and Education Manual*, COMDTINST M1500.10 (series)
r. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.1.b. Duties and Responsibilities

The following are the duties and responsibilities of the CO:

- Complete all training requirements listed in the *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series).
- Organize the command to ensure tasks are accomplished with maximum economy and efficiency.
- Administer the command in accordance with Federal, State and municipal laws, regulations, and the orders of competent authority.
- Maintain deployment readiness required by current orders and Required Operational Capability/Projected Operation Environment (ROC/POE). Ensure that the unit is ready to perform all assigned duties and conduct exercises to attain and maintain operational proficiency. Promptly inform the immediate superior of preparations to proceed, including an estimated time of departure, and thereafter keep supervisors advised of movements and actions.
- Provide a safe and healthful environment.
- Ensure the well-being of all personnel.
- Maintain good order and discipline aboard the unit consistent with the Uniform Code of Military Justice.
- Take prompt and positive action to eliminate discrimination within the command including reprisals in the aftermath of discrimination complaints.
- Initiate individual or unit award recommendations.
- Assume accountability for the custody, care, preservation and proper use of all property assigned to and acquired by the unit.
- Approve designations for routine or unaccompanied access to armories.
- Maintain custody of the keys to all spaces containing ammunition and explosives, and designate in writing those persons who are authorized to have duplicate keys. Prescribe conditions under which the spaces may be opened without prior consent.
- Provide leadership and management training for the crew.
- Ensure that an organized force, sufficient to effectively respond to an emergency and capable of ensuring security, is present consistent with the operational status, mission, and location of the unit.
- Inspect the log daily for inaccuracies or omissions, and then approve and sign it after corrections have been made.
- Certify Command Duty Officers (CDO), Tactical Action Officers (TAO), Boarding Officers, boarding team members, and TPSB Coxswains.
- Exercise great care that all personnel scrupulously respect territorial authority and applicable Status of Forces Agreements (SOFA).
- Communicate with local civil officials and foreign diplomatic and consular authorities through the United States consular or diplomatic representatives whenever possible. Preserve cordial relations with the United States representatives in foreign countries, and extend to them the honors, salutes, and other official courtesies to which they are entitled.

A.2. Executive Officer

The XO is eligible to succeed to command. The primary function of the XO is to assist the CO in administrative functions of the unit. The XO is the senior member of the Command Safety Board and supervises the Master-at-Arms (MAA). The XO is authorized to relieve a Coxswain of assigned responsibilities. The CDO reports to the XO for matters concerning the general duties and routine.

A.2.a. References

a. *Administrative Investigations Manual*, COMDTINST M5830.1 (series)
b. *Administrative Separation Board Manual*, COMDTINST M1910.2 (series)
c. *Coast Guard Food Service Manual*, COMDTINST M4061.5 (series)
d. *Cutter Organization Manual*, COMDTINST M5400.16 (series)
e. *Hazing Awareness Training*, COMDTINST 1610.1 (series)
f. *Medical Manual*, COMDTINST M6000.1 (series)
g. *Military Justice Manual*, COMDTINST M5810.1 (series)
h. *Personnel Manual*, COMDTINST M1000.6 (series)
i. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
j. *Shipboard Regulations Manual*, COMDTINST M5000.7 (series)
k. *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series)
l. *Standards of Ethical Conduct*, COMDTINST M5370.8 (series)
m. *Uniform Regulations*, COMDTINST M1020.6 (series)
n. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.2.b. Duties and Responsibilities

The following are the duties and responsibilities of the XO:

- Complete all training requirements listed in the *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series).
- Chair the PSU Planning Board for Training (PB4T).
- Assist the CO.
- Perform the functions of Personnel Officer of the unit, including preparation and maintenance of the Personnel Assignments Bill and management of the unit's personnel evaluation process.
- Conduct random inspections of all or any part of the unit.
- Publish and/or post orders from higher authority and information affecting personnel as soon as practicable. The XO shall not withhold any orders or other communications received from higher authority for any person under that command except for good and sufficient reasons; report to the issuing authority if any information has been withheld.
- Be prepared to assume command in the event that the CO is incapacitated.
- Execute the Plan of the Day (POD). Keep a morning order book, when deployed, containing standing orders and all other orders affecting the POD.
- Carry out responsibilities of the Unit Safety Officer. Administer the Safety Program. Coordinate safety indoctrination and department planning.
- Investigate and report MISHAPs.
- Provide management and leadership training for officers assigned to the PSU.
- Assist the designated urinalysis coordinator in the conduct of assigned duties in accordance with policy direction.
- Grant permission to Junior Officers to leave the unit when directed by the CO. When approved by the CO, this authority may be delegated to Department Heads for their departments.
- Verify ration conversions for sales of meals when completing the daily ration memorandum and certify the monthly summary ration count.
- Interview eligible members that decide not to reenlist.
- Direct competence-for-duty urinalysis tests if authority to do so has been delegated by the CO.
- Afford optimum opportunity for off-watch crew relaxation and recreation.
- Conduct material and personnel inspections in accordance with directives prescribed by the Area or Maintenance and Logistics Command (MLC) commander.
- Convene an administrative investigation to determine the cause of death when a member dies under unnatural or suspicious circumstances, or when the cause of death is unknown.

A.3. Chief Master-at-Arms

The Chief Master-at-Arms (CMAA) reports to the XO on the enforcement of regulations, the maintenance of good order and discipline, and the security and welfare of prisoners.

A.3.a. References

a. *Food Service Sanitation Manual*, COMDTINST M6240.4 (series)
b. *Military Justice Manual*, COMDTINST M5810.1 (series)
c. *Uniform Code of Military Justice (UCMJ)*
d. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.3.b. Duties and Responsibilities

The following are the duties and responsibilities of the CMAA:

- Enforce *Uniform Code of Military Justice (UCMJ)*, *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series), and PSU regulations and directives.
- Assist in the execution of the daily routine, including responsibility for crew turning out promptly at all-hands evolutions and reveille; and maintaining silence after taps.
- Conduct frequent inspections of the galley, food handling spaces, and living spaces.
- Assist in the processing of all newly assigned/attached personnel. Ensure each person has a berthing assignment.
- Organize, train, and supervise cleaners.
- Supervise religious events and other special functions.
- Be present at official gatherings of personnel.
- Assist in the handling of liberty parties when directed by the XO or other proper authority.
- Supervise extra duty persons and maintain records of all extra duties assigned and performed.
- Maintain the lucky bag.
- Furnish escorts for the CO, XO, and visitors.
- Report to the XO for performance of assigned duties.
- Make evening reports to the XO.

A.4. Command Chief

The CO designates the Command Master Chief. The Command Chief functions outside of his/her specialty to stimulate communication and counsel members in leadership and administration. This individual is highly motivated; possesses superior leadership abilities and broad management skills; has effective communication abilities and proven administrative capabilities; demonstrates effective counseling skills; has a physically fit sharp, military appearance, demeanor, and bearing; meets all health and physical requirements; and has an outstanding performance record. The Command Chief reports directly to the CO but keeps the chain-of-command aware of sensitive and current issues. This individual assists in formulation and implementation of policies affecting morale, welfare, job satisfaction, discipline, utilization, and training.

A.4.a. References

a. *Command Master Chief Program*, COMDTINST 1306.1 (series)
b. *Standards of Ethical Conduct*, COMDTINST M5370.8 (series)

A.4.b. Duties and Responsibilities

The following are the duties and responsibilities of the Command Master Chief:

- Advise the CO of existing or potential situations pertinent to the morale and general well-being of the crew and their families.
- Meet with all members of the crew at least quarterly when in garrison and weekly while deployed.
- Stay abreast of current personnel policies, including pay and allowances, morale, welfare, housing, and incentive programs, and serve as a source of information about them to the crew and their families.
- Communicate with other command chiefs to provide information and data, and exchange ideas.
- Assess the impact of proposed policy changes on personnel.
- Assist in the reception of official visitors.
- Identify and correct adverse conditions to improve the crew's quality of life.
- Promote traditional standards of good order and discipline, honor, respect, and devotion to duty.
- Promote crew welfare, health, job satisfaction, morale, utilization, and training.

A.5. Ombudsman

The ombudsman is a volunteer at most Coast Guard commands, but is a function to be shared at the PSU. The active duty Yeoman (YN) is well suited for the majority of these duties because the range of reserve personnel issues expected to be dealt with, and limited personnel resources. Nonetheless, a crew member's spouse should be designated as ombudsman to ensure that the family's perspectives are maintained. The ombudsman is a conduit between the command and families when the PSU is deployed.

Although members should be prepared for deployment, the greatest need occurs when deployment is imminent, the members' status is changed from inactive reserve to active duty, and shortly thereafter as people become familiar with their military benefits. Normally questions about pay, allowances, benefits, family assistance programs, and other issues including news or status reports arise. The ombudsman provides information on behalf of the command to family members, advises the command of unit families' common concerns, and refers dependents to sources for assistance in resolving family related questions. A telephone tree or e-mail may be used to pass general information to the entire crew's families, but quite often, individual problems are solved by putting individuals in contact with appropriate Coast Guard representatives.

The command and ombudsman must clearly agree on responsibilities, especially financial obligations. The command will support mailing materials to members' homes, including metered mail; and use of equipment, paper, and office supplies as needed, including a computer, copy machine, fax machine, government-issued telephone credit card, and letterhead stationery to communicate with families and community resource agencies. The command representative's e-mail address may be distributed and an 800-telephone number established to facilitate communications with people out of the area.

A.5.a. References

a. *Ombudsman*, COMDTINST 1750.4 (series)

A.5.b. Active Duty YN Duties and Responsibilities

The following are the duties and responsibilities of the active duty YN:

- Complete Ombudsman Training Program.
- Obtain a telephone tree or e-mail address list to quickly communicate with families.
- Refer families to appropriate sources of assistance to resolve family-related questions.
- Keep required records.

A.5.c. Ombudsman Duties and Responsibilities

The following are the duties and responsibilities of the ombudsman:

- Complete Ombudsman Training Program.
- Confer regularly with the CO.
- Obtain a telephone tree or e-mail address list to quickly communicate with families.
- Communicate with families on the command's behalf when the PSU is deployed.
- Maintain local resource files to turn over to a successor.
- Keep required records.

A.6. Department Heads

Department Heads routinely report to the CO for operational readiness and to the XO for administrative matters including the following:

- General condition of machinery and equipment.
- Need for or progress of major repairs.
- Circumstances or conditions which may affect the PSU's operational readiness.

When assigned, Division Officers report to the Department Head on all matters. Department Heads are members of the PB4T and the Safety and Health Committee.

A.6.a. References

a. *Equipment Tag-Out Procedure*, COMDTINST 9077.1 (series)
b. *Medals and Awards Manual*, COMDTINST M1650.25 (series)
c. *Military Justice Manual*, COMDTINST M5810.1 (series)
d. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
e. *Personnel Manual*, COMDTINST M1000.6 (series)
f. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)
g. *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series)
h. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.6.b. Duties and Responsibilities

The following are the duties and responsibilities of a Department Head:

- Complete all training requirements listed in the *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series).
- Implement and monitor professional qualification programs such as PSU PQS and qualification for the Port Security Insignia, TPSB coxswain, boat crew member, engineer and gunner, Boarding Officer, boarding team member and other standard training programs. Ensure appropriate documentation is completed.
- Ensure departmental/divisional training programs are established and implemented to support career development and advancement.
- Implement and monitor weapons training.
- Monitor watchstation training and qualification.
- Monitor the general condition of machinery and equipment.
- Monitor the need for, or progress of major repairs.
- Monitor circumstances or conditions that may affect operational readiness.
- Identify persons for appropriate award recognition.
- Visit all watchstations at least daily.
- Monitor the health and medical readiness of assigned personnel.
- Establish and monitor department safety programs.
- Establish a physical fitness program for the department.
- Conduct regular instruction and drills in safety procedures.
- Manage budget.
- Appoint Department Training Petty Officers.
- Evaluate personnel performance.
- Supervise personnel assigned to the department.
- Encourage advancement, career growth, and retention.
- Ensure good order and discipline among assigned personnel.

A.7. Operations Officer

The Operations Officer (OPS) is responsible to the CO for operations department readiness. OPS supervises waterborne and shoreside security and communications divisions. OPS is responsible for the collection, evaluation, and dissemination of operational and combat information required for the assigned missions and tasks.

A.7.a. References

a. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.7.b. Duties and Responsibilities

The following are the duties and responsibilities of the OPS:

- Direct TPSB training, PQS, and operations.
- Manage shore security training, PQS, and operations.
- Coordinate command and control training, PQS, and operations.
- Supervise the preparation of operation plans and training schedules.
- Ensure training records are properly maintained.
- Coordinate MISHAP evaluations including control of any wreckage, communications, liaison, photo coverage, and preparation of MISHAP reports.
- Collect information for fact-finding bodies including unit records, logs, and standing orders; relevant boat records; the service, medical and training records of involved persons.

A.8. Engineer Officer

The Engineer Officer (EO) is the head of the engineering department and responsible to the CO for readiness. The EO will normally assist other departments, divisions, or personnel with conducting repairs that are beyond their own capacity, or help them arrange external assistance.

A.8.a. References

a. *Equipment Tag-out Procedure*, COMDTINST 9077.1 (series)
b. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.8.b. Duties and Responsibilities

The following are the duties and responsibilities of the EO:

- Ensure the operation, maintenance, and repair of all machinery, communication systems, and electric and electronic devices not specifically assigned to other departments.
- Furnish power, light, heat, and water, and operate and maintain the equipment connected therewith.
- Ensure operational readiness of all electronics.
- Repair boats and boat machinery.
- Ensure operation, care, and maintenance of all outboard motors and associated gear, generators and electrical distribution system, and vehicles.
- Maintain, stow, and use fuels and lubricants not assigned to other departments.
- The maintenance of a machinery index, machinery history, and boat records in accordance with current instructions.
- Ensure mechanical, electrical and electronic safety devices are inspected at intervals specified by the Preventive Maintenance System (PMS) or other applicable instructions.
- Prepare required reports in connection with the EO's assigned functions.
- Coordinate disaster control operations; provide information on radiological monitoring and survey; biological and chemical weapons and effects; protective measures and decontamination methods; chemical, biological, and radiological (CBR) accident control; and disaster control planning and operation.
- Upon authorization from Commandant and ELC, permit alterations to the approved equipment allowance. Make recommendations for class-wide improvements, changes, or alterations via the proper chain of command in accordance with *Chapter 041* of the *Naval Engineering Manual*, COMDTINST M9000.6 (series).
- Establish and monitor a safety program for all engineering evolutions.

A.9. Logistics Officer

The Logistics Officer (LO) is responsible to the CO for logistics department readiness. The LO coordinates the administration/supply, food services, and medical divisions; and manages financial operations and business systems, including budget administration, accounting, records, procurement, and property control. The LO is normally an active duty position.

A.9.a. References

a. *Coast Guard Food Service Manual*, COMDTINST M4061.5 (series)
b. *Coast Guard Simplified Acquisition Procedures (SAP) Handbook*, COMDTINST M4200.13 (series)
c. *Financial Resource Management Manual (FRMM)*, COMDTINST M7100.3 (series)
d. *Food Service Sanitation Manual*, COMDTINST M6240.4 (series)
e. *Medical Manual*, COMDTINST M6000.1 (series)
f. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
g. *Ordnance Manual*, COMDTINST M8000.2 (series)
h. *Property Management Manual*, COMDTINST M4500.5 (series)
i. *Supply Policy and Procedures Manual (SPPM)*, COMDTINST M4400.19 (series)
j. *Transportation of Freight*, COMDTINST M4610.5 (series)
k. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.9.b. Duties and Responsibilities

The following are the duties and responsibilities of the LO:

- Supervise administration/supply, food services, and medical divisions.
- Supervise shore facility maintenance when deployed and when in garrison.
- Ensure the material readiness of all equipment for inactive duty for training (IDT).
- Coordinate personnel readiness support requirements including payroll, military orders, travel claims, and supply, etc.
- Manage AFC-30 budget.
- Supervise all active duty personnel assigned to the PSU.
- Coordinate all administrative, operational and work activities scheduled to occur between IDT periods.
- Serve as point-of-contact and initial action officer for assignments received by the command between IDT periods.
- Coordinate travel to/from ADT.
- Obtain transportation services from commercial carriers from the unit to staging areas for deployment.
- Provide force flow data to the U.S. Transportation Command and Coast Guard representatives via the Area Commander.
- Identify equipment and repair part shortfalls and acquire needed material to sustain readiness.
- Ensure all personnel are outfitted with all organizational clothing and equipment necessary to safely and effectively carry out assigned duties.
- Coordinate and respond to Freedom of Information Act (FOIA) and Privacy Act (PA) requests.
- Coordinate initial unit emergency response to hazardous material discharges.
- Supervise the Medical Officer including the person designated responsible for properly storing and dispensing drugs/controlled substances, record keeping, and maintaining a medical/pharmacy policy and procedures manual.
- Maintain custody, or delegate custody to the senior medical section representative, of health records in the absence of an assigned Medical Officer.
- Maintain custody of alcoholic beverages, narcotics, and other controlled substances including aboard the PSU, personally supervising all receipts and issues of alcoholic beverages, narcotics, and other controlled substances, and keeping records of all transactions.

A.10. Division Officers

Division Officer assignments are opportunities for on-the-job and formal training toward the assignment of specific responsibilities and permit completion of mission essential and Port Security Insignia PQS. It is an initial leadership opportunity for Junior Officers. Because the Division Officer may not have extensive experience, this "starter" assignment must be complemented by significant interest and career development by the Department Head.

A.10.a. References

a. *Commandant's Equal Opportunity and Sexual Harassment Policy Statements*, COMDTINST 5350.21 (series)

b. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

c. *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series)

A.10.b. Duties and Responsibilities

The following are the duties and responsibilities of the Division Officer:

- Monitor the health and medical readiness of assigned personnel.
- Complete all training requirements listed in the *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series).
- Advise Department Heads of readiness, training progress, and deficiencies.
- Supervise personnel assigned to the division.
- Provide leadership, guidance, and training.
- Evaluate personnel performance.
- Provide advancement and retention opportunities based on performance and regulatory requirements.
- Manage budget.
- Account for all equipment, material, and supplies for the division.
- Appoint Division Training Petty Officer.
- Establish, maintain, and monitor division safety program.
- Ensure an instructor is assigned for each training period.
- Monitor the effectiveness of training/instruction. Provide appropriate guidance and feedback.
- Ensure good order and discipline among assigned personnel.
- Ensure lesson plan outlines are complete, accurate, and achieve their objectives.
- Act as Department Head in the designated Department Head's absence.

A.11. Waterborne Security Officer

The Waterborne Security Officer (WSO) is designated by the CO; normally a Junior Officer or senior Boatswain Mate (BM) assigned to the operations department. The WSO is responsible, under OPS, for TPSB operations safety and training of all boat crew personnel. The WSO is accountable for general TPSB maintenance including all installed non-mechanical/electronic/ordnance equipment.

A.11.a. References

a. *Boat Crew Seamanship Manual*, COMDTINST M16114.5 (series)
b. *Boat Force Operations Personnel Qualification Standard (PQS)*, COMDTINST 16114.30 (series)
c. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
d. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)
e. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series)
f. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST M16114.33 (series)

A.11.b. Duties and Responsibilities

The following are the duties and responsibilities of the WSO:

- Supervise TPSB operations.
- Direct boat crew personnel training.
- Establish and monitor boat crew training. Ensure the AOPS Boats database is current and assign a Training Record Folder (CG-5285).
- Establish and monitor a TBSB safety program to address all aspects of operations, training, and readiness.
- Ensure TPSB operations are conducted in accordance with the *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series).
- Ensure the maintenance and cleanliness of the TPSBs and components which are not specifically assigned as the responsibility of another officer.
- Maintain upkeep and proper use of all boat equipment, mooring lines, personal protective gear, life saving equipment, and related gear.
- Ensure that lines are properly tended to accommodate changes in weather, tides, and currents when TPSBs are moored.
- Ensure that an adequate supply of fresh water, provisions, and other articles, which may become necessary for use while the boats are on station or during training, are immediately available.
- Ensure safe launching and retrieving of TPSBs.
- Report unknown, inaccurate or inadequate chart, coast pilot, hydrographic, meteorological, or oceanographic data.
- Ensure compliance with *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series) for crew qualifications maintenance.

A.12. Shore Security Officer

The Shore Security Officer (SSO) is designated by the CO; normally a Junior Officer or senior Port Securityman (PS) assigned to the operations department. The SSO is responsible for PSU facility physical security, and in cooperation with the WSO, identifying port facilities or maritime assets requiring improved security measures. The SSO should have experience and training in the areas of physical security and loss prevention, law enforcement, and maritime terrorism to manage an effective Security Program.

A.12.a. References

a. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)

A.12.b. Duties and Responsibilities

The following are the duties and responsibilities of the SSO:

- Supervise training.
- Coordinate port vulnerability and threat assessments.
- Identify by location and priority, facilities and maritime assets to be protected.
- Conduct port facility security surveys and inspections.
- Review and determine the adequacy of vessel security measures provided by the owner/operator and identify areas needing improvement for all vessels operating in the PSU area of responsibility (AOR).
- Review and determine the adequacy of port facility security measures provided by the owner/operator and identify areas needing improvement for all facilities located in the PSU AOR.
- Determine and identify necessary resources (personnel, equipment, etc.) to implement effective port security measures.
- Identify physical security equipment and procedures to detect, deter, and/or prevent removal, damage, or destruction of protected property.
- Identify and maintain limited access areas. Ensure that the areas are properly designated by the Harbor Defense Commander or appropriate authority.
- Determine and recommend boundaries, barriers, and access control points for protected areas.
- Develop and maintain a current Maritime Counter-Terrorism (MCT) contingency plan.
- Provide technical assistance on port security matters.
- Maintain effective liaison with other military services and appropriate agencies.
- Provide real world port security related input to exercise planners to ensure port security issues and/or concepts are adequately addressed and tested.
- Establish and monitor a safety program for shore security operations.

A.13. Medical Officer

The Medical Officer is responsible for the medical division under the Logistics Officer. The Medical Officer should stay informed in all fields of general and military medicine and is responsible for maintaining the health of the crew, and shall perform such other duties as assigned.

A.13.a. References

a. *Administrative Investigations Manua*l, COMDTINST M5830.1 (series)
b. *Coast Guard Cutter Heat Stress Program*, COMDTINST M6260.17 (series)
c. *Medical Manual*, COMDTINST M6000.1 (series)
d. *Personnel Manual*, COMDTINST M1000.6 (series)

A.13.b. Duties and Responsibilities

The following are the duties and responsibilities of the Support and Management/Medical Officer:

- Manage the Communications, Weapons, Medical, Supply, Administration, and Food Services Sections.
- Establish and monitor a safety program for all areas within the support and management division.
- Conduct screenings for alcohol/drug abuse and dependency.
- Assist in planning, implementing, and coordinating the Unit Safety Program. Conduct post-MISHAP examinations for all Class A and Class B MISHAPs.
- Ensure all personnel are proficient in basic first aid.
- Prevent and control disease, including immunizations.
- Promote good health and ensure fitness for unrestricted worldwide duty.
- Conduct physical examinations.
- Treat sick and injured personnel.
- Develop Physiology Training Program to ensure that personnel are capable of coping with the hazards of mission performance.
- Develop an Emergency Procedures Training Program.
- Supervise insect, pest, and rodent control procedures.
- Inspect food planning, handling, preparation, and food service sanitation.
- Inspect and monitor water supply system, personal hygiene, sanitation, and waste disposal.
- Indoctrinate personnel in the various aspects of occupational health and the Occupational Medical Monitoring Program (OMMP).
- Cooperate with agencies and other military services for preventing disease, reporting communicable diseases, and collecting vital statistics.
- Develop and exercise plan for emergency personnel evacuation.
- Prepare emergency action bills for health services.
- Administer drugs, medication, blood, and medical treatment to protect life, health, or safety.
- Monitor the area, including watchstations to ensure safety and health of assigned personnel.
- Monitor heat and cold conditions and take steps to assist the crew.
- Implement a Training Program for non-medical personnel in first aid and self-aid, personal hygiene, sexually transmitted disease prevention, medical aspects of CBR warfare, cardiopulmonary resuscitation, etc., as part of the unit's Regular Training Program.
- Maintain currency in continuing medical education in accordance with the *Medical Manual*, COMDTINST M6000.1 (series).
- Implement training program for health services technicians expeditionary medicine.
- Keep current in expeditionary medicine equipment, supplies, and treatments.
- Comply with MLC Medical Quality Assurance Certification checklist for PSU Medical Aid Stations.

- Carry out decedent affair responsibilities if a member is killed in action:
  - Report immediately to the scene and: advise the CO of the name, grade or rate, and social security number of the decedent; the time and place of death; and the apparent cause of death.
  - Ensure notification of the Quarantine Officer or coroner if required, and arrange with local civilian authorities or United States Consular Office to obtain a death certificate.
  - Identify and tag remains with full name, SSN and rate with a waterproof tag, marked with waterproof ink, and affixed with wire ties to the right great toe of the decedent and also to each end of the body pouch. Do not remove items attached to the deceased at time of death. Such items may include (for example) IV lines, needles, lengths of cord or line, etc. These may be important during an autopsy.
  - Transfer remains to the nearest Military Treatment Facility for further disposition. When transfer cannot be accomplished immediately, refer to the *Medical Manual*, COMDTINST M6000.1 (series) for guidance.
  - Do not discard or launder clothing of the deceased.

A.14. Electronics Material Officer

The Electronics Material Officer (EMO) is designated by the CO; normally a Junior Officer assigned to the engineering department or the senior Electronics Technician (ET). The EMO is responsible for the material readiness of all electronics equipment assigned and for the administration of the Electronics Material Maintenance Program.

A.14.a. References

a. *Electronics Manual*, COMDTINST M10550.25 (series)
b. *Equipment Tag-Out Procedure*, COMDTINST 9077.1 (series)

A.14.b. Duties and Responsibilities

The following are the duties and responsibilities of the EMO:

- Provide information on capabilities, limitations, and reliability of electronics.
- Collect and disseminate technical instructions for maintenance/repair.
- Supervise technicians.
- Ensure electronics personnel have received appropriate formal electronics training and take advantage of available non-resident training opportunities.
- Coordinate Coast Guard Planned Maintenance System (CGPMS) including work schedule book, feedback reports, and Training Program.
- Ensure users/customers are provided operator training to enhance performance.
- Ensure equipment readiness and coordinate technical maintenance.
- Ensure authorized spare parts allowance is aboard.
- Modify, alter, and install equipment only in accordance with authorized field changes, instructions, and improvement programs.
- Coordinate intermediate and depot level support.
- Ensure safety procedures are followed by operators and maintenance personnel.
- Remain familiar with Commandant, Area, MLC, and District directives and procedures for managing and supporting electronics equipment.

A.15. Administrative Officer

The Administrative Officer supervises the administrative division under direction of the LO. The Administrative Officer is responsible for all official correspondence processed by the unit and personnel support functions carried out by the unit.

A.15.a. References

a. *Personnel Manual*, COMDTINST M1000.6 (series)
b. *Reserve Policy Manual*, COMDTINST M1001.28 (series)
c. *The Coast Guard Correspondence Manual*, COMDTINST M5216.4 (series)

A.15.b. Duties and Responsibilities

The following are the duties and responsibilities of the Administrative Officer:

- Supervise the Administrative Section, including:
  - Personnel administration (pay, IDT records and reporting, service record maintenance, processing travel orders, arrangements and claims).
  - Correspondence filing.
  - Incoming correspondence distribution and tracking.
  - Berthing assistance.
  - Budget.
- Ensure outgoing correspondence adheres to requirements of *The Coast Guard Correspondence Manual*, COMDTINST M5216.4 (series).
- Schedule inactive duty for training (IDT) and validate completion to ensure reserve payroll is processed promptly and discrepancies are resolved quickly.
- Ensure Requests for Reserve Orders are processed, status monitored, and orders prepared/delivered/accepted.
- Monitor personnel actions, i.e., re-enlistment, emergency data, service record entries, check-in and check-out processing.
- Ensure personnel mobilized under presidential reserve call-up (PRC), or for another emergency, are issued orders; copies of these orders are provided to employers; and active duty pay and authorized allowances are initiated in a timely manner.

A.16. Communications Officer

The Communications Officer is a division officer under the OPS. The Communications Officer ensures administrative and operational communications services are provided, supervises the communications center and handling of message traffic, administers communications procedures and training, provides control of classified material and cryptographic devices, and supports command center requirements.

A.16.a. References

a. *Telecommunications Manual (TCM)*, COMDTINST M2000.3 (series)
b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.16.b. Duties and Responsibilities

The following are the duties and responsibilities of the Communications Officer:

- Ensure exterior communications are conducted in accordance with current communications instructions and other competent authority, and that the equipment is operated and maintained properly.
- Ensure that the radio log and communications reports are properly prepared.
- Review all radio logs (less recorded logs), official records of signals transmitted and received, to ensure they are complete and accurate.
- Provide for proper procurement, custody, correction, physical security, distribution, and reporting of all Electronic Key Management System (EKMS) material, and other assigned classified materials and cryptographic devices. (This shall not relieve other persons of their responsibilities for the security of classified matter assigned to them.)
- Coordinate communications requirements with Naval Coastal Warfare (NCW) or Joint Task Force (JTF) Commanders.
- Ensure communication plan requirements are feasible and implemented once approved.
- Provide communications standard operating procedures (SOPs) and training.
- Coordinate computer system network integration into the NCW or JTF command and control, and administrative networks.
- Coordinate computer integration into SIPRNet.
- Provide for Command Center operation and readiness including:
  - Collection and dissemination of operational and combat information.
  - Operation, care, and readiness of equipment used for obtaining and evaluating operational and combat information.
  - Coordinate installation of computer networks to command center.
  - Supervision and training of command center personnel.
  - Preparation of reports required in connection with assigned functions.
  - Supervision and coordination of electronic warfare operations.
- Plan and execute such electronic countermeasures as may be ordered.
- Plan and coordinate operational security (OPSEC) program.
- Coordinate all rescue and on-scene activities from the operations center.

A.17. Weapons Officer

The Weapons Officer is responsible for the weapons division under the Engineer Officer.

A.17.a. References

a. *Ordnance Manual*, COMDTINST M8000.2 (series)

A.17.b. Duties and Responsibilities

The following are the duties and responsibilities of the Weapons Officer:

- Ensure ordnance publications and directives are aboard, current, and available.
- Ensure logs, records, and reports are submitted and properly maintained.
- Supervise the proper stowage and care of all ordnance materials.
- Ensure organizational level maintenance is conducted.
- Control access to the armory and magazines.
- Maintain accurate and complete inventory of weapons, spares, and ordnance property.
- Ensure appropriate safety orders are posted and understood by all personnel.
- Provide departmental instructions including precautions to be taken to prevent loss of weapons and munitions.
- Develop a Long Range Small Arms Training Plan to implement Personnel Qualification Standards (PQS) and Status of Resources and Training System (SORTS) readiness requirements.
- Incorporate lessons learned into SOPs.
- Ensure personnel are familiar with weapons safety regulations, care and maintenance, stowage, examination, handling, accountability, and shooting procedures.
- Ensure required firing plans, briefings, and critiques are prepared and conducted for all weapons training and gunnery exercises.
- Inspect the material readiness of all ordnance equipment monthly.
- Acquire ammunition and pyrotechnics for training and operations.
- Prepare specific plans and personnel assignments prior to beginning any special evolution, e.g., ammunition handling, and ensure personnel are trained to safely execute the special evolution.
- Comply with ammunition and explosives safety, transportation, receipt, and handling requirements for military and/or commercial shipments.

A.18. Supply Officer

The Supply Officer, the head of the supply section, is normally the active duty Storekeeper (SK) (D-330-E). The Supply Officer is responsible for procuring, receiving, stowing, issuing, shipping, disposing of, accounting for, and while in the Supply Officer's custody, maintaining all stores and equipment.

A.18.a. References

a. *Certifying and Disbursing Manual*, COMDTINST M7210.1 (series)
b. *Coast Guard Acquisition Procedures (CGAP)*, COMDTINST M4200.19 (series)
c. *Coast Guard Simplified Acquisition Procedures Handbook*, COMDTINST M4200.13 (series)
d. *Financial Resource Management Manual (FRMM)*, COMDTINST M7100.3 (series)
e. *Department of Homeland Security Acquisition Regulation*
f. *Department of Homeland Security Acquisition Manual*
g. *Property Management Manual*, COMDTINST M4500.5 (series)
h. *Supply Policy and Procedures Manual (SPPM)*, COMDTINST M4400.19 (series)
i. *Uniform Regulations*, COMDTINST M1020.6 (series)
j. *United States Coast Guard Regulations 1992,* COMDTINST M5000.3 (series)

A.18.b. Duties and Responsibilities

The following are the duties and responsibilities of the Supply Officer:

- Complete Contracting Warrant Officer Program, including training and certification on Level 1 Contracting Authority and keeping required records.
- Serve as the Property Officer.
- Mark all Coast Guard-owned reportable property.
- Value entire inventory.
- Process procurements of equipment, consumables, and services for the command. Comply with all procurement requirements and regulations.
- Procure ordnance material.
- Inspect services and materials received under contract or order calling for inspection on delivery, unless this function has been specifically assigned in writing by the CO to another department having technical jurisdiction over the services or material.
- Administer the Allowance Program including the receipt and distribution of allowance publications and amendments, coordination of the Allowance Change Requests (ACRs) and Configuration Change Forms (CCFs), responsibility, custody, and general management of the storerooms and related inventories.
- Validate in writing appropriate uses of unit credit card to purchase organizational clothing from the Uniform Distribution Center.
- Acquire and issue toilet articles which are necessary for the health and comfort of enlisted personnel in accordance with the current directives.

A.19. Food Services Officer

The FS1 (D-330-E) normally serves as Food Services Officer (FSO). The FSO is responsible for procuring, receiving, stowing, preparing, and disposing of food services and accounting for the unit's inventory of food service equipment and food.

A.19.a. References

a. *Coast Guard Food Service Manual*, COMDTINST M4061.5 (series)
b. *Food Service Sanitation Manual*, COMDTINST M6240.4 (series)
c. *Property Management Manual*, COMDTINST M4500.5 (series)
d. *Supply Policy and Procedures Manual (SPPM)*, COMDTINST M4400.19 (series)

A.19.b. Duties and Responsibilities

The following are the duties and responsibilities of the FSO:

- Train reservists in mess management.
- Establish the Coast Guard Dining Facility (CGDF) when authorized.
- Establish an AFC-82 account and obtain messing credit card, when authorized.
- Establish accounting process to reimburse AFC-30 and AFC-82 accounts, when required.
- Comply with mess management procedures.
- Direct expenditures from the inventory of the CGDF.
- Comply with inventory management procedures and reporting requirements.
- Prepare for associated inspections and audits.

Section B. Collateral Duties

Introduction

The PSU has several collateral duty assignments that are critical to mission success yet do not require a full time commitment and resources to accomplish. The CO may distribute these duties as appropriate based on workload, interest, expertise, and necessity.

B.1. Career Information Specialist and Unit Career Counselor

The Career Information Specialist and Unit Career Counselor provides guidance to personnel on Coast Guard, DoD, Veterans' Administration, and other Government agencies' policies and programs that impact their lives.

B.1.a. References

a. *Enlisted Qualification Codes Manual*, COMDTINST M1414.9 (series)
b. *Personnel Manual*, COMDTINST M1000.6 (series)

B.1.b. Duties and Responsibilities

The following are the duties and responsibilities of the Career Information Specialist and Unit Career Counselor:

- Be familiar with Coast Guard recruiting programs and procedures. Assist prospective Coast Guard enlistees and refer them to the nearest Recruiting Office.
- Assist personnel with application to various accession programs such as,
  - Selected Reserve Direct Commission (SRDC) Program.
  - Officer Candidate School (OCS).
  - Ready Reserve Officer Commissioning Program.
  - Warrant Officer.
- Assist personnel with advancement opportunities and other career guidance information.
- Reports to the XO.
- Assist personnel with Class "A" school requirements and application process.

B.2. Chemical, Biological, and Radiological Officer

The Chemical, Biological, and Radiological (CBR) Officer coordinates all aspects of the command's CBR defense initiatives.

B.2.a. References

a. *Chemical and Biological Contamination Avoidance,* FM 3-3
b. *Chemical Staffs and Units,* FM 3-101
c. *NBC Decontamination*, FM 3-5
d. *NBC Field Handbook*, FM 3-7
e. *NBC Protection,* FM 3-4
f. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.2.b. Duties and Responsibilities

The following are the duties and responsibilities of the CBR Officer:

- Develop CBR defense plans to protect the force.
- Identify the threats and determine if current capabilities are sufficient.
- Manage CBR personal protective equipment (PPE), detectors, and decontamination gear.
- Establish and document requirements, initiate procurement, and direct distribution of PPE, detectors, and decontamination gear.
- Coordinate CBR Individual Training Program and drills/exercises.
- Develop training plans to correct CBR defense training deficiencies.
- Monitor the status of CBR preparedness.
- Follow the policies/procedures of the specific Operational Commander/Combatant Commander under which they are operating.
- Develop plans to support current operations. Ensure the unit tactical SOP addresses marking procedures in detail, providing graphic representation of vehicles with properly marked areas of all assigned equipment and supplies.
- Coordinate detection, protection, and decontamination procedures.
- Coordinate CBR countermeasures.
- Properly dispose of excess material.
- Reports to the LO.

B.3. Classified Material Control Officer

The Classified Material Control Officer (CMCO) coordinates and administers the receipt, accounting, distribution, and destruction of all classified material. The CMCO reports to the CO regarding content of the material and to the security manager for administrative matters. The CMCO serves as Top-Secret Control Officer (TSCO) and exercises control over the command's top-secret information but will not handle material distributed by the Electronic Key Management System (EKMS).

B.3.a. References

a. *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series)

b. *Classified Information Management Program*, COMDTINST M5510.23 (series)

c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.3.b. Duties and Responsibilities

The following are the duties and responsibilities of the CMCO:

- Maintain accountability records for the security control point (SCP).
- Ensure the proper operation of the classified material control (CMC) system.
- Identify classified material to be returned to the originating unit when required.
- Verify the clearance status of initial recipients on incoming classified material.
- Route downgrading and/or declassification notices to the holders of the classified material involved.
- Inspect all classified material received by the unit for tampering or damage.
- Match the actual contents of an incoming package of classified material with the enclosed receipt.
- Destroy or arrange for the destruction of classified material within the CMC system as appropriate.
- Ensure that the appropriate method of transmission (except telecommunications) is selected for all outgoing classified material and that it is properly prepared for transmission.
- Maintain a program for the reduction of classified holdings by continually reviewing applicable instructions, notices, and general messages.
- Determine the continued need for retention of classified material with the custodian or cognizant official.
- Ensure changes to classified publications are entered correctly and in a timely manner.
- Ensure that receipts are obtained for classified material sent from the unit.
- Sign and return to the sender all receipts enclosed in classified transmittals.
- Ensure inventories of classified material are conducted as required.
- Maintain records pertaining to the identity and security clearance level of each Document Control Station Officer (DCSO) if applicable.
- Maintain a system of accountability which will record the source, downgrading, movement from one office to another, current custodian, destruction, or other disposition of all Top-Secret material for which responsible.
- Keep dissemination of Top-Secret information to the absolute minimum necessary for proper planning or action. There will be no "standard routing" for Top-Secret material within a unit.
- Ensure that a system is established to transmit Top-Secret material within the unit by direct personal contact. The CMCO does not have to deliver the material personally, but the material has to be delivered directly to the person who is to assume responsibility for it.
- Maintain a continuous chain of signed receipts and Disclosure Record Form (CG-4764A) for all Top-Secret material. Person-to-person contact necessary for the receipt process.
- Ensure that a physical inventory of Top-Secret material is conducted at least once every six months.
- Maintain a current roster of persons within the unit who are authorized access to Top-Secret information. The CMCO should know who in the unit requires Top-Secret access and be able to assist the Command Security Officer (CSO) in determinations of access to be granted at the unit.
- Ensure that all Top-Secret material is accounted for and properly transferred when custodians are relieved of their duties. This requirement applies to the sub-custodians of the unit as well as the CMCO.

B.4. Command Drug and Alcohol Representative

The Command Drug and Alcohol Representative (CDAR) provides information and assistance to the command regarding substance abuse treatment and prevention, and guides members through various assistance and treatment avenues.

B.4.a. References

a. *Coast Guard Health Promotion Manual*, COMDTINST M6200.1 (series)
b. *Personnel Manual*, COMDTINST M1000.6 (series), *Chapter 20*
c. *Safety and Environmental Health Manual*, COMDTINST 5100.47 (series)

B.4.b. Duties and Responsibilities

The following are the duties and responsibilities of the CDAR:

- Encourage personnel who choose to use alcohol to do so responsibly and discriminately.
- Coordinate general alcohol awareness and Substance Abuse Free Environment (SAFE) Awareness Training Programs to reduce risk for personnel identified as high risk for substance abuse.
- Establish annual Alcohol Awareness Training Program.
- Coordinate formal lectures, films, literature, and other training and information aids.
- Educate the crew about myriad addictive substances.
- Implement Substance Abuse Prevention Program.
- Provide information and assistance on substance abuse treatment and prevention.
- Establish liaison with available regional, local, and Federal screening/treatment facilities and civilian screening facilities.
- Process members through screening and treatment programs and complete appropriate documentation. Ensure documentation is correctly filed.
- Complete Coast Guard Command Drug and Alcohol Course.
- Request CDAR training from, and provide copy of designation letter to Commandant (G-WKH-3).
- Assist the command and individuals when substance abuse problems are detected.
- Reports to the XO.

B.5. Command Security Officer

The Command Security Officer (CSO) is designated in writing by the CO to manage the overall Unit Security Program and to provide unit or staff level security support. He or she is ultimately responsible for all national security information at the PSU.

B.5.a. References

a. *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series)
b. *Classified Information Management Program*, COMDTINST M5510.23 (series)
c. *Military Personnel Security Program*, COMDTINST M5520.12 (series)
d. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)
e. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)
f. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.5.b. Duties and Responsibilities

The following are the duties and responsibilities of the CSO:

- Become familiar with the requirements of all security related Commandant, Area, and District instructions, and have responsibility for all subordinate units under their cognizance.
- Serve as the CO's security advisor and point of contact for security and counterintelligence related matters.
- Promulgate and implement security programs, policies, plans, and procedures required by all applicable security instructions.
- Require that regulations, orders, and instructions pertaining to classified document, material and information security be strictly observed.
- Promulgate and implement additional security measures for the protection of national security information, Coast Guard assets, and personnel.
- Manage the overall Unit Security Program.
- Serve as the point of contact for matters pertaining to classified visit requests to the unit.
- Ensure that an effective classified material control system is in place.
- Ensure security briefings are properly conducted and documented.
- Maintain roster of persons who have been granted access to classified material and the level of access granted.
- Ensure that personnel initiate Questionnaire for National Security Positions (SF-86) in a timely manner to keep security clearances current.
- Ensure that all persons who handle classified information are appropriately cleared, have received the proper briefings, and have "need to know".
- Conduct an annual self-evaluation of parent and subordinate commands, using the evaluation checklist provided as enclosure (1) to *reference (b)*, and forward a copy of the written evaluation to the cognizant security manager.
- Ensure divisions are evaluated and trained annually in all security programs, plans, policies, procedures, and security force operations, as contained in internal security related instructions.
- Comply with EKMS requirements and implement training.
- Implement a Security Awareness, Training, and Education (SATE) Program.
- Exercise control over all classified publications and material issued to the command, in accordance with the current regulations, orders, and instructions.
- Process any reported loss, unauthorized disclosure, or possible compromise of classified information, or of an infraction of security regulations.
- Promulgate, implement, and exercise Emergency Action Plan procedures.
- Advise CO on security and counterintelligence related matters.
- Maintain liaison with the unit Public Affairs Officer to ensure that proposed public releases, which could possibly contain classified information, are reviewed prior to release.
- Reports to the XO.

B.6. Electronic Key Management System Manager and Alternate

The Electronic Key Management System (EKMS) Manager and Alternate maintain the receipt, correction, stowage, security, accounting, distribution, and destruction of all EKMS publications authorized for the PSU. The EKMS Manager reports to the CO regarding assigned duties and to the Communications Officer regarding functional direction and administration. The alternate EKMS Manager reports to the EKMS Manager and assumes custodian duties, when the Manager is absent.

B.6.a. References

a. *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series)

b. *CMS Policy and Procedures for Navy Electronic Key Management System, Tiers 2 and 3*, CMS 21 (series)

c. *Telecommunications Manual (TCM)*, COMDTINST M2000.3 (series)

B.6.b. Duties and Responsibilities

The following are the duties and responsibilities of the EKMS Manager and Alternate:

- Ensure EKMS publications are current, allowances are up to date, and superseded publications are destroyed.
- Maintain technical custody of EKMS publications and equipment.
- Ensure periodic inventories of EKMS distributed publications, and prepare required reports.
- Ensure changes and corrections are properly made to EKMS publications.
- Ensure holders of EKMS publications are aware of security and stowage requirements.
- Prepare reports and records for the CO's signature.
- Ensure corrections to accounting records are authenticated.
- Ensure the required personnel are aware of important EKMS messages. Maintain a EKMS message file.
- Ensure the required personnel are aware of new publications and corrections to existing publications.
- Prepare and post recognition and identification signals, and authentication codes as directed by the Communications Officer.
- Report any actual or suspected compromise of classified information to the CO, Communications Officer, and CSO.
- Keep an EKMS Publications Emergency Destruction Plan and have the publications destroyed as authorized or directed.

B.7. Communications Tactical Publications Library Control Officer

Communications tactical (COMTAC) publications contain telecommunications, tactical, and procedural doctrine. The COMTAC Publication Library (CPL) includes all Naval Telecommunication Publication (NTP) and NWP libraries, and provides up-to-date, readily available information. The CPL is the central control point within a command for the administration and maintenance of COMTAC publications. The CPL may also include subordinate tactical publications: Tactical Memoranda (TACMEMOs), and Test Publications (TESTPUBs), Fleet Exercise Publications (FXPs), and Allied (NATO) and Joint publications.

The CPL Publications Control Officer (PCO) is designated in writing. The PCO maintains the PSU's allowance of COMTAC publications and exercises control over all COMTAC publications. The PCO reports to the CSO for accountability and control of COMTAC publications.

B.7.a. References

a. *Classified Information Management Program*, COMDTINST M5510.23 (series)
b. *COMTAC Publications Index*, COMDTINST M2600.1 (series)
c. *Telecommunications Manual (TCM)*, COMDTINST M2000.3 (series)
d. *U.S. Coast Guard NATO Security Manual*, COMDTINST M5500.19 (series)
e. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.7.b. Duties and Responsibilities

The following are the duties and responsibilities of the CPL Control Officer:

- Manage and operate the CPL including receipt, accounting, internal distribution, and shipment of COMTAC publications.
- Ensure COMTAC publications are current and allowances are up to date.
- Ensure that all effective changes or corrections to publications in the COMTAC publications Library are entered as soon as possible after receipt and in the correct sequential order. Revised microfiche and CD-ROM copies should be distributed on their effective date.
- Ensure that all COMTAC publications are page checked upon receipt, after entry of a change, and after disassembling for any reason.
- Maintain technical custody of COMTAC publications.
- Conduct periodic inventories of COMTAC publications.
- Prepare reports and records for the CO's signature.
- Ensure COMTAC publication holders are aware of security and stowage requirements with regards to CD-ROM and other digital medium.
- Authenticate corrections to accounting records.
- Ensure the required personnel are aware of new publications, and corrections to existing publications.
- Ensure that adequate training is provided to personnel responsible for maintaining and safeguarding publications in their custody.
- Report any actual or suspected compromise of classified information to the CO, Communications Officer, and CSO.
- Ensure that COMTAC publications are included in the command's Emergency Action Plan.
- Ensure COMTAC publications are the effective editions. Inventory all COMTAC material upon relief of the CO, relief of the PCO, and at least annually.
- Conduct an annual self-inspection of the unit's CPL.

B.8. Departmental Training Petty Officer

The Departmental Training Petty Officer is an assistant to the Department Head for the administration and coordination of the Departmental Training Program and shall be designated by the respective Department Head in writing. Normally, the Petty Officer assigned to the department on a full-time basis is assigned to this function.

B.8.a. References

a. *CG Institute Training Videotape Library*, COMDTINST 1550.16 (series)
b. *Personnel Manual*, COMDTINST M1000.6 (series)
c. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)
d. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)
e. *Training and Education Manual*, COMDTINST 1500.10 (series)
f. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
g. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series)

B.8.b. Duties and Responsibilities

The following are the duties and responsibilities of the Departmental Training Petty Officer:

- Help the Department Head develop a departmental training program.
- Help the Department Head plan and coordinate PQS training.
- Implement approved department training plans.
- Coordinate and assist with division training programs.
- Supervise preparation of the training materials.
- Review curriculum courses and lesson plans.
- Assist in the selection and training of instructors.
- Observe departmental training instruction.
- Provide departmental training aids and publications via the Training Officer.
- Maintain records of General Military Training (GMT), alcohol awareness and/or other training to document participants, subjects, and dates.

B.9. Document Control Clerk

The Document Control Clerk (DCC) works under the direction of the CMCO.

B.9.a. References

a. *Classified Information Management Program*, COMDTINST M5510.23 (series)

B.9.b. Duties and Responsibilities

The following are the duties and responsibilities of the DCC:

- Receive and transmit through the security control point, all classified material flowing in and out of the element that is being serviced.
- Maintain a record of all accountable material and identify the custodian of the material.
- Ensure that only those persons who maintain appropriate security clearances and have a valid need-to-know have access to such material.

B.10. Educational Services Officer

The Educational Services Officer (ESO) reports to the XO on the administration of the educational programs. The ESO encourages, counsels, guides, and tests personnel obtaining and completing educational programs and courses. The ESO assists the Training Officer in coordinating and evaluating training to assist in the professional development and advancement of all personnel.

B.10.a. References

a. *CG Institute Training Videotape Library*, COMDTINST 1550.16 (series)
b. *Coast Guard Deck Watch Officer Examination Program*, COMDTINST 16672.5 (series)
c. *Montgomery G.I. Bill (MGIB) – Active Duty Education Assistance Program*, COMDTINST 1760.9 (series)
d. *Personnel Manual*, COMDTINST M1000.6 (series)
e. *Pre-Commissioning Program for Enlisted Personnel (PPEP)*, COMDTINST 1131.21 (series)
f. *Reserve Policy Manual*, COMDTINST M1001.28 (series)
g. *Training and Education Manual*, COMDTINST M1500.10 (series)
h. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.10.b. Duties and Responsibilities

The following are the duties and responsibilities of the ESO:

- Supervise administration of the education program.
- Serve as a member of the Planning Board for Training (PB4T).
- Assist persons that want to qualify for advancement in rate or change in rating, and encourage the timely completion of the appropriate Coast Guard Institute correspondence courses.
- Administer the correspondence course program. Keep the crew informed of information in the Corresponder publication.
- Properly handle, administer, and safeguard educational testing materials.
- Chair the local examining board, ensuring that examinations are prepared and conducted as required.
- Administer the off-duty tuition assistance program, and Veteran's Administration and other Federally sponsored self-development educational programs.
- Assist the training officer in the execution and administration of the command's overall training program.
- Assist the crew in the proper and timely submission of applications for postgraduate, officer candidate, and basic Petty Officer schools.
- Obtain relevant videos from the Coast Guard Institute library.
- Maintain records and prepare reports concerning educational services.
- Assist the crew in the proper and timely submission of CWO and CWO to Lieutenant applications.

B.11. Force Protection Officer

The Force Protection (FP) Officer, a collateral duty assignment under the supervision of the OPS, is responsible for the supervision, inspection, exercise, review, and reporting of Anti-Terrorism (AT) Programs at the PSU during normal training activities and when forward deployed for exercises or operations. The FP Program protects service members through the planned and integrated application of combating terrorism, physical security, OPSEC, personal protective services, and is supported by intelligence, counterintelligence, and security programs.

B.11.a. References

a. *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series)
b. *DoD Antiterrorism Standards*, DoDINST 2000.16
c. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
d. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)
e. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)

B.11.b. Duties and Responsibilities

The following are the duties and responsibilities of the FP Officer:

- Graduate from the Level II AT/FP Training Program.
- Be designated in writing to serve as the command's Anti-Terrorism Officer (ATO).
- Provide Level I AT/FP threat briefings to all hands.
- Monitor intelligence data for areas where the PSU may deploy.
- Coordinate PSU FP initiatives with the Shore Security Officer (SSO) and Waterborne Security Officer (WSO).
- Provide Level I AT/FP threat briefings to other commands when requested and available.

B.12. Hazardous Materials Coordinator

The Hazardous Materials Coordinator (HMC) is directly responsible to the XO for the overall administration of the Hazard Communication Program. PSU personnel may be exposed to hazardous materials in the workplace, including physical contact with a hazardous material, whether through contact with skin, inhalation, or ingestion, without regard to the use of personal protective equipment (PPE). All forms of a material may be involved, including liquid, vapor, gas, solid, dust, mist, and fume. The HMC reports to the Unit Safety Supervisor regarding the daily conduct of the program.

B.12.a. References

a. *Chemical Hazard Response Information System (CHRIS)*, COMDTINST M16465.12 (series)
b. *Coast Guard Simplified Acquisition Procedures Handbook*, COMDTINST M4200.13 (series)
c. *Hazard Communication for Workplace Materials*, COMDTINST 6260.21 (series)
d. *Hazardous Waste Management Manual*, COMDTINST M16478.1 (series)
e. *Property Management Manual*, COMDTINST M4500.5 (series)

B.12.b. Duties and Responsibilities

The following are the duties and responsibilities of the HMC:

- Serve on the Safety and Health Committee.
- Write and administer the Hazard Communications Program.
- Develop and maintain the hazardous materials inventory list and Material Safety Data Sheets (MSDS) for all hazardous materials (general use consumables) in the workplace.
- Train crewmembers in the proper stowage, handling, and disposal of hazardous materials.
- Make MSDS available to all personnel. This includes type of hazard a chemical presents, handling instructions, safety precautions, and manufacturer contact information.
- Obtain and make available required PPE.
- Provide proper hazardous material stowage.
- Approve procurement of hazardous material, safety equipment, and property.

B.13. Human Relations/Civil Rights Officer

The Coast Guard must provide leadership in an environment where technology, ideology, and the demographic composition of society are changing. All persons must have an opportunity to work in an environment devoid of discrimination based on race, color, religion, gender, age, national origin, or mental or physical handicap, to achieve their full potential. All Coast Guard commands foster a working environment that promotes learning, commitment, and opportunity. By embracing core values of honor, respect, and devotion to duty, strength is drawn from differences and barriers to progress are eliminated.

B.13.a. References

a. *Coast Guard Equal Opportunity Program Manual*, COMDTINST M5350.4 (series)

b. *Commandant's Equal Opportunity and Sexual Harassment Policy Statements*, COMDTINST 5350.21 (series)

B.13.b. Duties and Responsibilities

The following are the duties and responsibilities of the Human Relations/Civil Rights Officer:

- Promote the Commandant's Human Relations and Sexual Harassment policies.
- Provide required annual training.
- Develop and facilitate an avenue for the crew to follow to report abuses promptly to eliminate discrimination within the command.
- Stay aware of the human relations climate of the command and the problems of the unit personnel.
- Respond promptly to claims of discrimination or mistreatment.
- Remain alert for reprisals in the aftermath of discrimination complaints.
- Reports to the XO.

B.14. Intelligence Officer

The Intelligence Officer, a collateral duty assignment under the supervision of the Operations Officer, is responsible for the collection, processing, and dissemination of intelligence. Intelligence is a primary tool available to the PSU. It is information that, when properly evaluated, enables employment of resources for best effect in the performance of port safety and security missions.

B.14.a. References

a. *DoD Dictionary of Military and Associated Terms*, Joint Publication 1-02

b. *Intelligence Collection and Reporting by Coast Guard Units*, COMDTINST C3821.5 (series)

c. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)

d. *Policy for Dissemination and Use of Intelligence Information*, COMDTINST 3820.14 (series)

e. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)

f. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.14.b. Duties and Responsibilities

The following are the duties and responsibilities of the Intelligence Officer:

- Monitor events, collect and report intelligence information in accordance with relevant directives, and maintain files to support PSU operational requirements.
- Request operational intelligence from cognizant Maritime Intelligence Fusion Center (MIFC) via the Area Commander for the projected Area of Operations (AO) as soon as a deployment has been ordered.
- Submit Field Information Reports (FIR).
- Establish and maintain continuous liaison with government agencies, military services, and other information sources such as pilots, merchant mariners, and their associations and unions; shipping companies, associations, and agents; marine terminal operators, longshoremen, other waterfront workers, and their union and association leaders; fishermen, fishing companies, their association leaders, management, and operating personnel; and local residents.
- Contact the Coast Guard Intelligence Coordination Center (ICC) by telephone (301) 669-3334, with message confirmation, COGARD INTELCOORDCEN WASHINGTON DC to request a threat assessment as soon as the specifics of the situation are known or can be reasonably projected.
- Recover foreign materiel on a "not to interfere with operating orders or instructions" basis. Accept custody of foreign material from fishermen, merchant vessels, or boaters when informed of its availability, but do not buy, steal, trade for, or make overtures to foreign nationals for foreign material. Treat all recovered material as unexploded ordnance.

B.15. Loadmaster

The loadmaster ensures that cargo is loaded and unloaded safely. Whenever the cargo may affect the weight and balance of the aircraft and whenever hazardous cargo is involved, loading and unloading operations shall be supervised by a qualified loadmaster, when available, and shall be conducted in accordance with all applicable safety instructions and procedures. It should be noted that the supervisory role of the loadmaster in no way diminishes the overall responsibility of the aircraft commander.

B.15.a. References

a. *Preparing Hazardous Material for Military Air Shipment*, AFJMAN 24-204

B.15.b. Duties and Responsibilities

The following are the duties and responsibilities of the loadmaster:

- Select and train key personnel to prepare equipment for transportation.
- Attend requisite loadmaster and planning training.
- Update load plan and provide information relative to size, weight, content, and other relevant data to the Operational Commander (Area).
- Monitor all ISU 90 container loading evolutions conducted by department load assistants.
- Certify all load data in accordance with relevant instructions.
- Supervise aircraft loading and unloading activities.
- Inspect ISU 90 containers for damage and coordinate repair if necessary.
- Reports to the LO.

B.16. Motor Vehicle Officer

The Motor Vehicle Officer is a collateral duty assignment under the supervision of the LO.

B.16.a. References

a. *Motor Vehicle Manual*, COMDTINST M11240.9 (series)
b. *Property Management Manual*, COMDTINST M4500.5 (series)
c. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)

B.16.b. Duties and Responsibilities

The following are the duties and responsibilities of the Motor Vehicle Officer:

- Ensure operators receive training applicable to the vehicle, are qualified to operate assigned equipment, and possess a valid U.S. Government Motor Vehicle Operator Identification Card.
- Ensure maximum efficiency and economy in use of vehicles.
- Coordinate maintenance and repairs. Prescribe maintenance and inspection schedules in accordance with relevant maintenance manuals.
- Record utilization data (hours, miles, etc.), type and cost of maintenance performed, and type and cost of repairs.
- Prepare convoy plans and movement orders.

B.17. Operations Security Officer

Operations Security (OPSEC) is the process of denying adversaries information about friendly capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and conducting military operations and other activities.

The OPSEC Officer supervises the PSU OPSEC Program. The OPSEC Officer reports to the XO regarding assigned duties.

B.17.a. References

a. *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series)
b. *Classified Information Management Program*, COMDTINST M5510.23 (series)
c. *Joint Staff Officer's Guide, Armed Forces Staff College (AFSC) Pub 1,* COMDTINST M3020.15 (series)
d. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
e. *Military Personnel Security Program*, COMDTINST M5520.12 (series)
f. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)
g. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)
h. *Public Affairs Manual*, COMDTINST M5728.2 (series)
i. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)
j. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.17.b. Duties and Responsibilities

The following are the duties and responsibilities of the OPSEC Officer:

- Indoctrinate personnel in the principles of OPSEC, including identification of vulnerabilities in their operations and the appropriate countermeasures to protect them.
- Obtain training materials.
- Coordinate OPSEC analysis process to determine the most appropriate response to a vulnerability and threat.
- Plan, coordinate, and control implementation of OPSEC measures.
- Execute OPSEC measures.
- Plan, coordinate, and control operational deception operations.
- Coordinate operational deception actions using approved tactics, operations, exercises, or physical, electronic, or visual means.

B.18. Property Officer

The Property Officer maintains and supervises the unit's formal property records in the Oracle Fixed Asset Module (FAM) on the Coast Guard Oracle Financials (CGOF) system. The Property Officer is designated in writing by the CO and reports to the XO and CO regarding assigned duties. Property custodians, the persons designated in writing, by name or organizational position, as responsible for the custodial control of property within a specified custodial area, report to the Property Officer for the maintenance and accountability of assigned property.

B.18.a. References

a. *Financial Resource Management Manual (FRMM)*, COMDTINST M7100.3 (series)
b. *Property Management Manual*, COMDTINST M4500.5 (series)

B.18.b. Duties and Responsibilities

The following are the duties and responsibilities of the Property Officer:

- Maintain master record of plant property.
- Maintain and supervise pertinent PSU allowance lists.
- Maintain a current property report from the Oracle FAM/CGOF system.
- Add and delete items to the account based on the information from assigned property custodians.
- Maintain the General Purpose (GP) Property Record history.
- Establish local procedures to identify GP reportable materials.
- Provide accountability for property issued to individuals.
- Maintain accountability and control of property within the unit.
- Conduct training on the duties and responsibilities of a property custodian.
- Receive and issue property accounted for in the GP Property Record.
- Provide custody, care and preservation of GP material that has not been issued.
- Ensure that all physical inventories are taken as required but does not conduct the physical inventory.
- Coordinate an annual inventory of property or upon relief of a custodian.
- Promptly prepare Reports of Survey Form (CG-5269) for lost, damaged, or destroyed property, when necessary.
- Coordinate with the custodians to ensure proper disposal of excess property.

B.19. Public Affairs Officer

The Public Affairs Program promotes internal and public awareness and understanding of the Coast Guard operations by active involvement in the community and aggressively engaging the media. It is intended to improve morale, recruiting, retention, and performance by keeping Coast Guard personnel informed of Coast Guard activities. It improves our public stature as an integral, contributing part of the communities in which we serve by taking an active role in community affairs and events. The Public Affairs Officer (PAO), a collateral duty under the supervision of the XO, is the hub of this program.

B.19.a. References

a. *Joint Staff Officer's Guide, Armed Forces Staff College (AFSC) Pub 1*, COMDTINST M3020.15 (series)
b. *Marine Safety Manual, Volume VII Port Security*, COMDTINST M16000.12 (series)
c. *Public Affairs Manual*, COMDTINST M5728.2 (series)

B.19.b. Duties and Responsibilities

The following are the duties and responsibilities of the PAO:

- Develop a public affairs plan to foster public and internal knowledge, understanding, confidence, and good will.
- Implement Unit Public Affairs Program; make recommendations concerning the execution of community relations, media relations, and Internal Information Programs.
- Serve as the focal point for news media and other public inquiries.
- Provide photographic services. Manage/coordinate unit resources to meet unit photographic needs.
- Coordinate activities with the Area and District PAO.
- Coordinate submission of Fleet Hometown News Releases.
- Respond to routine inquiries or direct inquiries to appropriate offices.
- Coordinate internal information activities and participation in special events, activities with community groups and organizations, and arrange interviews. Coordinate visits and extraordinary honors, ceremonies, and events.
- Maintain welcome aboard or special events pamphlets.
- Develop files, libraries, and other sources of information.
- Serve as unit historian.
- Develop rapport with local recruiting and active duty commands to identify and bring aboard qualified persons to fill critical billets.

B.20. Respirator Program Coordinator

The PSU has many substances and solvents that require special handling and consideration when being used. The Respirator Program Coordinator coordinates and administers the unit Respiratory Protection Program and is directly responsible to the Unit Safety Supervisor for program administration.

B.20.a. References

a. *Technical Guide: Practices for Respiratory Protection*, COMDTINST M6260.2 (series)

B.20.b. Duties and Responsibilities

The following are the duties and responsibilities of the Respirator Program Coordinator:

- Serve as the member for the safety and health committee.
- Administer the Respiratory Protection Program.

B.21. Training Officer

The Training Officer reports to the XO for the administration of the Training Program. The Training Officer assists the PB4T in planning, coordinating, and evaluating training to assist in the professional development and advancement of all personnel. Normally the LO will be the Training Officer.

B.21.a. References

a. *CG Institute Training Videotape Library*, COMDTINST 1550.16 (series)
b. *Personnel Manual*, COMDTINST M1000.6 (series)
c. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)
d. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)
e. *Training and Education Manual*, COMDTINST 1500.10 (series)
f. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
g. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series)

B.21.b. Duties and Responsibilities

The following are the duties and responsibilities of the Training Officer:

- Serve as a member of the PB4T.
- Coordinate inter-departmental unit training, maintain training and educational information for individuals, maintain unit records and training equipment and aids, evaluate all training, and prepare Short and Long Range Plans.
- Supervise administration and use of all training aids and material.
- Establish and maintain contact with various training activities to meet training needs.
- Conduct drills, classes, and instruction by using available shore-based schools and training activities to complete Headquarters validated and approved training requirements.
- Maintain training records and lesson plan outlines including:
  - Resident training programs.
  - General Military Training (GMT).
  - Personnel Qualification Standards/Job Qualification Requirements (PQS/JQR) qualified personnel.
  - Completed drills and exercises.
- Prepare training reports.
- Coordinate all PQS matters that transcend the departmental level.
- Assist in determining unit readiness for the Status of Resources and Training System (SORTS).

B.22. Unit/Arms, Ammunition, and Explosives Key Control Officer

Commissioned Officers, Chief Warrant Officers, and enlisted personnel (E-6 or above) may serve as the Arms, Ammunition, and Explosives (AA&E) Key Control Officer. Unit key control and AA&E Key Control Officer designations shall be in writing by the CO. A single designation letter is acceptable. Since this individual may be the same person as the overall unit Key Control Officer, dual designation is recommended.

B.22.a. References

a. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
b. *Ordnance Manual*, COMDTINST M8000.2 (series)
c. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)

B.22.b. Duties and Responsibilities

The following are the duties and responsibilities of the Unit/AA&E Key Control Officer:

- Keep keys to AA&E storage areas and Intrusion Detection Systems (IDSs) separate from other keys and only accessible to individuals whose official duties require access to them.
- Maintain a current list of individuals authorized access to keys.
- Prepare for associated inspections and audits.
- Keep the number of keys to the minimum essential and maintain positive control of all keys in accordance with relevant security guidance.
- Comply with inventory management procedures and reporting requirements.
- Reports to the XO.

B.23. Unit Safety Supervisor

The Unit Safety Supervisor assists the XO in managing the Safety Program and is directly responsible to the XO for the Unit Safety Program administration.

B.23.a. References

a. *Coast Guard Equal Opportunity Program Manual*, COMDTINST M5350.4 (series)
b. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)

B.23.b. Duties and Responsibilities

The following are the duties and responsibilities of the Unit Safety Supervisor:

- Record Safety and Health Committee meeting minutes and proceedings.
- Coordinate required annual safety and health training with the unit Training Officer.
- Investigate and write MISHAP reports.
- Monitor the Hazardous Materials and Respirator Programs.

B.24. Urinalysis Coordinator

The Urinalysis Coordinator shall be designated in writing by the command to coordinate the Urine Specimen Collection Program. Urinalysis is a means to deter and detect drug abuse. The entire procedure involves obtaining urine samples under controlled conditions, maintaining a chain of custody on each sample, and scientifically analyzing the samples to detect the presence of drugs.

B.24.a. References

a. *Personnel Manual*, COMDTINST M1000.6 (series)
b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.24.b. Duties and Responsibilities

The following are the duties and responsibilities of the Urinalysis Coordinator:

- Get screening materials.
- Designate and train observers on responsibilities of the position.
- Ensure that the urine sample collection procedures comply with *Chapter 20.C* of the *Personnel Manual*, COMDTINST M1000.6 (series).
  - Ensure that the member presents picture proof of identity and verify the service member's social security number on the urine specimen bottle against the proof of identity.
  - Ensure that each specimen is collected under the direct observation of the designated observer.
  - Receive the urine specimen bottle from the member and ensure that it contains a minimum volume of 30 milliliters and is not reopened.
  - Along with the member and the observer, initial the urine specimen bottle label in the member's presence and transcribe the information to the Urine Specimen Custody Document (USCD) (DD Form 2624).
  - Maintain chain of custody for all urine specimens.
- Maintain documentation.
- Receive and file reports.
- Notify command of results.

B.25. Health Promotion Coordinator

The Health Promotion Coordinator (HPC) facilitates the Unit Health Promotion Program. The HPC coordinates and administers the Unit Health Promotion Program and is directly responsible to the XO for program administration.

B.25.a. References

a. *Allowable Weight Standards for Military Personnel*, COMDTINST 1020.8 (series)
b. *Coast Guard Health Promotion Manual*, COMDTINST M6200.1 (series)

B.25.b. Duties and Responsibilities

The following are the duties and responsibilities of the Health Promotion Coordinator:

- Write, implement, and administer the unit Health Promotion Program.
- Assist personnel in tailoring fitness programs for their personal goals.
- Assist the senior health service technician in promoting health.
- Coordinate health promotion training, distribute written materials, and maintain a health promotion library.

B.26. Survey Officer	The survey officer is designated in writing by the CO. He/she is responsible for assigning personnel to serve as a Board of Survey member to investigate and report the condition of vehicles and TPSBs, or will report on the circumstances surrounding the loss, damage, or destruction of government property. The survey officer should monitor the board members' progress until the Board of Survey's findings are forwarded to the final approving authority.
B.26.a. References	a. *Property Management Manual,* COMDTINST M4500.5 (series)
B.26.b. Duties and Responsibilities	The following are the duties and responsibilities of the Survey Officer: • Designate personnel to serve as Board of Survey members. • Monitor Board of Survey progress and provide necessary assistance.

Section C. Boards and Committees

Introduction

A board or committee is organized under a president or senior member to evaluate a situation, make recommendations, and advise the CO and XO on policy and procedural matters. This is accomplished by audits, inventories, sitting as judicial bodies, and carrying out other functions as directed. Boards are policy-working groups and members should not normally be assigned functions requiring supervision or direction.

C.1. Organization

A board or committee should be created when required functions cannot be performed within the duties already assigned to an individual. Boards and committees which meet infrequently, such as once a year, need to be activated only during the period required. When necessary, the membership is revised by the XO.

C.2. Membership

Officers and enlisted personnel are assigned to boards and committees as a collateral duty. Membership is initiated by a formal letter of appointment from the CO.

C.3. Activation of Boards and Committees

When a specific board or committee is necessary to carry out a PSU function, an activation document shall be prepared. Activation documents shall, as a minimum, contain the following information: (see **Figure 2-1)**

- Basic functions. Describe the purpose and function of the board or committee.
- Membership. Describe who will be on the board: officers and/or enlisted.
- Procedures. Describe the procedures, requirements, and duties of a board or committee member.
- Convening date. Describe when and how often a board or committee will convene.

U.S. Department of Homeland Security

United States Coast Guard

Port Security Unit 301

Broward County Park
7000 North Ocean Boulevard
Dania, FL 33004-3079
Staff Symbol: CO
Phone: (305) 267-1520
Fax: (305) 267-4278
Email: ursalty@psu301.uscg.mil

5402
20 Nov 2003

MEMORANDUM

From: Commanding Officer, Port Security Unit 301 Reply to: CO
Attn of: CDR A. B. SEA
(305) 267-1520

To: LT P. P. Author, USCG

Subj: PLANNING BOARD FOR TRAINING; DESIGNATION OF

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)
(b) Training and Education Manual, COMDTINST M1500.10 (series)

1. Per reference (a) you are assigned to the Planning Board for Training that will convene on 14 February 2004 at PSU 301 to schedule training to meet unit requirements.
2. Membership of this board includes the following persons:

   CAPT U. R. SALTY, PHS

   LCDR W. S. COMMANDER, USCG

   LT P. P. AUTHOR, USCGR
3. You are guided by references (a) and (b) in the conduct of this board.

#

Copy: Area ( )
MLC ( )
Persru
Unit PDR

Figure 2-1
Sample Activation Document

C.4. Reports and Format

The chairperson of a board or committee should submit a report of the board/committee activities to the CO via the XO unless reporting requirements are otherwise specified. At a minimum, the report should contain the following:

- Opening paragraph stating purpose or nature of board.
- Attendees and personnel absent.
- Follow-up issues from last meeting.
- Minutes from last meeting.
- Future action items, including responsible action parties and due dates.
- Follow-on meeting and agenda.

A sample letter report follows in **Figure 2-2**.

U.S. Department of Homeland Security

United States Coast Guard

Port Security Unit 301

Broward County Park
7000 North Ocean Boulevard
Dania, FL 33004-3079
Staff Symbol: CO
Phone: (305) 267-1520
Fax: (305) 267-4278
Email: ursalty@psu301.uscg.mil

5402
20 Nov 2003

MEMORANDUM

From: CAPT U.R. SALTY
Chair, Planning Board for Training

Reply to: CO
Attn of: CAPT U.R. SALTY
(305) 267-1520

To: CAPT W.S. COMMANDER
CO, PSU 301

Subj: PLANNING BOARD FOR TRAINING

Ref: (a) Training and Education Manual, COMDTINST M1500.10 (series)
(b) Personnel Manual, COMDTINST M1000.6 (series)

1. (Opening paragraph stating purpose or nature of board) A Planning Board for Training convened on 14 February 2003 at PSU 301 to schedule quarterly training.
2. (Attendees and personnel absent) All designated members of the board were present. This included the following persons:

   Captain U. R. Salty, PHS
   Lieutenant Commander W. S. Commander, USCG
   Lieutenant P. P. Author, USCGR
3. (Follow-up issues from last meeting) There were no issues from the last meeting of the PB4T to discuss at this meeting.
4. (Minutes from last meeting) Enclosure (1) is the minutes from the last PB4T meeting.
5. (Future action items, including responsible action parties and due dates) The following action items were agreed upon at this meeting:

	Issue	Responsible Person	Date Due
1.	Schedule Commandant's General Military Training.	LCDR Commander	31 April 04
2.	Conduct teleconference to agree on proposed course of action.	CAPT Salty	05 May 04
3.	Submit board report and recommendations to CO for review.	LT Author	10 May 04

6. The next meeting will be held on 31 June 2004. Enclosure (2) is the agenda for this meeting.

#

Enclosure: Minutes from 14 February 2003 Planning Board for Training
Agenda for 31 June 2004 Planning Board for Training

Dist: LCDR Commander
LT Author

Figure 2-2
Sample Report of the Board/Committee Activities

C.5. Planning Board for Training

PSUs have limited time available for personnel to train for military operations. Effective management and scheduling are essential to each PSU given extensive PQS, General Military Training (GMT) requirements, weapons qualifications, and myriad other demands on persons' time to attain the demanding Combat Ready (C-2) SORTS minimum readiness requirement. The Planning Board for Training (PB4T) is responsible for ensuring that the unit complies with all validated and approved training requirements. It is a management tool that PSUs should use to identify and schedule unit and individual training requirements, detect and resolve conflicts, and determine services and other requirements, as well as gain "buy-in" and support from key personnel who are critical to making various evolutions successful. Although a mechanism to plan and schedule training, it should be used as the planning tool to schedule and prepare for all major evolutions or all-hands requirements.

C.5.a. References

a. *Ordnance Manual*, COMDTINST M8000.2 (series)
b. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)
c. *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series)
d. *Training and Education Manual*, COMDTINST M1500.10 (series)
e. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series)

C.5.b. Members

The CO shall designate the PB4T. As a minimum, it shall consist of the following:

- XO (Chair)
- OPS
- LO/Training Officer
- Waterborne Security Division Officer
- Shore Security Division Officer
- Engineer Officer
- Support and Management/Medical Division Officer
- Weapons Officer
- Command Chief

C.5.c. Schedules

The PB4T shall prepare the following:

C.5.c.1. Long Range Plan

A Long Range Plan shall be prepared based on projected inactive duty for training (IDT) and active duty for training (ADT) opportunities. The Long Range Plan is dynamic and should include broad training objectives and requirements, and a rough training schedule to be accomplished for the next 12-15 months. It should be updated quarterly. At a minimum it should include:

- Annual and required GMT
- PQS
- All hands training
- Division training
- Individual and crew served weapons training
- Administrative readiness requirements
- Shots and inoculations
- Field training and drills
- Scheduled exercises

C.5.c.2. Short Range Plan	A Short Range Plan shall be prepared for IDT and ADT to align scheduled and new training with support and service requirements for the next 3 to 6 months. For example, logistics requirement to provide inoculations, weapons training, or other training should be identified in this plan. The Short Range Plan should be updated monthly as a planning tool.
C.5.c.3. Monthly Training Schedule	A Monthly Training Schedule shall be prepared to publish a specific schedule for the IDT and ADT period to occur during the upcoming training opportunity. The Monthly Training Schedule should provide enough detail such that every member is able to articulate the specific training or other events in which he/she will be participating. The level of detail will be determined by the individual command but it is recommended that it be broken down to at least the division level. The PB4T shall be scheduled in the Monthly Training Schedule. It should be scheduled early enough during IDT such that adjustments and coordination between managers can be made and a final schedule is available for review and approval by the XO before the monthly IDT is complete.
C.6. Safety and Health Committee	The Safety and Health Committee is responsible for planning and coordinating unit activities to fulfill Safety Program requirements. The Safety and Health Committee should meet semi-annually. Semi-annual meetings are open to all crewmembers.
C.6.a. References	a. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
C.6.b. Members	The CO shall designate the Safety and Health Committee. As a minimum, it shall consist of the following: • XO (Chair) • OPS • LO • Medical Officer • Unit Safety Supervisor (Recorder) • Hazardous Materials Coordinator (HMC) • Command Chief

C.6.c. Duties and Responsibilities

The following are the duties and responsibilities of the Safety and Health Committee:

- Review unit administration to assess procedural and equipment related hazards. This includes but is not limited to reviewing medical logs, injury reports, safety-related casualty reports, inspection reports, MISHAP reports, and hazardous condition notices which have been generated since the last meeting.
- Review safety alerts to identify unit hazards that could affect the safety and health of unit personnel and equipment. Review wellness bulletins for their potential application to the Unit Wellness Program.
- Review safety and wellness suggestions submitted by crewmembers. Periodically assess the process by which crew suggestions are submitted to ensure suggestions are encouraged and promptly reach the committee's attention.
- Coordinate abatement actions to eliminate identified hazards or reduce their associated risk to an acceptable level as determined by the CO with concurrence from higher authority.
- Coordinate preparation of quarterly safety and wellness training plans, and periodic safety inspections, safety stand-downs, and wellness activities. Safety stand-downs will be planned to occur before major evolutions or shifts in operations.
- Identify and recommend priority and funding levels of safety and wellness related purchases.
- Periodically review and update unit pre-MISHAP plans.
- Address health and sanitation issues.

C.6.d. Meeting Minutes

Minutes of the meeting shall be prepared for CO review. After command review, the original shall be retained for three years and copies conspicuously posted on unit bulletin boards. A copy shall also be provided to the servicing Maintenance and Logistics Command (MLC).

C.7. MISHAPs

A formal or informal board of investigation shall be convened to investigate the cause of MISHAPs to prevent future incidents in accordance with the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series).

The focus of the MISHAP Board is safety, not culpability; the lessons learned and recommendations from the investigation are time critical to prevent similar incidents at other units. Although MISHAP investigations and administrative investigations share a common goal of fact finding, they serve different purposes and must be treated differently. The MISHAP investigatory process seeks causal factors to preclude similar MISHAPs. Administrative investigations are conducted to gather facts for administrative or legal proceedings. This investigation may take the form of a Court of Inquiry or other fact-finding body that could lead to a criminal investigation or formal charges.

C.7.a. References

a. *Administrative Investigations Manual*, COMDTINST M5830.1 (series)
b. *Military Justice Manual*, COMDTINST M5810.1 (series)
c. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)

C.8. Controlled Substances Audit Board

Each unit procuring, storing, or dispensing controlled substances shall have a Controlled Substances Audit Board (CSAB) in accordance with the *Medical Manual*, COMDTINST M6000.1 (series).

C.8.a. References

a. *Medical Manual*, COMDTINST M6000.1 (series), *Chapter 10*

C.9. Boat Crew Examining Board

The Boat Crew Examination Board (BCEB) is comprised of certified boat crew members, consisting of experienced boat crew members, engineers, and coxswains, selected by the Commander Officer, and organized as applicable to examine and evaluate boat crew candidates. The BCEB is designated in writing. The primary function of the BCEB is to recommend personnel for certification to boat crew positions. The board is responsible for the administration of comprehensive check-rides and personal interviews. A unit BCEB serves as the quality control source for unit boat crews. The BCEB shall be established and maintained in accordance with specific guidance contained in qualification guides and personnel qualification standards. Examining boards shall:

- Ensure all phases of the qualification process have been successfully completed in the manner prescribed by qualification guides, personnel qualification standards, and this manual.
- Make recommendations for certification to the CO.
- Provide guidance to the member for additional training as required.
- Advise the CO on matters pertaining to the qualification process.

C.9.a. References

a. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST 16114.32 (series)

b. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST 16114.33 (series)

C.9.b. Members

Qualification Examining Board members shall be currently certified for the Boat Crew Qualification Examining Board position. The CO shall designate the Safety and Health Committee. As a minimum, it shall consist of the following:

- Waterborne Security Officer (Chair).
- Waterborne Security Division Chief.
- Three additional members consisting of qualified coxswains and engineers.

C.9.c. Checklists

BCEB checklists shall be prepared and administered to assess the required knowledge and skill identified in qualification guides, personnel qualification standard, and all applicable directives as follows:

- Checklists shall be used for all practical evaluations.
- Completed checklists shall be reviewed and signed by the trainee and evaluator at the conclusion of the practical evaluation.
- Boat type specific tasks should be specifically identified on boat crew evaluation checklists.
- The use of checklists developed by standardization teams should be used when applicable.

C.9.d. Duties and Responsibilities

The following are the duties and responsibilities of the BCEB:

- Plan and conduct underway check-rides to evaluate prospective boat crew members. The trainee should be able to perform all duties required for the TPSB boat crew position, up to the standards established in the qualification tasks for the crew position.
- Interview the candidate and evaluate their leadership ability, judgment, maturity, and knowledge.
- Provide the unit commander a written report on the individual that recommends or does not recommend certification.
- Once a candidate has completed the check-ride and oral board interview, provide a written report to the CO.

C.9.d.1. Commanding Officer

The following are the duties and responsibilities of the CO:

- Designate the BCEB in writing.
- Designate the chairman of the board.
- Certify boat crewmembers in accordance with recommendations from the BCEB.

C.9.e. Reports

The BCEB report shall recommend or not recommend the certification of the individual boat crew candidate. It should include a copy of the trainee's check-ride and oral board evaluations. If the candidate is not recommended, the board must state why and what areas of performance were not acceptable. Also, the report shall include specific recommendations for increased training and/or practical experience.

C.10. Board of Survey

A Board of Survey is established to investigate and report on the circumstances surrounding the loss, damage, or destruction of government property. The Board of Survey can be either permanent in nature or established on an 'as required' basis.

The Board of Survey is an individual, a committee, or a panel, appointed by an authorized senior management official, typically consisting of one to three members, and is responsible for:

- Review or investigation of reported loss or damage of personal property.
- Recommending the fixing of financial liability for such loss.
- Recommending the actions regarding removal of items from the official property records.

An individual survey officer is normally appointed in lieu of a board when the value of the property does not justify a full board.

Report of Survey is a process used to examine facts, determine responsibility, and establish the extent of liability for the loss, damage, and/or destruction of government property; to provide relief from responsibility; and to provide a document authorizing the removal of personal property from the formal account.

Boards of Survey shall be convened in accordance with the references listed in C.10.a below.

C.10.a. References

a. *Administrative Investigations Manual*, COMDTINST M5830.1 (series)
b. *Boat Management Manual*, COMDTINST M16114.4 (series)
c. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
d. *Ordnance Manual*, COMDTINST M8000.2 (series)
e. *Property Management Manual,* COMDTINST M4500.5 (series)
f. *Security Program Manual*, COMDTINST M5530.1 (series)

Chapter 3
Operational Organization

Introduction

PSUs conduct Port Operations, Security, and Defense (POSD) in support of Combatant Commander operations. PSUs are intended for worldwide deployment to Strategic Ports of Debarkation (SPODs), primarily outside of the continental United States (OCONUS) and in forward staging areas. They provide waterborne and limited land-based Anti-Terrorism/Force Protection (AT/FP) for shipping and critical port facilities in conjunction with harbor defense and coastal sea control operations at the end points of United States' Sea Lines of Communications (SLOCs). PSUs may also be deployed for domestic security in the continental United States (CONUS). PSUs support defense contingency requirements including Major Theater War (MTW), Small-Scale Contingencies (SSC), or Military Operations Other Than War (MOOTW) in joint or combined operations as a component/task unit of a Naval Coastal Warfare (NCW) operation. Operations are generally overt and defensive in nature, conducted primarily in military rear areas to defend critical logistics assets against asymmetric threats.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Overview	3-3
B	Operational Chain-of-Command	3-7

Section A. Overview

Introduction

The operational organization, their missions and interaction with other security units, and the threats that each PSU might encounter are provided in this section.

A.1. Threats

Asymmetric threats, waterborne or from shore areas adjacent to the security zones, may include, but are in no way limited to:

- Small arms: Assault by light personal weapons and crew-served weapons.
- Explosives: Assault by an explosives-laden small boat or personal watercraft, typically with a suicide squad for crew.
- Rocket-propelled grenades: Hit and run attack by small boats equipped with shoulder-fired RPGs.
- Swimmers and divers: Attack by swimmers with personal weapons, explosives, or limpet mines.
- SDVs and mini-subs: Swimmer delivery vehicles and mini-subs may be used by special forces to insert reconnaissance personnel, saboteurs, mines, or torpedoes.
- Mines.
- Aircraft.
- Chemical, biological, or radiological (CBR).
- Use your imagination. Similar to starting with a clean sheet of paper, terrorists have no rules except to be successful. PSUs must be successful 100% of the time; terrorists only have to be successful once.

A.2. Non-Security Tasking

Boat resources to support non-security requirements should not be drawn from "on-station" boats. Extreme caution should be exercised when taking a boat off station and potentially exposing the protected asset to danger. Non-security operations include:

- Distinguished visitor (DV) transport and passenger transfer.
- Patrols outside the security zones.
- Diver support.
- Sonobuoy emplacement.
- Coast watch placement, relief, and re-supply.
- Medical evacuation (MEDEVAC).
- Search and rescue (SAR)/combat search and rescue (CSAR).

A.3. Integration with Other Forces

PSU operations integrate with other forces in the area, including surveillance assets, pier security, static weapons emplacements, and host nation (HN) land and waterborne forces. PSUs are one of only several uniquely qualified security forces that are designated to conduct security operations in the joint rear area. Personnel are readily identifiable as security forces and authorized to carry weapons while conducting waterborne and land-based security. PSUs can be expected to conduct operations in conjunction with a Patrol Boat, Navy Command and Control Detachment, mobile inshore undersea warfare (MIUW), and Inshore Boat Unit (IBU). Other special capabilities may be brought into the organization to support specific requirements. These include, explosive ordnance disposal (EOD) detachments, MDSU, MP, Marine Corps security teams, other DoD or coalition assets assigned to either the Joint Rear Area Coordinator (JRAC) or NCWC. HN Liaison Officers are often embarked to improve communications and authority with local boat traffic, and provide greater knowledge of the operating area. (see **Figure 3-1**)

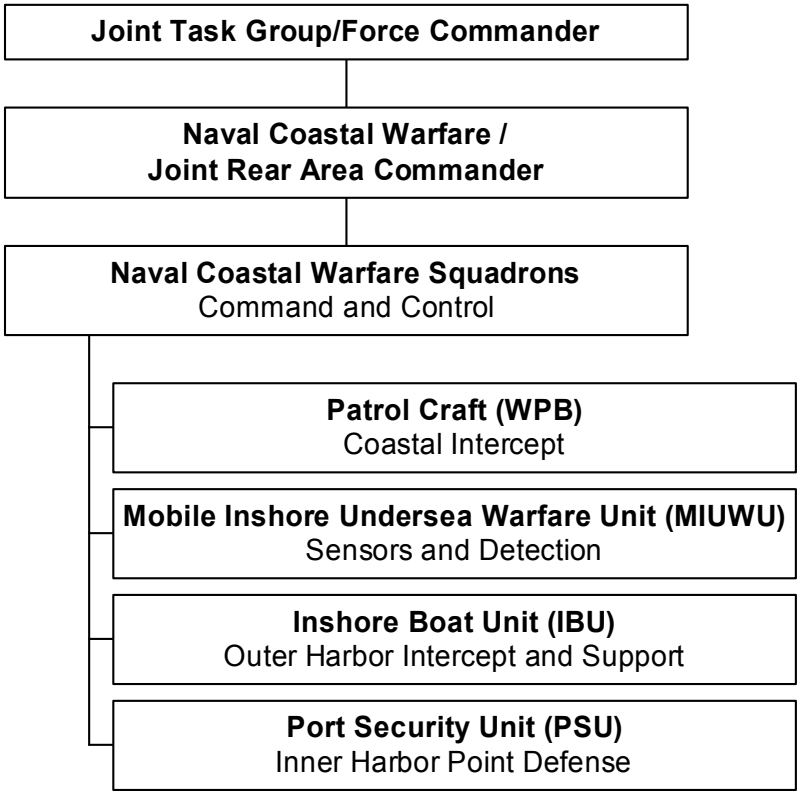

Figure 3-1
Port Operations Security Defense Organization

A.4. Watch Organizations

PSUs are organized, staffed, and equipped for sustained operations employing waterborne and shore-based security capabilities. The WQSB provides the CO with an organizational capability that can be tailored to specific operating requirements. It is driven by a need to ensure adequate crew rest and equipment maintenance, the likely threat, and often by weather conditions. It is probable that different elements of the PSU will be standing different duty rotations, i.e., 1 in 2; 1 in 3 watches.

The CO shall organize PSU watchstations giving due consideration to the mission, staffing, and other considerations. Watch Officers are encouraged to keep the number of watchsection personnel at a minimum and consistent with operations requirements. PSUs are expected to maintain a minimum of three qualified watch teams. However, COs are encouraged to maintain four teams to help minimize the impact that fatigue may have on effectiveness. All personnel are expected to qualify in their respective billets as described in the Individual Training Plan.

A.5. On-Station Relief

It is imperative that all security teams maintain a continuous security presence and minimize vulnerability that arises during watch changes, boat/equipment maintenance, and refueling. To ensure that no stations are left unprotected, additional time should be allotted to permit crew turnover. This increases the time required for crews to be "on watch" well beyond the boat's or security team's "on-station" time. The following process flow illustrates the cumulative effects of various demands for "on-watch" personnel to meet "on-station" requirements.

Patrol brief (15 minutes)	Transit to station (10-30 minutes)	Patrol on station (4-6 hours)	Transit off station (10-30 minutes)	Refueling/ maintenance (30 minutes)	Patrol debrief (15 minutes)

To limit vulnerability and predictability, crews' relief should be staggered as reasonably as possible. For example, an additional boat could be used to keep the required number of boats on station, but it may not be practical to break up shore security squads. True deterrence is created only when personnel are employed 24 hours a day on station.

A.6. Weather Considerations

PSUs can operate successfully in a range of weather conditions. However, mission performance can be degraded by extreme temperature, sea state, and precipitation. Normal TPSB on-station time may be 4 to 6 hours, but this will likely be reduced by exceedingly hot or cold weather or choppy waters. All personnel should be in good physical condition, outfitted with appropriate protective clothing, and provided appropriate fluids and food for the conditions. If crew endurance on station is too short, continuous operations may require crew augmentation due to insufficient rest periods. Options for maintaining FP include use of HN military assets, adding personnel to form a four-section watch bill, and placing boats in more protected waters to extend endurance. Some weather considerations include:

- Wave heights over 2 feet reduce patrol and interdiction speeds and crew endurance.
- High wave heights reduce ability to detect and engage contacts of interest (COIs).
- Extreme temperatures (below 25 °F or over 100 °F) reduce crew endurance.
- Heavy rain or snow reduces visibility and crew endurance.

Weather conditions that impact operational capabilities may cause commanders to alter security zones, hours of coverage, or the number of boats and crews assigned to waterborne FP. Prioritization of high-value assets for protection may be necessary, in order to match the operational risk assessment with force capabilities.

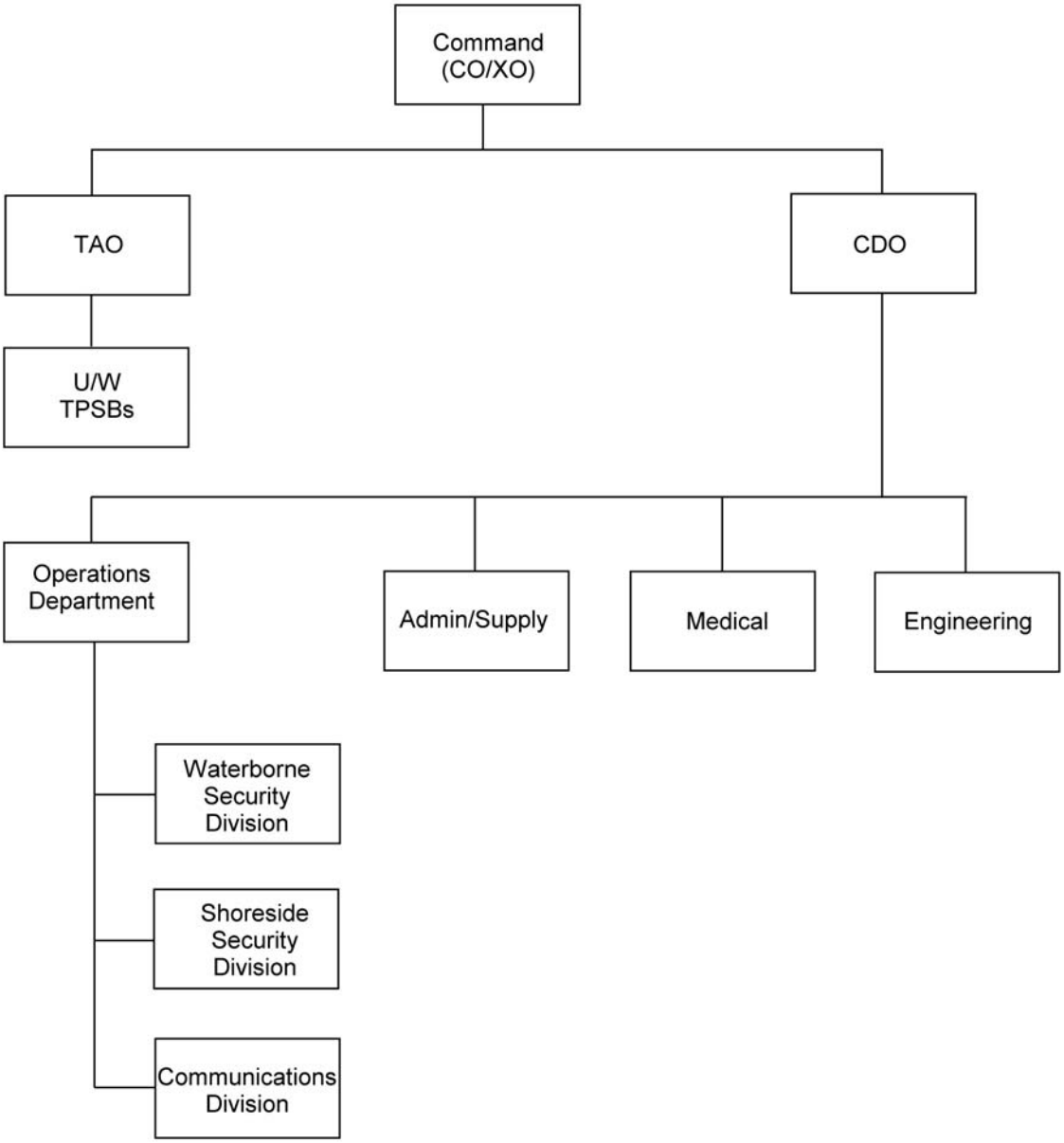

Figure 3-2
PSU Operational Organization

Section B. Operational Chain-of-Command

Introduction

The operational chain-of-command to execute the day-to-day mission of each PSU must be clearly identified and designated by Coast Guard instruction to ensure effective communications and mission accomplishment. The model presented in this manual assumes that the PSU is a stand-alone capability. This may not always be the case. The Combatant Commander has discretion on how forces are to be provided and this model may not always apply. PSUs must be adaptive to whichever operations structure is presented to them.

B.1. Command Duty Officer

The Command Duty Officer (CDO) provides operational and administrative control over all day-to-day PSU functions and is the CO's direct representative. The CDO is expected to stay abreast of the general tactical situation; to keep the "big picture" in mind. All personnel serving as CDOs and Tactical Action Officers (TAOs) should be qualified by the Commanding Officer (CO).

B.1.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.1.b. Duties and Responsibilities

The following are the duties and responsibilities of the CDO:

- Provide for PSU base camp securities.
- Make timely, accurate, and concise reports to the CO and the Harbor Defense Commander regarding the following:
  - Changes in operational tasking including directions to divert a TPSB an assigned sector or from security operations.
  - Any illness or injury of personnel, especially when involving transport to medical care away from the compound.
  - Changes in FP condition.
  - Any personnel or equipment casualties which would reduce waterborne or shore patrol capabilities.
  - Breeches of security.
  - Vessel/boat boardings.
  - Weapons discharges (intentional and accidental).
  - Any situation causing doubt.
- Ensure status boards, displays, and logs are properly maintained, and intelligence and other command and control information is properly handled and used to develop a coherent tactical picture.

B.2. Tactical Action Officer

The Tactical Action Officer (TAO) is responsible for employment of PSU resources and assists the CDO in the conduct of the watch. All personnel serving as a TAO should be qualified by the CO.

B.2.a. References

a. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

b. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

B.2.b. Duties and Responsibilities

The following are the duties and responsibilities of the TAO:

- Supervise the collection, display, and processing of all surface, subsurface, and air contact information in a timely and coordinated manner.
- Know the status of all equipment and ensure all entries are current on the respective status board. Ensure that assigned communications frequencies are set.
- Know the communications plan and all active communications nets. Direct all tactical communications and serve as PSU communication network controller.
- Know and supervise all waterborne and shore security operations, including activation of backup/alert resources.
- Liaise with NCW activities and other security forces.
- Supervise emergency destruction and OPCEN casualty control.
- Direct operations center and assigned waterborne and shore security personnel in accordance with the CO's standing orders and this document. Ensure the watch is stood in a taut, military manner, and that only essential personnel and gear are in the Operations Center (OPCEN).
- Ensure inventory, receipt, custody, and transfer of classified publications and watch material.
- Prior to assuming the watch, the TAO will:
  - Know relevant OPLANS and OPORDERS, and LOIs of senior commanders in the chain-of-command. Thoroughly understand sections that deal with the immediate or projected tactical situations.
  - Know the contingency plan and current tactical situation, including status of the perimeter defense force.
  - Read message traffic, examine intelligence briefs/data, review Operation Center displays and logs, and debrief with the offgoing TAO.
  - Know the communications plan, operational reporting procedures, emission control (EMCON), and status of communications with other members of the operational chain-of-command.
  - Read and initial the CO's night orders and the TAO pass down log.
  - Watch reliefs shall arrive at the OPCEN in time to be fully briefed before their watch commences (customarily 15 minutes). The watch should be relieved in time to leave the watch center on the hour. Notify CDO if the watch is delayed or altered.
  - The on-coming watch shall not relieve unless all status boards, logs, and records have been updated by the off-going watch. This includes status of scheduled ship movements, vessels at anchorage or moored, boats, and communications equipment.
  - Review significant events and log entries of the previous watch and scheduled upcoming significant events.

B.3. Security Watch Officer

The Security Watch Officer (SWO) is responsible to the TAO for employment of PSU shore resources. All personnel serving as a SWO should be qualified by the CO.

B.3.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.3.b. Duties and Responsibilities

The following are the duties and responsibilities of the SWO:

- Supervise the collection, display, and processing of information related to shore security forces, activities or events in a timely and coordinated manner.
- Maintain the summary status board and keep the TAO informed of changes.
- Know the status of all shore security equipment and ensure all entries are current on the respective status board. Ensure that assigned communications frequencies are set.
- Know the communications plan and all active communications nets. Direct tactical communications and serve as shore security communication network controller.
- Coordinate security team schedules.
- Know and supervise all shore security operations, including activation of backup/alert resources.
- Liaise with NCW activities and other security forces.

B.4. Tactical Signal Operator

The Tactical Signal Operator is responsible to the TAO to set up, tune, and operate all communications equipment, and act as talker on the voice circuits. All personnel serving as a Tactical Signal Operator should be qualified by the CO.

B.4.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.4.b. Duties and Responsibilities

The following are the duties and responsibilities of the Tactical Signal Operator:

- Know the communications plan in effect and all active communications nets. Ensure that all frequency assignments and call signs are entered correctly on the equipment/communications call signs status board.
- Ensure assigned frequencies are set with security forces and in the command center.
- Maintain the communications status board and keep the TAO informed of changes.
- Know the status of all communications equipment and supervise the operations of communications equipment. Ensure all cryptographic equipment is properly installed and keyed.
- Ensure that emergency communications capabilities are always available.
- Be responsible for communications adherence to the Emission Control (EMCON) plan.
- Be thoroughly familiar with the Emergency Action Plan.
- Maintain radio telephone logs.

B.5. Plotter

The Plotter is responsible to the TAO to maintain the surface/subsurface plot and to assist with various administrative functions in the command center. All personnel serving as a Plotter should be qualified by the CO.

B.5.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.5.b. Duties and Responsibilities

The following are the duties and responsibilities of the Plotter:

- Know all plotting requirements, i.e., maps, charts, status boards, computers, and other displays.
- Know the threat and FP condition.
- Plot information on maps, charts, status boards, and other displays.
- Maintain the plot and use the proper plotting symbology.
- Designate contact in alphabetical sequence starting at 0001 each day.
- Develop contact solutions.
- Alert TAO and SWO of significant changes.
- Maintain contact log.
- Know Emergency Action Plan responsibilities.
- Provide administrative support for the command center.

B.6. Operations Center Security Watch

The Operations Center Security Watch is responsible to the CDO for establishing the identity of persons desiring entry into the OPCEN. All personnel serving as security team members should be qualified by the CO.

B.6.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.6.b. Duties and Responsibilities

The following are the duties and responsibilities of the Operations Center Security Watch:

- Be posted outside the OPCEN.
- Know the threat and FP condition.
- Report any irregularities to the CDO.
- Challenge personnel approaching the OPCEN. Pass information to the Security Watch Officer (SWO) for access verification from the access list.
- Know Emergency Action Plan responsibilities.

B.7. Dockmaster

The Dockmaster is responsible to the TAO for security, logistics, and general support for TPSBs and crews. All personnel serving as a Dockmaster should be qualified by the CO.

B.7.a. References

a. *Boat Force Operations Personnel Qualification Standard (PQS)*, COMDTINST 16114.30 (series)

b. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

c. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

d. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST 16114.32 (series)

e. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST 16114.33 (series)

B.7.b. Duties and Responsibilities

The following are the duties and responsibilities of the Dockmaster:

- Keep abreast of tactical and administrative requirements/orders. Know the threat and FP condition.
- Coordinate boat crew schedules.
- Provide assistance in preparing TPSBs for/and securing them from operations.
- Assist with refueling the boats and maintaining cleanup materials.
- Ensure crews have food, water/liquids, sunscreen, and other consumables necessary to sustain operations.
- Keep the boats, piers, and adjacent areas clean and in good order.
- Report any irregularities and other directed information to the TAO.
- Provide security for the TPSBs and weapons/ammunition at the pier.
- Challenge personnel approaching the boats, piers, and adjacent areas.
- Request assistance from the SWO if necessary to augment with shore security forces.
- Maintain personal protective gear, boat-specific spares, charts, and other materials for TPSB operations.
- Ensure charts are updated with data/intelligence information.
- Know Emergency Action Plan responsibilities.
- Know current and projected weather conditions, including sea state of transit and operational areas, wind tides, currents, and sunrise/sunset.

B.8. Patrol Leader

The Patrol Leader is normally lead coxswain in a waterborne patrol of one or more TPSBs. The Patrol Leader directs boats in the task element to accomplish the assignment in accordance with tactical doctrine and SOP, and is responsible to the TAO for the safety of the crew(s) and rule of engagement (ROE) actions. If there are multiple boat elements, each will have its own patrol leader.

B.8.a. References

a. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.8.b. Duties and Responsibilities

The following are the duties and responsibilities of the Patrol Leader:

- Keep abreast of tactical requirements/orders.
- Take responsibility for the TPSBs, weapons/ammunition, and all operations.
- Know the threat and FP condition.
- Supervise assigned boat crews during operations and preparations.
- Report any irregularities and other directed information to the dockmaster and/or TAO.
- Know Emergency Action Plan responsibilities.
- Know current and projected weather conditions to include; sea state of transit and operational areas, wind tides, currents, and sunrise/sunset.

B.9. Coxswain

The coxswain is responsible to the CO for the safe operation of the TPSB in accordance with regulations and other directives. The coxswain will normally report to the TAO. All personnel serving as a coxswain should be qualified by the CO.

B.9.a. References

a. *Boat Force Operations Personnel Qualification Standard (PQS)*, COMDTINST 16114.30 (series)

b. *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series), *Chapter 4*

c. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

d. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

e. *Standing Rules of Engagement (SROE) for U.S. Forces*, CJCSI 3121.01

f. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST 16114.32 (series)

g. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST 16114.33 (series)

B.9.b. Duties and Responsibilities

The following are the duties and responsibilities of the coxswain:

- Keep abreast of tactical requirements/orders.
- Take responsibility for the TPSBs, weapons/ammunition, and all operations.
- Ensure crews have food, water/liquids, sunscreen, and other consumables necessary to sustain operations.
- Know the threat and FP condition.
- Brief the crew on operations and intelligence.
- Ensure the crew maintains a military appearance and is outfitted with appropriate personal protective equipment (PPE).
- Ensure all supporting material is aboard, including charts that are updated with data/intelligence.
- Supervise assigned boat crew during operations and preparations.
- Keep the boats clean and clear of debris that could affect operations.
- Report any irregularities and other directed information to the Patrol Leader.
- Know Emergency Action Plan responsibilities.
- Carry out self-defense, force protection, and security operations in accordance with referenced policies and direction.
- Know current and projected weather conditions to include; sea state of transit and operational areas, wind tides, currents, and sunrise/sunset.

B.10. Boat Crew Member

The boat crew member is responsible to the coxswain for conduct of duties and safety aboard the TPSB in accordance with regulations and other directives. All personnel serving as a boat crew member should be qualified by the CO.

B.10.a. References

a. *Boat Force Operations Personnel Qualification Standard (PQS)*, COMDTINST 16114.30 (series)

b. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

c. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

d. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST 16114.32 (series)

e. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST 16114.33 (series)

B.10.b. Duties and Responsibilities

The following are the duties and responsibilities of the boat crew member:

- Keep abreast of tactical requirements/orders.
- Know the threat and FP condition.
- Maintain a military appearance and don appropriate PPE.
- Conduct assigned duties as directed by the coxswain.
- Keep the boats clean and clear of debris that could affect operations.
- Report any irregularities and other directed information to the coxswain.
- Know Emergency Action Plan responsibilities.
- Know current and projected weather conditions to include; sea state of transit and operational areas, wind tides, currents, and sunrise/sunset.

B.11. Boat Engineer

The Boat Engineer is responsible to the coxswain for conduct of duties and safety aboard the TPSB in accordance with regulations and other directives. All personnel serving as a Boat Engineer should be qualified by the CO.

B.11.a. References

a. *Boat Force Operations Personnel Qualification Standard (PQS)*, COMDTINST 16114.30 (series)

b. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

c. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

d. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST 16114.32 (series)

e. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST 16114.33 (series)

B.11.b. Duties and Responsibilities

The following are the duties and responsibilities of the Boat Engineer:

- Keep abreast of tactical requirements/orders.
- Refuel the boat and complete the pre-underway checklist.
- Know the threat and FP condition.
- Maintain a military appearance and don appropriate PPE.
- Conduct assigned duties as directed by the coxswain.
- Keep the boats clean and clear of debris that could affect operations.
- Report any irregularities and other directed information to the coxswain.
- Know Emergency Action Plan responsibilities.
- Know current and projected weather conditions to include; sea state of transit and operational areas, wind tides, currents, and sunrise/sunset.

B.12. Security Squad Leader

The Security Squad Leader is responsible to the SWO for conduct of duties and safety among security force personnel in accordance with regulations and other directives. All personnel serving as a Squad Leader should be qualified by the CO.

B.12.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.12.b. Duties and Responsibilities

The following are the duties and responsibilities of the Security Squad Leader:

- Keep abreast of tactical requirements/orders.
- Know the threat and FP condition.
- Conduct assigned duties as directed by the SWO.
- Keep all assigned patrol areas clean and clear of debris that could affect operations.
- Ensure the squad has food, water/liquids, sunscreen, and other consumables necessary to sustain operations.
- Brief the squad on operations and intelligence.
- Ensure the squad maintains a military appearance and is outfitted with appropriate PPE.
- Ensure all supporting material is aboard including charts that are updated with data/intelligence.
- Supervise assigned squad during operations and preparations.
- Report any irregularities and other directed information to the SWO.
- Know Emergency Action Plan responsibilities.

B.13. Fire Team Leader

The Fire Team Leader is responsible to the squad leader for conduct of duties and safety among assigned security force personnel in accordance with regulations and other directives. All personnel serving as a Fire Team Leader should be qualified by the CO.

B.13.a. References

a. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.13.b. Duties and Responsibilities

The following are the duties and responsibilities of the Fire Team Leader:

- Keep abreast of tactical requirements/orders.
- Ensure fire team has food, water/liquids, sunscreen, and other consumables necessary to sustain operations.
- Know the threat and FP condition.
- Brief the fire team on operations and intelligence.
- Ensure the fire team maintains a military appearance and is outfitted with appropriate PPE.
- Ensure all supporting material is aboard including charts that are updated with data/intelligence.
- Supervise assigned fire team personnel during operations and preparations.
- Keep the patrol area clean and clear of debris that could affect operations.
- Report any irregularities and other directed information to the squad leader.
- Know Emergency Action Plan responsibilities.

B.14. Security Squad Personnel

Security personnel are responsible to the fire team leaders for conduct of duties and safety in their areas of responsibility (AORs) in accordance with regulations and other directives. All personnel serving in a security squad should be qualified by the CO.

B.14.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.14.b. Duties and Responsibilities

The following are the duties and responsibilities of the security squad personnel:

- Keep abreast of tactical requirements/orders.
- Know the threat and FP condition.
- Maintain a military appearance and don appropriate PPE.
- Conduct assigned duties as directed by the fire team leader.
- Keep assigned patrol area clean and clear of debris that could affect operations.
- Report any irregularities and other directed information to the fire team leader.
- Know Emergency Action Plan responsibilities.
- Challenge personnel entering or approaching the camp, compound, and adjacent areas.

B.15. Engineering Watch Supervisor

The Engineering Watch Supervisor supervises all work under the cognizance of the engineering division although direct supervision of maintenance and repair is normally the responsibility of personnel in the administrative chain of command, ensures that all equipment is ready for immediate and sustained use, and carries out corrective maintenance to ensure equipment is available for operations.

B.15.a. References

a. *Naval Engineering Manual*, COMDTINST M9000.6 (series)

b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.15.b. Duties and Responsibilities

The following are the duties and responsibilities of the Engineering Watch Supervisor:

- Supervise engineering personnel on watch.
- Carry out orders from proper authorities.
- Safeguard hand and power tools.
- Monitor operation of generators and other online support systems not maintained by another department or division.
- Coordinate PMS and corrective maintenance.
- Carry out other assigned duties.
- Maintain a log/record of the watch.
- Conduct boat maintenance except that assigned to other departments.
- Monitor fuels and lubricants status and distribution.
- Carry out initial response to hazardous material discharges.
- Monitor status of all equipment, abnormal operations, casualties, major work summary, and other pertinent information.
- Maintain equipment logs.

B.16. Armory Watch Supervisor

The Armory Watch Supervisor organizes the armory, provides security for assigned weapons, ensures that weapons are ready for immediate and sustained use, and conducts organizational level corrective maintenance.

B.16.a. References

a. *Ordnance Manual*, COMDTINST M8000.2 (series)
b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.16.b. Duties and Responsibilities

The following are the duties and responsibilities of the Armory Watch Supervisor:

- Supervise armory personnel on watch.
- Ensure operation, maintenance, and readiness of all weapons and associated ordnance.
- Carry out orders from proper authorities.
- Safeguard weapons, ammunition, explosives, and pyrotechnics; maintain security of magazines, ready-service lockers, and pyrotechnic lockers.
- Attend open ammunition lockers and weapons storage armories.
- Maintain custody of armory keys.
- Monitor operation of generators and other online support systems not maintained by another department or division.
- Coordinate PMS and corrective maintenance.
- Carry out other assigned duties.
- Maintain a log/record of the watch and weapons locations.
- Distribute weapons cleaning materials.
- Provide technical assistance for maintenance and organizational repair of weapons.
- Monitor status of all equipment, abnormal operations, casualties, major work summary, and other pertinent information.

B.17. Health Care Services Watch Supervisor

The Health Care Services Watch Supervisor directs emergency treatment and services, and performs certain non-therapeutic activities, such as physical examinations and preventive medicine.

B.17.a. References	a. *Coast Guard Cutter Heat Stress Program*, COMDTINST M6260.17 (series) b. *Medical Manual*, COMDTINST M6000.1 (series) c. *Personnel Manual*, COMDTINST M1000.6 (series) d. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
B.17.b. Duties and Responsibilities	The following are the duties and responsibilities of the Health Care Services Watch Supervisor: • Prevent and control disease, including administering immunizations. • Treat sick and injured personnel. • Prepare seriously injured or sick personnel for medical evacuation. • Cooperate with agencies and other military services for preventing disease, reporting communicable diseases, and collecting vital statistics. • Administer drugs, medication, blood, and medical treatment to protect life, health, or safety. • Monitor the area, including watchstations, to ensure the safety and health of assigned personnel. • Monitor heat and cold conditions and take steps to assist the crew. • Maintain required records and logs.

Chapter 4
PSU Bills

Introduction

A unit bill sets forth policy for assigning personnel to duties or stations for executing specific evolutions for accomplishing certain functions. Commandant guidance under the Purpose, Responsibility, Information, and in some cases, the Procedures and Assignments paragraphs, are the minimum requirements. Policies and responsibilities of individuals, either by billet number or by i.e., CO, XO, EO, BM1, DC2, etc., with regard to planning, organizing, directing, or controlling the function or evolution to which the bill relates is contained in the Information paragraph. The PSU may give further details about this guidance, but may not change the basic guidance. The unit bill consists of the following:

- References: Provides guidance for the development and execution of each bill. Where conflicts between the Navy and Coast Guard references exist, the Coast Guard references shall apply.
- Purpose: Describes the purpose of the bill.
- Responsibility: Details who will maintain the bill.
- Information: Provides background or guidance for the bill.
- Procedures and Assignments: Specific requirements shall be determined by the CO.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Watch, Quarter, and Station Bill (WQSB)	4-3
B	Orientation Bill	4-15
C	Berthing Bill	4-17
D	Formation and Parade Bill	4-19
E	Cleaning, Preservation, and Maintenance Bill	4-21
F	Material Inspection Bill	4-23
G	Extreme Weather (Heat/Cold) Bill	4-25
H	Emission Control (EMCON) Bill	4-27
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L	General Emergency Bill	4-39
M	Severe Weather Bill	4-41

Section A. Watch, Quarter, and Station Bill (WQSB)

Introduction

A general watch, quarter, and station bill (WQSB) shall set forth the watches, quarters for berthing, stations for battles and emergencies, cleaning, and other duties assigned to the departmental divisions and the watches or sections. Based on the watch, quarter, and station bill, the assignment by billet number, of stations and duties to all individuals shall be set forth in appropriate bills in accordance with current instructions.

The WQSB outlines personnel duty assignments for standard operations at the given state of readiness. All evolutions are based on the WQSB personnel distributions. Specific actions for emergencies and special evolutions are described in *Chapter 5, Standard Operating Procedures* and *Chapter 6, Incident Response Procedures* of this manual. These procedures complement the WQSB. Specific actions dealing with specific evolutions are determined by the on-scene commander.

See **Table 4-1** for a description of readiness conditions and **Table 4-2** for the WQSB. Refer to **Table 1-1** and **Table 1-3** for billet assignments.

A.1. References

a. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.2. Purpose

The purpose of the WQSB is to assign all hands specific duties by unit billet structure, so that in the event of all-hand's evolutions, there will be no confusion as to the individual's job responsibility. It also allows for accurate accounting of personnel during the daily routine, will be filled and posted as required by circumstances encountered in the field, and is the responsibility of all hands to become familiar with its contents and whereabouts.

A.3. Responsibility

The XO is responsible for this bill and shall require that it be maintained accurately.

A.4. Information

The WQSB is arranged by rows and columns. The top row of the WQSB lists all of the unit bills horizontally, from left to right. Under each bill, the assigned station or duty is listed. The far left column lists each billet number vertically. For each billet number, personnel are listed by their rank/rate, first initial, and last name.

A.5. Procedures and Assignments

The WQSB can be divided up by divisions. Each division shall post their WQSB in a central location for viewing by their personnel, or the WQSB may be posted as a whole, in a central location, to be viewed by the crew. It shall be the responsibility of each Department Head and Division Officer to ensure the WQSB is kept current.

Table 4-1
Readiness Conditions

Condition	Title	Overview
I	Full Readiness	The PSU shall be capable of meeting the following criteria: • Able to perform all offensive and defensive functions simultaneously. • Able to keep all installed systems manned and operating for maximum effectiveness. • Required to accomplish only minimal maintenance – that routinely associated with watchstanding and urgent repairs. • The maximum expected continuous crew endurance for Condition I is 24 hours.
II	Tailored Contingency Readiness	The PSU readiness is modified to meet particular probable threats that are situation-dependent. As such, Condition II is a subset of Condition I that stands up particular Condition I capabilities at the discretion of the CO. While in Condition II, the PSU shall be capable of meeting the following criteria: • Able to simultaneously perform those offensive and defensive functions necessary to counter specific, probable, limited threats. • Able to keep required operational systems continuously staffed and operating. • Able to perform other command and control functions relevant to the threat that are not required to be accomplished simultaneously. • Able to accomplish urgent planned maintenance and support functions. • The maximum expected continuous duration for Condition II is 10 consecutive days, with a minimum of 4 to 6 hours of rest provided per person per day.

Table 4-1
Readiness Conditions – Continued

Condition	Title	Overview
III	Current Operations Readiness	PSU systems are staffed to a level sufficient to counter possible threats. While in Condition III, the PSU shall be capable of meeting the following criteria: • Able to keep installed systems staffed and operating as necessary to conform with prescribed ROCs. • Able to accomplish all routine maintenance, support, and administrative functions. • The maximum expected crew endurance for Condition III is 60 consecutive days, with an opportunity for 8 hours of rest provided per person per day.
IV	Training Readiness	While in Condition IV, the PSU will conduct routine maintenance and training at home base, local operating areas, or at training bases. It is not addressed in the ROC.

Table 4-2
WQSB

Command and Control							
Watchstation		**Condition I**	**Condition II**		**Condition III**		
Command Center		A-100-O	A-100-O	A-101-O			
	CDO	B-100-O	B-100-O	D-100-O	B-200-O	B-300-O	C-100-O
	TAO	B-200-O	B-200-O	B-300-O	C-302-O	B-400-O	B-303-E
	Security	C-302-O	B-400-O	C-302-O			
	TacSigs	B-410-E	B-410-E	B-411-E	B-411-E	B-412-E	B-413-E
	TacComm	B-412-E	B-412-E	B-413-E			
	Admin	D-311-E D-321-E	D-321-E	D-312-E	D-314-E	D-313-E	D-321-E
	Facility Security	D-313-E	D-313-E	D-314-E			
Alternate Command Center		A-101-O	*A-101-O*	*A-100-O*			
	CDO	D-100-O	*D-100-O*	*B-100-O*	*B-300-O*	*C-100-O*	*B-200-O*
	TAO	B-300-O	*B-300-O*	*B-200-O*	*B-400-O*	*B-303-E*	*C-302-O*
	Security	B-400-O	*C-302-O*	*B-400-O*			
	TacSigs	B-411-E	*B-411-E*	*B-410-E*	*B-412-E*	*B-413-E*	*B-411-E*
	TacComm	B-413-E	*B-313-E*	*B-312-E*			
	Admin	D-320-E D-312-E	*D-311-E*	*D-320-E*	*D-313-E*	*D-321-E*	*D-314-E*
	Facility Security	D-314-E	*D-314-E*	*D-313-E*			
Waterborne Security Operations							
Watchstation		**Condition I**	**Condition II**		**Condition III**		
Boat Ops	Docks	B-202-E	B-202-E		B-202-E		
TPSB #1	Coxswain	B-210-E	B-210-E	B-223-E	B-210-E	B-211-E	B-212-E
	Engineer	C-210-E	C-210-E	C-222-E	C-210-E	C-211-E	C-224-E
	Crew Member	B-240-E	B-240-E	B-246-E	B-240-E	B-244-E	B-248-E
	Gunner/BTM	B-311-E	B-311-E	B-348-E	B-311-E	B-325-E	B-328-E
TPSB #2	Coxswain	B-220-E	B-220-E	B-224-E	B-220-E	B-222-E	B-213-E
	Engineer	C-220-E	C-220-E	C-223-E	C-220-E	C-231-E	C-225-E
	Crew Member	B-241-E	B-241-E	B-247-E	B-241-E	B-245-E	B-249-E
	Gunner/BTM	B-314-E	B-314-E	B-351-E	B-314-E	B-331-E	B-342-E
TPSB #3	Coxswain	B-221-E	B-221-E	B-212-E	B-221-E	B-223-E	B-225-E
	Engineer	C-221-E	C-221-E	C-224-E	C-221-E	C-222-E	C-232-E
	Crew Member	B-242-E	B-242-E	B-248-E	B-242-E	B-246-E	B-250-E
	Gunner/BTM	B-322-E	B-322-E	B-328-E	B-322-E	B-348-E	B-354-E

Table 4-2
WQSB – Continued

TPSB #4	Coxswain	B-230-E	B-230-E	B-213-E	B-230-E	B-224-E	B-231-E
	Engineer	C-230-E	C-230-E	C-225-E	C-230-E	C-223-E	C-233-E
	Crew Member	B-243-E	B-243-E	B-249-E	B-243-E	B-247-E	B-251-E
	Gunner/BTM	B-345-E	B-345-E	B-342-E	B-345-E	B-351-E	B-357-E
TPSB #5	Coxswain	B-211-E	B-211-E	B-225-E	*B-211-E*	*B-212-E*	*B-210-E*
	Engineer	C-211-E	C-211-E	C-232-E	*C-211-E*	*C-224-E*	*C-210-E*
	Crew Member	B-244-E	B-244-E	B-250-E	*B-244-E*	*B-248-E*	*B-240-E*
	Gunner/BTM	B-325-E	B-325-E	B-354-E	*B-325-E*	*B-328-E*	*B-311-E*
TPSB #6	Coxswain	B-222-E	B-222-E	B-231-E	*B-222-E*	*B-213-E*	*B-220-E*
	Engineer	C-231-E	C-231-E	C-233-E	*C-231-E*	*C-225-E*	*C-220-E*
	Crew Member	B-245-E	B-245-E	B-251-E	*B-245-E*	*B-249-E*	*B-241-E*
	Gunner/BTM	B-331-E	B-331-E	B-357-E	*B-331-E*	*B-342-E*	*B-314-E*
Boat Security	Fire Team A	B-223-E	*B-223-E*	*B-210-E*	*B-223-E*	*B-225-E*	*B-221-E*
		C-222-E	*C-222-E*	*C-210-E*	*C-222-E*	*C-232-E*	*C-221-E*
		B-246-E	*B-246-E*	*B-240-E*	*B-246-E*	*B-250-E*	*B-242-E*
		B-348-E	*B-348-E*	*B-311-E*	*B-348-E*	*B-354-E*	*B-322-E*
	Fire Team B	B-224-E	*B-224-E*	*B-220-E*	*B-224-E*	*B-231-E*	*B-230-E*
		C-223-E	*C-223-E*	*C-220-E*	*C-223-E*	*C-233-E*	*C-230-E*
		B-247-E	*B-247-E*	*B-241-E*	*B-247-E*	*B-251-E*	*B-243-E*
		B-351-E	*B-351-E*	*B-314-E*	*B-351-E*	*B-357-E*	*B-345-E*
	Fire Team C	B-212-E	*B-212-E*	*B-221-E*			
		C-224-E	*C-224-E*	*C-221-E*			
		B-248-E	*B-248-E*	*B-242-E*			
		B-328-E	*B-328-E*	*B-322-E*			
	Fire Team D	B-213-E	*B-213-E*	*B-230-E*			
		C-225-E	*C-225-E*	*C-230-E*			
		B-249-E	*B-249-E*	*B-243-E*			
		B-342-E	*B-342-E*	*B-345-E*			
	Fire Team E	B-225-E	*B-225-E*	*B-211-E*			
		C-232-E	*C-232-E*	*C-211-E*			
		B-250-E	*B-250-E*	*B-244-E*			
		B-354-E	*B-354-E*	*B-325-E*			
	Fire Team F	B-231-E	*B-231-E*	*B-222-E*			
		C-233-E	*C-233-E*	*C-231-E*			
		B-251-E	*B-251-E*	*B-245-E*			
		B-357-E	*B-357-E*	*B-331-E*			

Table 4-2
WQSB – Continued

Shore Security Operations							
Watchstation		**Condition I**	**Condition II**		**Condition III**		
	Security Team Leader	B-302-E	B-302-E	B-303-E	B-302-E		
Shore Security	Sqd Ldr / Fire Team A Leader	B-312-E	B-312-E	B-310-E	B-312-E	B-310-E	B-320-E
		B-326-E	B-326-E	B-313-E	B-326-E	B-313-E	B-329-E
		B-343-E	B-343-E	B-327-E	B-343-E	B-327-E	B-346-E
		B-358-E	B-358-E	B-344-E	B-358-E	B-344-E	B-352-E
	Fire Team B Leader	B-320-E	B-320-E	B-321-E	B-323-E	B-324-E	B-321-E
		B-329-E	B-329-E	B-330-E	B-340-E	B-341-E	B-330-E
		B-346-E	B-346-E	B-347-E	B-349-E	B-350-E	B-347-E
		B-352-E	B-352-E	B-353-E	B-355-E	B-356-E	B-353-E
	Fire Team C Leader	B-323-E	B-323-E	B-324-E			
		B-340-E	B-340-E	B-341-E			
		B-349-E	B-349-E	B-350-E			
		B-355-E	B-355-E	B-356-E			
	Security Team Leader	B-303-E	*B-303-E*	*B-302-E*			
	Sqd 2 Ldr / Fire Team A Leader	B-310-E	*B-310-E*	*B-312-E*	*B-310-E*	*B-320-E*	*B-312-E*
		B-313-E	*B-313-E*	*B-326-E*	*B-313-E*	*B-329-E*	*B-326-E*
		B-327-E	*B-327-E*	*B-343-E*	*B-327-E*	*B-346-E*	*B-343-E*
		B-344-E	*B-344-E*	*B-358-E*	*B-344-E*	*B-352-E*	*B-358-E*
	Fire Team B Leader	B-321-E	*B-321-E*	*B-320-E*	*B-324-E*	*B-321-E*	*B-323-E*
		B-330-E	*B-330-E*	*B-329-E*	*B-341-E*	*B-330-E*	*B-340-E*
		B-347-E	*B-347-E*	*B-346-E*	*B-350-E*	*B-347-E*	*B-349-E*
		B-353-E	*B-353-E*	*B-352-E*	*B-356-E*	*B-353-E*	*B-355-E*
	Fire Team C Leader	B-324-E	*B-324-E*	*B-323-E*			
		B-341-E	*B-341-E*	*B-340-E*			
		B-350-E	*B-350-E*	*B-349-E*			
		B-356-E	*B-356-E*	*B-355-E*			

Table 4-2
WQSB – Continued

Watchstation		**Condition I**	**Condition II**		**Condition III**		
Logistics and Support							
Watchstation		**Condition I**	**Condition II**		**Condition III**		
Armory		C-304-E	C-304-E	C-321-E	C-321-E	C-322-E	C-324-E
		C-321-E	C-322-E	C-324-E	*C-322-E*	*C-324-E*	*C-321-E*
		C-322-E					
		C-324-E					
Engineer Command Post		C-100-O	C-100-O	C-201-E			
		C-201-E					
	Engineering	C-202-E	C-202-E	C-212-E	C-212-E	C-240-E	C-241-E
		C-212-E	C-241-E	C-240-E	C-242-E	C-227-E	C-226-E
		C-240-E	C-226-E	C-227-E			
		C-226-E	C-242-E				
		C-227-E					
		C-241-E					
		C-242-E					
			C-212-E	*C-202-E*	*C-240-E*	*C-241-E*	*C-212-E*
			C-240-E	*C-241-E*	*C-227-E*	*C-226-E*	*C-242-E*
			C-227-E	*C-226-E*			
				C-242-E			
	Electronics	C-250-E	C-250-E	C-251-E	C-250-E	C-252-E	C-251-E
		C-251-E		C-252-E	*C-252-E*	*C-251-E*	*C-250-E*
		C-252-E					
Medical, Sickbay	Care Providers	D-200-O	D-200-O		Normal Operations: All Hands: D-200-O D-210-E D-211-E		
		D-210-E	D-210-E	D-211-E			
		D-211-E					
	Stretchers	D-330-E	D-333-E	D-334-E			
		D-331-E	*D-330-E*	*D-331-E*			
		D-332-E	*D-332-E*				
		D-333-E					
		D-334-E					
Galley			D-330-E	D-331-E	Normal Operations: All Hands: C-361-E C-360-E C-363-E C-362-E C-364-E		
			D-332-E				

Table 4-2
WQSB – Continued

NOTE Condition II Ready Response / Backup Alert Force is the off-duty section and transitions the unit to a Condition I status by moving personnel to stations that must be filled without disrupting the ongoing watch. Condition III Ready Response/Backup Alert Force is the on-coming duty section. Assignments are listed in *Italics.*

Alternative – 3 Person Boat Crews; Enhanced MARSEC Watch

Command and Control

Watchstation		Condition I	Condition II		Condition III		
Command Center		A-100-O	A-100-O	A-101-O			
	CDO	B-100-O	B-100-O	D-100-O	B-200-O	B-300-O	C-100-O
	TAO	B-200-O	B-200-O	B-300-O	C-302-O	B-400-O	B-303-E
	Security	C-302-O	B-400-O	C-302-O			
	TacSigs	B-410-E	B-410-E	B-411-E	B-411-E	B-412-E	B-413-E
	TacComm	B-412-E	B-412-E	B-413-E			
	Admin	D-311-E D-321-E	D-321-E	D-312-E	D-314-E	D-313-E	D-321-E
	Facility Security	D-313-E	D-313-E	D-314-E			
Alternate Command Center		A-101-O	*A-101-O*	*A-100-O*			
	CDO	D-100-O	*D-100-O*	*B-100-O*	*B-300-O*	*C-100-O*	*B-200-O*
	TAO	B-300-O	*B-300-O*	*B-200-O*	*B-400-O*	*B-303-E*	*C-302-O*
	Security	B-400-O	*C-302-O*	*B-400-O*			
	TacSigs	B-411-E	*B-411-E*	*B-410-E*	*B-412-E*	*B-413-E*	*B-411-E*
	TacComm	B-413-E	*B-413-E*	*B-412-E*			
	Admin	D-320-E D-312-E	*D-311-E*	*D-320-E*	*D-313-E*	*D-321-E*	*D-314-E*
	Facility Security	D-314-E	*D-314-E*	*D-313-E*			

Waterborne Security Operations

Watchstation		Condition I	Condition II		Condition III		
Boat Ops	Docks	B-202-E	B-202-E		B-202-E		
TPSB #1	Coxswain	B-210-E	B-210-E	B-223-E	B-210-E	B-211-E	B-212-E
	Engineer	C-210-E	C-210-E	C-222-E	C-210-E	C-211-E	C-224-E
	Crew Member	B-240-E	B-240-E	B-246-E	B-240-E	B-244-E	B-248-E
	Gunner/BTM	B-311-E	B-311-E	B-348-E			

Table 4-2
WQSB – Continued

Watchstation		Condition I	Condition II		Condition III		
TPSB #2	Coxswain	B-220-E	B-220-E	B-224-E	B-220-E	B-222-E	B-213-E
	Engineer	C-220-E	C-220-E	C-223-E	C-220-E	C-231-E	C-225-E
	Crew Member	B-241-E	B-241-E	B-247-E	B-241-E	B-245-E	B-249-E
	Gunner/BTM	B-314-E	B-314-E	B-351-E			
TPSB #3	Coxswain	B-221-E	B-221-E	B-212-E	B-221-E	B-223-E	B-225-E
	Engineer	C-221-E	C-221-E	C-224-E	C-221-E	C-222-E	C-232-E
	Crew Member	B-242-E	B-242-E	B-248-E	B-242-E	B-246-E	B-250-E
	Gunner/BTM	B-322-E	B-322-E	B-328-E			
TPSB #4	Coxswain	B-230-E	B-230-E	B-213-E	B-230-E	B-224-E	B-231-E
	Engineer	C-230-E	C-230-E	C-225-E	C-230-E	C-223-E	C-233-E
	Crew Member	B-243-E	B-243-E	B-249-E	B-243-E	B-247-E	B-251-E
	Gunner/BTM	B-345-E	B-345-E	B-342-E			
TPSB #5	Coxswain	B-211-E	B-211-E	B-225-E	*B-211-E*	*B-212-E*	*B-210-E*
	Engineer	C-211-E	C-211-E	C-232-E	*C-211-E*	*C-224-E*	*C-210-E*
	Crew Member	B-244-E	B-244-E	B-250-E	*B-244-E*	*B-248-E*	*B-240-E*
	Gunner/BTM	B-325-E	B-325-E	B-354-E			
TPSB #6	Coxswain	B-222-E	B-222-E	B-231-E	*B-222-E*	*B-213-E*	*B-220-E*
	Engineer	C-231-E	C-231-E	C-233-E	*C-231-E*	*C-225-E*	*C-220-E*
	Crew Member	B-245-E	B-245-E	B-251-E	*B-245-E*	*B-249-E*	*B-241-E*
	Gunner/BTM	B-331-E	B-331-E	B-357-E			
Boat Security	Fire Team A	B-223-E	*B-223-E*	*B-210-E*	*B-223-E*	*B-225-E*	*B-221-E*
		C-222-E	*C-222-E*	*C-210-E*	*C-222-E*	*C-232-E*	*C-221-E*
		B-246-E	*B-246-E*	*B-240-E*	*B-246-E*	*B-250-E*	*B-242-E*
		B-348-E	*B-348-E*	*B-311-E*			
	Fire Team B	B-224-E	*B-224-E*	*B-220-E*	*B-224-E*	*B-231-E*	*B-230-E*
		C-223-E	*C-223-E*	*C-220-E*	*C-223-E*	*C-233-E*	*C-230-E*
		B-247-E	*B-247-E*	*B-241-E*	*B-247-E*	*B-251-E*	*B-243-E*
		B-351-E	*B-351-E*	*B-314-E*			
	Fire Team C	B-212-E	*B-212-E*	*B-221-E*			
		C-224-E	*C-224-E*	*C-221-E*			
		B-248-E	*B-248-E*	*B-242-E*			
		B-328-E	*B-328-E*	*B-322-E*			
	Fire Team D	B-213-E	*B-213-E*	*B-230-E*			
		C-225-E	*C-225-E*	*C-230-E*			
		B-249-E	*B-249-E*	*B-243-E*			
		B-342-E	*B-342-E*	*B-345-E*			

Table 4-2
WQSB – Continued

Watchstation		Condition I	Condition II		Condition III		
	Fire Team E	B-225-E	*B-225-E*	*B-211-E*			
		C-232-E	*C-232-E*	*C-211-E*			
		B-250-E	*B-250-E*	*B-244-E*			
		B-354-E	*B-354-E*	*B-325-E*			
	Fire Team F	B-231-E	*B-231-E*	*B-222-E*			
		C-233-E	*C-233-E*	*C-231-E*			
		B-251-E	*B-251-E*	*B-245-E*			
		B-357-E	*B-357-E*	*B-331-E*			
Shore Security Operations							
Watchstation		**Condition I**	**Condition II**		**Condition III**		
	Security Team Leader	B-302-E	B-302-E	B-303-E	B-302-E		
Shore Security	Sqd Ldr / Fire Team A Leader	B-312-E	B-312-E	B-310-E	B-312-E	B-310-E	B-311-E
		B-326-E	B-326-E	B-313-E	B-326-E	B-313-E	B-314-E
		B-343-E	B-343-E	B-327-E	B-343-E	B-327-E	B-322-E
		B-358-E	B-358-E	B-344-E	B-358-E	B-344-E	B-345-E
	Fire Team B Leader	B-320-E	B-320-E	B-321-E	B-320-E	B-321-E	B-325-E
		B-329-E	B-329-E	B-330-E	B-329-E	B-330-E	B-331-E
		B-346-E	B-346-E	B-347-E	B-346-E	B-347-E	B-348-E
		B-352-E	B-352-E	B-353-E	B-352-E	B-353-E	B-351-E
	Fire Team C Leader	B-323-E	B-323-E	B-324-E	B-323-E	B-324-E	B-328-E
		B-340-E	B-340-E	B-341-E	B-340-E	B-341-E	B-342-E
		B-349-E	B-349-E	B-350-E	B-349-E	B-350-E	B-354-E
		B-355-E	B-355-E	B-356-E	B-355-E	B-356-E	B-357-E
	Security Team Leader	B-303-E	*B-303-E*	*B-302-E*			
	Sqd 2 Ldr / Fire Team A Leader	B-310-E	*B-310-E*	*B-312-E*	*B-310-E*	*B-311-E*	*B-312-E*
		B-313-E	*B-313-E*	*B-326-E*	*B-313-E*	*B-314-E*	*B-326-E*
		B-327-E	*B-327-E*	*B-343-E*	*B-327-E*	*B-322-E*	*B-343-E*
		B-344-E	*B-344-E*	*B-358-E*	*B-344-E*	*B-345-E*	*B-358-E*
	Fire Team B Leader	B-321-E	*B-321-E*	*B-320-E*	*B-321-E*	*B-325-E*	*B-320-E*
		B-330-E	*B-330-E*	*B-329-E*	*B-330-E*	*B-331-E*	*B-329-E*
		B-347-E	*B-347-E*	*B-346-E*	*B-347-E*	*B-348-E*	*B-346-E*
		B-353-E	*B-353-E*	*B-352-E*	*B-353-E*	*B-351-E*	*B-352-E*

Table 4-2
WQSB – Continued

Watchstation		**Condition I**	**Condition II**		**Condition III**		
	Fire Team C Leader	B-324-E	*B-324-E*	*B-323-E*	*B-324-E*	*B-328-E*	*B-323-E*
		B-341-E	*B-341-E*	*B-340-E*	*B-341-E*	*B-342-E*	*B-340-E*
		B-350-E	*B-350-E*	*B-349-E*	*B-350-E*	*B-354-E*	*B-349-E*
		B-356-E	*B-356-E*	*B-355-E*	*B-356-E*	*B-357-E*	*B-355-E*
Watchstation		**Condition I**	**Condition II**		**Condition III**		
Logistics and Support							
Watchstation		**Condition I**	**Condition II**		**Condition III**		
Armory		C-304-E	C-304-E	C-321-E	C-321-E	C-322-E	C-324-E
		C-321-E	C-322-E	C-324-E	*C-322-E*	*C-324-E*	*C-321-E*
		C-322-E					
		C-324-E					
Engineer Command Post		C-100-O	C-200-O	C-201-E			
		C-201-E					
	Engineering	C-202-E	C-202-E	C-212-E	C-212-E	C-240-E	C-241-E
		C-212-E	C-241-E	C-240-E	C-242-E	C-227-E	C-226-E
		C-240-E	C-226-E	C-227-E			
		C-226-E	C-242-E				
		C-227-E					
		C-241-E					
		C-242-E					
			C-212-E	*C-202-E*	*C-240-E*	*C-241-E*	*C-212-E*
			C-240-E	*C-241-E*	*C-227-E*	*C-226-E*	*C-242-E*
			C-227-E	*C-226-E*			
				C-242-E			
	Electronics	C-250-E	C-250-E	C-251-E	C-250-E	C-252-E	C-251-E
		C-251-E		C-252-E	*C-252-E*	*C-251-E*	*C-250-E*
		C-252-E					
Medical, Sickbay	Care Providers	D-200-O	D-200-O		Normal Operations: All Hands: C-300-O C-330-E C-331-E		
		D-210-E	D-210-E	D-211-E			
		C-331-E					
	Stretchers	D-330-E	D-333-E	D-334-E			
		D-331-E	*D-330-E*	*D-331-E*			
		D-332-E	*D-332-E*				
		D-333-E					
		D-334-E					

Table 4-2
WQSB – Continued

Watchstation		Condition I	Condition II		Condition III
Galley			D-330-E	C-361-E	Normal Operations: All Hands: D-331-E D-330-E D-333-E D-332-E D-334-E
			D-332-E		

Section B. Orientation Bill

B.1. References	a. *Standards of Ethical Conduct*, COMDTINST M5370.8 (series) b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
B.2. Purpose	When a new member reports aboard there is an opportunity to gain the individual's good will and respect for the command and its management structure. All that is required, usually, is a genuine attempt to help them get started off right. The purpose of this bill is to establish standard procedures for the thorough indoctrination and orientation of newly reported personnel, to ensure their safety and rapid assimilation into the functional routine of the cutter, and to ensure the overall safety of the cutter and crew.
B.3. Responsibility	The Executive Officer (XO) is responsible for this bill and shall ensure that it is implemented in a thorough and timely manner.
B.4. Information	Supervised indoctrination of newly reported personnel will assist in having a well informed crew with a minimum disruption of daily routine. Personnel reporting onboard shall undergo an initial orientation/indoctrination period in accordance with the guidance in *reference (a)* to clearly articulate the Coast Guard's expectations. The goals of this period are intended to orient newly reported personnel to their individual responsibilities, duties, and opportunities, and to acquaint newly reported personnel with departmental and special office facilities and functions and their relationship in unit operations. Attention is called to *Chapter 5*, paragraphs A.1 through A.7 for persons newly reporting aboard and paragraph A.11 to establish good order and discipline.
B.5. Procedures and Assignments	The following are procedures and assignments for personnel orientation.
B.5.a. Executive Officer	The XO shall: • Supervise the overall orientation process. • Coordinate initial standards of conduct training.
B.5.b. Administrative Officer	The Administrative Officer shall: • Coordinate orientation for newly reported individuals.
B.5.c. Division Officer	The Division Officer shall: • Supervise orientation and integration for newly reported individuals.

Section C. Berthing Bill

C.1. References

a. *Personnel Manual*, COMDTINST M1000.6 (series)
b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

C.2. Purpose

To establish uniform policies for assignment of berthing facilities to personnel.

C.3. Responsibility

The Executive Officer (XO) is responsible for maintaining the berthing bill.

C.4. Information

Berthing assignments shall be made in accordance with this bill. Changes to the bill necessitated by physical constraints or limitations shall be authorized by the XO.

Coast Guard policy is to provide adequate privacy for each gender in berthing and personal hygiene. Accommodations for women should be essentially the same as those provided men of similar pay grade or rank. Aboard cutters, sleeping quarters must be separate, with privacy provided by rigid bulkheads. Privacy in using head facilities must be assured; access to them should not violate sleeping compartment privacy. These guiding principles should be considered when determining adequate berthing arrangements of men and women assigned to a PSU.

Although the Coast Guard does not require assigning women officers to a unit to assign enlisted women and vice versa, every attempt shall be made to assign women to units in groups of two or more for medical and companionship reasons. However, the Coast Guard will not arbitrarily deny women an assignment if they may be the only woman assigned.

The following considerations govern allocation of berthing to departments and assignments of berths:

- Department administration
- Morale
- Key personnel
- Accommodation of men and women
- Cleanliness

C.5. Procedures and Assignments

The following are procedures and assignments for personnel berthing.

C.5.a. Executive Officer

The XO shall:

- Exercise control of berthing assignments through his/her representative or the Master-at-Arms (MAA).
- Coordinate berthing assignments.

C.5.b. Department Heads

Department Heads shall:

- Supervise the berthing arrangements of divisions within the department.

C.5.c. Division Officer

The Division Officer shall:

- Supervise all matters of berthing within the division.

C.5.d. Master-at-Arms

The MAA shall:

- Control berthing assignments as directed by the XO and maintain a list of bunk assignments.

C.5.e. General Policies

The following general policies in matters of berthing are to be observed:

- Officers and enlisted should be berthed separately whenever practical.
- Men and women should be berthed separately whenever practical. At a minimum, a substantial barrier should be fabricated when physical constraints preclude discrete berthing areas.

Section D. Formation and Parade Bill

D.1. References	a. *Marine Corps Drill and Ceremonies Manual,* NAVMC 2691 b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
D.2. Purpose	The purpose of this bill is to provide a policy for functions requiring departmental formations.
D.3. Responsibility	The Executive Officer (XO) is responsible for maintaining the formation and parade bill.

D.4. Information	A military formation is an arrangement of elements of a unit in line, in column, or in any other prescribed manner. Quarters/muster and necessary formations shall be held in accordance with this bill. Formation for drills and ceremonies, to include posts of officers and key senior enlisted personnel, are contained in the *Marine Corps Drill and Ceremonies Manual*, NAVMC 2691. Changes to this bill, necessitated by special circumstances, will be authorized by the XO. This bill provides direction for evolutions and functions as follows:
	• Regular departmental quarters for:
	  ▪ Fair weather parade
	  ▪ Foul weather parade
	  ▪ Personnel inspections
	• Officers call

D.5. Procedures and Assignments	The following are procedures and assignments for formations and parades.
D.5.a. Executive Officer	The XO shall: • Determine suitable locations for unit fair/foul weather formations. • Schedule routine unit formations/quarters and personnel inspections. • Determine whether unit formations will be held at fair or foul weather parade. • Muster crew at formation/quarters.
D.5.b. Department Heads	Department Heads shall: • Supervise formation of divisions within the department.
D.5.c. Division Officers	Division Officers shall: • Supervise all matters of formation within the division.

Section E. Cleaning, Preservation, and Maintenance Bill

E.1. References

a. *Boat Crew Seamanship Manual*, COMDTINST M16114.5 (series)
b. *Coatings and Color Manual*, COMDTINST 10360.3 (series)
c. *Electronics Manual*, COMDTINST M10550.25 (series)
d. *Food Service Sanitation Manual*, COMDTINST M6240.4 (series)
e. *Medical Manual*, COMDTINST M6000.1 (series)
f. *Motor Vehicle Manual*, COMDTINST M11240.9 (series)
g. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
h. *Preventive Maintenance for Port Security Unit*, Tech Pub No. 3445
i. *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series)
j. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
k. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
l. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST M16114.32 (series)

E.2. Purpose

The purpose of this bill is to establish policies for the assignment of personnel to duties involving maintenance, preservation, and cleanliness of facilities and equipment.

E.3. Responsibility

The Logistics Officer (LO) is responsible for maintaining this bill.

E.4. Information

General procedures for cleaning and preservation are contained in this bill. Detailed assignments by Division Officers of personnel should be made on the basis of the division responsibilities.

Facility maintenance includes routine cleaning and painting to preserve the structure and to improve work atmosphere. COs are responsible for the scheduling, funding, and accomplishment of facility maintenance.

Corrective maintenance involves repair of facilities and equipment. Although it is mostly random in time and severity, the amount and severity of corrective maintenance is moderated considerably by preventive maintenance in two ways: proper operation, lubrication, and cleaning which tends to prevent catastrophic failures; and scheduled inspections, which allow detection of initial equipment failure. Maintenance is accomplished at three support levels:

- The crew performs organizational level maintenance. Organizational maintenance is unit's regular upkeep of its own facilities and equipment performed at nominal intervals. Repairs may be slated for accomplishment at a higher level of maintenance. This may include:
  - Cleaning of personal flotation devices (PFDs), lines, and ancillary equipment.
  - Berthing areas.
  - Boats and vehicles.
  - Weapons and other ordnance materials.
- Maintenance that is beyond the capability of the crew is accomplished at the intermediate or depot level.
- Maintenance that is beyond the capability of the crew and intermediate level facilities is accomplished at the depot level.

E.5. Procedures and Assignments	The following are procedures and assignments for cleaning, preservation, and maintenance.
E.5.a. Executive Officer	The XO shall: • Coordinate departments in matters of cleanliness, preservation, and ensure that duties assigned do not overlap, or leave areas for which no department is responsible. • Conduct material, sanitary, and safety inspections in accordance with current instructions. • Assign responsibilities for cleaning and maintenance.
E.5.b. Department Heads and Division Officers	Department Heads and Division Officers shall: • Assign personnel to cleaning and maintenance duties. • Require that a high state of cleanliness, material preservation, and good order are maintained in the division's/department's cognizant spaces.
E.5.c. Master-at-Arms	The Master-at-Arms (MAA) shall establish the daily cleaning schedule.

Section F. Material Inspection Bill

F.1. References

a. *Medical Manual*, COMDTINST M6000.1 (series)
b. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
c. *Ordnance Manual*, COMDTINST M8000.2 (series)
d. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
e. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

F.2. Purpose

The purpose of this bill is to set forth the responsibilities and procedures for conducting material inspections.

F.3. Responsibility

The Executive Officer (XO) is responsible for maintaining this bill.

F.4. Information

Regular inspections are required by *reference (e)*. In general, inspections are conducted to ensure that the command is ready to effectively execute required functions. There are several reasons for conducting inspections. For example, inspections may include:

- All areas and equipment to identify potential safety hazards.
- Living and working spaces to ensure sanitary and hygienic conditions.
- All ordnance equipment, magazines, and spaces in accordance with Maintenance Requirement Cards (MRC) or other ordnance publications when MRCs are not applicable.
- All machinery, spaces, and equipment to ensure they are properly operated, preserved and maintained, and kept clean.
- All Transportable Port Security Boats (TPSBs) to ensure readiness and compliance with approved standard configuration.

F.5. Procedures and Assignments

The following are procedures and assignments for material inspections.

F.5.a. Executive Officer

The XO shall:

- Supervise the overall inspection process.
- Schedule routine material inspections.

F.5.b. Department Heads

Department Heads shall:

- Supervise the inspection process for the department.
- Schedule and conduct routine inspections of department spaces.
- Coordinate remedial activities to correct inspection discrepancies.

F.5.c. Division Officers

Division Officers shall:

- Supervise the inspection process for the division.
- Schedule and conduct routine inspections of division spaces.
- Supervise remedial activities to correct inspection discrepancies.

F.5.d. Master-at-Arms

The Master-at-Arms (MAA) shall:

- Assist the XO in carrying out routine material inspections and follow-up.

Section G. Extreme Weather (Heat/Cold) Bill

G.1. References

a. *Boat Crew Seamanship Manual*, COMDTINST M16114.5 (series)
b. *Coastal Weather Program,* COMDTINST 3140.3 (series)
c. *Coast Guard Health Promotion Manual*, COMDTINST M6200.1 (series)
d. *Electronics Manual*, COMDTINST M10550.25 (series)
e. *Medical Manual*, COMDTINST M6000.1 (series)
f. *Ordnance Manual*, COMDTINST M8000.2 (series)
g. *Physical Security and Force Protection Program,* COMDTINST M5530.1 (series)
h. *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series)
i. *Uniform Regulations*, COMDTINST M1020.6 (series)

G.2. Purpose

The purpose of this bill is to set forth procedures for hot and cold weather operations.

G.3. Responsibility

The Operations Officer (OPS) and Logistics Officer (LO) are responsible for this bill.

G.4. Information

Hot and cold weather preparatory and operational procedures vary greatly. Preparations largely depend upon ensuring that all personnel are outfitted with the authorized allowance of organizational clothing and Personal Protective Clothing (PPC). Once operations begin, success largely rests on equipment readiness and the effective management of personnel to enhance performance amidst the adverse weather conditions. All hands are expected to meet physical fitness standards. Many hazards and unique discomforts boat crews and security personnel cope with in the marine environment can impair crew performance.

G.5. Procedures and Assignments

The following are procedures and assignments for extreme weather operations.

G.5.a. Logistics Officer

The LO shall:

- Ensure that all personnel are issued the full allowance of organizational clothing.
- Ensure that PPC is issued to boat crew and shore security personnel.
- Ensure that all equipment is prepared for extreme hot and cold weather operations.
- Inventory spare parts and bring up to allowance.
- Ensure fluids and food are available for the crew; ice, if appropriate.
- Determine appropriateness and availability of the following additional personal protective equipment (PPE):
  - Canopies for protection of personnel working in exposed areas.
  - Space heaters/air conditioners.
  - Canvas covers for exposed equipment.
  - Microphone covers to prevent the diaphragm from collecting moisture.
  - Whisk brooms to brush snow from the covers.
  - Wooden mallets.
  - Non-metallic scrapers.
  - Spare antenna insulators. Spare antennas.
  - Special lubricants, as required for equipment.
  - Spare batteries.
  - Wind screens.

G.5.b. Engineer Officer	The Engineer Officer (EO) shall: • Implement extreme hot/cold weather equipment preparations. • Inspect equipment frequently to ensure that only a minimum build-up of ice or other hazards occurs.
G.5.c. Operations Officer	The OPS shall: • Modify watch rotation to ensure that frequent rests are taken, and the crew has an opportunity to consume fluids and food.
G.5.d. All Hands	All hands shall meet/exceed minimum physical fitness standards.

Section H. Emission Control (EMCON) Bill

H.1. References

a. *Allied Tactical Publication (ATP) 1*

b. *Telecommunications Manual (TCM)*, COMDTINST M2000.3 (series)

c. *Use of Commercial Satellite Communications Services*, COMDTINST 2050.1 (series)

H.2. Purpose

The purpose of this bill is to prescribe procedures for setting EMCON conditions, to ensure the maintenance of EMCON conditions when set, and to designate an emission control center.

H.3. Responsibility

The Communications Officer, under the supervision of the Operations Officer (OPS), is responsible for this bill.

H.4. Information

Electronic warfare is military action involving the use of electromagnetic energy to determine, exploit, reduce, or prevent hostile use of the electromagnetic spectrum and action while retaining use of electromagnetic spectrum. EMCON is the management of electromagnetic transmissions to ensure availability of critical information to friendly forces while limiting intelligence gathering by opposing forces; it does not necessarily mean to stop using electronic equipment. EMCON plans establish the emission and readiness condition for electromagnetic emitting equipment. They may vary considerably with task organization commanders. EMCON orders implement EMCON plans, and effect, modify, or amplify them. EMCON orders may be received by directives, OP-ORDERS, or voice/radio. It is the PSU's responsibility to set and maintain the ordered EMCON condition until it is modified or canceled.

H.5. Procedures and Assignments

The Communications Officer shall:

- Develop EMCON plans for electromagnetic emitters at the PSU.
- Monitor the status of task organization EMCON plans and implement EMCON orders.
- Routinely ensure compliance with these orders.
- Provide training for personnel tasked to follow EMCON plans.

Section I. Intelligence Collection Bill

I.1. References

a. *Classified Information Management Program*, COMDTINST M5510.23 (series)
b. *Intelligence Collection and Reporting by Coast Guard Units*, COMDTINST 3821.5 (series)
c. *Joint Staff Officer's Guide, Armed Forces Staff College (AFSC) Pub 1*, COMDTINST M3020.15 (series)
d. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
e. *Military Personnel Security Program*, COMDTINST M5520.12 (series)
f. *Operational Intelligence Program*, COMDTINST 3810.2 (series)
g. *Physical Security and Force Protection Program,* COMDTINST 5530.1 (series)
h. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)

I.2. Purpose

The purpose of this bill is to establish responsibilities, procedures, and guidance for the collection and reporting of intelligence information.

I.3. Responsibility

The Intelligence Officer, under the supervision of the Operations Officer (OPS), is responsible for the maintenance and execution of this bill.

I.4. Information

Intelligence is increasingly recognized as a critical contributor and partner in operations. The Maritime Domain Awareness (MDA) initiative clearly demonstrates how the Coast Guard has elevated intelligence in the strategic, operational, and tactical realms. Intelligence is in effect "opening the adversary's play book" to improve the PSU's ability to carry out operations. Nonetheless, recognizing that a wealth of valuable intelligence is available from open sources, unless specifically directed by higher authority, all collection activities will be strictly overt. Similarly, steps should be taken to protect Coast Guard personnel and information from foreign intelligence collection efforts.

I.5. Procedures and Assignments

The Intelligence Officer shall:

- Coordinate intelligence collection and reporting from operational and support sources. This includes development of all possible sources of information relating to port security functions from Federal, State, and local law enforcement officials, and commercial entities.
- Use intelligence estimates to understand enemy capabilities that can affect execution of the operation and focus intelligence awareness on data points that the enemy needs to exploit.
- Be alert for intelligence collection efforts focused on Coast Guard activities and immediately report activities to the cognizant security manager. If the cognizant security manager cannot be contacted immediately and the report concerns sabotage, indicates that there is a serious threat to the security of classified information through espionage, or there is an immediate flight or defection of an individual, the unit shall send an immediate message classified at the level of the threatened information action to Commandant (G-CFI) with an information copy to the cognizant security manager.

Section J. Pollution Response Bill

J.1. References	a. *Hazard Communication for Workplace Materials*, COMDTINST 6260.21 (series) b. *Hazardous Waste Management Manual*, COMDTINST M16478.1 (series) c. *Medical Manual*, COMDTINST M6000.1 (series) d. *Naval Engineering Manual*, COMDTINST M9000.6 (series) e. *Operational Risk Management*, COMDTINST 3500.3 (series) f. *Safety and Health Training for Emergency Response Operations*, COMDTINST 6260.31 (series) g. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
J.2. Purpose	The purpose of this bill is to establish procedures and responsibilities for preventing and responding to fuel, oil, and hazardous substance spills occurring at the PSU.
J.3. Responsibility	The Engineer Officer is responsible for maintaining the pollution bill.
J.4. Procedures and Assignments	Procedures and assignments cover the following two main areas: • Training and incident prevention. • Pollution containment and cleanup response.
J.4.a. Training and Incident Prevention	The responsibilities listed below are not conclusive, and may be expounded on as required in accordance with current instructions.
J.4.a.1. Engineer Officer	The Engineer Officer (EO) shall ensure that all personnel who deal with petroleum, oils, and lubricants (POL) and other hazardous materials receive training for safe handling and spill response procedures.
J.4.a.2. Boat Engineer	The Boat Engineer shall be assigned as the Fueling Safety Officer, shall serve as the pollution response team supervisor, and shall be responsible to the Pollution Control Officer for the prevention, containment, and cleanup of pollution involving the Transportable Port Security Boat (TPSB).
J.4.a.3. Duty Engineer	The Duty Engineer shall be assigned as the Fueling Safety Officer, shall serve as the pollution response team supervisor, and shall be responsible to the Pollution Control Officer for the prevention, containment, and cleanup of pollution involving PSU vehicles and equipment other than the TPSB.
J.4.a.4. Logistics Officer	The LO shall verify the accuracy of the pollution report message (POLREP) and shall be responsible for giving timely notification to the cognizant On-Scene Coordinator (OSC).
J.4.b. Pollution Containment and Cleanup Response	The following are responsibilities for pollution containment and cleanup response.

J.4.b.1. Engineer Officer	The EO shall ensure that HAZWOPER training, Federally-mandated tiered training to address specific job responsibilities involved with pollution response activities, is conducted as follows: • First responder "Awareness" level training is for those personnel who are likely to witness or discover a pollution incident and initiate a response by notifying the proper authorities. • First responder "Operations" level training is intended for personnel who respond to actual or potential oil spills as part of the initial response to the incident. They are trained to respond in a defensive fashion to control the release for the purpose of keeping it from spreading. "Operations" level training includes such topics as hazard awareness, selection and use of personal protective equipment (PPE) based upon unit allowances, basic hazardous materials terminology, spill containment operations (within the capabilities of the resources and PPE available at the unit), basic decontamination procedures, and site safety plan overview.
J.4.b.2. Public Affairs Officer	The Public Affairs Officer shall keep the community informed of potential threats to people or the environment; informed of the status of cleanup operations; and to replace rumor with facts. This goal should be met by avoiding speculation, release of inaccurate information, or other actions which could jeopardize the clean-up or other affects from the pollution.

Section K. Sample Watch Rotation Schedules

Introduction

This section provides proposed watch rotations to meet security requirements.

- **Table 4-3** is for 4 boats (1, 2, 3 and 4) to keep 2 boats continuously on station (A and B); one boat in a shuttle or ready boat status; and 1 boat available for a 24-hour maintenance availability.
- **Table 4-4** is a possible rotation to keep 4 boats on station with 6 boats; 1 boat in a ready boat and one available for 24-hour maintenance.

The crew for the shuttle/ready boat is split between the off-going crew and the oncoming crew. A 1-in-3 watch rotation for crews with 6-hour watches provides a minimum of 8 hours continuous rest per person. Single digits in the tables below indicate a boat hull, while a number/letter combination denote a crew (1, 2) and a watchsection (A, B, and C).

Table 4-3
Watch Rotation Utilizing 4 Boats

2 boats continuously on station (4 boats required)						
Time	**Maint**	**Sta A**	**Crew**	**Sta B**	**Crew**	**Shuttle**
0600-0900	4	1	1A	2	2C	
0900-1200	4	3	1B	1	1A	2
1200-1500	4	2	1C	3	1B	1
1500-1800	4	1	2A	2	1C	3
1800-2100	4	3	2B	1	2A	2
2100-2400	4	2	2C	3	2B	1
0000-0300	4	1	1A	2	2C	3
0300-0600	4	3	1B	1	1A	2
0600-0900	2	4	1C	3	1B	1
0900-1200	2	1	2A	4	1C	3
1200-1500	2	3	2B	1	2A	4
1500-1800	2	4	2C	3	2B	1
1800-2100	2	1	1A	4	2C	3
2100-2400	2	3	1B	1	1A	4
0000-0300	2	4	1C	3	1B	1
0300-0600	2	1	2A	4	1C	3
0600-0900	3	2	2B	1	2A	4
0900-1200	3	4	2C	2	2B	1
1200-1500	3	1	1A	4	2C	2
1500-1800	3	2	1B	1	1A	4
1800-2100	3	4	1C	2	1B	1
2100-2400	3	1	2A	4	1C	2
0000-0300	3	2	2B	1	2A	4
0300-0600	3	4	2C	2	2B	1

Table 4-3
Watch Rotation Utilizing 4 Boats - Continued

Time	Maint	Sta A	Crew	Sta B	Crew	Shuttle
0600-0900	1	3	1A	4	2C	2
0900-1200	1	2	1B	3	1A	4
1200-1500	1	4	1C	2	1B	3
1500-1800	1	3	2A	4	1C	2
1800-2100	1	2	2B	3	2A	4
2100-2400	1	4	2C	2	2B	3
0000-0300	1	3	1A	4	2C	2
0300-0600	1	2	1B	3	1A	4
0600-0900	4	1	1C	2	1B	3
0900-1200	4	3	2A	1	1C	2
1200-1500	4	2	2B	3	2A	1
1500-1800	4	1	2C	2	2B	3
1800-2100	4	3	1A	1	2C	2
2100-2400	4	2	1B	3	1A	1
0000-0300	4	1	1C	2	1B	3
0300-0600	4	3	2A	1	1C	2

Table 4-4
Watch Rotation Utilizing 6 Boats

Time	Maint	Sta A	Crew	Sta B	Crew	Sta C	Crew	Sta D	Crew	Shuttle
0600-0730	6	1	1A	2	3D	3	3C	4	3B	5
0730-0900	6	5	1B	1	1A	2	3D	3	3C	4
0900-1030	6	4	1C	5	1B	1	1A	2	3D	3
1030-1200	6	3	1D	4	1C	5	1B	1	1A	2
1200-1330	6	2	2A	3	1D	4	1C	5	1B	1
1330-1500	6	1	2B	2	2A	3	1D	4	1C	5
1500-1630	6	5	2C	1	2B	2	2A	3	1D	4
1630-1800	6	4	2D	5	2C	1	2B	2	2A	3
1800-1930	6	3	3A	4	2D	5	2C	1	2B	2
1930-2100	6	2	3B	3	3A	4	2D	5	2C	1
2100-2230	6	1	3C	2	3B	3	3A	4	2D	5
2230-2400	6	5	3D	1	3C	2	3B	3	3A	4
0000-0130	6	4	1A	5	3D	1	3C	2	3B	3
0130-0300	6	3	1B	4	1A	5	3D	1	3C	2
0300-0430	6	2	1C	3	1B	4	1A	5	3D	1
0430-0600	6	1	1D	2	1C	3	1B	4	1A	5
0600-0730	5	6	2A	1	1D	2	1C	3	1B	4

Table 4-4
Watch Rotation Utilizing 6 Boats - Continued

Time	Maint	Sta A	Crew	Sta B	Crew	Sta C	Crew	Sta D	Crew	Shuttle
0730-0900	5	4	2B	6	2A	1	1D	2	1C	3
0900-1030	5	3	2C	4	2B	6	2A	1	1D	2
1030-1200	5	2	2D	3	2C	4	2B	6	2A	1
1200-1330	5	1	3A	2	2D	3	2C	4	2B	6
1330-1500	5	6	3B	1	3A	2	2D	3	2C	4
1500-1630	5	4	3C	6	3B	1	3A	2	2D	3
1630-1800	5	3	3D	4	3C	6	3B	1	3A	2
1800-1930	5	2	1A	3	3D	4	3C	6	3B	1
1930-2100	5	1	1B	2	1A	3	3D	4	3C	6
2100-2230	5	6	1C	1	1B	2	1A	3	3D	4
2230-2400	5	4	1D	6	1C	1	1B	2	1A	3
0000-0130	5	3	2A	4	1D	6	1C	1	1B	2
0130-0300	5	2	2B	3	2A	4	1D	6	1C	1
0300-0430	5	1	2C	2	2B	3	2A	4	1D	6
0430-0600	5	6	2D	1	2C	2	2B	3	2A	4
0600-0730	4	5	3A	6	2D	1	2C	2	2B	3
0730-0900	4	3	3B	5	3A	6	2D	1	2C	2
0900-1030	4	2	3C	3	3B	5	3A	6	2D	1
1030-1200	4	1	3D	2	3C	3	3B	5	3A	6
1200-1330	4	6	1A	1	3D	2	3C	3	3B	5
1330-1500	4	5	1B	6	1A	1	3D	2	3C	3
1500-1630	4	3	1C	5	1B	6	1A	1	3D	2
1630-1800	4	2	1D	3	1C	5	1B	6	1A	1
1800-1930	4	1	2A	2	1D	3	1C	5	1B	6
1930-2100	4	6	2B	1	2A	2	1D	3	1C	5
2100-2230	4	5	2C	6	2B	1	2A	2	1D	3
2230-2400	4	3	2D	5	2C	6	2B	1	2A	2
0000-0130	4	2	3A	3	2D	5	2C	6	2B	1
0130-0300	4	1	3B	2	3A	3	2D	5	2C	6
0300-0430	4	6	3C	1	3B	2	3A	3	2D	5
0430-0600	4	5	3D	6	3C	1	3B	2	3A	3
0600-0730	3	4	1A	5	3D	6	3C	1	3B	2
0730-0900	3	2	1B	4	1A	5	3D	6	3C	1
0900-1030	3	1	1C	2	1B	4	1A	5	3D	6
1030-1200	3	6	1D	1	1C	2	1B	4	1A	5
1200-1330	3	5	2A	6	1D	1	1C	2	1B	4
1330-1500	3	4	2B	5	2A	6	1D	1	1C	2

Table 4-4
Watch Rotation Utilizing 6 Boats - Continued

Time	Maint	Sta A	Crew	Sta B	Crew	Sta C	Crew	Sta D	Crew	Shuttle
1500-1630	3	2	2C	4	2B	5	2A	6	1D	1
1630-1800	3	1	2D	2	2C	4	2B	5	2A	6
1800-1930	3	6	3A	1	2D	2	2C	4	2B	5
1930-2100	3	5	3B	6	3A	1	2D	2	2C	4
2100-2230	3	4	3C	5	3B	6	3A	1	2D	2
2230-2400	3	2	3D	4	3C	5	3B	6	3A	1
0000-0130	3	1	1A	2	3D	4	3C	5	3B	6
0130-0300	3	6	1B	1	1A	2	3D	4	3C	5
0300-0430	3	5	1C	6	1B	1	1A	2	3D	4
0430-0600	3	4	1D	5	1C	6	1B	1	1A	2
0600-0730	2	3	2A	4	1D	5	1C	6	1B	1
0730-0900	2	1	2B	3	2A	4	1D	5	1C	6
0900-1030	2	6	2C	1	2B	3	2A	4	1D	5
1030-1200	2	5	2D	6	2C	1	2B	3	2A	4
1200-1330	2	4	3A	5	2D	6	2C	1	2B	3
1330-1500	2	3	3B	4	3A	5	2D	6	2C	1
1500-1630	2	1	3C	3	3B	4	3A	5	2D	6
1630-1800	2	6	3D	1	3C	3	3B	4	3A	5
1800-1930	2	5	1A	6	3D	1	3C	3	3B	4
1930-2100	2	4	1B	5	1A	6	3D	1	3C	3
2100-2230	2	3	1C	4	1B	5	1A	6	3D	1
2230-2400	2	1	1D	3	1C	4	1B	5	1A	6
0000-0130	2	6	2A	1	1D	3	1C	4	1B	5
0130-0300	2	5	2B	6	2A	1	1D	3	1C	4
0300-0430	2	4	2C	5	2B	6	2A	1	1D	3
0430-0600	2	3	2D	4	2C	5	2B	6	2A	1
0600-0730	1	2	3A	3	2D	4	2C	5	2B	6
0730-0900	1	6	3B	2	3A	3	2D	4	2C	5
0900-1030	1	5	3C	6	3B	2	3A	3	2D	4
1030-1200	1	4	3D	5	3C	6	3B	2	3A	3
1200-1330	1	3	1A	4	3D	5	3C	6	3B	2
1330-1500	1	2	1B	3	1A	4	3D	5	3C	6
1500-1630	1	6	1C	2	1B	3	1A	4	3D	5
1630-1800	1	5	1D	6	1C	2	1B	3	1A	4
1800-1930	1	4	2A	5	1D	6	1C	2	1B	3
1930-2100	1	3	2B	4	2A	5	1D	6	1C	2
2100-2230	1	2	2C	3	2B	4	2A	5	1D	6

Table 4-4
Watch Rotation Utilizing 6 Boats - Continued

Time	Maint	Sta A	Crew	Sta B	Crew	Sta C	Crew	Sta D	Crew	Shuttle
2230-2400	1	6	2D	2	2C	3	2B	4	2A	5
0000-0130	1	5	3A	6	2D	2	2C	3	2B	4
0130-0300	1	4	3B	5	3A	6	2D	2	2C	3
0300-0430	1	3	3C	4	3B	5	3A	6	2D	2
0430-0600	1	2	3D	3	3C	4	3B	5	3A	6

Section L. General Emergency Bill

Introduction

The circumstances that will be encountered in any particular emergency are unpredictable. Therefore, no detailed plans can be formulated to meet all emergency situations. This bill is both basic and flexible and is intended to serve as a guide for action by key personnel in emergency situations. If the threat of chemical, biological, or radiological (CBR) exposure exists, the CBR-D bill shall be implemented.

L.1. References

a. *Personnel Qualification Standard for Advanced Damage Control*, NAVEDTRA 43119 (series)

b. *Personnel Qualification Standard for Basic Damage Control*, NAVEDTRA 43119-2 (series)

c. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

d. *PSU Essential Skills Handbook*

e. *USMC Battle Skills Training Handbook*

L.2. Purpose

The purpose of this bill is to provide an organization, prescribe procedures, and assign responsibilities for controlling the effects of a major emergency or disaster, such as fire or enemy attack.

L.3. Responsibility

The Logistics Officer (LO), under the direction of the XO, is responsible for maintaining this bill.

L.4. Information

Since effective control of personnel before and during a major incident might avert a more serious situation, this bill uses the battle organization. When all hands are aboard, the battle organization provides the optimum defensive posture, communications, and the control of personnel before, during, and after an emergency. The duty section is intended to control the situation until the full self-defense posture can be taken.

L.5. Procedures and Assignments

This section assigns individual responsibilities for specific action in time of emergency. In the absence of key personnel, their functions shall be performed by their designated reliefs or assistants.

In the event the personnel designated to carry out certain responsibilities become casualties, unassigned officers and Petty Officers shall be designated by the Senior Officer on scene to assume these responsibilities and complete the actions outlined in Condition I in the WQSB. (see **Table 4-2**)

Section M. Severe Weather Bill

Introduction	The severe weather bill shall be placed in effect during periods of actual or expected storms as defined below. Steps contained in this bill should be taken before severe weather sets in. Personnel should execute the measures of this bill as soon as warning is received.
M.1. References	a. *Boat Crew Seamanship Manual*, COMDTINST M16114.5 (series) b. *Oil Pollution Response Planning Guide for Extreme Weather*, COMDTINST M16466.2 (series) c. Severe Weather Guidance for Specific Operating Area
M.2. Purpose	The purpose of this bill is to specify action to be taken when a storm or heavy weather is forecast in areas which may affect the area of responsibility (AOR).
M.3. Responsibility	The Executive Officer (XO) is responsible for maintaining this bill.
M.4. Information	Throughout the year, severe weather may develop across any area, usually as the result of a frontal passage. This can lead to severe localized thunderstorms or tornadoes and funnel clouds of intense cyclonic winds creating waterspouts at sea. Forecasting centers try to anticipate these events but often are unable to predict where they might touch down. In general, good practices to anticipate these events should be followed if a cold front passage is expected. The CO should exercise caution when forecasts predict such a passage and be alert to local forecasts and own observations of wind shifts, cloud formations, temperature, and humidity which presage these weather conditions.
M.4.a. Definitions	The following are definitions of severe weather conditions:
M.4.a.1. Storm Warning	A storm warning is given when winds 55 to 73 MPH (48-63 KTS) are forecast or occurring.
M.4.a.2. Gale Warning	A gale warning is given when winds 39 to 54 MPH (34-48 KTS) are forecast or occurring.
M.4.a.3. Tornado/ Waterspout	A tornado/waterspout is a violently rotating column of air from a cumulonimbus cloud and nearly always observed as a funnel cloud. It is one of the most destructive types of storm known. The winds blow spirally upward around the axis of the funnel with velocities estimated at 100 to 250 knots. The storm itself travels over the ground at 20 to 35 knots, and its life average is only a few hours.
M.4.a.4. Thunderstorm	A thunderstorm is a storm accompanied by extremely strong winds with gusts of 40 to 100 knots, torrential rainfall, and visibility near zero. The winds are usually of short duration and the direction may be radically different from the prevailing winds before the storm.
M.4.a.5. Storm Surge	A storm surge is the rise above the normal tide level on the open coast due to the effects of hurricane winds and low barometric pressure on the water surface.
M.4.a.6. Frontal Passage	A system of violent weather where dissimilar air masses meet. When a warm gulf air mass meets a cold dry air mass, severe thunderstorms and tornadoes may occur.

M.4.b. Storm Conditions	This condition is prescribed for storms or severe weather conditions not associated with a tropic disturbance. These storms may contain high and gusty wind, heavy rains and/or hail. The condition is based on long range forecasts of weather expected to cause damaging tides and winds. These storms are normally less severe than tropical disturbances but hurricane force winds may be encountered. Storm conditions may be considered independent of the Weather Service Storm Conditions. Storm conditions may be set at any command level for units under their operational or administrative control. The setting of storm conditions by the Operational Commander will be at their discretion and shall not be construed to be synonymous with National Weather Storm conditions, i.e., the commander may set such conditions if his judgment deems it necessary to protect property and personnel even though no such conditions have been set by the National Weather Service. Storm conditions, when set, will reference the expected velocity of the winds, the geographical limits involved, and the time frame during which such conditions are expected to remain in effect. Severe weather readiness and protective measures may be implemented either when in garrison or when deployed. The following general procedures apply.
M.4.b.1. In Garrison	The following procedures apply when in garrison during severe weather conditions.
M.4.b.1.a. Condition IV	• Validate recall list/procedures. • Police area – ensure general cleanup complete. • Validate that warehouse meets load plan criteria. • Report attainment to the Operational Commander. • Validate availability of personnel to assist in relief efforts.
M.4.b.1.b. Condition III	• Install storm shutters. • Refuel and move all vehicles/gear into warehouse. • Communicate status to crew. • Lock up. • Report attainment to the Operational Commander. • Send copies of formatted copies of messages to CO.
M.4.b.1.c. Condition II	• Detach personnel. • CO report attainment.
M.4.b.1.d. Condition I	• CO report attainment.
M.4.b.2. Deployed	The following procedures apply when deployed during severe weather conditions.
M.4.b.2.a. Condition IV	• Temporarily suspend boat operations. • Augment shore security operations. • Secure equipment to protect from storm. • Provide shelter for personnel not on duty. • Report status.

M.4.b.2.b. Condition III	• Secure major equipment that is not required to carry out operations. • Prepare equipment to facilitate transition to Condition IV if needed. • Report status.
M.4.b.2.c. Condition II	• Report attainment. • Implement initial plan requirements in accordance with severe weather plan.
M.4.b.2.d. Condition I	• CO report attainment. • Review severe weather plan and requirements for AOR.
M.5. Procedures and Assignments	Each unit shall remain cognizant of the local daily weather situation and shall be alert to detect and recognize the existing and/or approach of a storm. Upon receipt of information that a storm is approaching or of a forecast of heavy weather, responsible personnel shall take immediate action to safeguard unit personnel and property and to minimize the damage caused by high winds and/or heavy rain. Immediately after storm passage, units shall report any damage to unit property and/or injury to personnel to the next senior in the chain-of-command without delay. The report shall be by message and shall include all pertinent information. Negative reports may be required.
M.5.a. Unit Commander	Upon forecast of a storm or heavy weather in the AOR, a message will be originated to direct units in the area to set storm condition. Since unit commanders may receive storm weather condition information directly from the local weather services, the unit commander shall use that information to set appropriate storm conditions within the AOR. The unit commander shall initiate the storm condition by message to all units within his geographic area as an information addressee. The unit commander shall discontinue the storm conditioning in the same manner upon receipt of appropriate advice from the weather service.
M.5.b. Unit Personnel	Each unit shall prepare and keep up to date a heavy weather bill supporting this plan. All units shall provide for the following in their heavy weather bill: • Safeguarding unit personnel and property. • Warn shipping, offshore platform, rigs, and fishing interests, small craft and residents of exposed areas using official weather service advisories. It is to be noted that only official weather service warnings are to be passed to the public. • Emergency communications plans and assignment of available portable communications equipment. • Survey of damage to government equipment after the passage of the storm. • Pre-selected sheltered moorings for small craft. These provisions are not all inclusive. COs shall ensure those preparations unique to their units shall be incorporated into their plan. If a storm is of long duration and sufficient forecast is received, the hurricane checklists should also be reviewed to ensure all possible preparations are completed prior to arrival of the heavy weather.

Chapter 5
Standard Operating Procedures (SOPs)

Introduction

Standard Operating Procedures (SOPs) are instructions covering operations that lend themselves to a definite or standardized procedure without loss of effectiveness. An SOP is developed to guide person's actions for routine matters to help ensure that important steps are not missed. Unless otherwise instructed, all personnel should follow the SOP. However, nothing in these guidelines should be seen as limiting an individual from doing the "right thing".

Each CO should undertake to conduct a comprehensive and continuous evaluation of their individual unit's threat environment and then to arm their security forces accordingly. The CO's determination of the correct posture for their command shall be reflected in the adjustments to the SOP, Standing Orders, and Post Orders.

The PSU is limited in its operational capabilities. Its maximum level of emergency response is constrained by those capabilities. This maximum level of activity is the unit's scope of normal operations. Within the unit's scope of normal operations, organizational policies and SOPs govern how it conducts operations. Its operational proficiency is maintained through training and drills. PSU COs should analyze the possibility of contingencies in their areas of responsibility (AOR) and develop comprehensive response plans for each of them.

Preparedness is a continuous process comprised of three elements:

- Planning
- Training
- Exercising

Once a plan is developed, each plan-designated unit should be trained to implement the plan. This training is largely a unit responsibility. Exercises are performed to test these plans and procedures. The lessons learned from exercises lead to further improvements. Similarly, improvements to procedures and business practices should be incorporated into the SOP and distributed throughout the community to help raise the level of performance for all PSUs.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Procedures for Military Personnel	5-3
B	Internal Operating Procedures	5-47
C	Safety and Environmental Health Programs	5-151

Section A. Procedures for Military Personnel

Introduction	Information that fosters good order and discipline and an effective and harmonious command environment is provided in this section.
A.1. Standard Uniform/Individual Equipment	Sound property management procedures for initial uniform issue and return, responsibility for lost/damaged items, and the gear re-issue are necessary to ensure that each member has a full set of individual equipment.
A.1.a. References	a. *Uniform Regulations*, COMDTINST M1020.6 (series)
A.1.b. Procedures	The following discusses procedures for: • Initial uniform/equipment issue. • Lost/damaged items. • Uniform replacement cycle. • Equipment return. **Table 5-1** is an itemized list of clothing and equipment new personnel are issued upon arriving at the PSU.
A.1.b.1. Initial Issue	• New personnel are provided initial issue from the SK using the Individual Equipment List (**Table 5-1**). • The SK fills the order, based on available stock. If unavailable, the SK orders needed items for the member. • The SK keeps a record of issued items. • The member is responsible for care, maintenance, and safeguarding of every single item.
A.1.b.2. Lost/ Damaged Items	• For items that are lost or damaged beyond repair, the member is required to fill out an Individual Equipment Replacement Request Form (**Table 5-2**) indicating the item in need of replacement and the circumstances in which it was lost or damaged. • The Individual Equipment Replacement Request Form is routed through the member's Department Head to the XO for a determination if item is to be replaced at unit or at member's cost. (see **Table 5-2**)
A.1.b.3. Uniform Replacement Cycle	• Active duty members receive one CCU jacket, trousers, and 8-point cap annually, and one pair of boots every three years at no cost to the member. • Reservists receive one CCU jacket, trousers, 8-point cap, and one pair of boots every three years at no cost to the member.
A.1.b.4. Equipment Return	• Upon receipt of PCS orders, each member returns all items issued in accordance with the Uniform Issue Sheet. • The SK keeps a record of returned items. • The member may be charged for items not appropriately returned.

Table 5-1
Individual Equipment List

Clothing and Individual Equipment	Quantity	Issued	Returned
Bag, Flight (23.5" x 13" x 19")	1		
Bag, Duffel (37" x 12.5" x 12.5")	1		
Bag, Laundry (Net) 24" x 36" with Pin	1		
Bag, Clothing (Waterproof)	1		
Belt, Buckle (Black)	2		
Belt, Individual Equipment, Nylon	1		
Belt, Web Black Trousers	2		
Blanket, Wool Bed (66" x 84")	1		
Body Armor, Fragmentation Protection, Combat Personnel, Lower Torso	1		
Body Armor, Fragmentation Protection, Ground Troops-Parachutists, Upper Torso Front/Back with Shoulder Pads, Woodland Camouflage	1		
Boots, Extreme Cold Weather	1		
Boots, Hot Weather (Tan Overall/Desert)	1		
Boots, Combat, Infantry (MC)	1		
Boots, Hot Weather	1		
Boots, Safety, 10" Fuel and Oil Resistant	1		
Canteen, 1 Quart (Tan and Olive Green Canteen Cover, Water Cup)	2		
Canteen, 2 Quart (Tan and Olive Green Canteen Cover)	1		
Cap, Knit, Navy Blue	1		
Cap, Utility Desert Pattern, Wind Resistant	2		
Cap, Utility, Woodland Camouflage Pattern, Wind Resistant	2		
Case, Small Arms Ammunition (M-16)	2		
Coat, Camouflage Pattern, Woodland, Wind Resistant Poplin, Type VI	3		
Coat, Camouflage Pattern, Desert, Wind Resistant Poplin, Type VII	3		
Coat, Cold Weather, Woodland Camouflage Pattern, Fully Lined	1		
Coat, Cold Weather, Desert Camouflage Pattern, Fully Lined	1		
Cot, Individual Folding Aluminum	1		
Dog Tags	2		
Drawers, Briefs, Brown	6		
Drawers, Cold Weather, Extended Cold Weather System Component (Knitted)	3		
Drawers, Cold Weather, Extended Cold Weather System Component (Kapalene)	3		
Ear Plug, Triple Flange	1		
Ear Plug Case, Plastic (Olive Drab), 12/PG	1		
Entrenching Tool Hand Hinged Shovel with Carrier	1		
Field Mess, Fork	1		
Field Mess, Kit	1		
Field Mess, Knife	1		
Field Mess, Spoon	1		
First Aid Kit, Individual (Case, Povidone-Iodine Solution, Chapstick, Dressing (4" x 7"), Bandage, Gauze (2" x 6 yds), Bandage, Muslin (37" x 37" x 52"), Bandage, Adhesive (¾" x 3"), Bottle, Safety Cap, Eye Dressing, Water Purification Tablet (50)	1		
Flashlight, Anglehead, with Colored Lenses and Batteries	1		
Goggles, Sun, Wind and Dust	1		
Gloves, Combat Vehicle Boat Crew Member's (Pair)	1		
Gloves, Green Wool Cold Weather Inserts	1		
Gloves, Leather, Work (Pair)	1		

Table 5-1
Individual Equipment List – Continued

Goggles, Sand/Wind/Dust (Clear and Gray Lenses)	1		
Hat, Desert Camouflage Pattern, Soft Crown (Floppy)	2		
Hat, Woodland Camouflage Pattern, Soft Crown (Floppy)	2		
Helmet, (Personnel Armor System Ground Troop – PASGT) Kevlar, with Adjustable Headband (Liner included with Helmet)	1		
Insect Net, Head Nylon Universal Size	1		
Insect Netting	1		
Knife, 12" Combat (with Sheath)	1		
Mat, Sleeping (Cold Weather)	1		
Neckerchief, Subdued	1		
Pack, Field Training	1		
Pack, Field Combat, Medium, Green, Nylon	1		
Pack, Field Frame with Straps and Suspenders	1		
Pack, Field Liner, Olive Green Nylon, Med	1		
Parka, Cold Weather, Camouflage Woodland with Liner, Extended Cold Weather System Component (Gortex)	1		
Pocket Tool, Survival	1		
Poncho with Wet Weather Liner	1		
Scarf, Olive Drab	1		
Sleep System, Modular (Sleeping Bag) with Bivy Cover	1		
Socks, Cushion Sole, Black	6		
Socks, Men's, Cotton/Wool, Natural, Winter	6		
Socks, Extreme Cold Weather	6		
Suspenders, 782 Gear	1		
Sunglasses	1		
Sweater, Wool, Green	1		
Towel, Solid Brown Terry	2		
Trouser, Camouflage Pattern, Woodland, Wind Resistant Poplin, Type VI	3		
Trousers Camouflage Pattern, Desert, Wind Resistant Poplin, Type VII	3		
Trousers, Cold Weather, Camouflage Woodland, Extended Cold Weather System Component (Gortex)	1		
Undershirt, Brown Cotton	6		
Undershirt, Cold Weather, Extended Cold Weather System Component (Knitted)	3		
Undershirt, Cold Weather (Kapalene)	3		
Vest, Tactical	1		
Water, Drinking System	1		
Water Purification Tablet, Iodine, 1 Bottle of 50 Tablets, 8 mg ea.	2		

NOTE Minimum inventory is required. However, material issue is at unit commander's discretion.

Table 5-2
Individual Equipment Replacement Request

Name:		Rank/Rate		Dept	Date
Item		NSN		Cost	$
Item		NSN		Cost	$
Item		NSN		Cost	$
Item		NSN		Cost	$
Reason/Explanation:					
STATUS OF REQUEST					
Submitted		Date:			
Division Officer		Date:		Forwarded Recommending:	Approval Disapproval
Department Head		Date:		Forwarded Recommending:	Approval Disapproval
XO		Date:			Approved Disapproved
ACTION TAKEN					
Item(s) Issued:				NSN:	
Received by:				Date:	
Total Cost	$			Payment/Dept Assessed:	

NOTE This form should be used to indicate items that are lost or damaged beyond repair and require replacing. It should address the circumstances concerning the loss or damage to the item(s) and be routed through the chain of command for approval/disapproval. It shall be filed with the individual's initial issue checkoff list.

A.2. Relief of CO

The responsibility of the CO is absolute until properly relieved. Although certain authority may be delegated to subordinates, this does not relieve the CO of continued responsibility for the safety, efficiency, and well-being of the command. It is essential that the transition of responsibility between officers be seamless to ensure continuity of command.

A.2.a. References

a. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series), *Article 4-1-25*

b. *COMTAC Publications Index*, COMDTINST M2600.1 (series)

A.2.b. Procedures

The following important procedures must be accomplished during the relief of command process:

- Inspect the unit in company with the relieving officer.
- Demonstrate, in the presence of the relieving officer, the proficiency of the crew at general quarters and general drills unless circumstances make it impracticable.
- Point out any defects and peculiarities of the unit to the relieving officer.
- Deliver to the relieving officer all unexecuted orders, all regulations and orders in force, and all pertinent official correspondence and information concerning the unit and its personnel.
- Deliver to the relieving officer all documents required by these regulations to be kept or supervised by the CO.
- Deliver to the relieving officer all magazine keys and other keys kept in custody.
- Order an inventory and audit to be made of all Electronic Key Management System (EKMS) distributed material charged to the unit in accordance with current rules and instructions.
- Inventory all communications tactical (COMTAC) material.
- Furnish to the relieving officer a statement as to completeness of the general purpose (GP) Property Record and the date of the last inventory.
- Submit Officer Evaluation Reports on all officers and sign all log books and note date of relief.
- At the time of turning over command, call all hands to muster, read the orders of detachment, and turn over command of the unit to the relieving CO, who shall read the orders of relief and assume command.
- All ceremonies and distinctions which are afforded to a CO shall continue to be afforded after relief of command until final departure.
- The officer being relieved shall prepare and sign a report of the transfer of command in accordance with *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series), Article 4-1-25 and as follows:
  - The relieved officer shall indicate the status of the unit's property records based on the signed property records retained by the Property Officer.
  - The new CO shall endorse this report and shall state in an endorsement whether conditions onboard the unit are unsatisfactory, essential equipment is not present, and important items of gear and equipment are not functioning properly.
  - The relieved officer shall make any necessary explanations by an endorsement to the report.
  - This report and endorsements shall be forwarded to the area commander and copies retained by both officers.

A.3. Relief of Officers

The XO, Department Heads, and Division Officers must point out to their reliefs any defects or peculiarities of the machinery or equipment under their cognizance. They shall jointly inspect material, equipment, and records, and upon completion of this inspection submit a joint report. They shall also resolve disputes and furnish copies of correspondence regarding disputed matters to the parties concerned. Should circumstances prevent a joint inspection, the relieving officer shall make an inspection and submit the required report within 30 days of taking charge. The CO shall forward a copy of the report to the officer relieved.

A.3.a. References

a. *Coast Guard Food Service Manual*, COMDTINST M4061.5 (series)
b. *Ombudsman*, COMDTINST 1750.4 (series)
c. *Ordnance Manual*, COMDTINST M8000.2 (series)
d. *Property Management Manual*, COMDTINST M4500.5 (series)
e. *Training and Education Manual*, COMDTINST M1500.10 (series)
f. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series), *Article 4-1-28*

A.3.b. Procedures

- Prepare a report of the relief citing the following:
  - Any defects or deficiencies noted.
  - Adequacy of the personnel assigned to the department or division.
  - Adequacy of the equipment and spare parts on hand.
  - Condition of the files, blueprints, records, and instruction books pertaining to the department or division.
  - Status of transfer of the material and equipment from one officer to the other.
  - Facts in dispute in case of any disagreement between these officers as to the conditions discovered.
- In addition to the above general procedures, the following specific procedures apply:
  - Inventory and prepare operating statement for relief of Food Service Officer.
  - Follow Weapons Officer/Weapons Petty Officer requirements prescribed in the *Ordnance Manual*, COMDTINST M8000.2 (series).
  - Inventory tests and scoring keys in accordance with the *Training and Education Manual*, COMDTINST M1500.10 (series).
  - Conduct property inventory upon relief of a custodian, Property Officer, or CO in accordance with the *Property Management Manual*, COMDTINST M4500.5 (series).
  - Ensure evaluation practices comply with the provisions of the *Personnel Manual*, COMDTINST M1000.6 (series), *Articles 10.A*. (officers) and *10.B*. (enlisted).

A.4. Decedent Affairs and Inventory of Personal Effects

Personal effects will be inventoried when a service member is dead or missing. It is important that the inventory be completed as promptly as possible so the next-of-kin (NOK), heir, or legal representative will receive personal effects without undue delay. The personal effects of incapacitated persons will be inventoried when necessary or desirable to protect the interest of the incapacitated person.

The CO will appoint in writing an inventory board. The inventory board for enlisted personnel will consist of the Division Petty Officer and the Division Officer (a billet which may be filled by a senior enlisted person); for officers, the inventory board will consist of two officers.

A.4.a. References

a. *Classified Information Management Program*, COMDTINST M5510.23 (series)
b. *Decedent Affairs Guide*, COMDTINST M1770.1 (series)
c. *Military Personnel Security Program*, COMDTINST M5520.12 (series)
d. *Personnel Manual*, COMDTINST M1000.6 (series), *Chapter 11*

A.4.b. Procedures

The inventory board will collect, inventory, seal, and deliver personal effects to the Supply Officer for safekeeping and disposition as follows:

- Take an accurate and complete inventory of personal effects and record information to assist in the settlement of the affairs of the estate of the owner.
- Remove from the personal effects all classified matter.
- Remove pornographic or similar matter, including personal letters containing objectionable matter. Pornographic and objectionable matter which the inventory board discovers is authorized to be disposed of and will not be recorded on the inventory.
- Render harmless articles injurious to personnel, such as small arms ammunition or other explosives, and articles which constitute a fire hazard.
- Exercise extreme care in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc.
- Record money on the inventory form by denomination and value of the currency.
- Complete the "Description of Articles" section on the front of the Personal Effects Inventory and Disposition Form (CG-3853). Record any information relating to unsettled financial transactions in the "Remarks" section of Form CG-3853. (see **Figure 5-1**)
- Attach copies of all correspondence relating to the identification and location of the owner, NOK, heir, or legal representative, as well as voluntary written statements received from creditors or debtors, to the original copy of the inventory.
- Supply Officer remove Coast Guard-owned organizational clothing and equipment from the personal effects and note such action on the Form CG-3853. (see **Figure 5-1**)
- Include a statement in the record to indicate whether an absence without leave constituted a material interference with the performance of required military duties, whenever appropriate.

DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG-3853 (Rev. 4-67)	**PERSONAL EFFECTS INVENTORY AND DISPOSITION**

SECTION I

VESSEL OR STATION	OWNER, SERIAL NO., GRADE OR RATE
LAST DUTY STATION	HOME ADDRESS
NEXT OF KIN	ADDRESS *(Next of kin)*
HOW ACQUIRED ☐ DECEASED ☐ ABSENT ON SAILING ☐ MISSING ☐ AOL - AWOL ☐ CAPTURED ☐ DESERTER ☐ INCAPACITATED HOUR _____ DATE _____	PERSONAL EFFECTS INVENTORY *(Itemize by class)* (1) CG special clothing/equipment (2) Uniform clothing (3) Money (4) Negotiable/non-negotiable instruments (5) Miscellaneous articles of value

ITEM NO.	CLASS	DESCRIPTION OF ARTICLES	QUANTITY	DISPOSITION *(Indicate return to kin or other action)*

DATE	SIGNATURE *(SR. MEMBER INVENTORY BOARD)*	DATE	SIGNATURE *(Person taking custody)*
DATE	SIGNATURE *(Member)*	DATE	SIGNATURE AND GRADE *(Appointing Officer)*

SECTION II - ACTIONS AFFECTING STATUS OF OWNER

CHANGE IN STATUS *(If any, describe)*	DISPOSITION OF MONEY *(Amount, registered mail number, etc.)*
NAME AND ADDRESS OF PERSON RECEIVING MONEY	
DATE	SIGNATURE, GRADE/RATE AND TITLE *(Person releasing money)*

PREVIOUS EDITIONS MAY BE USED

ORIGINAL - OFFICER DESIG TO ASSUME EFFECTS

Figure 5-1
Personal Effects Inventory and Disposition Form (CG-3853)

Page 2 of CG-3853 (Rev. 4-57)

SECTION III - STATEMENT OF CREDITORS

ATTACH LETTERS, STATEMENTS OF CREDITORS *(Describe each attachment below)*

SIGNATURE *(Commanding Officer or OIC)*	DATE

REMARKS

DISTRIBUTION

1. Original and two copies to officer designated by the Commanding Officer to assume custody of the effects.
   a. Officer retains original.
   b. Copy to be packed with personal effects.
   c. Copy to next of kin *(if personal effects are shipped to next of kin. Otherwise, copy goes to Supply Center, Baltimore).*
2. Copy to Service Record.
3. Copy to Commandant (G-PMP) *(if deceased, captured, missing, or incapacitated) or*
   Copy to Commandant (MPC) *(if absent at time of sailing, AWOL, AOL, or deserter).*
4. Copy to file of unit preparing inventory.

ORIGINAL - OFFICER DESIG TO ASSUME EFFECTS

Figure 5-1
Personal Effects Inventory and Disposition Form (CG-3853) - Continued

A.5. Standing Orders for the Command Duty Officer and Tactical Action Officer

The Command Duty Officer (CDO) and Tactical Action Officer (TAO) are vital positions replete with responsibility. These officers are both responsible to the CO for crew safety and accomplishment of all assigned tasks. Although all watchstations and individuals are critical to the PSU's ability to conduct operations, no other people have overall responsibilities that affect every facet of operations and each member of the crew. TAOs and CDOs are expected to do their best, with professional competence, and with an understanding of the Coast Guard's heritage as a naval service. Each CDO and TAO must carry out their responsibilities with vigilance and forehandedness. Although the CO is ultimately responsible for the PSU, the CDOs and TAOs assistance in carrying out obligations to the crew is critical. Both persons are expected to have a thorough understanding of the tactical situation and the standing orders.

A.5.a. References

a. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

A.5.b. Procedures

In carrying out their responsibilities for ensuring crew safety and accomplishment of all assigned tasks, the CDO and TAO shall perform the following procedures.

A.5.b.1. General Guiding Principles

The following procedures are provided as general guidance:

- Constantly rehearse specific actions to take when responding to various emergencies. Incident Response Procedures (IRPs) should be followed in emergencies or unusual circumstances, and should be used to train watch personnel. However, no standing orders can ever be expected to address each and every circumstance; good judgment and training will fill gaps between written guidance and the specific requirements of any given situation. When urgency dictates, ***ACT IMMEDIATELY AND MAKE NOTIFICATIONS LATER***.
- Monitor weather conditions, and other indications and warnings that could be a sign of impending emergencies.
- Maintain a high level of constant vigilance, an alert watch and check on watchstanders frequently; they are essential resources.
- Stand a professional military watch, observe military courtesies and other traditions of the naval services (rendering honors, colors, etc.)
- Keep the command center uncluttered and quiet within limits of maintaining the watch's alertness.
- Monitor the effects that PSU operations have on other commands in the area of operations (AO).
- Call the CO whenever there is an unusual occurrence or situation, or if in doubt. ***NEVER HESITATE TO CALL FOR ANY REASON AT ALL.***

A.5.b.2. Prior to Relieving the Watch

- Be sufficiently rested and in a good state of health. If there is a doubt as to rest or health, contact the present CDO prior to going to watch.
- Inspect the camp area, command center, security watch command post, security check points, and the boat docks to the maximum extent possible before going on watch. Be alert for anomalies or potential problems, safety or security hazards, and cleanliness/good order. Be aware of what is expected to occur on your watch. Be familiar with the persons on watch and alert for issues that may affect their performance. Get underway aboard a TPSB to become familiar with the operating area before assuming the first watch and at least once each week.
- Become familiar with the circumstances of the watch. Do not relieve in the middle of a significant evolution, however, do not hesitate to assist the present CDO in performing duties safely.

NOTE

All CDOs, TAOs, Chiefs of Security, Coxswains, and Fireteam Leaders shall read the standing orders for the CDO and TAO prior to assuming their first watch during each deployment, monthly while deployed and at least semi-annually while in garrison. The OPS shall ensure compliance and maintain a record. Each TAO, CDO, Chief of Security, Coxswain, and Fireteam Leader will be provided a copy of these orders. These orders do not replace orders or directives promulgated by higher authority. Notify the CO if there is a conflict between these standing orders and other orders.

- Read the CO's Supplemental Orders to the Watch and initial off. Determine who has Operational Control (OPCON) and Tactical Control (TACON) of the PSU and if the PSU has TACON of any other units.
- Ensure that watchstanders are well rested and healthy upon assumption of their watch and have the equipment and protective clothing they need to perform their duties without distraction.
- Determine all unexecuted orders issued by the CO or the XO and any actions/events required by the Plan of the Day (POD).
- Determine the location and status of all PSU resources, including TPSBs, security checkpoints, squads, etc. Verify the location and status of all resources that must be protected within the PSU's AO.
- Know tidal conditions and review weather forecasts as well as previous weather observations.
- Ensure proper operational and emergency channels are being monitored. Verify that the volume settings are correct.
- Make a thorough visual sweep by eye and binoculars to sight all waterborne contacts and the immediate port or harbor area.
- Determine threat condition, review Use of Force (UOF) Policy, Standard Rules of Engagement (SROE), current directives or Rules of Engagement (ROE), and weapons status.
- Validate the status of the watch with the on-watch officer. Render assistance even if you cannot relieve due to some cause.
- Do not relieve the watch in the middle of a pressing evolution. Allow the present CDO/TAO to complete the evolution, and once confident that the evolution has been completed in a safe manner, continue with the relief process.
- Call the CO and XO if unable to relieve the watch because a discrepancy exists, or if uncomfortable for any reason with the circumstances. The purpose of making this notification is to permit the CO to focus all necessary resources to regain confidence that the situation is under control.
- Call the CO immediately if any doubt exists as to the application of these orders or any supplemental orders or if any circumstances are such that full responsibility cannot be assumed for the watch.
- Obtain the CO's permission to relieve the watch, after providing your evaluation of the circumstances and conditions of the watch if in the Command Center.

A.5.b.3. Standing the Watch	• Maintain a quiet and professional atmosphere in the Command Center. Ensure that the PSU presents a neat, professional appearance. Verify that the status of all resources is updated. • Ensure that the command log contains a comprehensive record of significant events and sight the log upon relief. • Frequently check and be thoroughly familiar with all Command Center equipment, and be able to locate and operate this equipment in the dark. If any equipment is defective, notify the Communications Officer and ensure repairs are initiated. • Keep the 'big picture' in mind. Be careful of getting wrapped up in minutia. In the event of an internal emergency, correct it, but don't lose awareness of the mission. • Be aware of the condition of all personnel on watch/duty. Ensure persons are nourished and alert; that hot or cold liquids are available to all persons; and that persons are protected from the elements. Keep persons dry or out of the sun and to the greatest extent possible, comfortable. Remember that alert watchstanders are the greatest resource and persons must be tended to in order for them to be alert and ready to respond to emergencies. Ensure that watchstanders' attention is not diverted and that all watchstations are conducted in a professional manner. • Ensure that adequate lighting is available to prevent persons from getting hurt. (The Shore Security Officer shall determine use of bright or subdued lighting.) • Make timely preparations to shield the effects of inclement weather. • Conduct proper watch briefings and de-briefings for all persons coming on or going off duty.
A.5.b.4. Waterborne Security Information	• Know Safety, Security and Reaction Zone boundaries and TPSB patrol areas. • Know the status of all TPSB equipment and crews. • Validate status of operations and location of all TPSBs at least every 15 minutes. • Coordinate patrols with patrol leader before TPSB section gets underway, including procedures to back up, back-fill, or support TPSB requirements during an emergency. • Ensure all TPSB personnel understand the ROE.
A.5.b.5. Shore Security Information	• Know disposition of security teams assigned to the base camp area. • Know the status of all security equipment and personnel. • Validate status of operations and location of all fire teams at least every 15 minutes. Any radio communications during that period is acceptable. • Coordinate patrols with fire team leaders before the shore security section dispatches, including procedures to back up, back-fill, or support security requirements during an emergency. • Ensure all security personnel understand the UOF Policy and/or ROE.
A.5.b.6. Incidents	• Obey the UOF Policy and ROE. Take every opportunity to rehearse emergency procedures and walk watch personnel through 'what-if' situations following ROE guidance. • Do not hesitate to bring additional resources to bear on an emergency or extraordinary event, including sounding a general emergency or requesting assistance from other military or civilian organizations. • Consider alternative actions that may be pursued to disperse or avert confrontation.

A.5.b.7. Calling the CO

- The CO should know about anything that does or could effect the PSU's mission or safety. Call regarding any unusual or strange events or activity that may be encountered in the environment around the PSU or within the PSU's AO.
- NEVER hesitate to call the CO for any reason. The CO is always on duty. If unable to reach the CO, immediately notify the XO.
- Call the CO if in doubt about the safety of the PSU and any of the crew (after taking action to correct the situation, if there is not enough time to call first), or if in doubt as to the proper course of action in a situation.
- Notify the CO of any disruptions in communications with any PSU resource.

A.6. Basic Reporting Indoctrination

Everyone must be prepared to deploy and take necessary steps so that a military recall will not lead to bankruptcy or cause undue hardship on families or others that are left behind. In some cases, military pay may not equal civilian salaries, but this can be overcome with proper planning.

A.6.a. References

a. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)

b. *Standards of Ethical Conduct*, COMDTINST M5370.8 (series)

A.6.b. Procedures

The following procedures shall be performed for indoctrination of personnel assigned to a PSU.

NOTE

Legal assistance should be coordinated through the District Legal office by the Administrative Officer.

A.6.b.1. Executive Officer

The XO is the command's Ethics Officer. The XO shall ensure that all new Coast Guard personnel receive an initial ethics orientation within 90 days of their entrance on duty. New personnel should be provided at least one hour of official time in which to review the material listed below in accordance with *reference (b)*:

- All new Coast Guard personnel are provided access to an Initial Ethics Orientation including:
  - Part I of Executive Order 12674.
  - The Office of Government Ethics (OGE) Standards of Ethical Conduct, 5 CFR Part 2635.
  - A list of the names, titles, office addresses, and telephone numbers of the Designated Ethics Official and Deputy Ethics Official for the local command.

A.6.b.2. Division Officer

- Indoctrinate all personnel on preparations that should be made and kept current upon assignment to the PSU.
- Develop a worksheet for Military Pay and Allowances including:
  - Basic Pay. Taxable compensation based on rank and time in service.
  - Basic Allowance for Housing. A non-taxable entitlement, with or without dependents, payable to members called or ordered to active duty. It is based on paygrade and dependency status at the member's residence. It is intended to pay 85% of members' rent, maintenance, utilities, and insurance expenses.
  - Basic Allowance for Subsistence. Payable to all officers, Warrant Officers, and enlisted members for meals. Persons who receive Rations-Not-Available (RNA) or Partial BAS at their permanent duty station will have their rations changed to BAS during deployment. BAS is not collected for meals consumed while deployed. BAS is started the day of departure and ends the day a meal card is issued.
  - Family Separation Allowance. FSA-Temporary (FSA-T) is payable to persons with dependents who are deployed for more than 30 days. FSA-T begins the day of departure from home station and ends the day prior to arrival at home station.
  - Hostile Fire Pay.
  - Combat Zone Tax Exclusion. Entitles individuals' pay to be excluded from Federal income taxes.
  - Per Diem. Based on the availability of lodging and mess and nominal compensation per day for incidental expenses.

A.6.b.3. Administrative Officer

- Ensure member has ID card and dependents are enrolled in DEERS.
- Verify Record of Emergency Data Form (CG-4113).
- Verify that a will has been prepared.
- Submit charge card application.
- Provide information on Ombudsman Program.
- Discuss the Servicemember's Civil Relief Act. (see *Appendix C*) Benefits could include:
  - A reduction in interest rates for most loans incurred before entering military service. As long as the loan was entered into before entering active duty, and military service has materially affected the service member's ability to pay, the act provides for a reduction of the interest rate to six percent (6 percent) for the duration of military service.
  - Protection of military members from default judgments entered against them in a civil suit as a result of their inability to appear in court due to military duties. Court proceedings can be delayed until such time as a person's duties allow him/her to return to participate in the court proceeding.
  - Limitations as follows:
    - Provides protection for persons serving on active duty. The protections do not generally extend to reservists, retirees, or military dependents.
    - Does not allow a person to totally escape civil liability, or postpone civil court cases indefinitely. Proceedings are usually only delayed long enough so that the service member can arrange to appear in court.
    - Only applies to civil matters, not criminal or administrative proceedings.

A.6.b.4. Medical Officer

- Provide information related to the military health care system.
- Verify physical/dental screening status and schedule appointments, if necessary.

A.6.b.5. Security Officer

- Conduct security briefing.

A.6.b.6. Communications Officer

- Issue a Coast Guard telephone calling card to all officers, chief petty officers, and other crewmembers when authorized by the XO.

A.6.b.7. All Hands

- Complete the Check-In Sheet (**Table 5-3**) for all personnel.
- Keep the CO informed of their current local address and all pertinent telephone numbers ashore for recall purposes.
- Complete the Mobilization Checklist (**Table 5-4**) for all personnel.
- Complete the Legal Assistance Check-In Questionnaire (**Table 5-5**) for all personnel.
- *Appendix B* is used by the Navy to help prepare their personnel for deployment and may have relevant information to help reservists prepare for mobilization.

NOTE

The following Privacy Act statement is required when using **Table 5-3** and **Table 5-4** since home/family information and personal identifiers are being requested:

- **Authority:** 5 U.S.C. 301, *Departmental Regulations*.
- **Purpose:** To notify personnel of office closings; locate personnel and/or next-of-kin in case of emergency; and recall personnel as necessary.
- **Routine Uses:** Information is close-hold and shared with only those with a need-to-know. Supervisory personnel will have access to information concerning their employees. Administrative/web personnel will have access for purposes of maintaining the database. Disclosure of information is treated as "For Official Use Only – Privacy Sensitive".
- **Disclosure:** Mandatory for military. Mandatory for civilian employees who have been designated by their organization as "emergency personnel". Voluntary for all others. However, failure to provide information may result in members or dependents not being accounted for or contacted during an emergency.

Table 5-3
Check-In Sheet

Name:		Billet Number:	
Rank/Rate:		WQSB Number:	
Prior Active Duty Service:		Prior Reserve Experience:	
Administration:		Initial:	Date:
Travel Claim/Orders (Attached)		Initial:	Date:
Pay Sheet Updated		Initial:	Date:
Identification Card Issued		Initial:	Date:
Travel/Charge Card Enrollment Completed (Attached)		Initial:	Date:
DEERs Enrollment Completed (Attached)		Initial:	Date:
Record of Emergency Data Updated (Attached)		Initial:	Date:
Rating Chain (Attached)		Initial:	Date:
Sponsor:		Initial:	Date:
Familiarization Tour		Initial:	Date:
Section Chief:		Initial:	Date:
Division Officer:		Initial:	Date:
Department Head:		Initial:	Date:
Educational Services Officer:		Initial:	Date:
Advancement Objectives:			
Milestones/Goals:			
Courses Held:			
Order Courses:			
Order Tests:			
Training Officer:		Initial:	Date:
Goals/Objectives:			
Milestones/Goals:			
PSU PQS:			
Boat Crew Qualification Book:			
Health Services Officer:		Initial:	Date:
Physical Examination Date:		Overseas Physical Date:	
Class II Dental Screening:		Initial:	Date:
Security Officer:		Initial:	Date:
AT/FP Brief:		Initial:	Date:
Security Clearance Status:		Level:	
Questionnaire for National Security Positions (SF-86) Submitted or Last Update:		Initial:	Date:

Table 5-3
Check-In Sheet – Continued

Supply Petty Officer:		Initial:	Date:
Procedures:			
Equipment Issue: (Check-Off List Attached)		Initial:	Date:
Weapons Officer:		Initial:	Date:
Assigned Weapon Number:			
Qualifications Status:	Boarding Officer:	Boarding Team Member:	
M-16:	9mm:	Shotgun:	M-203:
Baton:	OC:	50 Cal:	M-60:
Vehicle Officer:		Initial:	Date:
Procedures:			
Military License Qualification Status:			
Command Enlisted Advisor:		Initial:	Date:
Role & Responsibilities:			
OPS:		Initial:	Date:
Mission Overview:			
Watch, Quarter, & Station Bill Overview:			
XO:		Initial:	Date:
Safety:			
Discipline:			
Deployment Readiness / Mobilization Checklist:			
Legal Assistance Requirements (Wills, Power of Attorney):			
CO:		Initial:	Date:
Command Vision:			
Ombudsman, Family Advocacy Program, Command Drug and Alcohol Representative			
Personal Information:			
Social Security Number:		Date of Birth:	
Address:			
City:		State:	Zip Code:
Home Telephone Number:			
Cellular Telephone Number:			
Employer:		Supervisor:	
Work Address:			
Work Telephone Number:			
Pager Number:			
E-mail Address:			
Spouse:			
Children:			

Table 5-4
Mobilization Checklist

INSTRUCTIONS: All personnel assigned to the PSU should prepare and maintain a mobilization packet containing, at a minimum, the information listed on this page. Please answer all questions and use this as a guide to preparing your own individual requirements. Contact your Division Officer if you have questions or concerns.

	YES	NO
1. Pay/Direct Deposit/Allotment	☐	☐
a. Voided personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers).	☐	☐
b. Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment.	☐	☐
c. Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, or copy of house or apartment rental agreement, and documentation of one month's average utilities.	☐	☐
d. Copy(s) of current child support agreement(s).	☐	☐
2. Service Record/PSD?	☐	☐
a. Certification of discharge/separation (DD-214) for all former periods of active duty.	☐	☐
b. Birth certificate or passport.	☐	☐
c. Birth, adoption, or guardianship certificates for dependents.	☐	☐
d. Social Security Numbers for self and dependents.	☐	☐
e. Certified copy of marriage certificate for present marriage.	☐	☐
f. Certified copy of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate).	☐	☐
g. Certification of full-time enrollment for self and college-age dependents from school registrar.	☐	☐
h. Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated.	☐	☐
3. Security Clearance	☐	☐
a. Certified copy of naturalization papers.	☐	☐
b. Names/addresses of personal/professional references (minimum of three each).	☐	☐
c. Names/addresses/dates of employment for past ten years (or since graduation from high school/college).	☐	☐
d. Names/addresses/dates of high school/college.	☐	☐
e. Addresses/dates of all residences.	☐	☐
f. Names/dates/places of birth for your parents and spouse's parents.	☐	☐
4. Legal	☐	☐
a. Location of current valid will.	☐	☐
b. Copy of current power(s) of attorney (business arrangements/tax filing/child care/dependents medical emergency care/household goods/POV storage).	☐	☐
c. Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits, etc.	☐	☐

Table 5-4
Mobilization Checklist – Continued

	YES	NO
5. Medical	☐	☐
a. Copy of most recent eyeglass prescription and extra set of eyeglasses (contact lenses may not be authorized depending upon duty assignment).	☐	☐
b. Extra hearing aid and batteries.	☐	☐
c. Documentation of significant medical/dental condition not documented in military medical/dental records.	☐	☐
d. Copy of prescription(s) issued by physician/dentist (or other documentation of approved medication(s)).	☐	☐
e. Minimum 90-day supply of prescribed medications.	☐	☐
f. Documentation to support enrollment of exceptional family member in available Navy/DOD programs.	☐	☐
g. Documentation of enrollment in TRICARE SELRES Dental Program.	☐	☐
6. Personal	☐	☐
a. Driver's license (to support issuance of government license).	☐	☐
b. For those authorized POV travel, vehicle registration and insurance documentation.	☐	☐
c. Documentation to support any claim for delay and/or exemption.	☐	☐

Bring this completed questionnaire with you to your Division Officer.

Name _____ _____ _____
Last First Middle

_____ _____
Grade/Rate SSN

_____ _____
Duty Phone Date

Table 5-5
Legal Assistance Check-In Questionnaire

INSTRUCTIONS: Please answer all questions. If you have checked any shaded box, you may have a problem that you should discuss with a legal assistance attorney. Information provided is confidential and will not be disclosed without your permission.

	YES	NO
1. Do you have a will?	☐	■
a. Have you reviewed your will within the past 36 months?	☐	■
b. Have you had a significant family event such as marriage, divorce, and birth or adoption of a child, or death recently?	■	☐
c. If you are married, does your wife have a will? If not married, check here ☐.	☐	■
2. Does your spouse (or parents) know where your important papers are kept?	☐	■
3. Did you file a Federal income tax return last year?	☐	■
4. Did you file a State income tax return last year?	☐	■
a. If you did not file a State income tax return because you were exempt, check here ☐.	☐	☐
b. If your State of domicile does not have a State income tax, check here ☐.	☐	☐
c. Did you have wages other than your military pay last year?	■	☐
d. Did you file a State tax return last year for nonmilitary wages that you earned? Check here if you had no nonmilitary wages ☐.	☐	■
5. Are you registered to vote?	☐	■
a. Did you vote in the last national election?	☐	■
b. Did you vote in the last State election held in your State of domicile?	☐	■
6. Do you own a motor vehicle?	☐	☐
7. If you own a motor vehicle:	☐	■
a. Do you have liability insurance coverage for personal injury of at least $25,000/$50,000 on your motor vehicle?	☐	■
b. Do you have liability insurance coverage for property damage of at least $10,000 on your motor vehicle?	☐	■
c. Is your motor vehicle registered in your State of domicile?	☐	■
d. Do you have children under 4 years of age?	■	☐
e. If you have children under 4 years of age, do you have a child restraint device for each such child for your motor vehicle?	☐	■
f. Is your motor vehicle registered in the State where you reside?	☐	■
g. Has your motor vehicle been inspected within 12 months by your State of domicile?	☐	■
h. Has your motor vehicle been inspected within 12 months by the State where you reside?	☐	■
i. Is your motor vehicle registered in your name alone?	☐	■
j. Are your motor vehicle registration and drivers license from the same State?	☐	■
8. Do you have life insurance (do not count SGLI)?	☐	■
9. Do you have household goods/personal property insurance?	☐	■
10. Do you own any personal firearms?	☐	☐

Table 5-5
Legal Assistance Check-in Questionnaire – Continued

	YES	NO
11. Are your firearms registered?	☐	■
12. Do you have children?	☐	☐
13. If you do have children, do your children have social security numbers?	☐	■
14. Have you changed or attempted to change your domicile in the past 12 months?	■	☐
15. Have you ever given anyone a power of attorney?	■	☐
16. Do your total outstanding debts (not including house payments, rent, or utilities) amount to more than 3 months take-home pay?	■	☐
17. Are your monthly credit payments more than ½ of your monthly take-home pay?	■	☐
18. Have you purchased anything on installment during the past 6 months (motor vehicle, television, washer, etc.)?	■	☐
19. Do you expect to be transferred within the next 12 months?	■	☐
20. Have you purchased a home?	■	☐
21. Have you purchased land for an investment?	■	☐
22. Have you purchased a timeshare?	■	☐
23. Have you purchased a vacation campground?	■	☐
24. Did you sell your home prior to assignment to this command?	■	☐
25. Have you received a copy of our command's "memorandum for reporting personnel" about legal assistance?	☐	☐
26. Have you rented quarters in the area?	■	☐
27. Are you married?	☐	☐
28. If married, were you married within the past 12 months?	■	☐
a. Are you separated from your spouse because of marital problems?	■	☐
b. If separated from your spouse because of marital problems, are you seeking marital counseling?	■	☐
29. Are you retiring within 12 months?	■	☐
30. Are you involved in any type of civil/criminal litigation or lawsuit?	■	☐

Bring this completed questionnaire with you to the Legal Assistance Officer.

Name _____ _____ _____
Last First Middle

_____ _____
Grade/Rate SSN

_____ _____
Duty Phone Date

A.7. Personal Readiness

All personnel at the PSU should be prepared for rapid deployment. Preparatory and preventive measures will help avoid scheduling delays, corrective procedures and other necessary prerequisites that could impede rapid deployment of personnel for a contingency. Although the individual is responsible to be ready to deploy, the PSU should have mechanisms in place to deal with expected issues that always surface regardless of readiness status. All PSU activities are focused on preparing personnel to deploy, and individual readiness is an important element of PSU readiness. In general, personal readiness can be broken down into four categories:

- Administrative readiness.
- Health and physical readiness. A medical screening examination and HIV antibody test are required for all personnel being transferred to duty outside of the continental United States (OCONUS).
- Training readiness. Basic skills training, general and watchstation specific PQS, and General Military Training (GMT) is complete.
- Family preparedness.

Although dental conditions do not preclude overseas assignment, screening often is problematic and a major stumbling block to deploying personnel on schedule. Members ordered to isolated overseas stations with limited dental facilities should have no dental defects likely to require extensive, prolonged treatment; personnel must meet Class II screening criteria. Nonetheless, only in extreme cases where members are unable to perform assigned duties due to dental conditions will they be considered unsuitable for overseas duty; arrangements should be made for personnel to get required treatments.

A.7.a. References

a. *Medical Manual*, COMDTINST M6000.1 (series)
b. *Ombudsman*, COMDTINST 1750.4 (series)
c. *Personnel Manual*, COMDTINST M1000.6 (series)
d. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)
e. *Procedures for Dealing with Chemical/Biological Agents in the Mail*, ALCOAST 189/01
f. *Public Affairs Manual*, COMDTINST M5728.2 (series)

A.7.b. Procedures

The following procedures shall be performed to prepare PSU personnel for deployment.

A.7.b.1. Division Officer/Chief Petty Officer

The Division Officer/Chief Petty Officer (CPO) shall schedule required indoctrination, actions, training, and PQS.

A.7.b.2. Member

Each PSU member shall:

- Complete all administrative requirements including:
  - Complete Unit Check-In Sheet.
  - Complete wills, power of attorney, and other legal documentation.
  - Complete official government passport application.
  - Complete Servicemen Group Life Insurance (SGLI) form.
  - Complete the BAH/Dependency Form (CG-4170A).
  - Complete the Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances and Person to Receive Allotment of Pay if Missing or Unable to Transmit Funds Form (CG-PSC-2020D).
  - Sign the following Page 7 (Form CG-3307) entry: "I am ready to deploy and be mobilized on short notice. I immediately will notify my command in writing if my deployability becomes impaired due to employment, family, medical or other conditions. I understand that once an involuntary recall is issued, I am required to report to my command; failure to do so is considered disobeying a direct order and I can be held accountable under the Uniform Code of Military Justice."
  - Activate electronic funds transfer.
  - Obtain Government driver's license.
  - Obtain Government travel/credit card.

NOTE

Although members are strongly encouraged to obtain a Government travel card, the XO may approve deviation from the requirement based on financial (ir)responsibility and/or other alternatives that members may have to defer expenses.

- Complete PQS.
- Complete PSU Basic Skills Course at Special Missions Training Center (SMTC).
- Complete Physical Fitness Test semiannually.
- Complete required medical and dental screening.

A.7.b.3. Administrative Officer

The Administrative Officer shall:

- Schedule opportunities for members to complete administrative requirements.
- Ensure members understand their obligations and the possibility of being involuntarily recalled to active duty.

A.7.b.4. Medical Officer

The Medical Officer shall perform the following duties for PSU members:

- Make appropriate entries and process SF-600s, Report of Medical Examination (DD 2808) and Report of Medical History (DD 2807-1).
- Schedule Class II dental exam.
- Schedule Communicable disease screening.
- Verify PPD currency.
- Conduct and document HIV antibody test within 6 months of deployment.
- Ensure that physical examinations and all immunizations are up-to-date.
- Ensure that the medical history since last approved complete physical examination is not disqualifying.
- Ensure that the examinee is corrected to 20/20 (or best correction) and possesses 2 pairs of glasses.
- Ensure a qualitative G-6-PD screening has been done on persons being assigned to "Alert Force" status. Record result on Problem Summary List (NAVMED 6150/20). (This test need only be performed once per career.)
- Ensure appropriate periodic/basic examination is performed for persons enrolled in Occupational Medical Surveillance and Evaluation Program (OMSEP).

Complete modified physical examination for Substitution/Overseas Assignment/Sea Duty/PSU Health Screening (*Figure 3-A-1* of the *Medical Manual,* COMDTINST M6000.1 (series)) for all members of the PSU in accordance with the *Medical Manual*, *3-A*-7*.d*.

A.8. Physical Fitness Training Program

Every PSU member should be physically prepared for combat operations. Physical fitness is more than an individual effort of setting and attaining personal goals through self-disciplined training; it has a direct impact on the entire unit. Port security operations require extraordinary physical fitness capabilities to perform well when in high stress situations such as combat. This training program will help personnel to withstand the rigors of actual combat or the stress of mental and physical fatigue when operating in a combat environment. This program, complemented by a combination of good nutrition, exercise, and sleep, is essential to PSU operations and will help all personnel to move quickly get acclimated to forward deployed operations.

A.8.a. References

a. *Coast Guard Health Promotion Manual*, COMDTINST M6200.1 (series)

b. *Operational Risk Management*, COMDTINST 3500.3 (series)

A.8.b. Pre-Deployment Phase

If able to conduct pre-deployment training, all persons assigned to PSUs shall participate in a physical fitness training program. Division Officers are responsible to lead it. (see **Table 5-6**)

Table 5-6
Example Pre-Deployment Physical Fitness Training Program

	Week One (Monday, Wednesday, Friday)			**Week Two (Monday, Wednesday, Friday)**		
Warm-Up	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	3	12	Push-Ups	4	12	Push-Ups
	3	20	Sit-Ups	4	25	Sit-Ups
	3	3	Pull-Ups	3	5	Pull-Ups
Routine	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	2	25	Bent Leg Crunches	3	25	Bent Leg Crunches
	2	25	Stomach Flutter Kicks	3	25	Stomach Flutter Kicks
	2	25	Raised Bent Leg Crunches	3	25	Raised Bent Leg Crunches
	2	20	Half Sit-Ups	3	20	Half Sit-Ups
	2	10	Wave-Offs	2	12	Wave-Offs
	2	10	Trunk Rotations	2	10	Trunk Rotations
	3	20	Push-Ups	4	20	Push-Ups
	2	15	Lunges	3	15	Lunges
	2	15	Forwards & Afts	2	15	Forwards & Afts
	2	15	Boot Tappers	2	15	Boot Tappers
Running	**Distance**	**Time**	**Rest**	**Distance**	**Time**	**Rest**
	2 miles	24 minutes	2 minutes	2.5 miles	30 minutes	2 minutes
Cool Down	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	1	TBD	Stretching	1	TBD	Stretching

Table 5-6
Example Pre-Deployment Physical Fitness Training Program – Continued

	Week Three (Monday, Wednesday, Friday)			Week Four (Monday, Wednesday, Friday)		
Warm-Up	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	4	15	Push-Ups	3	25	Push-Ups
	4	30	Sit-Ups	3	25	Sit-Ups
	3	5	Pull-Ups	3	5	Pull-Ups
Routine	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	3	25	Side-Straddle Hops	3	30	Side-Straddle Hops
	4	25	Bent Leg Crunches	4	35	Bent Leg Crunches
	4	25	Stomach Flutter Kicks	4	30	Stomach Flutter Kicks
	1	8	Eight Count Body Builders	2	8	Eight Count Body Builders
	2	5	Chain Breakers	2	5	Chain Breakers
	4	25	Push-Ups	4	25	Push-Ups
	4	5	Chain Breakers	4	5	Chain Breakers
	3	20	Lunges	3	20	Lunges
	2	15	Forwards & Afts	2	15	Forwards & Afts
	3	15	Boot Tappers	3	20	Boot Tappers
	3	5	Pull-Ups	3	5	Pull-Ups
	3	20	Knee-Ups	3	25	Knee-Ups
	3	20	Obliques Crunches	3	25	Obliques Crunches
	3	15	Half Jacks	3	20	Half Jacks
	3	10	Trunk Rotations	3	10	Trunk Rotations
Running	**Distance**	**Time**	**Rest**	**Distance**	**Time**	**Rest**
Intervals (Repeat 3 times)				3 miles	34 minutes	2 minutes
	25 yards	7 seconds	1 minute			
	50 yards	14 seconds	1 minute			
	75 yards	21 seconds	1 minute			
	100 yards	28 seconds	1 minute			
Cool Down	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	1	TBD	Stretching	1	TBD	Stretching

A.8.c. Deployment Phase One (Week 1-12)

Continued physical training is essential while deployed to ensure that personnel remain in top physical condition and mental readiness. All persons assigned to PSUs shall participate in a physical fitness training program. **Table 5-7** is an example of a physical fitness training program that may be adopted by the PSU. Division Officers are responsible to lead it. (see **Table 5-7**)

Table 5-7
Example Deployment Phase One Physical Fitness Training Program

	Day One			Day Two		
Warm-Up	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	3	12	Push-Ups	3	12	Push-Ups
	3	20	Sit-Ups	3	20	Sit-Ups
	3	3	Pull-Ups	3	3	Pull-Ups
Routine	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	2	25	Bent Leg Crunches	3	12	Bench Press
	2	25	Stomach Flutter Kicks	3	12	Overhead Military Press
	2	25	Raised Bent Leg Crunches	3	12	Upright Row
	2	20	Half Sit-Ups	3	12	Barbell Curl
	2	10	Wave-Offs	3	12	Overhead Tricep Extension
	2	15	Trunk Rotations	3	12	Reverse Curl
	3	20	Push-Ups	3	12	Leg Press
	2	15	Lunges	3	12	Leg Curl
	2	15	Forwards & Afts	3	12	Leg Extension
	2	15	Boot Tappers	3	12	Calf Raises
Running	**Distance**	**Time**	**Rest**	**Distance**	**Time**	**Rest**
	2 miles	24 minutes	2 minutes	None		
Cool Down	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	1	TBD	Stretching	1	TBD	Stretching

Table 5-7
Example Deployment Phase One Physical Fitness Training Program – Continued

	Day Three			Day Four		
Warm-Up	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	3	12	Push-Ups	3	25	Push-Ups
	3	20	Sit-Ups	3	25	Sit-Ups
	3	3	Pull-Ups	3	3	Pull-Ups
Routine	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
				3	25	Side-Straddle Hops
				4	25	Bent Leg Crunches
				4	25	Stomach Flutter Kicks
				2	8	Eight Count Body Builders
				2	5	Chain Breakers
				3	25	Push-Ups
				3	5	Chain Breakers
				3	15	Lunges
				2	15	Forwards & Afts
				2	15	Boot Tappers
				3	8	Pull-Ups
				3	20	Knee-Ups
				3	20	Obliques Crunches
				3	15	Half Jacks
				3	10	Trunk Rotations
Running	**Distance**	**Time**	**Rest**	**Distance**	**Time**	**Rest**
	3 miles	36 minutes	2 minutes	Intervals (Repeat 3 times)		
				25 yards	7 seconds	1 minute
				50 yards	14 seconds	1 minute
				75 yards	21 seconds	1 minute
				100 yards	28 seconds	1 minute
Cool Down	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	1	TBD	Stretching	1	TBD	Stretching

A.8.d. Deployment Phase Two (Week 13 +)

Continued physical training is essential while deployed to ensure that personnel maintain top physical condition and mental readiness. All persons assigned to PSUs are expected to participate in a physical fitness training program throughout the deployment consistent with force protection considerations. The following physical fitness training program includes a good aerobic, strength, and agility regimen and may be adopted by the PSU when deployed. Division Officers are responsible to lead it. (see **Table 5-8**)

Table 5-8
Example Deployment Phase Two Physical Fitness Training Program

	Day One			Day Two		
Warm-Up	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	4	12	Push-Ups	4	12	Push-Ups
	4	20	Sit-Ups	4	20	Sit-Ups
	4	6	Pull-Ups	4	6	Pull-Ups
Routine	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	4	15	Bench Press	3	35	Side-Straddle Hops
	4	15	Overhead Military Press	6	30	Bent Leg Crunches
	4	15	Upright Row	6	30	Stomach Flutter Kicks
	4	15	Barbell Curl	2	12	Eight Count Body Builders
	4	15	Overhead Tricep Extension	2	5	Chain Breakers
	4	15	Reverse Curl	6	25	Push-Ups
	4	15	Leg Press	6	5	Chain Breakers
	4	15	Leg Curl	4	20	Lunges
	4	15	Leg Extension	2	15	Forwards & Afts
	4	15	Calf Raises	4	30	Boot Tappers
				3	12	Pull-Ups
				6	25	Knee-Ups
				6	25	Obliques Crunches
Running	**Distance**	**Time**	**Rest**	**Distance**	**Time**	**Rest**
				Intervals (Repeat 3 times)		
				25 yards	6 seconds	30 seconds
				50 yards	12 seconds	30 seconds
				75 yards	18 seconds	30 seconds
				100 yards	24 seconds	30 seconds
Cool Down	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	1	TBD	Stretching	1	TBD	Stretching

Table 5-8
Example Deployment Phase Two Physical Fitness Training Program – Continued

	Day Three			Day Four		
Warm-Up	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	4	12	Push-Ups	4	12	Push-Ups
	4	20	Sit-Ups	4	20	Sit-Ups
	4	6	Pull-Ups	4	6	Pull-Ups
Routine	**Sets**	**Repetitions**	**Exercise**			
	3	35	Side-Straddle Hops			
	6	30	Bent Leg Crunches			
	6	30	Stomach Flutter Kicks			
	2	12	Eight Count Body Builders			
	2	5	Chain Breakers			
	6	25	Push-Ups			
	6	5	Chain Breakers			
	4	20	Lunges			
	2	15	Forwards & Afts			
	4	30	Boot Tappers			
	3	12	Pull-Ups			
	6	25	Knee-Ups			
	6	25	Obliques Crunches			
	4	30	Half Jacks			
	3	10	Trunk Rotations			
Running	**Distance**	**Time**	**Rest**	**Distance**	**Time**	**Rest**
	3 miles	36 minutes	2 minutes	4 miles	40 minutes	2 minutes
				6 miles	72 minutes	2 minutes
				8 miles	96 minutes	2 minutes
Cool Down	**Sets**	**Repetitions**	**Exercise**	**Sets**	**Repetitions**	**Exercise**
	1	TBD	Stretching	1	TBD	Stretching

A.9. Physical Fitness Standards

All persons assigned to PSUs are expected to meet the following standards of physical fitness (**Table 5-9**). Physical fitness standards ensure crew members have sufficient strength, flexibility, and endurance to safely perform duties during normal and adverse conditions. Knowing these standards will ensure that personnel are able to accurately gauge their level of fitness and make improvements where necessary. With the exception of the 1-mile hike that was added for PSU crew members, these are the same minimum physical fitness standards as those required for boat crews and law enforcement personnel.

Table 5-9
Physical Fitness Standards

Males	**Push-Ups**	**Sit-Ups**	**Sit and Reach**	**1.5-Mile Run**	**12-Minute Swim**	**1-Mile Hike**
Under 30	29	38	16.5"	12:51	500 yards	45:00
30 to 39	24	35	15.5"	13:36	450 yards	45:00
40 to 49	18	29	14.25"	14:29	400 yards	45:00
50 to 59	15	25	12.5"	15:26	350 yards	45:00
60+	13	22	11.5"	16:43	300 yards	45:00
Females	**Push-Ups**	**Sit-Ups**	**Sit and Reach**	**1.5-Mile Run**	**12-Minute Swim**	**1-Mile Hike**
Under 30	23	32	19.25"	15:26	400 yards	45:00
30 to 39	19	25	18.25"	15:57	350 yards	45:00
40 to 49	13	20	17.25"	16:58	300 yards	45:00
50 to 59	11	16	16.25"	17:55	250 yards	45:00
60+	9	15	16.25"	18:44	200 yards	45:00

Notes:

- 12-minute swim test chart is based on Dr. Kenneth Cooper's research.
- Push-ups and sit-ups must be performed within a one-minute time period.
- Either the 1.5-mile run or the 12-minute swim may be performed to meet the standard.

A.9.a. Arm and Shoulder Strength

The requirements for arm and shoulder strength are to perform as many correct push-ups as possible in one minute.

One-Minute Push-Ups	**Step**	**Procedure**
Perform the number of correct push-ups in one minute as specified in **Table 5-9**.	1	Start with hands shoulder-width apart.
	2	Males will be on hands and toes only; females may place knees on the deck and position hands slightly forward of shoulders.
	3	In the up position, the elbows must be fully extended.
	4	For a proper push-up to be completed, lower the body until the chest is within one fist distance of the deck, and then return to the up position. **NOTE** The back must be kept straight the entire time.

A.9.b. Abdominal and Trunk Strength

The requirements for abdominal and trunk strength are to perform as many correct sit-ups as possible in one minute.

One-Minute Sit-Ups	Step	Procedure
Perform the number of correct sit-ups in one minute as specified in **Table 5-9**.	1	Lie on back, bend knees, place heels flat on floor about 18 inches away from buttocks, and keep fingers loosely on side of head. Hands may not come off of side of head for sit-up to count. **NOTE** Feet may be anchored.
	2	In the up position, elbows will touch the knees, then return so that both shoulder blades are touching the deck.
	3	The buttocks should never leave the deck. **NOTE** Any resting should be done in the up position.

A.9.c. Flexibility

To meet the flexibility standard, the trainee must be able to reach to at least a specified measurement sitting with feet against a box that has a yardstick on top of the box, with the 15-inch mark even with the edge of the box.

Sit and Reach	Step	Procedure
Sit and reach to the specified measurement in **Table 5-9**.	1	Warm up and stretch sufficiently.
	2	Remove shoes and sit with feet flat against the box. **NOTE** The 15-inch mark is between the individual's feet with the end of the yardstick, 0 inches through 15 inches, extending forward towards the subject's knees.
	3	Keep feet no more than 8 inches apart.
	4	Place the hands exactly together, one on top of the other, with the fingers extended.
	5	Keep the knees extended and the hands together.
	6	Lean forward without lunging and reach as far down the yardstick as possible.
	7	Record the reach to the nearest ½ inch. **NOTE** Three trials are allowed to pass the minimum standard.

A.9.d. Endurance

The requirement to meet the endurance standard is to run/walk 1.5 miles within a prescribed time period, or swim a designated length within 12 minutes.

1.5-Mile Run/Walk	Step	Procedure
Run/walk 1.5 miles in the time specified in **Table 5-9**.	1	Refrain from smoking or eating for 2 hours prior to this test.
	2	Warm up and stretch sufficiently.
	3	Run or walk 1.5 miles in the required amount of time for the appropriate age bracket.
	4	If possible, receive pacing assistance, either by having a trained pacer run alongside or by calling out lap times during the test.
	5	Be forewarned not to start out too fast and not to run to complete exhaustion during the test.
	6	At the end of the test, walk for an additional 5 minutes to aid in recovery.
12-Minute Swim	**Step**	**Procedure**
Swim the distance specified in **Table 5-9** in 12 minutes.	1	Warm up and stretch sufficiently.
	2	Swim the required distance for the appropriate age bracket in 12 minutes.
	3	Use whichever stroke desired and rest as necessary. **NOTE** Cannot touch bottom during rest.
1-Mile Hike	**Step**	**Procedure**
Walk 1 mile with 50-pound pack in 45 minutes.	1	Warm up and stretch sufficiently.
	2	Walk the required distance in 45 minutes.

A.9.e. Biannual Assessment

An annual assessment should be performed by the unit Wellness Representative (WR), unit Fitness Leader (FL), or independent support command Wellness Coordinator (WC) who has been trained to perform the same fitness assessments. These personnel not only perform the annual test, but also create unit or individual fitness routines to maintain or increase physical fitness. Physical fitness is extremely important. Members should be physically active to improve quality of life and maintain deployment readiness. Standards are used to assess/measure our physical fitness.

While in garrison, PSUs can only influence an individual's exercise regimen a couple days each month so the responsibility for physical fitness mostly rests with the member; the physical fitness test is used to assess readiness. Everyone is expected to successfully complete the physical fitness test to remain at the PSU and deploy. Everyone has six months to pass the initial test. Thereafter, a biannual physical fitness test is scheduled and personnel have two months to successfully complete all requirements. Personnel who do not comply with the physical fitness standards may be moved to the Individual Ready Reserve (IRR). Once able to meet these standards, they may be returned to the PSU to complete the original assignment; personnel will not normally be assigned to another unit.

A.10. Urinalysis Program

The Urinalysis Coordinator shall be designated in writing by the command to coordinate the Urine Specimen Collection Program. Urinalysis is a means to deter and detect drug abuse. The entire procedure involves obtaining urine samples under controlled conditions, maintaining a chain of custody on each sample, and scientifically analyzing the samples to detect the presence of drugs.

A.10.a. References

a. *Personnel Manual*, COMDTINST M1000.6 (series), *Chapter 20*
b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
c. *Urinalysis Drug Testing Procedures*, COMDTINST 5355.1 (series)

A.10.b. Procedures

The following procedures shall be performed to effectively carry out the requirements of the Urinalysis Program in accordance with the *Personnel Manual*, COMDTINST M1000.6 (series), *Section 20.C.2*.

A.10.b.1. Commanding Officer

The CO shall:

- Designate Primary Urinalysis Coordinator in writing.
- Designate urinalysis observers.
- Conduct random urinalysis tests.

A.10.b.2. Urinalysis Coordinator

The Urinalysis Coordinator shall carry out duties in accordance with the *Personnel Manual*, COMDTINST M1000.6 (series), *Section 20.C.2*.

A.10.b.3. Service Member

The Service Member shall:

- Report to the coordinator with valid military ID.
- Report all prescription and over-the-counter drugs they are currently taking, health facilities, and other information regarding medications.
- Verify information on label and ledger; sign ledger and initial label.
- Provide sample.

A.10.b.4. Designated Observer

The Designated Observer shall:

- Directly observe that each member provides ONE specimen that fills at least half of the bottle.
  - For men, the observer shall observe the service member urinating into the urine specimen bottle, placing the cap on the bottle, and delivering the bottle directly to the coordinator.
  - For women, the urine may be collected in a wide-mouth bottle and transferred into the urine specimen bottle. The observer shall observe the service member urinating into the wide-mouth bottle, transferring the urine to the urine specimen bottle, placing the cap on the bottle, disposing of the wide-mouth bottle, and delivering the urine specimen bottle directly to the coordinator.
- Sign the urinalysis ledger to certify that the specimen bottle contains the member's urine and that it has not been contaminated.

A.11. Good Order and Discipline

All persons assigned to a Coast Guard PSU are subject to the Uniform Code of Military Justice (UCMJ) regulations. These regulations constitute general regulations of a punitive nature within the meaning of 10 U.S.C. 892(1) Article 92(1), UCMJ. Violators of the provisions of this publication are subject to prosecution under Article 92 of the UCMJ.

A.11.a. References

a. *Coast Guard Equal Opportunity Program Manual*, COMDTINST M5350.4 (series)
b. *Commercial Solicitation Controls at Coast Guard Units*, COMDTINST 1740.2 (series)
c. *Hazing Awareness Training*, COMDTINST 1610.1 (series)
d. *Military Justice Manual*, COMDTINST M5810.1 (series)
e. *Personnel Manual*, COMDTINST M1000.6 (series)
f. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
g. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
h. *Water Supply and Waste Water Disposal Manual*, COMDTINST M6240.5 (series)

A.11.b. Procedures

The following procedures shall be regarded in order to ensure compliance with UCMJ Regulations.

A.11.b.1. Alcoholic Beverages, Narcotics, Marijuana, and Other Controlled Substances

- No person shall introduce, possess, or consume alcoholic beverages while on duty.
- PSUs will not hold or transport alcoholic beverages for the crew.
- The Medical Officer may prescribe, administer, and issue some narcotics and controlled substances.
- Monthly accounting of narcotics and controlled substances is the responsibility of the Controlled Substances and Materials Inventory Board.

A.11.b.2. Armed Forces Censorship

Whenever Armed Forces censorship is established, crew members shall observe the following:

- All personal communications between members of the Armed Forces or persons accompanying or serving with the United States Armed Forces are subject to censorship. This applies in established censorship areas or units.
- Transmissions of electronic mail, personal cables, radiograms, telegrams, video teleconferences, or telephone calls shall be through facilities approved by higher authority. This applies when the transmissions transit the borders of a censorship area.
- Hand carrying, shipping as baggage in personal effects, or otherwise sending tangible personal communications is permitted. However, submitting these communications to the censorship board before transmission is mandatory.

A.11.b.3. Armed Forces Identification

No personnel, without proper authority, may:

- Have more than one Armed Forces Identification Card (DD Form 2 CG).
- Leave the unit without their Armed Forces Identification Card.
- Alter, damage, lend, counterfeit, or use this card in an unauthorized manner.

NOTE

Members returning to their station without their Armed Forces Identification Card shall report to and inform the CDO of the loss. The member will promptly complete a report about the loss on the Application for Uniformed Services Identification Card (DD Form 1172), and submit it to the CO.

A.11.b.4. Arrest by Civilian Authorities

Personnel shall:

- Promptly report to the CDO facts concerning a civil arrest or detention. The CDO shall relay the report to the CO as soon as possible. The CO may designate the XO to receive these reports.
- Report all cases of civil arrest and action, except minor traffic violations, by letter to Coast Guard Personnel Command (opm/epm). *Chapter 8* of the *Personnel Manual*, COMDTINST M1000.6 (series) describes how to report the incident and defines minor traffic violations.

A.11.b.5. Harassment	Harassment is a form of discrimination. There are several aspects of harassment that could involve objectionable duties, verbal taunting, unwelcome advances, solicitation of favors, or sexually oriented verbal or physical conduct. Harassment is unacceptable conduct and shall not be condoned or tolerated. This includes not only refraining from practicing prohibited behavior, but actively countering and promptly reporting such action.
A.11.b.6. Hazing	The Coast Guard does not tolerate hazing. Hazing typically occurs in connection with unprepared and unsupervised "initiations". The result is a mistaken perception that the event gives a license to subject an individual to personal abuse. Hazing constitutes military misconduct and preventing it is an all hands responsibility.
A.11.b.7. Official Forms, Records, and Correspondence	Control of releasing official record information concerning individuals under the Privacy Act (PA) will follow the policies and procedures in *The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual*, COMDTINST M5260.3 (series). No person shall: • Sell, barter, or trade official correspondence, records, or forms for monetary gain or other considerations. • Deliver or reveal the contents of official correspondence, records, investigations, or forms in a member's possession, custody, or control to an unauthorized person.
A.11.b.8. Permission to Leave	• The XO grants permission to leave the unit during duty hours to junior personnel when directed by the CO. Department Heads may grant permission when authorized by the CO. • All persons shall report their departures and return to the CDO. • When a work party leaves and returns to the unit, the Officer/Petty Officer in charge shall inform the CDO and provide the CDO a list of members in the work party.
A.11.b.9. Personal Effects	• No crew member shall keep personal items or other articles in any locker, closet, or space other than the one assigned, unless permitted by proper authority. • Members are responsible for obtaining a lock and keeping their personal locker secured. Report immediately any evidence of tempering or unauthorized entry into a personal locker to the Master-at-Arms (MAA) and the CDO. • Collect, inventory, and seal the personal effects of a person declared a deserter as required by *Chapter 8* of the *Personnel Manual*, COMDTINST M1000.6 (series). This also applies if a member becomes mentally or physically incapacitated and can no longer care for such items. • No person shall handle or disturb the personal effects of another person, unless conducted under the specific direction of proper authority.
A.11.b.10. Personal Relationship	COs are responsible for ensuring that all members of their commands are familiar with *Chapter 8* of the *Personnel Manual*, COMDTINST M1000.6 (series). Crew members must remain aware of the impact fraternization and other inappropriate personal relationship have on crew morale and the unit's good order and discipline.
A.11.b.11. Personally Owned Tools and Material	• No crew member shall remove any tools, materials, or equipment, whether government or personal property, from the PSU without authorization. • Personnel desiring to bring aboard personally owned tools, materials, or equipment for use or repair shall first get permission from the XO.
A.11.b.12. Pets	No crew member may bring a live animal aboard the PSU for any purpose without permission of the CO.

A.11.b.13. Photographs	• No person shall photograph classified equipment or material without specific approval of the CO. • The CO may screen photographs taken by Coast Guard personnel with personal cameras aboard the unit. This applies during times of emergencies, disasters or combat action for official interest, including public information. Process and handle photographs considered to be of official value in the same manner as official U.S. Coast Guard photographs. Return unclassified negatives to the individual after processing and distribution. • Persons having cameras shall conform with local port or military regulations as to the introduction or use of cameras within that jurisdiction.
A.11.b.14. Plan of the Day	The POD will be published by the XO or a designated representative on a schedule determined by the XO. The POD is a medium for the promulgation of such orders and directives as the XO may issue. The CDO will issue the POD when the XO is absent. The POD will be posted on all bulletin boards and the XO will maintain a master file. All persons shall read the POD and are responsible for its contents.
A.11.b.15. Potable and Raw Water	• Seawater shall not be used for cleaning purposes in food service spaces. • Obtaining, transferring, and treating of water (potable and raw) will follow the *Water Supply and Waste Water Disposal Manual*, COMDTINST M6240.5 (series), the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), Area/MLC SOP, and District directives. • Every person must practice prudence and economy when using potable water. The demands placed upon the unit's potable water supply for washing, cooking, and drinking make this necessary. The galley and sickbay are to use only that amount of potable water consistent with cleanliness and sanitation. Use of potable water for general cleaning purposes is permitted only as the CO directs. • Willfully wasting or causing the loss of fresh water is prohibited.
A.11.b.16. Quarters and Muster	• All personnel shall be present for quarters, muster, or other such place set by proper authority unless properly authorized to be absent. • Persons shall report the absence of any crew member to the appropriate Department Head. • Personnel shall file accurate muster reports.
A.11.b.17. Report of Offenses	Reporting offenses which come under a member's observation is mandatory. Report violations against the unit's regulations/directives and other lawful orders and directives according to *Articles 9-1-1* and *9-2-2* of *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series) and current policies.
A.11.b.18. Sabotage or Willful Damage	Any person who believes the unit is in danger due to sabotage or deliberate damage shall immediately inform the CDO.

A.11.b.19. Search and Seizure

The CO has the authority to order searches of persons and property under command control by responsible persons of the command. Order searches only when sufficient reliable information is presented. This information must support a reasonable belief that an offense was committed by the individual whose person or property is searched. The CO must believe the search of that person or property will yield in instrumentality, fruit, or other evidence of that offense. When a search is authorized, the search authorization specifies the person or property that may be searched, and the items that may be seized if found as a result of the search. No other person may authorize searches as part of an investigation into a suspected or known offense except that:

- A search of an individual's person, the clothing the crew member is wearing, and the property in the crew member's immediate possession or control may be conducted. This is done at the time of apprehension as a search incident to the lawful apprehension of a crew member. If possible, use persons of the same sex when conducting searches of one's person and clothing.
- A search to prevent the removal or disposal of property believed on reasonable grounds to be criminal goods may be conducted.
- A search with the consent of the owner in possession of the property may be conducted at any time.
- A search according to the authority of a lawful search authorization may be conducted.

These restrictions do not reduce the authority of the CO to conduct an administrative inspection at any time to ensure.

- Safety and security.
- Operational readiness.
- Health and welfare.

If possible, the CO should obtain legal guidance for the specific action to be taken to ensure all proper steps are taken.

A.11.b.20. Security Container Combination

- The Communications Officer, Classified Material Control Officer (CMCO), or CO will maintain a current record of combinations for all security containers onboard.
- Any person setting or changing the combination on any security container will place the combination in a sealed, opaque envelope (Standard Form 700). Write the exact location and number of the security container on the envelope and deliver the envelope to the designated officer.
- Assign a security classification to the combination equal to the highest category of classified material within the container. Store the combination in a separate, appropriate container.

A.11.b.21. Security of Classified Material	• No person may remove any classified material from its proper place or stowage without permission of proper authority. Remove such material only as necessary in the performance of assigned duties. • No person, having possession, custody, or control of classified material, may knowingly deliver that material or divulge its contents to any person not authorized to receive the material or to have knowledge of its contents. Failing to take adequate measures, as prescribed by the CO or higher authority, for safeguarding classified information is prohibited. • No person may copy or record any portion of classified material without permission of proper authority. If such material is copied, failing to handle and safeguard such copies as classified material is prohibited. • No crew member shall possess any classified material not necessary to perform ones duties. No person finding classified material adrift or unattended shall fail to turn in such material to the CMCO. • No person may remove any classified material from the unit without the specific permission of the CO or his designated representative.
A.11.b.22. Solicitors, Tradesmen, and Agents	• No person shall furnish the names of any members of the crew to a solicitor, tradesman, or agent without permission of the CO. • The CO will authorize only such agents, solicitors, and tradesmen access to the unit or crew as appropriate. COs must comply with *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series) and *Commercial Solicitation Controls at Coast Guard Units*, COMDTINST 1740.2 (series).
A.11.b.23. Special Requests and Request Mast	• A member may communicate with the CO through a request mast. • Responsible persons shall forward any request promptly through the chain-of-command to the proper level for decision. The reason for denying or not recommending a request shall be stated. • Failure to act upon or forward promptly any request or appeal which is one's duty to forward or act upon is prohibited.
A.11.b.24. Support of Dependents	The command expects all members to conduct their personal affairs lawfully and honorably. This obligation includes the responsibility for providing adequate and continuous support for all lawful dependents. This obligation includes compliance with the terms of support clauses in separation agreements or divorce decrees. When complaints alleging inadequate support of dependents are received, the CO will promptly acknowledge the complaint. The member will be counseled to determine the validity of the complaint, then compliance with current policy will be effected, as necessary. The obligation to support dependents is binding on all members under the penalty of administrative action, disciplinary action, or both.
A.11.b.25. Unauthorized Articles	No crew member shall: • Have property of another person onboard without permission. • Purchase any dangerous weapons, including knives, firearms, explosives, fireworks, or pyrotechnics, in any port outside the United States. The CO must authorize exceptions to this regulation in writing. • Sell, display, or distribute lewd or obscene movies, videos (i.e., no video or movie rated NC-17 or X may be shown), writings, photographs, or drawings. • Possess a controlled medicine or drug without authorization from a Medical Officer, or the prescription of a civilian doctor.

A.11.b.26. Unauthorized Entry	No crew member shall: • Enter a space marked EXCLUSION, LIMITED, CONTROLLED, or RESTRICTED AREA, or known to be a restricted area, unless duty performance requires access. • Enter any office space or shop without authorization.

A.11.b.27. Uniforms, Clothing, and Organizational Gear	• Personnel shall not:
	  ▪ Wear frayed, torn, dirty, or otherwise mutilated clothing unless authorized for special work details.
	  ▪ Wear clothing not part of the uniform of the day without permission of proper authority.
	  ▪ Wear any article of the uniform in a manner that would bring discredit to the service.
	  ▪ Wear any uniform other than the regulation uniform or insignia of a member's grade or rate.
	  ▪ Sell, barter, exchange, or give away clothing, arms, military outfits, or equipment the government furnishes.
	• The responsibility of caring for organizational equipment rests with the person to whom the gear is issued.
	• Personnel may carry pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, pipes, or similar items in the pockets of the uniform. Such items will not be visible nor retract from the proper appearance of the uniform. Members will not wear necklaces, crosses, pendants, etc. exposed when in uniform. No eccentricities or faddishness of dress, jewelry, or grooming is authorized. Male personnel shall not wear earrings in uniform or aboard any military installation when wearing civilian clothing.

A.11.b.28. Watches, Patrols, and Sentries	While assigned to patrol or sentry duty, crew members shall: • Report a violation of the unit's regulations, directives, or other breach of good order and discipline. • Attempt to stop such violations. • Report violations of established safety procedures, precautions, and regulations.
A.11.b.29. Water Pollution/Refuse Disposal	Crew members shall: • Properly dispose of all refuse, garbage, and other potential pollutants. • Implement the most severe restrictions when mixing garbage with other discharges having different disposal or discharge requirements. • Refrain from disposing any synthetic materials into the water. • Properly manage hazardous wastes in accordance with the *Hazardous Waste Management Manual*, COMDTINST M16478.1 (series).

A.12. Control and Registration of War Trophies and War Trophy Firearms

This procedure defines responsibilities and prescribes minimal procedures and requirements for control over the possession and retention of war trophies, including war trophy firearms, and requirements for the introduction of such items into the United States:

- The United States includes all States of the Union, the District of Columbia, commonwealths, and any and all possessions or Territories of the United States.
- A war trophy is any item of enemy public or private property utilized as war materiel (i.e., arms, military accouterments) acquired in a combat area or zone within a prescribed period of time, and authorized by the commander to be retained under provisions of this regulation. See *Chapter 5*, paragraph A.12.b for a list of prohibited articles.
- A firearm is any weapon, including a starter gun, other than an antique firearm, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.
- A war trophy firearm is a firearm of small caliber up to and including caliber .45 (or equivalent expressed in terms of some other linear measure), and all gauges of shotguns, except for 'firearms' prohibited by the National Firearms Act. (see *Chapter 5*, paragraph A.12.c)
- A destructive device is:
  - Any explosive, incendiary, or poison gas including the following:
    - Bomb.
    - Grenade.
    - Rocket having a propellant charge of more than 4 ounces.
    - Missile having an explosive or incendiary charge more than ¼ ounce.
    - Mine.
    - Similar device.
  - Any type of weapon, other than a shotgun or shotgun shell which is generally recognized as particularly suitable for sporting purposes, by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½-inch diameter.
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device can be readily assembled.

A.12.a. References

a. *National Firearms Act,* Title 26 United States Code (USC) Sections 5801-5862

b. *Personal Affairs; Control and Registration of War Trophies and War Trophy Firearms*, OPNAVINST 3460.7A

c. *The Law of Land Warfare*, FM 27-10

A.12.b. Prohibited Articles

The following categories of articles and material are not considered as war trophies, and may not be retained or introduced into the United States under the provisions of *reference (b)*:

- United States property or property of any allied nation.
- United States property issued or otherwise provided to other governments and captured from enemy forces during hostilities.
- Name plates removed from any type of equipment (name plates will not be removed from captured equipment, except as authorized by the appropriate commander).
- Live ammunition, explosives, or any item containing explosives.
- Weapons defined as 'firearms' by the National Firearms Act and further described in paragraph A.12.c.
- Electronics equipment (radios, radar equipment) or component parts thereof.
- Flammables of any nature.
- Government-owned or privately owned equipment of any enemy which is not designed to be issued to or carried by an individual (i.e., motor vehicles, aircraft, motorcycles, machine tools, and surgical or dental instruments).
- Government-owned or privately owned articles of a household nature, objects of art or historical value, or articles of worth, such as silver or goldware, chinaware, linens, furniture, stamp collections, coin collections, gems, jewelry, and paintings.
- Articles, including works of art or science, which were the property of municipalities or institutions dedicated to religion, charity, education, the arts and sciences, or other items of local value as may be determined by the oversea commander.
- Items which are more valuable to research, training, military intelligence, historical, or other purposes than as a trophy (i.e., special purpose clothing, scientific research papers, technical books, weapons, or equipment of peculiar design or modification).
- Any item, article, or piece of equipment obtained in violation of international law or in violation of any treaty law in effect between the United States and any other country.
- Any other article or material not included above but determined by appropriate major commanders to be potentially detrimental to the health, safety, or welfare of individuals will be prohibited for retention or shipment as war trophies.
- Any weapon, by whatever name called, which propels or expels a gas or gas-producing material, either by means of an explosive or compressed air.

A.12.c. Weapons Prohibited by the National Firearms Act

The following weapons are prohibited by the National Firearms Act:

- Shotguns having a barrel or barrels less than 18 inches in length.
- A weapon made from a shotgun if such weapon as modified has an overall length of less than 26 inches or a barrel or barrels of less than 18 inches in length.
- A rifle having a barrel or barrels of less than 16 inches in length.
- A weapon made from a rifle if such weapon as modified has an overall length of less than 26 inches or a barrel or barrels of less than 16 inches in length.
- Any other weapon or device capable of being concealed on the person from which a shot can be discharged through the energy of an explosive, a pistol, or a revolver having a barrel with a smooth bore designed or redesigned to fire a fixed shotgun shell, weapons with combination shotgun and rifle barrels 12 inches or more, less than 18 inches in length from which only a single discharge can be made from either barrel without manual reloading and shall include any such weapon which may be readily restored to fire.
- Machine gun, meaning any weapon which shoots, is designed to shoot, or can be readily restored to shoot, automatically more than one shot, without manual reloading, by a single function of the trigger. The term shall also include the frame or receiver of any such weapon, any combination of parts designed and intended for use in converting a weapon into a machine gun, and any combination of parts from which a machine gun can be assembled if such parts are in the possession or under the control of a person.
- A muffler or a silencer for any firearm whether or not such firearm is included within this definition.
- Destructive devices.

A.12.d. Authorization of War Trophies

Members of the United States Armed Forces may be authorized to retain and bring into the United States items of enemy equipment acquired in a combat area or combat zone within prescribed periods of time, unless otherwise prohibited.

Designation of combat areas or combat zones and time periods for acquisition of war trophies will be announced in appropriate directives.

An individual authorized to retain war trophies, including war trophy firearms, will be issued War Trophy Registration/Authorization (DD Form 603-1) by the appropriate major commander.

Section B. Internal Operating Procedures

Introduction	It is the responsibility of all personnel assigned to the PSU chain-of-command to make accurate and timely reports to senior and subordinate personnel in their chain-of-command. It is essential that senior officer and enlisted personnel review these reports prior to forwarding them outside the PSU chain-of-command.
B.1. Unit and Area-Specific Procedures	Each unit must assess their specific requirements for either routine processes while in garrison or when deployed.
B.1.a. References	a. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
B.1.b. Procedures	Each unit should develop internal operating procedures in a format that best suits them. Examples are included in *Appendix D* which were developed during Operation Iraqi Freedom. These 'Smart Cards' are distributed to personnel to help them deal with specific operating requirements in this AOR. Unit-specific changes to this manual should be forwarded to Commandant (G-OPD) via the chain of command, and may be considered for immediate widespread distribution to other PSUs.
B.2. Readiness Reporting	Status of Resources and Training System (SORTS) is the principal operational reporting system used by the Coast Guard and other military services. It is a resource and unit-monitoring system designed to support information requirements related to crisis response planning, deliberate or peacetime planning, and service management responsibilities to organize, train, and equip forces. SORTS is the only reporting system that systematically assesses unit operational readiness to conduct operations described in the Required Operational Capability/Projected Operation Environment (ROC/POE) statement based on assigned resources and training levels. SORTS data in computerized command and control systems provide identification and general status data to Coast Guard and Joint Service Operational Commanders to support operational decision-making and help identify and solve unit readiness problems. SORTS reports are required when in garrison and when deployed. When in garrison, SORTS reports must be updated at least once each calendar month. When deployed, SORTS messages must be updated at least every 30 days or when there is a significant change.
B.2.a. References	a. *Coast Guard Port Security Unit Status of Resources and Training System Decision Aids*, COMDTINST M3501.51 (series) b. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series) c. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)
B.2.b. Procedures	The following procedures shall be performed to meet the requirements for the SORTS reporting system.
B.2.b.1. Commanding Officer	The CO shall approve SORTS reports and ensure they accurately reflect unit readiness.

B.2.b.2. Operations Officer

The Operations Officer (OPS) shall:

- Coordinate SORTS message preparation and files.
- Recommend remarks for commander's assessment.
- Consolidate personnel data from the Division Officers and complete SORTS worksheet for personnel.

B.2.b.3. Communications Officer

The Communications Officer shall:

- Consolidate data from the Department Heads, Division Officers, and Training Officer, and prepare the SORTS report.
- Maintain a record of SORTS reports and worksheets.

B.2.b.4. Training Officer

The Training Officer shall consolidate training data from the Division Officers and complete the SORTS worksheet for training.

B.2.b.5. Logistics Officer

The Logistics Officer (LO) shall:

- Complete SORTS worksheets for supply data.
- Consolidate personnel data from the Division Officers and complete the SORTS worksheet for personnel.

B.2.b.6. Engineer Officer

The Engineer Officer (EO) shall complete SORTS worksheets for engineering equipment status.

B.2.b.7. Division Officer

The Division Officer shall:

- Provide data for SORTS personnel and training.
- Monitor individual performance in completing required training.

B.3. Honors and Ceremonies

Honors and ceremonies are prescribed in *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series). However, they may be dispensed with when the Commandant directs, or when requested by an individual to whom such honors and ceremonies are due.

The National Ensign shall normally be displayed from 0800 to sunset. The Coast Guard ensign may be displayed from the yardarm, if available, or on the same hoist and immediately below the National Ensign.

Honors are rendered only to officials of nations that are formally recognized by the United States Government unless authorized by the Commandant.

The senior officer present in the United States Navy or Coast Guard may make, subject to courtesy considerations, such modification as circumstances warrant and as may be agreed upon with the responsible officials or the senior officer present of the nation involved, should the required number or frequency of international salutes, official visits, or other honors and ceremonies be deemed excessive.

When two or more officials or officers, each entitled to honors, make an official visit in company, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered honors to which individually entitled. The official visiting party may direct that honors be rendered to more than one member of the official party.

B.3.a. References	a. *Marine Corps Drill and Ceremonies Manual*, COMDTINST M5060.11 (series) b. *Public Affairs Manual*, COMDTINST M5728.2 (series) c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series), Chapter 14
B.3.b. Procedures	The following procedures apply for honors and ceremonies.
B.3.b.1. Morning and Evening Colors	Providing current operations permit and with Operational Commander's approval, the ceremonial hoisting and lowering of the National Ensign at 0800 and sunset shall be carried out as follows: • The Command Duty Officer (CDO) shall observe Colors from the vicinity of the point of hoist of the ensign. • "Attention" shall be sounded, followed by the National Anthem over the public address system. In the absence of music, "Attention" and "Carry On" shall be the signals for rendering and terminating the salute. • At Morning Colors, the ensign shall be started up at the beginning of the music, if available, and hoisted smartly to the peak or truck. • At Evening Colors, the ensign shall be started from the peak or truck at the beginning of the music, if available, and the lowering shall be so regulated that it completes on the last note. • Upon completion, "Carry On" shall be sounded.
B.3.b.2. Exchange of Hand Salutes	• Hand salutes shall be rendered and returned in accordance with *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series) when in garrison. • Hand salutes shall not be rendered or returned at the discretion of the Senior Officer present when in the field. • Official ceremonies, visits, and calls shall be conducted in accordance with *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series).

B.4. Intelligence

Preparation is critical to any operation. PSUs train to prepare for general operations. Detailed intelligence information improves operations by providing an opportunity to refine operations to meet specific requirements for the area of operations (AO). Information such as force protections (FP) Assessments, Foreign Port Information, and Quarterly Threat Assessments may be obtained. Once in theater, operational and tactical intelligence information is provided by the supported commander, normally through the Harbor Defense Commander.

There are several intelligence sources that a PSU may use to get information before deploying. The Coast Guard Intelligence Coordination Center (ICC) provides security-related situational and local threat assessments. ICC assessments are prepared from intelligence reports and documents received from the national intelligence community and are amplified through consultations with analysts from those agencies on scheduled and specific request basis. These reports include information obtained during intelligence agency meetings and working groups. The agencies from which the ICC draws this information include, but are not limited to: CIA, DIA, NSA, Navy Anti-Terrorism Alert Center (ATAC), Army Intelligence and Threat Analysis Center (ITAC), Military Airlift Command Intelligence Center, Departments of State and Treasury, FBI, and the U.S. Marshal Service.

All personnel should be thoroughly briefed on up-to-date information and intelligence available before the operation begins. Intelligence briefings should include current threat analysis, thorough indoctrination of the weapons, methods, and capabilities of potential adversaries, and thorough familiarization with the local area, including commercial fishing and other vessel operations, and local marinas and the types of boats that routinely operate from them, favorite local fishing, and loitering areas, etc.

PSU personnel are often in a position to collect information that may prove useful in carrying out assigned duties. Typical information includes the identity of vessels, comments from mariners, reports in local media articles, or broadcasts. This information may be collected if it is obtained overtly and lawfully. Personnel shall not normally be authorized to engage in clandestine surveillance or seek information in the civilian community by assuming undercover roles, cultivating paid informants, or other clandestine activities.

B.4.a. References

a. *Coast Guard Intelligence Manual*, COMDTINST 3800.1 (series)
b. *Coast Guard Investigations Manual*, COMDTINST M5527.1 (series)
c. *Foreign Travel*, COMDTINST 5000.5 (series)
d. *Intelligence Collection and Reporting by Coast Guard Units*, COMDTINST C3821.5 (series)
e. *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series)

B.4.b. Procedures

The following procedures shall be performed for intelligence data collection.

B.4.b.1. Intelligence Officer	The Intelligence Officer shall: • Contact directly and prepare a Request for Information (RFI) for the AO. • Determine intelligence collection requirements for the AO. • Deliver intelligence briefing including cultural considerations, threats, health and safety issues, and other information for the crew in accordance with *Foreign Travel*, COMDTINST 5000.5 (series). • Consolidate watch intelligence debriefings from CDO and prepare summary intelligence reports to TACON. • Provide information to help individuals get acclimated to the climate and new situation that they will encounter when deployed.
B.4.b.2. Tactical Action Officer	The TAO shall consolidate data from the Shore and Waterborne Security Duty Officers, boat crews, shore security personnel, and others.
B.4.b.3. Shore Security Duty Officer	The Shore Security Duty Officer shall consolidate data from shore security personnel and others.
B.4.b.4. Waterborne Security Duty Officer	The Waterborne Security Duty Officer shall consolidate data from the boat crews and others.
B.4.b.5. Coxswain	The coxswain shall complete intelligence debriefing sheets upon watch completion.
B.4.b.6. Squad Leader	The Squad Leader shall complete intelligence debriefing sheets upon watch completion.
B.4.b.7. All Personnel	All personnel shall notify CDO of any anomaly or information that is considered to be of intelligence value; if in doubt, make report and allow the Intelligence Officer to make final determination.

B.5. Weapons Doctrine

This SOP has been prepared in accordance with the Ordnance Manual. It establishes weapons policy and doctrine for personnel training, storage, and employment of pyrotechnics, personal weapons, and machine guns.

Each PSU has a large cache of ordnance materials and weapons. This SOP is distinctive from other Coast Guard doctrines because of the diverse weapons suite that is employed during the course of training and operations. This doctrine covers the following machine guns, defensive and personal weapons, and pyrotechnics:

Special Purpose Weapons:
M2 .50-caliber Machine Gun
M203 40-mm Grenade Launcher
M240 7.62 mm Machine Gun
MK3A2 Concussion Grenade
Personal Defense Weapons:
M16 5.56 mm Rifle
M9 9 mm Pistol
M870 12-gauge Riot Shotgun
Pyrotechnics:
MK 79 Distress Signals
MK 108 Green Vary Flare
MK 124 Day/Night Signal Flare
MK 127A1 Parachute Flare
MK 142 White Vary Flare

Rules of Engagement (ROE) and Use of Force (UOF) Policy should be determined for each AO, and weapons configuration should take into account threats, collateral damage, and how each weapon and/or tactics can be employed in the specific AO to successfully accomplish mission objectives without unnecessarily endangering people in the port area.

B.5.a. References

a. *Ordnance Manual*, COMDTINST M8000.2 (series)
b. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)
c. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.5.b. Procedures – Routine Requirements/ Training and Operations

All PSU personnel who are required to utilize weapons during assigned missions shall be trained, qualified, and authorized to safely deploy and fire such weapons as necessary in accordance with the *Ordnance Manual*, COMDTINST M8000.2 (series).

B.5.b.1. Weapons Officer

The Weapons Officer is responsible to the CO for all matters related to weapons inventory, stowage, deployment, and use. The Weapons Officer shall:

- Coordinate weapons training for the crew.
- Ensure weapons and ammunition are transported in accordance with applicable regulations.
- Establish weapons clearing station(s).
- Ensure use of MILES gear and blank ammunition for exercises whenever possible.
- Control access to the armory.
- Document weapons training.

B.5.b.2. Training Officer	The Training Officer shall schedule weapons training.

B.5.b.3. All Personnel	All personnel shall:
	• Follow appropriate directives for storage of weapons and ammunition.
	• Clean and maintain all personnel defense and other issued weapons daily.
	• Shoot personal defense weapon for qualification:
	  ▪ Shore Security Personnel should be trained on the M16 and M9 at Level II semi-annually.
	  ▪ Waterborne Security Personnel should be trained on M-16 at Level III annually and coxswains shall be trained to Level II semi-annually for the M9.
	  ▪ All remaining unit personnel should be trained on their primary personal defense weapon (M16 or M9) at Level III annually.
	• Shoot the .50-caliber machine gun (minimum of 100 rounds) biennially and demonstrate competency in the correct headspace and timing of the gun.
	• Shoot the M240 machine gun (minimum of 200 rounds) biennially. Change the belt after 100 rounds and the barrel after 200 rounds.
	• Shoot the M203 40-mm grenade launcher biennially (minimum of 6 rounds).
	• Shoot the M870 12-gauge riot shotgun for qualification annually.
	• Conduct pyrotechnics training annually.
	• Conduct percussion grenade training biennially.

B.5.b.4. Shore Security Personnel	Shore security personnel shall: • Shoot the M203 40-mm grenade launcher at least biennially (minimum of 12 rounds). • Conduct familiarization training with the MK3A2 concussion grenade at least biennially. • Maintain Level II weapons qualification for M9.
B.5.b.5. Boat Crew Personnel	Boat crew personnel shall: • While underway, shoot the .50-caliber and M240 machine guns at least annually (minimum of 100 rounds of each). • Shoot the M203 40-mm grenade launcher at least annually (minimum of 12 rounds). • Conduct familiarization training with the MK3A2 concussion grenade at least annually. • Conduct required pyrotechnics training. • Maintain Level II weapons qualification for the M9, M16, and M870.
B.5.c. Procedures – Deployment Requirements and Operations	The following procedures shall be performed to carry out deployment requirements and operations.

B.5.c.1. Commanding Officer	PSUs follow Coast Guard Use of Force Policy in accordance with *Chapter 4* of the *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series) when operating under Coast Guard Tactical Control (TACON). PSUs follow Standing Rules of Engagement (SROE) for U.S. Forces, CJCSI 3121.01, Combatant Commander Theatre Specific ROE, and any mission specific ROE when operating under Department of Defense (DoD) TACON. The CO shall: • Carry out ROE or UOF policy. • Approve arming status for waterborne and shore security forces.
B.5.c.2. Operations Officer	The OPS shall: • Approve the overall security plan when deployed, and training and exercise directives, operation orders, and letters of instruction. • Coordinate waterborne and shore security responsibilities, arming status, and hand-off procedures. Tailor weapons to operating requirements and restrictions in the specific AO or a similar systematic approach to assess the appropriate tactic and/or UOF in various scenarios should be followed.

B.5.c.3. Shore Security Officer	The Shore Security Officer (SSO) shall:
	• Plan PSU compound security, including access control, perimeter security, and protective barriers.
	• Review area or theater threat assessments to better understand and define the threats; assess ROE or UOF policy, available capabilities, security, and operational requirements; and access potential collateral damage to determine optimum weapons configuration and patrol tactics for the specific AO that may include:
	  ▪ Bomb at the pier, aboard a ship alongside the pier, or in a vehicle.
	  ▪ Drive-by attack by individuals, boats, or vehicles.
	  ▪ Swimmers or swimmer delivery vehicles or mines.
	  ▪ Individual infiltration.
	• Develop security alert and backup response teams and procedures.
	• Ensure that machine gun batteries and other special weapons complement TPSB operations whenever possible and are established to defend the PSU compound whenever required.
	  ▪ One M203 with six rounds shall be kept at each machine gun battery ashore as an anti-personnel weapon when collateral damage from machine guns is to be avoided.
	  ▪ Three MK3A2 concussion grenades shall be kept at each machine gun battery that supports TPSB operations.
	  ▪ Persons assigned as pier sentries shall have one MK3A2 concussion grenade.
	  ▪ .50-caliber machine gun shall be stocked with a minimum of 400 rounds; 100-round belts.
	  ▪ Each M240 machine gun shall be stocked with a minimum of 600 rounds; 100-round belts.

B.5.c.4. Waterborne Security Officer	The WSO shall:
	• Plan TPSB patrol zones.
	• Review area or theater threat assessments to better understand and define the threats; assess ROE or UOF policy, available capabilities, security, and operational requirements; and potential collateral damage to determine optimum weapons configuration and access patrol tactics for the specific AO that may include:
	  ▪ Bomb (or threats) at the pier, aboard a ship, or in a vehicle ashore.
	  ▪ Drive-by attack by boat(s), jet ski(s), or unmanned (sub) surface vehicle.
	  ▪ Direct attack by boat(s), jet ski(s), or unmanned (sub) surface vehicle.
	  ▪ Swimmers or swimmer delivery vehicles, floating or limpet mines.
	  ▪ Work or pleasure boats capable of delivering a weapon.
	• Ensure that one .50-caliber and two M240 machine guns are mounted; one M203 with six rounds, as an anti-personnel weapon when collateral damage from machine guns is to be avoided; and one case of MK3A2 concussion grenades as anti-swimmer weapons after the target has been localized are on each underway and ready/reaction TPSB as follows:
	  ▪ The .50-caliber machine gun will be stocked with a minimum of 200 rounds; 100-round belts.
	  ▪ Each M240 machine gun will be stocked with a minimum of 400 rounds; 100-round belts.

B.5.c.5. Tactical Action Officer	The TAO shall employ waterborne and shore-based weapons, and coordinate use of shore batteries against surface targets in TPSB security zones.
B.5.c.6. TPSB Coxswain	The TPSB coxswain shall: • Continually review procedures and emergency actions with the crew. • Obtain .50-caliber and M240 machine guns from weapons issue point before going on patrol, mount, conduct operations, remove and return the machine gun(s) to the weapons issue point. • Employ best-suited weapon available against hostile targets in defense of assigned security areas consistent with authorized ROE/UOF and self-defense requirements. • Notify the TAO of machine gun engagements as soon as the situation permits and in advance of any engagement whenever possible.
B.5.c.7. Shore Security Squad Leader	The Shore Security Squad Leader shall: • Continually review procedures and emergency actions with the crew. • Obtain .50-caliber and M240 machine guns from weapons issue point before going on patrol, mount, conduct operations, remove and return the machine gun(s) to the weapons issue point. • Employ best-suited weapon available against hostile targets in defense of the PSU compound and/or defensive action taken in support of TPSB security operations consistent with authorized ROE/UOF and self-defense requirements. • Notify the TAO of machine gun engagements as soon as the situation permits and in advance of any engagement whenever possible.

B.5.c.8. Armory Watch

The Armory Watch shall:

- Maintain custody and accountability for all weapons in accordance with the *Ordnance Manual*, COMDTINST M8000.2 (series).
- Clean all .50-caliber and M60 machine guns upon return to the weapons issue point after assigned patrols.

B.6. Example Rules of Engagement

PSUs follow Coast Guard Use of Force Policy in accordance with *Chapter 4* of the *Maritime Law Enforcement Manual (MLEM),* COMDTINST M16247.1 (series) when operating under Coast Guard Tactical Control (TACON). PSUs will follow Standing Rules of Engagement (SROE) for U.S. Forces, CJCSI 3121.01, Combatant Commander Theatre Specific ROE, and any mission specific ROE when operating under Department of Defense (DoD) TACON.

B.7. Configuration Management

Standardization ensures that a logistically supportable PSU can sustain military operations. Although unique geographical or operational requirements will be imposed by OPCON, standardization improves the Coast Guard's ability to support OPCON. It ensures that logistics support, maintenance, readiness, safety, procedures and proficiency are addressed, that alterations and additions have validated requirements, and that alterations are properly documented and an accurate configuration is maintained.

The Management Information for Configuration and Allowances (MICA) is the approved equipment configuration. Training is guided by the PSU Training and Qualifications Manual. The Configuration Control Board (CCB), chaired by Commandant (G-OPD), approves changes such as, engineering, logistics, staffing, training, scheduling and funding changes that affect form, fit, or function. This is not applicable to changes that are needed for a specific operation or when crew members' safety and health may be compromised if not quickly implemented.

B.7.a. References

a. *Electronics Manual*, M10550.25 (series)
b. *Naval Engineering Manual*, COMDTINST M9000.6 (series), Chapter 041
c. *Ordnance Manual*, COMDTINST M8000.2 (series)
d. *Management Information for Configuration and Allowances (MICA)*, Unit Specific
e. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)
f. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series)

B.7.b. Procedures

The following procedures shall be performed to ensure adequate and effective configuration management.

B.7.b.1. Commanding Officer	The CO shall: • Maintain the 'standard' PSU configuration and comply with these procedures. • Submit recommended changes to the CCB through the Area Commander via letter using the following format in accordance with the *Naval Engineering Manual*, COMDTINST M9000.6 (series), the *Ordnance Manual*, COMDTINST M8000.2 (series), or the *Electronics Manual*, M10550.25 (series): ▪ Background. A brief, definitive statement of the alteration's purpose, concerning the history of the problem to be solved or new or changed capability to be achieved. A proposed solution shall be included in this section. ▪ Preliminary Alteration Development Information. This includes a listing of any references necessary to fully understand the request and to accomplish the alteration. This may be supplemented with marked up cutter drawings, sketches, photographs or VHS tapes, to clearly illustrate the request. ▪ Contingency. If the alteration might be situational (Class "C"), state the conditions or contingency under which the alteration should be completed.
B.7.b.2. Logistics Officer	The LO shall: • Coordinate all routine alterations for PSU configurations and equipment. • Coordinate all emergency changes for personnel protection. • Coordinate Configuration Control Programs at the PSU and prepare change recommendations.
B.7.b.3. Weapons Officer	The Weapons Officer shall: • Coordinate alterations promulgated by the Naval Sea System Command (NAVSEASYSCOM) for Navy-owned ordnance equipment (.50-caliber machine guns only). • Coordinate alterations promulgated by Commandant (G-OCU) for Coast Guard-owned ordnance equipment.
B.7.b.4. Engineer Officer	The EO shall coordinate new installations or removals that change all non-ordnance systems and equipment.
B.7.b.5. All Personnel	All personnel shall not alter any equipment without proper authorization.
B.7.c. Emergency Alteration Procedures	Circumstances requiring immediate action to meet emergency operational commitments or recently discovered safety hazards may preclude the normal alteration process. In these cases, the Maintenance and Logistics Command (MLC) shall submit an alteration request which will be considered a prototype request. This shall be forwarded by message, e-mail, or express mail to Engineering Logistics Center (ELC) (01) for system changes and Commandant (G-SEN) for platform changes. The approval decision is made within five working days of receipt. This abbreviated procedure is only used to meet vital operation commitments or resolve immediate safety or health threats. In all cases, the authority for final approval and issuance of the alteration remains with Commandant (G-SEN). Regardless of the immediacy of the alteration, the full development of the alteration must eventually be accomplished as outlined above.

B.8. Standard Load-Out

Preparation is critical to any operation. PSUs are expected to be ready for immediate deployment worldwide. This standard exists because of:

- Rigorous duties that the PSU may be called upon to conduct.
- Limited transportation availability.
- Necessity of interoperability with other PSUs.

The load planner ensures that cargo is loaded and unloaded safely, and that all required equipment is accounted for before the loading begins. A qualified service loadmaster will always supervise aircraft loading because of weight and balance effects on the aircraft and whenever hazardous cargo is involved to ensure loading and unloading operations are conducted in accordance with all safety instructions and procedures.

B.8.a. References

a. *Management Information for Configuration and Allowances (MICA)*, Unit Specific

B.8.b. Procedures

The following procedures shall be performed to ensure appropriate support is provided for loading and unloading operations and to ensure that all such operations are conducted safely.

B.8.b.1. Load Planner

The load planner shall:

- Attend requisite loadmaster and planning training.
- Select and train key personnel to prepare equipment for transportation.
- Prepare inventory documentation for all major equipment and shipping media.
- Update load plan and provide information relative to size, weight, content, and other relevant data to the operational commander (Area).
- Monitor all ISU 90 (or CONEX Box) container loading evolutions conducted by department load assistants.
- Weigh, conduct calculations, and certify load data in accordance with relevant instructions.
- Stage containers and pallets for movement to debarkation site.
- Supervise aircraft loading and unloading activities.
- Inspect ISU 90 containers for damage and coordinate repair if necessary.

B.8.b.2. Department Heads and Division Officer

Department Heads and Division Officers shall:

- Monitor equipment and supply readiness and initiate action to ensure that all equipment and material is fully combat ready.
- Assign department load assistants.

B.8.b.3. Logistics Officer

The LO shall:

- Process material requests to comply with material loading standards.
- Obtain material handing equipment needed to load the containers.
- Document funding shortfalls due to equipment requirements, handling gear and/or transportation to the debarkation site.

B.8.b.4. Department Load Assistants	Department Load Assistants shall: • Attend requisite loadmaster and planning training. • Make preparations that facilitate loading all ISU 90 (or CONEX Box) containers and aircraft pallets in accordance with authorized allowances in less than 8 hours. • Supervise container and pallet loading. • Certify that the containers have been properly loaded in accordance with relevant safety guidance and loading procedures.
B.8.b.5. All Personnel	• All personnel shall maintain individual standard load-out equipment requirements. (see **Table 5-10**)

Table 5-10
Individual Equipment Requirements

	Item	Number Required	Number On Hand
1	Backpack, Medium	1	
2	Bag, Flight	1	
3	Bag, Sea	1	
4	Bag, Waterproof	1	
5	Bag, Laundry (Net) and Pin	1	
6	Belt, Individual Equipment	1	
7	Boots (pair)	2	
8	Camouflage Utility Uniform (Woodland / Desert) (sets) Belt, Blouse, Trousers, Utility Cap, Hat, Insignia Socks (pair), Underwear, Tee-Shirts	3 6	
9	Canteen / Camelback (1 Quart, 2 Quart (with Cover), Steel Cup)	1	
10	Civilian Clothing		
11	Chemical, Biological, Radiological (CBR) Equipment Gas Mask / Canisters Protective Suits (Trousers, Blouse, Gloves, Cover, Boots)	 1 3	
12	Cold Weather Gear Knit Cap, Field Jacket (with Liner), Combat Vehicle Gloves (pair) Polypropylene (set), Knitted (set) (Shirt and Pants) Wool socks (pair) Green Wool Gloves (pair), Wool Sweater	 1 3 6 1	
13	Dogtags (pair)	1	
14	Earplugs (pair) and Case	1	
15	Entrenching Tool and Carrier	1	
16	First Aid Kit, Individual	1	
17	Flashlight (with Red Lens & Batteries)	1	
18	Flax Jacket	1	
19	Foul Weather Clothing Set (Gortex) (Parka and Trousers)	1	
20	Helmet, Kevlar (Band, Cover (Woodland / Desert))	1	
21	Gloves, Leather (pair)	1	
22	Goggles, Sun/Wind/Dust	1	
23	Poncho (Woodland) (with Liner)	1	
24	Sleeping Bag System, Bivy Cover and Mat	1	
25	Toiletries (Foot Powder, Personal Hygiene Kit, Insect Repellant, Shower Shoes, etc.)	1	
26	Towels, Washcloth	2	
27	Vest, Tactical (LBE), Ammunition Pouches, Butt Pack	1	
28	Weapons Cleaning Kit (M-9, M-16)	1	

B.9. Convoy Movement

A convoy is any group of six or more vehicles (including tows), temporarily organized to operate together under a single commander, with or without an escort. Convoy guidance also applies when ten or more vehicles (including tows) are dispatched to the same destination over the same route.

States control the public highway system in the continental United States (CONUS) during peacetime. Within Federal Government guidelines, each State establishes limits that restrict the size and weight of vehicles and loads that can move over the highways and the numbers of vehicles that can move over them in a convoy. Laws differ from State to State, and are subject to change. COs should ensure compliance with these guidelines. COs are responsible for obtaining convoy clearances and special hauling permits. Arrangements should be made with civilian authorities as far in advance as possible.

Convoys cannot be moved over public highways without permission from State and/or local authorities, except in emergencies. However, Reserve components moving 50 miles or less between bases and/or established training sites are not required to request a convoy clearance for each move. COs should ensure that a special hauling permit is obtained for all moves when oversize and/or overweight vehicles are involved.

Table 5-11 provides the format for a PSU Convoy Movement Plan. **Table 5-12** through **Table 5-16** should be used by the Convoy Commander to aid in planning and execution of the movement of equipment and personnel. These tables are guidelines to assist with the deliberate movement of the PSU and should be supplemented by other job aids as necessary.

B.9.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

WARNING

National Highway Traffic Safety Administration issued a warning to the operators of 15 passenger vans and discussed problems that stem from incorrectly matched tire sizes and the importance of maintaining proper air pressure. Analysis revealed that rollover risk increase greatly with 10 or more occupants. Loading causes the center of gravity to shift rearward and upward, increasing the likelihood of rollover and the potential for loss of control in emergency maneuvers.

- A pre-trip vehicle inspection should be made before loading the van using the safety check-off sheet provided in this SOP.
- Tires must be the correct size and inflated to the correct pressure.
- Drivers should be familiar with the unique handling and performance characteristics of 15 passenger vans.
- Drivers should increase understanding of hazards and enhance driving skills through state-approved or nationally recognized driver improvement courses.
- Limit number of personnel in 15 passenger van to 9 whenever possible.
- Drivers should post a trip plan that is reviewed by supervisory personnel including travel limits, rest requirements, passenger and other restrictions.

B.9.b. Procedures

The following procedures shall be performed to ensure safe and successful convoy movement.

B.9.b.1. Motor Vehicle Officer

The Motor Vehicle Officer shall:

- Train and use ground guard guides when vehicles are backed or moved in confined/compound areas.
- Ensure all vehicles are outfitted with proper safety equipment and in correct operating order.
- Maintain all vehicle and vehicle operator records (driver's licenses, training, vehicle maintenance, etc.).
- Contact civilian authorities:
  - Determine optimal and alternative routes, unusual road conditions, or ongoing construction projects.
  - Verify length, width, height or weight restrictions for proposed route to determine if there may be issues and/or waiver requirements.
  - Determine location of emergency assistance facilities along the route.
  - Get recommendations for transiting the route.
  - Determine what civilian resources can assist with escorting the convoy.
  - Determine police communication nets for use in an emergency.
- License and train drivers for operations in adverse weather (i.e., snow fog, rain, wind) and difficult terrain.
- Properly mark convoy vehicles. Outfit first and last convoy vehicles with rotating or flashing amber lights and convoy flags.
- Issue strip maps and complete Convoy Guide and Instructions to drivers.
- Issue hazardous cargo drivers Special Instructions for Motor Vehicle Drivers (DD Form 836).

B.9.b.2. Convoy Commander

The Convoy Commander shall:

- Enforce all safety standards.
- Ensure convoy drivers get eight hours of rest for each ten hours of driving within a 24-hour period.
- Indicate rally points along route should convoy break down or get separated.
- Use ground guard personnel when backing vehicles 2½ ton and larger and trailers, laden or un-laden, or in restricted quarters.

B.9.b.3. Convoy Drivers

The Convoy Drivers shall:

- Possess valid SF-46 Government Driver's License, and a matching State driver's license (where required).
- Follow all safety standards.
- Ensure necessary tools and collateral equipage are aboard including highway warning devices, first aid kit, and a fire extinguisher.
- Perform "Hard Card" checks at the start of each shift.
- Perform operational preventive maintenance.
- Tie radio whip antennas down less than seven feet from the ground and ensure antenna tips are covered with protective balls when operating on paved roads.
- Possess a valid Trip Ticket (DD Form 1970) and a complete convoy movement order.
- Adhere to Convoy Commander's orders.
- Report any vehicle problems immediately.

- Operate the vehicle safely:
  - When transporting passengers:
    - Secure the tailgate and safety strap, and ensure all passengers are seated in multi-purpose vehicles.
    - Adjust the tarpaulin to ensure proper ventilation (i.e., in adverse weather, lash down tarpaulin and front curtain; in good weather, roll tarpaulin and secure to top of bars).
    - Safely secure all baggage/loads and not in the way of the passengers.
    - Prohibit passengers from riding on the outside of the vehicles.
    - Ensure all occupants use restraint systems when available.
  - Properly load the vehicle:
    - Place heavy items on bottom, lighter items on top.
    - Distribute items evenly over the bed.
    - Pack cargo, block and brace with lumber or other materials to keep load from shifting.
    - Ensure the load does not obscure vision.
    - Transport ammunition and POL (Fuel) cargoes separately.
  - When transporting hazardous materials/dangerous cargo (i.e., ammunition, gasoline, and flammable liquids, etc.):
    - Possess Special Instructions for Motor Vehicle Drivers (DD Form 836).
    - Appropriately placard and load vehicle to meet hazard classification and compatibility requirements.
    - Inspect using Motor Vehicle Inspection Guide and Trouble Report.
    - Equip vehicle with two operational fire extinguishers (CO_2, and PKP).
    - Render assistance to the vehicle ahead of you if it must stop.
    - Use turn signals properly, and if required, us proper hand signals.
    - Keep the windshield clean.
    - Maintain the proper distance from the vehicle ahead.
    - Adhere to speed limits. The convoy will not exceed a speed of 55 miles per hour unless directed by the convoy commander. The normal recommended minimum highway speed is 50 miles per hour. The convoy will adhere to local posted speed limits, especially those limits posted when going through a town. Reduce speed during reduced visibility and adverse weather conditions.
    - Obey all traffic signals. Do not run red lights. Obey all traffic regulations unless ordered to do other wise by proper authority. Know the meaning of traffic control signs, signals, devices, and markings used by civilian/MP.
    - Use service headlights at all times on paved public roads (blackout drive prohibited).
    - Do not unnecessarily accelerate engine or blow horns.
    - Use four way flashers (if equipped) when on the side of the road.
    - Use ground guard personnel when backing vehicles 2½ ton and larger.

B.9.b.4. All Personnel

All personnel shall:

- Properly dress in the uniform of the day; boots bloused and covers on.
- Service and secure the vehicle when travel is complete.

Table 5-11
Convoy Plan

Port Security Unit _____ Convoy Movement Plan		
Movement Order _____/_____		Time Zone: _____
References:	(a) NAVFAC P-404 (b) _____ State Highway Map (c) _____ State Highway Map (d) _____ State Highway Map	
Task Organization:	Friendly Forces _____ _____ _____	
	Enemy Forces _____ _____ _____	
Mission:	_____ _____ _____	
Execution:	Concept of Operations: This operation will be a controlled administrative motor vehicle convoy consisting of _____ vehicles open column march under control of the Convoy Commander, utilizing organic transportation, over a pre-selected route.	
	Coordination Instruction: • Time Elements: See movement table. • Routes: See strip maps • Stops/Halts: See movement tables • Safety: Convoy Commander deliver to all drivers and assistant drivers. • Convoy Speeds: ▪ Average speed on interstates, thruways, freeways, four-lane highways is 50 MPH or as directed by the Convoy Commander. ▪ Average speed on city streets and through road construction is 25 MPH or slower speed if posted. ▪ Lead vehicles of each group/convoy, upon leaving rest stops/halts, will assume a speed of 25 MPH for a distance of one (1) mile, then assume an average speed for the area. ▪ Maximum catch-up speed is 55 MPH, or as directed. • Intervals: ▪ Between Groups ♦ Interstate/thruways/freeways/four-lane highways = 2 miles ♦ All other highways = 4 miles ♦ Maintain close columns through towns and populated areas. ▪ Between Vehicles ♦ Average speed for the area multiplied by 3 = distance (feet) ♦ Never lose sight of the vehicle ***BEHIND*** you, if the vehicle behind you slows down or stops, ***DO THE SAME***.	

Table 5-11
Convoy Plan – Continued

	• Advance Party: An advance party will be provided to prepare all rest/halt areas for orderly occupation by troops during designated stops. The advance party will organize parking areas, and final police of the area after departure of the unit. Advance party guides are ***PROHIBITED*** from directing traffic (other than convoy vehicles) and will be reminded of this prior to convoy operations. • Convoy markings shall be in accordance with State regulations. • Each vehicle will be provided with a trash receptacle for personnel riding in the front and rear of the vehicle. TRASH WILL NOT BE THROWN FROM VEHICLES. • End curtains will be in place on ALL cargo carrying vehicles. • Emergency Operations: ▪ In the event of vehicle malfunction, move safely to the safe side of the road, and use Four-way flashers to indicate trouble. ▪ Rear vehicle (end of convoy or group) will contact the lead vehicle (front of convoy or group) to hold up the convoy movement until action is taken to correct the malfunction / situation, or evacuation procedures have been taken. ▪ List of emergency telephone numbers are attached. • The Convoy Commander is: _____. • The Alternate Convoy Commander is: _____. • The Alternate Convoy Commander will assume command if the Convoy Commander or command vehicle are disabled. • Primary drivers will ensure that a high standard of discipline is maintained at all time during the convoy operation. • All vehicles will be assigned primary and assistant drivers. *DRIVERS WILL ALTERNATE DRIVING DUTIES AT EACH SCHEDULED STOP – WITHOUT EXCEPTION.*
Service Support:	Supply: • Subsistence: _____ • POL (Fuel). • All vehicles will be topped off prior to movement. • All vehicle operators will ensure that a full 5-gallon fuel can is mounted and secured to their vehicle. • All refueling required during movement will be accomplished using public or commercial fuel dispensing equipment. • Uniform: _____ • Weapons Security: Individual and crew-served weapons will be transported in accordance with the *Ordnance Manual*, COMDTINST M8000.2 (series). Maintenance: • Initial Support – Organic. • Repair / Maintenance along route in accordance with Motor Vehicle Officer's instructions. • Maintenance / Evacuation procedures coordinated before departure. • Emergency maintenance telephone numbers included. Medical: See emergency numbers if Medical Emergency arises en route and assistance is required.

Table 5-12
Convoy Movement

Port Security Unit _____ Convoy Movement					
Movement Order _____/_____		Time Zone: _____		Date: _____	
Critical Point	Location	Miles	Cumulative Miles	Time in Minutes	Cumulative Time

Cumulative Time = First Entry / Start of Convoy (Use 24-hour clock)
SP = Start Point
RP = Rest Point

Table 5-13
Convoy Movement List

Port Security Unit _____ Convoy Movement List		
Movement Order: _____/_____	Time Zone: _____	Date: _____
Advance Party:	Departure Date/Time:	
Registration Number	Vehicle Description / Nomenclature	Remarks
Main Body:	Departure Date/Time:	
Registration Number	Vehicle Description / Nomenclature	Remarks

List Vehicles in Order of Convoy Line-up

Use C to indicate the Primary Vehicle and the Tow Unit

Table 5-14
Convoy Vehicle Assignment

Port Security Unit _____ Convoy Vehicle Assignment			
Movement Order: _____/_____		Time Zone: _____	Date: _____
Vehicle Type:	_____	Registration #:	_____
Driver:	_____	Asst Driver:	_____
From:	_____	To:	_____
Mobile Radio ID #:		Call Sign:	

Passenger Manifest		
	Name	Rank
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Cargo Manifest	
Qty	Description

Table 5-15
Convoy Emergency Plans

Port Security Unit _____ Convoy Movement		
Movement Order: _____/_____	Time Zone: _____	Date: _____
Emergency Medical Telephone Numbers		
Emergency Medical Care Facilities Along Planned Route		
Area	Name and Location	Telephone Number

Medical / Safety Report				
Date/Time	Name	Rank	Injury	Duty Status

Duty Status: FFFD: Fit for Full Duty NFFD: Not Fit for Duty FFLD: Fit for Light Duty (specify days)

Table 5-15
Convoy Emergency Plans – Continued

Movement Order _____/_____	Time Zone: _____	Date: _____
Emergency Maintenance Telephone Numbers		
Emergency Maintenance Facilities Along Planned Route		
Area	Name and Location	Telephone Number

Emergency Maintenance Summary Report

Table 5-16
Motor Vehicle Operator's Inspection Guide and Trouble Report

Date				
Operator				
Vehicle #		Type		
Use this form as a guide when performing before and after operations inspections. Check items that require servicing by engineering personnel.				
✔	**Item**	**Acceptable**	**Discrepancy**	**Remarks**
	Visual Leaks Under the Vehicle			
	Cleanliness			
	External			
	Windows			
	Internal			
	Damage to Vehicle (Explain)			
	External			
	Interior			
	Glass			
	Mirrors			
	Missing Equipment			
	Other			
	Other			
	Windshield Wipers			
	Exhaust System			
	Tires			
	Proper Size			
	Lug Nuts Tight			
	Correct Pressure			
	Cargo and Mounted Equipment			
	Drive Belts, Pulleys, Etc.			
	Fluids			
	Gas			¼ ½ ¾ F - Fill if below ½
	Oil			
	Anti-Freeze / Water			
	Battery			
	Connections			
	Fluid Level			

Table 5-16
Motor Vehicle Operator's Inspection Guide and Trouble Report – Continued

	Brakes			
	Regular Operations			
	Parking Brake			
	Instrument Panel			
	Safety Devices			
	Seat Belts			
	First Aid Kit			
	Horn			
	Steering			
	Lights			
	Headlights (High Beam)			
	Headlights (Low Beam)			
	Brake Lights			
	Tail Lights			
	Parking Lights			
	Turn Signals			
	Reflectors			
	Other			

B.10. Official Records

Each PSU maintains various records including:

- Unit Log
- Security Plan
- Security Team Briefings
- CO's Night Order Book
- Radio Telephone Log
- Contact Log
- Publication Custody Log

B.10.a. References

a. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.10.b. Procedures

Logs are of major importance as they are permanent records of events. The following procedures apply:

- PSUs shall use Form CG-4380A (**Figure 5-2**) for smooth log and Form CG-4380B (**Figure 5-3**) for weather log.
- All entries shall be made in blue or blue/black ink.
- The classification of the log shall be clearly marked on the log cover.
- It should be possible to reconstruct major occurrences by examination of logs, plots, and other records.
- The unit log shall be hand-written with particular care taken to ensure legibility in both text and numbers.
- Log entries shall be printed.
- Corrections shall be made with a single line drawn through the entry that needs to be edited and the person making this correction shall initial the end of the corrected entry.
- Names shall be printed under all signatures.
- No lines may be skipped except after the off-going watch officer's printed name.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4380A (Rev. 9-01)	LOG-REMARKS SHEET		
	ZONE DESCRIPTION	DAY OF WEEK	DATE(DDMMMYY)

POSITION	METHOD	POSITION	METHOD	POSITION	METHOD
0800 L		1200 L		2000 L	

REMARKS

EXAMINED	APPROVED
USCG NAVIGATOR/XO	USCG COMMANDING OFFICER

PREVIOUS EDITIONS ARE USABLE

Figure 5-2
Log-Remarks Sheet Form (CG-4380A)

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-4380B (Rev. 9-01)

LOG-WEATHER OBSERVATION AND OPERATIONAL SUMMARY SHEET

DAY	DATE(DDMMMYY)	ZONE DESCRIPTION

1. WEATHER OBSERVATIONS

TIME	DISTANCE TRAVELED		WINDS IF ESTIMATED		VISIBILITY (MILES)	WEATHER (SYMBOLS) Press F2 for Help	BAROMETER (INCHES) SEA LEVEL	TEMPERATURE		CLOUDS		SEA WATER TEMP (Degrees)	ICE CONDITION			SEA WAVES		SWELL WAVES	
	MILES	TENTHS	DIRECTION (TRUE)	FORCE (KNOTS)				DRY BULB	WET BULB	AMOUNT (Tenths)	TYPE		AMOUNT (Tenths)	TYPE	ICE THICKNESS (Feet)	DIRECTION (True)	HEIGHT (Feet)	DIRECTION (True)	HEIGHT (Feet)
01																			
02																			
03																			
04																			
05																			
06																			
07																			
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19																			
20																			
21																			
22																			
23																			
24																			
TOTAL	0.00																		

II. OPERATIONAL SUMMARY

STATUS AT 0001	CHECK LIST	TIME	INITIALS
MATERIAL CONDITION	1. Held quarters		
READINESS CONDITION	2. Chronometer(s) wound		
OPERATIONAL STATUS	3. Held evening reports		
MISSION	4. Magazines inspected		
	4a. Maximum temperature:	4b. Minimum temperature:	

MACHINERY CONDITION AND DISCREPANCIES

ELECTRONIC/COMMUNICATION CONDITION AND DISCREPANCIES

DRILLS AND TRAINING

Began	Ended	Type

Personnel	Authorized	Attached	Leave	TAD	Other	On Board
Officers						
Enlisted						

SUNRISE | SUNSET

DRAFT: FWD | AFT

EXAMINED USCG NAVIGATOR/XO

APPROVED USCG COMMANDING OFFICER

Figure 5-3
Log-Weather Observation and Operational Summary Sheet Form (CG-4380B)

B.10.c. Security Plan

The security plan describes the disposition of waterborne and shore security forces. All personnel should be familiar with its contents. This should include the following:

- Security objective/protected assets.
- Port vulnerability assessments identifying the most likely threats.
- Assigned military security forces.
- Integration with host nation (HN) officials, law enforcement, port operations and security infrastructure. Every port has an in-place Security Program that should be the foundation for the Shore Security Force Plan. Port officials are familiar with daily routine and people who carry out legitimate trade in the port. Local officials are a first line of defense to identify potential threats. U.S. shore security forces complement existing security capabilities in the harbor area.
- Facility configuration and disposition of shore and waterborne security forces. The optimal disposition of forces is grounded in the inherent capabilities and limitations that each element has based on likely locations and other operational considerations. Factors such as weapon and ammunition load-out, safe firing bearings, patrol zones, other security forces, and myriad other factors will contribute to the security plan that will be implemented.
- Shore security including:
  - Entry control points
  - Patrol areas
  - Convoy requirements
- Waterborne security including:
  - Security zones
  - Sectors
  - Standby/ready boat status
- ROE.
- Engagement and hand-off procedures. Shore and waterborne security forces should together develop plans and procedures for reporting, intercepting, and engaging contacts of interest (COIs), as well as backing each other up during security actions. Since each harbor defense plan is likely to involve myriad forces that are not core-NCW forces, on-scene planning for various scenarios should be agreed upon before commencing integrated security operations.
- Communications between boats, ground security forces, and command. Positive primary and secondary communications links are the most critical coordination element that must be in place when integrating ground and waterborne security operations. Brevity codes, contact reporting procedures, requests for backup support, and other critical operational communications requirements should be resolved before commencing coordinated operations.
- Intelligence collection requirements. It is likely that aggressors will observe security operations to identify areas that can be most easily exploited to accomplish their objectives. All security forces should be aware of indicators and warnings of potential attacks.
- Briefing and debriefing procedures. Waterborne and shore security forces should brief and debrief together to promote better integration.

B.10.d. Security Team Briefings

Crew briefings should be held prior to relieving shore and waterborne security watches to ensure that security personnel are fully aware of the tactical situation, upcoming events, communications and intelligence requirements, and other information relevant to conduct of duty. The security team briefings build upon the information contained in the security plan. Specifically, the briefing should focus on the following:

- Watchsection.
- Threat condition.
- Current MOPP level.
- Update/changes to information in the security plan.
- Objective/protected assets.
- Port vulnerabilities.
- Assigned military security forces.
- HN issues.
- Disposition of shore and waterborne security forces:
  - Shore security:
    - Entry control points
    - Patrol areas
    - Convoy requirements
  - Waterborne security:
    - Security zones
    - Sectors
    - Standby/ready boat status
- ROE.
- Engagement and hand-off procedures.
- Communications – primary, secondary, tertiary communications links.
- Intelligence collection requirements.
- Major events that are likely to occur during the watch.
- Special equipment requirements.
- Weather conditions.

Watch briefings should be written and kept with the security plan as an official record. The briefer should sign and note the time and date the briefing form. (see **Table 5-17**)

B.10.e. TPSB Checkoff Sheets

Checkoff sheets are used as job aids to verify that equipment is ready for operations. The TPSB Underway Checklist (**Table 5-18**) and TPSB Engineer Log (**Table 5-19**) shall be completed by boat crews before getting underway on patrol and/or assuming "ready boat" status.

B.10.f. CO's Night Order Book

The Night Order Book is the CO's instructions to the watch. Although this record may actually be addressed to the CDO, its contents should be common knowledge to all OPCEN watch personnel. The CO's standing orders are posted inside the front cover of the Night Order Book. Each day on a separate page, the CO inserts a description of the general situation at the end of the day and any special orders (called current orders) for succeeding watches. CDOs, TAOs, coxswains, and squad leaders shall read and initial the night orders acknowledging that they understand them.

B.10.g. Unit Log

The PSU OPCEN maintains the unit log. (see **Table 5-20**) This log is the primary record of the OPCEN watch and a chronological record of significant events affecting the PSU during the watch. The CDO is responsible for the unit log and all entries and signs it at the conclusion of the watch.

As a guideline, this daily record should include:

- Watch start and securing times beginning at 0001 (local).
- A summary of the tactical situation at 0001 (local).
  - Location.
  - Threat condition.
  - Reference to security plan in effect.
  - Major equipment material status (TPSB, vehicles, generators, communication gear, etc.).
  - Identification of the watchsection (CDO, TAO, TPSB and security squad assignments).
  - Officers in administrative, operational and TACON of the PSU.
  - Units operating with the PSU.
- Changes to the 0001 tactical summary.
- Significant events pertinent to the operation affecting the unit and/or its readiness.
- Severe personnel injuries.
- Dated and numbered pages.

B.10.h. Radio Telephone Log

The communications operator is responsible for the maintenance of the R/T log (**Table 5-21**). Each R/T circuit has a separate log that remains with each circuit at the primary remote handset. The following logkeeping requirements apply:

- Record frequency changes.
- Enter date, time zone, equipment used on circuit, name of circuit and initial frequency at the beginning of an operation.
- Enter new dates at the beginning of each new day in the local date column.
- Record all administrative transmissions and tactical orders issued and received.
- Note time of opening and closing stations, any causes of delays on the nets or circuits, changes or adjustments in frequencies and unusual occurrences, procedures, and communications security (COMSEC) violations.
- Use authorized abbreviations.

B.10.i. Contact Log

The contact log (**Table 5-17**) is maintained by the plotter to record all contacts reported by the TPSBs. It is a source of information for exercise reconstruction and for the preparation of after action reports. The contact log shall include:

- Time.
- Contact location.
- Course and speed.
- All pertinent information such as identity, size, registry, composition, or evaluation.
- Precise and descriptive contact information that could become critical pieces of intelligence information.
- Seemingly innocent vessels (or aircraft) of non-military appearance sighted repeatedly that may be involved in surveillance, reconnaissance, or special operations. Record it all.

B.10.j. Publication Custody Log	A watch-to-watch inventory of Electronic Key Management System (EKMS), and certain other publications should be maintained. The CDO is responsible for turning over classified material and maintaining this log. At the change of watch, the CDO shall ensure a sight inventory of required publications is conducted. The relieving CDO shall sign the log to certify that the publications were sighted or properly documented. Any discrepancies noted will be resolved prior to relieving the watch.
B.10.k. Punishment Log (or Unit Punishment Book)	A unit punishment log (book) should be maintained since the PSU CO is authorized to award punishment under Article 15, UCMJ. When final action has been taken on Form CG-4910, the "Final Administrative Action" section shall be appropriately completed and the form and associated mast documentation, including investigation package, final action on appeal, etc., shall be filed in the unit punishment book. These forms and supporting documents shall be retained at the unit for four years.

Table 5-17
Contact Log

Date Time Group:	Designation:	Name:	Location: N / S E / W	Course Speed: °T Kts
Type of Vessel: Cargo Tanker Fishing Working Other _____		Activity: Transiting Anchored Engaged in Trade		Cargo on Deck: Yes / No _____
Ownership: Public Commercial Private	Flag:	Homeport:	Registration/Official Number:	
Hull: Color _____ Composition: Steel Wood Fiberglass Other_____		Superstructure: Color _____ Location: Forward Aft Amidships		
Length	Displacement	# POB	Initial Safety Inspection Yes / No	Antennae: Number: _____ Types: _____
Last Port of Call	Next Port of Call	Owner / DOB / Citizenship	Operator / DOB / Citizenship	
Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	
Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	
Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	
Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	
Cargo/manifest verified? Yes No	Gear consistent with deck gear/appearance? _____	Weapons aboard?	Hazardous materials aboard?	
Remarks:				
Date Time Group:	Designation:	Name:	Location: N / S E / W	Course Speed: °T Kts
Type of Vessel: Cargo Tanker Fishing Working Other _____		Activity: Transiting Anchored Engaged in Trade		Cargo on Deck: Yes / No _____
Ownership: Public Commercial Private	Flag	Homeport:	Registration/Official Number:	
Hull: Color _____ Composition: Steel Wood Fiberglass Other_____		Superstructure: Color _____ Location: Forward Aft Amidships		
Length	Displacement	# POB	Initial Safety Inspection Yes / No	Antennae: Number: _____ Types: _____
Last Port of Call	Next Port of Call	Owner / DOB / Citizenship	Operator / DOB / Citizenship	
Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	
Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	
Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	
Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	Crew / DOB / Citizenship	
Cargo/manifest verified? Yes No	Gear consistent with deck gear/appearance? _____	Weapons aboard?	Hazardous materials aboard?	
Remarks:				

Page ___ of ___ for _____

Table 5-18
Underway Checklist (25' Transportable Port Security Boat)

Boat #: _____ Trailer #: _____ Date: _____ Time: _____

Coxswain _____ Engineer: _____

Boat Crew: _____ Boat Crew: _____

Other: _____ Other: _____

Other: _____ Other: _____

Equipment (Bow to Stern)

Forward Sump (Scuttle)

Boat Plug			
Gun Mount			
Anchor Locker			
Anchor-Danforth			
Anchor Line (150')			
Anchor Chain (5')			
Bilge Pump			

Coxswain Console

Fire Extinguisher			
Spot Light			
GPS			
Compass			
AN/PRC-117 (Radio)			
Fathometer			
Radar			
VHF-FM Radio			
Kill Switch			
Loudhailer with Microphone			

Leaning Post Stowage

Air Horn			
Binoculars			
Chart (s)			
Kill Switch (spare)			
Navigation Kit			
Pyro Can			

Fuel Status (circle)	Full	¾	½
		¼	0
Oil (circle)	Full	¾	½
		¼	0

Aft Area

Boat Hook (Stbd)					
Boat Plug (Stbd)					
Bilge Pump (Stbd)					
Fenders (4)					
Flagstaff					
Flag – U. S.					
Flag – Coast Guard					
Gun Mounts (2)					
Life Ring					
Mooring Lines					
Paddles (2)					
Rescue Heaving Line					
PFD Bag					
PFD (5), Type III					
Survival Vests					
Knife					
MK-79 Pencil Flare Kit					
Mirror (Signal)					
MK-124 (Day/Night Flare)					
Strobe (SDU-5)					
Whistle					
PML (Chem-Lite)					
Propellers					
5-Gallon Bucket					

Overall

Antennas (5)					
Cleats (7)					
Rub-Rails					
VHF Antenna Raised					

Remarks: _____

_____

Table 5-19
Engineer Log (25' Transportable Port Security Boat)

Boat #: _____ Trailer #: _____ Date: _____ Time: _____
Engineer: _____

Engine Number:	Hour Meters Start	Hour Meters Stop
Port		
Starboard		

Before Operation

Fluids:						
Fuel	¼	½	¾	Full	Quantity Added:	_____
Oil (Stbd)	¼	½	¾	Full	Quantity Added:	_____
Oil (Port)	¼	½	¾	Full	Quantity Added:	_____

Sat	Unsat	Trailer	Sat	Unsat	Console
		Bow Safety Hook/Chain			Batteries
		Hitch/Wiring Harness/Chains			Cables/Terminal Blocks/Wires
		Lights (Brake/Blinker/Side)			Circuit Breakers/Fuses
		Lug Nuts			Gauges/Switches
		Rollers/Side Rails			Antenna/Power Connections
		Tires/Spare			Batteries
		Trailer Jack			Compass
		Winch/Strap/Hook			Fathometer
		Hull			Gauges/Switches
		Bilge Pumps			GPS
		Bulwarks			Loudhailer
		Cleats/Guards/Hardware			Overall Condition
		Deck Openings			AN/PRC-117
		Drain Plugs			Radar
		Exterior/Rub Rails			Steering
		Fuel Tank Vent/Cap			Throttles
		Mechanical Fuel Gauge			Trim Tab Fluid Level
		Overall Condition			VHF-FM Radio
		Engines			**Tower**
		Cables/Lines/Linkages			Antennas
		Engine Mounts/Transom			Mounting Hardware
		Propellers			Radar Dome
		Tilt/Trim Operation			Transom
Sat	**Unsat**		**Sat**	**Unsat**	**Console**
		Lights			Battery Cables
		Blue Strobe (Console/mast)			Fuel Filters
		Navigation (Port/Stbd/Mast)			Fuel Lines
		Spotlight			Oil Lines
					VRO Oil Tanks

Underway Checks

Sat	Unsat	Operation	Sat	Unsat	Engines
		Bilge Pumps			Alarms/Warnings
		Electronics			General Operations
		Gauge's Operations			Oil Pressure
		Steering			Propellers
		Throttle Operation			Temperature
		Trim Tab Operation			Tilt/Trim
					Water Pumps

Remarks: _____

Table 5-20
Port Security Unit Daily Status and Record of Events

Port Security Unit _____ Daily Status and Record of Events				
Summary at 0001	Date: _____	Location: _____		Threat Condition: ___
Current Weather:	Temperature: ____	Wind (Direction/Speed): _____		Visibility: _____
	Barometer: _____	Humidity: _____	Dew Point: ____	Cloud Cover (%): _____
Weather Forecast:	High Temp: _____	Low Temp: _____	Chance of Precipitation (%): _____	
	Tides:	Low: _____ High: _____ Low: _____ High: _____ Low: _____		
	Narrative Description:			
Personnel:	Onboard: ____	Fit for Full Duty: ____	Fit for Light Duty: ____	Not Fit for Duty: ____
Major Equipment Summary:				
Transportable Port Security Boats:	CG 25 _____:	CG 25 _____:	CG 25 _____:	
	CG 25 _____:	CG 25 _____:	CG 25 _____:	
Vehicles:	Pick-Up 1: _____	Pick-Up 2: _____	Stake-Bed: _____	Van: _____
Generators:	15 KW 1: _____	15 KW 2: _____	5 KW 1: _____	5 KW 2: _____
Communications Equipment:	AN/PRC-17:	# A: _____	# B: _____	# C: _____
	AN/VRC-94:	# A: _____	# B: _____	# C: _____
	Motorola Spectra:	# A: _____	# B: _____	# C: _____
	Motorola Sabre:	# A: _____	# B: _____	# C: _____
Other Major Equipment:				
Daily Record of Events				

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Table 5-21
Radio Telephone (R/T) Log

Date:	**Status As of 0001**		**Time Zone:**	
Communications Equipment	AN/PRC-17:	# A: _____	# B: _____	# C: _____
	AN/VRC-94:	# A: _____	# B: _____	# C: _____
	Motorola Spectra:	# A: _____	# B: _____	# C: _____
	Motorola Sabre:	# A: _____	# B: _____	# C: _____

Call Signs				
	HDC:			
	MIUW:			
	IBU:	# 1:	# 2:	
	IBU:	# 1:	# 2:	
	TPSBs	253___	253___	253___
		253___	253___	253___
	Fireteams:	1A	1B	1C
		2A	2B	2C
		3A	3B	3C

Frequency Plan	Designation	Frequency	Equipment
	TPSB Primary		
	TPSB Secondary		
	TPSB Tertiary		
	Shore Security Primary		
	Shore Security Secondary		
	Shore Security Tertiary		
	Administration		
	HN		

Record of Transmissions/Events	
Date Time Group	Narrative Record

Page ___ of ___ for _____

B.11. Campsite Survey and Set-Up

This SOP details the set-up, operation, and redeployment of a campsite. Although the PSU is organized to operate its own campsite, when deployed with other NCW assets, a shared campsite should be established to reduce perimeter security force requirements and benefit from combined campsite administration. The campsite should be located close to the boat operations area to ease watch relief and security, and permit use of shore security forces to complement waterborne security resources. Living quarters for medical personnel should be adjacent or included in the medical tent to provide better coverage and security.

Campsite operations include, as a minimum:

- Site selection and survey
- Campsite and quarterdeck establishment
- Communications
- Campsite procedures
- Camp security
- Fire prevention
- Safety

PSUs normally deploy with the campsite equipment required for complete self-contained operation including:

- Tents
- Electric generators and distribution
- Messing facilities
- Fire fighting equipment
- Water buffalo
- Cots
- Tables
- Chairs, etc.

The PSU allowance does not include:

- Waste facilities
- Toilets
- Showers
- Laundry
- Other personal hygiene facilities required for long-term deployments

External support is required for these services.

B.11.a. References

a. Chemical and Biological Contamination Avoidance, FM 3-3
b. *Medical Manual*, COMDTINST M6000.1 (series)
c. *SeaBee Combat Handbook, Volume I*, NAVEDTRA 14234
d. *SeaBee Combat Handbook, Volume II*, NAVEDTRA 14235

B.11.b. Procedures

A site survey team headed by the OPS and personnel from the operations and logistics departments should:

- Conduct a site survey prior to deployment to determine support requirements and initial planning.
- Obtain intelligence summaries, photographs, sketches, local maps, points of contact (local officials, military services, others), hydrographic publications and other materials pertinent to the local area.
- Implement passive defense measures to avoid targeting by enemy forces and determine a suitable site layout:
  - Clear line of site for ultra high frequency (UHF)/very high frequency (VHF) connectivity between the command center antenna fields and the operating areas of all shore and waterborne security forces. Antennas should be placed above treetops, on the edge of tree lines or in areas with relatively thin vegetation.
  - No power, water, sewage or other underground facilities that could be punctured with the grounding rods or tent stakes.
  - Level terrain that is solid, high enough to protect against flooding but not too high as to compromise security, has vegetation to help baffle sound/ interference and conceal location, and is accessible by large vehicles/tows.
  - Avoids interference such as power lines, transformers, generators, antenna proximity, railways, roadways, etc.
  - Configured around a central point, triangle or diamond formation, to improve communications and improve defenses.
- Establish the command center for command, control, communications, logistics, and administration. ((1) Type 6 and (1) Type 2 DRASH)
- Set up berthing tents in accordance with instructions posted on the tents. ((7) GP Medium)
  - Berth 12 to 15, up to 18 persons in each tent.
  - Berth watchsections in the same and/or adjacent tents to include TPSB crews, security squads, support, and command center watches.
  - Berth women and men in separate tents.
  - Berth COs and XOs separately and interspersed with the crew to reduce vulnerability.
- Establish a quarterdeck/backup command center. Personnel shall log in and out at the quarterdeck when leaving/returning to the campsite. ((1) Type 6 DRASH)
- Establish the medical tent/sick-bay. Living quarters should be set up in the medical tent for around-the-clock service and security. ((1) Type 6 DRASH)
- Establish the kitchen tent and adjacent dining/training area.
- Dig trenches approximately six inches deep around all tents for rain drainage.
- Locate a water fire extinguisher at each tent and CO_2 extinguisher in each working area.
- Camouflage shelters, generators, vehicles, and camp gear with standard camouflage netting and natural materials.
- Locate generators away from berthing and command/control areas.

- Establish sanitary areas.
  - Latrines shall be at least 100 yards from water supplies and messing facilities. If a substantial deployment is anticipated, wooden latrines are to be built as soon as possible by the maintenance detachment. In field conditions, dig straddle trench latrines – 1 foot wide, 2 feet deep and 3 feet long. Add 1 foot of depth for each day you anticipate using the trench. Keep a pile of dirt and a shovel adjacent to the trench so that each member shall use some of this dirt to cover his/her waste materials. Boards should be put around the sides to keep footing steady. Secure and build a new trench when filled within one foot of the ground.
  - Garbage disposal pits for "wet" galley waste shall be more than 100 yards from the water supplies and messing facilities.
  - Establish a smoking area with buckets/cans at least 250 feet from any tents, vehicles, or operational equipment. A fire extinguisher shall be at the site.
- Establish work areas:
  - Boat operations area at the docks. ((1) Type 2 DRASH, (2) ISU-90)
  - Engineering/maintenance area for boat, vehicle, and other general maintenance, repair, and construction activities. ((3) ISU-90)
  - Armory tent at the magazine to maintain not-issued weapons and ammunition. A concertina wire barrier should be constructed limiting access to the armory tent. Living quarters should be set up for the GMs to provide around-the-clock service and security. ((1) Type 2 DRASH, Armory)

B.12. Force Protection

Security is essential to the preservation of combat power. It is achieved by measures taken to prevent surprise, preserve freedom of action, and deny the enemy information of friendly forces. Security frequently is enhanced by bold seizure and retention of the initiative, which denies the enemy the opportunity to interfere.

B.12.a. References

a. Chemical Staffs and Units, FM 3-101

B.12.b. Security Responsibility

Security is the CO's responsibility and must be second nature at every level of the chain-of-command. The responsibility should be delegated to the Shore Security Officer to ensure a safe and secure environment within each campsite, sustainment, and the movement of personnel between camp and operational areas. Key supports are:

- Operations Officer (OPS)
- Public Affairs Officer (PAO)
- Engineer
- Waterborne Security Officer (WSO)

Securing the force is an offensive spirit that requires total effort and focus by the command.

B.12.c. Potential Threats

Rear areas are increasingly vulnerable to modern enemy forces with military and terrorist threats. Intelligence information concerning the local threat is a very important element of security to all hands.

B.12.d. Site Security

Site security is intended to:

- Prevent or minimize disruption of support.
- Prevent or minimize enemy interference with operations.
- Protect personnel and facilities.
- Protect lines of communication.
- Find, fix, contain, and defeat the enemy.
- Plan and execute area damage control.
- Assess and prioritize resources.

The security function addresses those measures or activities used to protect against hostile threats in order to ensure survival and sustainment of mission capability.

B.12.e. Procedures

Security personnel provide perimeter security and are responsible for planning, routing, scheduling, control, and security of the movement of personnel and material as follows:

- Personnel shall be armed as appropriate to the threat.
- Shore security personnel shall provide security of moored/harbored boats.
- Provide Level I Anti-Terrorism/Force Protection (AT/FP) training to all hands.
- Implement and continually update plans for predeployment, deployment, employment/sustainment, and redeployment including:
  - Threat assessment and threat information dissemination procedures and associated intelligence operations.
  - Physical security (includes bomb threats, combating terrorism, civil disturbance, area damage control, and more).
  - Carrying weapons based on Standing Rules of Engagement (SROE), Commandant's Use of Force (UOF) policy, promulgated ROE, commander's inherent right of self protection, protection of the force and self-defense considerations for the specific AO.
  - Protection of high-risk personnel.
  - Personal travel security.
  - In-transit security (unit assets).
  - Information operations.
  - Command and control (response forces, rear detachment for FP, and emergency conditions).
  - Base defense.
- Establish a vehicle search plan to detect bombs concealed in or on vehicles. Detect explosives by utilizing guards or a combination of guards, explosive-detecting dogs, and explosive-detecting equipment.
- Prepare an emergency evacuation plan to ensure that personnel can quickly leave a location that has come under enemy attack. Defendable primary and alternate "Rally Points" with good access/egress routes should be identified less than 1000 meters from the campsite. Movement priorities, emergency egress routes, signals and destruction procedures, casualty treatment and evacuation, personnel accountability, and defensive positions should be addressed.

- Design approach routes into and through entry points that limit approach vehicle speeds before they reach the gates and between gates using "S" curves, traffic circles, or right angle turns in road layout or use obstacles to create curves.
- Design entry points to operate under all terrorist threat conditions.
- Make individuals aware of local threats and tactics.
- Separate vehicle and pedestrian traffic.
- Illuminate the exterior of entry points.
- Provide well-defined holding areas for unauthorized vehicles and vehicles being searched.
- Establish structurally sound crew served weapons fighting positions away from the entry point so that if an entry point is compromised, effective firepower can be employed to deter further entry.
- Establish perimeters to buffer critical areas.
- Obscure lines of sight available to snipers.
- Minimize or eliminate vulnerabilities from bombs and snipers. Select sites or facilities away from public roads or other uncontrolled areas accessible by vehicles, and away from vantage points from which snipers can fire or launch standoff weapons.
- Emplace warning systems that provide immediate and effective notification of emergency conditions.
- Conduct exercises to ensure contingency plans are reevaluated and effective.
- Create a working Chemical, Biological, Radiological Defense (CBR-D) staff to provide for:
  - Protection of high-risk personnel.
  - Identify the CBR-D threats and determine if current chemical force is sufficient.
  - Monitor the status of CBR-D equipment in the battalion.
  - Monitor the status of CBR-D preparedness in the force.
  - Develop training plans to correct CBR-D training deficiencies.
  - Develop chemical support plans to support current operations.
  - Develop CBR-D plans to protect the force.
  - Monitor the CBR-D situation.
  - Recommend changes to the plan based on the CBR-D situation and coordinate with higher headquarters for support as necessary.
  - Continuously update the commander on all CBR-D operations and remain technically and tactically proficient in all CBR-D issues as they relate to the unit's mission.
  - Create a program that ensures the CBR-D staff discusses CBR-D issues regularly in training.
  - Set clear standards for assessing and evaluating training based on published field manuals.

B.13. Anti-Terrorism and Force Protection

Security is essential to the preservation of combat power. Security is achieved by measures taken to prevent surprise, preserve freedom of action, and deny the enemy information of friendly forces. Since risk is inherent in war, application of the principle of security does not imply undue caution and the avoidance of calculated risk. Security frequently is enhanced by bold seizure and retention of the initiative, which denies the enemy the opportunity to interfere.

B.13.a. References	a. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series), *Chapter 6* b. *Naval Coastal Warfare Doctrine*, NWP 3-10 c. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series) d. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)
B.13.b. Procedures – FPCON Promulgation	The Terrorist Force Protection Condition (FPCON) Program standardizes the military services' identification of and recommended responses to terrorist threats against U.S. personnel and facilities. FPCONs define the perceived danger to personnel and mission during an operation. Superior authority, such as the Joint Rear Area Commander or Naval Component Commander normally sets them. Threat assessments include assigned threat levels and provide the latest details on terrorist activities for a particular location. This program facilitates inter-service coordination and support for anti-terrorism activities. FPCONs should be modified such that necessary resources are in place to oppose aggressors while not unreasonably affecting the routine of the day or needlessly increasing personnel tempo. The following are responsible for weighing all of these factors to promulgate an appropriate FPCON.
B.13.b.1. Combatant Commanders	Combatant Commanders have ultimate AT and FP authority and responsibility within their area of responsibility (AOR).
B.13.b.2. Service Chiefs	Service Chiefs are responsible for AT and FP authority for those personnel and assets for which they have AT responsibility in CONUS.
B.13.b.3. Commanders	Commanders at all levels shall develop a process, based on terrorism threat information and/or guidance from higher headquarters, to raise or lower FPCONs. • FP measures will change as the threat situation increases from FPCON Normal to FPCON Delta: ▪ FPCON "Normal" applies when a general threat of possible terrorist activity exists but warrants only routine security posture. ▪ FPCON "Alpha" applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement certain measures from higher FPCONS resulting from intelligence received or as a deterrent. The measures in this FPCON should be capable of being maintained indefinitely. ▪ FPCON "Bravo" applies when an increased and more predictable threat of terrorist activity exists. The measures in this FPCON should be capable of being maintained for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authorities. ▪ FPCON "Charlie" applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent. Implementation of measures in this FPCON for more than a short period probably will create hardship and affect the peacetime activities of the unit and its personnel. ▪ FPCON "Delta" applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely.

- Commanders shall develop site-specific measures or action tasks for each FPCON which supplement those measures/actions enumerated in instructions. An AT Plan with a complete listing of site-specific AT measures, linked to a FPCON, will be classified, as a minimum, "Confidential." When separated from the AT Plan, specific AT measures and FPCONs remain at a minimum "For Official Use Only."
- In developing site-specific FPCON measures, the Commander should always consider those additional FPCON measures which permit sufficient time and space to determine hostile intent particularly in accordance with the Standing ROEs.
- Commanders at all levels shall establish local measures to supplement *reference (c)* procedures to transition between FPCONs, graduated categories of measures or actions commanders take to protect personnel and assets from attack.
- Commanders at all levels shall set a local FPCON. Subordinate commanders may raise a higher-level commander's FPCON for those personnel and assets for which they have AT responsibilities. However, subordinate commanders shall not lower a higher-level commander's FPCON without the higher-level commander's concurrence.
- Commanders shall ensure proper notifications are made.

The WQSB provides readiness conditions to provide adequate resources to successfully confront and overcome the hostile forces that are likely to be encountered.

B.13.c. Procedures – FPCON Execution

The following procedures shall be performed to properly execute the FPCON Program.

B.13.c.1. Commanding Officer

The CO shall:

- Comply with FPCON directions provided by higher authority.
- Implement additional measures necessary to bring the specific site into compliance with FPCON requirements.

B.13.c.2. Operations Officer

The OPS shall coordinate water and shore efforts and maintain FPCON Plans for the PSU.

B.13.c.3. Force Protection Officer

The FP Officer shall:

- Assist OPS.
- Maintain FPCON Plans.

B.13.c.4. Waterborne Security Officer

The WSO shall:

- Assist OPS.
- Maintain FPCON Plans.

B.13.c.5. All Hands

All hands shall comply with FPCON orders.

B.14. Port Physical Security Survey

The Port Physical Security Survey (**Table 5-22**) consists of checklists to assist personnel in developing information about the facilities within the PSU's AOR. It is not intended to address every issue or contingency, and necessarily may be modified for local use. These checklists are very important to building a better understanding and knowledge of the other FP capabilities that the PSU may have at its disposal.

Table 5-22
Port Physical Security Survey Checklist

Introduction		
Activity being Surveyed:		
Country:		
Security Officer/Point of Contact:	Name:	
	Address:	
	Telephone:	
Notes:		

Security Planning				
1.	Does the port facility have a current Port Security Plan (PSP):	Yes: _____	No: _____	
2.	What is the date of the PSP?			
3.	Does the PSP include:			
	a. Preventive measures to reduce opportunities for introduction of bombs?	Yes: _____	No: _____	
	b. Procedures for evaluating and handling bomb threats?	Yes: _____	No: _____	
	c. Policy for evacuation and safety of personnel?	Yes: _____	No: _____	
	d. Procedures to be used to search for bombs?	Yes: _____	No: _____	
	e. Procedures to be used in the event a bomb or suspected bomb is found in the port/facility?	Yes: _____	No: _____	
	f. Procedures for obtaining assistance and support of law enforcement and explosive ordnance disposal (EOD) units?	Yes: _____	No: _____	
4.	Does the port facility have Counter Sabotage Program?	Yes: _____	No: _____	
5.	Does the Security Officer ensure that physical security surveys are conducted at least annually?	Yes: _____	No: _____	
6.	How often does the port conduct a threat assessment?			
Notes:				

Table 5-22
Port Physical Security Survey Checklist – Continued

Security Measures				
1.	Does the port facility have a current Loss Prevention Plan (LPP):	Yes: _____	No: _____	
2.	What is the date of the port facility's most recent risk and threat analysis?			
3.	Have areas been designated in writing by the port operator as restricted areas?	Yes: _____	No: _____	
4.	Are the basic security measures for restricted areas in effect?	Yes: _____	No: _____	
5.	Are all restricted area points appropriately posted?	Yes: _____	No: _____	
6.	Are security measures in effect to protect?			
	a. Electrical power supplies and transmission facilities?	Yes: _____	No: _____	
	b. Communication centers/equipment?	Yes: _____	No: _____	
	c. Arms, ammunition and dangerous cargoes?	Yes: _____	No: _____	
7.	Are physical security surveys of the port conducted at lease annually under the auspices of the Security Officer?	Yes: _____	No: _____	
8.	What is the date of the most recent physical security inspection, audit, or review by an immediate supervisor in the port?			
9.	Does the port/facility have an effective after hours or weekend restricted area security check by the security force?	Yes: _____	No: _____	
	a. Are the results of security checks promptly reported to the Port Security Officer?	Yes: _____	No: _____	
10.	Does the port/facility have Privately Owned Vehicle (POV) Parking Plan including:	Yes: _____	No: _____	
	a. Restriction of POV parking in exclusive or limited areas?	Yes: _____	No: _____	
	b. Fenced/enclave parking in controlled areas?	Yes: _____	No: _____	
11.	Does the port/facility have a Traffic Control Program:	Yes: _____	No: _____	
Notes:	_____			

Table 5-22
Port Physical Security Survey Checklist – Continued

The Security Force					
1.	Is the present security force strength and composition commensurate with the degree of security protection required?	Yes:	_____	No:	_____
2.	Are all security posts, fixed and mobile, provided with security force orders?	Yes:	_____	No:	_____
3.	Are security force orders reviewed by the Security Officer for currency at least monthly?	Yes:	_____	No:	_____
4.	Are security force personnel inspected by a supervisor prior to being posted?	Yes:	_____	No:	_____
5.	Do supervisors inspect each post/patrol/activity at least twice per shift?	Yes:	_____	No:	_____
6.	Does port or local community maintain an organized and equipped crisis response force?	Yes:	_____	No:	_____
7.	Does the crisis response force receive adequate training?	Yes:	_____	No:	_____
8.	How many personnel are available in the port facility area?	_____			
9.	Outside the port, how many additional security forces could be brought in?				
	a. One-hour notice?	_____			
	b. Four-hour notice?	_____			
	c. Any pertinent comments: _____				
10.	Has liaison been established with local, State, and Federal (or HN) law enforcement agencies whereby early warning of threat situation will be provided?	Yes:	_____	No:	_____
11.	Do security force personnel record or report their presence at key points in the port by means of:				
	a. Portable watch clocks?	Yes:	_____	No:	_____
	b. General watch clock stations?	Yes:	_____	No:	_____
	c. Telephones?	Yes:	_____	No:	_____
	d. Two-way radio communications equipment?	Yes:	_____	No:	_____
	e. Other: _____				
12.	Are guard assignments, times, and patrol routes varied at frequent intervals to avoid establishing routines?	Yes:	_____	No:	_____
Notes:	_____				

Table 5-22
Port Physical Security Survey Checklist – Continued

Personnel and Vehicle Movement Control					
1.	Is a pass or badge identification system used to identify all personnel within the confines of restricted areas in effect?	Yes:	_____	No:	_____
2.	Does the identification medium in use provide the desired degree of security?	Yes:	_____	No:	_____
3.	Are personnel, who require infrequent access to a restricted area or have not been issued a permanent pass or badge for such, treated as "visitors," and issued a visitor's badge or pass?	Yes:	_____	No:	_____
4.	Do guards at control points compare badges to bearers, both upon entry and exit?	Yes:	_____	No:	_____
	a. If no, upon entry only?	Yes:	_____	No:	_____
	b. Upon exit only?	Yes:	_____	No:	_____
5.	Is supervision of the personnel identification and control system adequate at all levels?	Yes:	_____	No:	_____
6.	Are badges and serial numbers recorded and controlled by rigid accountability procedures?	Yes:	_____	No:	_____
7.	Are lost badges replaced by badges bearing different serial numbers?	Yes:	_____	No:	_____
8.	Have procedures been established that provide for issuance of temporary badges for individuals who have forgotten their permanent badges?	Yes:	_____	No:	_____
9.	Are badges designed to enable guards and other personnel to recognize quickly and positively the authorizations and limitations applicable to the bearer?	Yes:	_____	No:	_____
10.	Are procedures in existence to ensure the return of identification badges upon termination of employment or assignment?	Yes:	_____	No:	_____
11.	Have effective visitor escort procedures been established when necessary?	Yes:	_____	No:	_____
12.	Are visitors properly escorted within restricted areas when necessary?	Yes:	_____	No:	_____
13.	Are permanent records of visits maintained?	Yes:	_____	No:	_____
	By whom? _____				
14.	Are Privately Owned Vehicles (POV) and contractor vehicles, which are allowed routine access to the installation, registered with the security office?	Yes:	_____	No:	_____
15.	Are random administrative inspections made of automobiles?	Yes:	_____	No:	_____
16.	Are administrative inspection procedures issued by the port authority and are they concise and specific?	Yes:	_____	No:	_____
Notes:	_____				
	_____				
	_____				

Table 5-22
Port Physical Security Survey Checklist – Continued

Barriers and Openings					
1.	Do the fenced portions of the port area barrier meet the minimum specifications for security fencing?	Yes:	_____	No:	_____
	a. Is it of chain link (cyclone) composition?	Yes:	_____	No:	_____
	b. Is it constructed of 9-gauge or heavier wire?	Yes:	_____	No:	_____
	c. Is the mesh opening no larger than two inches?	Yes:	_____	No:	_____
	d. Is selvage twisted and barbed at the top and bottom?	Yes:	_____	No:	_____
	e. Is the bottom of the fence within two inches of solid ground?	Yes:	_____	No:	_____
	(1) In areas where the fence exceeds two inches from solid ground, have compensatory measures been taken?	Yes:	_____	No:	_____
	f. Is the top guard strung with barged wire (or barbed tape/razor edge) and angled outward away from protected site and upward at a 45-degree angle?	Yes:	_____	No:	_____
	g. Is the fence at least eight feet in height (including the outrigger) in all required areas?	Yes:	_____	No:	_____
2.	Does the port facility provide for security force inspection of the security barrier, including clear zones, at least once per month?	Yes:	_____	No:	_____
	a. Are deficiencies noted and are remedial actions promptly effected?	Yes:	_____	No:	_____
3.	If masonry wall is used, does it meet minimum specifications for security fencing?	Yes:	_____	No:	_____
4.	If building walls, floors, and roofs form a part of the barrier, do they provide security equivalent to that provided by the security barrier?	Yes:	_____	No:	_____
5.	Are all openings properly secured?	Yes:	_____	No:	_____
6.	If a building forms a part of the barrier, doe it present a potential penetration hazard at the point of juncture with the perimeter security fence?	Yes:	_____	No:	_____
7.	If a body of water forms any part of the barrier, are additional security measures provided?	Yes:	_____	No:	_____
8.	Are openings such as culverts, tunnels, manholes for sewers and utility access, and sidewalk elevators which permit access to the port and restricted are as properly secured?	Yes:	_____	No:	_____
9.	Are all portals in perimeter barriers guarded or secured?	Yes:	_____	No:	_____
10.	Do the gates and/or other entrances in perimeter barriers exceed the number required for safe and efficient operations?	Yes:	_____	No:	_____
11.	Are all perimeter barrier portals equipped with secure locking devices?	Yes:	_____	No:	_____
	a. Are they locked when not in use?	Yes:	_____	No:	_____
12.	Do all gates provide protection equivalent to that provided by the barrier of which they are part?	Yes:	_____	No:	_____
13.	Are prescribed clear zones maintained on both sides of the restricted area barriers?	Yes:	_____	No:	_____

Table 5-22
Port Physical Security Survey Checklist – Continued

14.	If clear zone requirements cannot be met, have compensatory security measures been implemented?	Yes:	_____	No:	_____
15.	Are any perimeters protected by IDS?	Yes:	_____	No:	_____
Notes:					
	Protective Lighting				
1.	Is the perimeter of the installation and restricted area fencing provided adequate lighting?	Yes:	_____	No:	_____
2.	Do the protective lighting meet adequate intensity requirements?	Yes:	_____	No:	_____
3.	Are the zones of illumination from lamps directed downward and away from guard personnel?	Yes:	_____	No:	_____
4.	Is perimeter protective lighting utilized so that security force patrol personnel remain in comparative darkness?	Yes:	_____	No:	_____
5.	Are lights checked for proper operation prior to darkness at least weekly?	Yes:	_____	No:	_____
6.	Are repairs to lights and replacement of inoperative lamps effected immediately or in a reasonable time?	Yes:	_____	No:	_____
7.	Is additional lighting provided at active portals and points of possible intrusion?	Yes:	_____	No:	_____
8.	Are gate-guard houses provided with proper illumination?	Yes:	_____	No:	_____
9.	Does the port facility have a dependable source of power for its protective lighting system?	Yes:	_____	No:	_____
10.	Does the port facility have a dependable auxiliary (emergency) source of power for protective lighting?	Yes:	_____	No:	_____
11.	Is the power supply for the protective lighting system protected?	Yes:	_____	No:	_____
12.	Are there provisions for standby or emergency protective lighting?	Yes:	_____	No:	_____
13.	Is the standby or the emergency equipment tested at least monthly?	Yes:	_____	No:	_____
14.	Can the emergency backup power supply be rapidly switched into operation when needed?	Yes:	_____	No:	_____
15.	Is the emergency backup power supply self-started?	Yes:	_____	No:	_____
16.	Is the protective lighting/emergency or standby power source located within a restricted area?	Yes:	_____	No:	_____
17.	Is parallel circuitry used in the wiring?	Yes:	_____	No:	_____
18.	Are multiple circuits used?	Yes:	_____	No:	_____
	a. If yes, are proper switching arrangements provided?	Yes:	_____	No:	_____
19.	Are switches and controls properly located, controlled and protected?	Yes:	_____	No:	_____
	a. Are they weatherproof and tamper-resistant?	Yes:	_____	No:	_____
	b. Are they readily accessible to security personnel?	Yes:	_____	No:	_____

Table 5-22
Port Physical Security Survey Checklist – Continued

	c. Are they located so that they are inaccessible from outside the perimeter barrier?	Yes:	_____	No:	_____
	d. Is there a centrally located switch to control protective lighting?	Yes:	_____	No:	_____
20.	Is the protective lighting system designed and locations recorded so that repair can be made rapidly in an emergency?	Yes:	_____	No:	_____
21.	Are materials and equipment in shipping and storage areas properly arranged to provide adequate lighting?	Yes:	_____	No:	_____
22.	If bodies of water form a part of the perimeter, is adequate lighting provided where deemed appropriate?	Yes:	_____	No:	_____

Notes: _____

Security Force Training

1.	Does the port facility provide prescribed security force training?	Yes:	_____	No:	_____
2.	Does the port facility provide adequate lesson plans to cover all facets of security and law enforcement?	Yes:	_____	No:	_____
3.	Are external schools and resources used to provide law enforcement and security training?	Yes:	_____	No:	_____
	If yes, name of the school(s): _____				
4.	Are individual training records adequately maintained for security force personnel?	Yes:	_____	No:	_____
5.	Do all armed security force personnel receive adequate firearms training for the weapon they use?	Yes:	_____	No:	_____
6.	Do all security force personnel receive adequate indoctrination in the UOF?	Yes:	_____	No:	_____

Notes: _____

Table 5-22
Port Physical Security Survey Checklist – Continued

Intrusion Detection Systems (IDSs)					
1.	Does the port facility employ any IDS?	Yes:	_____	No:	_____
2.	Does the IDS, where utilized, meet the following requirements?	Yes:	_____	No:	_____
	a. Are IDS signals monitored at one central point and is the security force response initiated from that point?	Yes:	_____	No:	_____
	b. Are all sensor equipment, doors, drawers, and removable panels secured with key locks or screws and equipped with tamper switches?	Yes:	_____	No:	_____
	c. Have power supplies been protected against overload by fuses or circuit breakers?	Yes:	_____	No:	_____
	d. Are annunciator, control, and display subsystems located in a separate area or closed off from public view?	Yes:	_____	No:	_____
	e. Are zone numbers assigned to IDS sensor locations instead of building/room numbers?	Yes:	_____	No:	_____
3.	Do adequate security alert teams back up the system?	Yes:	_____	No:	_____
4.	Is the alarm system for active areas or structures placed in access mode during normal working hours?	Yes:	_____	No:	_____
5.	Is the system tested prior to activation?	Yes:	_____	No:	_____
6.	Is the system inspected at least monthly?	Yes:	_____	No:	_____
7.	Is the exterior IDS system weatherproof?	Yes:	_____	No:	_____
8.	Is there an alternate or independent power source available for use on the system in the event of power failure?	Yes:	_____	No:	_____
9.	Is the emergency power source designed to cut in and operate automatically when AC power goes down?	Yes:	_____	No:	_____
10.	Do trained and properly cleared personnel properly maintain the IDS system?	Yes:	_____	No:	_____
11.	Are frequent tests conducted to determine the adequacy and promptness of response to alarms systems?	Yes:	_____	No:	_____

Notes: _____

_____

_____

Table 5-22
Port Physical Security Survey Checklist – Continued

Employee Security Education Program					
1.	Does the port facility/activity have an Employee Security Education Program addressing port security matters?	Yes:	_____	No:	_____
2.	Are all assigned personnel provided port security indoctrination?	Yes:	_____	No:	_____
3.	Is formal security education training conducted for all personnel at least annually?	Yes:	_____	No:	_____
4.	Are all personnel indoctrinated in security procedures that apply in the performance of their duties?	Yes:	_____	No:	_____
5.	Does the program cover such topics as:				
	a. Pass and badge systems?	Yes:	_____	No:	_____
	b. Privately owned vehicle identification and control?	Yes:	_____	No:	_____
	c. Random package and vehicle inspections?	Yes:	_____	No:	_____
	d. Procedures from prompt reporting of security breaches?	Yes:	_____	No:	_____
	e. Layout of the waterfront facility to which the security force is assigned?	Yes:	_____	No:	_____
	f. Means/avenues by which the waterfront facility may be accessed from waterside and landside?	Yes:	_____	No:	_____
	g. Types of cargo operations, on the facility and on a vessel moored to the facility, that is to be expected?	Yes:	_____	No:	_____
	h. General security topics?	Yes:	_____	No:	_____
6.	Are local law enforcement agencies asked to actively participate in pertinent portions of the program?	Yes:	_____	No:	_____

Notes: _____

Table 5-22
Port Physical Security Survey Checklist – Continued

Security Force Communications					
1.	Does the activity security force have its own communications system with direct communications between security headquarters and security elements?	Yes:	_____	No:	_____
2.	Is there an auxiliary power supply for the communications systems?	Yes:	_____	No:	_____
3.	Is there sufficient equipment to maintain continuous communications with each element of the security force?	Yes:	_____	No:	_____
4.	Is there adequate alternate means of communication available to the security force?	Yes:	_____	No:	_____
5.	What is the primary means of communication for the security force? _____				
	What is the alternate means? _____				
6.	Radio communications:				
	a. Are proper radio procedures practiced?	Yes:	_____	No:	_____
	b. Is all communications equipment properly maintained?	Yes:	_____	No:	_____
	c. Are there at least two dedicated radio frequencies for security force use?	Yes:	_____	No:	_____
	d. Are portable radios equipped with multiple-frequency capability?	Yes:	_____	No:	_____
	e. Are portable radios equipped with an automatic-tilt or switch activated duress frequency?	Yes:	_____	No:	_____
7.	Does the security force use a duress code for emergency situations?	Yes:	_____	No:	_____
	a. Is the duress code changed at least monthly?	Yes:	_____	No:	_____
8.	Is the communications center afforded adequate physical security against armed intrusion?	Yes:	_____	No:	_____
9.	Are communications systems capable of being used to transmit instructions to all key posts simultaneously in a rapid and timely manner?	Yes:	_____	No:	_____
Notes:	_____				

Table 5-22
Port Physical Security Survey Checklist – Continued

Security Equipment				
1.	Does the security force have sufficient, adequately equipped vehicles to maintain patrols, respond to alarms and emergencies and maintain supervision?	Yes: _____	No: _____	
	a. Are security force vehicles equipped with:			
	(1) Signs conspicuously identifying the vehicle as a security police vehicle?	Yes: _____	No: _____	
	(2) Emergency exterior overhead lights?	Yes: _____	No: _____	
	(3) Electronic siren?	Yes: _____	No: _____	
	b. Do security force vehicles have relatively low mileage?			
2.	Do the Security Officers and supervisory personnel frequently review the firearms and ammunition requirements to ensure their adequacy?	Yes: _____	No: _____	
	Approximately how often/frequently? _____			
3.	Do observation towers provide security personnel with adequate observations of security areas?	Yes: _____	No: _____	
4.	What type of ammunition is used by armed security force personnel?	Yes: _____	No: _____	
5.	Is ammunition properly secured and issued only for authorized purposes?	Yes: _____	No: _____	
6.	Are weapons adequately stored and secured when not in use?	Yes: _____	No: _____	
7.	Are duties other than those related to security performed by security personnel?	Yes: _____	No: _____	
8.	Does the port facility provide devices and specialized equipment for use by the security force?	Yes: _____	No: _____	
9.	Does the port provide security force personnel with individual equipment?	Yes: _____	No: _____	
Notes:	_____			

B.15. Patrol Briefs and Debriefs

Orders should be timely, simple, clear, and concise. Mission orders should provide the commanders concept, or intent, to insure that subordinate commanders, including coxswains and shore security team members, acting on their own initiative, direct their efforts to the attainment of the overall objective.

B.15.a. References

a. *Naval Coastal Warfare Operations*, NTTP 3-10.1

B.15.b. Objectives

The TAO briefs ongoing security teams to accomplish several objectives. The briefing should be concise and informative and meet "Team Coordination" requirements including risk management, possible hazards, and risk and situation awareness. Proper safety and personal protective equipment (PPE), and safety procedures should be addressed during the briefings.

B.15.c. Brief Format

All personnel shall be briefed before getting underway or dispersing to post. Security briefings are conducted using a standard patrol brief format, a five-paragraph order that provides waterborne and shore security personnel with general information to execute expected and contingency operations, as follows:

- Situation
- Mission
- Execution
- Administration and Logistics
- Command and Signal

The briefing should state the following:

- Purpose of assignment
- Special circumstances
- Working radio frequencies and redundancy
- Plan of action upon arrival at destination
- Weather and sea conditions

TPSB crew and shore security patrol briefings explain the situation and what might be expected, and is intended to resolve any confusion or uncertainty. Rules of engagement (ROE) or use of force (UOF) should be reviewed with specific emphasis on recent changes.

B.15.d. Training

Initial and subsequent training should emphasize:

- Limited intelligence information
- Techniques for entry control
- Patrols
- Observation and communications
- Inspection, identification, and reporting
- Person, building, and vehicle searches
- Apprehension of suspects
- Self-defense
- Recognizing dangerous substances and devices
- Human relations
- First aid

B.15.e. Off-Going Watches	The patrol brief should be continuously updated with current information. All personnel must be familiar with UOF Policy or ROEs and any changes prior to relieving the watch. Prior to relieving the off-going watches, oncoming crew members conduct a brief turnover (5 minutes or less) to provide information on equipment status, contacts, and other important information. Off-going watches debrief with the Watch Officer upon their relief. This provides perspective on environmental conditions, traffic patterns, new contacts, equipment status, and other changing conditions. The off-going watch may also debrief with the intelligence department if needed to convey developing intelligence information.
B.15.f. Procedures	The following procedures shall be performed in support of off-going watch briefs.
B.15.f.1. Command Duty Officer	The CDO shall review and approve all patrol briefs.
B.15.f.2. Tactical Action Officer	The TAO shall: • Prepare and file patrol briefs for waterborne security operations (**Table 5-23**). • Collect, review, disseminate, adjust operations and/or tactics, as appropriate, and file Intelligence Debriefing Sheets (**Table 5-24**) prepared by coxswains. • Lead briefings and debriefings.
B.15.f.3. Security Watch Officer	The SWO shall: • Prepare and file patrol briefs for shore security operations. • Collect, review, disseminate, adjust operations and/or tactics, as appropriate, and file Intelligence Debriefing Sheets (**Table 5-24**) prepared by fire team leaders. • Assist TAO in briefings and debriefings.
B.15.f.4. Coxswains and Fire Team Leaders	The coxswains and Fire Team Leaders shall: • Muster in the Command Center 15 minutes before scheduled watch for briefing. • Relay relevant information to boat crew/fire team. • Collect information from boat crew/fire team following the watch. • Muster in Command Center 10 minutes after the watch ends for debriefing.

Table 5-23
Example Port Security Unit Patrol Brief

Port Security Unit _____ Patrol Brief						
Date:			Time:			
CDO:	TAO:			SWO:		
Boat Crew(s)/Fire Team(s) (include WQ&SB)	Assigned Sector:					
	Assigned Sector:					
	Assigned Sector:					
	Assigned Sector:					
	Assigned Sector:					
	Assigned Sector:					
SITUATION						
FP Condition:	EMCON:			MOPP Level:		
Waterway / Operating Area						
Navigation Charts / Maps						
Forecasted Weather						
Temperature Range			to			
Sunrise		Sunset				
Visibility		Cloud Cover		Precipitation		
Tides:	High			Low		
	Time	Height		Time	Height	
Friendly and Neutral Forces						
Supported Command(s)				Call Sign:		
U. S. Forces	HDC:			Call Sign:		
	MIUW:			Call Sign:		
	IBU:			Call Sign:		
	Boat 1:	Call Sign:	Boat 2:	Call sign:		
	IBU:			Call Sign:		
	Boat 1:	Call Sign:	Boat 2:	Call sign:		
	Other:			Call Sign:		
	Other:			Call Sign:		
	Other:			Call Sign:		
Other Military						
HN						
Detachments						

Table 5-23
Example Port Security Unit Patrol Brief – Continued

Enemy Forces	
Identification / Resources	
Capabilities	
Last Known Location	
Intelligence / Intentions & Future Movements	

MISSION	
Objective:	
Special Evolution	Objective
	Boat(s)/Fire Team(s) Assigned
	Time

EXECUTION	
Concept of Operations	
Type of Operation being Conducted (port security, MPF offload, JOTS, etc.)	
Type(s) of Patrols (screen, barrier, surveillance, etc.)	
Fire Support Plan (Boats, shore batteries, patrols, and individuals)	
Tasks and Responsibilities	

Table 5-23
Example Port Security Unit Patrol Brief – Continued

Required Preparations		
Planned Evolutions		
Intelligence Collection Requirements		
Departure/Re-Entry Points		
ROEs		
ADMINISTRATION AND LOGISTICS		
Food		
Water		
Ammunition / Ordnance Loadout	.50-Caliber	
	7.62-MM/.30-Caliber	
	5.56-MM/.22-Caliber	
	12-Gauge	
	9-MM	
	40-MM	
	Illuminating	
	Smoke	
	M3A2	

Table 5-23
Example Port Security Unit Patrol Brief – Continued

COMMAND AND SIGNAL	
Communications Plan	Primary Frequency/Equipment
	Secondary Frequency/Equipment
	Tertiary Frequency/Equipment
	Administration Frequency/Equipment
	HN Frequency/Equipment
	Other Frequency/Equipment
	Other Frequency/Equipment
	Other Frequency/Equipment
Challenge and Reply	
Required Reports and Frequency	Operations Status
	Position Reports
Contact Reporting	
Operational Risk Management	
Miscellaneous	

Table 5-24
Example Intelligence Debriefing Sheet

Port Security Unit _____ Intelligence Debriefing Sheet

Observer: _____ Time: _____

Other Observers: _____ _____ _____

Location: _____ Latitude: _____ Longitude: _____

Persons Involved: _____

Noteworthy Equipment: _____

Narrative Summary: _____

****

Observer: _____ Time: _____

Other Observers: _____ _____ _____

Location: _____ Latitude: _____ Longitude: _____

Persons Involved: _____

Noteworthy Equipment: _____

Narrative Summary: _____

Patrol Brief Feedback: _____

B.16. Customs, Quarantine, and Immigration

*Article 4-1-*28 of the *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series) shall be followed for compliance with customs, quarantine, and immigration requirements.

B.16.a. References

a. *Medical Manual*, COMDTINST M6000.1 (series), *Chapter 7*

b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series), *Article 4-1-28*

B.16.b. Procedures

In carrying out customs, quarantine, and immigration requirements, PSUs shall:

- Facilitate examinations required by customs or Immigration Officers of the United States. Require that articles obtained in a foreign port be reported to the collector of the port as required by customs regulations.
- Cooperate with foreign customs or Immigration Officers to insure observance of local customs and immigration, but do not permit onboard examinations or removal of persons from the command.
- Require that articles obtained in a foreign port be reported to the collector of the port as required by customs regulations.
- Comply with the quarantine regulations.
- Cooperate with visiting health officials, whether United States or foreign, and give all information required insofar as military security permits.

B.17. Signing Official Correspondence

COs may designate officers or Chief Petty Officers (CPOs) within their commands to approve, by their direction, correspondence, routine papers, vouchers, payrolls, returns, and reports not requiring administrative discretion by the CO.

The CO shall sign all official correspondence addressed to higher authority relating to the mission or efficiency of the command or activity.

Official correspondence which is required by law or regulation to be signed by an officer in the execution of the duties of the officer shall be signed personally by that officer.

B.17.a. References

a. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.17.b. Procedures

- COs shall determine and designate in writing individuals who are authorized to sign correspondence on behalf of the command.
- In official correspondence signed by subordinate officers for a senior, the words "Executive Officer" or "By direction" as appropriate shall appear below the signature of the subordinate officer. In the business form letter, the grade of the signing official, the functional title, such as "Executive Officer" or "By direction of (appropriate commander)" shall appear below the signature.
- When an officer, temporarily succeeding to command, signs official correspondence, the word "Acting", shall appear below the signature.

B.18. Watch Assignments

The CO directs duty watchstanding. Normally the OPS is the Senior Duty Officer and coordinates the schedule. The CDO is the commissioned, warrant, or Senior Petty Officer on watch who is responsible for the performance of the duties prescribed in these regulations and by the CO. Every person at the PSU who is subject to the orders of the CO, except the XO, are subordinate to the CDO.

B.18.a. References

a. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.18.b. Procedures

- The CO may assign to duty in charge of a watch, or to stand a day's duty, any commissioned or Warrant Officer who is subject to the CO's authority and who is, in the opinion of that CO, qualified for such duty, subject to restrictions that may be imposed by a senior in the chain-of-command or by regulation. If an assignee is not, in the opinion of the CO, qualified to stand watches because of either inexperience or lack of training, the person may, at the discretion of the CO, be placed in a training status until qualified.
- A Petty Officer in the command who is, in the opinion of the CO, qualified for the duty, may be assigned to stand the watch. This should only occur when the number of commissioned or Warrant Officers qualified for watchstanding is reduced (1) to an extent which may interfere with the proper operation of the command, or (2) may cause undue hardship. This assignment, which may be to duty in charge of a watch or to stand a day's duty, must be in writing and may be subject to restrictions imposed by a senior individual in the chain of or by these regulations. An enlisted person shall be certified by the CO and such certification shall be entered in that enlisted person's record on the Administrative Remarks Sheet.

B.19. Routine of the Day

The XO directs the routine of the day. The daily routine for any unit shall be prescribed in an order or directive. The routine shall conform to such instructions as may be issued by superior commanders. Daily routine checklists should be used to ensure prompt and timely actions by the CDO, Master-at-Arms (MAA), and other personnel actively involved in the daily routine of the unit.

B.19.a. References

a. *Coast Guard Diving Polices & Procedures*, COMDTINST M3150.1 (series)
b. *Coast Guard Food Service Manual*, COMDTINST M4061.5 (series)
c. *Field Hygiene and Sanitation, FM 21-10*
d. *Port Security Unit (PSU) Essential Skills Handbook, General Skills*
e. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)
f. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.19.b. Procedures

The following procedures shall be performed to fulfill routine of the day and campsite requirements provided current operations allow.

B.19.b.1. Executive Officer

The XO shall prepare and publish a schedule of daily events to guide personnel. The typical routine of the day may include:

- Reveille
- Physical training
- Watches
- Work day hours
- Musters
- Meals
- Special events
- Events applicable to a large number of people
- Sick call

B.19.b.2. Crew Members

Crew members shall:

- Keep their CO advised of their whereabouts.
- Notify their Division Officer or if not available the CDO, if for unavoidable reasons they are unable to return prior to the expiration of leave or liberty.
- Report hazing violations to appropriate authority within the chain-of-command.
- Report the existence or suspicion of communicable diseases promptly to competent authority.
- Accept the treatment of a competent medical authority.
- Wear proper clothing and protective lotions for climate and weather conditions to prevent sunburn or exposure to cold and dampness.
- Present for inspection any item in their possession or on their person to the CDO or an officially designated representative. Crew members shall not conceal in any container or on their person any article with intent to deceive or evade the lawful inspection of such articles.
- Report departure or return from base to the CDO.
- Diving activities in support of Coast Guard duties shall follow service policy and regulations.

B.19.b.2.(a). Field Hygiene and Sanitation

Crew members shall fill canteens with treated water at every chance. When treated water is not available, water must be disinfected in a canteen using one of the following methods:

- Preferred methodóiodine tablets:
  - Fill canteen with the cleanest water available.
  - Put two iodine tablets in the canteen of water. Double these amounts in the 2-quart canteen.
  - Place cap on canteen. Shake canteen to dissolve tablets.
  - Wait 5 minutes. Loosen the cap and tip the canteen over to allow leakage around the canteen threads. Tighten the cap and wait an additional 25 minutes before drinking.
- Alternate methods:

CAUTION ! Do not drink from the treatment bag! The water is still contaminated and must be filtered before drinking. Not filtering may cause stomach and intestinal disorders.

  - Chlorine Ampules:
    - Fill canteen with the cleanest water available.
    - Mix one ampule of chlorine with one-half canteen cup of water; stir the mixture with a clean device until contents are fully dissolved.
    - Pour one canteen capful of the above solution into canteen of water.
    - Place the cap on the canteen and shake. Slightly loosen the cap and tip the canteen over to allow leakage around threads. Tighten cap and wait 30 minutes before drinking.
    - If the nuclear, biological, and chemical (NBC) canteen cap is used, then use two caps of the solution.

- Emergency Water Treatment Kit (CHLOR-FLOC® Tablets):
  - Tear off the top of the plastic water treatment bag at the perforation (first time use).
  - Fill the treatment bag one-half full with the cleanest water available; add 1 tablet.
  - Fold bag tightly three times and fold tabs in.
  - Hold bag firmly and shake until tablet dissolves. Swirl 10 seconds. Let the bag sit for 4 minutes. Swirl again for 10 seconds.
  - Let bag sit for an additional 15 minutes.
  - Insert filter pouch in neck of canteen. Pour water from bag through the filter into the canteen. Avoid pouring sediment into the filter.
  - Rinse the filter with treated water after use. Always filter through the same side of the filter.
  - Rinse sediment from treatment bag. Save bag for water treatment only.
- Household Bleach:

NOTE Ensure bleach is unscented.

  - Fill canteen with the cleanest water possible.
  - Read the label on the bleach bottle to determine amount of available chlorine. Liquid chlorine laundry bleach usually has about 5 to 6 percent available chlorine. Based upon the strength of the household bleach, add the chlorine to the canteen per:

AVAILABLE CHLORINE	CLEAR WATER COLD	CLOUDY WATER
1 PERCENT	10	20
4 – 6 PERCENT	2	4
7 – 10 PERCENT	1	2

  - Place the cap on the canteen and shake. Slightly loosen the cap and tip the canteen over to allow leakage around threads. Tighten the cap and wait 30 minutes before drinking the water.
- Boiling:
  - When chlorine or iodine is not available, bring water to a rolling boil for 5 minutes.
  - In an emergency, boiling water for just 15 seconds will help. Boiled water must be protected from recontamination.

NOTE

WASH HANDS
Use soap and drinking (potable) water:

- After using the latrine.
- Before touching eating utensils or food.
- After eating.
- After handling any item that can potentially transfer germs.
- Frequently during the work day to keep hands free of germs.

B.19.b.2.(b). Field Waste Disposal

For more information on field waste disposal, refer to *Field Hygiene and Sanitation, FM 21-10*.

NOTE

Local, State, Federal, and Host-Nation regulations or laws may prohibit burning or burial of waste. The garbage, rubbish, and other such material may have to be transported to a waste disposal facility. Chemical toilets are the required human waste disposal devices for use during field exercises or missions. Improvised devices may be used under emergency conditions; the burn-out latrine is the preferred method for improvised devices.

B.19.b.2.(c). Prohibitions

Crew members may not:

- Sleep in any space or use any berth other than the one assigned, unless proper authority permits it.
- Remove a mattress from a berth or areas of stowage, except as duty performance may require.
- Create a disturbance or turn on any white light, except berthing and standing lights, in any berthing area between taps and reveille; except as duty performance may require.
- Fail to turn out of their berth when directed by proper authority.
- Have late berthing privileges unless proper authority grants it.
- Sleep or lie on any berth while wearing shoes or soiled clothing.
- Hang clothes or loiter in the crew's head.
- Throw rubbish or other soiled matter into sinks, urinals, or showers.
- Throw or dispose of anything in toilet bowls other than that for which it was designed.
- Leave the base while in a restraint status without permission of the CO, the XO, or, in emergencies, the CDO.
- Operate a government-owned motor vehicle without specific command authorization. Vehicle use is for official business only. Vehicle users shall be responsible for the safe operation and care of the vehicle assigned to them. Crew members using government-owned motor vehicles shall have the permission of the CDO. Upon their return, the senior member shall notify the CDO. The proper use of safety belts is mandatory. Smoking is prohibited. Personnel must have a valid State driver's license and a U.S. Armed Forces Identification Card.
- Have a fixed, semi-fixed, folding, or spring-loaded knife with a blade over 5 inches.
- Have any device or apparatus that could be used as a dangerous weapon (e.g., skin diving spear gun, martial arts items, tire chains, etc.), except as needed to perform a particular task. Personnel shall turn dangerous weapons into the Weapons Officer for custody in the armory or disposal.

B.19.b.3. Master-at-Arms

The MAA shall:

- Establish the daily cleaning schedule and set a time for closure of the crew's heads for cleaning.
- Ensure thorough cleaning after each meal of the galley, mess deck, and all cooking and eating utensils.
- Ensure daily cleaning with hot water, soap, and disinfectant of all scuttlebutts, washbowls, toilets, and toilet seats.

B.20. Physical Security

Physical security provides for protection of property, personnel, facilities, and material against unauthorized entry, trespass, damage, sabotage, or other illegal or criminal acts. The Physical Security Plan deals with prevention and access control.

B.20.a. References

a. *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series)
b. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
c. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)
d. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)

B.20.b. Procedures

The following procedures shall be performed to ensure physical security:

- Inspect the building for areas where explosives are likely to be concealed. (Make a checklist of these areas for inclusion in command center materials.)
- Determine designed and installed security capabilities.
- Determine whether there is a bomb disposal unit available, how to contact the unit, and under what conditions it is activated.
- Instruct all personnel in what to do if a bomb threat is received.
- Establish perimeter and/or implement augmentation procedures or measures such as the addition of fencing and lighting, and by controlling access.
- Restrict parking to a minimum of 100 yards from critical facilities. If restricted parking is not feasible, properly identified vehicles should be parked closest to the facility and other vehicles parked at a distance.
- Implement highly visible security patrols.
- Install intrusion alarms and video monitoring capabilities.
- Install protective coverings over windows, vents, skylights, etc.
- Establish controls for positively identifying personnel who are authorized access to critical areas and to deny access to unauthorized personnel.
- Inspect all packages and materials being taken into critical areas.
- The layout of the PSU AO should be maintained in the command center.
- Keep security and maintenance personnel alert for people who act in a suspicious manner, as well as objects, items, or parcels which look out of place or suspicious.
- Limit access to critical capabilities support areas.
- Keep trash and dumpsters emptied.
- Control visitor access for individuals entering the PSU facility. All persons should sign a register indicating time in/out and name of the person whom they are visiting. The person should be notified that they have a visitor and the visitor should be escorted.

B.21. Command Security

The Command Security Officer (CSO), designated in writing by the CO, manages the overall Unit Security Program and provides unit or staff level security support. The CSO is ultimately responsible for all national security information at his/her unit. The Security Validation Checklist (**Table 5-25**) is used for managing all classified material at the PSU.

B.21.a. References

a. *Classified Information Management Program*, COMDTINST M5510.23 (series)
b. *Military Personnel Security Program*, COMDTINST M5520.12 (series)
c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.21.b. Procedures

The following procedures shall be performed to ensure an effective PSU Security Program.

B.21.b.1. Commanding Officer	The CO shall: • Designate the CSO in writing. • Designate the Classified Material Control Officer (CMCO) in writing. • Designate the Document Control Station Officer (DCSO) in writing.
B.21.b.2. Command Security Officer	The CSO shall: • Obtain written security servicing agreement for any security functions that are performed by another activity. • Maintain file of security waivers or exceptions. • Maintain required files and report to the cognizant security manager the number of derivative classifications made each fiscal year. • Promulgate reporting procedures for incidents involving sabotage, espionage, deliberate compromise or other subversive activities, suicide, AWOL. • Implement Operations Security (OPSEC) procedures and countermeasures. • Properly designate and mark classified materials. • Establish a Security Education Program including remedial, administrative, and investigative (potential) procedures for compromises of classified information. • Conduct annual evaluation of security procedures. • Designate the Security Control Point and establish classified materials control system and procedures, handling, and access. • Maintain a roster of all personnel assigned to their command who have been granted access to classified material.
B.21.b.3. Classified Material Control Officer	The CMCO shall maintain the classified material inventory in accordance with the *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series) and *Classified Information Management Program*, COMDTINST M5510.23 (series), including the receipt, accounting, distribution, and destruction of all classified material received onboard. This does not apply to NWP, EKMS, and Top-Secret material if NWP, EKMS and Top-Secret custodians are designated.

B.21.b.4. COMTAC Publication Librarian

The COMTAC Publication Librarian shall establish a COMTAC publications library (CPL) that includes:

- Publication Stock Center. The location of publications not issued to CPL holders. It is anticipated that most publications under the control of the CPL will be drawn, maintained, and stowed by the cognizant offices within the command. Publications not required to be held by local holders shall be returned to the CPL.
- Inventory of Publications. A locally prepared inventory of all publications in the CPL shall be prepared annually. It may be prepared more often depending upon local circumstances. It shall contain a list of all basic publications, showing the short titles, latest editions, latest changes and message corrections entered and number of copies of all publications in the CPL. A copy may be issued to interested officers within the command.
- Custody Record File. A card file containing a NWP Library (NWPL) Catalog Card (OPNAV 5070/11) for every publication, microfiche or CD-ROM in the CPL shall be maintained. The purpose of this file is to maintain an up-to-date record of the holder, user, location, and status of each COMTAC publication.
- Administrative Maintenance File. This file shall contain copies of all correspondence in chronological order, pertaining to the COMTAC account, including but not limited to:
  - Relief/designation letters of Publications Control Officer (PCO), including inventory at the time of relief. A Publications Control Clerk (PCC) designation shall also be maintained. Two years inventory subsequent to relief shall be retained.
  - Directives file (initial allowance authorization letters and all subsequent additions/deletions authorizations) shall be retained for two years.
  - Destruction reports shall be retained for 4 years for Top-Secret and Secret material.
  - Correspondence files/local memos (all letters, messages, etc. pertaining to the operation of the library) should be retained for 2 years.
- Publication Notice. The publication notice summarizes a new publication or change. It is occasionally incorporated as a required page in the List of Effective Pages. The PCO or PCC shall duplicate this page, as appropriate, for routing to interested personnel.

Table 5-25
Security Validation Checklist

	Reproduction	Yes	No
1	Are copy machines authorized for reproduction of classified material?		
2	Are copy machines located in a way so as to provide maximum security protection to the items being reproduced?		
3	Are copy machines properly marked?		
4	Have appropriate controls been instituted to preclude unauthorized photography of classified information and equipment?		
	Storage of Classified Materials	**Yes**	**No**
1	Is all classified material stored by approved methods?		
2	Are security containers inspected as required?		
3	Are combinations changed when required?		
4	Is an SF-700 maintained for each container or approved?		
5	Is classified space used to store classified information?		
6	Are combinations appropriately classified, stored, and accounted for?		
7	Are repairs to container conducted according to regulation?		
8	Are containers kept locked when not actually in use or under direct observation by an authorized person?		
9	Are Open/Closed signs being used on security containers?		
10	Is the SF-702 being used on all security containers?		
11	Are dust covers used on combination locks?		
12	Is the shipping combination set on all retired security containers and locks?		
	Classified Material Handling Procedures	**Yes**	**No**
1	Are classified cover sheets being used?		
2	Does the unit have an Emergency Action Plan (EAP)?		
3	Are EAP drills conducted as required?		
4	Are proper procedures followed when packing and addressing classified material when sent?		
	Classified Material Handling Documentation	**Yes**	**No**
1	Are suspense copies of document receipts kept as required?		
2	Is tracer action taken when necessary for outstanding receipts?		
3	Are individuals authorized to hand carry classified material designated in writing?		
	Classified Material Destruction	**Yes**	**No**
1	Are approved methods of destruction being used?		
2	Are records of destruction signed by the destruction officials?		
3	Is classified waste destroyed promptly?		
	Visitor Controls	**Yes**	**No**
1	Are proper visitor controls in place?		

B.22. Unit Training Program

An effective Unit Training Program is of paramount importance in ensuring the readiness of the PSU to perform assigned missions and is an investment in our organization and people. The importance of training, educating, and developing our personnel cannot be overstated. The Unit Training Program is the single most important vehicle for carrying out these goals. Command emphasis is critical to a viable Training Program.

B.22.a. References

a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)

b. *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series)

c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

d. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series)

B.22.b. Planning Board for Training

The Planning Board for Training (PB4T) is responsible for ensuring that the unit complies with all validated and approved training requirements. It identifies and schedules unit and individual training requirements, detects and resolves conflicts, and determines services and other requirements, as well as gains 'buy-in' and support from key personnel who are critical to making various evolutions successful. Important areas of discussion include:

- Internal procedures and guidelines for conduct and membership of the PB4T.
- Personnel responsibilities.
- Training administration responsibilities.
- Responsibilities for unit indoctrination.

Each PSU shall prepare a list of PQS qualifiers by subject matter and name or position/title.

B.22.c. Unit Training Plan

The Unit Training Plan is the foundation of the Unit Training Program and is prepared by the PB4T. It identifies time for all scheduled drills, exercises, all-hands training and departmental/divisional training. It includes:

- Long Range Training Plan (**Table 5-26**)
- Short Range Training Plan (**Table 5-27**)
- Monthly Training Schedule (**Table 5-28**)

B.22.c.1. Long Range Training Plan

The Long Range Training Plan (**Table 5-26**) is based on projected inactive duty for training (IDT) and active duty for training (ADT) opportunities. It is dynamic and includes broad training objectives and requirements, and rough training schedule of to be accomplished for the next 12-15 months. It should be updated quarterly. The Training Officer should maintain a complete file of the Long Range Training Plan. All worksheets or electronic files shall be retained for a minimum of 3 years.

B.22.c.2. Short Range Training Plan

The Short Range Training Plan (**Table 5-27**) is developed for IDT and ADT to align scheduled and new training with support and service requirements for the next 3 to 6 months. The Short Range Plan should updated monthly as a planning tool. The Training Officer should maintain a complete file of the Short Range Training Plan. All worksheets or electronic files shall be retained for a minimum of 3 years.

B.22.c.3. Monthly Training Schedule	The Monthly Training Schedule (**Table 5-28**) is published with a specific schedule for the IDT and ADT period to occur during the upcoming training opportunity. The monthly training schedule provides enough detail such that every member can articulate specific training or other events that he/she will be participating in. The Training Officer should maintain a complete file of the Monthly Training Schedule. All worksheets or electronic files shall be retained for a minimum of 3 years.
B.22.d. Individual Training Records	Individual training records shall be standardized to permit an orderly review of training accomplished and to evaluate the effectiveness of the Unit Training Program. Individual training records shall be maintained for all personnel in Folder CG-5285. Officers shall maintain their own training records. All members shall hand carry their training records between units. The individual training record shall be structured as follows: • Inside Front Cover – Completed indoctrination check-off sheets. • Section I – Copies of Administrative Remarks Form (CG-3307) regarding PQS/JQR qualification and/or re-qualification. Copies of Individual's Record of Small Arms Training Form (CG-3029A). • Section II – Formal school completion letters or certificates. Copies of correspondence course completion letters. • Section III – Copies of Performance Based Qualifications Sheets and correspondence related to advancement or promotion. • Section IV – Record of lectures attended on General Military Training (GMT), departmental/divisional training or those associated with Professional Development Programs. • Section V – Miscellaneous training records and information.

B.22.e. Unit Training Program Elements

Unit Training Program elements include:

- Professional development by way of in rate training to prepare individuals for advancement.
- Incoming personnel attendance at a U.S. Coast Guard Special Missions Training Center (SMTC) Basic Skills Course for their first ADT opportunity. This training may be conducted in lieu of participation in an exercise. Persons who have previously completed this training are not required to retake the course for subsequent assignments to the PSU. Prior service personnel who have completed Marine Corps, Army, or Army National Guard boot camp are not required to attend the basic skills course.
- PQS completion. All personnel shall complete required general and specialized training in the *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series). Individual members are responsible to maintain their PQS book.
- On-the-Job Training (OJT) or other special skills training designed for specific duties or PSU general operations.
- Weapons qualification. Small arms and crew served weapons proficiency is essential to the PSU. Individual training requirements are under review. Currently all personnel hold Level II qualifications. Crew served weapons courses of fire are conducted at a minimum, annually.
- Formal school requirements in accordance with the Training Plan. PSUs should submit a Short Term Resident Training Request Form (CG-5223) to their OPCON to obtain quotas and funding. Training Quota Management Center (TQC) is responsible for training quota management. TQC and the cognizant Integrated Support Command (ISC) will support these requests to the greatest extent possible using authorized AFC 90 or AFC 56 funds as appropriate.
- GMT requirements.
- Completion of all training requirements listed in the *Special Missions Training and Qualifications Manual*, COMDTINST M3502.16 (series).
- A Command Assessment for Readiness and Training (CART) conducted by the SMTC at least six months prior to the projected Tailored Unit Training Availability (TUTA). The training curricula is tailored to the unit and is focused on improving mission readiness.
- Drills and exercises.
- Departmental/divisional training requirements determined by each unit. As such, no chapter within this manual is devoted to this training element. General administrative guidelines for this training includes:
  - Typically PQS instruction, OJT topics, professional development lectures, or GMT is provided where a small audience may be beneficial.
  - A lesson plan outline should be developed for each training topic and numbered and maintained in one central location by the Department/Division Training Petty Officer.
  - Records/administration.
  - The Department/Division Training Petty Officer shall record all departmental / divisional training. The Departmental Training Record Form (CG-5289) shall be used for this purpose but the PSU may design its own form or computer file to be used in lieu of Form CG-5289, provided that it contains all of the information.
  - For enlisted personnel, the Department/Division Training Petty Officer shall make appropriate entries into Section IV of individuals' training records (Folder CG-5285). Officers maintain their own individual training records and should document departmental/divisional training received as appropriate.

B.22.f. Procedures	The following procedures shall be performed to ensure an effective PSU Training Program.
B.22.f.1. Commanding Officer	The CO shall: • Provide appropriate level of guidance to ensure personnel receive the quantity and quality of training needed to carry out assigned missions. • Designate the Training Officer and Educational Services Officer. • Approve the Unit Training Plan.
B.22.f.2. Planning Board for Training	The PB4T shall: • Manage an effective Unit Training Program. • Develop and implement the Unit Training Plan. • De-conflict issues and monitor training preparations to minimize disruptions to scheduled training.
B.22.f.3. Executive Officer	The XO shall: • Chair the PB4T. • Appoint and supervise the Training Officer and Educational Services Officer. • Coordinate Junior Officer training. • Monitor the Unit Training Program. • Establish and administer the Indoctrination Program. • Publish scheduled training activities in the Plan of the Day/Plan of the Week.
B.22.f.4. Training Officer	The Training Officer shall: • Consolidate input from the Department Heads and Division Officers into the Long and Short Range Training Plans and Monthly Training Schedule for discussion and approval by the PB4T. • Maintain the unit Long Range, Short Range, and Monthly Training Plans files. • Maintain a record of formal school graduates. • Maintain a record of GMT. • Maintain a record of PQS qualified personnel. Act as PQS Coordinator for all PQS matters that transcend the departmental level. • Maintain a record of completed drills and exercises and central file of all lesson plan outlines. • Assist in determining unit readiness for the SORTS.
B.22.f.5. Educational Services Officer	The Educational Services Officer shall carry out duties and responsibilities set forth in the *Training and Education Manual*, COMDTINST M1500.10 (series).

B.22.f.6. Department Head	The Department Head shall: • Recommend required training material to the Training Officer for inclusion in the Long Range and Short Range Training Plans and Monthly Training Schedule. • De-conflict issues that could adversely affect the training schedule. • Ensure departmental training and PQS Program are established and implemented. • Implement and monitor PSU PQS, Professional Qualification Programs such as CDO, TAO, Boarding Officer, boarding team member and qualification for the PSU Insignia. Ensure appropriate documentation is completed. • Implement and monitor recurrent training associated with Professional Development Programs.
B.22.f.7. Division Officer	The Division Officer shall: • Ensure the assignment of an instructor for each departmental/divisional training period. Monitor the effectiveness of instruction. Provide appropriate guidance and feedback. • Ensure lesson plan outlines are complete, accurate and achieve desired training objectives. • Advise the Department Head of training progress and deficiencies. • Appoint Department/Division Training Petty Officers.
B.22.f.8. Department/Division Training Petty Officers	The Department/Division Training Petty Officers shall: • Assign or act as instructors for departmental/divisional training periods. • Assign or act as instructors for departmental/divisional training periods. • Advise Division Officers of training progress and deficiencies. • Maintain a record of departmental/divisional training. • Coordinate the development of lessons plan outlines within the department/division. • Maintain a central file of all lesson plan outlines for departmental/divisional training topics. • Ensure the accuracy and currency of individual training records for division personnel.

B.22.f.9. Onboard Training Team

Onboard Training Teams (OBTT), composed of the most qualified officers and petty officers, should be organized to assist the CO in training individuals and teams, and in evaluating performance during drills and exercises. Training team members must be approved by the CO.

- Each training team should consist of enough experienced personnel to monitor drills and exercises to be evaluated. PQS qualification up to and including the watchstation they evaluate or train is mandatory. Selection of members should be based on experience, leadership, knowledge, and their ability to train others. The training team organization should consist of the following minimum personnel assignments and duties:
  - Officer/Chief Petty Officer-in-Charge: Functions as team leader and conducts exercise planning and record keeping. Ensures that training team members are knowledgeable about exercises and drills to be conducted.
  - Drill/Exercise Initiator: Initiates drills and exercises and/or discloses targets; functions as an evaluator after the drill begins.
  - Safety Observer: Ensures that procedures are in accordance with applicable safety precautions and requirements.
  - Evaluator: observes and grades the actions of watch team members.
- The following general team training procedures should be used during the conduct of all drills/exercises but may be modified to meet specific training team requirements and objectives.
  - A pre-exercise training team meeting should be held to discuss coordination, team assignments, initiation, disclosure procedures and timing, grading, and safety considerations. The use of innovative, pre-planned drill schedules is recommended.
  - Drills and exercises shall not begin until permission has been obtained from the CO.
  - Training team members observing safety violations during the conduct of the drill/exercise shall immediately take steps to stop the drill/exercise and correct the unsafe condition.
  - Each training team member shall record observations and grades on an appropriate evaluation form.
  - A critique for participating watch team personnel shall be conducted as soon as practical following the completion of the drill/exercise.
- PSUs should have OBTTs as follows:
  - Waterborne Security OBTT
  - Shore Security OBTT
  - Command and Control OBTT
  - Others the command believes are necessary (e.g., Medical OBTT)

B.22.f.10. All Hands

Individual members are responsible to check and validate their training records, and are encouraged to do this on a routine basis.

Table 5-26
Long Range Training Plan

Port Security Unit _____ **Long Range Training Plan** Page _____

Planned Qtr / Yr	Date Identified	PQS, GMT or Lesson Plan #	Subject	Internal Coord Requirements	External Coord Requirements	Date Scheduled	Date Completed

Table 5-27
Short Range Training Plan

Port Security Unit _____		**Short Range Training Plan**					Page _____
Planned Mo / Yr	**PQS, GMT or Lesson Plan #**	**Subject**	**Instructor**	**Internal Coord Rqmts Confirmed**	**External Coord Rqmts Confirmed**	**Date Scheduled**	**Date Completed**

Table 5-28
Monthly Training Schedule

Port Security Unit _____			**Monthly Training Schedule**					Page _____
Division								
	Waterborne Security		**Shoreside Security**		**Engineering**		**Administration/Support**	
Time	**Topic#**	**Instructor**	**Topic**	**Instructor**	**Topic**	**Instructor**	**Topic**	**Instructor**

B.23. TPSB Operations	The coxswain is in charge of the boat and crew when underway. The coxswain is responsible for the safe operation and navigation of the TPSB, the safety and conduct of passengers and crew, and task completion within Coast Guard policy or regulations. The coxswain is the direct representative of the CO. The coxswain's authority and responsibility are independent of rank or seniority in relation to other personnel embarked when the boat is on a specific assignment. The coxswain's CO or XO are the only persons in a boat who may relieve the coxswain of assigned responsibilities.
B.23.a. References	a. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series) b. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series) c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
B.23.b. Procedures	The following procedures shall be performed to support safe and effective TPSB operations.
B.23.b.1. Commanding Officer	The CO shall qualify and certify: • Crew members • Engineers • Coxswains
B.23.b.2. Command Duty Officer	The CDO shall direct TPSBs to be launched and proceed with operations. The CDO is responsible for safe employment of TPSBs.
B.23.b.3. Tactical Action Officer	The TAO shall coordinate TPSB operations and assist the CDO in the conduct of the watch.
B.23.b.4. Boat Engineer	The Boat Engineer shall: • Keep abreast of tactical requirements/orders. • Refuel the boat and complete the pre-underway checklist. (see **Table 5-19**) • Know the threat and FP condition. • Maintain a military appearance and don appropriate PPE. • Conduct assigned duties as directed be the coxswain. • Keep the boats clean and clear of debris that could affect operations. • Report any irregularities and other directed information to the coxswain. • Know Emergency Action Plan responsibilities. • Operate a boat engine. • Remove, or charge a boat's battery. • Alter the boat's electrical system.

B.23.b.5. Coxswain

The coxswain shall:

- Conduct assigned operations.
- Verify TPSB readiness. Complete checkoff sheets. (see **Table 5-18** and **Table 5-19**)
- Comply with all regulations and policy for TPSB operations.
- Ensure that TPSB load, including personnel and stores does not exceed the maximum capacity unless authorized by the CO.
- Enforce no smoking when fueling, handling ammunition, or alongside another boat or vessel.

B.23.b.6. All Personnel

All personnel shall:

- Wear personal floatation devices in boats at all times unless their removal is authorized by the CO.
- Comply with all regulations and policy for TPSB operations.

B.24. Communications

The effective operations require full coordination of effort throughout all echelons. Coordination is a basic function of command, and is particularly significant during military operations to achieve maximum benefit from available resources. Coordination of effort requires adequate means of control. The fundamentals of control are adequate secure communications, timely orders, and effective command facilities. Communication plans should be flexible and capable of supporting maximum operational requirements. Reliance on a single means of communication should be avoided.

B.24.a. References

a. *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series)
b. *Classified Information Management Program*, COMDTINST M5510.23 (series)
c. *Military Personnel Security Program*, COMDTINST M5520.12 (series)
d. *Port Security Unit (PSU) Personnel Qualification Standard (PQS), COMDTINST M1540.11 (series)*
e. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.24.b. Command Posts

Command posts provide the physical facilities to exercise control and form the nerve centers of all units. Command posts should be mobile, capable of continuous operation, and secure from enemy action. The location of command posts should facilitate communication with higher, adjacent, and subordinate headquarters.

B.24.c. Security

Reliable, interoperable, rapid, and secure communications are essential for all PSU operations. Interoperable communications equipment and/or procedures are essential to successful joint or combined operations. Rapid and secure communications improve the ability to effectively execute operations against various threats. Secure circuits are key elements in tactical situations. Clear communications may be used for routine administrative communications but circuit discipline is still essential to success.

B.24.d. Emission Control	Emission control (EMCON) procedures are always in effect but additional measures may be implemented if it is believed that hostile forces will benefit from information gathered from electronic or acoustic emissions including radio, satellite communication (SATCOM), radar, sonar/depth sounder, and telephone. For example, hostile forces could monitor non-secure voice communication, number of regular or abnormal activity, established patterns, emergency procedures, or myriad other elements of communication activity to gather intelligence about a military unit. Normally, restrictive EMCON measures will not be imposed in a port security environment because of extensive use of encrypted voice transmission, use of hard-wire communication shore, the fixed location of the operation, and exacting discipline in employment of communication equipment and sensors. Although certain EMCON plans may be employed, adverse impacts of restricting the use of electronics equipment will likely outweigh potential advantages. However, there are many circumstances where substantial EMCON restrictions may be imposed. This could include discovery of an explosive device that may be detonated by a radio signal, intelligence gathering, etc.
B.24.e. Procedures	The following procedures shall be performed to ensure effective communications.
B.24.e.1. Communications Security Material System	PSUs are local holders and draw keying material from a unit with a EKMS account as follows: • Install keying material in boats. When not in use, hold keying material under appropriate controls. • Install keying material in base stations and store keying material in their command center.
B.24.e.2. Communications Plan	The Communications Plan shall be developed by the Harbor Defense Commander, and shall include provisions for: • A secure circuit used exclusively for waterborne security operations. • A secure circuit used exclusively for shore security operations. • An administration net. • Primary and secondary nets for each communications requirement. • The command center and all boat coxswains guarding the waterborne security operations net continuously. • The command center and all fire team leaders guarding the shore security operations net continuously.
B.24.e.3. Secure Communications	To ensure secure communications, the following apply: • Voice radio telephone communications shall be secured except in extraordinary circumstances. Identify boats by individual call signs. • Clear voice communication shall be avoided. If clear voice is required, call signs should be unique to each boat, to avoid exploitation through communications monitoring. • Call signs transmitted in the clear should change daily.

B.24.e.4. Lost Communications	The recommended sequence for reestablishing lost communication is as follows: • Try "any station this net" for relay. • Try secondary frequencies, including marine band VHF and UHF. • Try other stations or use different nets known to be guarded or capable of direct communications with the missing station. • Use loudhailers or siren to contact personnel ashore. • Designate colored smoke or flares in the Communications Plan to signal lost communications.
B.24.e.5. Contact Reporting	Contacts are reported using the "SALUTE" format as follows: • Size (length) • Activity • Location (place, course and speed) • Unit (name, nationality, type of craft, make, number of POB) • Time • Equipment
B.24.e.6. Brevity Codes	Brevity codes enable boat crews to communicate efficiently and quickly. They are not intended to pass information securely, but rather to streamline communications. Brevity codes will be promulgated by the officer in Tactical Command (TACON) based on specific operational requirements and the composition of the force. If operating independently, the PSU should use brevity codes. **Table 5-29** provides examples of brevity codes.

Table 5-29
Example Brevity Codes

Brevity Code	Meaning
Authenticate	To request or provide a response for a coded challenge.
Bandit	A target identified as enemy.
Bingo	Proceed to specific base.
Bogey	A visual air contact whose identify is unknown.
Cease Fire	Do not open fire or discontinue firing.
Closing	Decreasing in range.
Divert	Proceed to alternate base/operation.
Engaged	Maneuvering to engage COI.
Go Clear	Use unencrypted voice communications.
Go Secure	Use encrypted voice communications.
Incoming	I am under attack.
Injury	I have a personnel casualty aboard.
Lightening	I am engaging the target.
Open	I am clear of the field of fire; you are clear to engage the target.
Shotgun	I am maneuvering to clear the field of fire
Skunk	A radar or visual maritime surface contact whose identity is unknown.
Steer	Proceed on magnetic heading…
Texaco	Fuel state (⅛ths)
Warning (Color)	Hostile attack is…
Red	Imminent or in progress
Yellow	Probable
White	Improbable (all clear)
Weapons	
Free	Authorized to fire at targets not identified as friendly with current ROE.
Tight	Weapons shall be trained in a safe direction away from the target.

B.25. Operations Security

OPSEC is a systematic and analytical process by which potential adversaries are denied information about capabilities and intentions by identifying, controlling, and protecting evidence of planning and execution of sensitive activities and operations.

Information about intentions, capabilities, or activities is known as critical information. Compromise of critical information may allow an adversary to gain a significant military, law enforcement, economic, political or technological advantage. That advantage becomes significant if it prevents the Coast Guard from effectively completing its assigned missions.

Coast Guard units have been and continue to be monitored by groups and organizations involved in illicit activity. The only way for the Coast Guard to be successful in completing its assigned military and law enforcement operations is through the employment of OPSEC. Organizationally, our goal is to protect information such as asset movement, capabilities, and intentions.

B.25.a. References

a. *Classified Information Management Program*, COMDTINST M5510.23 (series)
b. *Military Personnel Security Program*, COMDTINST M5520.12 (series)
c. *Operational Risk Management*, COMDTINST 3500.3 (series)
d. *Port Security Unit (PSU) Personnel Qualification Standard (PQS)*, COMDTINST M1540.11 (series)
e. *Public Affairs Manual*, COMDTINST M5728.2 (series)
f. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)
g. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.25.b. Procedures

In order for PSUs to have effective OPSEC, they are expected to develop an active and continuing training and awareness program. Personnel should be indoctrinated in the principles of OPSEC, including identification of vulnerabilities in their operations and the appropriate countermeasures to protect them. Determining the most appropriate response to a vulnerability and threat includes the following:

- Identify critical information.
- Identify the threat.
- Identify vulnerabilities.

B.25.b.1. Critical Information

The goal is to identify critical information and determine what information is available to one or more adversaries that would harm the organization or the unit's ability to effectively carry out a particular operation. This critical information constitutes the few pieces of information that are central to the mission's success and require special attention to protect.

B.25.b.2. Threat

Identify the threat as follows:

- Determine who the adversaries are. Learn as much as possible about each adversary and the strategies available to them for targeting the unit and operation.
- Determine what information they require to meet their objective.
- Determine adversaries' ability to collect, process, analyze, and utilize information. If any element is missing, the threat is not there.

B.25.b.3. Vulnerabilities

Identify vulnerabilities by analyzing how the operation is usually conducted. Actions that can be observed, or data that can be intercepted and interpreted or pieced together to derive critical information should be identified, including:

- The chronology of all events.
- The timing of actions.
- The flow of information and materials. These are the "indicators". An assessment should be made of how vulnerable one's unit is to the adversary seeking any indicators that can provide critical information. Often the newest members of the crew can be the most objective in identifying this information. *Exhibit 14-1* in *Classified Information Management Program*, COMDTINST M5510.23 (series) is a list of potential indicators.

B.25.b.4. Risk Assessment

Conduct a risk assessment as follows:

- Evaluate threats to and vulnerabilities of an asset to give an expert opinion on the probability of loss or damage, and its impact, as a guide to taking action. The absence of any of the following three elements removes the risk:
  - An asset (information or property).
  - One or more vulnerabilities.
  - A threat.
- Vulnerabilities and threats should be matched as follows:
  - Where a unit's vulnerabilities are exploitable and capabilities and intentions are present, the risk of adversarial exploitation should be expected, a high priority for protection needs to be assigned and countermeasures applied.
  - Where the vulnerability is moderate or slight and the adversary has a limited collection capability, the priority should be medium or low.

B.25.b.5. Cost-Effectiveness Countermeasures

Apply the appropriate cost-effective countermeasures as follows to mitigate or control vulnerabilities, threats, or utility of the information to adversaries:

- Procedural changes.
- Suppression of indicators to deny critical information.
- Deception.
- Perception management.
- Intelligence countermeasures.
- Traditional security measures.
- Clear guidance from the command regarding what can and cannot be talked about outside the confines of the unit.
- Other action that is likely to work in a given situation.

There are no right, wrong, or standard solutions for all situations. This dynamic process requires continual evaluation and creativity. Some countermeasures, by their nature may only be useful once or twice, while others are effective on a long-term basis. The CO should then determine which countermeasures are appropriate and cost-effective based on the results of the risk assessment. *Exhibit 14-2* in *Classified Information Management Program*, COMDTINST M5510.23 (series) provides a list of potential countermeasures.

B.26. Emergency Command, Control, and Communication Equipment

Commander, Atlantic Area has contingency equipment/systems that are available for use during contingencies such as oil spills, long term search and rescue (SAR) operations, law enforcement incidents, marine regattas, temporary replacement for disabled communications facilities, exercises and other surge/pulse operations. The following capabilities are available:

- Transportable Multi-Agency Communications Central (TMACC Van); an air deployable container equipped with a broad range of C3 systems (VHF Hi/Lo, UHF Line-of-Sight (LOS)/SATCOM (Half Duplex), and HF Voice/RATT.
- Transportable Multi-Mission Communications Central (TMMIC Van): an air deployable container with VHF AM/FM (Hi/Lo), UHF LOS/SATCOM (Half Duplex), HF Voice/RATT, Private Automatic Branch Exchange (PABX) for connection with up to 8 telephone lines.
- Portable Demand Assigned Multiple Access (DAMA) Units (2).
- Suitcase UHF SATCOM (2).
- Portable INMARSAT (A) Terminal (Voice Only).
- Portable INMARSAT I (Data Only).
- HF Transceivers (Non-Secure/Secure Voice, Base Station).
- HF/VHF Transceivers (HF Secure/VHF Lo Secure Voice, Base Station).
- VHF Marine Band Transceivers (DES, Base Station).
- VHF Marine Band Hand Held Radios (DES Protected).
- UHF LOS Transceivers (Non-Secure/ Secure Voice).
- VHF (Lo/Hi)/UHF (LOS/SATCOM) Portable Tri-Band Radios (Non-Secure/ Secure Voice).
- SW-III P 133 MHz Laptop Computers, with Modem.
- Controlled Cryptographic Items including STU III (Regular/Cellular), KYV-5, and KY57 (EKMS Account Required).
- Vans deployable within 6 hours of tasking. Receiving command is responsible for TAD costs.

B.26.a. References

None.

B.26.b. Procedures

- The CO shall validate that additional command and control capabilities are required and that the Emergency Command, Control, and Communications Equipment is an appropriate capability to meet that need.
- A message request to Commander Atlantic Area shall be transmitted to document this requirement. (see Error! Reference source not found.)

O _____Z _____	Date-Time-Group
FM COGARD PSU _____ _____ _____	Unit where casualty occurs
TO COMLANTAREA COGARD PORTSMOUTH VA//ATT/ACC//	
COMUSMARDEZLANT PORTSMOUTH VA//N6//	
INFO COMCOGARD ML LANT NORFOLK VA//T/TE-E//	
COGARD CAMSLANT CHESAPEAKE VA	
BT	
UNCLAS FOUO//N02014//	
SUBJ: C3 EQUIPMENT REQUEST//	
POC/LTJG WILCOX/PSU 310/727 893-3565/727 893 3557//	
A. SAFETY AND ENVIRONMENTAL HEALTH MANUAL, COMDTINST M5100.47 (SERIES)	
RMKS/1. REQUEST AUTHORIZATION TO UTILIZE THE FOLLOWING CONTINGENCY COMMUNICATIONS EQUIPMENT IN SUPPORT OF _____	Name of the operation or event that led to the requirement.
A. SPECIFIC COMMUNICATIONS REQUIREMENT:	Specify the equipment required by type and quantity.
B. PERIOD OF REQUIREMENTS:	Specify the time that the equipment will be required.
C. DEPLOYMENT LOCATION:	Specify where the equipment will be required.
D. INMARSAT REQUIREMENT:	
BT	

Figure 5-4
Request for Emergency Command, Control, and Communications Equipment

B.27. Boardings

It may be necessary to verify status or inspect watercraft for contraband. Whenever this is necessary, the craft to be inspected should be directed to an area that is not in range of the protected asset(s). Boardings are conducted outside the security zone by either the intercept boat or the ready/reaction boat remains on scene with the boarding team to provide backup/cover. The security zone remains covered by whichever boat is not engaged in the boarding evolution. The inspection should be limited to cargo, supporting documents, and person-sized spaces that could be used to hide people, weapons, contraband, or other dangerous material(s) that could affect officer safety. Boarding procedures shall be conducted in accordance with the *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series). U. S. personnel should complete boarding team member training that provides basic training in objectives, techniques, personal defense, and weapons training and qualification. Boardings shall be conducted in pairs for officer safety and generally limited to initial safety inspections that are conducted for officer safety. Intelligence reports should be prepared on all inspected craft.

NOTE

PSUs are typically OCONUS deployers and do not normally conduct law enforcement operations within the United States without qualified LE augmentation.

B.27.a. References	a. *Boarding Officer/Boarding Team Member Personal Qualification Standard*, COMDTINST M16247.3 (series) b. *Classified Information Management Program*, COMDTINST M5510.23 (series) c. *Commander's Handbook on the Law of Naval Warfare,* NWP 1-14M d. *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series), *Chapter 4* e. *Military Personnel Security Program*, COMDTINST M5520.12 (series) f. *Ordnance Manual*, COMDTINST M8000.2 (series) g. *Standing Rules of Engagement (SROE) for U.S. Forces*, CJCSI 3121.01 h. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
B.27.b. Personal Defense and Weapons Training	Boarding team members shall be outfitted at a minimum with the M9 9mm personal defense weapon and less than lethal deterrents/equipment and personal protective gear. The *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16243.1 (series) provides guidance for boarding equipment. Boarding team personnel shall wear: • Body armor. • PFDs and survival vest at all times when embarking or disembarking small boats, or being transported by boat to or from the vessel being boarded. • Appropriate PPE to control the hazards present. • Use of force tools and equipment. All boarding personnel shall be armed, proficient in weapons handling and shooting techniques under static and dynamic conditions, and Level II qualified.
B.27.b.1. Personal Defense Training	Personal defense training encompasses aspects such as officer presence, verbal commands, control techniques, aggressive response techniques, intermediate weapons, and deadly force. Boarding personnel should be able to defend themselves against hostile individuals or groups of individuals using an amount of force that is proportional to the threat.
B.27.b.2. Use of Force Continuum	An understanding of, and proficiency in, the UOF continuum is necessary to bring personnel defense and weapons training together.
B.27.b.3. Sweep/Inspection Procedures	Boarding personnel employ specific techniques and procedures during an inspection ranging from initial safety inspections to searches.
B.27.c. Legal Authority	Boarding personnel should understand their international legal authority to conduct boardings. Specific authority shall be issued for all operating areas and scenarios to further define requirements and guide boarding enforcement actions. United Nations' sanctions, military requirements, or host nation (HN) requirements shall guide specific action to affect specific conduct of the inspections and threat considerations. The following information defines the legal authority under which U.S. action shall be taken.
B.27.c.1. Right of Approach and Visit	International law includes provisions for a warship's right of approach and right of visit to determine status in international waters. Warships are exempted from inspection by another warship.

B.27.c.2. Inherent Right of Self-Defense	The commander has an inherent authority and obligation to use all necessary means available and to take all appropriate action in self-defense of the unit and other U.S. forces in the vicinity. Coast Guard units operating under Department of Defense (DoD) Tactical Control (TACON) will follow guidance in the SROE. The Commandant's use of force policy, in accordance with *Chapter 4* of the *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series), is the guidance for individual self-defense, including the defense of other individuals and for use of force in accomplishment of Coast Guard operations. Situations where the Coast Guard's use of force policy apply include: • Prevention of a Federal crime, or where authorized a serious State or foreign crime. • Effecting a lawful arrest. • Protection of property that Coast Guard personnel have the authority to protect. • Compelling compliance with an order that the Coast Guard has the authority to issue in its capacity as a Federal law enforcement agency.
B.27.c.3. Standing Rules of Engagement	Standing rules of engagement (SROE) give guidance to commanders for various actions that may or may not be taken during operations at all times.
B.27.c.4. Rules of Engagement	ROE are theater specific and provide guidance to commanders conducting operations in that AO.
B.27.c.5. Status of Forces Agreement	Status of Forces Agreements (SOFA) will outline specific authorities, responsibilities and expectations, within a nation's territory.
B.27.c.6. Public Law in the United States/ Host Nation Laws	Within the territorial waters of a country there will likely be specific laws to guide the conduct of the inspection.
B.27.c.7. Host Nation Officers or Other Law Enforcement Officers	Although military personnel can enforce international law and HN law if specified in the SOFA, it is often advantageous to have a HN official conduct the inspection.
B.27.c.8. Host Nation Officials	HN officials or Liaison Officers may be embarked on patrol craft and serve as members of boarding teams in a nation's territorial or internal waters. When embarked and deployed, the boarding team supports the enforcement action of the HN official.
B.27.c.9. United Nations Sanctions/Direction	The United Nations may impose specific sanctions on contraband destined to/from a country in the region. This authority may be used as the baseline for conducting an inspection of vessels in international waters that appear to be bound to/from a port or harbor.
B.27.d. Contacts of Interest	Boardings are conducted aboard vessels from freighters to sampans or workboats. It is likely that the largest vessels will be intercepted and inspected long before they reach NCW AOR. Therefore the most likely COIs that will be intercepted and boarded by NCW include:

B.27.d.1. Coastal Freighters	Coastal freighters are normally less than 50 meters in length/500 tons but larger than 30 meters in length/100 tons. They may have a large number of small compartments and are likely the most complicated vessel that will be boarded.
B.27.d.2. Fishing Boats	Fishing boats range in size from over 100 meters/2,000 tons to less than 5 meters. They often loiter/fish either in or in close vicinity of the territorial seas. There are often living compartments, processing areas, and freezer spaces found in larger vessels. Small boats may be of an open construction and completely visible.
B.27.d.3. Working Harbor Craft	Harbor craft range in size from 25 meter/50 tons to less than 5 meters. These craft could include tugs, ferries, pilot vessels, push boats and other types of working craft designed for specific functions.
B.27.d.4. Pleasure Boats	Pleasure boats normally range in size from 50 meters/100 tons to less than 5 meters. They normally have numerous living compartments, and because of a design criteria to provide maximum comfort for the passengers, they are the most complicated type of vessel to inspect, although smaller boats have less area to deal with.
B.27.e. Triggers	It is unlikely that all vessels operating in the NCW AOR can or need to be boarded and inspected. In general, boardings will be focused on the following:
B.27.e.1. Working Harbor Craft	Working harbor craft should be inspected frequently because they often work in close proximity of the high value targets on schedule yet are often unchallenged. Inspections should be made at random but on a routine basis, at least daily.
B.27.e.2. Unscheduled Port Movements or Transits	In this situation, craft should be inspected where the intended movement unexpectedly causes them to operate in the vicinity of the high value asset. This inspection should include verification of status and the purpose of the voyage as well as to ensure that no contraband is onboard.
B.27.e.3. Intelligence Driven or Targeted Inspections	Craft should be inspected when encountered in harbors or approaches with the inspection focused on areas that led to the vessel being red-flagged. This inspection should include verification of status and the purpose of the voyage as well as to ensure that no contraband is onboard.
B.27.e.4. Unusual Craft	Crews should always be alert for indications or anomalies that suggest that the craft in question is engaged in activities that are other than those for which it's intended purpose is. This inspection should include verification of status and the purpose of the voyage as well as to ensure that no contraband is onboard.
B.27.e.5. Uncooperative Boaters	It is likely that certain individuals/craft will attempt to challenge or test the limits of the security zones and enforcement actions. It may be useful, particularly in U.S. waters, to use this opportunity to educate the boater to deter these acts of defiance.

B.27.f. Focus/Intent of the Boarding	All boardings have a specific purpose, and are never conducted for the purpose of harassment. Some reasons for conducting a boarding include: • Inspect for contraband. The primary reason to conduct an inspection of a vessel is to verify that illegal or otherwise defined contraband is not being transported through international waters or the territorial waters of a nation. Contraband will be closely defined in the implementing instructions to the boarding team to guide their actions. • Verify cargo, origin and destination. It is likely that enforcement action will be taken for vessels transiting the operating area to verify routine commerce. • Inspect for modifications that could conceal dangerous materials/explosives. A primary purpose of boardings is to identify dangerous materials or explosives that could be employed against the protected assets. Recent changes or modifications could indicate an attempt to conceal contraband, explosives or other dangerous materials that could endanger the protected asset.
B.27.g. Prize Crews	Prize crews may be required when a boarding or inspection reveals contraband or indicates other reasons why the crew and vessel should be detained. The close proximity to support resources ashore suggests that the boarding personnel will serve as prize crews for transit to a holding area for final disposition.
B.27.g.1. Safety and Security of Boarding Team	Tensions are likely to increase significantly as soon as the visit turns into an enforcement action. Boarding team persons increase their readiness automatically as the boarding progresses. Boarding team developments should be monitored and readiness increased when appropriate.
B.27.g.2. Safety and Security of the Detained Vessel	The prize crew assumes responsibility for the vessel once it has been detained and should ensure that precautions are taken to prevent sabotage or damage that could create a danger or blockage.
B.27.h. Procedures	When directed, boardings should be carried out in accordance with the *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16253.1 (series).
B.27.h.1. Covering the Security Zone	Escort the craft from the security zone by either the intercept boat or the ready/reaction boat. In either case, the security zone should be kept covered.
B.27.h.2. Complying	Boardings shall be carried out in accordance with the *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16241.1 (series).
B.27.h.3. Reporting	Immediately following the boarding, information should be consolidated, boarding team members debriefed, and final report forwarded to the HDC.

B.28. Vehicle Security Inspection

The following provides a step-by-step guide that can be used by every driver to carefully and thoroughly inspect government and personal vehicles for the presence of improvised explosive devices. *Appendix D* has examples of Smart Cards that may be issued to help persons with vehicle inspections.

In general, personnel should always be suspicious, check the vehicle at regular intervals and times, keep the vehicle locked, and let a fine coat of dust remain on the vehicle to help detect tampering. Additional measures may be implemented as follows:

- Secure transparent tape to vehicle doors, trunk, and hood to help detect tampering.
- Install two bolts in an x pattern through the open end of the exhaust pipe, using a locking gas cap.
- Install or have installed a mesh strainer in the mouth of the filler tube.
- Never wait for passengers in an idling or parked vehicle.

Know the vehicle inside and out so you can quickly recognize something wrong. Unless a vehicle has been under continuous positive control, always assume that it has been tampered with. Search the vehicle at irregular times, but always use the same routine so nothing is overlooked.

NOTE

If you do find a bomb, DO NOT TOUCH IT! Call the police/security forces, isolate the device, and evacuate the area. If you find a suspicious device - ISOLATE – EVACUATE.

B.28.a. References

a. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)

B.28.b. Procedures

The following procedures shall be performed to carry out safe and effective vehicle security inspections.

B.28.b.1. Outside Search

Perform a outside search as follows:

- Search the area around the vehicle.
- Look closely for any bits of tape or wire lying around inside or outside of the vehicle.
- Look for any unusual marks on the ground.
- Examine the ground near the tires for any signs of digging.

B.28.b.2. Vehicle Exterior Search

Examine the exterior surfaces of the vehicle as follows:

- Look for signs of tampering: wires hanging down; doors, hood, or trunk left ajar; anything different.
- Check the gas tank. Remove the cap and look inside. Check in and around the exhaust pipe(s).
- Check the undercarriage.
- Look in the wheel wells and behind the bumpers. Look everywhere: steps, handholds, even the canvas tops of vehicles.

NOTE

Use extreme caution when searching any external compartments. Open just a crack first, look, and then gently feel for a trip wire. If none is found, the compartment may be safe to open all the way.

B.28.b.3. Vehicle Interior Search

When conducting an interior search of the vehicle, use extreme caution! Always look inside before moving inside. Regard the following precautions:

- Look through the windows for anything that appears to be out of place or has been moved.
- Check to see if anything has been added: a package or briefcase that doesn't belong there.
- Check to see if tapes or wires are hanging down.
- Check to see if the door is ajar.
- Check for any wires protruding from beneath any doors. If all is clear, open the door.
- DON'T TOUCH ANYTHING YET. Make a visual search of the interior. Look under and around the seats. Never rest your weight on the seats until you've looked.
- Look at the carpet or floor mats for any suspicious bulges. Look as far as you can under the seats and around them.
- Now slip into the seat and check the ashtray, adjustable head rests, and seatbelts.
- In a sedan, pay special attention to the right rear passenger seat.
- Carefully check the glove compartment.
- Look under the dash, checking especially for strange tapes or wires.
- Use a flashlight to check the air conditioning ducts and other cavities.
- Carefully examine the sun visors and mirrors for signs of tampering.

B.28.b.4. Engine and Trunk Search

When conducting a search of the engine and trunk, perform the following:

- Exit the vehicle and open the hood, a quarter inch at first. Be very thorough in gently feeling for wires along the entire length of the hood.
- Raise the hood and thoroughly search the engine compartment and firewall.
- Look for any strange or new looking wires attached to the battery, to the clutch, coil, accelerator, or any power-operated equipment.
- Check in the cavities for anything that looks like it doesn't belong and anything out of place.
- Open the air filter and look inside. Pay special attention to the spark plug wires, the distributor, the ignition area, and the exhaust manifold.
- Open the trunk just a quarter inch and feel for wires along the edges. Then open it to check all the items inside for new items or things that have been moved.
- Check the spare tire to ensure it is filled with air, and nothing else.

B.28.b.5. Careful Start

- If everything looks okay so far, get into the driver's seat and check the dashboard.
- Check to see if anything on the steering column appears unusual.
- Look at the turn signal and light controls for anything unusual, then turn them on. Do the same – look, then try – with the wipers and washer, radio, and horn.
- Start the vehicle, letting it run for about 2 minutes before moving.
- Move slowly at first, testing the steering and brakes, then drive on.
- Check the film of dust or powder to detect recent movements.
- Check to see if the transparent tape been removed or broken.
- Check to see if the hood or trunk lock has been jimmied. Look; do not lift it to find evidence of forced entry. Look for broken windows, scratched paint, bent or damaged metal.

B.29. Letter and Package Inspection

The mail could possibly be used to pass either bombs or chemical/biological materials. Personnel should be constantly aware of unusual circumstances that could indicate the presence of some mischievous substance.

Bombs can look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator is that they are designed to explode. Most bombs are homemade and limited in their design only by the imagination of, and resources available to, the bomber. Suspect anything that looks unusual when searching for a bomb.

B.29.a. References

a. *Selected Reserve Members and Involuntary Recall to Active Duty*, ALCOAST 464/01

b. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)

B.29.b. Procedures

The following steps are useful to detect letter or package bombs sent through the U.S. or international mails. While by no means a complete or foolproof list, letters and packages exhibiting the characteristics below should be viewed with extreme caution.

The mere act of opening an envelope or package containing a suspected biological agent or walking through settled material would generally not provide the energy required to aerosolize the agent.

B.29.b.1. Delivery Method

Check delivery method/procedures:

- The item may not be delivered by a postal carrier. Most bombers set up and deliver the bomb themselves.
- If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure. Check balance to see if it is lopsided or heavy sided.
- Packages or letters hand-delivered or dropped off for a friend.
- Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.

B.29.b.2. Packaging

Check packaging:

- Leaks, stains, or moisture. Possibly from the “sweating” of plastic explosives.
- Inks, particularly reds or blues, may bleed, staining envelope.
- Use of extra sealing material.
- Packages wrapped in string are automatically suspicious, as modern packaging materials have eliminated the need for twine or string.
- Unprofessional wrapping with several combinations of tape.
- Protruding wires, string, aluminum foil, oil stains, or a peculiar odor.
- Inner sealed enclosure.
- Special endorsements such as ‘fragile-handle with care’ or ‘Rush-do not delay.’
- Peculiar odor.
- Feeling of springiness in its top, bottom, or sides.
- Unexpected sounds generating from the package.
- Presence of any unusual material, especially a powder-like substance, either outside or when opening the item. (Weaponized anthrax exhibits the consistency and fineness of bath powder and can vary in color from white to off-white to brown. Less sophisticated anthrax will probably be less consistent (lumpy) and more granular.)

B.29.b.3. Weight	Check weight: • Weight is unevenly distributed. • Heavier than usual for its size.
B.29.b.4. Thickness/Rigidity	Check thickness/rigidity: • Not uniform or has bulges. • Greater than normal, particularly along its center length. • For medium size envelopes, the thickness of a small book and fairly rigid. • For large envelopes, bulkiness, an inch or more in thickness and fairly rigid.
B.29.b.5. Address	Check address: • Poorly typed or handwritten address. Address is made out in distorted handwriting, with homemade labels, or cut-and-past lettering. • Restricted endorsements such as 'personal' or 'private' especially when the addressee does not usually receive personal mail at the command • Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent a package or letter. • Addressed to a high ranking recipient either by name, rank, title, division, or department within the organization. • Title or rank of the recipient is incorrect. • Any unexpected foreign addresses, or postage. • Improper spelling of common names, places, or titles. • Generic or incorrect titles. • No return address or nonsensical return address.
B.29.b.6. Writing	Check writing: • Marked (handwritten notes or stamped) such as: "PERSONAL," "PRIVATE," "For _____ eyes only," "To Be Opened in the Privacy of _____," "CONFIDENTIAL," "Your Lucky Day is Here," "Prize Enclosed," etc. • Marked (written or stamped) "Air Mail," "Registered," "Certified" or "Special Delivery" unnecessarily. • Misspelled words, particularly those in common military usage. • Style of writing is foreign.
B.29.b.7. Postage	Check postage: • More than enough postage for the piece. (Excess postage on small packages or letters indicates that the object was not weighed by the Post Office.) • No postage. • Non-canceled postage. • Unexpected foreign postage.

B.29.b.8. Postmark

Check the postmark:

- Cancellation or postmark from a different location than the return address.
- From unusual city or town in the United States.
- Unexpected foreign postmarks.
- Multiple postmarks.

B.29.b.9. Bomb

If you have a suspicious letter or package that may indicate the presence of a bomb – ISOLATE – EVACUATE. Let a trained bomb technician verify the findings.

B.29.b.10. Chemical or Biological Hazard

If you receive an item in the mail that may contain a chemical or biological hazard:

- Put on gloves.
- Do not destroy the item.
- Do not try to open the item, as they are usually designed to withstand handling while in the mail, and to explode or release agents when opened or when an item is removed.
- Isolate the item.
- Evacuate the mail center area.
- Notify supervisor and security personnel.
- Double bag the item in zipper-type or zip-lock type plastic bags using powderless latex gloves and/or a HEPA filter mask.
- Wash your hands with soap and water.
- Ensure that all persons who have touched the item wash their hands with soap and water.
- List all persons who touched the item with locating and contact information and provide the list to the supervisor.
- Place all items worn at the time in plastic bags and keep them wherever you change your clothes and have them available for law enforcement.
- Shower with soap and water.

B.29.b.11. Biological Agent

If you open an item and suspect it contains a biological agent:

- Stay calm.
- The form of the anthrax most likely to be seen would be spores that look like a dry powder about the consistency of bath powder.
- Notify the OPCON and ADCON.
- Notify local police and the FBI who will arrange to collect the letter or the threat and assess the situation.
- Notify local, county, and State health departments who in most cases will provide instructions regarding required medical procedures.

B.30. Anti-Swimmer Security Force

Moored ships and pier areas are extremely vulnerable to attack. An attack may commence from fast-attack small boats, or by terrorist swimmers and divers. The most advantageous time for such occurrences is during low visibility or limited light. The ultimate defense rests with a well-trained security defense force.

B.30.a. References

a. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
b. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
c. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
d. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

B.30.b. Procedures	The following procedures shall be performed to ensure safe and effective anti-swimmer security force.
B.30.b.1. Command Duty Officer	The CDO shall: • Request in-port ships to make frequent and irregular turning of the ship's screws at zero pitch and move the rudder. • Request in port ships operate sonar equipment, if installed.
B.30.b.2. Engineer Officer	The EO shall illuminate the pier areas.
B.30.b.3. Waterborne Security Officer	The WSO shall: • Inform coxswains if the swimmer threat is determined to be high. • Ensure TPSBs have proper ammunition allowance for swimmer threat.
B.30.b.4. Security Officer	The Security Officer shall: • If the swimmer threat is determined to be high, request members of the ship's company to man searchlights. • Issue handheld spotlights to Security Force personnel.
B.30.b.5. Security Team Members	Security Team Members shall: • Maintain good visual security of each mooring line and report any suspicious activity around these areas. • Continue roving patrols on the pier and aboard ships as required.
B.31. Rescue and Assistance	A high state of readiness is necessary to provide a special organization of qualified personnel and designated equipment for response to rescue and assistance cases.
B.31.a. References	a. *Naval Engineering Manual*, COMDTINST M9000.6 (series) b. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series) c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
B.31.b. Procedures	The following procedures shall be performed in order to provide safe and effective rescue and assistance.
B.31.b.1. Command Duty Officer	The CDO shall: • Determine rescue and assistance requirements. • Increase security and/or threat condition at base camp.
B.31.b.2. Engineer Officer	The EO shall: • Ensure appropriate equipment and personnel with proper skill sets are available to provide assistance. • Coordinate effort. • Make vehicles available to transport personnel or equipment if required.

B.31.b.3. Waterborne Security Officer

The WSO shall:

- Make TPSB and crew available to transport personnel or equipment if required.
- Monitor boat operations and adjust watch schedule as required.

B.31.b.4. Security Officer

The Security Officer shall:

- Verify that adequate perimeter and other security personnel are on watch consistent with changing conditions.
- Muster security force to provide security assistance at the distressed vessel.
- Adjust watch schedule as required.

B.31.b.5. Medical Officer

The Medical Officer shall ensure staff is prepared for medical emergencies and response.

B.31.b.6. Food Services Officer

The Food Services Officer shall:

- Ensure staff is prepared.
- Provide additional meals and liquids for on-station personnel as appropriate.

NOTE

Security personnel remain on station. Personnel not on watch shall muster by division for assignments.

B.32. Increased Security for a High Profile Individual

High profile individual visits are highly visible opportunities for terrorists or other hostile forces to attempt attacks on leaders or high profile individuals to further a cause or agenda. High profile individuals are extremely vulnerable when transiting to/from or touring various forward deployed military units. Coordination between the PSU and the high profile individual's security team leader should occur prior to arrival. The element of surprise could be at any location, especially in a rear area where the perceived threat to life may be minimized. The PSU shall increase readiness for such an event. Personnel have extensive training in escort operations to protect personnel or equipment.

If security measures fail, appropriate responses are necessary to regain control of a potentially chaotic situation. Normally, the PSU is called to general quarters to prevent egress of hostile forces as well as to protect the unit from further hostile action by this threat or others that may be conducted in conjunction with the visit.

B.32.a. References

a. *Commander's Handbook on the Law of Naval Operations*, NWP 1-14
b. *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series)
c. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
d. *Naval Coastal Warfare (NCW),* COMDTINST M3501.38 (series)
e. *Naval Coastal Warfare Operations*, NTTP 3-10.1
f. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)
g. *Standing Rules of Engagement (SROE) for U.S. Forces*, CJCSI 3121.01

B.32.b. Procedures

The following procedures shall be performed to ensure safety and security for high profile individuals.

B.32.b.1. Shore Security Officer / Executive Officer

The SSO/XO shall:

- Initiate liaison with the high profile individual's security team leader.
- Determine threat/intelligence update relative to specific individual.
- Determine scope of protection required.
- Develop a security plan and prepare for contingencies associated with the visit.
- Provide security plan assignment briefing and intelligence update for coxswains and squad leaders. (Primary and contingency plans – who, what, when, where, intelligence and threat information.)
- Identify and assign additional escorts and back up alert forces as required.
- Determine and request additional resources that may be required for the visit.
- Assist TAO during the event.

B.32.b.2. Command Duty Officer

The CDO shall:

- Increase security and/or readiness condition as appropriate.
- Monitor events.
- Deploy additional resources as needed to provide adequate security.
- Keep HDC apprised of significant activity.

B.32.b.3. Coxswains and Squad Leaders

Coxswains and Squad Leaders shall:

- Sweep transit areas before the event.
- Regulate operations.
- Keep CDO informed of significant events.

B.32.b.4. Medical Officer

The Medical Officer shall ensure staff is prepared for medical emergencies and response.

B.33. Host Nation Support

Host nation support (HNS) is normally based on agreements that commit the HN to provide specific support in prescribed conditions. Agreements occur at various levels: nation, component command, major command, service, and unit. Although formal agreements are the preferred means of obtaining and documenting HNS, they are not absolutely necessary. Overall, HNS will depend on the situation. Typically U.S. bases are located in friendly HNs in accordance with treaties, agreements, or other operations. U.S. bases may also locate in friendly States adjoining the AO. Once a joint base is established, close cooperation with the HN and special considerations for its people, culture, and territory could be vital in attaining strategic U.S. military goals. The proper use of HNS is key in conducting joint base defense.

B.33.a. References

a. *Naval Coastal Warfare Doctrine*, NWP 3-10

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

B.33.b. Purpose

The primary purposes of U.S. involvement are to fulfill treaty agreements in support of U.S. national interests. Thus, commanders should strive to maintain the image of HN political control. Providing HNS gives credibility to the HN and enhances the abilities of U.S. forces to perform their missions. HNS can reduce requirements for U.S. personnel, materiel, and services, allowing flexibility in assigning forces to other missions or other theaters. U.S. forces should expect HNS where the HN has total sovereignty.

B.33.c. Facilities	HN government agencies build, operate, and maintain facilities and systems, such as utilities and telephone networks, and provide their services in support of U.S. forces, including police, fire companies, and border patrols. U.S. forces use HN facilities for hospitals, headquarters, billets, and maintenance shops. The facilities may be owned by the HN, controlled by the HN, or provided by a contract.
B.33.d. Supplies and Services	Bases may acquire supplies and services such as laundry, bakery, transportation from U.S., HN, or third-country contractors using HN or third-country personnel. To avoid shipping supplies and equipment from the U.S., bases may acquire them locally. Bases need support personnel such as laborers, stevedores, truck drivers, supply handlers, equipment operators, mechanics, linguists, medical aides, computer operators, and highly skilled managers. OPSEC certification for such workers should be coordinated and prescribed in nation-to-nation status-of-forces agreements. HN military or paramilitary units support U.S. forces with functions such as traffic control, convoy escort, base security, and cargo and troop transport. HNS may be for a special function in a designated area or for particular organizations within national boundaries. These services may include rail operations, convoy scheduling, air traffic control, and harbor pilot services.
B.33.e. Security	Depending on the agreements, the HN may provide both exterior and interior security to U.S. bases or share the responsibility for base security with U.S. forces. Such situations require close coordination, common communications, and a credible base defense plan. When required, HN military, paramilitary, and civilians and third-country civilians providing support are equipped and trained to operate in an NBC environment. Provisions for training and equipping are negotiated rather than unilaterally imposed by U.S. forces. U.S. personnel at all levels should be trained in HNS functions. All of them should get orientations on HN government regulations, business practices, social customs, and military procedures. Proficiency in the HN language is vital to coordinating HNS. Defenders should integrate HNS into training exercises whenever possible.

Section C. Safety and Environmental Health Programs

Introduction

Well-planned and effectively administered Safety and Environmental Health Programs are essential to the well-being of PSU personnel equipment and facilities. This section addresses the following related areas:

- Fire Prevention
- Safety
- Cold Weather
- Extreme Heat
- Heavy Weather

C.1. Fire Prevention

All personnel are responsible for fire prevention and taking immediate action to extinguish fires when they occur. General knowledge of fire fighting is normally covered in General Military Training (GMT) and exercised routinely. All hands are expected to exercise reasonable care in fire prevention in respective work and living areas.

C.1.a. References

a. *Boat Crew Seamanship Manual*, COMDTINST M16114.5 (series), Chapter 18
b. *Ordnance Manual*, COMDTINST M8000.2 (series), Chapter 6
c. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)
d. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), *Chapter 9*

C.1.b. Procedures

The following procedures shall be followed to guard against fires:

- Design the facility with due consideration to fire prevention.
- Remove dry weeds, grass and brush from around the generator, near portable heating units, electrical field connections and areas where vehicles are stored.
- Prohibit smoking:
  - In berthing areas.
  - Within 50 feet of fuels, combustible liquids, paints, etc.
- Store combustible liquids, chemicals, fuel, oils and paint (HAZMAT) at least 50 feet from berthing, messing, and command/control areas.
- Establish Hazardous Materials (HAZMAT) area as not to expose them to direct heat from the sun yet allowing adequate ventilation.
- Direct only authorized and qualified personnel to conduct fueling of generators, vehicles, and boats. Post a firewatch to all refueling operations. Avoid “hot fueling” of generators.
- Prohibit electrical appliances in all berthing and most other areas. Personal electrical equipment must be certified as safe for use by an electrician. The certification shall include a ground check of the power cord.
- Inspect electrical power cables, cords, plugs, and connections daily to insure against wear, exposure to weather or exposure to personnel.

- Provide suitable ground for electrical systems. Grounding rods shall be ⅝ inch in diameter and 4 feet or longer, copper coated steel rods. The rods shall be driven into the ground vertically a minimum of four feet or horizontally buried at least 12 inches. The ground around the rods shall be damp at all times. If inserted into sandy or dry soil conditions, the soil around the rods shall be watered at least every 6 hours.
- Store ordnance and munitions at least 50 feet from living and command/control areas and protect them against direct heat from the sun and effects from moisture.
- Prohibit open fires.
- Collect and dispose trash properly as necessary but at least twice daily. Dispose of trash at least 50 feet from the campsite.
- Position portable fire extinguishers in living and messing areas, at the field generator, in all command/control areas, and provide additional extinguishers for use at ordnance, munitions, HAZMAT, and other flammable liquid storage areas. All hands shall be knowledgeable in their use.

C.2. Safety Program

The CO is responsible for providing all personnel a safe and healthful environment. This includes compliance with all applicable Federal laws and regulations and Coast Guard instructions and standards pertaining to the health and safety of personnel.

Safety considerations are always important. These procedures are clearly not all-encompassing but are intended to promote safety in the workplace and prompt all persons to institute.

Personal protective equipment (PPE) does not eliminate hazards but are a 'last line of defense' to protect the wearer from them. PPE breakdown, failure, or misuse exposes the wearer to the hazard and in some cases, without the wearer's knowledge. For this reason, proper equipment selection and maintenance, personnel training, and enforcement of protective equipment maintenance, configuration and use are key elements to an effective personal protective effort.

C.2.a. References

a. *Boat Crew Seamanship Manual,* COMDTINST M16114.5 (series)
b. *Equipment Tag-out Procedure*, COMDTINST 9077.1 (series)
c. *Hazard Communication for Workplace Materials*, COMDTINST 6260.21 (series)
d. *Hazardous Waste Management Manual*, COMDTINST M16478.1 (series)
e. *Rescue and Survival Systems Manual,* COMDTINST M10470.10 (series)
f. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
g. *Technical Guide: Practices for Respiratory Protection*, COMDTINST M6260.2 (series)
h. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

C.2.b. Procedures

The following procedures shall be performed to provide an effective Safety Program.

C.2.b.1. Commanding Officer	The CO shall: • Implement a Hearing Conservation Program. • Establish a Hazard Communication Program to help personnel determine safety precautions and PPE to use when handling hazardous materials by consulting the applicable material safety data sheets (MSDS) required in the Hazard Communication Program. • Ensure there is enough PPE to meet the needs of the command. Adequate funding shall be provided to obtain or replace missing or worn out PPE. • Ensure eye wash stations capable of delivering 0.4 gallons of water per minute of flushing water for 15 continuous minutes at a rate not injurious to the eye are available within 10 seconds or 100 unobstructed feet of the eye hazard or eye hazardous operation. Plastic squeeze bottles of water are only acceptable when the hazardous work is necessary and no viable alternative exists. • Ensure that personnel know the safety precautions for tools.
C.2.b.2. Executive Officer	The XO shall ensure the following preparatory safety briefings are provided to all personnel: • Safe driving procedures (day and night). • Heat or cold injury prevention. • Fire safety. • Indigenous wildlife. • Poisonous reptiles/insects. • Poisonous vegetation. • Personnel/weapons/gear/accountability. • Proper and effective use of PPE. • Diseases endemic to the area. • Customs and courtesies associated with the host nation. • Other pertinent information relevant to the deployment.

C.2.b.3. Logistics Officer

The Logistics Officer (LO) shall coordinate site safety:

- Establish fire points (shovel, axe and fire extinguisher) for every operational generator and tents with stoves in use. There shall be one fire point within 25 feet of every tent.
- Ensure all work areas shall be kept clean and orderly.
- Ensure all walkways are kept clear of lines and other unnecessary obstructions.
- Prohibit open fires.
- Ensure personnel do not sleep on duty or in operational areas, under or adjacent to vehicles.
- Fire watches are kept for berthing tents when heaters are used.
- Fuel sumps are kept at least 50 fifty feet from operational areas. They should be at least as deep as a 5-gallon can.
- Ensure personnel know the proper medical evacuation (MEDEVAC) procedures.
- Verify that antennas are separated by at least their own height plus an additional 5 feet. Keep them at least twice the distance of their own height from any overhead power lines.
- Ensure personnel comply with policy guidance for generation, transportation, treatment, storage, and disposal of hazardous waste.
- Ensure hearing protection is used for continuous noise levels above 84 dBA, impact noise levels above 140 dBA, and double protection (e.g., ear plugs and muffs) for continuous noise levels above 105 dBA.
- Stock PPE and provide it to personnel as needed.
- Facilitate electrical and electronic safety:
  - Post electrical and electronic safety procedures.
  - Ensure the qualification of those who are assigned to work on electrical and electronic equipment.
  - Ensure those assigned to work on electrical and electronic are qualified to render first aid treatment for electrical shock and emergency resuscitation procedures.
  - Post emergency resuscitation procedures in appropriate areas.

C.2.b.4. All Hands

All hands shall:

- Follow electrical safety procedures:
  - Use proper equipment tag-out procedures:
    - Post DANGER tags, CAUTION tags, and instrument OUT- OF-COMMISSION or OUT-OF-CALIBRATION tags to prevent improper equipment operation.
    - Maintain a tag-out log.
  - Post or remove tags and labels only with the approval of the Authorizing Officer.
  - Establish good earth grounds prior to applying power to equipment.
  - Ensure grounding connections are tight. Grounds, when checked with a ground test device, should show impedance of less than 10 ohms. Maintenance personnel should check all site groundings in conjunction with trouble calls. Faulty grounds should be corrected immediately or the equipment secured until a proper ground can be established.
  - Only operate any personal electrical or electronic equipment when authorized.
  - Only operate, repair, adjust, or otherwise adjust any electrical or electronic equipment when authorized.

- Do not remove, paint over, or destroy markings, nameplates, cable tags, or other identification on the cutter's electrical or electronic equipment.
- Do not hang anything on, or secure a line, to a power cable, antenna, wave guide, or other electrical or electronic equipment.
- Do not service or repair electrical and electronic equipment prior to de-energizing it. If possible, check with a voltmeter. Lock or place in the off position circuit breakers and switches of de-energized circuits and tag out.
- Do not work on live circuits, unless the CO's express permission is received. Crew members repairing or servicing live equipment shall make every effort to insulate themselves. Use all safety measures. A second person shall stand by to de-energize the circuit and render first aid if necessary.
- Do not install bare lamps or fixtures with exposed lamps.
- Keep protective electrical enclosures shut or keep fuse boxes, junction boxes, lever-type boxes, and wiring accessories closed except during maintenance.
- Consider impact to shut down operations and evacuate systems during severe thunderstorms.
- Store backup equipment off the ground and protected from the elements.
- Keep food, drinks or tobacco products away from equipment where they could spill into any communications, computer or electrical equipment.

- Reduce fire and explosion hazards:
  - Eliminate potential fire and explosion hazards, including nonessential combustibles.
  - Replace, when possible, flammable materials with less flammable ones.
  - Limit the amount of combustibles.
  - Properly stow combustibles to reduce the probability of causing or contributing to a fire.
  - Minimize inventory of flammable liquids.
  - Return flammable material to the storage spaces at the end of the working day.
  - Avoid accumulations of oil or other flammable materials.
  - Stow oily rags in airtight metal containers.
  - Stow paint, paintbrushes, rags. Paint thinner, and solvents in proper locations.
  - Do not use compressed air to accelerate the flow of liquid from containers of any type.
  - Be vigilant for fire hazards.
  - Do not smoke in the vicinity of berthing and dining tents, or during general quarters, drills, inspections, or emergencies.
  - Complete fire prevention and fire fighting training.
  - Comply with fire prevention policies.
  - Do not weld, cut, or do heavy grinding without a fire watch.
- Use portable tools properly:
  - Rated grinding wheel speeds are not less than the machine or tool the wheel is on.
  - Grinders are not operated without wheel guards.
  - Safety goggles or safety glasses, hearing protection and the proper respiratory protection are used.
  - Automatic securing devices (dead man switches) are tested prior to use.
  - Portable power tools are used for designed purpose.
  - Properly ground portable electric tools or lights.

- Do not use electrical equipment with wet hands, wearing wet clothing or standing in water.
- Use extension cords for temporary service only; not in lieu of permanent wiring.
- Do not use extension cords that are more than 25 feet long, have 3-pronged plugs and designed for outdoor use.

- Use chain saws properly when required, observing the following procedures:
  - Examine the saw before use to ensure all handles and guards are in place and tight, that all controls function properly, and the muffler is operative. Cover saw blade when not in use.
  - Fuel the saw only in areas safe from fire, smokers, and heat.
  - Do not start the saw closer than ten feet from the fueling point.
  - Start the saw only when on the ground or otherwise firmly supported.
  - Hold the saw with both hands when operating. Do not use the saw to cut directly overhead.
  - Keep sure footing and a two-hand grip to guard against "kickback."
  - Clear away brush which might interfere with saw operation before starting.
  - Shut off the saw when carrying or not using it.
  - Wear eye protection, hearing protection, chaps, and respiratory protection.
- Do not change, alter or repair any electric tools or equipment. Return the tool or equipment to the electrical shop and report the nature or the malfunction.
- Wear appropriate PPE properly and seek assistance from supervisor if necessary.
- Avoid wearing jewelry (rings, necklaces and bracelets) or clothing with loose ends or loops which might catch in moving equipment when working on or near machinery.
- Wear suitable leather or other heat protective gloves when working on steam valves or other hot units. Keep the body well covered to reduce the danger of steam burns (e.g., shirt buttoned, sleeves rolled down, etc.).
- Wear protective goggles or helmet and leather welding jacket when brazing, welding, or cutting. Wear safety glasses beneath arc welder's helmets. Fire watches shall wear safety glasses or goggles with a shade #2 lens. This eyewear will protect the fire watch's eyes from stray slag and reflected ultraviolet light. The eyewear will also allow sufficient vision to monitor the space to prevent the spread of fire. Fire watches shall not directly observe the actual hot work arc or flame.
- Wear chemical goggles whenever working with substances corrosive to the eyes, such as acid, alkali, monothemolamine, refrigerant under pressure and vinyl paint. Wear chemical goggles beneath face shields when working with substances that present a skin contact hazard.
- Wear suitable eye protection (shield, goggles, or safety glasses) when work involves buffing, grinding, or other such operations which present eye hazards. Whenever face shields are required, supplement them with safety glasses or goggles of the appropriate type.

C.2.b.5. Waterborne Security Officer

The WSO shall coordinate TPSB safety as follows:

- Ensure all personnel are given a safety indoctrination/review before getting underway on a TPSB.
- Crews do not lean, stand or sit on gunnels or lifelines.
- All personnel working in or on a TPSB in the water wear personal flotation devices (PFDs) and work in pairs.
- All personnel wear PFDs when there is a possibility of slipping, falling, or being carried into the water.
- Ensure life rings on each TPSB are in good condition, equipped with a float light, have the TPSB hull number on it, and are readily accessible and available for immediate use.
- All personnel keep clear of the gunnels when maneuvering alongside a pier or during drills.
- All personnel keep a firm grasp on handrails when underway.
- Personnel don't stand in the bight of a line.
- Personnel do not attempt to check a line which is running out rapidly by stepping on it or grabbing it.
- Coil or fake down the standing part of lines to prevent fouling.
- Take extreme care when easing out synthetic fiber lines from bitts, cleats, or other holding devices, because of the lines high elasticity, rapid recovery, and low friction.
- Not stand in the direct line of pull when applying loads to nylon line.

C.2.b.6. Engineer Officer

The Engineer Officer (EO) shall coordinate machinery safety as follows:

- Only qualified operators shall operate the PSU's machinery and equipment. Operators under instruction may operate machinery in the presence of a qualified supervisor.
- Qualified personnel shall deenergize and/or release pressure on equipment before performing repairs or preventive maintenance, ensuring tag out procedures are followed before starting work.
- Ensure mechanical, electrical and electronic safety devices are inspected at intervals specified by the Preventive Maintenance System (PMS) or other applicable instructions and when unusual circumstances or conditions warrant.
- Promote electrical safety:
  - Check power generation equipment to ensure safe condition.
  - Inspect and megger power cables. Spliced portable cables are dangerous, and are not to be used.
  - Do not permit the cable to rest on sharp or ragged edges such as the ship's gunwales.
  - Caution personnel not to step or walk on shore power cables.
  - Barricade or position shore power cables to protect them from vehicle traffic.
- Observe safety precautions for hot work:
  - Ensure fire watches are posted while work is in progress and until all materials cool or at least thirty minutes whichever is longer.
  - Chip or scrape all coating clear of the work area whenever possible.
  - Exhaust the work area.
  - Wear respiratory protection if required.
  - Use air line respirators and ventilate the area when cutting galvanized material.

C.2.b.7. Division Officers and Department Heads

Division Officers and Department Heads shall:

- Ensure that personnel are trained on the type and use of appropriate PPE.
- Ensure personnel properly use and wear PPE.
- Conduct regular instruction and drill in safety procedures.

C.3. Cold Weather Conditions

Personnel are exposed to the environment and should take climate and variable weather conditions into account and initiate appropriate protective measures in all operations to ensure that personnel function effectively and that equipment is not damaged. Cold weather is no barrier to operations but procedures should be adjusted for moderately cold weather (down to minus 35 °F), and extremely cold weather (temperatures below minus 35 °F) to protect antennae and insulators from icing, lubrication, special maintenance procedures, and battery operation. These definitions of moderately and extremely cold weather do not apply to personnel – frostbite can occur at temperatures below 30.2 °F. Cold weather PPE is essential to decreasing cold related illness and fatigue.

C.3.a. References

a. *A Pocket Guide to Cold Water Survival*, COMDTPUB P3131.6 (series)
b. *Rescue and Survival Systems Manual,* COMDTINST M10470.10 (series)
c. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
d. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

C.3.b. Procedures

The following procedures address preparation for and response to cold weather conditions.

C.3.b.1. Personal Protective Clothing

All personnel are issued personal protective clothing (PPC) as part of their organizational equipment initial issue. All personnel are expected to dress appropriately to the climate using the layered concept. Cold weather clothing and equipment is essential in preventing cold related injuries and fatigue. Such items include thermal boots, woolen socks, watch caps, gloves, and thermal undergarments fleece or pile. Proper dressing includes layering clothing:

- First layer – wicking. Staying dry is an essential factor to maintaining body temperature. Clothing worn next to the skin should carry or "wick" moisture away from the body. Cotton clothing absorbs and retains moisture that takes body heat through evaporation. Wool and modern synthetic wicking fibers have good insulating properties, draw moisture from the skin and transport it to an absorbent outer layer. This gear works well by itself or it can be combined with a second layer for extreme cold.
- Second layer – insulation. The second layer traps air to retain body heat, while absorbing excess moisture from the first layer including wool or cotton thermals, and synthetic fleece or pile garments.
- Third layer – moisture barrier. The outer layer, such as dry suits and rain gear, should stop wind and water, so the inner layers can work as designed but have no insulating properties and require extra insulation for cold weather. An absorbent second layer is needed.
- Extremities. Most heat loss occurs through the extremities, especially the head. It is still important to layer properly, using hats, gloves, insulated foot coverings, etc.

C.3.b.2. Hypothermia Protective Clothing	Hypothermia protective clothing permits personnel to function in cold weather and to reduce the loss of body heat in cold water. Boat crewmembers are expected to wear hypothermia protective devices if the water temperature is below 60 °F. A unit commander may waive, on a case-by-case basis, the wearing of hypothermia protective devices if the degree of risk of hypothermia is minimal (for example, non-hazardous, daylight operations in calm water). However, due to the unforgiving nature of cold weather, hypothermia protective devices are highly recommended to be carried. The types of clothing are survival (exposure) suit and dry suit: • Survival (exposure) suits provide the best protection from hypothermia in the water. However, the suits are extremely bulky and, therefore, the Coast Guard limits their use to abandoning ship operations in cold water. • Dry suits, with proper undergarments, provide the best protection for crewmembers in adverse weather conditions and cold water immersion. However, dry suits are not inherently buoyant, so crewmembers are expected to wear PFDs over them. • Boat crewmembers may use gloves and inserts to provide thermal protection in cold weather, but care should be taken to avoid catching fingers or a hand between a line and a cleat.
C.3.b.3. Meals	Meals should be adjusted to help rejuvenate fatigued crew members. For example, a hot meal or at least a cup of hot soup may help improve morale and alertness when it is needed most.
C.3.b.4. Supplies and Equipment Checks	Advance preparations consist of checking the operation and quantity of equipment onboard, checking the adequacy of spare parts and cold weather accessories, and winterizing equipment. Supplies and accessories include: • Cold weather clothing • Canopies for protection of personnel working in exposed areas • Space heaters • Canvas covers for exposed equipment • Wooden mallets • Non-metallic scrapers • Spare antennae • Special cold weather lubricants • Spare batteries
C.3.b.5. Equipment Readiness/Preparations	• Antennae should have base drainage holes installed to prevent damage from accumulated moisture in this type of antenna will cause damage to the antenna when freezing occurs. To overcome this difficulty, a ⅛-inch hole shall be drilled in the base of each antenna. This hole should penetrate the adapter base at the lowest point. • For operation below 0 °F, increase the specific gravity of the electrolyte in wet cell batteries to 1260. Batteries with a specific gravity of 1140 will freeze at 10 °F while those with a specific gravity of 1300 will not freeze until minus 90 °F. Batteries in exposed locations which are subject to low temperature shall be kept charged during cold weather, and should, in extremely cold weather, be removed to a warm room, if possible. • All equipment shall be winterized. A thorough check shall be made to insure that all available winterizing procedures have been accomplished, i.e., replacement of normal lubricants with cold weather substitutes, and installation/proper operation of space heaters and heating tape.

C.3.b.6. Equipment Operation

While operating in cold weather areas, all equipment shall be frequently inspected as follows to ensure that only a minimum build-up of ice or other hazards occur:

- All exposed rotating equipment shall be operated and checked at least once each day, more frequently under extreme conditions.
- Where high winds prevail, antennas shall be stowed to present the least frontal surface to the wind, when not in use.
- During periods when equipment is not being used, the best means of combating condensation and freezing is to keep tube filaments and space heaters energized.
- When lighting off cold equipment, pre-heaters shall be used when available.
- Rotating equipment that has been secured shall be rotated slowly in one direction only for a short period to insure that the mechanical system is operating freely. Sudden speed or direction changes may be injurious to the mechanical system.
- Antennas and waveguides shall be carefully de-iced. On radar, DF, and similar antennae, light accumulation may be scraped off using non-metallic scrapers. Heavy accumulation of ice may be removed by utilizing steam, salt water, hot air jet, etc. After removal of any ice accumulation, the surfaces from which the ice was removed should be coated with light oil or suitable silicone compound to inhibit further ice formation.
- All moving parts shall be kept dry to prevent freezing and jamming.
- All rotating machinery and gear trains shall be checked at least once each week for proper lubrication.
- Waveguides shall be checked regularly to ensure that no moisture has entered or accumulated.
- Whip antenna bases and waveguide drainage holes shall be inspected to ensure that they have not become clogged.

C.3.b.7. Care of Exposed Equipment

The following procedures apply when caring for exposed equipment:

- Cold to warm movement. Equipment which is moved from cold to warm spaces shall be checked for condensation, and baked out to insure that ice will not form when the equipment is moved back to a cold space or area.
- Exposed equipment. Exposed equipment, when not in use, shall be protected by snow-proof covers. Whisk brooms shall be used to brush snow from the covers before removing them from the equipment.
- Dry batteries. Dry batteries shall be thawed at about 27 °F for one (1) hour, followed by a second hour at 70 °F.
- Wet storage batteries. Wet storage batteries shall have a gradual warm-up period. Care must be taken that the electrolyte does not freeze.
- Microphones and headsets. Microphones and headsets used in exposed areas shall have nylon or polyethylene covers to prevent the diaphragm from collecting moisture.
- Cables and cords. Cables and cords shall be handled carefully when cold to prevent cracking or breaking of the insulation. Cables should be placed in warm areas for some time prior to use to restore their flexibility.

C.3.b.8. Safety Precautions

The following safety precautions shall be observed when working in exposed areas during cold weather operations:

- Wear loose clothing. Tight clothing and footgear can restrict blood circulation, thus inviting frostbite or trench foot.
- Wear dry clothing. Outer layers should be water repellent and impervious to rain, snow, sleet, etc.
- Wear several layers of thin clothing. This permits removal of appropriate amounts of clothing as body heat rises while working.
- Avoid overheating. Excessive sweating dampens clothing resulting in poor insulation. Perspiration cools even more as it evaporates. It is better to work while slightly chilly than while excessively sweaty. Change wet clothing as soon as job is done if staying in a cold environment.
- Work in pairs. Check each other for frost bite frequently, since one can become frostbitten and not realize it. Frostbitten skin is whitish or grayish and the parts feel numb rather than painful.
- Wear sunglasses or goggles with tinted lenses to protect against snow blindness and eyestrain. Ensure sunglasses have full UV protection.
- Never touch metal objects with bare hands. Although the metal is apparently dry, bare skin will freeze to very cold metal.
- Be very careful when working with fuels and volatile liquids. Gasoline will flash freeze in a matter of seconds.
- Use windshields or screens.
- Frequent rests, hot drinks and food are necessary for personnel working on equipment in exposed areas.

C.3.b.9. Physical Signs of Hypothermia

All personnel should be alert for signs of hypothermia and frostbite in themselves and others. Hypothermia is the loss of internal body temperature. Normal internal body temperature is automatically regulated by our bodies to remain very close to this temperature at all times. A minor deviation either up or down interferes with the bodily processes. Being too cold will adversely affect the body. Even a minor loss of internal body temperature may cause incapacitation. Extreme shivering is an initial sign of early hypothermia (good thing to watch out for to prevent the rest of these symptoms), but ceases when body temperature goes below about 90 °F. The following are symptoms of SEVERE hypothermia (body temperature below 91 °F), and appropriate treatment shall be initiated immediately:

- Pale appearance.
- Skin cold to the touch.
- Pupils are dilated and will not adjust properly when exposed to light (will react to light at a body temperature above 88 °F, but non-reactive below 81 °F).
- Poor coordination.
- Slurred speech / appears to be intoxicated.
- Incoherent thinking.
- Unconsciousness (below 80 °F).
- Muscle rigidity (below 86 °F).
- Weak pulse.
- Very slow and labored breathing.
- Irregular heart beat.

C.3.b.10. Physical Signs of Frostbite

Frostbite is the development of ice crystals within body tissues. Frostbite is most likely to develop in air temperatures less than 30.2 °F. Cold stressors, such as wind, air temperature, or exposure to water, any restriction of blood flow, lack of appropriate protection, and skin exposure are factors contributing to frostbite.

- A frostbite victim will complain of painful cold and numbness in the affected area.
- Waxy white or yellow white, hard, cold, and insensitive areas will develop.
- As the area begins to thaw, it will be extremely painful and swelling (reddish-purple) or blisters may appear.
- Areas prone to frostbite include all extremities where the blood has traveled farthest from the heart, such as the hands, feet, face, and ear lobes.
- A patient suffering from frostbite should also be treated for hypothermia.

C.3.b.11. Wind Chill

Wind chill is the term used to describe the rate of heat loss on the human body resulting from the combined effect of low temperature and wind. As winds increase, heat is carried away from the body at a faster rate, driving down both the skin temperature and eventually the internal body temperature. While exposure to low wind chills can be life threatening to both humans and animals alike, the only effect that wind chill has on inanimate objects, such as vehicles, is that it shortens the time that it takes the object to cool to the actual air temperature. (see **Table 5-30**)

Table 5-30
Wind Chill Factor

Speed	**Equivalent Temperature (°F)**																
Calm	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5	32	27	22	16	11	6	0	-5	-10	-15	-21	-26	-31	-36	-42	-47	-52
10	22	16	10	3	-3	-9	-15	-22	-27	-34	-40	-46	-52	-58	-64	-71	-77
15	16	9	2	-5	-11	-18	-25	-31	-38	-45	-51	-58	-65	-72	-78	-85	-92
20	12	4	-3	-10	-17	-24	-31	-39	-46	-53	-60	-67	-74	-81	-88	-95	-103
25	8	1	-7	-15	-22	-29	-36	-44	-51	-59	-66	-74	-81	-88	-96	-103	-110
30	6	-2	-10	-18	-25	-33	-41	-49	-56	-64	-71	-79	-86	-93	-101	-109	-116
35	4	-4	-12	-20	-27	-35	-43	-52	-58	-67	-74	-82	-89	-97	-105	-113	-120
40	3	-5	-13	-21	-29	-37	-45	-53	-60	-69	-76	-84	-92	-100	-107	-115	-123
45	2	-6	-14	-22	-30	-38	-46	-54	-62	-70	-78	-85	-93	-102	-109	-117	-125

C.4. Extreme Heat Conditions

Personnel are exposed to the environment and should take climate and variable weather conditions into account and initiate appropriate protective measures in all operations to ensure that personnel function to their maximum capacity. Physical fitness is absolutely critical to successful performance in high heat scenarios.

C.4.a. References

a. *Boat Crew Seamanship Manual*, COMDTINST M16114.5 (series)
b. *Preventing Heat Casualties*, COMDTPUB P6200.12 (series)
c. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
d. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

C.4.b. Safety Problems	Certain safety problems are common to hot environments. Heat tends to promote accidents due to the slipperiness of sweaty palms, dizziness, or the fogging of safety glasses. Aside from these obvious dangers, the frequency of accidents, in general, appears to be higher in hot environments than in more moderate environmental conditions. One reason is that working in a hot environment lowers the mental alertness and physical performance of an individual. Increased body temperature and physical discomfort promote irritability, anger, and other emotional states that sometimes cause workers to overlook safety procedures or to divert attention from hazardous tasks.
C.4.c. Heat Stress	Heat stress is any combination of elevated air temperature, thermal radiation, high humidity, low airflow, and work load that affect the regulation of body temperature. Heat stress becomes excessive when the body's capability to adjust is exceeded, resulting in an increase in body temperature. This condition can readily produce fatigue, severe headache, nausea and poor physical and mental performance. If the body's temperature continues to increase due to prolongation of this exposure, heat illnesses may occur. These reactions can be life threatening if not immediately and properly treated. All hands are responsible for recognizing heat stress symptoms and obtaining prompt medical attention for affected persons. Emergencies due to heat are of three types:
C.4.c.1. Heat Cramps	Heat cramps are painful contractions of various skeletal muscles brought about by the depletion of salts from the body fluids, via excessive perspiration.
C.4.c.2. Heat Exhaustion	Heat exhaustion results from too much fluid loss by perspiration. Even the most physically fit person can fall victim to heat exhaustion while working in a hot environment. With proper treatment heat exhaustion is seldom fatal.
C.4.c.3. Heat Stroke	Heat stroke is a serious medical emergency. The most important sign of heat stroke is an extreme elevation of body temperature, indicating failure of the body's heat regulating mechanism. Heat stroke calls for immediate measures to reduce body temperatures in order to prevent brain damage and/or death. ALL HEAT STROKE INCIDENTS ARE MEDICAL EMERGENCIES.
C.4.c.4. Heat Rash	Heat rash is also common, but not an emergency. Heat Rash, also known as prickly heat, may occur where sweat is not easily removed from the surface of the skin by evaporation. When extensive or complicated by infection, heat rash can be so uncomfortable that it inhibits sleep and impedes a worker's performance. It can be prevented by resting in a cool place and allowing the skin to dry.
C.4.d. Procedures	The following procedures shall apply when addressing heat-related injuries.

C.4.d.1. All Hands

All hands shall identify susceptibilities to heat injuries as follows:

- Personnel not accustomed to temperature, humidity, and/or work level to be encountered may take time to get acclimated to the environment.
- Excess body weight.
- Impermeable clothing.
- Febrile illnesses increase the chance of rapid heat build-up within the body. Any illness, whether feverish or not can add to the susceptibility to heat injuries.
- Cumulative fatigue may develop slowly.
- Prior heat illnesses.

All hands shall take preventive measures to minimize likelihood of heat injury:

- Check with your doctor if you are taking any medications to verify limitations.
- Get a good night's sleep.
- Heavy meals should be avoided. Eat 3 balanced meals each day with a normal amount of salt.
- Avoid alcohol consumption to avoid dehydration and susceptibility to heat-related illnesses.
- Avoid drinks containing caffeine. These are diuretics that will cause personnel to lose some of benefit of the fluid intake.
- Wear sunscreen – having a sunburn will increase chances of heat stress injuries by interfering with the body's ability to sweat.
- Wear clothing and equipment in a manner which permits free circulation of air between the uniform and the body surface. However, continue to use hats, roll down CUU sleeves, keep trousers bloused to insulate yourself from the heat. In less extreme temperatures roll up sleeves or even remove the blouse and only wear the t-shirt.
- Drink at minimum of 1 pint of cool water prior to exertion and per hour frequently and in small quantities. Do not wait until you get thirsty.
- Stay in the shade and avoid direct sunlight whenever possible.
- Develop a buddy-system to monitor for heat stress symptoms.
- All hands shall be aware of symptoms of heat injury.

All hands shall administer first aid and request assistance for the following:

- Heat cramps.
  - Drink cool water to afford both relief and continued protection. Watered-down sports drinks are a good source of electrolyte replacement, which is what normally causes the cramps.
  - Move to a cool environment.
  - Stretch muscles.
- Heat exhaustion. Personnel normally recover quickly, but return to work is not recommended for at least 24 hours.
  - Move victim to a cool place.
  - Place a patient on his or her back, with legs elevated.
  - Keep the person lying down and give large amounts of water sports drink. Drink sips of water or sports drink. The victim should not gulp down lots of liquid at one time. If the patient is suspected of incurring heat exhaustion and is conscious, sips of cool water should be administered continuously, if possible, after the casualty has been removed to a cool, shady location, clothing should be loosened and equipment removed.
  - Call for medical assistance immediately.
- Heat stroke. Regardless of the worker's protests, no one suspected of being ill from heat stroke should be sent home or left unattended unless a physician has specifically approved such an order.
  - Send someone for medical assistance first! Call for medical assistance immediately.
  - Remove clothing, lay the victim down with head and shoulders slightly elevated. Use cool water and fan the body until medical personnel arrive.

C.4.d.2. Command Duty Officer

The Command Duty Officer (CDO) shall:

- Ensure watch schedules permit adequate rest and protection from heat.
- Ensure that adequate quantities of ice and drinking water are available. Cool drinking water is adequate; cold water could cause stomach cramps.
- Provide an indoor or a shaded location for breaks. Provide fans in this area if possible. Mist-fans are preferred for outdoor locations.
- Schedule heaviest work during the coolest part of the day.
- Use work/rest regimens recommended by medical personnel.

C.4.d.3. Food Services Officer

The Food Services Officer (FSO) shall:

- Ensure that adequate quantities of ice and drinking water are available. Cool drinking water is adequate; cold water could cause stomach cramps.
- Serve the heavy meal in the evening rather than at noon. Also a good idea for noon meal to be cold.

C.4.d.4. Medical Officer

The Medical Officer shall:

- Dispense supplementary salt and electrolytes if necessary. Not recommended as a regular practice, there should only be dispensed in special situations. A normal salted diet should provide sufficient sodium for most personnel (MREs have more than enough salt, even without using the salt packets). Watered-down electrolyte sports drinks are a good fluid source.
- Monitor personnel on station.
- Establish and maintain a Heat Stress Program in accordance with *Preventing Heat Casualties*, COMDTPUB P6200.12 (series). This should include annual heat stress training for personnel.
- Monitor temperatures and heat stress environment using the Wet-Bulb Globe Temperature (WBGT) meter or motorized psychrometer.
- Recommend work-rest regimens based on WBGT readings.
- Provide follow-on treatment for all incidents of heat injury.
- Provide sunscreen with a SPF of at least 15.
- Screen personnel on special diets (especially low sodium) for work in hot environments.

Table 5-31
Heat Index

	Apparent Temperature										
Air Temperature	70°	75°	80°	85°	90°	95°	100°	105°	110°	115°	120°
Relative Humidity											
0%	64°	69°	73°	78°	83°	87°	91°	95°	99°	103°	107°
10%	65°	70°	75°	80°	85°	90°	95°	100°	105°	111°	116°
20%	66°	72°	77°	82°	87°	93°	99°	105°	112°	120°	130°
30%	67°	73°	78°	84°	90°	96°	104°	113°	123°	135°	148°
40%	68°	74°	79°	86°	93°	101°	110°	122°	137°	151°	
50%	69°	75°	81°	88°	96°	107°	120°	135°	150°		
60%	70°	76°	82°	90°	100°	114°	132°	149°			
70%	70°	77°	85°	93°	106°	124°	144°				
80%	71°	78°	86°	97°	113°	136°	157°				
90%	71°	79°	88°	102°	122°	150°	170°				
100%	72°	80°	91°	108°	133°	166°					

C.5. Heavy Weather

Personnel are exposed to the environment and should take climate and variable weather conditions into account and initiate appropriate protective measures in all operations to ensure that personnel function to their maximum capacity. Physical fitness is absolutely critical. Heavy weather accelerates fatigue. Watch schedules should consider the cumulative effects of fatigue-inducing factors (heavy weather, temperature, boat mission, etc.), and human factors (motion sickness, survival clothing, changes in sleep and work cycles, work-duty time, etc.).

Heavy weather poses a particular threat to PSU shore based and waterborne operations. Personnel may be less effective ashore and may be exposed to lightening strike ashore while TPSB operations and crew safety may be degraded. Boats should not to be operated beyond their operating limits and crew should not undertake operations beyond their capabilities. Proper risk management is essential. All boats can be expected to encounter heavy weather but that does not mean specific operational evolutions must be undertaken.

Heavy weather exists when seas exceed 8 feet and/or winds are greater than 30 knots. The heavy weather bill will be placed in effect during periods of actual or expected storms or heavy seas. To be effective, steps contained in this bill should be taken before heavy weather sets in. Personnel should execute the measures of this bill as soon as warning is received.

C.5.a. References

a. *Boat Crew Seamanship Manual*, COMDTINST M16114.5 (series)
b. S*afety and Environmental Health Manual*, COMDTINST M5100.47 (series)
c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

C.5.b. Procedures

The following procedures shall be performed when addressing heavy weather conditions.

C.5.b.1. Command Duty Officer

The CDO shall:

- Muster Department Heads to verify that all gear has been properly stowed for inclement weather.
- Restrict personnel movement if appropriate.

C.5.b.2. Department Heads and Division Officer

Department Heads and Division Officers shall:

- Ensure all department/division gear is properly stowed to prevent damage.
- Reinforce with all personnel additional safety measures needed during inclement weather.
- Adjust watch schedule as required.

C.5.b.3. Waterborne Security Officer

The WSO shall:

- Ensure all mooring lines are checked and slack removed to reduce movement.
- Ensure lines tending the same direction take the strain simultaneously.
- Set out additional lines and fenders.
- Monitor boat operations and adjust watch schedule as required.

C.5.b.4. Engineer Officer

The EO shall:

- Ensure all tents, shipping/transportation containers, generators, electric grid and other equipment are prepared for inclement weather.
- Verify vehicles have been properly secured.

C.5.b.5. Security Officer	The Security Officer shall: • Verify security plan and that adequate perimeter and other security personnel are on watch consistent with changing conditions. • Adjust watch schedule as required.
C.5.b.6. Medical Officer	The Medical Officer shall ensure staff is prepared for medical emergencies and response.
C.5.b.7. Food Services Officer	The Food Services Officer shall: • Ensure staff is prepared. • Provide additional meals and liquids for on-station personnel as appropriate.
C.5.b.8. TPSB	TPSBs shall remain on station. Although coxswains should never jeopardize the boat crew, during heavy weather it is important that a patrol continue as long as possible. All personnel shall don appropriate PPE and gear.
C.5.b.9. Security Personnel	Security personnel shall remain on station.
C.5.b.10. Personnel Not on Watch	Personnel not on watch shall muster by division for assignments.

Chapter 6
Incident Response Procedures (IRPs)

Introduction

Incident Response Procedures (IRPs) specify action to be taken when any emergency of a nature that could be expected to cause a life threatening situation, property damage, or a disruption to good order and discipline. Many situations require immediate response to limit the effects of the emergency. These situations can range from severe personnel injured during the course of duty to a fire in the PSU camp. Timely and effective reactions could quickly bring the situation under control. The procedures contained in this chapter serve as checklists to guide emergency reactions. All personnel should be familiar with these procedures and be prepared to respond to emergencies. The first observer/responder should always initiate steps to control the situation while not becoming a victim, and either promptly alerts others that a problem exists, or reports the incident to the Command Duty Officer (CDO) if it is contained.

IRPs are similar in intent to the Pre-MISHAP Plan and in most cases are one in the same. IRPs are a "best guess" assessment of incidents that a PSU will encounter during the course of operations. They help organize an effective response to an incident, emergency, or contingency situation by delineating specific tasks, actions and/or procedures to be followed in a systematic and deliberate manner, and the people to accomplish them should a likely incident occur involving PSU resources and other resources within its area of responsibility (AOR). No written guidance can ever be expected to address each and every circumstance; judgment and training are necessary to fill gaps between written guidance and the specific requirements of any given situation.

All hands shall:

- Become familiar with likely emergencies and IRPs.
- Rehearse contingencies and response continually to prepare for actual events.

References

a. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
b. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

In this Chapter

This chapter contains the following sections:

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IRP-01 **General Emergency**

References

a. *Naval Coastal Warfare Doctrine*, NWP 3-10

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

Alert/Notification

A general emergency alarm is intended to alert the entire crew to an incident that has occurred or is expected to occur that could effect the safety of the crew, mission accomplishment, or in any other way adversely affect the internal security of the PSU. The source of this information may be a specific incident or event, or may possibly be the result of intelligence or direction from higher authority.

Response/Overview

The PSU will aggressively respond to all general emergencies regardless of what prompted the Command Center to call for the alert. The response is driven by both the specific occurrence and an uncertainty as to whether or not related events could reasonably be expected to occur while responding to a specific danger. Personnel should remain alert to the possibility that the alarm or incident was intended as a diversion with intent to cause harm to the PSU and/or another target.

Personnel accountability, staffing, and transition plans are important factors in effectively transitioning to the Condition I General Emergency posture. General emergency drills should be conducted frequently and should consider the myriad of scenarios that could develop including actions to be taken while personnel are on authorized liberty, and possibly an off-site rally point if normal access to the base is not possible. These drills should include transition to Condition I from each watchsection to quickly ascertain the most effective distribution of personnel while maintaining a firm grasp of operational requirements.

The PSU will take control of the situation and stand down only after it has been determined that the specific event that prompted the alarm and all ancillary dangers have been effectively controlled and/or eliminated.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Immediately communicate to all personnel that an emergency situation exists. A siren shall be sounded for 10 seconds, followed by: "All Hands To Your General Emergency Stations. All Hands To Your General Emergency Stations." Simultaneously, the same information will be relayed to all stations via radio, land-line, or any other communications means being employed during the operation. If the nature of the threat to security is known, amplifying information should follow. For example: • There is a fire at _____. • Sniper shots have been taken at _____. • There is a disturbance at _____. There may be no amplifying information available when increases in readiness are prompted by higher authority or intelligence data.	_____	_____

Step	Action	Initials	Time
	Provide guidance for people who are not on duty directing them where to go and telling them what roles they should fill. For example: • Off-duty personnel muster at backup sites or rally points. • All TPSBs get underway. • Report muster results to the command center. • Medical / Damage Control response is required _____. Account for all personnel, quickly alert them to the emergency, and relay essential information that should immediately be known to deal with the specific emergency.		
2	Direct recall of personnel on liberty or direct them to a rally point.	_____	_____
3	Monitor ongoing events.	_____	_____
4	Notify the Harbor Defense Commander (HDC) of the nature of the emergency and when an increased readiness condition is attained. If necessary, request additional assistance that may be required to deal with the emergency. Assistance may include: • Medical Assistance. • Host nation forces to perform increased security responsibilities. • Other military forces such as Inshore Boat Unit (IBU), MPs, explosive ordnance disposal (EOD), MUDSU, etc.	_____	_____
5	Increase waterborne security operations. Keep in mind that a specific event may be diversionary or a part of a coordinated attack on the PSU or assets within the PSU's AOR. Brief coxswains on the following: • Nature of the emergency. • Change in Readiness Condition and/or Threat Condition. • Potential threats. • New Rules of Engagement (ROE) and changes to existing ROE. • Weapons status or arming orders. • Other information (List).	_____	_____
6	Increase security operations ashore. Brief Squad Leader(s) on the following: • Nature of the emergency. • Change in Readiness Condition and/or Threat Condition. • Potential threats. • New ROE and changes to existing ROE. • Weapons status or arming orders. • Other information (List).	_____	_____
7	Deal with the specific emergency using the appropriate IRP.	_____	_____
8	Brief the CO.	_____	_____
9	Brief the Public Affairs Officer.	_____	_____
10	Update the HDC with Situation Reports (SITREPs) on a routine basis. Keep them informed of existing conditions, progress, problems, additional resource requirements, and other pertinent information.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Brief Boat Crews on the following: • Nature of the emergency. • Change in Readiness Condition and/or Threat Condition. • Potential threats. • New ROE and changes to existing ROE. • Weapons status or arming orders. • Other information (List).	_____	_____
2	Increase Operations Tempo associated with protection of the security zone in accordance with tactics guidance and WQSB to conform to readiness standards. All TPSBs will be underway in assigned general emergency patrol areas.	_____	_____
3	Keep Command Center apprised of significant security activity including: • Action taken. • Results.	_____	_____

Shore Security Team – Squad Leader

Step	Action	Initials	Time
1	Brief on-watch squad and back up alert force on the following: • Nature of the emergency. • Change in Readiness Condition and/or Threat Condition. • Potential threats. • New ROE and changes to existing ROE. • Weapons status or arming orders. • Other information (List).	_____	_____
2	Increase Operations Tempo associated with protection of the security zone in accordance with tactics guidance and WQSB. All squads conduct operations in assigned areas.	_____	_____
3	Keep Command Center apprised of significant security activity including: • Action taken. • Results.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Submit SITREP to HDC.	_____	_____
2	Implement supplemental IRP.	_____	_____

IRP-02 **Interrupted Communications/Communications Casualty**

References

a. *Naval Coastal Warfare Doctrine*, NWP 3-10

b. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

Alert/Notification

Myriad events or sources will indicate to the PSU Command Center that there have been interrupted communications or that a communications casualty has occurred. For example, a power outage will be readily apparent, but a faulty transceiver aboard a TPSB may not be realized immediately. Communications personnel should be alert to indications of communications problems to minimize the likelihood of such an event. Normally, communications checks and verifications will be conducted to ensure positive control of PSU assets. Failure to report in for a routine communications check will immediately cause the CDO to initiate procedures for interrupted communications / communications casualty.

Response/Overview

Effective communication is vital to operations. Communication is crucial to command and control and should be re-established as soon as possible when an interruption is discovered. The primary emphasis is to restore communications between command elements and then assess potential danger associated with the interruption; more than likely initiating another IRP.

There are several potential causes for lost communications. The PSU Command Center will normally operate from power provided by a compound generator. It is possible that this generator will fail and either necessitate alternative power source or communications path. It is also possible that the source of interrupted communications is a single transceiver, a misunderstood Emission Control (EMCON) Plan, or improper crypto keying material. Standard communications procedures should be in place to ensure that communications deficiencies are quickly identified and corrected. Similarly, a loss of communications with an operating asset could indicate hostile action. The CDO should be alert to indications of direct malicious action as well as indirect activity intended to deceive, confuse, or otherwise interrupt positive control of all resources. The CDO shall immediately initiate General Emergency procedures (IRP-01) whenever it is suspected that interrupted communications is the result of or expected to precipitate hostile action.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Remain alert for anomalies in internal and external communications.	_____	_____
2	Ensure that the proper frequencies/channels are being employed by the Command Center and field activities.	_____	_____
3	Verify that proper EMCON Plan is in effect and being followed by all TPSBs, security squads, and personnel.	_____	_____
4	Verify that the proper crypto and other communications security material are installed.	_____	_____
5	Take positive control of the communications network or request that the organization exercising network control initiate procedures to reestablish discipline.	_____	_____
6	Initiate Beadwindow or Gingerbread procedures if appropriate.	_____	_____
7	If unable to regain control, shift to backup communications equipment or channels, and attempt to reestablish positive communications.	_____	_____

Step	Action	Initials	Time
8	Account for all personnel.	_____	_____
9	Alert key personnel to the emergency and relay essential information that should immediately be known to deal with the specific emergency.	_____	_____
10	Initiate General Emergency procedures (IRP-01) if doubtful of the true cause of the interruption or there if are indications of hostile intent toward the mission.	_____	_____
11	Notify the HDC of the situation and/or to request assistance in dealing with the event.	_____	_____
12	Review Annex K of Operation Order to determine any specific action to be taken.	_____	_____
13	Notify CO of action taken and provide current SITREP.	_____	_____
14	Update the Public Affairs Officer.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Remain alert for anomalies in internal and external communications.	_____	_____
2	Ensure that the proper frequencies/channels are being employed by the Command Center and field activities.	_____	_____
3	Verify that proper EMCON Plan is in effect and being followed by all TPSBs and personnel.	_____	_____
4	Verify that the proper crypto and other communications security material are installed.	_____	_____
5	Take positive control of TPSB patrol communications.	_____	_____
6	Report anomaly to PSU Command Center. Communicate with the Command Center frequently to keep them apprised of the situation unless communications silence is ordered and verified.	_____	_____
7	Initiate Beadwindow or Gingerbread procedures, if appropriate.	_____	_____
8	If unable to regain control, shift to backup communications equipment or channels and attempt to reestablish positive communications.	_____	_____
9	Initiate visual communications, if appropriate.	_____	_____

Shore Security Teams – Squad Leader

Step	Action	Initials	Time
1	Remain alert for anomalies in internal and external communications.	_____	_____
2	Ensure that the proper frequencies/channels are being employed by the Command Center and field activities.	_____	_____
3	Verify that proper EMCON Plan is in effect and being followed by all squads and personnel.	_____	_____

Step	Action	Initials	Time
4	Verify that the proper crypto and other communications security material are installed.	_____	_____
5	Take positive control of security patrol communications.	_____	_____
6	Report anomaly to PSU Command Center. Communicate with the Command Center frequently to keep them apprised of the situation unless communications silence is ordered and verified.	_____	_____
7.	Initiate Beadwindow or Gingerbread procedures, if appropriate.	_____	_____
8	If unable to regain control, shift to backup communications equipment or channels and attempt to reestablish positive communications.	_____	_____
9	Initiate visual communications, if appropriate.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Submit SITREP to HDC.	_____	_____
2	Transmit CASREP for equipment failures.	_____	_____
3	Transmit Military Requisition (MILSTRIP) for supply requirements.	_____	_____
4	Prepare Meaconing, Interference, Jamming or Intrusion (MIJI) Report, if appropriate.	_____	_____

IRP-03 **Change in Readiness Condition**

References

a. *DoD Antiterrorism Standards*, DoDINST 2000.16
b. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series), Chapter 6
c. *Naval Coastal Warfare Doctrine*, NWP 3-10
d. *Physical Security and Force Protection Program*, COMDTINST M5530.1 (series)
e. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)

Alert/Notification

Myriad events or sources may trigger an increase or decrease in readiness condition. A readiness increase may be either directed by higher authority or by the Command Center in response to, or anticipation of, heightened tensions or threats. For example, sniper fire or reliable intelligence information may indicate that an increased readiness condition is required. Conversely, when the danger has subsided, the readiness condition may be relaxed such that personnel can get adequate rest. Normally, the CO or higher authority reserves the right to decrease a condition of readiness.

Response/Overview

The Watch, Quarter, and Station Bill (WQSB) provides three basic readiness conditions. Each is designed to provide adequate resources to successfully confront and overcome the hostile forces that are likely to be encountered:

- Readiness Condition III is designed for continual operations in a low threat environment. It provides the opportunity for 8 hours of rest between watches in a 1 in 3 watch rotation. This is the primary operating configuration when deployed or conducting readiness training.
- Readiness Condition II is designed for extended operations in a medium threat environment. It provides the opportunity for 6 hours of rest between watches in a 1 out of 2 watch rotation.
- Readiness Condition I is a security posture promulgated by the commander in consideration of a variety of factors for short-term operations in a high threat environment. Since all personnel are on duty, there is no opportunity for rest.

The unit's readiness will change as the threat situation increases from Force Protection Condition (FPCON) Normal to FPCON Delta. In developing site-specific FPCON measures, the PSU CO should always consider those additional FPCON measures which permit sufficient time and space to determine hostile intent, particularly in accordance with the standing rules of engagement (SROE), and shall establish local measures to transition between FPCONs. FPCONs are graduated categories of measures or actions commanders take to protect personnel and assets from attack. FPCONs define the perceived danger to personnel and mission during an operation. Superior authority, such as the Joint Rear Area Commander or Naval Component Commander normally sets them.

The PSU CO shall set a local FPCON and may raise a higher-level commander's FPCON for those personnel and assets for which they have AT responsibilities. However, subordinate commanders shall not lower a higher-level commander's FPCON without the higher-level commander's concurrence. Commanders shall ensure proper notifications are made. FPCON standardizes the military services' identification of and recommended responses to terrorist threats against U.S. personnel and facilities. This program facilitates inter-service coordination and support for anti-terrorism activities. Force protection measures will change as the threat situation increases from FPCON Normal to FPCON Delta:

- FPCON "Normal" applies when a general threat of possible terrorist activity exists but warrants only routine security posture.

- FPCON "Alpha" applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON "Bravo" measures. However, it may be necessary to implement certain measures from higher FPCONS resulting from intelligence received or as a deterrent. The measures in this FPCON should be capable of being maintained indefinitely.
- FPCON "Bravo" applies when an increased and more predictable threat of terrorist activity exists. The measures in this FPCON should be capable of being maintained for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authorities.
- FPCON "Charlie" applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent. Implementation of measures in this FPCON for more than a short period probably will create hardship and affect the peacetime activities of the unit and its personnel.
- FPCON "Delta" applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely. Normally, this FPCON is declared as a localized condition.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Review the unit generated local procedures adapting the FPCON measures to meet the operational environment?	_____	_____
2	Establish liaison with local, State, and Federal law enforcement agencies whereby early warning of a threat situation will be provided?	_____	_____
3	Communicate to all personnel that the readiness condition is to be changed and what condition is to be attained. The following information shall be conveyed: "Implement Readiness Condition___. Section __ Assume Watch Commencing at _____. Force Protection Condition _____ Applies." "Implement Readiness Condition ___. Section __ Assume Watch Commencing at _____. Force Protection Condition ___ Applies." Simultaneously relay the same information to all stations via radio, land-line, or any other communications means being employed during the operation.	_____	_____
4	Account for all personnel.	_____	_____
5	Alert key personnel to the emergency and to relay essential information that should immediately be known to deal with the specific emergency.	_____	_____
6	Monitor ongoing events while transitioning to the new readiness condition.	_____	_____
7	Notify the HDC when readiness condition is attained or to request any additional assistance that may be required to attain and sustain the increased readiness posture or identify external resources that are no longer required. Assistance may include: • Medical Assistance. • Host nation forces to perform increased security responsibilities. • Other military forces such as IBU, MPs, EOD, MUDSU, etc.	_____	_____

Step	Action	Initials	Time
8	Increase (or decrease) waterborne security operations. Brief coxswains on the following: • Change in Readiness Condition and/or FPCON. • Potential threats. • New ROE and changes to existing ROE. • Weapons status or arming orders. • Other information (List).	_____	_____
9	Increase (or decrease) security operations ashore. Brief Squad Leader(s) as follows: • Change in Readiness Condition and/or FPCON. • Potential threats. • New ROE and changes to existing ROE. • Weapons status or arming orders. • Other information (List).	_____	_____
10	Keep the CO, Force Protection Officer, and security force personnel continually aware of the counter-terrorism threat condition levels.	_____	_____
11	Notify CO that new readiness condition is attained.	_____	_____
12	Notify the Public Affairs Officer.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Increase or decrease Operations Tempo associated with protection of the security zone in accordance with tactics guidance and WQSB to conform to readiness standards.	_____	_____
2	Increase (or decrease) waterborne security operations. Brief Boat Crews on the following: • Change in Readiness Condition and/or FPCON. • Potential threats. • New ROE and changes to existing ROE. • Weapons status or arming orders. • Other information (List).	_____	_____
3	Keep Command Center apprised of significant security activity including: • Action taken. • Results.	_____	_____

Shore Security Team – Squad Leader

Step	Action	Initials	Time
1	Increase or decrease Operations Tempo associated with protection of the security zone in accordance with tactics guidance and WQSB to conform to readiness standards.	_____	_____

Step	Action	Initials	Time
2	Increase (or decrease) security operations ashore. Brief on-watch squad and back up alert force on the following: • Change in Readiness Condition and/or FPCON. • Potential threats. • New ROE and changes to existing ROE. • Weapons status or arming orders. • Other information (List).	_____	_____
3	Keep Command Center apprised of significant security activity including: • Action taken. • Results.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Submit SITREP to HDC.	_____	_____

IRP-04	**Emergency Succession to Command**
References	a. *Naval Coastal Warfare Doctrine*, NWP 3-10 b. *Personnel Manual*, COMDTINST M1000.6 (series) c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
Alert/Notification	An indication that the CO has been incapacitated or is otherwise unable to execute command responsibilities prompts an emergency succession to command.
Response/Overview	Succession to command procedures accompany an incident or event in which the CO, or officer serving that role, becomes incapacitated. The Command Center will normally be aware of the events involving such an action. Command and control is a critical element to operations and mission accomplishment. It is necessary to clearly define procedures to be followed in the event that the assigned command structure is unexpectedly or quickly incapacitated.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Record the event in official unit documents. (see **Figure 6-1**)	_____	_____
2	Make verbal notification to superior in the chain-of-command.	_____	_____
3	Notify all personnel in the PSU.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Continue patrol.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Notify the Operational, Administrative, and Tactical Commanders that a change of command took place. Use the following message form: O P_____Z _____ FM COGARD PSU TO COMLANTAREA COGARD PORTSMOUTH VA//AOFP// COMPACAREA COGARD ALAMEDA CA//POF// COMUSMARDEZLANT PORTSMOUTH VA//N5// COMUSMARDEZPAC ALAMEDA CA//N5// INFO BT UNCLAS//N04600// SUBJ: CHANGE OF COMMAND 1. DDHHMM Z MON YY, _____ RELIEVED _____ AS COMMANDING OFFICER, PSU BT	_____	_____

U.S. Department of Homeland Security
United States Coast Guard

Port Security Unit 107

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PSUNOTE 1301
20 Nov 2003

PORT SECURITY UNIT NOTICE 1301

Subj: EMERGENCY SUCCESSION TO COMMAND

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)
(b) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

1. PURPOSE. This notice promulgates the order of line officers to assume command of the PSU in the event that the Commanding Officer becomes incapacitated or is otherwise unable to execute command duties and responsibilities.

2. DISCUSSION. Command and control is a critical element to the PSU's operations and mission accomplishment. It is necessary to clearly define succession to command to be followed in the event that the Commanding Officer is unexpectedly or quickly incapacitated. The PSU must be prepared to implement succession to command procedures in the event that the Commanding Officer, or officer serving that role, becomes incapacitated.

   a. An officer who succeeds to command due to the incapacity, death, departure on leave or absence due to orders of the duly appointed Commanding Officer has the same authority and responsibility as the predecessor. An officer detailed to command by competent authority has authority over all officers or other persons attached to the command.

3. ACTION.

   a. Succession to command follows:

   - Lieutenant Commander _____ Executive Officer
   - Lieutenant Commander _____ Operations Officer
   - Lieutenant _____ Waterborne Security Officer
   - Lieutenant _____ Shore Security Officer
   - Lieutenant _____ Logistics Officer

   b. An individual, upon succeeding to command shall notify the Operational Commander, Administrative Commander, and Officer in Tactical Command of the status of command.

#

Copy: All Officers and Chief Petty Officers

Figure 6-1
Sample Emergency Succession to Command

IRP-05 **PSU Equipment Casualties**

References

a. *Casualty Reporting (CASREP) Procedures (MATERIEL)*, COMDTINST 3501.3 (series)
b. *Coast Guard Acquisition Procedures (CGAP)*, COMDTINST M4200.19 (series)
c. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
d. *Ordnance Manual*, COMDTINST M8000.2 (series)
e. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
f. *Supply Policy and Procedures Manual (SPPM)*, COMDTINST M4400.19 (series)

Alert/Notification

Notification of this incident may be reported by any PSU asset.

Response/Overview

It is likely that equipment will break during normal PSU operations. Although the PSU does not have total redundancy, a great deal of replacement gear and repair equipment is immediately available to attempt to quickly correct the equipment casualty. The immediate concern of the PSU is to quickly restore the capability that was lost; either by replacing the gear or repairing it. It is also imperative that a requisition be initiated to replace any material taken from stock or expended to bring the system back on line.

At the same time, care must be taken not to aggravate the problem by compensating for the loss by working other gear harder. For example, running the TPSB on plane with one engine places tremendous strain on that engine. The engines are propped to turn 5500 RPM. By reducing the total horsepower 50% and by not reducing the size of the propeller, the remaining engine is overloaded. Overloaded engines experience great increases in cylinder pressure (heat). When the heat generated exceeds the cooling system's ability to remove it, cylinder damage such as broken rings or melting of the piston occurs. (To plane the boat on one engine without overloading the engine would require a prop 3 to 5 inches smaller in pitch). Single engine speed is limited to 2000 RPM unless to save the crew or boat to prevent damage to the other engine.

Depending upon the extent of the casualty and the time necessary to repair it, a CASREP may be required.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Confirm location of the equipment that is not functional.	_____	_____
2	Alert boats, watch, and/or HDC.	_____	_____
3	Determine extent of casualty and assistance required to either replace or repair the equipment and/or restore the capability.	_____	_____
4	Take action to minimize further damage to the equipment.	_____	_____
5	Move replacement resources (people and equipment) to the scene of the equipment problem.	_____	_____
6	Consider operational alternatives.	_____	_____
7	Consider time on watch.	_____	_____
8	Notify the Engineer Officer (EO).	_____	_____
9	Notify the Operations Officer (OPS).	_____	_____
10	Determine Estimated Time to Repair, (ETR) and impact on operations.	_____	_____

Step	Action	Initials	Time
11	Notify the CO.	_____	_____
12	If the equipment casualty degrades capabilities, notify the HDC.	_____	_____
13	Ensure CASREP is transmitted.	_____	_____
14	Ensure request for replacement parts and/or equipment military requisition is transmitted.	_____	_____
15	Consolidate players, and keep the CO in the loop as to the following: • Who, What, When, Where, etc. • Interim solution. • Long-term solution.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Continue patrol, and keep mission integrity.	_____	_____
2	If necessary, provide cover for out-of-commission or limited resource.	_____	_____

Shore Security Team – Squad Leader

Step	Action	Initials	Time
1	Continue patrol, keep mission integrity.	_____	_____
2	If necessary, provide cover for out-of commission or limited resource.	_____	_____

Engineering Support Team

Step	Action	Initials	Time
1	Get broken asset.	_____	_____
2	Troubleshoot equipment casualty.	_____	_____
3	Replace or repair equipment consistent with operations tempo and extent of the equipment failure.	_____	_____
4	Identify repair/replacement requirements and notify Supply Officer.	_____	_____
5	Write CASREP.	_____	_____

Supply Support Team

Step	Action	Initials	Time
1	Requisition replacement material and replace parts in the bin immediately.	_____	_____

Operations Officer

Step	Action	Initials	Time
1	Determine impact on operations.	_____	_____
2	Review equipment casualty; determine if Status of Resources and Training System (SORTS) update is required.	_____	_____

Step	Action	Initials	Time
3	Act as a member of the permanent MISHAP Analysis Board (MAB).	_____	_____
4	Assume control of the wreckage (if a TPSB), and ensure it remains undisturbed until released to the MAB.	_____	_____
5	Coordinate all rescue and on scene activities from the operations center.	_____	_____
6	Maintain and monitor communications to the MISHAP scene, and provide liaison for obtaining assistance.	_____	_____
7	Direct small boat/helicopter support for medical, investigative, security, and public affairs personnel.	_____	_____
8	Arrange for immediate photo coverage of MISHAP site.	_____	_____
9	Commence preparation of preliminary MISHAP report message with the assistance of the Safety Officer or MAB. Ensure that the message is submitted within established time limits. Submit supplemental reports as required.	_____	_____
10	Collect or ensure the CO collects the following for fact-finding bodies as appropriate: • Boat record(s). • Training records of those involved in the MISHAP. • Service records of those involved. • Medical records of those involved. • Unit log. • Standing orders, night orders, morning orders. • Inspection log/records. • Weather and sea state observed at the MISHAP scene, and forecast/analysis data.	_____	_____
11	For Class A and B vessel MISHAPs, submit a special telephone report to Commandant (G-OFP-1), Coast Guard HQ Command Center, (202) 267-2100.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Submit CASREP.	_____	_____
2	Transmit MILSTRIP.	_____	_____
3	SORTS Report.	_____	_____
4	Submit SITREP to HDC.	_____	_____

IRP-06	**Bomb Threat**
References	a. *Naval Coastal Warfare Doctrine*, NWP 3-10 b. *Personnel Manual*, COMDTINST M1000.6 (series) c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
Alert/Notification	Bomb threats may be in the form of a telephone message, written message, or suspicious package received through the mail or found at the unit.
Response/Overview	Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. Radio and cellular telephone communications should be secured within 100 yards of the potential bomb site until it can be verified that the area is clear. A telephone or written bomb threat may or may not specify the location of the bomb, include the time for detonation/ignition, or contain an ultimatum related to the detonation/ignition or concealment of the bomb. All suspicious packages and boxes that may be viewed or categorized as a potential bomb that could detonate shall be reported immediately to the Duty Officer and all hands shall be alerted. Anything that looks unusual should be suspected when searching for a bomb. The trained bomb technician should determine what is (not) a bomb. A search of the area, if time permits, will be conducted to locate the potential bomb. Searches should be conducted by persons who are familiar with the spaces and will easily recognize that 'something' is out of place. Do not assume there may only be one device. Be alert for booby traps, trip wires, or other self-detonating devices. Secure all areas within the compound and mark potential targets. Liaison should be made as soon as possible with local explosive ordnance disposal crews to understand capability and response procedures that they recommend be followed to complement their own capabilities and procedures. Capabilities could lead to different procedures at a specific location. For example, bomb sniffing dog capabilities could lead to having people evacuate the space awaiting further direction.

Person Learning of Potential Bomb Hazard

Step	Action	Initials	Time
1	If threat is received by telephone, complete the Telephonic Bomb Threat Report (**Figure 6-2**): • Stay calm and attempt to obtain additional information such as time, location, components, or method of initiation. • Keep the caller on the line as long as possible. • Determine the voice (male, female), quality (calm, excited), accents, and speech impediments. • Ask him/her to repeat the message. • Try to keep a word-for-word record of the conversation. Record every word spoken by the caller. • Ask caller for the location of the bomb or the time of detonation. • Inform the caller that the area is occupied and detonation of a bomb could result in death or serious injury to many innocent people. • Attempt to keep the caller talking and elicit further information. • Attempt to obtain the caller's name, address, and telephone number. Point out to the caller that by giving these details they are indicating the validity of the warning.	_____	_____

Step	Action	Initials	Time
	• Summon assistance (through a telephone exchange) to trace the call and to corroborate facts and opinions. • Attempt to identify background noises. • DON'T HANG UP! Call the operator on another line, tell them you've just received a bomb threat, and ask them to "lock on" for phone line _____ (phone number call was received on).		
2	If a written threat is received: • Save all materials, including any envelope or container to assist in investigation of handwriting or typewriting, paper, and postal marks. • Avoid unnecessary handling to retain evidence such as fingerprints.	_____	_____
3	If a possible bomb is located: • Report the location and an accurate description of the object to the command center. • Secure all radio and cellular telephones. • Mark the location of the object with a chem-light. • Keep non-essential persons away from the device.	_____	_____
4	Notify the Command Duty Officer	_____	_____

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Account for all personnel.	_____	_____
2	Alert the chain-of-command and other appropriate persons.	_____	_____
3	Notify essential external organizations of the situation, including HDC, EOD team, police or fire departments, and rescue squads.	_____	_____
4	Initiate a search and take further action as necessary.	_____	_____
5	If a possible bomb is located: • Report the location and an accurate description of the object to the HDC. • Secure all radio and cellular telephones. • Set General Quarters, Condition 1. • Continue search as appropriate, remaining alert to potential booby traps, trip wires, or other devices.	_____	_____

Shore Security Team – Squad Leader

Step	Action	Initials	Time
1	Secure perimeter and muster area(s).	_____	_____
2	Increase dockside security.	_____	_____
3	Alert backup and/or reaction team.	_____	_____
4	Check all access areas.	_____	_____
5	Control ingress and egress; escort as necessary.	_____	_____
6	Check armory, weapons, and locks.	_____	_____

Step	Action	Initials	Time
7	Coordinate search efforts including: • Determine areas to be searched. • Monitor status of search.	_____	_____
8	If a possible bomb is located: • Report the location and an accurate description of the object to the command center. • Mark the object with a chem-light. • Continue search as appropriate, remaining alert to potential booby traps, trip wires, or other devices. • If absolutely necessary, place sandbags or mattresses, never metal shields, around the suspicious object. Do not attempt to cover the object. • Identify the danger area, and block it off with a clear zone of at least 300 feet, including floors below and above the object. • Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation. • Evacuate the building/area. • Do not permit re-entry into the building until the device has been removed/disarmed, and the building declared safe for re-entry.	_____	_____

Search Teams/Personnel

Step	Action	Initials	Time
NOTE	It is imperative that personnel involved in a search be reminded that their only duty is to search for and report suspicious objects. Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive ordnance disposal. Persons responding to a bomb threat should immediately inspect areas under their immediate control before heading to muster sites or General Quarters, Condition I stations.		
1	Move to various parts of the space, stand and listen for a clockwork device, and/or become aware of background noise.	_____	_____
2	Conduct first search/sweep, systematically covering all items resting on the floor up to a selected height.	_____	_____
3	Conduct second room-searching sweep, systematically covering all items above the first sweep area to eye level.	_____	_____
4	Conduct third room-searching sweep, systematically covering all items above eye level to the ceiling.	_____	_____
5	Conduct fourth room-searching sweep, systematically covering all items on the ceiling.	_____	_____
6	Report findings to the Security Officer.	_____	_____
7	If a possible bomb is located: • Report the location and an accurate description of the object to the Shore Security Officer. • Mark the location of the object with a chem-light. • Keep non-essential persons away from the device.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Crew to inspect boats.	_____	_____
2	Boat crews underway.	_____	_____
3	Increase awareness.	_____	_____
4	Control perimeter.	_____	_____
5	Pier check waterside.	_____	_____

Medical Officer

Step	Action	Initials	Time
1	Standby for potential casualties.	_____	_____
2	Designate and establish a temporary morgue facilities.	_____	_____
3	Activate plan for Emergency Medical Service (EMS) ambulance services that will respond and transport, and pre-designated medical facilities that will provide victim support.	_____	_____

Exact Wording of Threat:	_____				
Ask:	When is the bomb going to explode?	_____			
	Where is it right now?	_____			
	What does it look like?	_____			
	What kind of bomb is it?	_____			
	What will make it explode?	_____			
	Why did you place it?	_____			
	What organization do you represent?	_____			
	Where are you calling from?	_____			
	What is your name?	_____			
Identity:	____ Male	____ Female	____ Adult	____ Juvenile	____ Approximate Age
Voice:	____ Loud	____ Soft	____ Whisper	____ Familiar	____ Clearing Throat
	____ Excited	____ Normal	____ Raspy	____ Crackling	____ Deep Breathing
Manner:	____ Angry	____ Calm	____ Rational	____ Irrational	____ Righteous
	____ Coherent	____ Incoherent	____ Deliberate	____ Ragged	____ Emotional
	____ Deep	____ High Pitched	____ Laughing	____ Crying	
Speech:	____ Rapid	____ Slow	____ Distinct	____ Distorted	____ Disguised
	____ Stutter	____ Nasal	____ Slurred	____ Lisp	_____ Other
Threat Language:	____ Fluent	____ Incoherent	____ Rational		
	____ Precise	____ Articulate	____ Foul Language		
	____ Broken	____ Repeating	____ Reading Statement		
Accent:	____ Southern	____ New England	____ British	____ Middle East	
	____ Northern	____ European	____ Asian	____ Other	
Background Sounds:	____ Traffic	____ Children	____ Clear	____ Other Voices	
	____ Machinery/ Factory	____ Animals	____ Static	____ Party Atmosphere	
	____ Office	____ Music	____ Local	____ Construction	
	____ PA System	____ Motor	____ Long Distance	____ Cell Phone Beep	
Additional Information:	_____				
Immediately Report Call to:	_____				
Recipient of Call:	_____				
Date: _____	Time: _____	Telephone Number: _____			

Figure 6-2
Telephonic Bomb Threat Report

IRP-07 **Personnel Injury or Casualty**

References

a. *Administrative Investigations Manual*, COMDTINST M5830.1 (series)
b. *Medical Manual*, COMDTINST M6000.1 (series)
c. *Personnel and Pay Procedures Manual*, PPCINST M1000.2 (series)
d. *Personnel Manual*, COMDTINST M1000.6 (series)
e. *Reserve Policy Manual*, COMDTINST M1001.28 (series)
f. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)

Alert/Notification

Notification of this incident may be reported by any PSU asset.

Response/Overview

Persons may be injured or killed during PSU operations. Amidst the confusion that occurs when an accident or hostile action occurs, reports are required and provisions are necessary to cover for and/or replace the individual(s).

A casualty is broadly defined as a person who:

- Has an illness, injury, or wound of a critical or serious nature.
- Is missing, including missing in action, interned in a foreign country; or captured, beleaguered, or besieged by a hostile force – a prisoner of war.
- Was killed in action or died of wounds, illness, or any other cause.

A personnel casualty report is required when a Coast Guard member dies, becomes seriously ill, or is hospitalized with a condition which could lead to a disability retirement. For illness, the International Classification of Disease (ICD) code(s) is authorized and preferred to safeguard the sensitive, private nature of these cases, and adequate to protect the member and/or dependent.

The unit first receiving notification of a casualty prepares a personnel casualty report within four hours of receiving casualty information. Log the member's name, rank/rating, time, and cause of death, if known.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Confirm location of PSU personnel involved in the incident.		
2	Determine the extent of the casualty and assistance required.	_____	_____
3	Direct Medical Staff to assist, under security escort, if required.	_____	_____
4	Determine the effect on the mission. Basic information, Who, What, When, Where, and Why.	_____	_____
5	Move personnel to cover the gap in force.	_____	_____
6	Notify the cognizant Department Head.	_____	_____
7	Notify the XO.	_____	_____
8	Notify the OPS.	_____	_____
9	Determine risk/effect on operational mission due to casualty.	_____	_____
10	Notify the CO.	_____	_____
11	Notify the JOCC, HDC, Security Watch, and Boat Watch.	_____	_____

Step	Action	Initials	Time
12	Bring backup operational plan online.	_____	_____
13	Consider time on watch constraints.	_____	_____
14	Request any other military assistance as needed or required.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Continue patrol/mission given appropriate situational analysis.	_____	_____
2	If necessary, fix/repair and cover for resources.	_____	_____

Shore Security Team – Squad Leader

Step	Action	Initials	Time
1	Continue patrol.	_____	_____
2	If necessary, cover for resources.	_____	_____

Medical Support (by non-HS personnel)

Step	Action	Initials	Time
1	Report immediately to the scene.	_____	_____
2	Conduct triage, access injuries.	_____	_____
3	Render first aid.	_____	_____
4	Determine if additional medical support is required.	_____	_____
5	Move injured if needed and feasible.	_____	_____
6	Carry out decedent affair responsibilities if a member is killed in action. • Advise the CO of the name, grade or rate, and social security number of the decedent; the time and place of death; the apparent cause of death. • Ensure notification of the Quarantine Officer or coroner if required; and arrange with local civilian authorities or United States Consular Office to obtain a death certificate. • Identify and tag remains with full name, SSN, and rate with a waterproof tag, marked with waterproof ink, and affixed with wire ties to the right great toe of the decedent and also to each end of the body pouch. Do not remove items attached to the deceased at time of death. Such items may include (for example) IV lines, needles, lengths of cord or line, etc. These may be important during an autopsy. • Transfer remains to the nearest Military Treatment Facility for further disposition. When transfer cannot be accomplished, immediately refer to *Medical Manual*, COMDTINST M6000.1 (series) for guidance. • Do not discard or launder clothing of the deceased. The Personal Effects of the member must be inventoried, bagged and attached to the body for transport to the Armed Forces Medical Examiner for examination.	_____	_____
7	Obtain a Death Certificate from the Armed Forces Medical Examiner.	_____	_____

Safety Officer

Step	Action	Initials	Time
1	Prepare MISHAP Report.	_____	_____
2	Determine safety procedures to prevent recurrence.	_____	_____
3	Brief PSU personnel on incident.	_____	_____

Administrative Officer

Step	Action	Initials	Time
1	Prepare Personnel Casualty Report using the template contained in **Figure 6-3**.	_____	_____
2	Arrange crisis management counseling.	_____	_____
3	Have appropriate supplies on hand.	_____	_____

Executive Officer

Step	Action	Initials	Time
1	Convene an administrative investigation to determine the cause of death when a member dies under unnatural or suspicious circumstances, or when the cause of death is unknown.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Maintain communications with HDC regarding personnel status and impact on operations.	_____	_____
2	Update SORTS readiness and transmit follow-up SORTS if required.	_____	_____
3	Report to Commandant (G-L) if it appears that a member's death resulted from injury or occurred in peculiar or doubtful circumstances.	_____	_____

P130307Z NOV 02	Date-Time-Group
FM COGARD PSU THREE ZERO SEVEN	Unit where casualty occurs
TO CCGDSEVEN MIAMI FL	District where next-of-kin resides
INSUPCOM MIAMI FL	ISC where next-of-kin resides
COMLANTAREA COGARD PORTSMOUTH VA//AOFP//	Operational Commander
COMDT COGARD WASHINGTON DC//G-WPM/G-WKW/G-O-CGIS//	
INFO COGARD PSC TOPEKA KS	
COMCOGARD PERSCOM WASHINGTON DC	Use router //OPM// or //EPM// for officer or enlisted member.
COGARD MLC LANT/PAC NORFOLK VA/ALAMEDA CA //KSE//	
FHTNC NORFOLK VA	Fleet Home Town News Center
COMCOGARD TISCOM//HONOR GUARD OPS//	
ACCT CGW2GARC	
BT	
UNCLAS FOUO //N01770//	
SUBJ: PERSONNEL CASUALTY REPORT	
1. THE FOLLOWING INFO IS PROVIDED:	
ALPHA:	Full name, rank/rate, SSN, and branch
BRAVO:	**Status**. (active duty, active or inactive duty training) Indicate if member is a reservist on active duty for training (ADT) or inactive duty for training (IDT). If incident occurred en route or from training, indicate departure and expected arrival time, travel mode, and cause of death; and fax a complete copy of the reservist's orders immediately to Commandant (G-WPM) at (202) 267-4823 (primary) or (202) 267-4243 (backup).
CHARLIE:	**Type of casualty**. Indicate whether killed in action, died of wounds or other cause, missing, or prognosis in case of serious illness or injury. If applicable, state how identification of remains was established. If missing, do not use indefinite statements like 'missing and presumed dead;' refer to *Personnel Manual*, COMDTINST M1000.6 (series), *Article 11-A-4*.
DELTA:	**Date, time place, circumstances, and cause**. Provide concise description for explanations for the family and processing survivor benefits. • Use local times • If death was caused by injuries, state the cause. • If possible, give brief additional information to indicate whether or not the injuries were incurred as a result of operational duty. • If death was caused by gunshot wound, indicate whether accidentally or intentionally caused. • If death resulted from drowning, indicate whether due to falling overboard, recreational swimming, etc. • Whenever a determination of cause of death is delayed pending an autopsy or toxicological examination, the findings shall be furnished by supplemental message as soon as possible. • If the member is missing, include a statement of the status of the search or the impracticability of conducting a search.
ECHO:	**Location and disposition of remains**. Provide information regarding the transfer of remains to the Armed Forces Medical Examiner (POC name, address, telephone number). If remains were not located provide update on status of the search.
FOXTROT:	**Full name, address and relationship of next-of-kin (NOK)**. Obtain from the BAH/Dependency/Emergency Data and Servicemen Group Life Insurance (SGLI) Validation Form (CG-4170A).

Figure 6-3
Personnel Casualty Report Message

GOLF:	**Notification of next-of-kin**. Enter "YES" or "NO" to indicate whether primary and secondary NOK have been officially notified. If "YES", indicate date and local time of contact. If "NO", indicate action, if any, that is being taken to do so.
HOTEL:	**Board of investigation**. Enter "YES" or "NO" to indicate whether an investigation board will be convened.
INDIA:	**BAH/dependency/emergency data and SGLI validation**. Indicate the date of the latest BAH/Dependency/ Emergency Data and SGLI Validation CG-4170A.
JULIETT:	**Beneficiary for death gratuity**. Provide name and address of designated beneficiary for the 6-month death gratuity from the latest Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances, and Person to Receive Allotment of Pay if Missing or Unable to Transmit Funds, CG PSC-2020D.
KILO:	**Line of duty determination**. All active duty deaths are considered to have occurred in the "line of Duty," unless overwhelming evidence suggests otherwise. Use the phrase "Commanding Officer has determined death to be in the line of duty." If in doubt, consult *Administrative Investigations Manual*, COMDTINST M5830.1 (series) and use the phrase "Line of duty determination pending."
LIMA:	Indicate whether individual is covered by Servicemembers' Group Life Insurance (SGLI) and the amount of coverage. Indicate the beneficiary information from the VA Form SGLV-8286. Also indicate whether the member was in an AWOL status for 31 days or more at the time of death.
MIKE:	**Beneficiary for pay and allowances**. Indicate name and address of beneficiary designed by the member on the latest Designation of Beneficiaries for Death Gratuity, Unpaid Pay and Allowances, and Person to Receive Allotment of Pay if Missing or Unable to Transmit Funds, CG-PSC-2020D.
NOVEMBER:	**Predeceased or prior spouse cases**. If the member was married, and either (91) the member's spouse predeceased the member, or (22) the member's spouse died in the same accident as the member, or (3) the member is divorced; indicate the name of the former spouse(s), and the name of the current NOK.
OSCAR:	**Identification of potential third party claim**. Identify any 'third' parties that may have liability in the casualty.
2.	**Unit point of contact and telephone number.**
BT	

Figure 6-3
Personnel Casualty Report Message – Continued

IRP-08 **MISHAP Reporting Procedures**

References

a. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)

Alert/Notification

Preliminary message notification is used by the unit to alert the chain-of-command that a MISHAP has occurred. Addressee and time criteria are dependent upon the MISHAP classification.

Response/Overview

All reportable MISHAPs as defined in the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series) require a MISHAP report. Class A and B MISHAP reports are filed by the Independent MISHAP Analysis Board convened by Commandant. Class C and D MISHAP reports are the responsibility of the unit:

MISHAP	Conditions
Class A	• The cost of reportable property damage is $1,000,000 or greater. • An injury or occupational illness results in a fatality or permanent total disability within the jurisdiction of paragraph 3-F-2 of the *Safety and Environmental Health*, COMDTINST M5100.47 (series). • A Coast Guard small boat has reportable property value of $50,000 or more and (a) is missing or abandoned; (b) for which recovery is impossible or impractical; (c) or is beyond economical repair. • Any Coast Guard personnel are missing or missing in action.
Class B	• The resulting cost of reportable property damage is $200,000 or more, but less that $1,000,000. • Any injury and/or occupational illness results in permanent partial disability. • Three or more personnel are inpatient hospitalized. • Coast Guard small boats incur repairable damage of $50,000 or more.
Class C	• The cost of property damage is $10,000 or more, but less than $200,000. • An injury or occupational illness results in a) any loss of time from work beyond the day or shift on which it occurred; b) placement of any individuals on limited duty or restricted status for more than 30 consecutive days; or c) transfer of any individuals to a different job. • TPSBs incur repairable damage of $20,000 or more, but less than $50,000. • A person falls overboard.
Class D	• The cost of property damage is between $1,000 and $20,000. • An occupational injury or occupational illness occurs requiring more than simple first aid treatment but that does not meet the criteria of a Class C MISHAP. This includes events where individuals are placed on limited duty status or restricted duty for less than 30 consecutive days. • An accidental firearm discharge, electrical shock, or fire occurs that does not meet the criteria of a higher classification. • There is a near miss/high potential (HIPO) event. Near MISHAPs, lessons learned events or other events with a high potential (HIPO) for injury, damage or Coast Guard wide implications are reportable as Class D MISHAPs, even though they result in MINIMAL or NO DAMAGE OR PERSONNEL INJURY.

MISHAP Reporting	Class A and Class B MISHAPs: • Immediate Telephone Report. (Not required for off-duty Class A or B MISHAPs.) Within four hours, a telephone report shall be made to the Coast Guard Headquarters Command Center (G-OPF), 202-267-2100. This initial report shall include as much information as is available and should include location, time, and injury to personnel and or damage to Coast Guard property. • Preliminary Message Report. Within 12 hours, a priority message report shall be sent to Commandant (G-WKS), MLCLANT (kse), MLCPAC (kse), and Area and Operational Commanders. The 12-hour delay is designed to allow for immediate rescue/recovery actions and for the collection of more detailed information. • Progress/Supplemental Message Report. An update shall be made to Commandant (G-WKS) and (G-OPD) within 72 hours using the appropriate standard MISHAP format of *Enclosure (6)* to the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series). If an MAB has convened, then the MAB President shall send this message. Supplemental E-MISHAP inputs and messages shall be sent thereafter at the MAB President's discretion or as directed by Commandant (G-WKS). • Final MAB Message. A final MAB message shall be sent when the MAB concludes the on-site investigation and analysis. All MISHAPs: • Immediate Telephone Reporting. In addition to Class A and B MISHAPs, the following incidents require an immediate telephone report to Coast Guard Headquarters: ▪ All Coast Guard MISHAPs likely to cause intense or unusual reaction from the public or news media. ▪ All Coast Guard MISHAPs requiring notification of the NTSB. ▪ Whenever deemed appropriate by the CO or Operational Commander. ▪ Personal casualty. • All other MISHAPs will be initially entered into the E-MISHAP System or reported by message (including Aviation Ground MISHAPs). Class C MISHAPs must be entered within 14 days and Class D MISHAPs within 21 days.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	File a MISHAP report. (**Figure 6-4**)	_____	_____

P130307Z NOV 02	Date-Time-Group
FM COGARD PSU THREE ZERO SEVEN	Unit where casualty occurs
TO COMDT COGARD WASHINGTON DC//G-WKS//	
COMCOGARD MLCLANT NORFOLK VA (K)	Servicing Maintenance and Logistics Command
COMLANTAREA COGARD PORTSMOUTH VA//AOFP//	Operational Commander
INFO	Administrative Commander (if not one of the action addressees); and any units that had personnel or property directly involved in the MISHAP.
BT	
UNCLAS FOUO//N05100//	
SUBJ: MISHAP REPORT	
A. SAFETY AND ENVIRONMENTAL HEALTH MANUAL, COMDTINST M5100.47 (SERIES)	
1. DISCLOSURE OF INFO IN THIS MSG MUST BE IAW ENCL (2) TO REF A.	
2. THIS INFO IS REPORTED IAW ENCL (6) TO REF A	
3. GENERAL DATA.	

DT:	Date of MISHAP (MM/DD/YY).
TME:	Time MISHAP occurred. Local time in 24-hour clock.
OPFAC:	The five-digit Operating Facility Number (e.g. 93306 – 93311)
ATMI:	The unit's mission at the time the MISHAP occurred. M+R Maintenance and Repair TRG Training DO Defense Operations ELT Enforcement of Laws and Treaties MER Marine Environmental Response PSS Port Safety and Security RT Coast Guard Reserve Forces SAR Search and Rescue PERS Off duty/Off-the-job
LOC:	The most specific description possible of where the MISHAP occurred.
WEA:	General weather conditions and/or road conditions, if applicable, EXCEPT those that occurred when a boat was underway or anchored (not moored).
WIND:	Actual or estimated wind true direction (between 000 and 359) and speed in knots (between 000 and 999) e.g., 000/013 for wind from the North at 13 kts.
AIR:	Air temperature in degrees Fahrenheit.
WAVE:	Estimated sea height in feet (between 00 and 99) and period in seconds (between 00 and 99). E.g., 10/06 for10' waves with 6 sec period between crests.
SEA:	Sea temperature in degrees Fahrenheit.
VIS:	Visibility in nautical miles.
LITE:	Lighting conditions: DAY for daylight or good conditions TWI for twilight or marginal conditions NITE for night or poor conditions
PRECIP:	Select one of the following: NONE, RAIN, DRIZZLE, FOG, SNOW, or SLEET.
SB:	Only required for vehicle MISHAPs. Select applicable entry: A (All), S (Some), N (None), or U (Unknown).

Figure 6-4
MISHAP Report Message

NAR:	Up to 20 lines of message text permitted. • Narrative of MISHAP to give a third party who is familiar with similar facilities and operations a complete and clear picture of what preceded and what happened to create a MISHAP or a near miss. • Be objective and bring out those aspects which will bear on the causal factors and which will form the basis for recommended corrective action. DO NOT give the causal factors and recommended action in this section. • Identify personnel by rank/rate and last name only. • Identify direction: T (True) or R (Relative). • Identify measurement used: yds, it, mi, or nm. • Describe the sequence of events leading to the MISHAP, including the actions of personnel involved in the sequence of events. • Describe actions of personnel who could have interrupted the sequence to prevent or minimize the severity of the MISHAP. • Provide details to amplify data provided in other sections: • Location of boat when underway or at anchor (not moored), describe location at the time of the MISHAP by EITHER latitude and longitude, OR name of body of water and true bearing and range in miles from the nearest charted navigation aid. • Description of damage. • Type of PPE used by person. • Location of bodily injuries. • List of hazardous exposures. • Describe the suspected point of origin and fire official's determination as to how it started.
CAU:	Up to 9 lines of message text is permitted. Determine the most likely cause(s) of the MISHAP. Provide a clear, concise narrative. Describe all causes that are applicable. **Personnel Error**. Where people make mistakes which lead to MISHAPs. Identification of each mistake is important, however, determining why the mistake was made is more important. Mistakes of all people contributing to the MISHAP should be described. Some reasons why mistakes are made include:

Factor	Amplifying Information
FATIGUE	Weariness or exhaustion resulting from work or other exertion; inadequate continuous, sound sleep; accumulative effects of poor sleep over many days... commonly results in impaired learning, reasoning, or decision-making and acts of omission.
HEALTH	State of physical or mental health caused by pre-MISHAP illness (e.g., fever, headaches, seasickness, indigestion) or injury (e.g., diminished motor skills, impaired vision, or hearing); not wearing prescribed glasses or hearing aid; unexplained depression.
DRUGS	Effects from using prescribed, non prescribed or illegal drugs.
ALCOHOL	Effects of consumed alcohol.
INATTENTION	Failing to monitor displays, not maintaining a good lookout, forgetting to do something, doing something improperly, negligence.
STRESS	Anxiety reducing ability to effectively perform tasks.
MOTIVATION	Preoccupation with personal problems; poor morale; dereliction of duty; ignoring procedures; lacking self-discipline; horseplay.
WORKLOAD	Too many tasks to do in a given time; sensory overload; having extremely difficult tasks.
JUDGMENT	Not knowing/understanding the situation, loss of situational awareness; inadequate assessment of risks or environment, made GO decision when a NO-GO decision may have been prudent; using incorrect information in decision-making.
COMMAND	Command can be an order given to a person or system: proper command not given; proper command given too soon, too late, out of sequence; incorrect command given; conflicting commands given; command misunderstood.
KNOWLEDGE	Inadequate knowledge needed to do basic tasks regardless of the specific setting/platform; inadequate training; inadequate experience; does not know unit standards, procedures, practices; unfamiliar with specific facility or equipment.

Figure 6-4
MISHAP Report Message – Continued

Management or Supervisory Error. The failure to properly protect employees from MISHAP exposure. These causes are almost always indirect, however, correcting them is most important to prevent future MISHAPs.

Factor	Amplifying Information
COMMUNICATION	Poor information flow within team or between teams on same platform or facility; poor communication of intent between different platforms or facilities.
TRAINING	Insufficient indoctrination and remedial Training Program, includes planning, execution, and review.
PROCEDURES	Insufficient procedures for work to be conducted safely, inadequate promulgation of directives, conflicting standards, vague requirements, using out-of-date procedures.
SUPERVISION	Lax enforcement of standards, procedures; inadequate oversight or not verifying job done correctly (incomplete checklists).
RESOURCES	Inadequate staffing, equipment, material, or facilities to do task safely; insufficient trained personnel.

Material or Machine Failure. Where a part or a whole machine breaks or fails to operate as expected. It is important to determine "why".

Factor	Amplifying Information
DESIGN	Faulty design; unauthorized modification made to equipment; field changes, alterations not made in timely manner or incomplete.
MANUFACTURE	Improper manufacture, inadequate quality assurance, unable to set/tune equipment to design tolerances.
OPERATION	Improper procedures followed, equipment used in manner for which not designed.
MAINTENANCE	Insufficient preventive maintenance; ineffective repairs; equipment not kept within design tolerances.

Environment. Those elements such as weather, obstacles, and/or toxic atmospheres that may have contributed to the MISHAP.

Factor	Amplifying Information
TEMPERATURE	Either air or sea temperature.
VISIBILITY	Either as a result of precipitation or lighting conditions.
NOISE	Impairment to communication or to hearing audible warnings.
SURFACE	Hazardous surface or incline for personnel or vehicle traffic, which resulted from a slippery condition or tripping obstacle(s).
ATMOSPHERE	Toxic or oxygen deficient.

For TPSB MISHAPs, the following additional factors are known contributing factors.

Factor	Amplifying Information
WIND	Effect of set and drift on unit if predominantly from wind.
WAVE	Instability or pounding as it affects equipment, systems, or overall mission.
SHIP MOTION	Loss of balance by a person which contributes to injury or damage.
CURRENT	Effect of set and drift on unit if predominantly from current.
CONGESTION	Vessel traffic density in area.
ATOM/CHART	Charted information inaccurate; hazard not reported (e.g., submerged floating objects).

ACT:	Corrective action that has been or will be taken to prevent recurrence, including recommendations to eliminate the hazards which were the cause of the damage and injury or illness.
RBY:	The person who reported the MISHAP; last name, first name, middle initial.
TLE:	The rate/pay grade and title of the reporting officer, e.g., BM/E-6 Deck Sup.

Figure 6-4
MISHAP Report Message – Continued

RDT:	The date, MM/DD/YY, the completed report was submitted for review.
4. INVOLVED PROPERTY DATA:	Provide sub-paragraphs for each involved property. Property is defined as a facility, system, subsystem, or component. Buildings, boats, vehicles, shops, barriers, structures, piping, electrical and engineering systems, individual machinery and electronics, tools, and equipment parts are examples of property. Involved property was property being operated or acted upon (e.g., maintained, repaired, tested, calibrated) when the MISHAP occurred and the operation or action contributed to the MISHAP. Involved property also includes property that sustained damage as a result of the MISHAP. Damage is divided between government and non-government damage. Government category includes Coast Guard and all other Federal agencies. Non-government category includes State, county, and local municipalities or corporate and private ownership. If no property was involved in the MISHAP, go to section 5 and leave this section blank. If more than one property was involved, repeat the information in this section for each property.
A. GOV:	Enter the type of involved government property (general) or equipment. For vehicles MISHAPs, enter year, make, model of vehicle, or type of mobile crane or forklift. For boats, enter TPSB. For all others, give generic description of equipment (e.g., radial saw, pneumatic grinder, sheet metal press, painting booth) or building information (e.g., number of stories, type of construction, and primary use).
GID:	More specifically identify the involved government property. For vehicle MISHAPs, enter the license plate number. For TPSB MISHAPs, enter the length of boat in feet. For all other MISHAPs, enter building number and/or for equipment give the serial number.
ADPRO:	Identify non-government property or equipment that was damaged. Include building number, serial number, or license plate number.
CGOV:	Estimated cost of replacement or repair of government property.
CADD:	Estimated cost of replacement or repair of other property or equipment for which the U.S Government may be liable.
OPDL:	Estimated lost days for equipment or property. Do not count the day the MISHAP occurred. Enter estimated days until actual days are known. For TPSBs that require the boat to be inoperable until repairs are effected, provide the number of days in this status.
5. INVOLVED PERSONNEL AND INJURY/ILLNESS DATA:	Provide data for each person who, by their direct actions or omissions, contributed to the incident. Provide data for each person who suffered an injury or an occupational illness as a result of the incident. Leave all personnel data fields blank and go to paragraph 7. IF no one can be identified as directly contributing to the incident (e.g., an adrift barge collides at night with a cutter, which is moored at its homeport), or IF no one is injured or contracted an occupational illness.
A. PNO:	Person's Name. Enter last name, first name, middle initial.
SSN:	Enter social security number without hyphens.
AGE:	
SEX:	F (Female) or M (Male).
GRADE:	For military personnel, enter pay grade.
RATE:	For enlisted personnel enter the rating abbreviation, such as BM, MK, EM, and QM. Leave blank for officers.

Figure 6-4
MISHAP Report Message – Continued

STAT: Status

Factor	Amplifying Information
AUXILIARY	Members carrying out assigned duties.
CONTRACTOR	Involved in USCG-directed work, includes delivery of supplies.
DEPENDENT	Includes uniformed USCG, DOD, USPHS, and NOAA family members.
ON DUTY/CG	Includes USCG active duty & reserve.
ON DUTY/CIV	Coast Guard civilian employees.
ON DUTY/DOD	Includes USA, USAF, USN, USMC, USPHS, and NOAA uniformed employees.
OFF DUTY/CG	Includes USCG active duty & reserve.
OFF DUTY/CIV	Coast Guard civilian employees.
OFF DUTY/DOD	Includes USA, USAF, USN, USMC, USPHS, and NOAA uniformed employees.
STUDT/FOREIGN	Student Assistance Program or Foreign National Employee.
VISITOR	All others.

POS: Crew Location. For sports-related, off-duty and all shore MISHAPs leave blank. For motor vehicle MISHAPs, indicate seat assignment at time of MISHAP.

JOB: Job Description (Text, Length 50).
For recreation and off-duty MISHAPs, leave blank.
For motor vehicle MISHAPs, enter either DRIVER, PASSENGER, PEDESTRIAN.
For TPSB incidents, describe the job being performed at the time:

Status	Activity
Qualified	Boarding Team
Interim Qualified	Boat Crew Member
Break-In	Coxswain Engineer Safety Observer Weapons Team

ETYP: Total Whole Years Experience in Job. Enter total number of years engaged in job described above. For less than 6 months experience, enter zero. For fractions of a year, round to the nearest whole year. For 6 months experience, round up. Leave blank for recreation and off-duty (except motor vehicle) MISHAPs.

PRO: Personal Protective/Restraining Equipment Used. (Text, Length 50). Select entries that best describe the equipment used by involved personnel. List them in the order as they appear below separated by a slant-bar.

Entry	Amplifying Information
HEAD	Hard hat, battle, flight, motorcycle, or boat crew protective helmet.
EARS	Ear plugs and/or ear muffs.
EYES	Goggles, safety glasses, face shield, or sunglasses.
LUNGS	Respirator or self-contained breathing apparatus.
HANDS	Abrasion, chemical, or heat resistant gloves.
FEET	Steel-toed or chemical-resistant shoes/boots.
TORSO	Chemical-resistant, cotton, or anti-exposure coveralls; wet/dry suits; or rain gear.
PFD	Personal flotation devices, survival/immersion suit.
HARNESS	Motor vehicle seat belt, boat crew safety belt, swimmer's harness, climber safety harness.
NONE	

Figure 6-4
MISHAP Report Message – Continued

NAT/BOD(1): NAT/BOD(2): NAT/BOD(3):	Include as applicable. Nature of Injury/Illness and Affected Parts of the Body. "Nature of Injury or Illness (NAT)" and "Part of Body (BOD)" must be entered as pairs; every NAT entry must have an associated BOD entry. Up to three of these entries may be submitted per person. When more than three injuries/illnesses were suffered, select those that required immediate medical treatment or could lead to a disability. NAT (Text, Length 30). Select the appropriate description of the injury or occupational illness.

Entry (Injuries)	Amplifying Information
AMPUTATION	
BITES	
BLOOD CLOT	
BRUISE	Includes abrasion and contusion.
BURN/CHEM	Chemical burn.
BURN/ELEC	Electrical burn.
BURN/HEAT	Burn from exposure to heat or fire, includes scalding.
BURN/RAD	Radiation burn, includes sun burn.
CONCUSSION	
CUT	Includes laceration.
DISLOCATION	
FRACTURE	
HEMORRHAGE	
INFECTION	
IRRITATION	
PUNCTURE	
SHOCK/ELEC	Electrical shock.
SPRAIN	
STRAIN	
WHIPLASH	
Skin diseases/disorders	
DERMATITIS	
ECZEMA	
RASH	
Diseases of the respiratory system	
ASBESTOSIS	
MESOTHELIOMA	
TUBERCULOSIS	
Respiratory conditions due to toxic agents	
ASPHYXIATION	
OXYGEN DEFICIENCY	
PHARYNGITIS	
PNEUMONIA	
Poisoning (systemic efforts of toxic materials)	
INTOXICATION	
POISONING	

Figure 6-4
MISHAP Report Message – Continued

Entry (Injuries)	Amplifying Information
Disorders due to physical agents (other than toxic materials)	
FROSTBITE	
HEAT STRESS	
HEATSTROKE	
HYPOTHERMIA	
Disorders due to repeated trauma	
BURSITIS	
HEARING LOSS	
SINUSITIS	
SYNOVITIS	
ULCERATION	
Emotional (mental) illnesses or disorders	
ANXIETY	
NEUROSIS	
SHOCK	State of
Other occupational illness (involving biological agents or bacteria)	
ANTHRAX	
HEPATITIS	
HISTOPLASMOSIS	
HIV	
Injury or illness is not known or none of the above	
OTHER	

BOD (Text, Length 30). Select an entry that best describes the part of the body affected by the injury/illness. Provide amplifying information in the narrative.

ANKLE	LIVER
ARM	LUNGS
BACK	MOUTH
BLOOD	NOSE
CHEST	RIB
EAR	SHOULDER
EYE	SKULL
FINGER	TOE
FOOT	TOOTH
GROIN	AUDITORY SYSTEM
HAND	CIRCULATORY SYSTEM
HEAD	DIGESTIVE SYSTEM
HIP	MUSCULAR SYSTEM
JAW	NERVOUS SYSTEM
KIDNEY	OPTICAL SYSTEM
KNEE	RESPIRATORY SYSTEM
LEG	SKELETAL SYSTEM

Figure 6-4
MISHAP Report Message – Continued

<table>
<tr><td>CONTMI:</td><td>Hazard Exposure Data. Complete the following for injurious exposures to energy sources or chemicals. Only one exposure can be submitted per person. If more than one exposure occurred, enter the most debilitating exposure and list all the exposures in the narrative. Leave blank if not applicable. (Text, Length 10). Enter one of the following that best describes the injurious exposure.
<table>
<tr><th>Entry</th><th>Exposure to</th></tr>
<tr><td>BODY FLUIDS</td><td>Includes blood.</td></tr>
<tr><td>CHEMICAL</td><td>Requires entry for chemical contaminant.</td></tr>
<tr><td>COLD</td><td></td></tr>
<tr><td>FOODBORNE</td><td></td></tr>
<tr><td>HEAT</td><td></td></tr>
<tr><td>NOISE</td><td></td></tr>
<tr><td>RAD/LASER</td><td>Laser light.</td></tr>
<tr><td>RAD/UV</td><td>Ultraviolet light.</td></tr>
<tr><td>RAD/IR</td><td>Infrared light.</td></tr>
<tr><td>RAD/MICRO</td><td>Microwave energy (UHF/SHF).</td></tr>
<tr><td>RAD/RF</td><td>All radio antenna transmissions.</td></tr>
<tr><td>RAD/XRAY</td><td>X-ray machine transmissions.</td></tr>
<tr><td>RAD/NUC</td><td>Nuclear energy (alpha, beta, gamma).</td></tr>
<tr><td>WATERBORNE</td><td></td></tr>
</table></td></tr>
<tr><td>CONTM:</td><td>Chemical Contaminant. (Text, Length 40). If exposure to a chemical contaminant occurred, indicate the physical state (e.g., SOLID, LIQUID, GAS, VAPOR, DUST, FUME, MIST, SMOKE) followed by the name of the chemical (if available, use the name as it appears on the Material Safety Data Sheet).</td></tr>
<tr><td>SEV:</td><td>Severity or Extent of Injury or Illness. (Text, Length 30). Select from the following:
<table>
<tr><th>Entry</th><th>Amplifying Information</th></tr>
<tr><td>FATAL</td><td>Death.</td></tr>
<tr><td>LOST WORK</td><td>Lost work day cases.</td></tr>
<tr><td>NO LOST WORK</td><td>No lost work day, but includes limited or restricted work activity. Injury or illness normally required medical treatment with possible follow-up.</td></tr>
<tr><td>FIRST AID</td><td>For one-time treatment and subsequent observation of minor cuts, burns, splinters, etc., which do not ordinarily require medical care.</td></tr>
</table></td></tr>
<tr><td>DIS:</td><td>Permanent Disability. (Text, Length 8). Select the appropriate entry based on definitions described in articles 2-K-3, 3-F-4, or 8-L-3 of COMDTINST M5100.47 (series).
<table>
<tr><th>Entry</th><th>Amplifying Information</th></tr>
<tr><td>TOTAL</td><td>Injury considered a Class A MISHAP – An injury or occupational illness results in a fatality or permanent total disability.</td></tr>
<tr><td>PARTIAL</td><td>Injury considered a Class B MISHAP – Any injury and/or occupational illness results in permanent partial disability.</td></tr>
<tr><td>NONE</td><td>Injury is either a Class C or D MISHAP – A nonfatal injury or occupational illness which results in any loss of time from work beyond the day or shift on which it occurred (lost-time case).</td></tr>
</table></td></tr>
<tr><td>HOS:</td><td>Hospitalization. (Integer, Length 3). Enter total days inpatient. If none, enter zero.</td></tr>
</table>

Figure 6-4
MISHAP Report Message – Continued

OFF:	Days Off Work. (Integer, Length 3). Enter actual days off work. If days off work are expected to extend beyond the date this report has to be submitted, report EITHER the Medical Officer's best estimate of days not fit for duty OR authorized sick leave; whichever is longest. Do NOT count the day of the MISHAP. For military personnel, count weekends and holidays. For civilian employees, count only workdays. For fatalities, enter "0" days only if the fatality occurs on the day of the MISHAP.
RES:	Days of Restricted Work. (Integer, Length 3). Restricted work (or limited duty) means that an employee is unable to perform all tasks of his/her assigned billet or job description; however, he/she can perform some of the tasks or another job temporarily. Enter actual days of restricted work. If days off work are expected to extend beyond the date this report has to be submitted, report the Commanding Officer's best estimate of how long the employee is expected to be unable to fully perform his/her job. Do NOT count the day of the MISHAP. For military personnel, count weekends and holidays. For civilian employees, count only workdays.
DR:	Name, Address of Doctor and Hospital. (Text, Length 100). Provide name and address of doctor and hospital. If a Coast Guard facility is used, give: name of the health services technician, nurse or doctor; and name of medical facility.
6. CAUSAL ANALYSIS AND REVIEW.	Causal analysis and review to be completed by first reviewing official within l0 working days of receipt of completed report by supervisor.
COM1:	Lessons Learned. (Text, Length 120). Describe any lessons learned that could benefit others facing a similar situation. Reference applicable directives if proposing changes.
CAU1(1): CAU2(1): CAU1(2): CAU2(2) CAU1(3): CAU2(3): CAU1(4): CAU2(4): CAU1(5): CAU2(5): CAU1(6): CAU2(6):	Causes. CAU1 (Text, Length 16). Select causal factors that significantly contributed to this MISHAP and if not corrected could cause a recurrence. Maximum number of factors that maybe chosen are six. Number them in order of importance. "1" is primary cause; "2" is secondary cause; etc.

Personnel Error	Supervisory Error	Equipment Failure
FATIGUE	COMMUNICATION	DESIGN
HEALTH	TRAINING	MANUFACTURE
DRUG	PROCEDURES	OPERATION
ALCOHOL	SUPERVISION	MAINTENANCE
INATTENTION	RESOURCES	
STRESS		TPSB MISHAP
MOTIVATION	Environment	WIND
WORKLOAD	TEMPERATURE	WAVE
JUDGMENT	VISIBILITY	SHIP MOTION
COMMAND	NOISE	CURRENT
KNOWLEDGE	SURFACE	CONGESTION
	ATMOSPHERE	ATOM/CHART

Causal analysis and review to be completed by Second Reviewing Official CAU2 (Text, Length 16) within 10 working days of receipt of report submitted by First Reviewer. Select the causal factors under your organization's control that significantly contributed to this MISHAP and if not corrected could cause a recurrence. Selected causes and rank/rigs may differ between the first and second reviewers/rice the sphere of control is different.

Figure 6-4
MISHAP Report Message – Continued

<table>
<tr><td>ACT1(1):
ACT2(1):
ACT1(2):
ACT2(2):
ACT1(3):
ACT2(3):</td><td>Recommendations. ACT1 (Text, Length 16). Select any of the following human factors recommendations that, if done, would lower the potential of this type of loss from recurring. From zero to three recommendations may be selected. Number them in order of perceived effectiveness: “1” is most beneficial.
<table>
<tr><th>Entry</th><th>Amplifying Information</th></tr>
<tr><td>QUALS</td><td>Recommend increasing qualifications of those involved (either by added training or requiring more experience).</td></tr>
<tr><td>TIME</td><td>Recommend determining the optimum time an individual can be expected to perform effectively under these circumstances.</td></tr>
<tr><td>VERIFY</td><td>Recommend improving procedures by establishing checklists or protocols, and ensuring completion of certain tasks is independently verified.</td></tr>
<tr><td>EQUIPMENT</td><td>Recommend (re)designing a particular instrument, machine, or piece of equipment to better suit the individuals who use it.</td></tr>
<tr><td>SYSTEM</td><td>Recommend designing the overall system in which the MISHAP occurred to ensure the system takes into account limitations of people who are tasked with maintenance and/or operation.</td></tr>
<tr><td>WARNING</td><td>Recommend establishing a better means of detecting critical problem and warning personnel.</td></tr>
<tr><td>STANDARD</td><td>Recommend establishing new standards for design, quality, performance, procedures and/or operations.</td></tr>
<tr><td>REVIEW</td><td>Recommend further inquiry, in that this may be a Coast Guard-wide problem.</td></tr>
</table>
Recommendations. ACT2 (Text, Length 16). Select any of the human factors recommendations that, if done by your organization, would lower the potential of this type of loss from recurring. From zero to three recommendations may be selected. List them in order of perceived effectiveness: “1” is most beneficial.</td></tr>
<tr><td>CL:
(Note 8)</td><td>MISHAP Class. CL (Text, Length 1). Based on actual or estimated equipment and personnel losses determine MISHAP classification in accordance with articles 3-F-4 and 8-L-2 of COMDTINST M5100.47 (series).</td></tr>
<tr><td>RBYI: RBY2:</td><td>Reviewed By. RBY1 (Text, Length 30). Give the name of the person who reviewed the report; last name, first name, middle initial.
Reviewed Second Time By. RBY2 (Text, Length 30). Give the name of the person who did the second review of the report; last name, first name, middle initial.</td></tr>
<tr><td>TLEI: TLE2:</td><td>Title of First Reviewing Official. TLE1 (Text, Length 20). Give the rate/pay grade and title of the first reviewing official.
Title of Second Reviewing Official. TLE2 (Text, Length 20). Give the rate/rank, title, and unit of the second reviewing official.</td></tr>
<tr><td></td><td>Review Date. RDT1 (Date, Length 6). Enter the date, MM/DD/YY, the reviewed report was submitted to higher authority.
Second Review Date. RDT2 (Date, Length 6). Enter the date, MM/DD/YY, the reviewed report was submitted to higher authority.</td></tr>
</table>

Figure 6-4
MISHAP Report Message – Continued

IRP-09 **Medical Evacuation**

References

a. *Aeromedical Evacuation, A Guide for Health Care Providers (JOINT PUB)*, COMDTINST M6320.20 (series)

b. *Medical Manual*, COMDTINST M6000.1 (series)

c. *Personnel Manual*, COMDTINST M1000.6 (series)

Alert/Notification

"Medical Evacuation" is the transportation or evacuation of a person for medical reasons. The requirement to transport personnel from the PSU to another medical treatment facility will be determined by the Medical Officer or competent medical personnel.

Response/Overview

Persons may be seriously injured during PSU operations. Although the PSU has medical treatment/trauma care capabilities, it is likely that individuals who are seriously injured will be transferred to a hospital or a better-equipped medical facility. Medical evacuation mode may vary but certain things should occur to ensure that operations are continued without diminishing or compromising capabilities. The Medical Officer will work with the receiving medical facility to determine the most appropriate transportation mode and other necessary arrangements that should be made to effect the evacuation.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Confirm with medical staff that medical evacuation is required.	_____	_____
2	Notify the Operations Officer, Department Head, XO, and CO to get approval.	_____	_____
3	Notify the Harbor Defense Commander (or Operational Commander) of the situation and request transportation assistance.	_____	_____
4	Request any other military assistance as needed or required.	_____	_____
5	Coordinate logistics for the transfer with the medical staff.	_____	_____
6	Notify security personnel.	_____	_____
7	Determine risk/effect on operations.	_____	_____
8	Monitor the evolution.	_____	_____
9	Notify cognizant personnel when the evolution is complete.	_____	_____
10	Log/record event.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Continue patrol/mission given appropriate situational analysis.	_____	_____

Shore Security Team – Squad Leader

Step	Action	Initials	Time
1	Continue patrol.	_____	_____
2	Increase security as necessary for evacuation vehicle.	_____	_____

Medical Section

Step	Action	Initials	Time
1	Prepare patient and records for evacuation.	_____	_____
2	Transport patient to evacuation site.	_____	_____
3	Transfer patient and records to receiving medical personnel.	_____	_____

Administrative Officer

Step	Action	Initials	Time
1	Initiate action to get replacement person(s) aboard.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Maintain communications with HDC regarding personnel status and impact on operations.	_____	_____
2	Update SORTS.	_____	_____

IRP-10	**Campsite Fire**
References	None.
Alert/Notification	Notification of this incident may be reported by any PSU asset. Immediately upon detection of a fire, the CDO will sound a general emergency alarm to alert the crew to the emergency. The CDO will also notify other military units and fire fighting assets in close proximity to the situation and request assistance as appropriate.
Response/Overview	The primary all-hands emergency is fire, and the following is the guide to combating fire in the base camp. The goal is to extinguish the fire without damage to other equipment or structures and without injury to personnel, then quickly resume full operational capability. Fire is an all-hands evolution, and all available personnel should be involved in the immediate response, whether or not another source of assistance is available.

Person Discovering the Fire

Step	Action	Initials	Time
1	Notify others that a fire has been discovered: • Location • Type • Involvement • Critical assets in close proximity • Other amplifying information that may be useful	_____	_____
2	Take immediate action to control the fire, but be careful not to endanger self or others.	_____	_____

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Immediately increase readiness. Initiate IRP 01 – General Emergency procedures.	_____	_____
2	Notify local fire officials and other personnel that may need to be either directly or indirectly involved in fighting and/or overhauling the fire.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Continue aggressive patrol; remain alert for possibility that the fire was a diversion for other subversive/disruptive activity.	_____	_____

Shore Security Team – Patrol Leader

Step	Action	Initials	Time
1	Continue aggressive patrol; remain alert for possibility that the fire was a diversion for other subversive/disruptive activity.	_____	_____

Engineer Duty Officer

Step	Action	Initials	Time
1	Coordinate fire-extinguishing activities and ensure initial reports and SITREPs are made to the CDO.	_____	_____

Step	Action	Initials	Time
2	Set re-flash watch.	_____	_____
3	Overhaul the site.	_____	_____
4	Make a damage assessment. Determine when operations can resume or recommend if move to an alternate site is appropriate.	_____	_____
5	Coordinate reconstitution and repair activities.	_____	_____

Safety Officer

Step	Action	Initials	Time
1	Prepare MISHAP Report.	_____	_____
2	Determine safety procedures to prevent recurrence.	_____	_____
3	Brief PSU personnel on incident.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	A concise report to the HDC should list damaged or lost equipment, assets utilized, cause of the fire if known, and future plans and recommendations.	_____	_____
2	Log the incident and any noteworthy findings.	_____	_____

IRP-11 **Contaminated Food or Water**

References

a. *Coast Guard Food Service Manual*, COMDTINST M4061.5 (series)
b. *Food Service Sanitation Manual*, COMDTINST M6240.4 (series)
c. *Medical Manual*, COMDTINST M6000.1 (series)
d. *Prevention of Bloodborne Pathogen Transmission*, COMDTINST M6220.8 (series)
e. *Public Health and Communicable Disease Concerns Related to Alien Migrant Interdiction Operations (AMIO)*, COMDTINST M6220.9 (series)
f. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
g. *Technical Guide: Practices for Respiratory Protection*, COMDTINST M6260.2 (series)
h. *Water Supply and Wastewater Disposal Manual*, COMDTINST M6240.5 (series)

Alert/Notification

Notification of this incident may be reported by any PSU person or recognized in several persons who are sick. The medical department representative shall inform the CO of any unusual incidence of disease or the occurrence of any disease of epidemic potential that could possibly be quarantined. (see **Table 6-1**)

Response/Overview

Food or water contamination may contribute to disease outbreak, loss of effectiveness and potentially, operational failure. Food or water contamination may be deliberate or due to other factors. There are five basic elements involved:

- Prevention. Standards enforcement and monitoring will assure adequate protection from subsequent contamination, and protection against sabotage. Potable water is routinely tested for health and safety, including adequacy of disinfecting procedures, collecting samples for bacteriological analysis, and monitoring required halogen residuals by the Medical Officer.
- Identification. In the event of suspected contamination, prompt action should be taken to identify associated cases, determine the cause, identify implicated food or beverages, and determine the factor or combination or factors which permitted the outbreak to occur. Early identification of the agent allows specific treatment of patients.
- Isolation.
- Investigation and determine the source and extent of the contamination.
- Reconstitution.

Personal protective equipment (PPE) should be used when dealing with persons who have been exposed to food or water contamination.

Investigation – Medical Officer

Step	Action	Initials	Time
1	Verify the diagnosis: • Complete a case history questionnaire (**Table 6-1**) for each ill person. • Complete a case history questionnaire for any person who has not been ill, but who may have been exposed to the suspect food item, meal, or facility. • Obtain clinical specimens. • Collect food samples and/or containers. • Develop a case definition to classify exposed persons as either cases or non-cases.	_____	_____

Step	Action	Initials	Time
2	Make epidemiologic associations: • Conduct preliminary assessment of available data to confirm that an outbreak has occurred. Determine if two or more persons have similar illness that are associated by time, place, etc. • If there is an outbreak, develop a possible explanation about the type of illness and how it was transmitted, and incubation period. • Take or recommend precautionary actions.	_____	_____
3	Report progress and findings of the preliminary investigation to the CDO.	_____	_____
4	Conduct physical examination of food service personnel.	_____	_____
5	Determine probable nature and etiological agent of the illness.	_____	_____
6	Seek assistance, either consultative support or on-site support, from the nearest Maintenance and Logistics Command (MLC).	_____	_____
7	Submit initial message Disease Alert Report to Commandant (G-WKH) in accordance with article 7-B-3 of *Medical Manual*, COMDTINST M6000.1 (series).	_____	_____
8	Submit progress reports addressing diagnostic developments, progress of an outbreak, preventive measures invoked, changes of diagnosis, and other action taken in accordance with the *Medical Manual*, COMDTINST M6000.1 (series).	_____	_____
9	Submit final report to document comprehensive history of the outbreak to Commandant (G-WKH) in accordance with article 7-B-3 of *Medical Manual*, COMDTINST M6000.1 (series).	_____	_____
10	Submit final letter report to document comprehensive history of the outbreak through the appropriate chain-of-command to Commandant (G-WKH) in accordance with article 7-B-3 of *Medical Manual*, COMDTINST M6000.1 (series). It must contain the following information: • Number of disease cases, both total and by hour, day, or week. • Numbers of deaths, persons permanently disabled, and staff days lost from work. • Causal or contributory factors, including the recent itinerary of vessels, aircraft, and other mobile units. • Control measures taken and their effectiveness. • Recommendations to prevent or ameliorate similar future outbreaks.	_____	_____

Investigation – Food Services Officer

Step	Action	Initials	Time
1	Investigate source and method of preparation of each item of food or drink served at a suspected meal including a flow chart of individual steps from delivery, through preparation, to service.	_____	_____
2	Consult watch supervisors. Collect menus, recipes, and lists of personnel with their assignments. Determine circumstances involving the preparation of the meal(s).	_____	_____
3	Separately interview food service personnel involved in handling the suspect item(s).	_____	_____

Step	Action	Initials	Time
4	Implement appropriate recommendations to prevent further illness if preliminary indications are that food handling procedures may be involved.	_____	_____
5	Revert to use of Meals Ready to Eat (MREs), and treated and/or bottled water until source of contamination has been identified.	_____	_____
6	Survey contaminated or damaged food to immediately dispose of the food to prevent further contamination.	_____	_____

P130307Z NOV 02	Date-Time-Group
FM COGARD PSU _____ _____ _____	Unit where casualty occurs
TO COMDT COGARD WASHINGTON DC//G-WKH//	
COMCOGARD MLC_____ _____ ___ (K)	Servicing Maintenance and Logistics Command
COM____AREA COGARD _____ ___//_____//	Operational Commander
INFO	Administrative Commander (if not one of the action addressees); and any units that had personnel or property directly involved in the MISHAP.
BT	
UNCLAS FOUO//N05100//	
SUBJ: DISEASE ALERT REPORT, RCN 6000-4	
A. COMDTINST M5100.47 (SERIES)	
1. PATIENT	Last Name, First Name, Middle Initial Rate/Grade Branch of Service Social Security Number Date of Birth Race Sex
2. UNIT ADDRESS	
3. DIAGNOSIS	ICD-9-CM classification number
4. CLINICAL HISTORY	
5. LABORATORY RESULTS	
6. TREATMENT AND PROGNOSIS	
7. EPIDEMIOLOGY INFORMATION	Provide all information of epidemiological significance to the case (e.g., contacts, prior treatment, immunizations, etc.).
8. COMMUNITY THREAT	
9. POINT OF CONTACT	
10. REPORTING	List other agencies (e.g., State health departments) notified of the case.
BT	

Figure 6-5
Initial Message Disease Alert Report

Table 6-1
Case History Questionnaire

Name:		Grade/Rate:		SSN:			
Duty Section:		Age:		Sex:			
1	Did the individual consume the suspected contaminated meal/beverage?			Yes:		No:	
	If yes, date and time contaminated substance was consumed?						
2	Did the individual become ill?			Yes:		No:	
	If yes, date and time of onset of symptoms?						
List of foods and beverages consumed. (Check applicable ones)					Yes:	No:	
Food		Liquid/Beverage					
3	Which of the following symptoms did the individual have, and how long (in hours) did they last?				Yes/No	Time	
	Nausea						
	Vomiting						
	Diarrhea						
	Prostration						
	Fever (how high)	Temperature:					
	Cramps						
	Other (specify)						
4	Did individual seek medical care?			Yes:		No:	
	If yes, Medical Officer's/physician's address, and/or medical activity?						
	Medical Officer's / Physician's Name:						
	Medical Officer's / Physician's Address:						
	Name and address of hospital:						
Investigator:			Date:				

IRP-12	**Asylum or Protective Custody**
References	a. *Commander's Handbook on the Law of Naval Warfare*, NWP 1-14M b. *Granting of Asylum and Temporary Refuge*, U. S. Navy Regulations, Article 0939 c. *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series) d. *Procedures for Handling Requests for Political Asylum and Temporary Refuge, SECNAVINST 5710.22 (series)* e. *Standing Rules of Engagement (SROE) for U.S. Forces*, CJCSI 3121.01
Alert/Notification	Notification of this incident may be reported by any person.

Response/Overview	The United States asylum policy promotes freedom and humanitarian principles by considering requests for asylum made by foreign nationals who may be suffering from persecution or the fear of persecution. However, personnel shall neither directly nor indirectly invite persons to seek asylum or temporary refuge. Foreign nationals who request asylum of the United States Government owing to persecution or fear of persecution should be given full opportunity to have their requests considered on their merits.
	
	It is possible that PSUs may encounter foreign nationals who may request asylum and need to be prepared to handle the request(s). PSUs will normally be under Department of Defense (DoD) or Navy Operational Control (OPCON). Accordingly, the steps outlined here are consistent with Navy policy. Although very closely aligned, commanders should follow the *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series) when working under Coast Guard OPCON. While under DoD OPCON, the senior official present at the DoD component shore installation may grant temporary refuge to a foreign national, upon request.
	
	In territories under exclusive United States jurisdiction:
	• At his/her request, an applicant for asylum will be received onboard the station.
	• A person seeking asylum shall only be surrendered to foreign jurisdiction or control at the personal direction of the Secretary of the Navy (SECNAV). Persons seeking political asylum should be afforded every reasonable care and protection permitted by the circumstances.
	
	In territories under foreign jurisdiction:
	• Foreign nationals who request assistance in forwarding requests for political asylum in the United States should be advised to apply in person at the nearest American Embassy or Consulate.
	• Temporary refuge shall be granted for humanitarian reasons only in extreme or exceptional circumstances wherein life or safety of a person is put in imminent danger, such as pursuit by a mob. When temporary refuge is granted, such protection shall be terminated only when directed by SECNAV or higher authority.
	  ▪ A request by foreign authorities for return of custody of a person under the protection of temporary refuge will be reported to the Chief of Naval Operations (CNO) via the chain of command. The requesting authorities will be informed that the case has been referred to higher authorities for instruction.
	  ▪ Persons whose temporary refuge is terminated will be released to the protection of the authorities designed in the message authorizing release.
	  ▪ While temporary refuge can be granted in the circumstances set forth above, permanent asylum will not be granted.

No press release should be made concerning an asylum request without prior approval of the Assistant Secretary of Defense for Public Affairs. If approached about an incident by the press, the command may acknowledge that a request has been received and is under consideration in Washington, DC.

Station Receiving a Request for Asylum

Step	Action	Initials	Time
1	Determine if the individual requesting asylum is in extreme or exceptional circumstances wherein life or safety is in imminent danger: • If yes, provide reasonable protection permitted by the circumstances. • If no, inform individual that requests for political asylum in the United States should be made in person at the nearest American Embassy or Consulate.	_____	_____
2	Notify the Command Duty Officer (CDO).	_____	_____
3	Remain on station. Follow the CDO's orders.	_____	_____

Command Duty Officer

Step	Action	Initials	Time
1	Notify the CO.	_____	_____
2	Follow CO's direction. If appropriate, take interim measures to assure safety of the individual to include the use of force against attempts at forcible repatriation where means of resistance are available, taking into account the safety of personnel and using no greater force than necessary to protect the individual.	_____	_____
3	If temporary refuge is granted by the senior officer present, collect the following information for an immediate precedence message report to Chief of Naval Operations, Operational Commander, Area Commander, Commandant, DOS, and American Embassy/Consulate, and request immediate guidance and a determination regarding the granting of asylum: • Name and nationality of the individual seeking asylum. • Date, place of birth, and occupation. • Description of any documentation in their possession. • What foreign authorities are aware that they are seeking asylum (or temporary refuge); whether any foreign authorities will be notified of the request. • Circumstances surrounding the request for asylum (refuge). • Exact location. • Reason for claiming asylum. • Description of any criminal charges known or alleged to be pending against the asylum seeker. • Any Communist Party or affiliation with other political parties, any government office now held or previously occupied. • If applicable, whether a field office of the Bureau of Immigration and Customs Enforcement (BICE) has been notified and if arrangements have been made to transfer the case to BICE. • Other pertinent information.	_____	_____

Tactical Action Officer

Step	Action	Initials	Time
1	Follow CDO's directions.	_____	_____
2	If waterborne or waterside, direct the closest TPSB to the area to provide cover pending further instructions, if required. Brief the coxswain on the nature of the incident, location, description of person(s), and other pertinent information.	_____	_____
3	Dispatch the standby TPSB to cover the security zone temporarily vacated. Brief the coxswain on the nature of the incident, location, description of person(s), and other pertinent information.	_____	_____

Security Watch Officer

Step	Action	Initials	Time
1	Muster backup alert force, if directed.	_____	_____

Backup Alert Force

Step	Action	Initials	Time
1	Proceed to station as directed.	_____	_____

Transportable Port Security Boats (TPSB)

Step	Action	Initials	Time
1	Proceed to station as directed.	_____	_____
2	Position TPSB to constantly observe personnel and movements. Advise TAO that you are on station and awaiting further instructions.	_____	_____
3	Isolate and maintain control of the situation pending further guidance. Do not transfer personnel aboard a TPSB unless a serious emergency exists. Move all ammunition to the stern of the boat and muster persons forward in full view of the coxswain and crew, if the situation develops such that transfer is inevitable.	_____	_____
4	Continue patrol if not involved in the incident.	_____	_____

Commanding Officer

Step	Action	Initials	Time
1	Provide immediate / interim guidance to the CDO.	_____	_____
2	Refer matter to senior officer present or, if senior officer present, grant immediate temporary refuge for humanitarian reasons in extreme or exceptional circumstances wherein the life or safety of a person is put in danger.	_____	_____
3	Respond only to queries from foreign authorities that are seeking return of the claimant. Explain that the case has been referred to higher authority for guidance.	_____	_____
4	Take action as directed by the Operational Commander.	_____	_____
5	Terminate temporary refuge of an individual(s) when authorized by SECNAV or higher authority.	_____	_____

Intelligence Officer

Step	Action	Initials	Time
1	Determine any intelligence collection requirements and debrief the crew or squads who participated in the incident.	_____	_____

IRP-13	**Emergency Action Plan/Emergency Destruction**
References	a. *Classified Information Management Program*, COMDTINST M5510.23 (series) b. *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series) c. *Physical Security and Force Protection Program*, COMDTINST M5520.1 (series) d. *Security Awareness, Training and Education (SATE) Program*, COMDTINST M5528.1 (series)
Alert/Notification	The CO will normally order implementation of the EAP. However, should conditions prevent contact with the CO, the following personnel (in succession) shall make the decision: • Executive Officer (XO). • Command Duty Officer (CDO). • OPS. • Communications Officer (COMMS). • Alternate Command Security Officer (ACSO). • The senior individual present in a space containing classified material may direct such orders and deviate from established plans when circumstances warrant.
Response/Overview	This plan provides guidance and specific instructions to be taken to prevent the loss or possible compromise of classified and/or cryptographic information during an imminent emergency. Although the life and security of personnel is an important consideration, United States' national security is paramount. Destruction should be initiated sufficiently early to preclude loss of material. The effect of premature destruction is considered inconsequential when measured against the possibility of compromise and the potential impacts. The PSU may be rapidly deployed worldwide to conduct operations that require handling and maintenance of SECRET level classified material. The physical security posture will be determined by the Threat Condition and suitable to maintain the perimeter and security of the base. GSA approved containers, in continually staffed field operations centers, are used to store classified material when deployed, with the exception of the AN/PRC-117 tri-band radios when issued to underway Boat Security Division Coxswains. PSU personnel provide security 24 hours/day. Classified material shall be destroyed by authorized means by individuals cleared to the level of the material being destroyed. Two individuals shall be responsible for destroying Secret material. These individuals must have personal knowledge of the actual material destroyed. The personnel tasked with the destruction or preparation for destruction of classified material shall be thoroughly familiar with the requirements and procedures for safeguarding classified information. They shall be thoroughly briefed on the following: • Safeguarding all classified material entrusted to them for destruction. • Observing all documents destroyed or being prepared for destruction and checking the residue of locally destroyed material to ensure that destruction is complete and reconstruction is impossible. • Taking precautions to prevent classified material or burning portions of classified material from being carried away by wind or draft. • Completing and signing all appropriate records of destruction.

The following methods may be used to destroy classified material:

- **Burning** may be used for destruction of paper produces and most computer media. When burning is used for destruction of classified information, steps shall be taken to ensure that the wind or draft does not carry portions of burned material away and that the resulting ash is broken up sufficiently to preclude reconstruction. Paper documents and microform (microfilm, microfiche, or similar high data density material) may be destroyed by burning or chemical decomposition.
- **Shredders** may be used for the destruction of paper products and some forms of computer media. Any crosscut shredder whose residue particle size is equal to or smaller than 1/32 inch in width by 3/8 inch in length is approved for the destruction of all classified paper material, magnetic tape, card, and flexible diskette (floppy disk). Shredders shall not be used to destroy classified microfilm, microfiche, or similar high information density human readable material.
- **Chemical process** may be used to destroy classified microfilm or microfiche, i.e., an acetone bath.
- **Destroy equipment**. All components of classified equipment shall be destroyed by any method that destroys them beyond recognition. Render equipment unusable and non-repairable. Destroy jeopardized crypto-equipment so thoroughly that logic reconstruction is impossible. Dismantling or smashing metallic items, beyond reconstruction, by available means such as sledgehammers, cutting tools, torches, etc.
- **Eradicate Magnetic Media**. Destruction of classified Automated Information System (AIS) magnetic media shall be in accordance with the *Automated Information Systems (AIS) Security Manual*, COMDTINST M5500.13 (series).
- **Wing It**. As a last resort, and where none of the methods previously mentioned can be employed, consideration should be given to dousing the classified material with a flammable liquid and igniting it, as an alternative to its certain loss.

Commanding Officer (or Alternate)

Step	Action	Initials	Time
1	Determine that concern exists for the security of classified material.	_____	_____
2	Determine the emergency action to be taken to protect classified and/ or cryptographic materials. • Secure the material. Lock all classified material in a GSA approved storage container. • Remove the material from the scene of the emergency. Safely evacuate sensitive material to a more secure area. • Destroy the material. Completely and securely destroy the classified or cryptographic materials as appropriate.	_____	_____

Persons Having Custody of Classified Material

Step	Action	Initials	Time
1	Return all classified material not required for ongoing operations to the Telecommunications Specialist (TC) on watch in the Command Center.	_____	_____

Telecommunications Specialist on Watch (TCOW)

Step	Action	Initials	Time
1	Verify that all classified material being used in the Command Center is needed to conduct the operation including AN/PRC-117 radios. Secure any other material.	_____	_____

Step	Action	Initials	Time
2	Inventory and safeguard all material.	_____	_____
3	Report to Communications Officer preparedness to continue with EAP.	_____	_____
4	If directed, secure the safe.	_____	_____
5	If directed, remove the material from the PSU in a systematic manner under armed escort.	_____	_____
6	If directed, prepare classified material for destruction as follows: Precautionary Destruction: • Superseded SECRET, CONFIDENTIAL and UNCLAS primary keying material and secondary variables. • Future (reserve onboard) keying material. • Non-essential maintenance and operating manuals. • Non-essential classified documents. Complete Destruction: • Communications security (COMSEC) keying material: ▪ All superseded keying material designated CRYPTO, except tactical operations and authentication codes classified below SECRET. ▪ Currently effective keying material designated CRYPTO including key stored electrically in crypto equipment and fill devices. ▪ SECRET and CONFIDENTIAL keying material marked CRYPTO which will become effective within the next 30 days. ▪ All remaining classified keying material and authentication systems. • COMSEC-related material: ▪ Complete COMSEC equipment maintenance manuals or at a minimum all sensitive pages. ▪ National, department, agency, and service general doctrinal guidance publications. ▪ Status documents showing the effective dates for COMSEC keying material. ▪ Keying material holder lists and directories. ▪ Remaining classified pages of maintenance manuals. ▪ Classified cryptographic and non-cryptographic operational general publications. ▪ Cryptographic Operating Instructions (KAOs). ▪ Remaining classified COMSEC documents. • COMSEC equipment: ▪ Zeroize the equipment if the keying element cannot be physically withdrawn. ▪ Remove and destroy all classified elements. • Classified documents: ▪ Destroy all SECRET and CONFIDENTIAL documents.	_____	_____

Step	Action	Initials	Time
	Complete Destruction – Hasty Departure: • All superseded and currently effective keying material marked CRYPTO (including keying material stored electrically in crypto-equipment and fill devices). • Superseded tactical operations codes classified below SECRET. • Complete COMSEC equipment maintenance manuals or their sensitive pages. • Classified general COMSEC doctrine. • Classified elements of COMSEC equipment. • Remaining COMSEC equipment manuals and classified operating instructions. • Remaining classified COMSEC material. SECRET and CONFIDENTIAL classified documents.		
7	Determine appropriate destruction method.	_____	_____
8	Systematically destroy all documents.	_____	_____
9	Prevent classified material or burning portions of classified material from being carried away by wind or draft.	_____	_____
10	Check the residue to ensure that destruction is complete and reconstruction is impossible.	_____	_____
11	Prepare Report of Emergency Destruction for transmission to Harbor Defense Command, Area Security Manager, and others as appropriate to include: • Material destroyed. • Classification of material. • Date of destruction. • Method of destruction. • Listing of any material not destroyed and feared compromised/ captured.	_____	_____
12	Sign Report of Emergency Destruction.	_____	_____

Communications Officer

Step	Action	Initials	Time
1	Inventory and safeguard all material to be destroyed.	_____	_____
2	Observe all documents destroyed.	_____	_____
3	Verify that destruction is complete and reconstruction is impossible.	_____	_____

Security Officer

Step	Action	Initials	Time
1	Provide armed guards as required including transportation to secure storage areas.	_____	_____

IRP-14 **Response to Intruder / Terrorist Situation**

References

a. *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series), *Chapter 4*

b. *Response Boat Tactics, Techniques, and Procedures (RB-TTP) Manual*, COMDTINST M16601.7 (series)

c. *Standing Rules of Engagement (SROE) for U.S. Forces*, CJCSI 3121.01.

Alert/Notification

Notification of this incident may be reported by any person.

Response/Overview

Offensive military operations are directed toward clearly defined, decisive, and attainable objectives. Offensive action is taken to achieve decisive results and to permit the commander to exercise initiative and impose his will; to set the pace and determine the course of battle; and to exploit weaknesses. Surprise decisively shifts the balance of combat power by striking at a time, place, and in a manner that security forces may not be prepared for. Speed, deception, application of unexpected combat power, effective intelligence and counterintelligence, and variations in tactics and methods of operation will be employed. An attack will be concentrated at the critical time and place for a decisive purpose, recognizing that the proper application of the principle of mass, in conjunction with the other principles of war, may permit numerically inferior forces to achieve decisive combat superiority.

The on-duty security watches are the primary resources available to protect the PSU base-camp and/or the protected asset. Waterborne and shore security watches are the first of defense to prevent intruders/terrorists from gaining access to the protected areas and achieving their goals/objectives. All security personnel should be alert for indications and warnings of a surprise attack by terrorists or para-military forces and provide the first line of defense against an attack while alerting the Command Center such that adequate forces can be mobilized. This procedure is intended to combat intrusion and terrorist activities.

PSUs follow Coast Guard Use of Force Policy in accordance with *Chapter 4* of the *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series), when operating under Coast Guard Tactical Control (TACON). PSUs will follow Standing Rules of Engagement (SROE) for U.S. Forces, CJCSI 3121.01, Combatant Commander Theatre Specific ROE, and any mission specific ROE when operating under Department of Defense (DoD) TACON. Specific actions followed in this section should be tailored for the Area of Responsibility (AOR).

Individual Discovering Intrusion

Step	Action	Initials	Time
1	Alert the chain-of-command of the intrusion or attack.	_____	_____
2	Take initial action to stop the intrusion or attack.	_____	_____

Waterborne/Shore Security Team Leader

Step	Action	Initials	Time
1	Direct initial defensive procedures by the security team to stop the intrusion or attack.	_____	_____
2	Alert the chain-of-command of the intrusion or attack.	_____	_____
3	Direct defensive procedures by the security team and backup alert forces to stop the intrusion or attack.	_____	_____

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Immediately increase readiness. Initiate IRP 01 – General Emergency procedures.	_____	_____

Screen Boat

Step	Action	Initials	Time
1	**Table 6-2** provides many of the steps to be taken by the screen boat in response to an attempted intrusion by a contact of interest (COI). Other actions may be devised and taken, derived from innovation or additional capabilities.	_____	_____

Table 6-2
Screen Boat Procedures

Action	Remarks
Show a waterborne presence without taking action.	Patrol randomly at various speeds throughout the sector, demonstrating U.S. resolve.
Detect and report COIs.	Detect by visual or radar means. Make SALUTE report.
Intercept the COI.	Boat closest to COI intercepts COI at high speed at the outer boundary of the security zone. Approach the COI head-on, forcing it to turn away to avoid collision. Turn in same direction as COI and take up position on its quarter between the COI and HVA.
Classify the COI.	Classify (1) known friendly, (2) known hostile, or (3) hostile intent unknown.
Radio hail, warn to remain clear. This should be conducted in the appropriate language, by host nation liaison where appropriate.	*"Inbound/outbound vessel (identify by type, markings, name, position from navigation mark), this is a United States patrol boat (directly ahead, on your port/starboard bow/quarter). You are entering a restricted area, under authority of ___. Stop your vessel (turn north, etc.) immediately."*
Verbally hail, warn to remain clear. This should be conducted in the appropriate language, by host nation liaison where appropriate.	*"This is United States patrol boat. You are entering a restricted area, under authority of ___. Stop your vessel (turn north, etc.) immediately."*
Sound siren, horn.	A short blast on the siren can often gain attention, so that verbal warnings can be more effective.
Maneuver to position between COI and HVA.	This position reduces the COI's ability to attack the HVA, and gives the patrol boat the opportunity to influence the COI's movements.
Aggressively maneuver between COI and HVA to encourage COI to change course.	Aggressive maneuvers gain the attention of the COI and further demonstrate U.S. resolve.
Perform herding contact to cause course change in desired direction.	Maneuver the boat to "herd" the COI out of the security zone while preventing a clear line of attack against the HVA. Always remain far enough away to prevent it from heaving explosives into the patrol boat.
Use parachute flares.	These can be used to gain the attention of a COI that is ignoring boat hails and movements.
Shine spotlights on COI pilothouse.	This also gains the attention of the COI, and often causes the vessel to slow or turn.
Visit, board, and search.	Escort the COI to a safe location outside the security zone for boarding by qualified boarding party. This may be a pier or anchored craft, from which the boarding party can take over.
Bump COI to cause course change in desired direction.	Use the hull of your boat to force the COI to change course. The coxswain may bump or ram the COI in limited circumstances. Bumping places the patrol boat at risk by giving the COI an opportunity to attack at close range and could result to damage to both vessels either due to direct contact or explosives charges.
Ram COI to damage or destroy.	Similar risks result from ramming as in herding. The intent is to cause significant damage to the COI.

Table 6-2
Screen Boat Procedures – Continued

Warn that the COI will be fired upon.	Prior to opening fire, the boat coxswain should hail the COI by radio and/or loudspeaker. "You are entering a restricted area. Stop your vessel immediately or I will fire." If conditions permit, this message should be repeated.
Employ disabling fire, directed at engines.	If the COI still does not respond or stop, the patrol boat can direct weapons fire into the boat's machinery or propulsion system, especially when the COI is too large to rapidly destroy.
Employ destructive fire.	If disabling fire does not eliminate the threat to the HVA, the coxswain should employ his weapons to rapidly destroy the COI.
Return fire if security boats are fired upon.	While firing, clear the field of fire for the reaction boat to direct a high volume fire onto the target. The reaction boat will open fire as soon as the screen boat reports that it is clear of the field of fire.

IRP-15	**Swimmer or Swimmer Delivery Vehicle Detection**
References	a. *Commander's Handbook on the Law of Naval Warfare*, NWP 1-14M b. *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series) c. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series) d. *Naval Coastal Warfare Doctrine*, NWP 3-10 e. *Naval Coastal Warfare (NCW)*, COMDTINST M3501.38 (series) f. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series) g. *Standing Rules of Engagement (SROE) for U.S. Forces*, CJCSI 3121.01 (series)
Alert/Notification	Notification of this incident may be from any PSU asset or from an external resource such as the Harbor Defense Command (HDC), Mobile In-Shore Undersea Warfare Unit (MIUWU) or In-Shore Boat Unit (IBU).
Response/Overview	The PSU provides force protection for military and logistics shipping. Swimmers or Swimmer Delivery Vehicles (SDV) could be employed to gather intelligence, sabotage, search and destroy mission assets, or harass expeditionary forces. The PSU will respond to swimmer or SDV detection in the vicinity of the security zone. The best defense against swimmers or SDVs is to intercept the targets before they enter the water and use it to cover their movements. Security forces should consider environmental factors – tides, currents, temperature, etc. to better understand potential launching sites for swimmers or SDVs. PSUs should work with other security forces to identify potential threats before they enter the water. This prevents a better opportunity to breach security zones under the concealment provided by water. A person with a weapon entering the water upstream is easier to locate and identify than bubbles in the water or searching for a swimmer surfacing to identify location. Crewmembers can identify swimmers underwater who are using an open circuit breathing apparatus by looking for bubbles breaking the surface of the water. Vigilance and aggressive patrolling of the security zones serves to deter potential aggressors and increases the likelihood that an underwater threat can be detected. TPSBs have minimal detection capabilities, however, the "fish-finder" can be used to localize a swimmer or SDV. Crew members can identify swimmers underwater who are using open-circuit breathing apparatus by looking for bubbles breaking the water's surface. If the swimmers are using a closed-circuit system or SDVs, persons should be alert for abnormal events or situations, such as a swimmer entering the water, surfacing to verify their own location relative to the target, bioluminescence, movement, or other disturbance. Swimmers are typically from a well-trained special tactics unit and may be heavily armed. This could pose a serious threat to approaching patrol boats, TPSBs, or security team personnel who may attempt to interdict the swimmer because of multi-dimensional tactics often employed during asymmetrical warfare operations. Backup from a unit capable of handling this unique threat should be en route when a known threat exists. These contacts should be approached with extreme caution. ROE should be understood by all persons engaging in interdiction of swimmers or SDVs. Coxswains and shore security personnel should consider the limited "kill-radius" and number of weapons available to disable a swimmer or SDV while they are in the water and use them judiciously.

Command and Control – Tactical Action Officer

Step	Action	Initials	Time
1	Verify datum/position in the AOR including: • Latitude and longitude. • Geographic or other reference.	_____	_____
2	Inform coxswains and Security Team Leaders of the following: • Nature of incident. • Location. • Description of object(s) in the water. • Other information (list).	_____	_____
3	Direct TPSB in AOR to respond to reported incident.	_____	_____
4	Determine/verify that diving operations have been authorized by harbor officials.	_____	_____
5	Dispatch Ready Response TPSB to the AOR as backup alert force.	_____	_____
6	Alert security patrols.	_____	_____
7	Notify CO.	_____	_____
8	Increase readiness condition.	_____	_____
9	Notify HDC. Verify that the HDC will notify shipping, other military commands, and civil entities in the port area.	_____	_____
10	Obtain additional response resources from HDC to conduct anti-swimmer/SDV tactics/response/operations.	_____	_____
11	Keep HDC apprised of activity to prosecute the target including: • Changes in weapons status. • Action taken. • Weapons discharged. • Results.	_____	_____
12	Officer notify intelligence personnel of relevant information.	_____	_____
13	Debrief all off-going watch personnel.	_____	_____
14	Notify Public Affairs.	_____	_____

TPSB Patrol Leader

Step	Action	Initials	Time
1	Verify datum/position in the AOR including: • Latitude and longitude. • Geographic or other reference.	_____	_____
2	Direct closest TPSB to proceed to datum to prosecute target but do not close the target until authorized/directed by the Tactical Action Officer (TAO).	_____	_____
3	Get Ready Response TPSB underway to re-establish security patrol.	_____	_____
4	Request any additional resources (waterborne or shore-based) that may be required to prosecute the target.	_____	_____

Step	Action	Initials	Time
5	Request necessary changes to weapons status or ROE to prosecute the target. Consider all available anti-swimmer/SDV tactics to combat the target, including treble hook, concussion grenades, c-wire drags, etc.	_____	_____
6	Keep Command Center apprised of activity to prosecute the target including: • Action taken. • Weapons discharged. • Results.	_____	_____

Squad Leader

Step	Action	Initials	Time
1	Verify datum/position in the AOR including: • Latitude and longitude. • Geographic or other reference.	_____	_____
2	Direct closest fire team proceed to shore area in vicinity of datum.	_____	_____
3	Ready backup alert force: • Muster. • Brief members on scenario.	_____	_____
4	Deploy backup alert force to vicinity of datum to relieve initial response fire team.	_____	_____
5	Request changes to weapons status.	_____	_____
6	Keep Command Center apprised of activity to prosecute the target including: • Action taken. • Weapons discharged. • Results.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Submit SITREP to HDC.	_____	_____
2	Submit Intelligence Report to HDC.	_____	_____

IRP-16 **Mine Detection**

References

a. *Commander's Handbook on the Law of Naval Warfare*, NWP 1-14M
b. *Marine Safety Manual, Volume VII, Port Security*, COMDTINST M16000.12 (series)
c. *Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series)
d. *Naval Coastal Warfare Doctrine*, NWP 3-10
e. *Naval Coastal Warfare (NCW)*, COMDTINST M3501.38 (series)
f. *Required Operational Capabilities (ROC) and Projected Operational Environment (POE) for Coast Guard Port Security Units (PSU)*, COMDTINST 3501.49 (series)
g. *Standing Rules of Engagement (SROE) for U.S. Forces*, CJCSI 3121.01

Alert/Notification

Notification of this incident may be from any PSU asset or from an external resource such as the Harbor Defense Command (HDC), MIUWU or In-Shore Boat Unit (IBU).

Response/Overview

The PSU provides force protection for military and logistics shipping. While on patrol crews aboard TPSB and shore security personnel have the ability to detect floating mines on the surface of the water and notice craft that my attempt to deploy floating or other mines in the harbor. The PSU will respond to mine laying operations or detection in the vicinity of the security zone.

One of the best defense against mines is to intercept them before they are deployed. Security forces should consider environmental factors – tides, currents, temperature, etc. to better understand potential launching sites for mines. PSUs should work with other security forces to identify potential threats before they are deployed. This prevents a better opportunity to breach security zones under the concealment provided by water.

Vigilance and aggressive patrolling of the security zones serves to deter potential aggressors from deploying the weapons and increases the likelihood that a mine can be detected. Backup from a unit capable of handling this unique threat should be en route when a known threat exists. These contacts should be approached with extreme caution.

Command and Control – Tactical Action Officer

Step	Action	Initials	Time
1	Verify datum/position in the AOR including: • Latitude and longitude. • Geographic or other reference.	_____	_____
2	Inform coxswains and Security Team Leaders of the following: • Nature of incident. • Location. • Description of object(s) in the water. • Other information (list).	_____	_____
3	Dispatch Ready Response TPSB to the AOR as backup alert force.	_____	_____
4	Alert security patrols.	_____	_____
5	Notify CO.	_____	_____
6	Increase readiness condition.	_____	_____
7	Notify HDC. Verify that the HDC will notify shipping, other military commands, and civil entities in the port area.	_____	_____

Step	Action	Initials	Time
8	Obtain additional response resources from HDC to neutralize the mine that was detected and to search for other weapons.	_____	_____
9	Keep HDC apprised of activity to prosecute the target including: • Changes in weapons status. • Action taken. • Weapons discharged. • Results.	_____	_____
10	Officer notify intelligence personnel of relevant information.	_____	_____
11	Debrief all off-going watch personnel.	_____	_____
12	Notify Public Affairs.	_____	_____

TPSB Patrol Leader

Step	Action	Initials	Time
1	Verify datum/position in the AOR including: • Latitude and longitude • Geographic or other reference.	_____	_____
2	Direct closest TPSB to proceed to datum to prosecute target but do not close the target until authorized/directed by TAO.	_____	_____
3	Direct Ready Response TPSB to get underway to re-establish security patrol.	_____	_____
4	Request any additional resources (waterborne or shore-based) that may be required to deal with the mine.	_____	_____
5	Keep Command Center apprised of activity to prosecute the target including: • Action taken. • Weapons discharged. • Results.	_____	_____

Squad Leader

Step	Action	Initials	Time
1	Verify position in the AOR including: • Latitude and longitude. • Geographic or other reference.	_____	_____
2	Direct closest fire team proceed to shore area in vicinity of the detected weapon.	_____	_____
3	Ready backup alert force: • Muster. • Brief members on scenario.	_____	_____
4	Deploy backup alert force to relieve initial response fire team.	_____	_____
5	Continue operations as directed.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Submit SITREP to HDC.	_____	_____
2	Submit Intelligence Report to HDC.	_____	_____

IRP-17 **Chemical Attack**

References

a. *Chemical and Biological Contamination Avoidance*, FM 3-3
b. *Operator's Manual For Chemical Agent Detector Kit M256A1*, TM 3-6665-307-10
c. *Operator's Manual For M9 Chemical Agent Detector Paper*, TM 3-6665-311-10
d. *NBC Decontamination*, FM 3-5
e. *NBC Field Handbook*, FM 3-7
f. *NBC Protection*, FM 3-4

Alert/Notification

Notification of this incident may be from any PSU asset or from an external resource such as the HDC. Early warning will provide an opportunity for personnel to take protective measures.

Response/Overview

Chemical weapons may be used to disperse chemicals over a large region. The gasses fall into three basic categories:

- Tearing agents, much like the tear gas used for personal defense or crowd control today.
- Asphyxiates, designed to choke the enemy, against which gas masks offer some protection.
- Blistering agents, such as mustard gas, which burns any exposed skin, lungs, and eyes. Gas masks offer only very limited defense.

Mission-oriented protection posture (MOPP) gear protects against chemical contamination. It consists of the overgarment, mask, hood, overboots, protective gloves, individual decontamination kits, detection equipment, and antidotes.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Verify datum/position of the chemical attack including: • Latitude and longitude • Geographic or other reference.	_____	_____
2	Notify the crew that an attack has occurred and related information that is necessary to protect them.	_____	_____
3	Determine prevailing environmental factors and operations that could cause the contaminate to spread or affect unit operations.	_____	_____
4	Determine appropriate MOPP level and notify the crew.	_____	_____
5	Determine what operations may be adjusted to limit exposure.	_____	_____
6	Monitor operations, enforce MOPP.	_____	_____
7	Adjust level of protection as appropriate and identify personnel, vehicles, and equipment that may be contaminated.	_____	_____
8	Identify opportunities to mitigate risks during force protection analysis and risk management procedures.	_____	_____

All Hands

Step	Action	Initials	Time
1	Prepare protective, detection, and decontamination equipment for use.	_____	_____

Step	Action	Initials	Time
2	Follow MOPP direction – don appropriate gear.	_____	_____
3	Continue operations / maintain watch as directed.	_____	_____
4	Assist others – render first aid – use the other's first aid kit.	_____	_____
5	Use M9 paper to confirm or deny the presence of a liquid chemical agent on MOPP suits, vehicles, and equipment.	_____	_____
6	Help each other put M9 paper on MOPP suits and conduct buddy-buddy checks periodically to ensure the standard is always maintained.	_____	_____
7	Mark all vehicles, equipment, and supplies with M9 paper at locations where the driver, vehicle commander, or ground sentry can see it.	_____	_____
8	Identify areas where M9 paper can be attached to like types of equipment. For example, on the M998: 12-inch piece centered on the front and rear of vehicle, 6-inch piece attached to the passenger and driver mirror frames, 6-inch piece placed on the front and rear sides of the vehicle, two 4-inch pieces placed on the outside top of hood, and one 4-inch piece placed on the top of the antennae. This method would also provide a method of estimating how much M9 paper is required for the unit.	_____	_____
9	Set up quality control (QC) checks at the entrance and exit to the unit perimeter. This ensures that all vehicles entering and exiting the perimeter are marked properly with M9 paper, identifies vehicles that may be contaminated, and prevents the spread of contamination.	_____	_____
10	Decontaminate equipment and personnel when clear.	_____	_____

Squad Leaders / TPSB Coxswains

Step	Action	Initials	Time
1	Use the M256A1 chemical agent detector kit to detect and classify chemical agents.	_____	_____

IRP-18	**Search and Rescue (SAR)**
References	a. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual*, COMDTINST M16130.2 (series)
Alert/Notification	Notification of this incident may be reported by any PSU asset or from an external resource.
Response/Overview	Consistent with the Safety of Life at Sea (SOLAS) convention, the PSU has a responsibility to respond to emergencies at sea. However, the primary responsibility is to remain on station to conduct security operations until properly relieved. The PSU will respond to SAR events only after securing approval of the TAO. Non-emergency SAR assistance will be rendered by the PSU on a not-to-interfere with other operations basis and only with the approval of the TAO. PSU resources responding to SAR should exercise extreme caution. When operating at close quarters, TPSBs are vulnerable to hostile action. It is possible that resources could be put in jeopardy while attempting to assist a vessel or person(s) in distress. Appropriate measures should be taken to ensure PSU security and mission success.

Command and Control – Command Duty Officer

Step	Action	Initials	Time
1	Confirm location of the SAR incident.	_____	_____
2	Notify the OPS and CO to get approval.	_____	_____
3	Get standby TPSB underway to cover assisting TPSB's assigned zone.	_____	_____
4	Establish communications with TPSB on dedicated SAR frequency.	_____	_____
5	Notify the Harbor Defense Commander (or Operational Commander) of the situation and request transportation assistance.	_____	_____
6	Request any other military assistance as needed or required.	_____	_____
7	Notify the Medical Staff.	_____	_____
8	Determine risk/effect on operations.	_____	_____
9	Monitor the evolution.	_____	_____
10	Notify cognizant personnel when the evolution is complete.	_____	_____
11	Log/record event.	_____	_____

Waterborne Security Team – Patrol Leader

Step	Action	Initials	Time
1	Continue Patrol/Mission given appropriate situational analysis.	_____	_____
2	TPSB in closest zone respond to SAR when directed by TAO.	_____	_____
3	Backup TPSB provide cover in open zone.	_____	_____
4	Carry out SAR remaining vigilant to possible attack or ambush.	_____	_____

Step	Action	Initials	Time
5	If personnel are brought aboard the TPSB have them remain in the bow area (if sea conditions/weather permit) after removing all ammunition from the bow area.	_____	_____

Shore Security Team – Squad Leader

Step	Action	Initials	Time
1	Continue Patrol.	_____	_____

Medical Section

Step	Action	Initials	Time
1	Prepare to conduct triage	_____	_____
2	Render first aid, as required.	_____	_____
3	Determine if additional medical support is required.	_____	_____

Follow-Up Reports/Notifications

Step	Action	Initials	Time
1	Maintain communications with HDC regarding personnel status and impact on operations.	_____	_____
2	Write Situation Reports (SITREP) as required.	_____	_____

IRP-19 **Substance and Alcohol Abuse Incident**

References

a. *Personnel Manual*, COMDTINST M1000.6 (series)
b. *Reserve Policy Manual,* COMDTINST M1001.28 (series)
c. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)

Alert/Notification

Notification of this incident may be reported by any source. A determination that conduct or behavior constitutes an alcohol or substance abuse incident is made by the CO.

Response/Overview

The goal of the substance and alcohol abuse program is to enable the PSU to carry out its operations unhampered by the effects of substance and alcohol abuse. Substance and alcohol abuse undermine morale, mission performance, safety, and health. They will not be tolerated in the PSU. Drug and alcohol screening is mandated by law, 10 U.S.C. 912a, to identify, treat, and rehabilitate members who are dependent on drugs or alcohol. Furthermore, the possession, use, or distribution of a controlled substance is a violation of the Uniform Code of Military Justice (UCMJ) Article 112a.

- For members (active duty or reservist) on long-term active duty assignment, the steps outlined in the *Personnel Manual*, COMDTINST M1000.6 (series), *Chapter 20* shall be followed.
- Inactive duty reservists and reservists on active duty for 30 consecutive days or less should be dealt with in accordance with the steps in this manual.
- Active duty personnel and reservists who are involved in a drug incident shall normally be processed for separation.
- Reservists, other than those on long-term active duty assignments, involved in alcohol incidents shall be dealt with in accordance with these instructions.
- Reservists who are diagnosed to be alcohol dependent and have successfully completed an aftercare program, but do not maintain sobriety, will be screened in accordance with the *Personnel Manual*, COMDTINST M1000.6 (series), *Article 20.B.2.l.*

Action – Commanding Officer

Step	Action	Initials	Time
1	Make determination that an alcohol or drug related incident has occurred. • Drug incident. Active duty personnel and reservists will normally be processed for separation in accordance with the *Personnel Manual,* COMDTINST M1000.6 (series), *Article 20.C.3.* • Alcohol incident. ▪ Active duty personnel will normally be processed in accordance with the *Personnel Manual*, COMDTINST M1000.6 (series), *Article 20.B.2.* ▪ Reservists will normally be processed in accordance with this IRP.	_____	_____
NOTE	Reservists are subject to the UCMJ only while performing inactive or active duty. A reservist alleged to have committed a UCMJ violation while on inactive or active duty is subject to non-judicial punishment and court-martial jurisdiction without regard to any change in the member's reserve status subsequent to the commission of the offense.		
2	Counsel the member within 14 calendar days, or by the close of the next drill session.	_____	_____
NOTE	If counseling in person cannot occur within 14 days, the CO must counsel the member by certified mail.		

Step	Action	Initials	Time
3	Order the reservist to seek appropriate treatment through a community-based, State-accredited counseling and rehabilitation program from civilian sources if diagnosed to be alcohol dependent.	_____	_____
NOTE	An individual's failure to comply with an ordered treatment or aftercare plan, or failure to successfully complete them is grounds for administrative separation in accordance with *Personnel Manual*, COMDTINST M1000.6 (series), *Chapter 12*.		
4	Provide member with a list of State-certified programs within reasonable commuting distance from the member's residence.	_____	_____
5	Initiate any administrative action that may be required if the treatment program affects the member's ability to comply with satisfactory participation in the Ready Reserve in accordance with the *Reserve Policy Manual,* COMDTINST M1001.28 (series), *Article 4.B.2*.	_____	_____
NOTE	The Coast Guard may impose administrative measures on reservists, regardless of their reserve status, for substance and alcohol abuse identified through civilian law enforcement apprehension, arrest, or conviction, or through other means. These measures include, but are not limited to suspension of driving privileges in accordance with *Article 20.A.4*, performance evaluations, separation, etc.		
6	Ensure incident is properly documented in accordance with the *Personnel Manual*, COMDTINST M1000.6 (series).	_____	_____

Action – Member

Step	Action	Initials	Time
1	Arrange for screening by an individual who meets the qualifications of the *Personnel Manual*, COMDTINST M1000.6 (series), *Article 20.A.2.e* no more than 14 calendar days following initial unit counseling or receipt of the certified letter.	_____	_____
NOTE	A qualified screener, in accordance with *Personnel Manual,* COMDTINST M1000.6 (series), *Article 20.A.2.e*, may refer a reservist to an early intervention program (e.g., Coast Guard or Navy SAFE IMPACT course) after a screening with no diagnosis.		
2	Sign a consent statement for release of treatment information, which allows treatment personnel to share necessary information with the CO or designee.	_____	_____
NOTE	Members must request that treatment personnel provide written monthly updates to the CO.		
3	Acknowledge that the Government will not provide transportation or any clinical services, including screening, assessment, rehabilitation, treatment, and aftercare.	_____	_____
4	Acknowledge that failure to seek counseling and treatment, refusal to sign their consent to release information, failure to participate and complete rehabilitation successfully, and failure to maintain sobriety may result in administrative separation.	_____	_____
NOTE	All elements of the Substance and Alcohol Abuse Program, except regularly scheduled unit training, are at the member's expense, not subject to reimbursement. Reservists subject to this direction are not authorized pay or retirement points for undergoing any clinical service or aftercare, except for regularly scheduled unit training.		

Step	Action	Initials	Time
5	Revert to use of meals ready to eat (MREs), and treated and/or bottled water until source of contamination has been identified.	_____	_____
6	Survey contaminated or damaged food to immediately dispose of the food to prevent further contamination.	_____	_____

Appendix A
Facility Space Requirements

Introduction

This appendix contains space requirements for the PSU shore facility.

In this Appendix

This appendix contains the following information:

Topic	See Page
Multi-Purpose Building	A-3
Warehouse	A-6
Unaccompanied Personnel Housing	A-8
Dining Facility	A-9

Multi-Purpose Building

The following provides operations, training, and storage building for a typical Port Security Unit (PSU). The spaces are defined as private or open and dedicated or non-dedicated. Private space is walled in with doors; open space contains cubicles created with systems furniture. Dedicated space is space used only by the PSU; non-dedicated space is space, which the PSU can share with another operational command. There are currently five full-time active duty positions that require dedicated office space; these positions are marked with an *. The required leased space equates to the partial net area (PNA).

Space Name	Net Size m^2	Net Size f^2	Code
Administrative			
Command offices—private, dedicated spaces			
COMMANDING OFFICER (CO) OFFICE	14	150	610.003
EXECUTIVE OFFICER (XO) OFFICE	14	150	610.004
Operations offices—open, dedicated spaces			
OPERATIONS OFFICER OFFICE	10	100	610.011
Operations offices—open, non-dedicated spaces			
BOAT DIVISION OFFICE (2)*	17	175	610.011
SECURITY DIVISION OFFICE (2)	20	200	610.011
Operations offices—private, dedicated spaces			
COMMUNICATIONS DIV OFFICE (2)	17	175	610.011
COMMUNICATIONS DIV SECURE FILES	3	24	610.103
Support offices—open, dedicated spaces			
LOGISTICS & SUPPLY OFFICER OFFICE*	10	100	610.011
LOGISTICS & SUPPLY DIV OFFICE (3)*	20	190	610.012
ADMIN & PERSONNEL OFFICE (2)	10	90	610.068
Support offices—private, non-dedicated spaces			
HEALTH CARE OFFICE (3)	22	210	610.022
Engineering offices—open, dedicated spaces			
ENGINEER OFFICER OFFICE*	10	100	610.011
ENGINEERING DIVISION OFFICE (2)	14	150	610.053
WEAPONS DIVISION OFFICE (2)*	14	150	610.053
Engineering offices—open, non-dedicated spaces			
ENGINEERING SUPPLY OFFICE	7	75	610.053
Office support areas—open, dedicated spaces			
FILE AREA (administrative, health care)	10	96	610.103
COPIER	2	20	610.150
FAX	2	20	610.091
Office support areas—open, non-dedicated spaces			
COFFEE MESS	5	50	610.120

Space Name	Net Size m^2	Net Size f^2	Code
Office support areas—private, dedicated spaces			
ADMINISTRATIVE STORAGE	6	65	610.130
Office support areas—private, non-dedicated spaces			
CONFERENCE ROOM	28	300	610.113
administrative PNA	255	2,590	
net to gross multiplier	1.22	1.22	
administrative gross area	311	3,160	
Educational			
Private, non-dedicated spaces			
APPLIED INSTRUCTION CLASSROOM	112	1200	171.011
educational PNA	112	1,200	
net to gross multiplier	1.37	1.37	
educational gross area	153	1,644	
Land operations			
Private, dedicated spaces			
ARMORY	14	150	140.014
WEAPONS STORAGE	10	100	140.017
AMMUNITION STORAGE	14	150	140.018
land operations PNA	38	400	
net to gross multiplier	1.23	1.23	
land operations gross area	47	492	
Maintenance—boat/cutter			
Open, non-dedicated spaces			
BOATSWAIN SHOP	14	150	213.170
MACHINE & ENGINE (MK/DC) SHOP	19	200	213.171
ELECTRONICS (ET/EM) SHOP	19	200	213.172
Open, dedicated spaces			
BOATSWAIN SHOP STORAGE	28	300	213.470
MACHINE SHOP STORAGE	10	100	213.471
ELECTRONICS SHOP STORAGE	10	100	213.472
FLAMMABLE STORAGE	4	40	213.476
BATTERY STORAGE	3	25	213.477
maintenance—boat/cutter PNA	107	1,115	
net to gross multiplier	1.21	1.21	
maintenance—boat/cutter gross area	129	1,349	
Storage—secure, climate control			
Open, dedicated spaces			

Space Name	Net Size m^2	Net Size f^2	Code
BULK STORAGE (deployable equipment)	186	2000	400.020
PERSONAL GEAR STORAGE (kits)	93	1000	400.021
storage PNA	279	3,000	
net to gross multiplier	1.09	1.09	
storage gross area	304	3,270	
Personnel support			
MAIN LOBBY	19	200	900.003
MAIN RECEPTION DESK	10	100	900.011
PUBLIC AND STAFF TOILETS	40	425	900.027
personnel support PNA	69	725	
net to gross multiplier	1.22	1.22	
personnel support gross area	84	885	
Total PNA calculation			
administrative PNA	255	2,590	
educational PNA	112	1,200	
land operations PNA	38	400	
maintenance—boat/cutter PNA	107	1,115	
storage PNA	279	3,000	
personnel support PNA	69	725	
total PNAs	860	9,030	
Facilities support			
MECHANICAL EQUIPMENT SPACE	41	440	800.006
ELECTRICAL EQUIPMENT SPACE	2	20	800.012
EMERGENCY GENERATOR SPACE	0	0	800.021
FIRE SUPPRESSION EQUIPMENT SPACE	10	100	800.032
TELECOMMUNICATIONS EQUIPMENT	14	150	800.040
TELECOMMUNICATIONS SATELITE	0	0	800.041
TELEPHONE EQUIPMENT SPACE	2	20	800.043
ELECTRIC WATER COOLER AREA	1	10	800.051
GENERAL BUILDING STORAGE	28	300	800.400
JANITOR'S CLOSET/STORAGE	12	120	800.401
facilities support net area	110	1,160	
net to gross multiplier	1.22	1.22	
facilities support gross area	134	1,415	
Total net area calculation			
total PNA	860	9,030	
facilities support net area	110	1,160	

Space Name	Net Size m^2	Net Size f^2	Code
TOTAL NET AREA	970	10,190	
Adjustment factors			
THICKER EXTERIOR WALLS	0	0	
INTERIOR MASONRY PARTITIONS	0	0	
MULTI-FUNCTION BUILDINGS	11	118	
VERTICAL CIRCULATION	0	0	
HORIZONTAL CIRCULATION	0	0	
adjustment factors gross area	11	118	
Total gross area calculation			
administrative gross area	311	3,160	
educational gross area	153	1,644	
land operations gross area	47	492	
maintenance—boat/cutter gross area	129	1,349	
storage gross area	304	3,270	
personnel support gross area	84	885	
facilities support gross area	134	1,415	
adjustment factors gross area	11	118	
TOTAL GROSS AREA	1,173	12,333	

Warehouse

The warehousing function for the Port Security Unit could be handled using various scenarios. In a temperate climate, the most cost-effective may be containerized boxes in a fenced storage yard. Depending upon unit location, environmental conditions, and the availability of facilities, covered storage or a warehouse building might provide the needed space. However, suitable stowage arrangements must include consideration of the type of material or equipment and affects that various alternatives will have on maintaining this gear. The required leased space equates to the PNA.

Space Name	Net Size m^2	Net Size f^2	Code
Secure storage			
BOAT STORAGE (6 PSBs with trailers)	280	3000	440.010
VEHICLE STORAGE (3)	75	800	440.011
FIELD KITCHEN STORAGE	19	200	440.012
WATER BUFFALO STORAGE (1500 gal)	10	100	440.013
FORKLIFT STORAGE	14	150	440.014
PORTABLE GENERATOR STORAGE (2)	10	100	440.015
storage PNA	408	4,350	
net to gross multiplier	1.12	1.12	

Space Name	Net Size m^2	Net Size f^2	Code
storage gross area	457	4,872	
Total PNA calculation			
storage PNA	408	4,350	
total PNAs	408	4,350	
Facilities support (if a building)			
MECHANICAL EQUIPMENT SPACE	16	165	800.006
ELECTRICAL EQUIPMENT SPACE	0	0	800.012
EMERGENCY GENERATOR SPACE	0	0	800.021
FIRE SUPPRESSION EQUIPMENT SPACE	10	100	800.032
TELECOMMUNICATIONS EQUIPMENT	0	0	800.040
TELECOMMUNICATIONS SATELITE	0	0	800.041
TELEPHONE EQUIPMENT SPACE	0	0	800.043
ELECTRIC WATER COOLER AREA	0	0	800.051
GENERAL BUILDING STORAGE	0	0	800.400
JANITOR'S CLOSET/STORAGE	6	60	800.401
facilities support net area	32	325	
net to gross multiplier	1.12	1.12	
facilities support gross area	36	364	
Total net area calculation			
total PNA	408	4,350	
facilities support net area	32	325	
TOTAL NET AREA	440	4,675	
Adjustment factors			
THICKER EXTERIOR WALLS	0	0	
INTERIOR MASONRY PARTITIONS	0	0	
MULTI-FUNCTION BUILDINGS	0	0	
VERTICAL CIRCULATION	0	0	
HORIZONTAL CIRCULATION	0	0	
adjustment factors gross area	0	0	
Total gross area calculation			
storage gross area	457	4,872	
facilities support gross area	36	364	
adjustment factors gross area	0	0	
TOTAL GROSS AREA	493	5,236	

Unaccompanied Personnel Housing

Housing for members during drill times could be handled in a variety of ways. This space allocations list should be used in finding suitable accommodations for unit personnel in leased hotel space or at a DOD facility. The required leased space equates to the PNA. The Coast Guard would not find it cost-effective to construct a UPH building for a Port Security Unit.

Space Name	Net Size m^2	Net Size f^2	Code
Bachelor housing			
ENLISTED RESERVE BEDROOM (66)	1518	15840	721.012
ENLISTED RESERVE (M/F SEP)	23	240	721.012
RESERVE OFFICER BEDROOM (13)	299	3120	721.032
OD NIGHT ROOM	23	240	721.011
VENDING AREA	18	180	721.970
LINEN STORAGE	30	300	721.470
bachelor housing PNA	1,911	19,920	
net to gross multiplier	1.30	1.30	
bachelor housing gross area	2,484	25,896	
Personnel support			
LOBBY	19	200	900.003
MAIN RECEPTION DESK	10	100	900.011
PUBLIC AND STAFF TOILETS	31	325	900.021
VISITOR LOUNGE	43	435	900.091
personnel support PNA	103	1,060	
net to gross multiplier	1.30	1.30	
personnel support gross area	134	1,378	
Total PNA calculation			
bachelor housing PNA	1,911	19,920	
personnel support PNA	103	1,060	
total PNAs	2,014	20,980	
Facilities support			
MECHANICAL EQUIPMENT SPACE	78	770	800.006
ELECTRICAL EQUIPMENT SPACE	5	50	800.012
EMERGENCY GENERATOR SPACE	0	0	800.021
FIRE SUPPRESSION EQUIPMENT SPACE	10	100	800.032
TELECOMMUNICATIONS EQUIPMENT	0	0	800.040
TELECOMMUNICATIONS SATELITE	0	0	800.041
TELEPHONE EQUIPMENT SPACE	3	25	800.043
ELECTRIC WATER COOLER AREA	3	30	800.051
GENERAL BUILDING STORAGE	28	300	800.400

Space Name	Net Size m^2	Net Size f^2	Code
JANITOR'S CLOSET/STORAGE	18	180	800.401
facilities support net area	145	1,455	
net to gross multiplier	1.30	1.30	
facilities support gross area	189	1,892	
Total net area calculation			
total PNA	2,014	20,980	
facilities support net area	145	1,455	
TOTAL NET AREA	2,159	22,435	
Adjustment factors			
THICKER EXTERIOR WALLS	0	0	
INTERIOR MASONRY PARTITIONS	0	0	
MULTI-FUNCTION BUILDINGS	0	0	
VERTICAL CIRCULATION	198	2052	
HORIZONTAL CIRCULATION	0	0	
adjustment factors gross area	198	2,052	
Total gross area calculation			
bachelor housing gross area	2,484	25,896	
personnel support gross area	134	1,378	
facilities support gross area	189	1,892	
adjustment factors gross area	198	2,052	
TOTAL GROSS AREA	3,005	31,218	

Dining Facility

Dining for members during drill times could be handled in a variety of ways. This space allocations list should be used in finding suitable accommodations for unit personnel in leased space or at a DOD facility. Other alternatives are using MREs or local restaurants. The required leased space equates to the PNA. The Coast Guard would not find it cost-effective to construct a dining facility for a Port Security Unit.

Space Name	Net Size m^2	Net Size f^2	Code
Dining			
Mess deck			722.201
COATS	5	50	722.948
DINING AREA (50 SEATS)	70	750	722.203
Galley			722.204
CAN WASH	3	30	722.205
DISHWASHING	22	230	722.206
DRY STORAGE	13	130	722.444

Space Name	Net Size m^2	Net Size f^2	Code
INVENTORY WORKSTATION	7	75	722.208
POTWASHING	10	100	722.209
PREPARATION/COOKING/BAKING	43	460	722.210
RECEIVING/ISSUE	17	180	722.211
REFRIGERATOR/FREZZER	17	180	722.212
SERVING AREA	85	915	722.213
dining PNA	292	3,100	
net to gross multiplier	1.23	1.23	
dining gross area	359	3,813	
Personnel support			
LOBBY	14	150	722.949
PUBLIC TOILETS	20	210	722.940
STAFF TOILETS/LOCKERS	11	110	722.941
personnel support PNA	45	470	
net to gross multiplier	1.23	1.23	
personnel support gross area	55	578	
Total PNA calculation			
dining PNA	292	3,100	
personnel support PNA	45	470	
Total PNAs	337	3,570	
Facilities support			
MECHANICAL EQUIPMENT SPACE	26	270	800.006
ELECTRICAL EQUIPMENT SPACE	0	0	800.012
EMERGENCY GENERATOR SPACE	0	0	800.021
FIRE SUPPRESSION EQUIPMENT SPACE	10	100	800.032
TELECOMMUNICATIONS EQUIPMENT	0	0	800.040
TELECOMMUNICATIONS SATELITE	0	0	800.041
TELEPHONE EQUIPMENT SPACE	0	0	800.043
ELECTRIC WATER COOLER AREA	1	10	800.051
GENERAL BUILDING STORAGE	0	0	800.400
JANITOR'S CLOSET/STORAGE	6	60	800.401
facilities support net area	43	440	
net to gross multiplier	1.23	1.23	
facilities support gross area	53	541	
Total net area calculation			
total PNA	337	3,570	
facilities support net area	43	440	

Space Name	Net Size m^2	Net Size f^2	Code
TOTAL NET AREA	380	4,010	
Adjustment factors			
THICKER EXTERIOR WALLS	0	0	
INTERIOR MASONRY PARTITIONS	0	0	
MULTI-FUNCTION BUILDINGS	0	0	
VERTICAL CIRCULATION	0	0	
HORIZONTAL CIRCULATION	0	0	
adjustment factors gross area	0	0	
Total gross area calculation			
dining gross area	359	3,813	
personnel support gross area	55	578	
facilities support gross area	53	541	
adjustment factors gross area	0	0	
TOTAL GROSS AREA	467	4,932	

Appendix B
Pre-Deployment Checklist for Family Members

Introduction

This appendix provides a pre-deployment checklist to answer frequently asked questions about issues commonly arising while servicemembers are deployed.

In this Appendix

This appendix contains the following information:

Topic	See Page
Pre-Deployment Checklist for Family Members	B-3

Pre-Deployment Checklist for Family Members

We provide this handout to answer frequently asked questions about issues commonly arising while servicemembers are deployed. The information contained in this handout is general in nature and may not answer your specific questions. Please review the information below in connection with your visit to a legal assistance office to obtain answers to specific questions.

Financial

☐ Will your spouse or family have money available to them on a continuous basis while you are gone? You may want to consider establishing an allotment.

☐ Ensure that your spouse or family knows the address of bank(s) where you have money. They will need to know the types of accounts and account numbers, as well as where bank books (both checking and savings) are kept. Make certain they have access to these accounts. Ensure they know how to maintain accurate accounts records so they are aware of how much money is in each account at any given time.

Info: Access to bank accounts can be provided by having an account with joint ownership or by executing a Special Power of Attorney.

☐ Does your spouse or family have access to your safe deposit box? Do they know where the key is kept?

☐ Does your spouse or family know where your credit cards are? Are the accounts numbers logged and kept in a safe place? Does your spouse or family know that company name, address, and phone number so they can notify the company immediately in case of a loss?

☐ Does your spouse or family know how to change an address where an allotment is to be mailed? (PSD)

☐ Does your spouse or family know all payments that need to be made and to whom for all of the following:

☐	Mortgage/Rent	☐	Insurance (life, property, auto, etc.)
☐	Telephone	☐	Taxes
☐	Water	☐	Gas/fuel
☐	Electricity	☐	Credit cards
☐	Trash collection	☐	Other debt

☐ Does your spouse or family know whom to contact in case they do not receive an allotment on time and need financial assistance? (Family Service Center; Command Ombudsman; PSD; Navy Marine Corps Relief Society)

☐ What is the status of your finances—do your total outstanding debts (not including house payments, rent, and utilities) amount to more than 3 months take-home pay? Are your monthly credit card payments more than ½ of your monthly take-home pay? If so, you may want to contact the Family Service Center to receive some financial management counseling.

Info: The Servicemembers Civil Relief Act can set a maximum interest rate on a pre-service debt. See a Naval Legal Service Office for more information.

Automobile and Transportation

☐ If your vehicle is financed, does your spouse or family know the name and address of the lien company?

☐ Do they know the location of the car title?

☐ Do they have the vehicle's registration and proof of insurance paperwork? Are these up-to-date, or will they need to be taken care of while you're away? Does your spouse or family know how to do this and where to go to get it taken care of? Have you executed a power of attorney so they can take care of this in your absence?

☐ What about vehicle inspection? Will that need to be taken care of while you are away?

☐ Is your wife or family insured to drive? Do they have a valid State driver's license? When does that license expire? What about your own driver's license—is that scheduled to expire in the time period in which you will be away?

☐ If they are not licensed to drive, have suitable transportation arrangements been made?

☐ Is the vehicle in good working order? Does your spouse or family know where to go to get it repaired? Are they prepared to handle a road emergency? Do they know the information for AAA?

☐ Does your spouse or family have a duplicate set of all car keys?

☐ If you have children under 4, do you have a child restraint device for each child in the motor vehicle?

Legal/Administrative

☐ Are your family's identification cards up-to-date and valid until after your scheduled return? Does your family know where to obtain new identification cards?

☐ Is your page 2 information up-to-date? (This is important as contact numbers and benefits can be determined using the information you provide on your page 2.)

☐ Do you need to execute a Power of Attorney (POA) so your family can take necessary action on important matters during your absence?

Info: There are two types of POAs: general and special. A general power of attorney is the most powerful—you give the person you name as your agent the power to handle *all* business affairs in your name. While this may sound like a good idea, this type of POA is powerful and gives your agent a lot of discretion—including establishing debt in your name (home loans; establishing new credit cards, etc). If you choose to execute a general POA, we recommend it only be effective for one year. A special power of attorney is granted for limited and specific purposes only—for paying taxes, selling a home, moving household goods, buying/selling a vehicle, a medical POA for child, etc. You can execute one or more special POAs instead of a general POA. The bottom line is that you should execute one or more of these documents giving your spouse or a person you trust the power to handle business and other affairs in your name while you are away—just be smart and determine the type of POA you think you may need. For more information, see a Naval Legal Service Office.

☐ Does your spouse or family know where the powers of attorney are kept?

☐ Does your spouse or family know where birth certificates are kept?

☐ Does your spouse have a copy of your marriage license? What about adoption papers? Is he/she aware of where these documents are kept?

☐ Does your spouse or family have their social security cards? Do they know where these are kept?

☐ Does your spouse or family have copies of your recent tax returns?

☐ Does your spouse or family know where all of insurance policies are kept?

☐ What about the location of any stocks, bonds, deeds, etc.?

☐ Do you have an up-to-date will?

Info: You may need a will, even if you do not think you do! You should have a will if you are married. Anyone with children should have a will—period. Most people believe that if they die—even without a will—their spouse will get all of their property, which is how they want it to pass anyway. So why get a will? First of all, if you do not have a will your spouse will most likely have to share your property with your children right then—this could make it even harder for your spouse to provide for your children and make financial decisions. You also need to name a guardian in the event of your passing—counting on your spouse or your children's other biological parent is not enough—what if something happens to him or her? You should also have a will if you have a substantial amount of property to pass or if you want specific property to be left to specific people. You should have a will if you have a blended family, if you want estate tax planning, or if you own real estate or a home.

Even if you think your will is up-to-date, you need to review it annually to ensure that it is current.

Are the executor, trustee, and guardian listed in your will current?

Has your family situation changed (marriage/divorce/children)?

Has your financial situation changed?

☐ Does your spouse have a will?

☐ Do you have a medical power of attorney, a durable power of attorney and a living will?

Info: A medical power of attorney allows the agent you name to make medical decisions on your behalf should you not be able to (for example, you are unconscious). A general or special power of attorney will terminate if you become mentally or physically incompetent or incapable of making decisions. For many of us, the time when we become incompetent is when we need a POA the most. A durable power of attorney is designed to either spring into effect when you become incompetent or to explicitly survive incompetence. A living will is simply your declaration to the world of your intentions or desires should you ever be on life support or faced with a terminal condition where you are unable to voice your own desires at the time.

☐ Does your spouse have similar documents up-to-date?

☐ Do you have any other documents you need notarized before you leave, such as a bill of sale or vehicle registration?

☐ Will taxes—both State and Federal—need to be filed while you are away? Have you made arrangements for this to be handled in some manner, by a tax preparation service or otherwise?

☐ Do you have life insurance? Have you updated your SGLI or other insurance policy beneficiaries if your will establishes and SGLI or insurance trust? Make certain all insurance designations—including SGLI—are accurate and up to date.

☐ Do you have appropriate household goods/personal property insurance?

☐ If you own firearms, are they registered with the appropriate authority? Have your spouse or family been trained to operate them? Do they know where they are stored? Are you certain this storage area *is not* accessible to children?

☐ Look at your housing situation. Are your mortgage payments up to date? If you rent a home or apartment—will the lease need to be renewed in your absence? Does your spouse or family know how to do this? Take action *now*! Does your lease contain a military clause? If you are single and need to terminate your lease for deployment, have you contacted your landlord? See your local Naval Legal Service Office for assistance.

Info: The SSCRA can also protect you protect you against mortgage foreclosure and eviction while deployed. The SSCRA also provides protections for canceling a lease on short notice when you are a mobilizing reservist. You always want to have a Military Clause in every lease you sign, whether you are active duty or a member of the reserves. For more information, see a Naval Legal Service Office.

- ☐ Does your spouse or family know where *all* important papers—including original wills—are kept? Are these important papers safeguarded?
- ☐ Do you have any legal action, either civil or criminal, pending?

Info: Be aware of your rights under the Servicemembers Civil Relief Act. The Act can "stay" or hold off legal proceedings until you return from deployment or help you to re-open default judgments that were made while you were deployed. For more information, see a Naval Legal Service Office.

- ☐ Have you accurately completed a Family Care Certificate?
- ☐ Do you have a consent order or agreement with the other biological parent of your child/children regarding the child/children's custody and support during your absence? See the Naval Legal Service Office for more information.
- ☐ Are you registered to vote? What elections will you be missing while you are away?

Special Concerns for Reservists:

- ☐ Know your rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Info: When recalled to active duty, your civilian employer cannot fire you. It is best to notify your employer of your recall to active duty in writing with you keeping a copy of the correspondence for your records. Your employer may not deny employment, promotion, or any other employee benefits because of your uniformed service obligations or obligation for future service. See a Naval Legal Service Office for more information.

Important Documents File

It is important that military families keep copies of important documents and other valuable information in a safe place. Husband and wife must both go through this file regularly, and be aware of what documents are stored in it. Here is a list of some documents you may want to include in your file:

- ☐ Marriage certificate
- ☐ Birth certificates for all family members
- ☐ Citizenship papers, if any
- ☐ Adoption papers, if any
- ☐ Passports, if any
- ☐ Social security cards for all family members, and a separate list of social security numbers for all family members
- ☐ Shot records for all family members
- ☐ Powers of attorney, if any
- ☐ Wills
- ☐ Insurance policies (automobile; life; property) with a list of companies, their addresses and phone numbers with names of agents, policy numbers, and types of insurance coverage
- ☐ Vehicle titles and registrations
- ☐ List of all members of immediate families with current addresses and phone numbers
- ☐ List of all credit cards and account numbers, with customer service contact number for each card
- ☐ List of all current stocks and bonds and where certificates are located
- ☐ Court orders relating to divorce, child support, custody, alimony or property division, if any
- ☐ Real estate documents, including leases, deeds, mortgages and promissory notes, closing papers
- ☐ Copies of and sales installment contracts and finance agreements (i.e. for furniture, automobiles, etc)

- ☐ List of all bank accounts with types of accounts, accounts numbers, and bank contact information
- ☐ Armed Forces ID cards for all family members 10 years of age or older
- ☐ Nine (9) copies of military recent military orders—both PCS and TAD

PLEASE NOTE: If you have any questions or concerns about any information or topic listed above, please contact your local Naval Legal Service Office (NLSO). They can provide legal advice and assistance on a wide variety of topics, and they can provide will, power of attorney, notary, and tax services quickly. NLSO services are available to all active duty personnel, retirees, and dependants. All military members should make their local NLSO a partner as they prepare for deployment!

Appendix C
Servicemembers Civil Relief Act

Introduction

This appendix contains the Servicemembers Civil Relief Act, an amendment to the former Soldiers' and Sailors' Civil Relief Act of 1940 (50 U.S.C. App. 501 et seq.).

In this Appendix

This appendix contains the following information:

Topic	See Page
Servicemembers Civil Relief Act	C-3

A BILL

To restate, clarify, and revise the Soldiers' and Sailors' Civil Relief Act of 1940.

SECTION 1. RESTATEMENT OF ACT.

The Soldiers' and Sailors' Civil Relief Act of 1940 (50 U.S.C. App. 501 et seq.) is amended to read as follows:

SECTION 1. SHORT TITLE; TABLE OF CONTENTS.

- SHORT TITLE- This Act may be cited as the 'Servicemembers Civil Relief Act'.
- TABLE OF CONTENTS- The table of contents of this Act is as follows:
  - SECTION 1. Short title; table of contents.
  - SECTION 2. Purpose.

TITLE I—GENERAL PROVISIONS

- SECTION 101. Definitions.
- SECTION 102. Jurisdiction and applicability of Act.
- SECTION 103. Protection of persons secondarily liable.
- SECTION 104. Extension of protections to citizens serving with allied forces.
- SECTION 105. Notification of benefits.
- SECTION 106. Extension of rights and protections to Reserves ordered to report for military service and to persons ordered to report for induction.
- SECTION 107. Waiver of rights pursuant to written agreement.
- SECTION 108. Exercise of rights under Act not to affect certain future financial transactions.
- SECTION 109. Legal representatives.

TITLE II—GENERAL RELIEF

- SECTION 201. Protection of servicemembers against default judgments.
- SECTION 202. Stay of proceedings when servicemember defendant has notice.
- SECTION 203. Fines and penalties under contracts.
- SECTION 204. Stay or vacation of execution of judgments, attachments, and garnishments.
- SECTION 205. Duration and term of stays; codefendants not in service.
- SECTION 206. Statute of limitations.
- SECTION 207. Maximum rate of interest on debts incurred before military service.

TITLE III—RENT, INSTALLMENT CONTRACTS, MORTGAGES, LIENS, ASSIGNMENT, LEASES.

- SECTION 301. Evictions and distress.
- SECTION 302. Protection under installment contracts for purchase or lease.
- SECTION 303. Mortgages and trust deeds.
- SECTION 304. Settlement of stayed cases relating to personal property.
- SECTION 305. Termination of leases by lessees.
- SECTION 306. Protection of life insurance policy.
- SECTION 307. Enforcement of storage liens.
- SECTION 308. Extension of protections to dependents.

TITLE IV—INSURANCE

- SECTION 401. Definitions.
- SECTION 402. Insurance rights and protections.
- SECTION 403. Application for insurance protection.
- SECTION 404. Policies entitled to protection and lapse of policies.
- SECTION 405. Policy restrictions.
- SECTION 406. Deduction of unpaid premiums.
- SECTION 407. Premiums and interest guaranteed by United States.
- SECTION 408. Regulations.
- SECTION 409. Review of findings of fact and conclusions of law.

TITLE V—TAXES AND PUBLIC LANDS

- SECTION 501. Taxes respecting personal property, money, credits, and real property.
- SECTION 502. Rights in public lands.
- SECTION 503. Desert-land entries.
- SECTION 504. Mining claims.
- SECTION 505. Mineral permits and leases.
- SECTION 506. Perfection or defense of rights.
- SECTION 507. Distribution of information concerning benefits of title.
- SECTION 508. Land rights of servicemembers.
- SECTION 509. Regulations.
- SECTION 510. Income taxes.
- SECTION 511. Residence for tax purposes.

TITLE VI—ADMINISTRATIVE REMEDIES

- SECTION 601. Inappropriate use of Act.
- SECTION 602. Certificates of service; persons reported missing.
- SECTION 603. Interlocutory orders.

TITLE VII—FURTHER RELIEF

- SECTION 701. Anticipatory relief.
- SECTION 702. Power of attorney.
- SECTION 703. Professional liability protection.
- SECTION 704. Health insurance reinstatement.
- SECTION 705. Guarantee of residency for military personnel.

SECTION 2. PURPOSE.

The purposes of this Act are—

1. To provide for, strengthen, and expedite the national defense through protection extended by this Act to servicemembers of the United States to enable such persons to devote their entire energy to the defense needs of the Nation; and
2. To provide for the temporary suspension of judicial and administrative proceedings and transactions that may adversely affect the civil rights of servicemembers during their military service.

TITLE I—GENERAL PROVISIONS

SECTION 101. DEFINITIONS.

For the purposes of this Act:

1. SERVICEMEMBER- The term 'servicemember' means a member of the uniformed services, as that term is defined in section 101(a)(5) of title 10, United States Code.
2. MILITARY SERVICE-
   a. With respect to a member of the Army, Navy, Air Force, Marine Corps, or Coast Guard, the term 'military service' means active duty, as that term is defined in section 101(d)(1) of title 10, United States Code.
   b. Active service of commissioned officers of the Public Health Service or National Oceanic and Atmospheric Administration shall be deemed to be 'military service' for the purposes of this Act.
3. PERIOD OF MILITARY SERVICE- The term 'period of military service' means the period beginning on the date on which a servicemember enters military service and ending on the date on which the servicemember is released from military service or dies while in military service.
4. DEPENDENT- The term 'dependent', with respect to a servicemember, means—
   a. the servicemember's spouse;
   b. the servicemember's child (as defined in section 101(4) of title 38, United States Code); or
   c. an individual for whom the servicemember provided more than one-half of the individual's support for 180 days immediately preceding an application for relief under this Act.
5. COURT- The term 'court' means a court or an administrative agency of the United States or of any State (including any political subdivision of a State), whether or not a court or administrative agency of record.
6. STATE- The term 'State' includes—
   a. a commonwealth, territory, or possession of the United States; and
   b. the District of Columbia.
7. SECRETARY CONCERNED- The term 'Secretary concerned'—
   a. with respect to a member of the armed forces, has the meaning given that term in section 101(a)(9) of title 10, United States Code;
   b. with respect to a commissioned officer of the Public Health Service, means the Secretary of Health and Human Services; and
   c. with respect to a commissioned officer of the National Oceanic and Atmospheric Administration, means the Secretary of Commerce.

SECTION 102. JURISDICTION AND APPLICABILITY OF ACT.

1. JURISDICTION- This Act applies to—
   a. the United States;
   b. each of the States, including the political subdivisions thereof; and
   c. all territory subject to the jurisdiction of the United States.
2. APPLICABILITY TO PROCEEDINGS- This Act applies to any judicial or administrative proceeding commenced in any court or agency in any jurisdiction subject to this Act. This Act does not apply to criminal proceedings.
3. COURT IN WHICH APPLICATION MAY BE MADE- When under this Act any application is required to be made to a court in which no proceeding has already been commenced with respect to the matter, such application may be made to any court which would otherwise have jurisdiction over the matter.

SECTION 103. PROTECTION OF PERSONS SECONDARILY LIABLE.

1. EXTENSION OF PROTECTION WHEN ACTIONS STAYED, POSTPONED, OR SUSPENDED- Whenever pursuant to this Act a court stays, postpones, or suspends (1) the enforcement of an obligation or liability, (2) the prosecution of a suit or proceeding, (3) the entry or enforcement of an order, writ, judgment, or decree, or (4) the performance of any other act, the court may likewise grant such a stay, postponement, or suspension to a surety, guarantor, endorser, accommodation maker, comaker, or other person who is or may be primarily or

secondarily subject to the obligation or liability the performance or enforcement of which is stayed, postponed, or suspended.

2. VACATION OR SET-ASIDE OF JUDGMENTS- When a judgment or decree is vacated or set aside, in whole or in part, pursuant to this Act, the court may also set aside or vacate, as the case may be, the judgment or decree as to a surety, guarantor, endorser, accommodation maker, comaker, or other person who is or may be primarily or secondarily liable on the contract or liability for the enforcement of the judgment or decree.
3. BAIL BOND NOT TO BE ENFORCED DURING PERIOD OF MILITARY SERVICE- A court may not enforce a bail bond during the period of military service of the principal on the bond when military service prevents the surety from obtaining the attendance of the principal. The court may discharge the surety and exonerate the bail, in accordance with principles of equity and justice, during or after the period of military service of the principal.
4. WAIVER OF RIGHTS-
   a. WAIVERS NOT PRECLUDED- This Act does not prevent a waiver in writing by a surety, guarantor, endorser, accommodation maker, comaker, or other person (whether primarily or secondarily liable on an obligation or liability) of the protections provided under subsections (a) and (b). Any such waiver is effective only if it is executed as an instrument separate from the obligation or liability with respect to which it applies.
   b. WAIVER INVALIDATED UPON ENTRANCE TO MILITARY SERVICE- If a waiver under paragraph (1) is executed by an individual who after the execution of the waiver enters military service, or by a dependent of an individual who after the execution of the waiver enters military service, the waiver is not valid after the beginning of the period of such military service unless the waiver was executed by such individual or dependent during the period specified in section 106.

SECTION 104. EXTENSION OF PROTECTIONS TO CITIZENS SERVING WITH ALLIED FORCES.

A citizen of the United States who is serving with the forces of a nation with which the United States is allied in the prosecution of a war or military action is entitled to the relief and protections provided under this Act if that service with the allied force is similar to military service as defined in this Act. The relief and protections provided to such citizen shall terminate on the date of discharge or release from such service.

SECTION 105. NOTIFICATION OF BENEFITS.

The Secretary concerned shall ensure that notice of the benefits accorded by this Act is provided in writing to persons in military service and to persons entering military service.

SECTION 106. EXTENSION OF RIGHTS AND PROTECTIONS TO RESERVES ORDERED TO REPORT FOR MILITARY SERVICE AND TO PERSONS ORDERED TO REPORT FOR INDUCTION.

1. RESERVES ORDERED TO REPORT FOR MILITARY SERVICE- A member of a reserve component who is ordered to report for military service is entitled to the rights and protections of this title and titles II and III during the period beginning on the date of the member's receipt of the order and ending on the date on which the member reports for military service (or, if the order is revoked before the member so reports, or the date on which the order is revoked).
2. PERSONS ORDERED TO REPORT FOR INDUCTION- A person who has been ordered to report for induction under the Military Selective Service Act (50 U.S.C. App. 451 et seq.) is entitled to the rights and protections provided a servicemember under this title and titles II and III during the period beginning on the date of receipt of the order for induction and ending on the date on which the person reports for induction (or, if the order to report for induction is revoked before the date on which the person reports for induction, on the date on which the order is revoked).

SECTION 107. WAIVER OF RIGHTS PURSUANT TO WRITTEN AGREEMENT.

IN GENERAL- A servicemember may waive any of the rights and protections provided by this Act. In the case of a waiver that permits an action described in subsection (b), the waiver is effective only if made pursuant to a written agreement of the parties that is executed during or after the servicemember's period of military service. The written agreement shall specify the legal instrument to which the waiver applies and, if the servicemember is not a party to that instrument, the servicemember concerned.

1. ACTIONS REQUIRING WAIVERS IN WRITING- The requirement in subsection (a) for a written waiver applies to the following:
   a. The modification, termination, or cancellation of—
      (1) a contract, lease, or bailment; or
      (2) an obligation secured by a mortgage, trust, deed, lien, or other security in the nature of a mortgage.
   b. The repossession, retention, foreclosure, sale, forfeiture, or taking possession of property that—
      (1) is security for any obligation; or
      (2) was purchased or received under a contract, lease, or bailment.
2. COVERAGE OF PERIODS AFTER ORDERS RECEIVED- For the purposes of this section-
   a. a person to whom section 106 applies shall be considered to be a servicemember; and
   b. the period with respect to such a person specified in subsection (a) or (b), as the case may be, of section 106 shall be considered to be a period of military service.

SECTION 108. EXERCISE OF RIGHTS UNDER ACT NOT TO AFFECT CERTAIN FUTURE FINANCIAL TRANSACTIONS.

Application by a servicemember for, or receipt by a servicemember of, a stay, postponement, or suspension pursuant to this Act in the payment of a tax, fine, penalty, insurance premium, or other civil obligation or liability of that servicemember shall not itself (without regard to other considerations) provide the basis for any of the following:

1. A determination by a lender or other person that the servicemember is unable to pay the civil obligation or liability in accordance with its terms.
2. With respect to a credit transaction between a creditor and the servicemember—
   a. a denial or revocation of credit by the creditor;
   b. a change by the creditor in the terms of an existing credit arrangement; or
   c. a refusal by the creditor to grant credit to the servicemember in substantially the amount or on substantially the terms requested.
3. An adverse report relating to the creditworthiness of the servicemember by or to a person engaged in the practice of assembling or evaluating consumer credit information.
4. A refusal by an insurer to insure the servicemember.
5. An annotation in a servicemember's record by a creditor or a person engaged in the practice of assembling or evaluating consumer credit information, identifying the servicemember as a member of the National Guard or a reserve component.
6. A change in the terms offered or conditions required for the issuance of insurance.

SECTION 109. LEGAL REPRESENTATIVES.

1. REPRESENTATIVE- A legal representative of a servicemember for purposes of this Act is either of the following:
   a. An attorney acting on the behalf of a servicemember.
   b. An individual possessing a power of attorney
2. APPLICATION- Whenever the term 'servicemember' is used in this Act, such term shall be treated as including a reference to a legal representative of the servicemember.

TITLE II—GENERAL RELIEF

SECTION 201. PROTECTION OF SERVICEMEMBERS AGAINST DEFAULT JUDGMENTS.

1. APPLICABILITY OF SECTION- This section applies to any civil action or proceeding in which the defendant does not make an appearance.
2. AFFIDAVIT REQUIREMENT-
   a. PLAINTIFF TO FILE AFFIDAVIT- In any action or proceeding covered by this section, the court, before entering judgment for the plaintiff, shall require the plaintiff to file with the court an affidavit—
      (1) stating whether or not the defendant is in military service and showing necessary facts to support the affidavit; or
      (2) if the plaintiff is unable to determine whether or not the defendant is in military service, stating that the plaintiff is unable to determine whether or not the defendant is in military service.
   b. APPOINTMENT OF ATTORNEY TO REPRESENT DEFENDANT IN MILITARY SERVICE- If in an action covered by this section it appears that the defendant is in military service, the court may not enter a judgment until after the court appoints an attorney to represent the defendant. If an attorney appointed under this section to represent a servicemember cannot locate the servicemember, actions by the attorney in the case shall not waive any defense of the servicemember or otherwise bind the servicemember.
   c. DEFENDANT'S MILITARY STATUS NOT ASCERTAINED BY AFFIDAVIT- If based upon the affidavits filed in such an action, the court is unable to determine whether the defendant is in military service, the court, before entering judgment, may require the plaintiff to file a bond in an amount approved by the court. If the defendant is later found to be in military service, the bond shall be available to indemnify the defendant against any loss or damage the defendant may suffer by reason of any judgment for the plaintiff against the defendant, should the judgment be set aside in whole or in part. The bond shall remain in effect until expiration of the time for appeal and setting aside of a judgment under applicable Federal or State law or regulation or under any applicable ordinance of a political subdivision of a State. The court may issue such orders or enter such judgments as the court determines necessary to protect the rights of the defendant under this Act.
   d. SATISFACTION OF REQUIREMENT FOR AFFIDAVIT- The requirement for an affidavit under paragraph (1) may be satisfied by a statement, declaration, verification, or certificate, in writing, subscribed and certified or declared to be true under penalty of perjury.
3. PENALTY FOR MAKING OR USING FALSE AFFIDAVIT- A person who makes or uses an affidavit permitted under subsection (b) (or a statement, declaration, verification, or certificate as authorized under subsection (b)(4)) knowing it to be false, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both.
4. STAY OF PROCEEDINGS- In an action covered by this section in which the defendant is in military service, the court shall grant a stay of proceedings for a minimum period of 90 days under this subsection upon application of counsel, or on the court's own motion, if the court determines that—
   a. there may be a defense to the action and a defense cannot be presented without the presence of the defendant; or
   b. after due diligence, counsel has been unable to contact the defendant or otherwise determine if a meritorious defense exists.
5. INAPPLICABILITY OF SECTION 202 PROCEDURES- A stay of proceedings under subsection (d) shall not be controlled by procedures or requirements under section 202.
6. SECTION 202 PROTECTION- If a servicemember who is a defendant in an action covered by this section receives actual notice of the action, the servicemember may request a stay of proceeding under section 202.
7. VACATION OR SETTING ASIDE OF DEFAULT JUDGMENTS-
   a. AUTHORITY FOR COURT TO VACATE OR SET ASIDE JUDGMENT- If a default judgment is entered in an action covered by this section against a servicemember during the servicemember's period of military service (or within 60 days after termination of or release from such military service), the court entering the judgment shall, upon application by or on behalf of the servicemember, reopen the judgment for the purpose of allowing the servicemember to defend the action if it appears that—

(1) the servicemember was materially affected by reason of that military service in making a defense to the action; and
(2) the servicemember has a meritorious or legal defense to the action or some part of it.

b. TIME FOR FILING APPLICATION- An application under this subsection must be filed not later than 90 days after the date of the termination of or release from military service.

8. PROTECTION OF BONA FIDE PURCHASER- If a court vacates, sets aside, or reverses a default judgment against a servicemember and the vacating, setting aside, or reversing is because of a provision of this Act, that action shall not impair a right or title acquired by a bona fide purchaser for value under the default judgment.

SECTION 202. STAY OF PROCEEDINGS WHEN SERVICEMEMBER DEFENDANT HAS NOTICE.

1. APPLICABILITY OF SECTION- This section applies to any civil action or proceeding in which the defendant at the time of filing an application under this section—
   a. is in military service or is within 90 days after termination of or release from military service; and
   b. has received notice of the action or proceeding.
2. AUTOMATIC STAY-
   a. AUTHORITY FOR STAY- At any stage before final judgment in a civil action or proceeding in which a servicemember described in subsection (a) is a party, the court may on its own motion and shall, upon application by the servicemember, stay the action for a period of not less than 90 days, if the conditions in paragraph (2) are met.
   b. CONDITIONS FOR STAY- An application for a stay under paragraph (1) shall include the following:
      (1) A letter or other communication setting forth facts stating the manner in which current military duty requirements materially affect the servicemember's ability to appear and stating a date when the servicemember will be available to appear.
      (2) A letter or other communication from the servicemember's commanding officer stating that the servicemember's current military duty prevents appearance and that military leave is not authorized for the servicemember at the time of the letter.
3. APPLICATION NOT A WAIVER OF DEFENSES- An application for a stay under this section does not constitute an appearance for jurisdictional purposes and does not constitute a waiver of any substantive or procedural defense (including a defense relating to lack of personal jurisdiction).
4. ADDITIONAL STAY-
   a. APPLICATION- A servicemember who is granted a stay of a civil action or proceeding under subsection (b) may apply for an additional stay based on continuing material affect of military duty on the servicemember's ability to appear. Such an application may be made by the servicemember at the time of the initial application under subsection (b) or when it appears that the servicemember is unavailable to prosecute or defend the action. The same information required under subsection (b)(2) shall be included in an application under this subsection.
   b. APPOINTMENT OF COUNSEL WHEN ADDITIONAL STAY REFUSED- If the court refuses to grant an additional stay of proceedings under paragraph (1), the court shall appoint counsel to represent the servicemember in the action or proceeding.
5. COORDINATION WITH SECTION 201- A servicemember who applies for a stay under this section and is unsuccessful may not seek the protections afforded by section 201.
6. INAPPLICABILITY TO SECTION 301- The protections of this section do not apply to section 301.

SECTION 203. FINES AND PENALTIES UNDER CONTRACTS.

1. PROHIBITION OF PENALTIES- When an action for compliance with the terms of a contract is stayed pursuant to this Act, a penalty shall not accrue for failure to comply with the terms of the contract during the period of the stay.
2. REDUCTION OR WAIVER OF FINES OR PENALTIES- If a servicemember fails to perform an obligation arising under a contract and a penalty is incurred arising from that nonperformance, a court may reduce or waive the fine or penalty if—
   a. the servicemember was in military service at the time the fine or penalty was incurred; and

b. the ability of the servicemember to perform the obligation was materially affected by such military service.

SECTION 204. STAY OR VACATION OF EXECUTION OF JUDGMENTS, ATTACHMENTS, AND GARNISHMENTS.

1. COURT ACTION UPON MATERIAL AFFECT DETERMINATION- If a servicemember, in the opinion of the court, is materially affected by reason of military service in complying with a court judgment or order, the court may on its own motion and shall on application by the servicemember—
   a. stay the execution of any judgment or order entered against the servicemember; and
   b. vacate or stay an attachment or garnishment of property, money, or debts in the possession of the servicemember or a third party, whether before or after judgment.
2. APPLICABILITY- This section applies to an action or proceeding commenced in a court against a servicemember before or during the period of the servicemember's military service or within 60 days after such service terminates.

SECTION 205. DURATION AND TERM OF STAYS; CODEFENDANTS NOT IN SERVICE.

1. PERIOD OF STAY- A stay of an action, proceeding, attachment, or execution made pursuant to the provisions of this Act by a court may be ordered for the period of military service and 90 days thereafter, or for any part of that period. The court may set the terms and amounts for such installment payments as is considered reasonable by the court.
2. CODEFENDANTS- If the servicemember is a codefendant with others who are not in military service and who are not entitled to the relief and protections provided under this Act, the plaintiff may proceed against those other defendants with the approval of the court.
3. INAPPLICABILITY OF SECTION- This section does not apply to sections 202 and 701.

SECTION 206. STATUTE OF LIMITATIONS.

1. TOLLING OF STATUTES OF LIMITATION DURING MILITARY SERVICE- The period of a servicemember's military service may not be included in computing any period limited by law, regulation, or order for the bringing of any action or proceeding in a court, or in any board, bureau, commission, department, or other agency of a State (or political subdivision of a State) or the United States by or against the servicemember or the servicemember's heirs, executors, administrators, or assigns.
2. REDEMPTION OF REAL PROPERTY- A period of military service may not be included in computing any period provided by law for the redemption of real property sold or forfeited to enforce an obligation, tax, or assessment.
3. INAPPLICABILITY TO INTERNAL REVENUE LAWS- This section does not apply to any period of limitation prescribed by or under the internal revenue laws of the United States.

SECTION 207. MAXIMUM RATE OF INTEREST ON DEBTS INCURRED BEFORE MILITARY SERVICE.

1. INTEREST RATE LIMITATION-
   a. 6-PERCENT LIMIT- An obligation or liability bearing interest at a rate in excess of 6 percent per year that is incurred by a servicemember, or the servicemember and the servicemember's spouse jointly, before the servicemember enters military service shall not bear interest at a rate in excess of 6 percent per year during the period of military service.
   b. FORGIVENESS OF INTEREST IN EXCESS OF 6 PERCENT- Interest at a rate in excess of 6 percent per year that would otherwise be incurred but for the prohibition in.
   c. PREVENTION OF ACCELERATION OF PRINCIPAL- The amount of any periodic payment due from a servicemember under the terms of the instrument that created an obligation or liability covered by this section shall be reduced by the amount of the interest forgiven under paragraph (2) that is allocable to the period for which such payment is made.
2. IMPLEMENTATION OF LIMITATION-

   a. WRITTEN NOTICE TO CREDITOR- In order for an obligation or liability of a servicemember to be subject to the interest rate limitation in subsection (a), the servicemember shall provide to the creditor written notice and a copy of the military orders calling the servicemember to military service and any orders further extending military service, not later than 180 days after the date of the servicemember's termination or release from military service.
   b. LIMITATION EFFECTIVE AS OF DATE OF ORDER TO ACTIVE DUTY- Upon receipt of written notice and a copy of orders calling a servicemember to military service, the creditor shall treat the debt in accordance with subsection (a), effective as of the date on which the servicemember is called to military service.
3. CREDITOR PROTECTION- A court may grant a creditor relief from the limitations of this section if, in the opinion of the court, the ability of the servicemember to pay interest upon the obligation or liability at a rate in excess of 6 percent per year is not materially affected by reason of the servicemember's military service.
4. INTEREST DEFINED- As used in this section, the term 'interest' means simple interest plus service charges, renewal charges, fees, or any other charges (except bona fide insurance) with respect to an obligation or liability.

TITLE III—RENT, INSTALLMENT CONTRACTS, MORTGAGES, LIENS, ASSIGNMENT, LEASES

SECTION 301. EVICTIONS AND DISTRESS.

1. COURT-ORDERED EVICTION- Except by court order, a landlord (or another person with paramount title) may not—
   a. evict a servicemember, or the dependents of a servicemember, during a period of military service of the servicemember, from premises—
      (1) that are occupied or intended to be occupied primarily as a residence; and
      (2) for which the monthly rent does not exceed $1,700; or
   b. subject such premises to a distress during the period of military service.
2. STAY OF EXECUTION-
   a. COURT AUTHORITY- Upon an application for eviction or distress with respect to premises covered by this section, the court may on its own motion and shall, if a request is made by or on behalf of a servicemember whose ability to pay the agreed rent is materially affected by military service—
      (1) stay the proceedings for a period of 90 days, unless in the opinion of the court, justice and equity require a longer or shorter period of time; or
      (2) adjust the obligation under the lease to preserve the interests of all parties.
   b. RELIEF TO LANDLORD- If a stay is granted under paragraph (1), the court may grant to the landlord (or other person with paramount title) such relief as equity may require.
3. PENALTIES-
   a. MISDEMEANOR- Except as provided in subsection (a), a person who knowingly takes part in an eviction or distress described in subsection (a), or who knowingly attempts to do so, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both.
   b. PRESERVATION OF OTHER REMEDIES AND RIGHTS- The remedies and rights provided under this section are in addition to and do not preclude any remedy for wrongful conversion (or wrongful eviction) otherwise available under the law to the person claiming relief under this section, including any award for consequential and punitive damages.
4. RENT ALLOTMENT FROM PAY OF SERVICEMEMBER- To the extent required by a court order related to property which is the subject of a court action under this section, the Secretary concerned shall make an allotment from the pay of a servicemember to satisfy the terms of such order, except that any such allotment shall be subject to regulations prescribed by the Secretary concerned establishing the maximum amount of pay of servicemembers that may be allotted under this subsection.
5. LIMITATION OF APPLICABILITY- Section 202 is not applicable to this section.

SECTION 302. PROTECTION UNDER INSTALLMENT CONTRACTS FOR PURCHASE OR LEASE.

1. PROTECTION UPON BREACH OF CONTRACT-
   a. PROTECTION AFTER ENTERING MILITARY SERVICE- After a servicemember enters military service, a contract by the servicemember for—
      (1) the purchase of real or personal property; or
      (2) the lease or bailment of such property, may not be rescinded or terminated for a breach of terms of the contract occurring before or during that person's military service, nor may the property be repossessed for such breach without a court order.
   b. APPLICABILITY- This section applies only to a contract for which a deposit or installment has been paid by the servicemember before the servicemember enters military service.
2. PENALTIES-
   a. MISDEMEANOR- A person who knowingly resumes possession of property in violation of subsection (a), or in violation of section 108 of this Act, or who knowingly attempts to do so, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both.
   b. PRESERVATION OF OTHER REMEDIES AND RIGHTS- The remedies and rights provided under this section are in addition to and do not preclude any remedy for wrongful conversion otherwise available under law to the person claiming relief under this section, including any award for consequential and punitive damages.
3. AUTHORITY OF COURT- In a hearing based on this section, the court—
   a. may order repayment to the servicemember of all or part of the prior installments or deposits as a condition of terminating the contract and resuming possession of the property;
   b. may, on its own motion, and shall on application by a servicemember when the servicemember's ability to comply with the contract is materially affected by military service, stay the proceedings for a period of time as, in the opinion of the court, justice and equity require; or
   c. may make other disposition as is equitable to preserve the interests of all parties.

SECTION 303. MORTGAGES AND TRUST DEEDS.

1. MORTGAGE AS SECURITY- This section applies only to an obligation on real or personal property owned by a servicemember that—
   a. originated before the period of the servicemember's military service and for which the servicemember is still obligated; and
   b. is secured by a mortgage, trust deed, or other security in the nature of a mortgage.
2. STAY OF PROCEEDINGS AND ADJUSTMENT OF OBLIGATION- In an action filed during, or within 90 days after, a servicemember's period of military service to enforce an obligation described in subsection (a), the court may after a hearing and on its own motion and shall upon application by a servicemember when the servicemember's ability to comply with the obligation is materially affected by military service—
   a. stay the proceedings for a period of time as justice and equity require, or
   b. adjust the obligation to preserve the interests of all parties.
3. SALE OR FORECLOSURE- A sale, foreclosure, or seizure of property for a breach of an obligation described in subsection (a) shall not be valid if made during, or within 90 days after, the period of the servicemember's military service except—
   a. upon a court order granted before such sale, foreclosure, or seizure with a return made and approved by the court; or
   b. if made pursuant to an agreement as provided in section 108.
4. PENALTIES-
   a. MISDEMEANOR- A person who knowingly makes or causes to be made a sale, foreclosure, or seizure of property that is prohibited by subsection (c), or who knowingly attempts to do so, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both.

b. PRESERVATION OF OTHER REMEDIES- The remedies and rights provided under this section are in addition to and do not preclude any remedy for wrongful conversion otherwise available under law to the person claiming relief under this section, including consequential and punitive damages.

SECTION 304. SETTLEMENT OF STAYED CASES RELATING TO PERSONAL PROPERTY.

1. APPRAISAL OF PROPERTY- When a stay is granted pursuant to this Act in a proceeding to foreclose a mortgage on or to repossess personal property, or to rescind or terminate a contract for the purchase of personal property, the court may appoint three disinterested parties to appraise the property.
2. EQUITY PAYMENT- Based on the appraisal, and if undue hardship to the servicemember's dependents will not result, the court may order that the amount of the servicemember's equity in the property be paid to the servicemember, or the servicemember's dependents, as a condition of foreclosing the mortgage, repossessing the property, or rescinding or terminating the contract.

SECTION 305. TERMINATION OF LEASES BY LESSEES.

1. COVERED LEASES- This section applies to the lease of premises occupied, or intended to be occupied, by a servicemember or a servicemember's dependents for a residential, professional, business, agricultural, or similar purpose if—
   a. the lease is executed by or on behalf of a person who thereafter and during the term of the lease enters military service; or
   b. the servicemember, while in military service, executes a lease and thereafter receives military orders for a permanent change of station or to deploy with a military unit for a period of not less than 90 days.
2. NOTICE TO LESSOR-
   a. DELIVERY OF NOTICE- A lease described in subsection (a) is terminated when written notice is delivered by the lessee to the lessor (or the lessor's grantee) or to the lessor's agent (or the agent's grantee).
   b. TIME FOR NOTICE- The written notice may be delivered at any time after the lessee's entry into military service or the date of the military orders for a permanent change of station or to deploy for a period of not less than 90 days.
   c. NATURE OF NOTICE- Delivery may be accomplished—
      (1) by hand delivery;
      (2) by private business carrier; or
      (3) by placing the written notice in an envelope with sufficient postage and addressed to the lessor (or the lessor's grantee) or to the lessor's agent (or the agent's grantee) and depositing the written notice in the United States mails.
3. EFFECTIVE DATE OF TERMINATION-
   a. LEASE WITH MONTHLY RENT- Termination of a lease providing for monthly payment of rent shall be effective 30 days after the first date on which the next rental payment is due and payable after the date on which the notice is delivered.
   b. OTHER LEASE- All other leases terminate on the last day of the month following the month in which the notice is delivered.
4. ARREARAGES IN RENT- Rents unpaid for the period preceding termination shall be paid on a prorated basis.
5. RENT PAID IN ADVANCE- Rents paid in advance for a period succeeding termination shall be refunded to the lessee by the lessor (or the lessor's assignee or the assignee's agent).
6. RELIEF TO LESSOR- Upon application by the lessor to a court before the termination date provided in the written notice, relief granted by this section to a servicemember may be modified as justice and equity require.
7. PENALTIES-
   a. MISDEMEANOR- Any person who knowingly seizes, holds, or detains the personal effects, security deposit, or other property of a servicemember or a servicemember's dependent who lawfully terminates a lease covered by this section, or who knowingly interferes with the removal of such property from premises covered by such lease, for the purpose of subjecting or attempting to subject any of such property to a claim for rent accruing subsequent to the date of termination of such lease, or attempts to do so, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both.

b. PRESERVATION OF OTHER REMEDIES- The remedy and rights provided under this section are in addition to and do not preclude any remedy for wrongful conversion otherwise available under law to the person claiming relief under this section, including any award for consequential or punitive damages.

SECTION 306. PROTECTION OF LIFE INSURANCE POLICY.

1. ASSIGNMENT OF POLICY PROTECTED- If a life insurance policy on the life of a servicemember is assigned before military service to secure the payment of an obligation, the assignee of the policy (except the insurer in connection with a policy loan) may not exercise, during a period of military service of the servicemember or within one year thereafter, any right or option obtained under the assignment without a court order.
2. EXCEPTION- The prohibition in subsection (a) shall not apply—
   a. if the assignee has the written consent of the insured made during the period described in subsection (a)(1);
   b. when the premiums on the policy are due and unpaid; or
   c. upon the death of the insured.
3. ORDER REFUSED BECAUSE OF MATERIAL AFFECT- A court which receives an application for an order required under subsection (a) may refuse to grant such order if the court determines the ability of the servicemember to comply with the terms of the obligation is materially affected by military service.
4. TREATMENT OF GUARANTEED PREMIUMS- For purposes of this subsection, premiums guaranteed under the provisions of title IV of this Act shall not be considered due and unpaid.
5. PENALTIES-
   a. MISDEMEANOR- A person who knowingly takes an action contrary to this section, or attempts to do so, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both.
   b. PRESERVATION OF OTHER REMEDIES- The remedy and rights provided under this section are in addition to and do not preclude any remedy for wrongful conversion otherwise available under law to the person claiming relief under this section, including any consequential or punitive damages.

SECTION 307. ENFORCEMENT OF STORAGE LIENS.

1. LIENS-
   a. LIMITATION ON FORECLOSURE OR ENFORCEMENT- A person holding a lien on the property or effects of a servicemember may not, during any period of military service of the servicemember and for 90 days thereafter, foreclose or enforce any lien on such property or effects without a court order granted before foreclosure or enforcement.
   b. LIEN DEFINED- For the purposes of paragraph (1), the term ‘lien’ includes a lien for storage, repair, or cleaning of the property or effects of a servicemember or a lien on such property or effects for any other reason.
2. STAY OF PROCEEDINGS- In a proceeding to foreclose or enforce a lien subject to this section, the court may on its own motion, and shall if requested by a servicemember whose ability to comply with the obligation resulting in the proceeding is materially affected by military service—
   a. stay the proceeding for a period of time as justice and equity require; or
   b. adjust the obligation to preserve the interests of all parties.

The provisions of this subsection do not affect the scope of section 303.

3. PENALTIES-
   a. MISDEMEANOR- A person who knowingly takes an action contrary to this section, or attempts to do so, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both.
   b. PRESERVATION OF OTHER REMEDIES- The remedy and rights provided under this section are in addition to and do not preclude any remedy for wrongful conversion otherwise available under law to the person claiming relief under this section, including any consequential or punitive damages.

SECTION 308. EXTENSION OF PROTECTIONS TO DEPENDENTS.

Upon application to a court, a dependent of a servicemember is entitled to the protections of this title if the dependent's ability to comply with a lease, contract, bailment, or other obligation is materially affected by reason of the servicemember's military service.

TITLE IV—INSURANCE

SECTION 401. DEFINITIONS.

For the purposes of this title:

1. POLICY- The term 'policy' means any contract for whole, endowment, universal, or term life insurance, including any benefit in the nature of such insurance arising out of membership in any fraternal or beneficial association which—
   a. provides that the insurer may not—
      (1) decrease the amount of coverage or increase the amount of premiums if the insured is in military service; or
      (2) limit or restrict coverage for any activity required by military service; and
   b. is in force not less than 180 days before the date of the insured's entry into military service and at the time of application under this title.
2. PREMIUM- The term 'premium' means the amount specified in an insurance policy to be paid to keep the policy in force.
3. INSURED- The term 'insured' means a servicemember whose life is insured under a policy.
4. INSURER- The term 'insurer' includes any firm, corporation, partnership, association, or business that is chartered or authorized to provide insurance and issue contracts or policies by the laws of a State or the United States.

SECTION 402. INSURANCE RIGHTS AND PROTECTIONS.

1. RIGHTS AND PROTECTIONS- The rights and protections under this title apply to the insured when the insured, the insured's designee, or the insured's beneficiary applies in writing for protection under this title, unless the Secretary of Veterans Affairs determines that the insured's policy is not entitled to protection under this title.
2. NOTIFICATION AND APPLICATION- The Secretary of Veterans Affairs shall notify the Secretary concerned of the procedures to be used to apply for the protections provided under this title. The applicant shall send the original application to the insurer and a copy to the Secretary of Veterans Affairs.
3. LIMITATION ON AMOUNT- The total amount of life insurance coverage protection provided by this title for a servicemember may not exceed $250,000, or an amount equal to the Servicemember's Group Life Insurance maximum limit, whichever is greater, regardless of the number of policies submitted.

SECTION 403. APPLICATION FOR INSURANCE PROTECTION.

1. APPLICATION PROCEDURE- An application for protection under this title shall—
   a. be in writing and signed by the insured, the insured's designee, or the insured's beneficiary, as the case may be;
   b. identify the policy and the insurer; and
   c. include an acknowledgement that the insured's rights under the policy are subject to and modified by the provisions of this title.
2. ADDITIONAL REQUIREMENTS- The Secretary of Veterans Affairs may require additional information from the applicant, the insured and the insurer to determine if the policy is entitled to protection under this title.
3. NOTICE TO THE SECRETARY BY THE INSURED- Upon receipt of the application of the insured, the insurer shall furnish a report concerning the policy to the Secretary of Veterans Affairs as required by regulations prescribed by the Secretary.
4. POLICY MODIFICATION- Upon application for protection under this title, the insured and the insurer shall have constructively agreed to any policy modification necessary to give this title full force and effect.

SECTION 404. POLICIES ENTITLED TO PROTECTION AND LAPSE OF POLICIES.

1. DETERMINATION- The Secretary of Veterans Affairs shall determine whether a policy is entitled to protection under this title and shall notify the insured and the insurer of that determination.
2. LAPSE PROTECTION- A policy that the Secretary determines is entitled to protection under this title shall not lapse or otherwise terminate or be forfeited for the nonpayment of a premium, or interest or indebtedness on a premium, after the date of the application for protection.
3. TIME APPLICATION- The protection provided by this title applies during the insured's period of military service and for a period of two years thereafter.

SECTION 405. POLICY RESTRICTIONS.

1. DIVIDENDS- While a policy is protected under this title, a dividend or other monetary benefit under a policy may not be paid to an insured or used to purchase dividend additions without the approval of the Secretary of Veterans Affairs. If such approval is not obtained, the dividends or benefits shall be added to the value of the policy to be used as a credit when final settlement is made with the insurer.
2. SPECIFIC RESTRICTIONS- While a policy is protected under this title, cash value, loan value, withdrawal of dividend accumulation, unearned premiums, or other value of similar character may not be available to the insured without the approval of the Secretary. The right of the insured to change a beneficiary designation or select an optional settlement for a beneficiary shall not be affected by the provisions of this title.

SECTION 406. DEDUCTION OF UNPAID PREMIUMS.

1. SETTLEMENT OF PROCEEDS- If a policy matures as a result of a servicemember's death or otherwise during the period of protection of the policy under this title, the insurer in making settlement shall deduct from the insurance proceeds the amount of the unpaid premiums guaranteed under this title, together with interest due at the rate fixed in the policy for policy loans.
2. INTEREST RATE- If the interest rate is not specifically fixed in the policy, the rate shall be the same as for policy loans in other policies issued by the insurer at the time the insured's policy was issued.
3. REPORTING REQUIREMENT- The amount deducted under this section, if any, shall be reported by the insurer to the Secretary of Veterans Affairs.

SECTION 407. PREMIUMS AND INTEREST GUARANTEED BY UNITED STATES.

1. GUARANTEE OF PREMIUMS AND INTEREST BY THE UNITED STATES-
   a. GUARANTEE- Payment of premiums, and interest on premiums at the rate specified in section 406, which become due on a policy under the protection of this title is guaranteed by the United States. If the amount guaranteed is not paid to the insurer before the period of insurance protection under this title expires, the amount due shall be treated by the insurer as a policy loan on the policy.
   b. POLICY TERMINATION- If, at the expiration of insurance protection under this title, the cash surrender value of a policy is less than the amount due to pay premiums and interest on premiums on the policy, the policy shall terminate. Upon such termination, the United States shall pay the insurer the difference between the amount due and the cash surrender value.
2. RECOVERY FROM INSURED OF AMOUNTS PAID BY THE UNITED STATES-
   a. DEBT PAYABLE TO THE UNITED STATES- The amount paid by the United States to an insurer under this title shall be a debt payable to the United States by the insured on whose policy payment was made.
   b. COLLECTION- Such amount may be collected by the United States, either as an offset from any amount due the insured by the United States or as otherwise authorized by law.
   c. DEBT NOT DISCHARGEABLE IN BANKRUPTCY- Such debt payable to the United States is not dischargeable in bankruptcy proceedings.
3. CREDITING OF AMOUNTS RECOVERED- Any amounts received by the United States as repayment of debts incurred by an insured under this title shall be credited to the appropriation for the payment of claims under this title.

SECTION 408. REGULATIONS.

The Secretary of Veterans Affairs shall prescribe regulations for the implementation of this title.

SECTION 409. REVIEW OF FINDINGS OF FACT AND CONCLUSIONS OF LAW.

The findings of fact and conclusions of law made by the Secretary of Veterans Affairs in administering this title may be reviewed by the Board of Veterans' Appeals and the United States Court of Appeals for Veterans Claims.

TITLE V—TAXES AND PUBLIC LANDS

SECTION 501. TAXES RESPECTING PERSONAL PROPERTY, MONEY, CREDITS, AND REAL PROPERTY.

1. APPLICATION- This section applies in any case in which a tax or assessment, whether general or special (other than a tax on personal income), falls due and remains unpaid before or during a period of military service with respect to a servicemember's—
   a. personal property; or
   b. real property occupied for dwelling, professional, business, or agricultural purposes by a servicemember or the servicemember's dependents or employees—
      (1) before the servicemember's entry into military service; and
      (2) during the time the tax or assessment remains unpaid.
2. SALE OF PROPERTY-
   a. LIMITATION ON SALE OF PROPERTY TO ENFORCE TAX ASSESSMENT- Property described in subsection (a) may not be sold to enforce the collection of such tax or assessment except by court order and upon the determination by the court that military service does not materially affect the servicemember's ability to pay the unpaid tax or assessment.
   b. STAY OF COURT PROCEEDINGS- A court may stay a proceeding to enforce the collection of such tax or assessment, or sale of such property, during a period of military service of the servicemember and for a period not more than 180 days after the termination of, or release of the servicemember from, military service.
3. REDEMPTION- When property described in subsection (a) is sold or forfeited to enforce the collection of a tax or assessment, a servicemember shall have the right to redeem or commence an action to redeem the servicemember's property during the period of military service or within 180 days after termination of or release from military service. This subsection may not be construed to shorten any period provided by the law of a State (including any political subdivision of a State) for redemption.
4. INTEREST ON TAX OR ASSESSMENT- Whenever a servicemember does not pay a tax or assessment on property described in subsection (a) when due, the amount of the tax or assessment due and unpaid shall bear interest until paid at the rate of 6 percent per year. An additional penalty or interest shall not be incurred by reason of nonpayment. A lien for such unpaid tax or assessment may include interest under this subsection.
5. JOINT OWNERSHIP APPLICATION- This section applies to all forms of property described in subsection (a) owned individually by a servicemember or jointly by a servicemember and a dependent or dependents.

SECTION 502. RIGHTS IN PUBLIC LANDS.

1. RIGHTS NOT FORFEITED- The rights of a servicemember to lands owned or controlled by the United States, and initiated or acquired by the servicemember under the laws of the United States (including the mining and mineral leasing laws) before military service, shall not be forfeited or prejudiced as a result of being absent from the land, or by failing to begin or complete any work or improvements to the land, during the period of military service.
2. TEMPORARY SUSPENSION OF PERMITS OR LICENSES- If a permittee or licensee under the Act of June 28, 1934 (43 U.S.C. 315 et seq.), enters military service, the permittee or licensee may suspend the permit or license for the period of military service and for 180 days after termination of or release from military service.
3. REGULATIONS- Regulations prescribed by the Secretary of the Interior shall provide for such suspension of permits and licenses and for the remission, reduction, or refund of grazing fees during the period of such suspension.

SECTION 503. DESERT-LAND ENTRIES.

1. DESERT-LAND RIGHTS NOT FORFEITED- A desert-land entry made or held under the desert-land laws before the entrance of the entryman or the entryman's successor in interest into military service shall not be subject to contest or cancellation—
   a. for failure to expend any required amount per acre per year in improvements upon the claim;
   b. for failure to effect the reclamation of the claim during the period the entryman or the entryman's successor in interest is in the military service, or for 180 days after termination of or release from military service; or
   c. during any period of hospitalization or rehabilitation due to an injury or disability incurred in the line of duty.

The time within which the entryman or claimant is required to make such expenditures and effect reclamation of the land shall be exclusive of the time periods described in paragraphs (2) and (3).

2. SERVICE-RELATED DISABILITY- If an entryman or claimant is honorably discharged and is unable to accomplish reclamation of, and payment for, desert land due to a disability incurred in the line of duty, the entryman or claimant may make proof without further reclamation or payments, under regulations prescribed by the Secretary of the Interior, and receive a patent for the land entered or claimed.
3. FILING REQUIREMENT- In order to obtain the protection of this section, the entryman or claimant shall, within 180 days after entry into military service, cause to be filed in the land office of the district where the claim is situated a notice communicating the fact of military service and the desire to hold the claim under this section.

SECTION 504. MINING CLAIMS.

1. REQUIREMENTS SUSPENDED- The provisions of section 2324 of the Revised Statutes of the United States (30 U.S.C. 28) specified in subsection (b) shall not apply to a servicemember's claims or interests in claims, regularly located and recorded, during a period of military service and 180 days thereafter, or during any period of hospitalization or rehabilitation due to injuries or disabilities incurred in the line of duty.
2. REQUIREMENTS- The provisions in section 2324 of the Revised Statutes that shall not apply under subsection (a) are those which require that on each mining claim located after May 10, 1872, and until a patent has been issued for such claim, not less than $100 worth of labor shall be performed or improvements made during each year.
3. PERIOD OF PROTECTION FROM FORFEITURE- A mining claim or an interest in a claim owned by a servicemember that has been regularly located and recorded shall not be subject to forfeiture for nonperformance of annual assessments during the period of military service and for 180 days thereafter, or for any period of hospitalization or rehabilitation described in subsection (a).
4. FILING REQUIREMENT- In order to obtain the protections of this section, the claimant of a mining location shall, before the end of the assessment year in which military service is begun or within 60 days after the end of such assessment year, cause to be filed in the office where the location notice or certificate is recorded a notice communicating the fact of military service and the desire to hold the mining claim under this section.

SECTION 505. MINERAL PERMITS AND LEASES.

1. SUSPENSION DURING MILITARY SERVICE- A person holding a permit or lease on the public domain under the Federal mineral leasing laws who enters military service may suspend all operations under the permit or lease for the duration of military service and for 180 days thereafter. The term of the permit or lease shall not run during the period of suspension, nor shall any rental or royalties be charged against the permit or lease during the period of suspension.
2. NOTIFICATION- In order to obtain the protection of this section, the permittee or lessee shall, within 180 days after entry into military service, notify the Secretary of the Interior by registered mail of the fact that military service has begun and of the desire to hold the claim under this section.
3. CONTRACT MODIFICATION- This section shall not be construed to supersede the terms of any contract for operation of a permit or lease.

SECTION 506. PERFECTION OR DEFENSE OF RIGHTS.

1. RIGHT TO TAKE ACTION NOT AFFECTED- This title shall not affect the right of a servicemember to take action during a period of military service that is authorized by law or regulations of the Department of the Interior, for the perfection, defense, or further assertion of rights initiated or acquired before entering military service.
2. AFFIDAVITS AND PROOFS-
   a. IN GENERAL- A servicemember during a period of military service may make any affidavit or submit any proof required by law, practice, or regulation of the Department of the Interior in connection with the entry, perfection, defense, or further assertion of rights initiated or acquired before entering military service before an officer authorized to provide notary services under section 1044a of title 10, United States Code, or any superior commissioned officer.
   b. LEGAL STATUS OF AFFIDAVITS- Such affidavits shall be binding in law and subject to the same penalties as prescribed by section 1001 of title 18, United State Code.

SECTION 507. DISTRIBUTION OF INFORMATION CONCERNING BENEFITS OF TITLE.

1. DISTRIBUTION OF INFORMATION BY SECRETARY CONCERNED- The Secretary concerned shall issue to servicemembers information explaining the provisions of this title.
2. APPLICATION FORMS- The Secretary concerned shall provide application forms to servicemembers requesting relief under this title.
3. INFORMATION FROM SECRETARY OF THE INTERIOR- The Secretary of the Interior shall furnish to the Secretary concerned information explaining the provisions of this title (other than sections 501, 510, and 511) and related application forms.

SECTION 508. LAND RIGHTS OF SERVICEMEMBERS.

1. NO AGE LIMITATIONS- Any servicemember under the age of 21 in military service shall be entitled to the same rights under the laws relating to lands owned or controlled by the United States, including mining and mineral leasing laws, as those servicemembers who are 21 years of age.
2. RESIDENCY REQUIREMENT- Any requirement related to the establishment of a residence within a limited time shall be suspended as to entry by a servicemember in military service until 180 days after termination of or release from military service.
3. ENTRY APPLICATIONS- Applications for entry may be verified before a person authorized to administer oaths under section 1044a of title 10, United States Code, or under the laws of the State where the land is situated.

SECTION 509. REGULATIONS.

The Secretary of the Interior may issue regulations necessary to carry out this title (other than sections 501, 510, and 511).

SECTION 510. INCOME TAXES.

1. DEFERRAL OF TAX- Upon notice to the Internal Revenue Service or the tax authority of a State or a political subdivision of a State, the collection of income tax on the income of a servicemember falling due before or during military service shall be deferred for a period not more than 180 days after termination of or release from military service, if a servicemember's ability to pay such income tax is materially affected by military service.
2. ACCRUAL OF INTEREST OR PENALTY- No interest or penalty shall accrue for the period of deferment by reason of nonpayment on any amount of tax deferred under this section.
3. STATUTE OF LIMITATIONS- The running of a statute of limitations against the collection of tax deferred under this section, by seizure or otherwise, shall be suspended for the period of military service of the servicemember and for an additional period of 270 days thereafter.
4. APPLICATION LIMITATION- This section shall not apply to the tax imposed on employees by section 3101 of the Internal Revenue Code of 1986.

SECTION 511. RESIDENCE FOR TAX PURPOSES.

1. RESIDENCE OR DOMICILE- A servicemember shall neither lose nor acquire a residence or domicile for purposes of taxation with respect to the person, personal property, or income of the servicemember by reason of being absent or present in any tax jurisdiction of the United States solely in compliance with military orders.
2. MILITARY SERVICE COMPENSATION- Compensation of a servicemember for military service shall not be deemed to be income for services performed or from sources within a tax jurisdiction of the United States if the servicemember is not a resident or domiciliary of the jurisdiction in which the servicemember is serving in compliance with military orders.
3. PERSONAL PROPERTY-
   a. RELIEF FROM PERSONAL PROPERTY TAXES- The personal property of a servicemember shall not be deemed to be located or present in, or to have a situs for taxation in, the tax jurisdiction in which the servicemember is serving in compliance with military orders.
   b. EXCEPTION FOR PROPERTY WITHIN MEMBER'S DOMICILE OR RESIDENCE- This subsection applies to personal property or its use within any tax jurisdiction other than the servicemember's domicile or residence.
   c. EXCEPTION FOR PROPERTY USED IN TRADE OR BUSINESS- This section does not prevent taxation by a tax jurisdiction with respect to personal property used in or arising from a trade or business, if it has jurisdiction.
   d. RELATIONSHIP TO LAW OF STATE OF DOMICILE- Eligibility for relief from personal property taxes under this subsection is not contingent on whether or not such taxes are paid to the State of domicile.
4. INCREASE OF TAX LIABILITY- A tax jurisdiction may not use the military compensation of a nonresident servicemember to increase the tax liability imposed on other income earned by the nonresident servicemember or spouse subject to tax by the jurisdiction.
5. FEDERAL INDIAN RESERVATIONS- An Indian servicemember whose legal residence or domicile is a Federal Indian reservation shall be taxed by the laws applicable to Federal Indian reservations and not the State where the reservation is located.
6. DEFINITIONS- For purposes of this section:
   a. PERSONAL PROPERTY- The term 'personal property' means intangible and tangible property (including motor vehicles).
   b. TAXATION- The term 'taxation' includes licenses, fees, or excises imposed with respect to motor vehicles and their use, if the license, fee, or excise is paid by the servicemember in the servicemember's State of domicile or residence.
   c. TAX JURISDICTION- The term 'tax jurisdiction' means a State or a political subdivision of a State.

TITLE VI—ADMINISTRATIVE REMEDIES

SECTION 601. INAPPROPRIATE USE OF ACT.

If a court determines, in any proceeding to enforce a civil right, that any interest, property, or contract has been transferred or acquired with the intent to delay the just enforcement of such right by taking advantage of this Act, the court shall enter such judgment or make such order as might lawfully be entered or made concerning such transfer or acquisition.

SECTION 602. CERTIFICATES OF SERVICE; PERSONS REPORTED MISSING.

1. PRIMA FACIE EVIDENCE- In any proceeding under this Act, a certificate signed by the Secretary concerned is prima facie evidence as to any of the following facts stated in the certificate:
   a. That a person named is, is not, has been, or has not been in military service.
   b. The time and the place the person entered military service.
   c. The person's residence at the time the person entered military service.
   d. The rank, branch, and unit of military service of the person upon entry.
   e. The inclusive dates of the person's military service.
   f. The monthly pay received by the person at the date of the certificate's issuance.

g. The time and place of the person's termination of or release from military service, or the person's death during military service.

2. CERTIFICATES- The Secretary concerned shall furnish a certificate under subsection (a) upon receipt of an application for such a certificate. A certificate appearing to be signed by the Secretary concerned is prima facie evidence of its contents and of the signer's authority to issue it.
3. TREATMENT OF SERVICEMEMBERS IN MISSING STATUS- A servicemember who has been reported missing is presumed to continue in service until accounted for. A requirement under this Act that begins or ends with the death of a servicemember does not begin or end until the servicemember's death is reported to, or determined by, the Secretary concerned or by a court of competent jurisdiction.

SECTION 603. INTERLOCUTORY ORDERS.

An interlocutory order issued by a court under this Act may be revoked, modified, or extended by that court upon its own motion or otherwise, upon notification to affected parties as required by the court.

TITLE VII—FURTHER RELIEF

SECTION 701. ANTICIPATORY RELIEF.

1. APPLICATION FOR RELIEF- A servicemember may, during military service or within 180 days of termination of or release from military service, apply to a court for relief—
   a. from any obligation or liability incurred by the servicemember before the servicemember's military service; or
   b. from a tax or assessment falling due before or during the servicemember's military service.
2. TAX LIABILITY OR ASSESSMENT- In a case covered by subsection (a), the court may, if the ability of the servicemember to comply with the terms of such obligation or liability or pay such tax or assessment has been materially affected by reason of military service, after appropriate notice and hearing, grant the following relief:
   a. STAY OF ENFORCEMENT OF REAL ESTATE CONTRACTS-
      (1) In the case of an obligation payable in installments under a contract for the purchase of real estate, or secured by a mortgage or other instrument in the nature of a mortgage upon real estate, the court may grant a stay of the enforcement of the obligation—
         (a) during the servicemember's period of military service; and
         (b) from the date of termination of or release from military service, or from the date of application if made after termination of or release from military service.
      (2) Any stay under this paragraph shall be—
         (a) for a period equal to the remaining life of the installment contract or other instrument, plus a period of time equal to the period of military service of the servicemember, or any part of such combined period; and
         (b) subject to payment of the balance of the principal and accumulated interest due and unpaid at the date of termination or release from the applicant's military service or from the date of application in equal installments during the combined period at the rate of interest on the unpaid balance prescribed in the contract or other instrument evidencing the obligation, and subject to other terms as may be equitable.
   b. STAY OF ENFORCEMENT OF OTHER CONTRACTS-
      (1) In the case of any other obligation, liability, tax, or assessment, the court may grant a stay of enforcement—
         (a) during the servicemember's military service; and
         (b) from the date of termination of or release from military service, or from the date of application if made after termination or release from military service.
      (2) Any stay under this paragraph shall be—
         (a) for a period of time equal to the period of the servicemember's military service or any part of such period; and
         (b) subject to payment of the balance of principal and accumulated interest due and unpaid at the date of termination or release from military service, or the date of application, in equal periodic

installments during this extended period at the rate of interest as may be prescribed for this obligation, liability, tax, or assessment, if paid when due, and subject to other terms as may be equitable.

3. AFFECT OF STAY ON FINE OR PENALTY- When a court grants a stay under this section, a fine or penalty shall not accrue on the obligation, liability, tax, or assessment for the period of compliance with the terms and conditions of the stay.

SECTION 702. POWER OF ATTORNEY.

1. AUTOMATIC EXTENSION- A power of attorney of a servicemember shall be automatically extended for the period the servicemember is in a missing status (as defined in section 551(2) of title 37, United States Code) if the power of attorney—
   a. was duly executed by the servicemember—
      (1) while in military service; or
      (2) before entry into military service but after the servicemember—
         (a) received a call or order to report for military service; or
         (b) was notified by an official of the Department of Defense that the person could receive a call or order to report for military service;
   b. designates the servicemember's spouse, parent, or other named relative as the servicemember's attorney in fact for certain, specified, or all purposes; and
   c. expires by its terms after the servicemember entered a missing status.
2. LIMITATION ON POWER OF ATTORNEY EXTENSION- A power of attorney executed by a servicemember may not be extended under subsection (a) if the document by its terms clearly indicates that the power granted expires on the date specified even though the servicemember, after the date of execution of the document, enters a missing status.

SECTION 703. PROFESSIONAL LIABILITY PROTECTION.

1. APPLICABILITY- This section applies to a servicemember who—
   a. after July 31, 1990, is ordered to active duty (other than for training) pursuant to sections 688, 12301(a), 12301(g), 12302, 12304, 12306, or 12307 of title 10, United States Code, or who is ordered to active duty under section 12301(d) of such title during a period when members are on active duty pursuant to any of the preceding sections; and
   b. immediately before receiving the order to active duty—
      (1) was engaged in the furnishing of health-care or legal services or other services determined by the Secretary of Defense to be professional services; and
      (2) had in effect a professional liability insurance policy that does not continue to cover claims filed with respect to the servicemember during the period of the servicemember's active duty unless the premiums are paid for such coverage for such period.
2. SUSPENSION OF COVERAGE-
   a. SUSPENSION- Coverage of a servicemember referred to in subsection (a) by a professional liability insurance policy shall be suspended by the insurance carrier in accordance with this subsection upon receipt of a written request from the servicemember, or the servicemember's legal representative, by the insurance carrier.
   b. PREMIUMS FOR SUSPENDED CONTRACTS- A professional liability insurance carrier—
      (1) may not require that premiums be paid by or on behalf of a servicemember for any professional liability insurance coverage suspended pursuant to paragraph (1); and
      (2) shall refund any amount paid for coverage for the period of such suspension or, upon the election of such servicemember, apply such amount for the payment of any premium becoming due upon the reinstatement of such coverage.
   c. NONLIABILITY OF CARRIER DURING SUSPENSION- A professional liability insurance carrier shall not be liable with respect to any claim that is based on professional conduct (including any failure to take any action in a professional capacity) of a servicemember that occurs during a period of suspension of that servicemember's professional liability insurance under this subsection.

d. CERTAIN CLAIMS CONSIDERED TO ARISE BEFORE SUSPENSION- For the purposes of paragraph (3), a claim based upon the failure of a professional to make adequate provision for a patient, client, or other person to receive professional services or other assistance during the period of the professional's active duty service shall be considered to be based on an action or failure to take action before the beginning of the period of the suspension of professional liability insurance under this subsection, except in a case in which professional services were provided after the date of the beginning of such period.

3. REINSTATEMENT OF COVERAGE-
   a. REINSTATEMENT REQUIRED- Professional liability insurance coverage suspended in the case of any servicemember pursuant to subsection (b) shall be reinstated by the insurance carrier on the date on which that servicemember transmits to the insurance carrier a written request for reinstatement.
   b. TIME AND PREMIUM FOR REINSTATEMENT- The request of a servicemember for reinstatement shall be effective only if the servicemember transmits the request to the insurance carrier within 30 days after the date on which the servicemember is released from active duty. The insurance carrier shall notify the servicemember of the due date for payment of the premium of such insurance. Such premium shall be paid by the servicemember within 30 days after receipt of that notice.
   c. PERIOD OF REINSTATED COVERAGE- The period for which professional liability insurance coverage shall be reinstated for a servicemember under this subsection may not be less than the balance of the period for which coverage would have continued under the insurance policy if the coverage had not been suspended.
4. INCREASE IN PREMIUM-
   a. LIMITATION ON PREMIUM INCREASES- An insurance carrier may not increase the amount of the premium charged for professional liability insurance coverage of any servicemember for the minimum period of the reinstatement of such coverage required under subsection (c)(3) to an amount greater than the amount chargeable for such coverage for such period before the suspension.
   b. EXCEPTION- Paragraph (1) does not prevent an increase in premium to the extent of any general increase in the premiums charged by that carrier for the same professional liability coverage for persons similarly covered by such insurance during the period of the suspension.
5. CONTINUATION OF COVERAGE OF UNAFFECTED PERSONS- This section does not—
   a. require a suspension of professional liability insurance protection for any person who is not a person referred to in subsection (a) and who is covered by the same professional liability insurance as a person referred to in such subsection; or
   b. relieve any person of the obligation to pay premiums for the coverage not required to be suspended.
6. STAY OF CIVIL OR ADMINISTRATIVE ACTIONS-
   a. STAY OF ACTIONS- A civil or administrative action for damages on the basis of the alleged professional negligence or other professional liability of a servicemember whose professional liability insurance coverage has been suspended under subsection (b) shall be stayed until the end of the period of the suspension if—
      (1) the action was commenced during the period of the suspension;
      (2) the action is based on an act or omission that occurred before the date on which the suspension became effective; and
      (3) the suspended professional liability insurance would, except for the suspension, on its face cover the alleged professional negligence or other professional liability negligence or other professional liability of the servicemember.
   b. DATE OF COMMENCEMENT OF ACTION- Whenever a civil or administrative action for damages is stayed under paragraph (1) in the case of any servicemember, the action shall have been deemed to have been filed on the date on which the professional liability insurance coverage of the servicemember is reinstated under subsection (c).
7. EFFECT OF SUSPENSION UPON LIMITATIONS PERIOD- In the case of a civil or administrative action for which a stay could have been granted under subsection (f) by reason of the suspension of professional liability insurance coverage of the defendant under this section, the period of the suspension of the coverage shall be excluded from the computation of any statutory period of limitation on the commencement of such action.
8. DEATH DURING PERIOD OF SUSPENSION- If a servicemember whose professional liability insurance coverage is suspended under subsection (b) dies during the period of the suspension—

   a. the requirement for the grant or continuance of a stay in any civil or administrative action against such servicemember under subsection (f)(1) shall terminate on the date of the death of such servicemember; and
   b. the carrier of the professional liability insurance so suspended shall be liable for any claim for damages for professional negligence or other professional liability of the deceased servicemember in the same manner and to the same extent as such carrier would be liable if the servicemember had died while covered by such insurance but before the claim was filed.
9. DEFINITIONS- For purposes of this section:
   a. The term 'active duty' has the meaning given that term in section 101(d)(1) of title 10, United States Code.
   b. The term 'profession' includes occupation.
   c. The term 'professional' includes occupational.

SECTION 704. HEALTH INSURANCE REINSTATEMENT.

1. REINSTATEMENT OF HEALTH INSURANCE- A servicemember who, by reason of military service as defined in section 703(a)(1), is entitled to the rights and protections of this Act shall also be entitled upon termination or release from such service to reinstatement of any health insurance that—
   a. was in effect on the day before such service commenced; and
   b. was terminated effective on a date during the period of such service.
2. NO EXCLUSION OR WAITING PERIOD- The reinstatement of health care insurance coverage for the health or physical condition of a servicemember described in subsection (a), or any other person who is covered by the insurance by reason of the coverage of the servicemember, shall not be subject to an exclusion or a waiting period, if—
   a. the condition arose before or during the period of such service;
   b. an exclusion or a waiting period would not have been imposed for the condition during the period of coverage; and
   c. if the condition relates to the servicemember, the condition has not been determined by the Secretary of Veterans Affairs to be a disability incurred or aggravated in the line of duty (within the meaning of section 105 of title 38, United States Code).
3. EXCEPTIONS- Subsection (a) does not apply to a servicemember entitled to participate in employer-offered insurance benefits pursuant to the provisions of chapter 43 of title 38, United States Code.
4. TIME FOR APPLYING FOR REINSTATEMENT- An application under this section must be filed not later than 120 days after the date of the termination of or release from military service.

SECTION 705. GUARANTEE OF RESIDENCY FOR MILITARY PERSONNEL.

For the purposes of voting for any Federal office (as defined in section 301 of the Federal Election Campaign Act of 1971 (2 U.S.C. 431)) or a State or local office, a person who is absent from a State in compliance with military or naval orders shall not, solely by reason of that absence—

1. be deemed to have lost a residence or domicile in that State, without regard to whether or not the person intends to return to that State;
2. be deemed to have acquired a residence or domicile in any other State; or
3. be deemed to have become a resident in or a resident of any other State.

SECTION 2. CONFORMING AMENDMENTS.

1. MILITARY SELECTIVE SERVICE ACT- Section 14 of the Military Selective Service Act (50 U.S.C. App. 464) is repealed.
2. TITLE 5, UNITED STATES CODE-
   a. Section 5520a(k)(2)(A) of title 5, United States Code, is amended by striking 'Soldiers' and Sailors' Civil Relief Act of 1940' and inserting 'Servicemembers Civil Relief Act'; and
   b. Section 5569(e) of title 5, United States Code, is amended—
      (1) in paragraph (1), by striking 'provided by the Soldiers' and Sailors' Civil Relief Act of 1940' and all that follows through 'of such Act' and inserting 'provided by the Servicemembers Civil Relief Act,

including the benefits provided by section 702 of such Act but excluding the benefits provided by sections 104 and 106, title IV, and title V (other than sections 501 and 510) of such Act'; and

(2) in paragraph (2), by striking 'person in the military service' and inserting 'servicemember'.

3. TITLE 10, UNITED STATES CODE- Section 1408(b)(1)(D) of title 10, United States Code, is amended by striking 'Soldiers' and Sailors' Civil Relief Act of 1940' and inserting Servicemembers Civil Relief Act'.
4. INTERNAL REVENUE CODE- Section 7654(d)(1) of the Internal Revenue Code of 1986 is amended by striking 'Soldiers' and Sailors' Civil Relief Act' and inserting 'Servicemembers Civil Relief Act'.
5. PUBLIC LAW 91-621- Section 3(a)(3) of Public Law 91-621 (33 U.S.C. 857-3(a)(3)) is amended by striking 'Soldiers' and Sailors' Civil Relief Act of 1940, as amended' and inserting Servicemembers Civil Relief Act'.
6. PUBLIC HEALTH SERVICE ACT- Section 212(e) of the Public Health Service Act (42 U.S.C. 213(e)) is amended by striking 'Soldiers' and Sailors' Civil Relief Act of 1940' and inserting 'Servicemembers Civil Relief Act'.
7. ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965- Section 8001 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7701) is amended by striking section 514 of the Soldiers' and Sailors' Civil Relief Act of 1940 (50 U.S.C. App. 574)' in the matter preceding paragraph (1) and inserting 'section 511 of the Servicemembers Civil Relief Act'.

SECTION 3. EFFECTIVE DATE.

The amendment made by section 1 shall apply to any case decided after the date of the enactment of this Act. Signed 22 December 2003.

END

Appendix D
Smart Cards

Introduction

This appendix contains Smart Cards which were developed during Operation Iraqi Freedom. These Smart Cards are distributed to personnel to help them deal with specific operating requirements in this AOR.

In this Appendix

This appendix contains the following information:

Topic	See Page
Smart Cards	D-3

CJTF-7 OIF Smart Card 1

This card has been compiled by The CJTF-7 CALL Representative.
Proponent for this card is CJTF-7 /C3 Training Cell – CALL LNO
Camp Victory,Baghdad Iraq, APO AE 09342

Version 1.B
20 Dec 2003

SPOT / SALUTE REPORT

SIZE: What is the size of the element.

ACTIVITY: What are they doing

LOCATION: Grid coordinate of element

UNIT/UNIFORM: What unit is it, or describe the element involved.

TIME: Date/Time Group of observation

EQUIPMENT: What equipment do they possess.

PROVIDE ANY OTHER INFORMATION THAT MAY BE BENEFICIAL FOR THE DEVELOPMENT OF THE SITUATION.

Request for Fires

1. IDENTIFICATION
2. WARNING ORDER
3. TARGET LOCATION
4. TARGET DESCRIPTION
5. METHOD OF ENGAGEMENT
6. METHOD OF CONTROL

9-Line MEDEVAC Request

Line 1: 6-digit UTM grid location of pickup site.

Line 2: Radio frequency, call sign and suffix of requesting personnel, encrypt the frequency.

Line 3: Number of patients by precedence: Urgent, Priority, and Routine. Urgent=loss of life or limb within 2 hours. Priority=loss of life or limb within 4 hours. Routine=evacuate within 24 hours.

Line 4: Special equipment required. As applicable, express either none, hoist, stokes litter, jungle penetrator. (stokes litter = litter basket)

Line 5: Number of patients by type (Litter, Ambulatory).

Line 6: Security of pick-up site (No enemy or artillery in the area, Possibly enemy troops or artillery in the area (Approach with caution)).

Line 7: Method of marking pick-up site (branches/wood/stones, panels/signal lamp/flashlight, pyrotechnic signal, vehicle lights, smoke, open flame, signal person, fabric strips).

Line 8: Patient nationality and status (US military, US civilian, non-US military, non-US civilian, EPW).

Line 9: NBC contamination (nuclear, biological, and chemical).

1

UXOs and IED – Currently the greatest threat to Coalition Forces.

UXO or Unexploded Ordnance – are munitions that have been fired, thrown or failed to detonate. And should be treated with care as they are still live and in a very volatile state. UNDER NO CIRCUMSTANCES should untrained solders attempt to demine, defuse, or neutralize UXOs unless absolutely necessary. CALL EOD using the IED/UXO Report.

This could be your hand if you try to neutralize UXOs or IEDs. The enemy has established collapsing circuits and booby traps to catch you when you try defusing. **Leave it to the experts.**

REMEMBER THE 4 C's – CLEAR, CORDON, CONTROL, and CALL EOD.

IED / UXO Battle Drill

Step 1. Clear Leave the immediate area; detonation may be imminent, secondary devices may be present.

Step 2. Cordon Establish a perimeter (300m small device/ 1000m up to van-size / 2000m water truck or semi)

Step 3. Control Maintain visual (Binoculars/scopes) observation to ensure no one tampers with the device; maintain security.

Step 4. Call EOD Immediately contact your supporting EOD to respond (9-line IED/UXO Spot Report).

Notes: Drivers that can't stop quickly enough, <100 meters from device should speed up and move through the danger zone as quickly as possible.
Drivers that can stop quick enough, >100 meters, should immediately back away (300 meters)

We expect to modify how to react to the enemy's use of IEDs and UXOs as they modify how they employ the devices or better ways to counter the emerging threats. We request you keep us informed of techniques that best help deter and defeat the increased use of IEDs/UXO by the enemy.

IED / UXO Report

Line 1. Date-Time Group (DTG): DTG item was discovered.
Line 2. Reporting Activity (unit identification code [UIC]) and location (grid of UXO).
Line 3. Contact Method: Radio frequency, call sign, point of contact (POC), and telephone number.
Line 4. Type of Ordnance: Dropped, projected, placed, or thrown. If known, give the size of the hazard area and number of items. Without touching, disturbing, or approaching (tripwire) the item, include details about size, shape, color and condition (intact or leaking).
Line 5. NBC Contamination: If present, be as specific as possible.
Line 6. Resources Threatened: Report any threatened equipment, facilities, or other assets.
Line 7. Impact on Mission: Provide a short description of your current tactical situation and how the presence of the UXO affects your status.
Line 8. Protective Measures: Describe any measures taken to protect personnel and equipment.
Line 9. Recommended Priority: Recommend a priority for response by EOD technicians or engineers.

Priority	Basis
Immediate	Stops unit's maneuver and mission capability or threatens critical assets vital to the mission.
Indirect	Slows the unit's maneuver and mission capability or threatens critical assets important to the mission.
Minor	Reduces the unit's maneuver and mission capability or threatens non-critical assets of value.
No Threat	Has little or no effect on the units' capabilities or assets.

2

Attack Helo, Air-Ground Interdiction Checklist

Supported Unit Attack Brief (9-Line)

1. Unit Identification.	
2. Target Description	
3. Target Location. (Grid / Description)	
4. Type of Mark (Include Laser Code)	
5. Location of Friendly Forces and Unit Markings.	
6. Proposed ABF or BP (Include Direction of Attack)	
7. Fire Support (Include Control of Fires, Clearance of Fires, etc.	
8. Threat SITREP (ADA)	
9. Supported Unit Attack Helicopter Control Measures / Anti-Fratricide Measures	

This brief, by the supported ground commander while the aircraft are enroute from the aviation assembly area, provides the attack helicopter unit the essential elements of information, when not provided during the initial CAC. This brief can be used as an update when the information has changed since the CAC.

Attack Check-In (7-Line)

1. Unit or Formation Callsign	
2. Number and Type Aircraft	
3. Ordnance Onboard / Laser Code	
4. Current Location	
5. Time on Station	
6. Task and Purpose	
7. ABF / BP	

Upon entering the supported ground force's battlespace, the air mission commander establishes contact at the pre-coordinated location and provides the supported commander with these seven lines.

3

BASIC HEAT INJURY PREVENTION

1. Consider water a tactical weapon. Drink frequently.
2. Eat Meals. Add salt to taste.
3. Be aware that dark yellow colored, infrequent urination is a sign of dehydration. Increase water intake, even if you do not feel thirsty.
4. Perform heavy work in the cooler hours of the day, such as early morning or late evening, if possible.
5. Minimize heat stress by decreasing work pace and/or increasing rest periods. Modify clothing if appropriate.
6. Be aware that full heat acclimatization takes 1-2 weeks.
7. Consider that soldiers undergoing treatment for acute or chronic medical conditions may be a greater risk for heat injury.

Heat Cramps

Symptoms Muscle cramps of arms, legs and/or stomach. Heavy sweating (wet skin) and extreme thirst may occur.

First Aid

Move soldier to a shady area and loosen clothing.

Have soldier drink at least 1 canteen of water mixed with a packet of salt (1/4 tsp) or sports drink.

Watch the soldier. Continue to give water if the soldier accepts it.

Get medical help if cramps continue

Heat Exhaustion

Symptoms Heavy sweating with pale, moist, cool or hot skin; weakness, dizziness, and/or fatigue. Heat cramp, nausea (w or w/o vomiting/diarrhea), tunnel vision, chills (gooseflesh), rapid breathing, confusion, and tingling of the hands and/or feet may occur.

First Aid

Move soldier to a shady area and loosen clothing.

Pour water on the soldier and fan to permit cooling effect.

Have the soldier slowly drink at least one full canteen of water.

Elevate the soldier's legs.

GET MEDICAL HELP IF SYMPTOMS CONTINUE (I.e., VOMITING) Watch the soldier until symptoms are gone or medical aid arrives.

Heat Stroke

Symptoms Hot. Disoriented, delirious, or unconscious. May have any of the symptoms of heat exhaustion. Sweating may stop (red, flushed, hot dry skin)

HEAT STROKE IS A MEDICAL EMERGENCY – EVACUATE IMMEDIATELY

First Aid Move soldier to a shady area and loosen/remove clothing. Start cooling the soldier IMMEDIATELY. Pour water on the soldier or immerse in water and fan to cool. Massage extremities and skin with cool water. Elevate the soldier's legs. If conscious, have the soldier slowly drink one canteen of water.

4

FRIENDLY TTP FOR HOSTILE CROWDS

- Reinforce friendly unit to show strength; position non-lethal munitions; and snipers positioned on roofs to provide overwatch.
- Use Combat Camera to gather video and photos of the demonstration. May be useful later for trial of suspects.
- Meet with the crowd enroute to their destination.
- Snatch & Grab Teams identified and positioned to secure demonstration agitators.
- Position local police around the exterior perimeter
- Use Tactical PSYOP Teams (TPT) loudspeakers to disrupt demonstration C2 and communicate with the crowd
- Identify the demonstration ringleaders; separate them from the crowd
- Discuss the issues with the leaders away from the crowd; direct leaders to move the crowd away from the barriers as a pre-condition for discussions.

Never show the crowd that you are afraid or intimidated by them. By staying on a constant vigilance and conducting 360 degree security, you set the tone for the crowd.

A soldier that is ready for action is less likely to be surprised or attacked.

5

WHEN THE MEDIA CALLS...

• **Know** your rights. It's your choice whether or not to speak to reporters. If you choose to speak, you may stop at any time.

• **Know** the role of the media; they do a job vital for democracy. It is **NOT** harassment if they call your home or stop you at the supermarket asking for an interview. It **IS** harassment if they infringe on your privacy or persist after being told "no."

• **Know** with whom you are talking. Before answering questions, get the reporter's name, organization and phone number. Do this especially if you are going to decline the request. It will discourage the reporter from persisting.

• **Know** who will hear you. Family members may have information that would be useful to an enemy. Thanks to technology, the enemy can have access to what you say as soon as you say it. On the other hand, if you are enthusiastic about your spouse's mission, your response can build morale and help show American resolve.

• **Know** your limits. Talk only about what you know first-hand. It's OK to answer with, I don't know." It is never a good idea to speculate.

• **Know** what to keep to yourself. If your spouse calls or writes with news about casualties, where the unit is or when it might redeploy, keep such information to yourself. Don't even share it with other family members. Deployments spawn rumors, and some of what you hear could be wrong, sensitive or subject to change.

Every service-member, like it or not, is a command representative. Soldiers will come in contact with the public and media more than the official command channels will, so what they say is important in getting your command message across.

Public Affairs
Proponent
Activity (PAPA)
Fort Benjamin
Harrison, Virginia

6

CJTF-7 OIF Smart Card 2

This card has been compiled by The CJTF-7 CALL Representative
Proponent for this card is CJTF-7 /C3 Training Cell – CALL UNO
Camp Victory, Baghdad Iraq, APO AE 09342

Version 1.B
5 Dec 2003

Logistics Operations

CONVOY OPERATIONS

Data contained in this card has been extracted from multiple sources and compiled as a handy, pocket sized, quick reference card only. It is not intended to replace a solid unit SOP or replace unit established Battle Drills.

Sources:
CALL No. 03-6, Tactical Convoy Operations, March 2003
JRTC Convoy Leader Handbook, March 2002
ARTEP 55-506-10-MTP, Plans for Movement Control Team, June 2002
ARTEP 55-406-MTP, Plans for the Transportation Movement Control Bn, August 2002
ARTEP 55-406-30-MTP, Transportation Movement Control, March 2000
FM 55 –30, Army Motor Transport Units and Operations, June 1997
MPRI Convoy Leaders Training Handbook, Revision I, August 2003

1

Convoy Warning Order

1. SITUATION: A brief statement of the enemy and friendly situation. Who, What, Where
2. MISSION: Who, What, When, Where, Why
3. TASK ORGANIZATION: Based on tasking from higher WARNO
4. INITIAL TIME SCHEDULE

When	Who	What

5. SPECIAL INSTRUCTIONS: PCC/PCI Guidance, Rehearsals, additional tasks to be accomplished
6. SERVICE SUPPORT:

Class I: (Rations & Water)

Class III: (POL)

Class V: (Ammunition /Pyrotechnics)

Weapon System	Rounds	Type

Pyrotechnic Device	Number	Location

Class VIII: (Medical)

7. UNIFORM AND EQUIPMENT COMMON TO ALL

2

PRE-COMBAT CHECKS / PRE-COMBAT INSPECTIONS

INDIVIDUAL CHECKLIST

___ Weapon * Weapon cleaned, function test and appropriate lubed?
___ Ammunition & Magazines * Magazines serviceable and ammunition loaded correctly
___ Kevlar *Chin strap serviceable
___ Flak Vest / Body Armor * Are plates properly installed and worn
___ Notebook and Writing Device
___ Issued Eye Protection Goggles *Clear lenses installed?
___ LBE w/ 2 canteens (topped off)
___ 2 First Aid Pouch w/dressing
___ Flashlight w/ extra batteries and bulb
___ I.D. Tags
___ Military ID card
___ Civilian / Military Drivers Licenses
___ Combat Lifesaver Kit and ___ IV Bags x Type _____ (Expiration Dates?)
___ NVGs with batteries
___ OVM Keys
___ Checkbook / Cash
___ Attended Convoy Brief
___ Attended Rehearsals

RUCK SACK / A-Bag (as needed for mission and what is the SOP for packing)

___ Sleeping Bag
___ 1 set DCU's
___ 2 T-shirts
___ 2 PR underwear
___ 2 PR socks (blk / gm)
___ 1 Towel
___ 1 Wash Cloth
___ 1 Sunscreen
___ Personal hygiene kit
___ JLIST Gear Complete
___ Wet weather gear
___ MREs – ___ each
___ Work Coveralls
___ Work Gloves
___ Goretex top/bottom (cold weather)
___ Polypro top/bottom (cold weather)
___ Cold Weather Gloves (cold weather)
___ Weapons Cleaning Kit w/ CLP or MILTECH

3

VEHICLE CHECKLIST

___ Completed 5988E (before PMCS) * Are there any issues yet to be resolved
___ Current Vehicle dispatch *Date expiration?
___ Fuel / Fluid levels topped off
___ Additional Package products
___ VS-17 panel
___ Extra Fuel Can topped of and secured
___ Class I basic load (___ MRE's / ___ Water)
___ Communication check of all available systems * What are the ranges?
___ Inventory of all required signal devices
___ Bill complete
___ Execution Matrix (Page 1 and 2)
___ Tow Bar if specified
___ Cargo secured IAW guidance / TM *No cargo, required devices serviceable / on-hand?
___ Road Guard Belt
___ Flashlight w/ extra batteries and bulb
___ Map / Strip Maps
___ Warning triangles
___ Fire extinguisher
___ Emergency Call Signs and Frequencies posted near each radio
___ MEDEVAC Nine Line Format posted near each radio
___ Windows and Mirrors Cleaned
___ Turn Signals and Lights serviceable / functioning
___ Issued Pyrotechnics

LEADER CHECKLIST

___ Bino's
___ Radio check (internal, cmd, A&L)
___ Convoy Order & Execution Matrix
___ Map with Current Graphics
___ Strip Map with Extra Copies
___ Sensitive Items / Personnel list
___ Combat Lifesaver w/ Aid Bag (Date?)
___ Current Situation Brief (Intel)
___ Risk Assessment signed by the commander
___ GPS (programmed with appropriate mission information / extra batteries)
___ Vehicle and Personnel manifest

4

CFLCC ROE CARD As it applies to Military As of: 311330Z JAN 03

1. On order, enemy military and paramilitary forces are declared hostile and may be attacked subject to the following instructions:

a. Positive Identification (PID) is required prior to engagement. PID is a reasonable certainty that the proposed target is a legitimate military target. If no PID, contact your next higher commander for decision.

b. Do not engage anyone who has surrendered or is out of battle due to sickness or wounds.

c. Do not target or strike any of the following except in self-defense to protect yourself, your unit, friendly forces, and designated persons or property under your control:

* Civilians
* Hospitals, mosques, churches, shrines, schools, museums, national monuments, and any other historical and cultural sites

d. Do not fire into civilian populated areas or buildings unless the enemy is using them for military purposes or if necessary for your self-defense. Minimize collateral damage.

e. Do not target enemy Infrastructure (public works, commercial communication facilities, dams); Lines of Communication (roads, highways, tunnels, bridges, railways) and Economic Objects (commercial storage facilities, pipelines) unless necessary for self-defense or if ordered by your commander. If you must fire on these objects to engage a hostile force, disable and disrupt but avoid destruction of these objects, if possible.

2. The use of force, including deadly force, is authorized to protect the following:
* Yourself, your unit, and friendly forces
* Enemy Prisoners of War
* Civilians from crimes that are likely to cause death or serious bodily harm, such as murder or rape
* Designated civilians and/or property, such as personnel of the Red Cross/Crescent, UN, and US/UN supported organizations

3. Treat all civilians and their property with respect and dignity. Do not seize civilian property, including vehicles, unless you have the permission of a company level commander and you give a receipt to the property's owner.

4. Detain civilians if they interfere with mission accomplishment or if required for self-defense.

5. CENTCOM General Order No. 1A remains in effect. Looting and the taking of war trophies are prohibited.

REMEMBER

* Attack enemy forces and military targets.
* Spare civilians and civilian property, if possible.
* Conduct yourself with dignity and honor.
* Comply with the Law of War. If you see a violation, report it.

These ROE will remain in effect until your commander orders you to transition to post-hostilities ROE.

An updated ROE has been requested – pending approval. As this one was originally written before the war.

5

CONVOY BRIEF (Modified from FM 55-30)

Movement Order No. ____

References: A. _____ *(Maps, tables and relevant documents)*
B. _____

TASK ORGANIZATION: (Internal organization for convoy – Manifest)

1. SITUATION:

a. Enemy Forces
(1) Weather. General forecast.
(2) Light Data (EENT, % Illumination, MR, MS, BMNT)
(3) Discuss Enemy.
Identification of enemy (If known).
Composition / capabilities / strength / equipment
Location
(Hot Spots highlighted on map)

b. Friendly Forces
(1) Operational support provided by higher headquarters.
Helicopter / Gunships
Quick Reaction Forces (QRFs)
MP Escorts / Rat Patrols
Fire Support elements

c. Attachments: (From outside the organization)

2. MISSION: (WHO, WHAT, WHEN, WHERE, & WHY)

3. Employment Tactics, Techniques and Procedures

a. Readiness Level i. Ride / Scanning (Observation)
ii. At the Ready

b. Scanning / Sector of Fire
i. Driver 1. Sector of Scan is 9 – 1 clock position
2. Observation with Mirrors
3. Sector of Fire is 9 – 11 o'clock
ii. TC 4. Sector of Scan is 11 – 3 clock position
5. Sector of Fire is 1 – 3 clock position
iii. Other Systems are based off vehicle type and load

b. Target ID i. Communicate / Signal

c. Body Positioning i. Engage as you Train (Right or Left handed Firing)
ii. Firing-side Shoulder Down
iii. Maintain your Body Position
iv. Weapon to Head

d. Rules of Engagement Concerns – Employ the appropriate systems based off the threat.

e. Point of Aim i. Moving Platform – Stationary Target requires aim to the rear (trail) and low dependant upon speed.

6

CONVOY BRIEF (Modified from FM 55-30) **(Continued)**

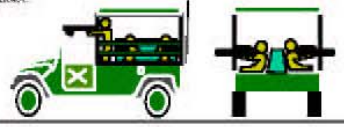
3. Employment Tactics, Techniques and Procedures
   e. Point of Aim
      ii. Moving Platform – Moving Target requires aim directly on and low.
      iii. Stationary Platform – Moving Target requires aim to the front (lead) and low dependent upon speed.
   f. Rate of Fire
      i. Burst Mode
      ii. Steady Suppression (ROE)
   g. Magazine Awareness
      i. Serviceability / maintenance
      ii. Tracer Mix
      iii. Magazine Storage / Placement
      iv. Mounted, Reload when time is available

Dismounted, Seek cover prior to the need to Reload

TOPIC: Soldiers riding in HMMWVs and LMTVs are more combat ready when seated in a vehicle outfitted with center line seating.

DISCUSSION: Center line seating is the term being used to describe a modification to unit Cargo HMMWVs and LMTVs. The modification involves the addition of a center bench (of wood construction) that allows soldiers to sit oriented outward and ready to engage threat personnel or vehicles. Since adding this feature, units have experienced a reduction in attacks against convoys with such outfitted vehicles, and in cases where soldiers were attacked, the contacts have usually been more successful due to quicker reaction times and higher volume of fire.

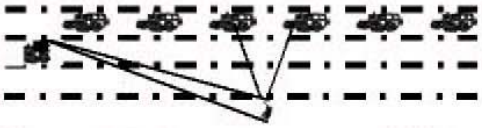
Lessons Learned: When soldiers are seated in a position that allows them to be naturally oriented outward, they are a greater deterrent to attackers and are better positioned to react to contact.



7

REACT TO ATTACK (MOVING)

(Weapons Fire / RPG / IED / Indirect)



1. Place suppressive fire on the enemy using weapon engagement techniques and proceed through the contact zone increasing speed, interval and taking caution not to bunch up.
2. Activate vehicle turn signal to indicate direction of contact (Primary).
3. Report contact on internal communication(s), identifying truck number, type of contact and clock direction (Alternate).
4. PL/CC/SC will position Gun Truck in order to suppress enemy while convoy maneuvers onto attackers or proceeds through contact if not able to overcome the enemy.
5. PL/CC/SC submits SALUTE report to higher.
6. Convoy will proceed to Rally Point "Forward".
7. Gun Truck repositions to rear as convoy passes through contact zone.

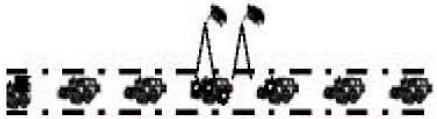
Indirect Fire Concerns: Use an alternate route if it is determined that an MSR is under enemy observation.

Casualty Concerns: In the event of a casualty, the vehicle with the casualty will signal using four-way flashers and if possible provide report via communication.

8

CONVOY FORCED TO STOP

(Weapons Fire / RPG / IED / Indirect)



1. Vehicles forced to stop. Activate vehicle turn signal to indicate direction of contact.
2. Vehicle(s) / Personnel not in direct contact, report on internal communication, identifying truck number, type of contact and clock direction.
3. Personnel on vehicle(s) forced to stop dismount on the non-contact side, assume covered position(s) and provide initial base(s) of fire.
4. The entire convoy halts; personnel will dismount vehicle(s) on the non-contact side and provide additional bases of fire on the enemy if in range. Vehicle(s) not in contact will be repositioned to provide additional base(s) of fire or used to provide convoy 360° security. M16's should now be on Semi-Automatic in order to conserve ammunition.
5. PL/CC/SC will move to better assess the situation and position the Gun Truck(s) in order to best suppress the enemy while maintaining standoff. Gun trucks will close with and engage the enemy.

6. Once the PL/CC/SC determines the convoy has either gained fire superiority or defeated the enemy contact, Recovery / CASEVAC operations will begin.
7. If the PL/CC/SC determines the convoy cannot gain fire superiority, leader will then conduct Break Contact procedures

9

RALLY POINTS

(Floating)

1. Occupation of the Rally Point is necessary to conduct Consolidation and Reorganization. It is critical that the convoy be secured and tasks are conducted as quickly as possible. Rally Points will always be conducted following contact unless directed otherwise.
2. Primary signal is communication; alternate signal is hand-held smoke (day) and star-cluster (night). Colors will be specified in the convoy brief based on the available pyrotechnics.
3. Rally Point "Forward" will be located 2 miles in the direction of movement and Rally Point "Rear" will be located 2 miles to the rear of movement.
4. Vehicles will position in a box formation. If possible, the side of the road will be used if conditions are appropriate and safe for all vehicles. A command and control vehicle will be positioned inside the safe area.
5. Drivers and passengers dismount and establish perimeter security using the safe side of vehicles for cover. Personnel will exit vehicles on the safe side.
6. Gun Truck moves to a position in which best supports convoy, normally the rear.
7. If mileage places the Rally Point in a built up area, convoy will continue in the direction of movement until beyond the built up area.
8. Once security is established, leaders will immediately conduct Consolidation and Reorganization

10

BREAK CONTACT

Always try to close with and destroy the enemy first. This way he cannot come back later on to attack you or another convoy again.

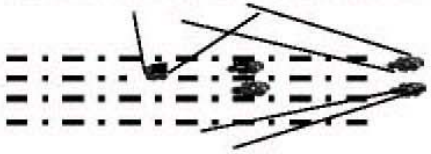
1. The PL/CC/SC determines the convoy cannot gain fire superiority and the decision has been made to Break Contact.
2. The PL/CC/SC designates that either Rally Point "Rear" or "Forward" will be used. If necessary, both Rally Points may be used. Communication systems and appropriate pyrotechnics signals will be used to communicate Break Contact and Rally Point.
3. Personnel will deploy obscuration measures if available. Utilizing cover and concealment, Aid & Litter team(s) will evacuate all casualty(s) under support of Gun Truck and other protective fire(s).
4. Personnel will maintain position and suppression in contact zone and assist Aid & Litter team(s) as necessary.
5. Disabled vehicle(s) will be abandoned or destroyed as directed by leaders. (Thermite or explosives)

6. Vehicles will displace either backwards or forwards through the convoy lines under control of leaders. The most forward vehicle in the contact zone moves first, then the next most forward vehicle moves second. Vehicles will continue to displace. As vehicles displace, Gun Truck repositions as necessary until contact is broken.

7. If Break Contact occurs with vehicles on both sides of the contact zone, displacement of vehicles will occur using an alternating displacement technique.
8. Upon occupation of the Rally Point, leaders will immediately position vehicles, security, and conduct Consolidation and Reorganization.
9. If the convoy vehicles get separated when not in contact with the enemy, personnel and vehicles stay together and move to the closest Rally Point or Check Point.

11

RECOVERY / CASEVAC OPERATIONS



1. Once the leader assesses the enemy threat to be destroyed, neutralized, defeated and the area secured – Recovery / CASEVAC operations will begin. This keeps soldiers focused first on defeating and destroying the threat.
2. CASEVAC:
   a. Aid & Litter team will position on the safe side of the vehicle and extract casualty(s) and personnel.
   b. Treatment of casualty(s) will occur once they are safely removed from the contact area.
3. Vehicle Recovery Procedures:
   a. Recovery team will position on the safe side of the disabled vehicle.
   b. TC will dismount and assess the disabled vehicle.
   c. If determined the vehicle can be safely recovered, TC guide the recovery vehicle into position and conduct a hasty hook-up. TC will operate the disabled vehicle is necessary.
   d. Upon exiting the contact area, complete and correct hook-up procedures will occur.
   e. If assessment results in outside support necessary for recovery, leader will contact higher for guidance.
4. Once recovery operations are complete, the team will displace and conduct link-up with the convoy at the Rally Point.
5. Disabled vehicle(s) will be abandoned or destroyed as directed by leaders. (Thermite or explosives)

12

CJTF-7 OIF Smart Card 3

This card has been compiled by The CJTF-7 CALL Rapid Response Response for this card is CJTF-7 / C3 Training Cell – CALL UNO Camp Victory, Baghdad Iraq, APO AE09342

Version 1.A. 23 Dec 2003

CONVOY OPERATIONS

Combat Operations

Data contained in this card has been extracted from multiple sources and compiled as a handy, pocket sized, quick reference card only. It is not intended to replace a solid unit SOP or replace unit established Battle Drills.

Sources:
CALL No. 03-6, Tactical Convoy Operations, March 2003
JRTC Convoy Leader Handbook, March 2002
ARTEP 55-506-10-MTP, Plans for Movement Control Team, June 2002
ARTEP 55-406-MTP, Plans for the Transportation Movement Control Bn, August 2002
ARTEP 55-406-30-MTP, Transportation Movement Control, March 2000
FM 55 –30, Army Motor Transport Units and Operations, June 1997
MPRI Convoy Leaders Training Handbook, Revision 1, August 2003
Several Unit SOPs

1

Convoy Warning Order

1. SITUATION: A brief statement of the enemy and friendly situation. Who, What, Where
2. MISSION: Who, What, When, Where, Why
3. TASK ORGANIZATION: Based on tasking from higher WARNO.
4. INITIAL TIME SCHEDULE:

When	Who	What

5. SPECIAL INSTRUCTIONS: PCC/PCI Guidance, Rehearsals, additional tasks to be accomplished.
6. SERVICE SUPPORT:

Class I: (Rations & Water)

Class III: (POL)

Class V: (Ammunition /Pyrotechnics)

Weapon System	Rounds	Type

Pyrotechnic Device	Number	Location

Class VIII: (Medical)

7. UNIFORM AND EQUIPMENT COMMON TO ALL

2

PRE-COMBAT CHECKS / PRE-COMBAT INSPECTIONS

INDIVIDUAL CHECKLIST

___Weapon — * Weapon cleaned, function test and appropriate lubed?
___Ammunition & Magazines — * Magazines serviceable and ammunition loaded correctly
___Kevlar — *Chin strap serviceable
___Flak Vest / Body Armor — * Are plates properly installed and worn
___Notebook and Writing Device
___Issued Eye Protection Goggles — *Clear lenses installed?
___LBE w/ 2 canteens (topped off)
___2 First Aid Pouch w/dressing
___Flashlight w/ extra batteries and bulb
___I.D. Tags
___Military ID card
___Civilian / Military Drivers Licenses
___Combat Lifesaver Kit and ___ IV Bags x Type _____ (Expiration Dates?)
___NVGs with batteries
___OVM Keys
___Checkbook / Cash
___Attended Convoy Brief
___Attended Rehearsals

RUCK SACK / A-Bag (as needed for mission and what is the SOP for packing)

___Sleeping Bag
___1 set DCU's
___2 T-shirts
___2 PR underwear
___2 PR socks (blk / grn)
___1 Towel
___1 Wash Cloth
___1 Sunscreen
___Personal hygiene kit
___JUST Gear Complete
___Wet weather gear
___MREs - ___ each
___Work Coveralls
___Work Gloves
___Goretex top/bottom (cold weather)
___Polypro top/bottom (cold weather)
___Cold Weather Gloves (cold weather)
___Weapons Cleaning Kit w/ CLP or MILTECH

3

VEHICLE CHECKLIST

___Completed 5988E (before PMCS) — * Are there any issues yet to be resolved
___Current Vehicle dispatch — *Date expiration?
___Fuel / Fluid levels topped off
___Additional Package products
___VS-17 panel
___Extra Fuel Can topped of and secured
___Class I basic load (___ MREs / ___ Water)
___Communication check of all available systems — *What are the ranges?
___Inventory of all required signal devices
___BII complete
___Execution Matrix (Page 1 and 2)
___Tow Bar if specified
___Cargo secured IAW guidance / TM — *No cargo, required devices serviceable / on-hand?
___Road Guard Belt
___Flashlight w/ extra batteries and bulb
___Map / Strip Maps
___Warning triangles
___Fire extinguisher
___Emergency Call Signs and Frequencies posted near each radio
___MEDEVAC Nine Line Format posted near each radio
___Windows and Mirrors Cleaned
___Turn Signals and Lights serviceable / functioning
___Issued Pyrotechnics

LEADER CHECKLIST

___ Bino's
___ Radio check (internal, cmd, A&L)
___ Convoy Order & Execution Matrix
___ Map with Current Graphics
___ Strip Map with Extra Copies
___ Sensitive Items / Personnel list
___ Combat Lifesaver w/ Aid Bag (Date?)
___ Current Situation Brief (Intel)
___ Risk Assessment signed by the commander
___ GPS (programmed with appropriate mission information / extra batteries)
___ Vehicle and Personnel manifest

4

CFLCC ROE CARD As it applies to Military As of: 311330Z JAN 03

1. On order, enemy military and paramilitary forces are declared hostile and may be attacked subject to the following instructions:
   a. Positive Identification (PID) is required prior to engagement. PID is a reasonable certainty that the proposed target is a legitimate military target. If no PID, contact your next higher commander for decision.
   b. Do not engage anyone who has surrendered or is out of battle due to sickness or wounds.
   c. Do not target or strike any of the following except in self-defence to protect yourself, your unit, friendly forces, and designated persons or property under your control:
   * Civilians
   * Hospitals, mosques, churches, shrines, schools, museums, national monuments, and any other historical and cultural sites
   d. Do not fire into civilian populated areas or buildings unless the enemy is using them for military purposes or if necessary for your self-defense. Minimize collateral damage.
   e. Do not target enemy infrastructure (public works, commercial communication facilities, dams), Lines of Communication (roads, highways, tunnels, bridges, railways) and Economic Objects (commercial storage facilities, pipelines) unless necessary for self-defense or if ordered by your commander. If you must fire on these objects to engage a hostile force, disable and disrupt but avoid destruction of these objects, if possible.
2. The use of force, including deadly force, is authorized to protect the following:
   * Yourself, your unit, and friendly forces
   * Enemy Prisoners of War
   * Civilians from crimes that are likely to cause death or serious bodily harm, such as murder or rape
   * Designated civilians and/or property, such as personnel of the Red Cross/Crescent, UN, and US/UN supported organizations.
3. Treat all civilians and their property with respect and dignity. Do not seize civilian property, including vehicles, unless you have the permission of a company level commander and you give a receipt to the property's owner.
4. Detain civilians if they interfere with mission accomplishment or if required for self-defense.
5. CENTCOM General Order No. 1A remains in effect. Looting and the taking of war trophies are prohibited.

REMEMBER

* Attack enemy forces and military targets.
* Spare civilians and civilian property, if possible.
* Conduct yourself with dignity and honor.
* Comply with the Law of War. If you see a violation, report it.

These ROE will remain in effect until your commander orders you to transition to post-hostilities ROE.

An updated ROE has been requested – pending approval. As this one was originally written before the war.

5

CONVOY BRIEF (Modified from FM 55-30)

Movement Order No. ____

References: A. _____ *(Maps, tables and relevant documents)*
B. _____

TASK ORGANIZATION: (Internal organization for convoy – Manifest)

1. SITUATION:
   a. Enemy Forces:
   (1) Weather. General forecast.
   (2) Light Data (EENT, % Illumination, MR, MS, BMNT)
   (3) Discuss Enemy.
   Identification of enemy (if known).
   Composition / capabilities / strength / equipment
   Location
   (Hot Spots highlighted on map)
   b. Friendly Forces:
   (1) Operational support provided by higher headquarters.
   Helicopter / Gunships
   Quick Reaction Forces (QRFs)
   MP Escorts / Rat Patrols
   Fire Support elements
   c. Attachments: (From outside the organization)
2. MISSION: (WHO, WHAT, WHEN, WHERE, & WHY)
3. Employment Tactics, Techniques and Procedures
   a. Readiness Level — i. Ride / Scanning (Observation); ii. At the Ready
   b. Scanning / Sector of Fire
      i. Driver — 1. Sector of Scan is 9 – 1 clock position; 2. Observation with Mirrors; 3. Sector of Fire is 9 – 11 o'clock
      ii. TC — 4. Sector of Scan is 11 – 3 clock position; 5. Sector of Fire is 1 – 3 clock position
      iii. Other Systems are based off vehicle type and load
   b. Target ID — i. Communicate / Signal
   c. Body Positioning — i. Engage as you Train (Right or Left handed Firing); ii. Firing-side Shoulder Down; iii. Maintain your Body Position; iv. Weapon to Head
   d. Rules of Engagement Concerns – Employ the appropriate systems based off the threat.
   e. Point of Aim — i. Moving Platform – Stationary Target requires aim to the rear (trail) and low dependant upon speed.

6

CONVOY BRIEF (Modified from FM 55-30) (Continued)

3. Employment Tactics, Techniques and Procedures

e. Point of Aim
   ii. Moving Platform – Moving Target requires aim directly on and low.
   iii. Stationary Platform – Moving Target requires aim to the front (lead) and low dependent upon speed.

f. Rate of Fire
   i. Burst Mode
   ii. Steady Suppression (ROE)

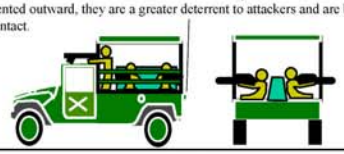
g. Magazine Awareness
   i. Serviceability / maintenance
   ii. Tracer Mix
   iii. Magazine Storage / Placement
   iv. Mounted, Reload when time is available

Dismounted, Seek cover prior to the need to Reload

TOPIC: Soldiers riding in HMMWVs and LMTVs are more combat ready when seated in a vehicle outfitted with center line seating.

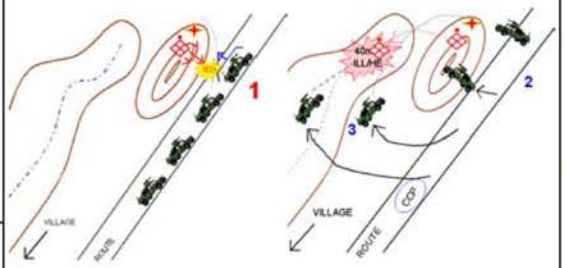
DISCUSSION: Center line seating is the term being used to describe a modification to unit Cargo HMMWVs and LMTVs. The modification involves the addition of a center bench (of wood construction) that allows soldiers to sit oriented outward and ready to engage threat personnel or vehicles. Since adding this feature, units have experienced a reduction in attacks against convoys with such outfitted vehicles, and in cases where soldiers were attacked, the contacts have usually been more successful due to quicker reaction times and higher volume of fire.

Lessons Learned: When soldiers are seated in a position that allows then to be naturally oriented outward, they are a greater deterrent to attackers and are better positioned to react to contact.



7

REACT TO AMBUSH (NEAR)

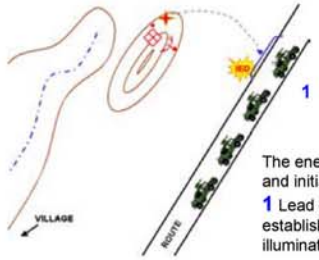


(Enemy Initiates Weapons Fire / RPG / IED)

1. Lead element of convoy reacts to contact and immediately returns fire. Lead fire team fires 40mm HE (at night also white star if NVGs drown out by vehicle headlights – leader calls it. FYI, most travel at night will be with headlights on).
2. Lead elements assualt through ambush – fire team dismounts while gun trucks use M249, MK-19, and .50 cal in close support.
3. Trail fire team and trail gun truck move to block most likely enemy escape route. Fire team uses 40mm HE/Illumination if needed. (Use of 40mm becomes less likely as units get closer to urban areas due to collateral damage risk.) Establish CCP upon action completion or enemy neutralized.

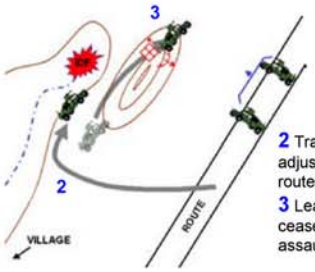
8

REACT TO AMBUSH (FAR)



The enemy is outside 100 meters and initiates with IED/RPG

1 Lead gun truck and lead fire team establish SBF—fire team fires 40mm illumination



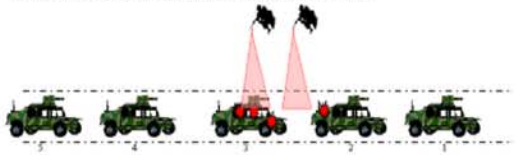
2 Trail element flanks—SL/PL adjusts IDF into enemy escape route(if in range)

3 Lead element shifts fire—arty cease loading—trail element assaults across—enemy destroyed

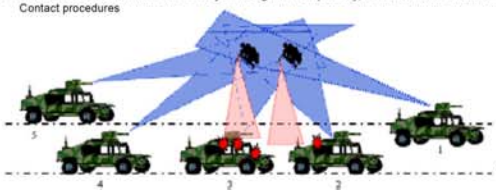
9

CONVOY FORCED TO STOP
(Weapons Fire / RPG / IED / Indirect)

1. Vehicles forced to stop. Activate vehicle turn signal to indicate direction of contact.
2. Vehicle(s) / Personnel not in direct contact, report on internal communication, identifying truck number, type of contact, clock direction and eight digit grid if available.



3. Personnel on vehicle(s) forced to stop dismount on the non-contact side, assume covered position(s) and provide initial base of fire.
4. The entire convoy halts; personnel will dismount vehicle(s) on the non-contact side and provide additional base of fire on the enemy if in range. Vehicle(s) not in contact will reposition to attack the attackers. M16's should now be on Semi-Automatic in order to conserve ammunition.
5. PL/CC/SC will move to better assess the situation and position the Gun Truck(s) in order to best suppress the enemy while maintaining standoff. Gun trucks will close with and engage the enemy.
6. Once the PL/CC/SC determines the convoy has either gained fire superiority or defeated the enemy contact, Recovery / CASEVAC operations will begin.
7. If the PL/CC/SC determines the convoy cannot gain fire superiority, leader will then conduct Break Contact procedures

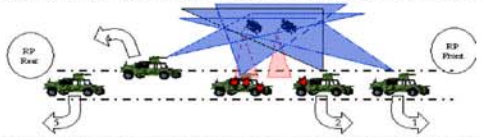


10

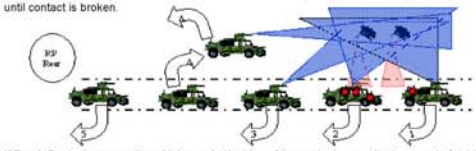
BREAK CONTACT

Always try to close with and destroy the enemy first. This way he cannot come back later on to attack you or another convoy again. However – if you must...

1. The PL/CC/SC determines the convoy cannot gain fire superiority and the decision has been made to Break Contact.
2. The PL/CC/SC designates that either Rally Point "Rear" or "Forward" will be used. If necessary, both Rally Points may be used. Communication systems and appropriate pyrotechnic signals will be used to communicate Break Contact and Rally Point.
3. Personnel will deploy obscuration measures if available. Utilizing cover and concealment, Aid & Litter team(s) will evacuate all casualty(s) under support of Gun Truck and other protective fire(s).
4. Personnel will maintain position and suppression in contact zone and assist Aid & Litter team(s) as necessary.
5. Disabled vehicle(s) will be hauled back or destroyed as directed by leaders. (Thermite or explosives)



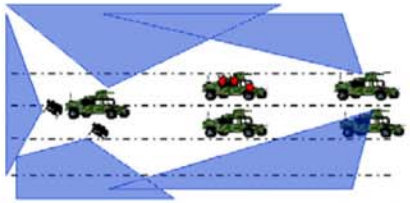
6. Vehicles will displace either backwards or forwards through the convoy lines under control of leaders. The most forward vehicle in the contact zone moves first, then the next most forward vehicle moves second. Vehicles will continue to displace. As vehicles displace, Gun Truck repositions as necessary until contact is broken.



7. If Break Contact occurs with vehicles on both sides of the contact zone, displacement of vehicles will occur using an alternating displacement technique.
8. Upon occupation of the Rally Point, leaders will immediately position vehicles, setting 360 degree security, and conduct Consolidation and Reorganization.
9. If the convoy vehicles get separated when not in contact with the enemy, personnel and vehicles stay together and move to the closest Rally Point or Check Point.

11

RECOVERY / CASEVAC OPERATIONS



1. Once the leader assesses the enemy threat to be destroyed, neutralized, defeated and the area secured – Recovery / CASEVAC operations will begin. This keeps soldiers focused first on defeating and destroying the threat.
2. CASEVAC:
   a. Aid & Litter team will position on the safe side of the vehicle and extract casualty(s) and personnel.
   b. Treatment of casualty(s) will occur once they are safely removed from the contact area.
3. Vehicle Recovery Procedures:
   a. Recovery team will position on the safe side of the disabled vehicle.
   b. TC will dismount and assess the disabled vehicle.
   c. If determined the vehicle can be safely recovered, TC guide the recovery vehicle into position and conduct a hasty hook-up. TC will operate the disabled vehicle is necessary.
   d. Upon exiting the contact area, complete and correct hook-up procedures will occur.
   e. If assessment results in outside support necessary for recovery, leader will contact higher for guidance.
4. Once recovery operations are complete, the team will displace and conduct link-up with the convoy at the Rally Point.
5. Disabled vehicle(s) will be abandoned or destroyed as directed by leaders. (Thermite or explosives)

12

CJTF-7 OIF Smart Card 4

This card has been compiled by The CJTF-7 CALL Representative
Proponent for this card is CJTF-7 / C3 Training Cell – CALL LNO
Camp Victory,Baghdad Iraq, APO AE 09342

Version 1.A
2 Jan 2004

The IED and VBIED Threat (Improvised Explosives Device) (Vehicular Borne IED)

IEDs and VBIEDs are the largest cause of Coalition injury at current time, and the largest threat that coalition forces face. An IED can be almost anything with any type of material and initiator. And vehicles of every imaginable sort can become a vehicle borne IED. Vigilance in performing your duties and ensuring there is 360 degree security are keys to not becoming a statistic to the IED threat.

CALL EOD – Do Not Be A Bloody HERO.

1

Characteristics of an IED

THE IEDS EMPLOYED HAVE HAD ONE OR MORE OF THE FOLLOWING CHARACTERISTICS:
- COMMAND DETONATED – EITHER BY WIRE OR REMOTE DEVICE
- TIME DELAY FUSE- IEDS COULD ALSO BE TIME DELAYED TO DETONATE

IEDS MAY BE EMPLACED IN THE FOLLOWING AREAS:
- EMPLACED ALONG MSRS AND ASRS
- EMPLOYED ALONG UNIMPROVED ROADS IN MEDIANS
- CONCEALED IN NON-THREATENING PACKAGING

DO NOT APPROACH OR TAMPER WITH A SUSPECTED IED. CALL EOD

REMEMBER THE 4 C's – CLEAR, CORDON, CONTROL, and CALL EOD.

IED / UXO Battle Drill

Step 1. Clear Leave the immediate area; detonation may be imminent, secondary devices may be present.

Step 2. Cordon Establish a perimeter (300m small device/ 1000m up to van-size / 2000m water truck or semi)

Step 3. Control Maintain visual (Binoculars/scopes) observation to ensure no one tampers with the device; maintain security.

Step 4. Call EOD Immediately contact your supporting EOD to respond (9-line IED/UXO Spot Report).

This could be your hand if you try to neutralize UXOs or IEDs. The enemy has established collapsing circuits and booby traps to catch you when you try defusing. **Leave it to the experts.**

IED / UXO Report

Line 1. Date-Time Group (DTG): DTG item was discovered.
Line 2. Reporting Activity (unit identification code [UIC]) and location (grid of UXO).
Line 3. Contact Method: Radio frequency, call sign, point of contact (POC), and telephone number.
Line 4. Type of Ordnance: Dropped, projected, placed, or thrown. If known, give the size of the hazard area and number of items. Without touching, disturbing, or approaching (tripwire) the item, include details about size, shape, color and condition (intact or leaking).
Line 5. NBC Contamination: If present, be as specific as possible.
Line 6. Resources Threatened: Report any threatened equipment, facilities, or other assets.
Line 7. Impact on Mission: Provide a short description of your current tactical situation and how the presence of the UXO affects your status.
Line 8. Protective Measures: Describe any measures taken to protect personnel and equipment.
Line 9. Recommended Priority: Recommend a priority for response by EOD technicians or engineers.

Priority	Basis
Immediate	Stops unit's maneuver and mission capability or threatens critical assets vital to the mission.
Indirect	Slows the unit's maneuver and mission capability or threatens critical assets important to the mission.
Minor	Reduces the unit's maneuver and mission capability or threatens non-critical assets of value.
No Threat	Has little or no effect on the units' capabilities or assets.

2

Common Roadside IED

Common roadside IEDs are explosives, usually an artillery or mortar round(s) placed near the road at the designated kill point. They may be hastily camouflaged with dirt, rocks, trash, or of items that are common along the road. Early in the operations, these devices were command detonated with usually an attack of small arms fire or RPG rounds.

155mm Artillery round next to the road, blasting cap and Det cord were located in the fuze well.

Spool of wire, battery, and a remote device were located at the firing observation point. At the top of a dirt mound.

Results of this incident were several soldiers requiring MEDEVAC along with loss of supplies, vehicle, and trailer. The person firing the device escaped before he could be engaged.

3

Emplacement TTPs

1. Camouflaging devices with bags of various types to resemble the garbage along the roadways or burying these devices in the roadbed.
2. Using a decoy device out in the open to slow or stop convoys in the kill zone of the actual device that is obscured along the route of travel.
3. Throwing devices from overpasses or from the road-side in front of approaching vehicles or the middle of convoys; usually done by males of all ages.
4. Emplaced in potholes (covered with dirt).
5. Employed along MSRs and ASRs (targeting convoys).
6. Employed along unimproved roads (targeting patrols).
7. IEDs often used in conjunction with RPG/SA fire as a distraction to divert attention of Coalition Forces (create a kill zone for subsequent attacks by RPG/SA fire).
8. VBIEDs used to gain access/close proximity to compounds/buildings.
9. Worn by attacker (suicide vests); possibly employed by women to gain proximity to Coalition Forces.

IEDs can be disguised to look like any object and to function through a multitude of actions. An IED is only limited by the Bomber's imagination and capabilities. IEDs are unpredictable and extremely hazardous to all, including the Bomber.

Cinder Block

Billboard

Front of billboard

Back of billboard

Plaster of Paris filled wheels

Red Scorpio

4

Remote Control Devices

RC Unit from Car Alarm

Wireless Doorbell

Remote control devices of every sort are showing up. They include Car Alarms, key fobs, Door Bells, Remotes for toy cars, Garage Door Openers, Cell Phones, FRS and GMRS two-way radios.

The adaptation of using radios, cell phones and other remote control devices has given the enemy the standoff ability to watch forces from a distance and not be compromised.

the enemy has continued to improve there techniques, and more sophisticated and destructive devices are being discovered.

Cell Phone RC Unit

5

Types of Explosives Used

The most common explosives used are military munitions, usually 122 mm or greater mortar/tank/artillery

- This is the easiest to use since there are so many munitions available in the ITO and they provided a ready made fragmentation effect
- Allows for relatively easy "daisy chaining"

Other types include putting PE4,TNT, or other explosive in container such as oil/paint cans.

6

Vehicle Borne IEDs

Vehicle borne IEDs come in all shapes, colors, and sizes. From a simple passenger car, to a large delivery or sewage truck. There have even been instances of what appeared to be generators, donkey drawn carts, and ambulances used to attempt attacks on Coalition Forces and the New Iraqi Government. To include using vehicles that are familiar to coalition forces.

VBIEDs have increasingly used larger amounts of explosives, and the explosive charge has ranged anywhere from 100lbs to well over 1000 pounds. And has included things such as mortar rounds, rocket motors, rocket warheads, PE4 explosives, and artillery rounds.

A growing technique is to have multiple vehicles involved. The lead vehicle is used as a decoy or barrier buster, once it has been stopped or neutralized and the coalition forces start moving to inspect or detain – the main VBIED comes crashing though and into the crowd and detonates. Thus increasing their casualty ratio.

Service members need to stay alert to signs and indicators to prevent the VBIED from reaching its destination. Of these are fake markings and plates, official symbols in the wrong location, drivers that are not familiar with the vehicles controls, and drivers that seem to be agitated or lost in their directions.

7

Why are VBIEDs more dangerous?

8ft wide by 3ft deep hole left by vehicle IED. The auto disintegrated upon detonation.

Suspected 155mm artillery rounds as the main charge, unknown number of rounds used.

Wires connected to battery running back to the charge in the trunk, under the rear seat, and to the switch above the drivers sun visor. This VBIED was captured intact.

After ramming though the serpentine barrier, this VBIED detonated when the vehicle became disabled in gunfire. The vehicle vaporized.

8

They bring the attack to YOU.

Fake Ambulance, had over 1000 pounds of explosives inside it.

Single vehicle, well over 1000 pounds of explosives. Was a white sewage pumping truck. Explosives hidden inside the tank.

Delivery truck that detonated right outside the camp.

9

IED Actions on the Scene

1) Immediately establish a security perimeter
- Clear the area of all civilians and soldiers
  - Airspace included
- Search for secondary devices
- Request Local MP support

300ft 360°
1000ft for large IED
2000ft for truck sized

2) Gather as much info as possible.
- What does the object looks like?
- Where is the device?
- Who first identified the object?*
  - Let them tell their story

* Have the person that identified the IED present for EOD to interview and question.

3) Notify EOD
- Request an expanded perimeter
- EOD will conduct analysis/diagnostics
- Remote Reconnaissance/Disruption
- Use EOD UXO/IED 9-Line

The enemy has increased its use of false IEDs to draw personnel into the kill zone. Using collapsing circuits, and using booby traps to catch personnel attempting to disarm IEDs.

REMEMBER – DO NOT ATTEMPT TO DISARM AN IED YOURSELF.

LEAVE IT TO THE EXPERTS.

10

Countermeasures

1. Use counter-recon and route security patrols along highly traveled MSRs and other convoy routes. Aggressive patrolling can mitigate the threat; devices have been encountered that the perpetrator had not had time to finishing emplacing.
1. While traveling in a convoy, watch the sides of the roads for objects that look out of place and stay alert.
2. Increase the knowledge of Coalition forces on IED awareness and minimize knowledge of operations to non-Coalition personnel.
3. Assume any manmade object encountered can contain an IED. Do not drive over or step on sandbags, garbage bags, burlap material, boxes, or garbage in the road while on patrol.
4. Upon discovering an IED, assume it can be remote detonated. Be aware of any suspicious individuals in the area and secure a safe distance around the device.
5. IEDs have been found that were targeting vehicles traveling in either the left or right lanes on the highways; drive aggressively and keep vigilance when driving for the above mentioned objects.
6. IEDs currently used to target an initial Coalition activity (ex: convoy or patrol); future incidents could target a secondary activity (ex: first responders-MPs, EOD) as the devices and employment TTPs gain complexity.

11

Key to Defeating the IED Threat

- LET THEM KNOW THAT YOU ARE READY: The enemy is looking for an easy mark. He wants to get away. Show him that you are not an easy target.
- VEHICLE DISPERSION: 75 m to 100 m or greater, makes it more difficult to correctly target the convoy – this results in late or early detonation and the likelihood that the enemy will not get away.
- KNOW THE INDICATORS: Bags, piles of rocks, piles of dirt in or beside the road. If you don't like what you see, trust your instinct, stop, turn around, and go another way. Report observation through the chain of command. Let the experts check it out.
- VARY THE ROUTE AND TIME AND SPEED OF TRAVEL: We know the enemy is watching us and attempting to determine our patterns; make every attempt to vary this pattern; never take the same route twice in two days. The enemy placed the IED there for a reason, and he is targeting you!
- ALWAYS HAVE FRONT AND REAR SECURITY OUT: Roll up or remove HMMWV/FMTV canvas, so that you can see behind you, and pay attention to where you are going. Determine who has what security responsibilities before you move, face out during movement and constantly scan assigned sectors of fire. Many ambushes are initiated with an RPG shot from the rear.
- REPORT, SECURE AND REDUCE CACHE SITES: The enemy is drawing his supply of explosives from somewhere.
- TRAVEL IN CONVOYS OF 3 OR MORE VEHICLES: The enemy may not detonate the IED if he believes that he will be caught. It is very difficult to successfully attack 3 or more vehicles if they are widely dispersed.
- VEHICLE MODIFICATIONS: Install machinegun mounts and outward facing seats.
- SANDBAG VEHICLES, WEAR IBA AND HELMETS: ...these actions have saved lives.

12

CJTF-7 OIF Smart Card 5

This card has been compiled by The CJTF-7 CALL Representative
Proponent for this card is CJTF-7 /C3 Training Cell – CALL LNO
Camp Victory,Baghdad Iraq, APO AE 09342

Version 1.A.
5 Jan 2004

Vehicle Search Techniques

Security Warning! All individuals handling this information are required to protect it from unauthorized disclosure. Information consolidated from multiple sources, to include but not limited to The Combating Terrorism Technology Support Office.

The purpose of this card is to provide guidelines to the personnel of the facility entry point assigned the responsibility of assessing and inspecting incoming traffic for the presence of explosive threats. The information contained her is to be applied in conjunction with training, experience, and standard operating procedures and polices. Be aware that each case presents its own unique circumstances. In all cases, use common sense and do not conduct any operations that would place personnel, equipment, or the installation under unnecessary risk.

1

Safety

- Do not wear jewelry (rings, watches, necklaces, etc.) or other "dangling" items that can become snagged on a vehicle.
- Wear brightly colored vests or hats so you can be seen easily by the vehicle drivers.
- Always position yourself so that you are highly visible to traffic with good approach sight distance.
- Be aware of escape routes in case of emergency and always face oncoming traffic.
- Be aware of moving equipment in the inspection areas. Always establish eye contact with the driver before approaching the vehicle.
- Ensure that the engine is off and the parking brake is set when inspecting a vehicle.
- Use caution when inspecting engines, exhausts, refrigeration coils, auxiliary heaters, and other components. They may be hot.
- Do not reach through or near cooling fan blades. Cooling fans can turn on even though the engine is not running.
- When around cargo, wear coveralls, gloves, and protective goggles as provided or required.
- Do not smoke while inspecting. Combustible vapors may exist around vehicles.
- Do not support yourself on adjustable load support poles in cargo areas.
- Seek additional help if you are unsure of how a specific vehicle functions or of the potential risks involved with a cargo.

Security

- Use the team approach to inspecting (i.e., never inspect alone).
- Always know where the driver and passengers are at all times.
- The driver should open all doors, hood, trunk, compartments, etc.
- Never get in a position where you can possibly be locked in a container.
- If possible, a rifle should not be carried when inspecting cargo and passenger areas.

Note the two soldiers checking the funnel of the cement mixer. While others check the rest of the vehicle.

2

Dos:

- **Never let your guard down.**
- Present a professional and positive image.
- Be aggressive in questioning an individual and inspecting a vehicle.
- Be aware of the current situation:
  - Threat level
  - Available military support
  - Available local support
  - Weather
  - Intelligence reports (if any)
- Establish an inspection routine. A routine, systematic inspection technique that works well for you should be established to avoid missing areas and duplicating efforts.
- Conduct a thorough inspection. A thorough inspection of a vehicle is the only way to feel confident nothing has been missed.

Don'ts:

- Do not inspect the vehicle alone.
- Do not inspect a vehicle while the motor is running.
- Do not allow yourself to get into a vulnerable situation with respect to the vehicle occupants.
- Do not allow the vehicle occupants to be present if you feel your safety is endangered. Have the occupants escorted to a safe area if
  - A great possibility exists that explosive devices are present.
  - A possibility exists that the subject(s) may flee.
  - The subject(s) attempt to interfere with the inspection.
  - You feel something is wrong.

Figure 11: Under Vehicle Searches

The red circle highlights an example of a suspicious switch box found under the vehicle.

All areas of the vehicle must be inspected.

Especially the undercarriage.

3

WATCH FOR INDICATORS

An indicator is an item, occurrence, condition, or situation that suggests the presence of explosive materials or explosive devices.

By recognizing "indicators," an inspector/team can determine the likelihood of the presence of an improvised explosive device (IED). The goal of vehicle inspection and driver interview is to evaluate vehicles for the presence of an IED or indicators of such activity.

Driver Reaction Indicators:

Flight or Fight Manifestations:

- Yawning
- Obvious shaking
- Refusing to make/keep eye contact
- Profuse sweating
- Hair on arms standing on end
- Wiping hands
- Patting/soothing/massaging any area of body
- Tugging at clothing
- Arms cannot stay still
- Constantly moving/inability to stay still
- Shaky voice/stuttering
- Does not answer the question, responds with unrelated information
- Deep sighs
- Answers question with a question
- Rapid movement of the carotid artery

Driver and Documentation Indicators:

- Driver inappropriately dressed/groomed for vehicle type
- Driver does not have commercial driver's license
- Driver does not have logbook (U.S. only)
- Driver's story does not match documentation
- Documentation is incomplete or does not make sense
- Driver does not know his or her purpose and/or destination or documentation
- Purpose of trip does not make economic sense
- Driver and passenger(s) do not appear to be on the same mission
- Driver does not have tachograph disks for previous 24 hours (E.U. only)
- Driver does not know how to operate truck or equipment

4

INDICATORS FROM GENERAL INSPECTION OF VEHICLES

General

- Anything unusual in factory-built compartments
- New or shiny bolts and/or screws
- Unusual scratches, possibly made by screwdrivers, wrenches, or similar tools
- Signs of tampering, such as broken parts or bent sheet metal
- Areas and components cleaner or dirtier than surrounding areas
- Wire and tape stored in vehicle
- New or broken welds
- Unusual fingerprints of grease and/or oil in otherwise clean areas
- Fresh body work (fresh fiberglass, fresh paint, etc.)
- Fresh undercoating, particularly on older vehicles
- New caulking found by smell or touch
- No vehicle identification number
- False compartments that are not part of vehicle design

Exterior Rear

- Taillights not working
- No access to rear bumper cavity

Exterior Front

- Headlights not working
- Front grill modified or has false compartment
- No access to front bumper cavity

Exterior Sides

- Compartments, new welds, taped items, or fresh paint in front fender wells
- Doors feel heavy when swung
- Compartments, new welds, taped items, or fresh paint in rear fender wells
- Inconsistent or non-hollow sounds when tapping on vehicle sides or in fender wells
- Foreign items in gas tank tube (open for inspection)

Tires

- Sound solid
- Strange odor from air valve
- New
- Unusually clean or dirty lug nuts or hubcaps compared to other wheels

Engine Compartment

- Large battery box or extra battery
- Odd and/or clean wires
- Cold spots on radiator
- False compartment in windshield washer container or contents smell like fuel
- Foreign object in air filter cavity
- Cold oil filter
- Freshly painted areas, new welds, shiny bolts, or sheet metal work on firewalls
- Clean engine in dirty car
- Hood feels heavy when opened and closed **(Reminder: Have the driver open the hood, but move the hood yourself.)**
- False wall or modified fender compartment
- Clean or wiped areas

5

INDICATORS FROM GENERAL INSPECTION OF VEHICLES (Continued)

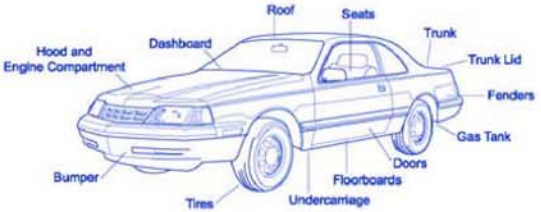
Under Vehicle

- Unusual or inconsistent sounds when tapping on fuel tank
- New frame welds
- Items taped or attached to frame
- Cold oil pan
- Cold or unusual muffler (vehicle may be loud)
- Signs of recent installation of components such as fuel tank, muffler, etc. **(Ask driver about details of repair.)**

Inside Vehicle

- Dash
  - Electrical components function or LEDs are on when vehicle power is off
  - New, damaged, or scratched screws
  - Plugged air vents
  - Broken or missing blower
- False compartment in glove box
- Unusual lumps or bulges in front and/or rear seats
- Rigid front and/or rear seats
- False or modified ceiling
- Unusually thick floor
- Stress cracks in windshield (no stone impact mark)

Hot Spots



6

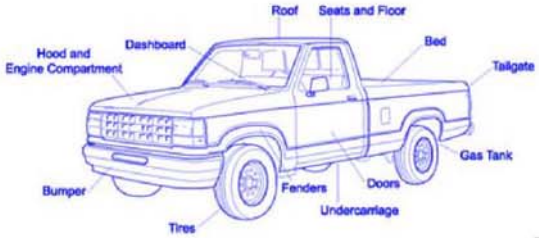
Indicators in Cargo Area of Pickup Trucks and Vans/SUVs

Tailgate
- Heavy tailgate
- Fresh paint or body filler/fiberglass
- Inconsistent or non-hollow sounds when tapped

Bed
- Inconsistent or non-hollow sounds when tapped
- Fresh paint or body filler/fiberglass
- Unusually thick floor
- Unusual weld and/or seams
- Any caulking

Cargo Area
- Fresh paint or body filler/fiberglass
- Inconsistent or non-hollow sounds in walls when tapped
- Thick floor
- False ceiling
- Caulk/glue or other strange smell

Hot Spots



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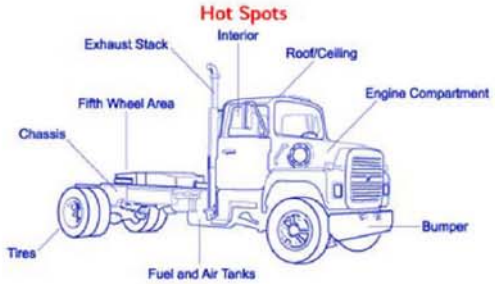

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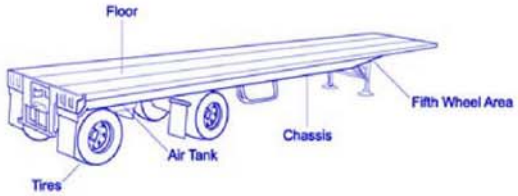


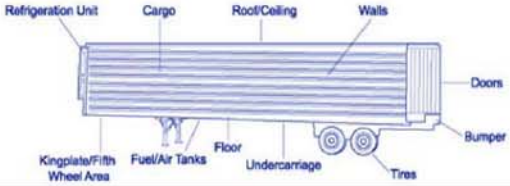
8

Hot Spots

Caution: Do not open tank or any discharge valves if tank is pressurized or carrying HAZMAT materials.

Note: The tank, in most cases, cannot be physically inspected. As it may contain propane, or other toxic materials. If there are gauges, check to ensure that the tank is pressurized.

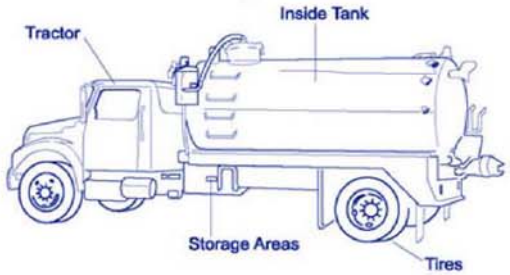
Hot Spots



9

Septic Service Trucks

Hot Spots

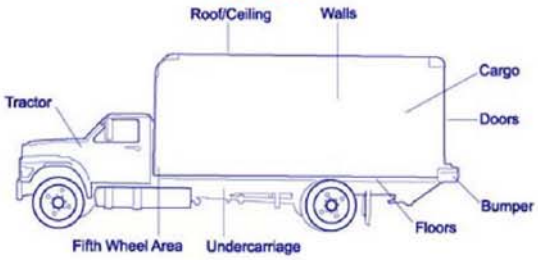


Focus heavily on interview when inspecting this vehicle
- Appearance of driver does not match the vehicle
- No discharge hoses or apparatus
- Driver not knowledgeable about nomenclature and/or operating the septic tank unit
- Inappropriately dressed or groomed driver for this vehicle type

Caution: Do not open tank or any discharge valves. Unless vehicle is empty.

10

Hot Spots

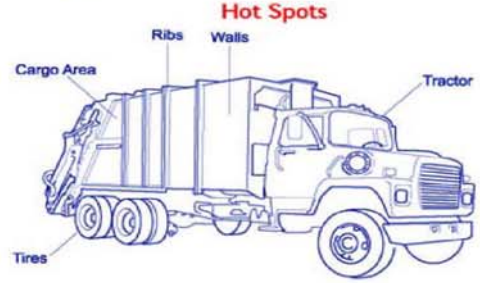


Trailer
- Company insignia not professionally applied to tanker
- Inconsistent spacing of wall panel screws or rivets
- Missing screws or rivets in walls
- Areas with shiny or new-looking screws or rivets
- Misaligned or overlapped seams at the exterior roof/wall intersection
- Inconsistent measurements of the interior and exterior lengths of cargo area (false wall in front of cargo area)
- Discrepancies in number of wall ribs of interior and exterior walls
- Hinges or signs of tampering at exterior roof/wall intersection
- False compartments in roof or walls found by tapping
- Roof appears too thick
- Higher-than-normal floor
- Loaded trailer not between 32° and 55°F (0° and 13°C)
- Sealed or covered inspection ports in front and rear
- Drain holes in each corner of trailer on floor are blocked or missing
- Foreign objects in hanging refrigeration tarp on ceiling
- Repairs to floor, particularly at the floor and wall intersection
- Modified, tampered with, or missing fuel tank for refrigeration unit

Cargo
- Inability to see front of trailer area when a light is shined below cargo pallets
- Level of boxed, uniform cargo not consistent from front to rear
- U-haul boxes used for cargo items
- Cargo is stacked sloppily
- Damage to top of cargo boxes indicating someone has walked or crawled on top of cargo
- Non-perishable cargo

11

Hot Spots



SUMMARY

The VBIED threat is very real. Any vehicle can be potentially used as a mobile IED with the intent to hurt and kill Coalition Forces. It is everybody's duty to help safeguard the camps. Knowing what to look at and what to look for is only a part of the steps to Force Protection and camp security.

12

Appendix E
List of Acronyms

Introduction

This appendix contains a list of acronyms that maybe useful when reading this and other Coast Guard manuals.

In this Appendix

This appendix contains the following information:

Topic	See Page
List of Acronyms	E-3

ACRONYM	DEFINITION
AA&E	Arms, Ammunition, and Explosives
ADT	Active Duty for Training
ACR	Allowance Change Request
ACSO	Alternate Command Security Officer
AFSC	Armed Forces Staff College
AIS	Automated Information System
AO	Area of Operations
AOR	Areas of Responsibility
AT	Anti-Terrorism
ATAC	Anti-Terrorism Alert Center
AT/FP	Anti-Terrorism and Force Protection
ATO	Anti-Terrorism Officer
ATP	Allied Tactical Publication
BAC	Base/Area Code
BM	Boatswain Mate
CACO	Casualty Assistance Calls Officer
CART	Command Assessment for Readiness and Training
CBR	Chemical, Biological, or Radiological
CBR-D	Chemical, Biological, or Radiological Defense
CCB	Configuration Control Board
CCF	Configuration Change Form
CDAR	Command Drug and Alcohol Representative
CDO	Command Duty Officer
CGAP	Coast Guard Acquisition Procedures
CGDF	Coast Guard Dining Facility
CGPMS	Coast Guard Planned Maintenance System
CHRIS	Chemical Hazard Response Information System
CMAA	Chief Master-at-Arms
CMC	Classified Material Control
CMCO	Classified Material Control Officer
CNO	Chief of Naval Operations
CO	Commanding Officer
COI	Contact of Interest
COMMS	Communications Officer
COMSEC	Communications Security
COMTAC	Communications Tactical
CONUS	Continental United States
COTP	Captain-of-the-Port

ACRONYM	DEFINITION
COWP	Contracting Officer Warrant Program
CPL	COMTAC Publication Library
CPO	Chief Petty Officer
CPRL	Contingency Personnel Requirements List
CSAB	Controlled Substances Audit Board
CSAR	Combat Search and Rescue
CSO	Command Security Officer
DAMA	Demand Assigned Multiple Access
DCC	Document Control Clerk
DCSO	Document Control Station Officer
DoD	Department of Defense
DOS	Department of State
DPOSD	Deployed Port Operations and Security Defense
DV	Distinguished Visitor
EKMS	Electronic Key Management System
EMCON	Emission Control
EMO	Electronics Material Officer
EMS	Emergency Medical Service
EO	Engineer Officer
EOD	Explosive Ordnance Disposal
ESO	Educational Services Officer
ETC	Chief Electronics Technician
ETR	Estimated Time to Repair
FAR	Federal Acquisition Regulation
FAR	Family Advocacy Representative
FL	Fitness Leader
FOIA	Freedom of Information Act
FP	Force Protection
FPA	Family Program Administrator
FPCON	Force Protection Condition
FSA	Family Separation Allowance
FSO	Food Services Officer
FXP	Fleet Exercise Publication
GMT	General Military Training
GP	General Purpose
HAZMAT	Hazardous Materials
HDC	Harbor Defense Command
HDCU	Harbor Defense Command Unit

ACRONYM	DEFINITION
HF	High Frequency
HMC	Hazardous Materials Coordinator
HN	Host Nation
HNS	Host Nation Support
HPC	Health Promotion Coordinator
IBU	Inshore Boat Unit
ICC	Intelligence Coordination Center
ICD	International Classification of Disease
IDS	Intrusion Detection System
IDT	Inactive Duty for Training
IIR	Intelligence Information Reports
IRP	Incident Response Procedure
ISC	Integrated Support Command
ITAC	Intelligence and Threat Analysis Center
JQR	Job Qualification Requirements
JRAC	Joint Rear Area Coordinator
KAO	Cryptographic Operating Instructions
LO	Logistics Officer
LOS	Line-of-Sight
MAA	Master-at-Arms
MC&R	Maintenance, Repair, and Construction
MCT	Maritime Counter-Terrorism
MDA	Maritime Domain Awareness
MDSU	Mobile Diving and Salvage Unit
MEDEVAC	Medical Evacuation
MGIB	Montgomery G.I. Bill
MICA	Management Information for Configuration and Allowances
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MIUW	Mobile Inshore Undersea Warfare
MIUWU	Mobile Inshore Undersea Warfare Unit
MLC	Maintenance and Logistics Command
MOOTW	Military Operations Other Than War
MOPP	Mission-Oriented Protection Posture
MP	Military Police
MRE	Meal Ready to Eat
MSDS	Material Safety Data Sheets
MSF	Mobile Security Force
MTW	Major Theater War

ACRONYM	DEFINITION
NCW	Naval Coastal Warfare
NCWC	Naval Coastal Warfare Commander
NOK	Next-of-Kin
NTP	Naval Telecommunication Publication
NWPL	Naval Warfare Publication Library
OBTT	Onboard Training Team
OCONUS	Outside of the Continental United States
OCS	Officer Candidate School
OGE	Office of Government Ethics
OJT	On-the-Job Training
OMSEP	Occupational Medical Surveillance and Evaluation Program
OPCEN	Operations Center
OPCON	Operational Control
OPS	Operations Officer
OPSEC	Operations Security
OSC	On-Scene Coordinator
PA	Privacy Act
PABX	Private Automatic Branch Exchange
PAL	Personnel Allowance List
PAO	Public Affairs Officer
PB4T	Planning Board for Training
PCC	Publications Control Clerk
PCO	Publications Control Officer
PFD	Personal Flotation Device
PMS	Preventive Maintenance System
POD	Plan of the Day
POE	Projected Operation Environment
POL	Petroleum, Oil and Lubricants
POLREP	Pollution Report Message
POSD	Port Operations and Security Defense
PPA	Property Account
PPC	Personal Protective Clothing
PPE	Personal Protective Equipment
PPEP	Pre-Commissioning Program for Enlisted Personnel
PQS	Personnel Qualification Standards
PS	Port Security Specialists
PSU	Port Security Unit
QC	Quality Control

ACRONYM	DEFINITION
REBI	Reserve Enlisted Basic Indoctrination
RFI	Request for Information
ROC	Required Operational Capability
ROCI	Reserve Officer Candidate Indoctrination
ROE	Rules of Engagement
RPAL	Reserve Personnel Allowance List
SAFE	Substance Abuse Free Environment
SAR	Search and Rescue
SATCOM	Satellite Communication
SATE	Security Awareness, Training and Education
SCP	Security Control Point
SDV	Swimmer Delivery Vehicles
SELRES	Selected Reserve
SGLI	Servicemen Group Life Insurance
SITREP	Situation Report
SK	Storekeeper
SLOC	Sea Lines of Communication
SMMO	Support and Management/Medical Officer
SOFA	Status of Forces Agreement
SOLAS	Safety of Life at Sea
SOP	Standard Operating Procedure
SORTS	Status of Resources and Training System
SPOD	Strategic Port of Debarkation
SPPM	Supply Policy and Procedures Manual
SRDC	Selected Reserve Direct Commission
SROE	Standing Rules of Engagement
SSC	Small-Scale Contingencies
SSN	Social Security Number
SSO	Shore Security Officer
SWO	Security Watch Officer
TACMEMO	Tactical Memoranda
TACON	Tactical Control
TAM	Transportation Acquisition Manual
TAO	Tactical Action Officers
TAR	Transportation Acquisition Regulation
TC	Telecommunications Specialist
TCM	Telecommunications Manual
TESTPUB	Test Publications

ACRONYM	DEFINITION
TMACC	Transportable Multi-Agency Communications Central
TMMIC	Transportable Multi-Mission Communications Central
TPI	Testing Premise Identifier
TPSB	Transportable Port Security Boat
TQC	Training Quota Management Center
TRADET	Training Detachment
TSCO	Top-Secret Control Officer
TUTA	Tailored Unit Training Availability
UCMJ	Uniform Code of Military Justice
UHF	Ultra High Frequency
UIC	Unit Identification Code
UOF	Use of Force
USCD	Urine Specimen Custody Document
VHF	Very High Frequency
WC	Wellness Coordinator
WQSB	Watch, Quarter, and Station Bill
WR	Wellness Representative
WSO	Waterborne Security Officer
XO	Executive Officer
YN	Yeoman

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