



**United States Army
Strategic Arms Reduction Treaty
and
Strategic Arms Reduction Treaty II**

**Special Right of Access Visit
Operations Plan**

**Headquarters, Department of the Army
Office of the Deputy Chief of Staff for Operations and Plans
The Pentagon
Washington DC 20310-0430**

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TABLE OF CONTENTS

COMMANDER'S EXECUTIVE SUMMARY	1
CHECKLIST FOR RESPONDING TO A START SAV REQUEST	7
START SAV OPERATIONS PLAN (OPLAN)	15
LIST OF SUPPPORTING TABS	35
TAB A - START SAV OPERATIONS CENTER.....	A-1
TAB B - SITE SCHEMATICS	B-1
TAB C - NEGOTIATIONS/DEVELOPMENT OF SAV PROCEDURES	C-1
TAB D - BRIEFINGS	D-1
TAB E - SITE INSPECTION PREPARATION & RECOVERY.....	E-1
TAB F - PHYSICAL SECURITY.....	F-1
TAB G - OPERATIONS SECURITY.....	G-1
TAB H - COUNTERINTELLIGENCE.....	H-1
TAB I - POST-VISIT DEBRIEFING/REPORTING.....	I-1
TAB J - SAFETY.....	J-1
TAB K - START SAV NOTIFICATION/COMMUNICATIONS.....	K-1
TAB L - PUBLIC AFFAIRS.....	L-1
TAB M - LEGAL SERVICES.....	M-1
TAB N - MEDICAL SERVICES	N-1
TAB O - SUPPLY AND EQUIPMENT.....	O-1
TAB P - FINANCE AND ACCOUNTING	P-1
TAB Q - START SAV SUPPORT TRAINING.....	Q-1
TAB R - PRE-VISIT FINAL WALK-THROUGH	R-1
TAB S - LOGISTICS AND SUPPORT REQUIREMENTS	S-1
TAB T - U.S. ARMY START IMPLEMENTING AGENT (IA) SUPPORT.....	T-1
TAB U - COMMAND CHECKLISTS	U-1
TAB V - REFERENCES.....	V-1
TAB W - LIST OF ACRONYMS	W-1

COMMANDER'S EXECUTIVE SUMMARY

1. PURPOSE

The purpose of this Strategic Arms Reduction Treaty (START) special right of access visit (SAV) operations plan (OPLAN) is to provide major command (MACOM) staff and facility commanders with an off-the-shelf quick response reference document in the event of a SAV. The OPLAN contains only the information necessary for responding to a SAV, and does not include information relevant to START-declared facility inspections. The START SAV OPLAN outlines the steps which a MACOM and facility should take in the event of a short-notice request for a SAV. It is intended that the START SAV OPLAN be used in conjunction with the *United States Army Strategic Arms Reduction Treaty (START) and Strategic Arms Reduction Treaty II (START II) Implementation and Compliance (I&C) Plan*, hereafter referred to as the Army START I&C Plan. The Army START I&C Plan contains important details on Army compliance with the START Treaties and supplements the START SAV OPLAN with such information as an acronym list and glossary. The START SAV OPLAN maintains the format, organization, and assignment of staff functions (as applicable) of the Chemical Weapons Convention (CWC) Challenge Inspection OPLAN dated 19 July 1993 and promulgated by the Chief, Operations and Contingency Plans Division (DAMO-ODO-M). It is specifically designed to reduce the time involved in responding to a SAV request and uses multiple checklists and forms to address issues of urgent treaty compliance concern, assess security considerations, and meet logistical requirements.

2. BACKGROUND

A. START

The Treaty Between the United States of America and the Union of Soviet Socialist Republics on the Reduction and Limitation of Strategic Offensive Arms, (START), also known as the Strategic Arms Reduction Treaty, was signed on 31 July 1991. After the disintegration of the Soviet Union into fifteen independent states, the four nuclear armed states (Russia, Belarus, Kazakhstan, and Ukraine), along with the United States, signed the Lisbon Protocol in May 1992, thus establishing the applicability of the Treaty to these states and codifying the role of each in the implementation of START. The Treaty provides for the reduction and limitation of strategic offensive arms over a seven year period from the date of entry into force, 5 December 1994. The Treaty does not define the term "strategic offensive arms" and, as a result, all "items of inspection (IOI)" relevant to the Treaty are identified by system. Types, numbers, and locations of these systems are addressed in semi-annual updates to the Treaty's Memorandum of Understanding (MOU). The Army has no inspectable systems and no requirement to submit data for the Treaty's semi-annual update to the START MOU. However, Army MACOMs conduct semi-annual reviews of research, development, production, and storage facilities to confirm compliance with the treaty, and the Army must provide a separate, semi-annual data notification on its Polaris A-3 systems identified as

“former-types.” Agreed Statement 29 of the Treaty exempts this system from reporting requirements when configured for use in the Strategic Target System (STARS).

B. START SAV

Although the Army does not own START Treaty IOI, Army facilities are vulnerable to a START visit with special right of access, also known as a special right of access visit and hereafter referred to as a SAV, by any signatory party to the Treaty. Under the provisions of Section III of the *Protocol on the Joint Compliance and Inspection Commission* of the Treaty, all U.S. military facilities, including Army facilities and Army Government-owned, Contractor-operated (GOCO) facilities, are vulnerable to a request for an on-site visit. The provisions of this Protocol allow a signatory party to request a START SAV in order to “...address what the requesting party considers to be an urgent concern relating to compliance of the other Party with the obligations assumed under the Treaty.” Such a request requires the concurrence of both parties as well as concurrence on the date, location, and procedures used to conduct such a visit.

Treaty signatories must agree on the procedures for a SAV on a visit-by-visit basis during the special session of the Joint Compliance and Inspection Commission (JCIC), if a special session is required to resolve the issue of concern. The JCIC may select procedures to be executed in accordance with the provisions of the *Protocol on Inspection and Continuous Monitoring Activities*, in accordance with specific procedures determined and agreed upon by both parties during the special session, or a combination of both.

The Office of the Under Secretary of Defense (Acquisition and Technology) OUSD(A&T) Memorandum, *Revised Arms Control Treaties and Agreements Planning Assumptions*, dated 3 May 1996, directs Army planning assumptions relevant to a SAV, to include funding (except for Defense Threat Reduction Agency (DTRA)-incurred costs) and preparation to support at least one START SAV per year. U.S. Army requirements to ensure compliance with this memorandum and preparedness for and compliance with START and START II obligations are delineated in the Army START I&C Plan. Army implementation includes preparations to accommodate a SAV by Treaty signatory countries. All Army subordinate activities, agencies, installations, and facilities (including Army GOCO facilities) on U.S. territory are vulnerable to a request for a SAV.

3. SCOPE AND APPLICABILITY

This OPLAN applies to all Army major commands (MACOMs), activities, agencies, installations, and facilities (including Army GOCO facilities) on U.S. national territory (Strategic Arms Reduction Treaty, Article V., paragraph 28). For the purposes of the START Treaty, this geographical designation is defined Guam, Puerto Rico, American Samoa and the Virgin Islands, in addition to the territory of the fifty states and the District of Columbia. This plan serves as a template for applicable MACOMs and subordinate facilities to follow in executing

preparations for responding to a request for a SAV. This OPLAN is effective upon review and approval and is unclassified.

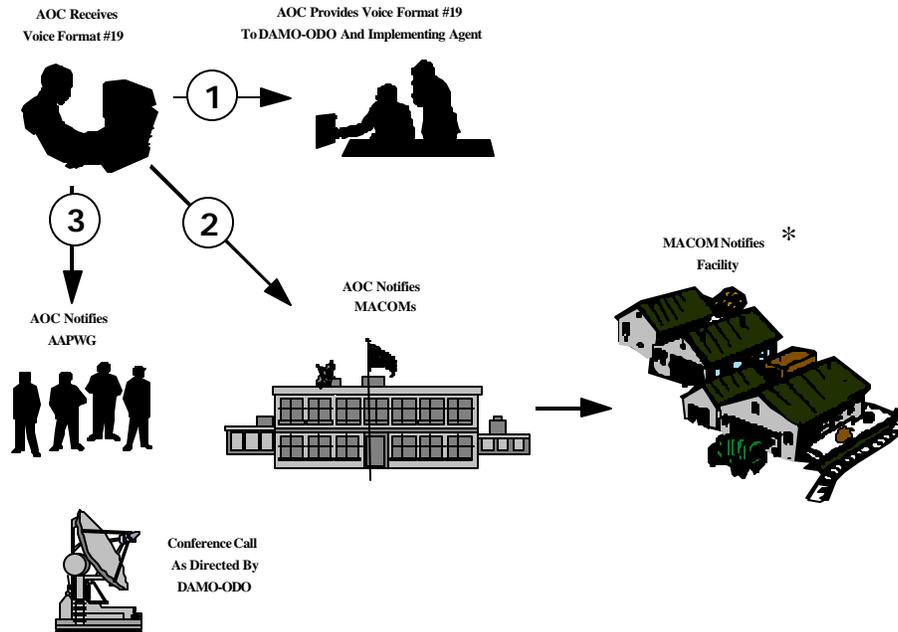
4. SAV PROCESS

Figure One
START SAV Process

- Phase One: Notification/Initial Planning and Response
- Phase Two: Army Assessment and Preparation Working Group Convenes
- Phase Three: Site Assessment and Preparation
- Phase Four: Conduct of the SAV
- Phase Five: Post-Visit/Recovery

A. PHASE ONE: Notification / Initial Planning and Response. (Figure Two). Upon receipt of a request for a START SAV from DTRA, the Army Operations Center (AOC) will notify all Army MACOMs of the request using *START Voice Message Format #19* (VF #19) (ref. TAB K, Appendix 1). The VF #19 identifies the affected facility and the issue of urgent concern which generated the request for a SAV. The AOC will attempt to notify the facility directly should it not be able to contact the MACOM. The AOC will specify the time planned for a conference call between the Chief, Operations and Contingency Plans Division (DAMO-ODO-M), the MACOM, the affected facility, and others, as directed. Official notification of the facility is the responsibility of the facility's MACOM. DAMO-ODO-M may be in direct contact with the MACOM and/or facility for the resolution of issues requiring immediate attention such as information regarding the facility commander's assessment of the situation and the necessity of deployment of a site assessment team (SAT).

Figure Two
START SAV Notification



* AOC executes backup notification of facility

B. PHASE TWO: Army Assessment and Preparation Working Group Convenes.

Within four hours of notification of a request for a SAV (H+4), a working group of the Department of Defense (DoD) START Compliance Review Group (CRG) will convene to consider the U.S. response to the signatory's request. The CRG will also decide whether to deploy a SAT to the affected facility. As a result, the Army Assessment and Preparation Working Group (AAPWG) must be ready within four hours (H+4) to provide an initial assessment to the CRG. The affected facility, in coordination with the MACOM, must respond accordingly. The facility commander will convene designated personnel to determine the facts as they relate to the issues of concern, determine if the assistance of a SAT is required, and provide that recommendation immediately to the MACOM, DAMO-ODO-M, and/or the AAPWG. This will take place during the initial conference call or during the meeting of the AAPWG. It is imperative that this vital information be provided to DAMO-ODO-M, DAMO-ODO, and the AAPWG within the first four hours (H+4) of the Nuclear Risk Reduction Center's (NRRC) receipt of the notification.

C. PHASE THREE: Site Assessment and Preparation. Given the international political impact of a request for a SAV, it is highly probable that the AAPWG will recommend, and the CRG will direct, the deployment of a SAT to the affected facility. The determination of

SAT necessity and any subsequent deployment will occur within 24 hours of the NRRC's receipt of the notification (H+24). The MACOM and facility must therefore execute close coordination with the SAT and DTRA. Close coordination will ensure that the MACOM and affected facility have made the necessary logistical preparations to receive the SAT and to commence preparations for a SAV. When a MACOM subordinate command or facility is the subject of a SAV request, designated MACOM representatives should consider preparations to deploy to the site, *independently* of SAT and DTRA personnel, to provide assistance, as required.

Designated SAT and facility representatives already on site will form a site preparation team (SPT) and will prepare the facility for the visit. Preparation planning should commence with arrival of the SAT and continue until such time as the U.S. Government declines the request for a SAV or until the Foreign Inspection Team (FIT) arrives at the facility. Preparation should include the execution of the facility Physical Security, Operations Security, and Counterintelligence Plans (ref. TAB F, G, H), logistical planning (ref. TAB S), and the identification of assistance required from outside agencies and organizations. To ensure the highest degree of preparedness, the SPT, in conjunction with the facility commander, may request that the Army Deputy Chief of Staff for Operations and Plans (DCSOPS) request support from DTRA in the conduct of a full dress rehearsal or mock visit prior to the arrival of the FIT.

D. PHASE FOUR: Conduct of a SAV. Army installation or facility SAV procedures could closely approximate inspection procedures contained in the START Treaty Inspection Protocol and its annexes. General procedures relating to a facility inspection are included in this OPLAN. It is important to note that should the U.S. and the JCIC agree to a SAV, an actual inspection is not automatic. The JCIC may choose less intrusive options such as use of national technical means, a walk-through of the facility, or an on-site briefing. If the JCIC agrees to an actual inspection, the inspection procedures and size criteria for objects/rooms/buildings to be inspected may follow existing Treaty criteria and procedures or may follow new procedures as determined by the JCIC.

E. PHASE FIVE: Post-Visit/Recovery. At the conclusion of the visit, which will probably not exceed 24 hours, the FIT and DTRA escort team chief will complete an inspection report and formally sign and exchange documents reflecting the results of the visit. The facility will be responsible for preparing a location for this formal signing function, ideally in the vicinity of the designated working areas of the two teams. Upon completion of the formal signing and exchange of visit results, DTRA will return the FIT to the designated point of entry (San Francisco or Washington). The facility commander may then stand down tenant organizations and local escorts. Planning should be undertaken at this time to respond, preferably through the MACOM, to follow-on instructions that may be directed by DAMO-ODO-M, or the MACOM itself, e.g., after action report, conference call, debrief by Military Intelligence personnel, etc.

5. CONCLUSION

A START SAV is an intrusive verification measure designed to alleviate an issue of urgent concern as expressed by a START signatory in the JCIC. In the event of a request for a START SAV, the affected facility commander will be responsible for providing the AAPWG an initial response to the request. Afterwards, the facility commander's responsibilities are primarily support and security as follows:

- Provision of support to the national-level SAT which will assess the facility's compliance with the treaty and which will make recommendations for the conduct of a foreign visit.
- Act as a member of, and provide support to, the site preparation team which will prepare the facility for a foreign visit by establishing required work areas, identifying inspectable structures, and executing security measures to protect sensitive and proprietary information.
- Provision of support to the DTRA escort team and host the FIT.
- Provision of local escorts to assist DTRA during the FIT visit.
- Participation in the after-action procedures as directed by DAMO-ODO-M.

HQDA PERSONNEL AND TELEPHONE LISTING

The following list provides telephone/facsimile numbers for use by the installation commander. In order to coordinate Department of the Army (DA) response to a START SAV, the Army Operations Center will provide a link to specific offices within DA and to other Washington agencies.

OFFICE	TELEPHONE/FACSIMILE
Army Operations Center Washington, DC	TEL: (703) 697-0218 DSN: 227-0218 FAX: (703) 693-6290
Headquarters, Department of the Army Operations and Contingency Plans Division and Mobilization (DAMO-ODO-M) Washington, DC	TEL: (703) 697-9854 DSN: 227-9854/3265 FAX: (703) 693-5570 (U) FAX: (703) 614-1373 (S)
Army START Implementing Agent Headquarters, Space and Missile Defense Command Arlington, VA	TEL: (703) 607-1949 DSN: 327-1949 FAX: (703) 607-1866

CHECKLIST FOR RESPONDING TO A START SAV REQUEST

Upon Army Operation Center notification of a request for a START SAV to a MACOM subordinate facility or Army GOCO facility, the facility commander or his designated START SAV representative should begin the following procedures (Time of U.S. Nuclear Risk Reduction Center receipt of request for SAV is the reference time (H=hour/D=day/A=arrival of SAT):

ACTION	DEADLINE	ACTUAL TIME
I. Phase One: Notification/Initial Planning and Response (ref. TAB K)		
1. Review Messages and Notifications.		
a. Review Notification. <i>Note time of conference call with AOC and MACOM, if any. Seek clarification if SAV request is not fully understood. Note time and location for convening of Army Assessment and Preparation Working Group (AAPWG).</i>	Reviewed:	H+ 2 H+_____
b. Review copy of Voice Format #19/Nuclear Risk Reduction Center (NRRC) Notification (if provided). <i>Seek clarification if not fully understood.</i>	Reviewed:	H+ 2 H+_____
2. Alert Affected Staff.		
a. Notify and convene key facility staff and participants.	Notified/ convened:	H+ 3 H+_____
b. Review notification	Reviewed:	H+ 3 H+_____

ACTION	DEADLINE	ACTUAL TIME
3. Commander's Assessment.		
a. Assess conditions at facility which may have generated the SAV request and formulate initial assessment.	Assessed:	H+ 3
		H+_____
b. Determine necessity for MACOM assistance and SAT deployment	Determined:	H+ 3
		H+_____
4. Conference Call.		
<i>(As directed by DAMO-ODO-M) Time of call may be provided during initial notification. Conference call may occur prior to convening of staff.</i>		
a. Discuss conditions at facility which may have generated the SAV request, and provide initial assessment.	Provided:	H+ 3
		H+_____
b. Coordinate time for participation in AAPWG meeting via video/tele-conference, telephone, or in person.	Coordinated:	H+ 3
		H+_____
c. If possible, advise as to necessity of SAT deployment and MACOM assistance.	Advised:	H+ 3
		H+_____

II. Phase Two: AAPWG Convenes.

As soon as possible (NLT 4 hours after NRRC notification receipt).

1. Information to be provided to AAPWG.

a. Prepare update information	Updated:	H+ 3	H+_____
	ACTION	DEADLINE	ACTUAL TIME
b. Develop and review facility commander's assessment.	Reviewed:	H+3	H+_____
c. Develop recommendations for deployment of SAT.	Developed:	H+ 3	H+_____
d. Discuss/prepare alternative means of issue resolution.	Discussed/ prepared:	H+ 3	H+_____

2. AAPWG Convenes.

Facility and MACOM participate.

a. Convene AAPWG.	Convened:	H+ 4	H+_____
b. Establish communications.	Established:	H+ 4	H+_____
c. Review and discuss facility commander's assessment.	Reviewed:	H+ 4	H+_____
d. Provide recommendations for issue resolution.	Provided:	H+ 4	H+_____
e. Provide recommendation regarding SAT deployment.	Provided:	H+ 4	H+_____

Coordinate SAT deployment and facility arrival times. Deployment will likely involve military aircraft departing within 24 hours of NRRC receipt of Notification.

III. Phase Three: Site Assessment and Preparation

1. Prepare for arrival of SAT.

a. Confirm SAT composition and arrival time/location.	Confirmed:	H+ 8	H+_____
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b. Plan for logistical and services support (ref. TAB S).	Planned:	H+ 8	H+_____
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ACTION

DEADLINE

ACTUAL TIME

c. Arrange for specialized equipment, as needed.	Arranged:	H+ 8	H+_____
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d. Prepare SAT in-briefing, receive security clearances, prepare badging.	Prepared/ Received:	H+ 8	H+_____
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2. SAT arrival.

a. SAT deployed.	Deployed:	H+ 24	H+_____
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1) Arrange pick-up, if needed.	Arranged:	A+0	
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2) Issue badges as appropriate.	Badged:	A+2	
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3) Arrival briefings.	Briefed:	A+2	H+_____
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4) Tour of area in question.	Completed:	A+4	H+_____
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5) Assessment conducted by SAT.		H+30-D+ 4	H+_____ D+_____
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6) Recommendation provided to CRG. Provided: NLT: D+4 D+_____

NLT: D+4
thru ETA* D+_____

3. Site Preparation.

SAT role changes to site preparation

- a. Receive/review JCIC negotiated SAV procedures. Reviewed:
- b. Direct development of procedures to protect facility security and proprietary interests. Directed:

*Estimated Time of Arrival

ACTION	DEADLINE	ACTUAL TIME
c. Prepare facility for visit.	Prepared:	
d. Ensure capability to execute all actions specified in OPLAN.	Ensured:	

IV. Phase Four: Conduct of SAV. D+_____

1. Coordinate with DTRA to receive SAV.

- a. Determine FIT composition, time and location of FIT arrival, and support requirements. Determined on notification
- b. Execute OPLAN. Executed: _____
- c. Review inspection procedures and in-briefing. Reviewed: _____
- d. Implement pre-inspection Implemented: _____

movement restrictions, as required.

2. Arrival.

a. Conduct pick-up, as required.	Conducted:	ETA-1	ETA
b. Conduct pre-inspection briefing.	Conducted:	ETA+1	ETA+____
c. Provide work areas for the FIT.	Provided:	ETA+ 1	ETA+____
d. Conduct meeting with escort team.	Conducted:	ETA+ 2	ETA+____
e. Issue of specialized equipment.	Issued:	ETA+ 4	ETA+____

3. Conduct of START SAV.

TBD

ACTION

DEADLINE

ACTUAL TIME

a. Provide local escorts for escort team/FIT.	Provided:	ETA- ETA+24	ETA+____
b. Execute OPLAN and plans developed during preparation phase.	Executed:		ETA+____

V. Phase Five: Post-visit / Recovery.

ETA + 24

ETA+____

1. End of Visit (EOV).

a. Host out-briefing/exchange of documents.	Hosted:	EOV+4	EOV+____
b. FIT departure from facility.	Departed:	EOV+5	EOV+____

2. Recovery.**EOV+X**

- | | | | |
|--|---------------|-------|----------|
| a. Conduct walk-through of facility. | Conducted: | EOV+X | EOV+____ |
| b. Restore to normal operation. | Restored: | EOV+X | EOV+____ |
| c. Convene staff for de-brief. | Convened: | EOV+X | EOV+____ |
| d. Participate in after-action review,
as directed by DAMO-ODO-M. | Participated: | EOV+X | EOV+____ |
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START SAV OPERATIONS PLAN (OPLAN)

1. INTRODUCTION

PURPOSE

This OPLAN provides guidance for preparing, receiving, and supporting a START-related request for a SAV at an Army installation or Army GOCO facility. This OPLAN ensures that:

- The FIT will have access to the installation facilities in accordance with the provisions negotiated and agreed upon by the JCIC.
- The installation will be able to meet its obligations while ensuring the security of its classified, sensitive, and proprietary equities and that the SAV will have the least impact on installation operations.

SCOPE

This OPLAN elaborates information contained in the “Commander’s Executive Summary” and is applicable to all Army agencies, installations, and facilities (including Army GOCO facilities) on U.S. national territory. This plan provides a template for the execution of a five-phased response to a request for, and the subsequent conduct of, a START SAV and will become effective upon review and approval. It is unclassified except when classified tabs are included.

2. PERSONNEL

PURPOSE

This section lists those involved in a START SAV, from both non-installation and installation organizations, and a description of their roles in the START SAV response process.

NON-INSTALLATION PERSONNEL

Foreign Inspection Team (FIT)

- The FIT will consist of approximately ten inspectors from the Treaty signatory party requesting the START SAV.
 - The FIT will be granted diplomatic immunity in addition to specific rights granted under the Treaty.
 - The FIT will be under U.S. Government (USG) escort for the duration of its time in the U.S.
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Defense Threat Reduction Agency (DTRA)

- DTRA provides the USG escort team which consists of approximately ten U.S. military and civilian personnel trained in the provisions of the START Treaty, and host country rights.
- DTRA will escort the FIT throughout the SAV process, from its arrival at the U.S. point of entry (POE) through its arrival at the point of departure.
- DTRA will provide translators during the period of its escort responsibilities.
- Upon request, DTRA can conduct a mock visit or inspection of the affected facility in advance of the FIT arrival. As appropriate, DTRA will coordinate with the Army for the conduct of a mock visit.
- As required, DTRA coordinates Defense Treaty Inspection Readiness Program (DTIRP) team participation in support of the SAT and preparation of the site.
- Provides logistical support, TDY orders, and coordination of the SAT's movements to and from the affected facility.
- Performs similar functions in preparation for a SAV as those it provides for START inspection and escort missions.
- DTRA representatives provide START Treaty and Treaty-related interpretive assistance.
- Immediately transmits any JCIC Special Session/SAV requests to Office of the Under Secretary of Defense (Acquisition & Technology) (OUSD(A&T)) and AOC.

START Compliance Review Group (CRG)

- Monitors and coordinates compliance issues under the Treaty.
 - Meets as a special working group comprised of: OUSD(AT&L) / Strategic & Tactical Systems / Arms Control Implementation & Compliance (OUSD(AT&L) /S&TS/ACI&C), Office of the Assistant Secretary of Defense (International Security Policy) (OASD(S&TR)), Office of the Secretary of Defense - General Counsel (OSD-GC), Office of the Joint Chiefs of Staff (OJCS), Office of the Under Secretary of Defense (Policy) for Security Policy (OUSD(P)) for SP, Office of the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence (OASD(C3I))/Deputy Assistant Secretary of Defense for Counterintelligence & Security Countermeasures (DASD for CI&SCM) and, as appropriate, Army, Navy,
-

Air Force, DTRA, and other DoD Agencies to respond to JCIC Special Session/SAV requests.

- Decides on a case-by-case basis whether and when to dispatch a SAT to the facility identified in the compliance concern. For Army facilities, the Army will likely direct the SAT. For Army GOCO facilities, the CRG will determine if the Army or OUSD (AT&L) will lead the SAT.
- Within five days after U.S. receipt of the SAV request, provides a recommended response for resolution of the SAV request to SECDEF.

Site Assessment Team (SAT) / Site Preparation Team (SPT)

- On direction of the CRG, the SAT convenes and deploys to the affected facility to determine the nature and circumstances of the situation which caused the request for a START SAV and to provide the CRG a recommended response.
- For Army facilities, DAMO-ODO-M will lead the SAT which will be composed of designated members of the Army Assessment and Preparation Working Group, personnel from DoD, DTRA, the facility, and, as required, the Army MACOM responsible for the facility identified in the request.
- The SPT assists the facility in preparing to receive the START SAV and is composed of designated members of the SAT, DTRA, the facility, and the MACOM. The personnel assigned to the SPT may be the same personnel comprising the SAT.

Army Assessment and Preparation Working Group (AAPWG)

- Meets as a working group chaired by DAMO-ODO-M and composed of representatives from the following offices: Army START Implementing Agent (SMDC); Army Judge Advocate General - International and Operational Law Division (DAJA-IO); Technology Management Office (DACS-DMP); Security, Force Protection, and Law Enforcement Division (DAMO-ODL); Strategic Plans and Policy Division (DAMO-SSD); Assistant Secretary of the Army (Installations and Environment) (ASA (I&E)); Intelligence and Security Command (INSCOM)/902nd Military Intelligence Group (902nd MI); and the MACOM and installation/facility in question to coordinate the Army response to JCIC Special Session/SAV requests and provide Army input to the CRG working group.
 - Provides expertise to the working group of the START CRG on Army installations and contractor facilities.
 - For Army facilities, the AAPWG will draft, based on initial communications with the
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facility commander, an initial assessment and response to a request for a JCIC Special Session/SAV to be provided to the CRG working group.

- When deployment of a SAT to an Army facility named in a SAV request is directed, the AAPWG provides leadership and personnel to the SAT.

Office of the Deputy Chief of Staff Operations and Plans (ODCSOPS), Operations and Contingency Plans and Mobilization Division (DAMO-ODO-M)

- Convenes and chairs the AAPWG, which is responsible for drafting a recommended response to a JCIC Special Session/SAV request for provision to the CRG.
- Represents the Army in meetings of the CRG working group and serves as the primary point of contact between the CRG and AAPWG.
- For Army facilities, DAMO-ODO-M directs the activities of the site assessment team (SAT) and site preparation team (SPT); task-organizes Army membership from the AAPWG.
- For Army contractor facilities, DAMO-ODO-M directs the activities of the SAT if appointed to do so by OUSD(AT&L).
- Leads the SAT/AAPWG in the process of drafting a recommended response to a JCIC Special Session/SAV request to be provided to the CRG.

Office of the Judge Advocate General (OTJAG), International and Operational Law Division (DAJA-IO)

- Acts as a member of the AAPWG responsible for responding to JCIC Special Session/SAV requests.
- Assists the OSD/GC, DTRA, the Office of the Director for Defense Procurement (ODDP), and equivalent offices within other Services/Agencies, if appropriate, in developing procedures for establishing contractual mechanisms with Army contractor facilities to support visits.
- Coordinates with OSD/GC in the execution of its duties.

Office of the Chief of Staff of the Army (OCSA), Technology Management Office (DACS-DMP)

- Acts as a member of the AAPWG responsible for responding to JCIC Special Session/SAV requests.
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- Provides personnel to the Army component of the SAT, as required.
- Advises AAPWG on the potential for, and problems related to, vulnerability of Army Special Access Programs (SAPs) during a SAV.
- Coordinates with OUSD(P) SP in the execution of their duties.

Office of the Deputy Chief of Staff for Intelligence (ODCSINT), Counterintelligence/ Human Intelligence Division (DAMI-CH)

- Provides personnel to the Army component of the SAT.
- Coordinates with OASD (C3I)/DASD (CI&SCM) in the execution of their duties.

Intelligence and Security Command (INSCOM)/902nd Military Intelligence Group

- Acts as a member of the AAPWG responsible for responding to JCIC Special Session/SAV requests.
- Provides personnel to the Army component of the SAT.
- Participates in the AAPWG and/or SAT process of drafting a recommended response to a JCIC Special Session/SAV request to be provided to the CRG.
- Advises AAPWG on the potential for, and problems related to, intelligence gathering by the FIT during a SAV.
- Coordinates with OASD (C3I)/DASD (CI&SCM) in the execution of their duties.
- Assists in the development of local counterintelligence plans, as required.

Office of the Deputy Chief of Staff Operations and Plans, Force Protection and Law Enforcement Division (DAMO-ODL)

- Acts as a member of the AAPWG working group for responding to JCIC Special Session/SAV requests.
 - Provides personnel to the Army component of the SAT.
 - Participates in the AAPWG and/or SAT process of drafting a recommended response to a JCIC Special Session/SAV request to be provided to the CRG.
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Office of the Deputy Chief of Staff Operations and Plans, Information Operations Division (DAMO-ODI)

- Advises the AAPWG and, as necessary, the CRG, on operational security (OPSEC) related to the mission and personnel.

Office of the Deputy Chief of Staff Operations and Plans, Strategic Plans & Policy Division (DAMO-SSD)

- Acts as a member of the AAPWG working group for responding to JCIC Special Session/SAV requests.
- Participates in CRG working group, AAPWG, and/or SAT process of drafting a recommended response to a SAV request for provision to the CRG.
- Provides personnel to the Army component of the SAT.

Assistant Secretary of the Army (Installations and Environment) (ASA (I&E))

- Responsible for Army-wide arms control implementation and compliance.
- Acts as a member of the AAPWG responsible for responding to JCIC Special Session/SAV requests.
- Participates in the AAPWG and/or SAT process of drafting a recommended response to a JCIC Special Session/SAV request (or assists the OUSD(AT&L) in doing so in the case of a contractor facility) to be provided to the CRG.

Space and Missile Defense Command (SMDC)

- Serves as START Implementing Agent (IA), responsible for the implementation of all internal Army programs necessary for full implementation of the START treaty (including SAV preparation).
 - Acts as a member of the AAPWG working group for responding to JCIC Special Session/SAV requests.
 - Acts as Deputy Team Leader of the SAT, as required.
 - Supports and assists all Army Staff (ARSTAF) offices in the performance of their START SAV-related functions.
 - Assists MACOMs and facilities in preparing to properly react to a SAV request at
-

locations where the Army is lead service or where the Army is a tenant unit.

- Participates in the AAPWG and/or SAT process of drafting a recommended response to a JCIC Special Session/SAV request to be provided to the CRG.
- Allocates funding for the conduct of a START SAV in coordination with DAMO-ODO-M.

Army Operations Center (AOC)

- After notification by DTRA Operations Center of a potential SAV, notifies DAMO-ODO-M and follows START Voice Format #19 instructions.
- Serves as central point for communications and coordination between DAMO-ODO-M and all START SAV-affected offices.
- Provides immediate voice notifications to the MACOM with follow up notification to the affected facility when possible.

Major Command (MACOM) Treaty Manager

- Responsible officer who represents the MACOM in all aspects of the implementation of treaty requirements for MACOM and subordinate commands and facilities.
- Serves as the critical communications link between START SAV affected facilities and the AOC.
- Coordinates logistical and service support for conduct of SAV at facilities with limited personnel/resources, as required.
- Assesses applicability of START SAV requests to other subordinate facilities not designated in the START SAV notification.
- Participates as member of SAT/SPT, as required.

INSTALLATION PERSONNEL

Installation Commander

- Ensures USG compliance with the START SAV by responding to chain of command, as directed.
 - Designates facility START SAV representative to plan, coordinate, and lead installation
-

response activities.

Chief of Staff (CoS)/Major Subordinate Command (MSC) Treaty Manager

- Assists the installation commander in the preparation for, and execution, of the START SAV.
- Plans, coordinates, and executes all facets of a START SAV.
- Leads facility staff response effort.
- Represents the installation commander, as required, to ensure effective response to a START SAV by all affected staff offices.

Facility START SAV Representative

- Represents the installation commander in all areas of START SAV coordination (If appropriate, it is recommended that the Installation's Chief of Staff execute this responsibility).

Staff Duty Officer

- Receives notification (START Voice Format #19) from MACOM and/or AOC and notifies installation CoS or designated facility START SAV representative.

Deputy Chief of Staff, Logistics (DCSLOG)

- Coordinates all necessary logistical support for preparation and conduct of a START SAV.
- Coordinates, as necessary, with outside entities (DTRA, MACOM, SAT) to ensure logistical requirements are met.
- Arranges off- or on-site billeting and messing for SAT, SPT, and SAV personnel, including the FIT.
- Coordinates procurement and contracting requirements to support SAV operations.

Installation Operations

The senior representative from every major operation on the installation will provide input to the Commander's START SAV assessment and provide subsequent assistance to the SAT and SPT. These offices must be prepared to advise on the impact of a SAV on their operations and to manage preparatory steps for receiving a SAV, to include identification of local escorts for

designated structures or areas. Installation elements must ensure access and availability of keys for structures within their areas of responsibility.

Staffs, Major Departments, and Installation Offices

- Senior representatives from installation staffs, departments, and offices will provide support directly to the Commander's START SAV representative. The following offices will coordinate preparatory measures and execute plans for receiving the SAV (ref. TAB U):
 - Facility START/SAV representative
 - Physical Security
 - OPSEC
 - Communications / Signals
 - Safety
 - Logistics
 - Medical
 - Legal
 - Public Affairs

Other Installation Personnel

- If not already operational, the facility must establish a 24 hour operations/ communications center (Ops Center) to maintain communications between the AOC, MACOM, SAT, facility, and other affected offices, and to respond to the requirements of the SAV (ref. TAB A).

3. FUNDAMENTAL ASSUMPTIONS

Purpose

This section clarifies selected terminology, procedures, key organizational responsibilities, and other fundamental assumptions integral to the START SAV inspection regime.

- The terms "installation" and "facility" are used generically to represent all Army installations, posts, activities, facilities, remote sites, etc., that may be subject to a START SAV.
 - DAMO-ODO-M will lead the site assessment team, which is comprised of those DoD, service, and agency members with interests in the conduct of the START SAV. In special circumstances, OUSD(AT&L) may assume the lead of the SAT when the affected facility is a contractor facility.
 - DAMO-ODO-M will form a site preparation team from designated members of the SAT, DTRA, MACOM/MSC, and facility.
-

- DTRA will comprise the U.S. escort team; facility representatives will comprise the local escort.
- Army buildings and structures of interest to Treaty signatories requesting a START SAV will be only those which have accesses large enough to allow entry and storage of START Treaty IOIs, e.g., Trident SLBM, Minuteman ICBM, etc. (ref. TAB C).
- The U.S. negotiating representatives will discuss the request for a START SAV in the START negotiating forum, the JCIC. As agreed in the JCIC by both parties, a START SAV will be conducted under the provisions of the Treaty, in accordance with procedures negotiated at the JCIC forum, or a combination of both. The Army will consider the facility commander's assessment and recommendations in the development of their recommendation to the DoD Compliance Review Group (CRG) for the Secretary of Defense, which is provided to the National Security Council and, ultimately, to the U.S. negotiators.
- The FIT may contain members hostile to U.S. interests who will attempt to gather collateral intelligence, including classified, sensitive, and proprietary information on Army operations; training; research, development, testing, and evaluation (RDT&E); manufacturing activities; and other non-Army programs.
- FIT personnel will be under U.S. escort at all times. Their movements will be restricted to areas agreed in the JCIC negotiations or directed by DTRA escorts. The inspection period likely will not exceed 24 hours.
- Army facilities and Army GOCO facilities are vulnerable to a request for a START SAV for the duration of the START Treaty.

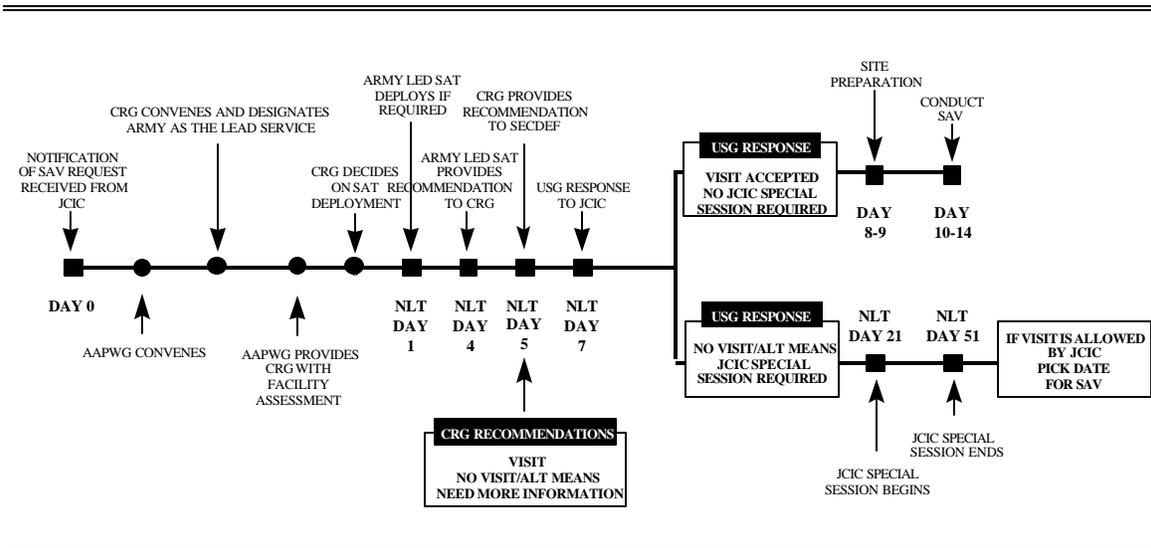
4. START SAV OPLAN

PURPOSE

This section contains the procedures that should be undertaken in the event of a START SAV at an Army installation. A notional timeline for the sequence of events in a START SAV request is shown at Figure Three. As stated earlier, the START SAV request response is organized into five phases:

- Phase 1. Notification / Initial Planning and Response
 - Phase 2. AAPWG Convenes
 - Phase 3. Site Assessment and Preparation
 - Phase 4. Conduct of SAV
 - Phase 5. Post-visit/Recovery
-

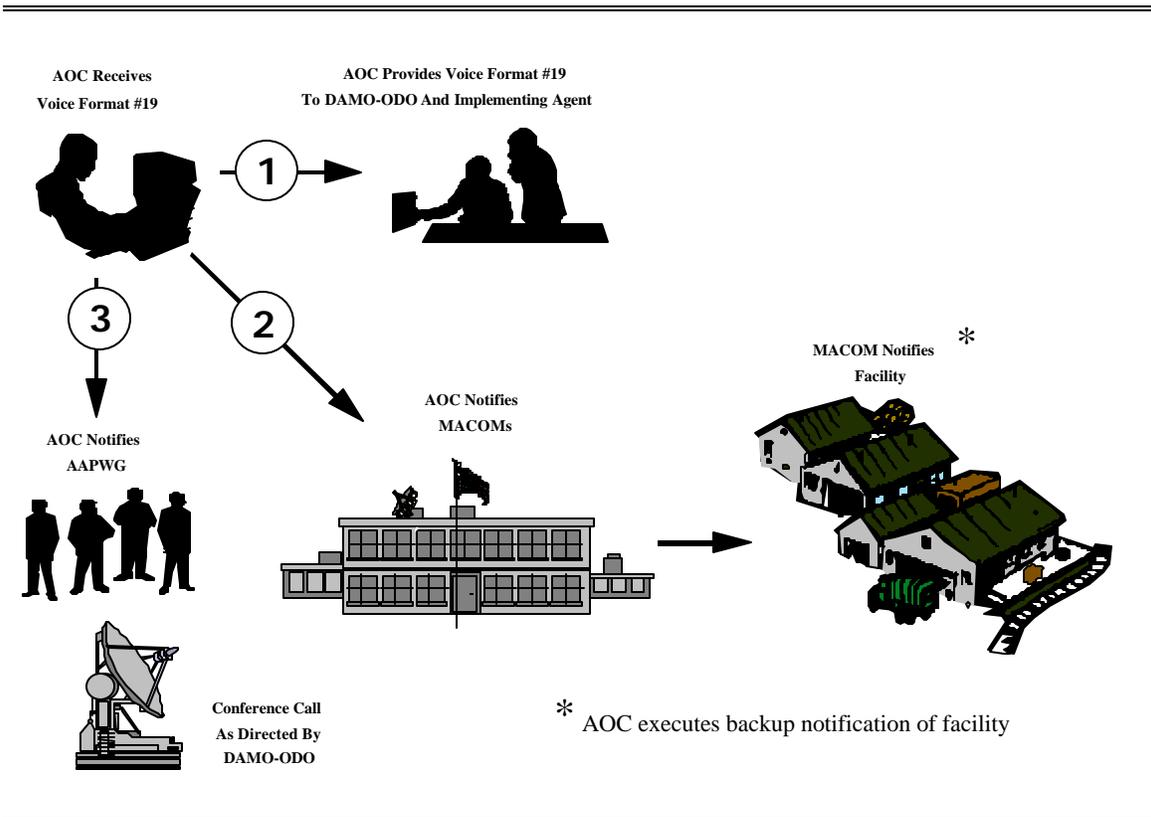
Figure Three
Notional START SAV Timeline



PHASE ONE -- NOTIFICATION / INITIAL PLANNING AND RESPONSE

- Phase 1 Initial Notification Procedures (Figure Four) encompasses the four hour period immediately following the U.S. NRRC's receipt of the SAV notification. Upon receipt of NRRC notification, DTRA will notify the AOC of the SAV request. Upon receipt of the DTRA notification, the AOC will notify all Army MACOMs using START Voice Format #19 (ref. TAB K, Appendix 1). Official notification of the facility is the responsibility of the facility's parent MACOM. The AOC will attempt to make a backup notification of the affected facility. The AOC may also specify a time for a conference call between DAMO-ODO-M, the MACOM, the affected facility, and additional offices, as directed.
- All operational response times are based on the actual date and time of the U.S. Nuclear Risk Reduction Center's (NRRC) receipt of the requesting signatory's notification (H-hour). That time is reflected in the NRRC Notification (START Format 136) and may be included in the Voice Message Format #19. If that information is not provided, all affected offices should request that information from the Army Operations Center during initial communications.
- DAMO-ODO-M, as Chair of the AAPWG and the Army representative to the special working group of the CRG, may be in direct contact with the MACOM and/or facility (preferably through the MACOM) for the resolution of issues requiring immediate attention such as information regarding the facility commander's assessment of the situation and the necessity of a SAT deployment. Whenever possible and practical, DAMO-ODO-M will communicate in conference with the facility commander and the MACOM Treaty Manager.

Figure Four
START SAV Notification



ACTIONS:

- **Phase 1.1 - Receive notification of request for START SAV.**
The facility staff duty officer will receive notification of the SAV request from the MACOM.
 - Review Notification. Ensure understanding of the nature of the request for the SAV; seek clarification if the SAV request is not fully understood. Note the time of the conference call with the AOC and MACOM. Determine Hhour (time of NRRC receipt of request); Hhour will be the reference time for all subsequent activities.
- **Phase 1.2 - Alert Commander and Affected Staff.**
 - Notify commander and staff in accordance with facility notification requirements.
 - Command and staff convenes to review the request.
 - Establish Ops/Communications Center to coordinate SAV-related activities and communications.

- **Phase 1.3 - Commander's Assessment.**
 - Assess conditions at facility which may have generated the SAV request and formulate initial assessment.
 - Determine the necessity for external assistance and site assessment team deployment.
 - Determine if alternate means of resolution are feasible.
- **Phase 1.4 - Conference Call with MACOM and DAMO-ODO-M** (As directed by HQDA).
 - Discuss conditions at facility which may have caused the SAV request, provide initial assessment of the situation, and identify needs relevant to SAT.
 - Coordinate time and method for participation in AAPWG deliberations.

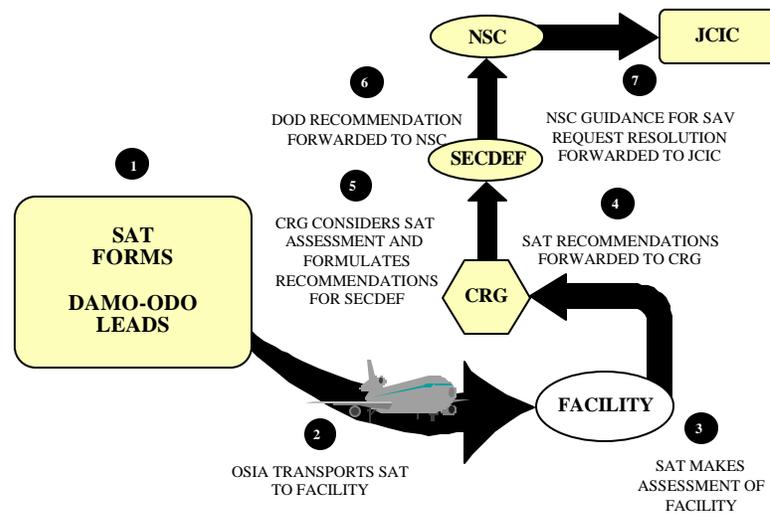
PHASE TWO -- ARMY ASSESSMENT AND PREPARATION WORKING GROUP CONVENES.

Within four to six hours of notification of a request for a SAV (H+4 - H+6), a working group of the START CRG will convene to consider the U.S. response to the signatory's request. The CRG will also decide whether to deploy a site assessment team (SAT) to the affected facility. As a result, the AAPWG must convene within four hours (H+4) to address the issues of concern regarding the affected facility named in the request and provide an initial assessment to the CRG. MACOMs will respond accordingly. The facility, in coordination with the MACOM, must determine the facts as they relate to the issues of concern, determine if SAT assistance is required, and provide that information through DAMO-ODO-M to the AAPWG. Ideally, this will take place during Phase 1 with update information provided during Phase 2. It is imperative that this information be provided to the AAPWG within the first four hours (H+4) of the NRRC's *receipt* of notification.

ACTIONS:

- **Phase 2.1 - Prepare update information for the AAPWG.**
 - Develop and review the facility commander's assessment.
 - Develop recommendation for deployment of SAT.
 - Discuss/prepare alternative means of issue resolution.
- **Phase 2.2 - AAPWG Convenes / Facility and MACOM Participation.**
 - Establish communications with AAPWG as directed.
 - Review and discuss final facility commander's assessment.
 - Provide recommendation for issue resolution.
 - Provide recommendation regarding SAT deployment.

Figure Five
Development of USG Response to SAV Request



PHASE THREE -- SITE ASSESSMENT AND PREPARATION.

Given the international political impact of a request for a SAV, it is highly probable that the AAPWG will recommend, and the CRG will direct, the deployment of a site assessment team (SAT) to the affected facility. If a SAT is directed, DTRA will facilitate its deployment within 24 hours of the Notification (H+24). The facility and MACOM must therefore execute close coordination with the AAPWG, SAT, and the Defense Threat Reduction Agency (DTRA). Close coordination will ensure that the affected facility is prepared to receive the SAT and to commence preparations for a SAV. The SAT will report its findings directly to the CRG. The CRG will then formulate a recommended response for the Secretary of Defense, who will then provide the National Security Council (NSC) with the DoD recommended response. The NSC will use the information to develop guidance for U.S. negotiators at the JCIC (see Figure Five).

- **MACOM Response.** The MACOM must participate in the assessment process involving affected facilities from the moment of the AOC's notification. When a subordinate command or facility is the subject of a SAV request, designated MACOM representatives should communicate with the facility to determine what assistance is required and should make immediate preparations to provide that assistance and/or deploy to the site as necessary, *independently* of the SAT and/or DTRA personnel. The Treaty Manager will ensure that those issues relevant to MACOM compliance identified during the Facility Commander's initial assessment or the SAT visit are expeditiously resolved. The Treaty Manager will also determine the applicability of the issue of "urgent concern" to facilities within the MACOM other than that named in the SAV request. If it is determined, prior to the arrival of the SAT, that the issue of urgent concern which caused the SAV request is applicable to other facilities within the MACOM, then the Treaty Manager must provide the Army Assessment and Preparation Working Group (AAPWG), through the AOC, immediate notification of the circumstances, identification of those facilities affected, and an assessment of the status of Treaty compliance at those facilities. This notification will be provided by telephone and followed by a written memorandum; each will be transmitted by a secure means. If this information is made known *during* the conduct of the SAT visit, then it is provided to the senior Army representative of the SAT – the SAT chief.
 - **Site Preparation Team.** The site preparation team, composed of facility personnel and SAT representatives, will help the facility prepare for the visit. The nature of these preparations will be dependent on the findings of the SAT. Preparation should commence with the arrival of the SAT and continue until such time as the U.S. Government declines the request for a SAV or until the FIT arrives at the facility. Actions should include execution of the facility plans for force protection, physical security, operations security, and counterintelligence (ref. TAB F, G, H), logistical planning, and the identification of assistance required from outside agencies and organizations. To ensure the highest degree of preparedness, the SPT may recommend that Army DCSOPS request support from DTRA, which may include a full dress rehearsal or mock visit prior to the arrival of the FIT.
-

ACTIONS:

- **Phase 3.1 - Prepare for Arrival of SAT.**
 - Confirm SAT composition and arrival times/locations.
 - Prepare SAT in-briefing of facility safety, operations, and START SAV issues (ref. TAB D).
 - Implement logistics support requirements and preparations to include transportation and working, sleeping, and briefing areas for the SAT (ref. TAB S).

 - **Phase 3.2 - SAT Arrival.**
 - Arrange pick-up of SAT, if required (ref. TAB S).
 - Badge personnel, as appropriate.

 - **Phase 3.3 - SAT Execution.**
 - Conduct arrival briefings (ref. TAB D).
 - Conduct tour of facility with focus on areas of START SAV concern.
 - Participate as member / escort for SAT.

 - **Phase 3.4 - Site Preparation.**
 - Establish communications procedures (ref. TAB K).
 - Initiate public affairs (ref. TAB L), legal services (ref. TAB M), and medical services (ref. TAB N) plans.
 - Execute lodging and transportation requirements (ref. TAB S).
 - Ensure capabilities to execute all TABs of this OPLAN during the preparation for and the conduct of the START SAV.
 - Receive and review JCIC negotiated requirements for the conduct of the SAV and participate in site preparation team activities.
 - Establish procedures to protect facility security and proprietary interests.
-

- Prepare facility for visit (ref. TAB E).

PHASE 4 -- CONDUCT OF SAV.

Army installation or facility SAV procedures may closely approximate inspection procedures contained in the START Treaty Inspection Protocol and its annexes. It is important to note that should the JCIC agree to a SAV, an actual inspection is not automatic. The JCIC may choose less intrusive options such as the use of national technical means, a walk-through of the facility, or an on-site briefing. If the JCIC agrees to an actual inspection, the inspection procedures and size criteria for objects, rooms, and buildings to be inspected could derive from existing Treaty criteria and procedures, new criteria and procedures as determined by the JCIC, or a combination thereof (ref. TAB C).

ACTIONS:

- **Phase 4.1 - Coordination to Receive SAV.**
 - Coordinate closely with DTRA to determine escort team and FIT composition, time and location of arrival, and support requirements.
 - Execute Logistics and Support requirements (ref. TAB S) not executed in Phase 3.
 - Coordinate with DTRA to review inspection procedures as determined in JCIC. Determine if Pre-inspection Movement Restrictions (PIMR) are applicable and time of applicability, as appropriate (ref. TAB C).
 - Ensure final preparations are in accordance with negotiated SAV procedures and designated staff are prepared to execute TABs of this OPLAN.
 - Refer all questions relating to the press and public affairs to the PAO in accordance with Tab L of this Plan.
 - **Phase 4.2 - Escort Team and FIT Arrival.**
 - Dispatch transportation and security support as requested by DTRA escort team and conduct movement of element to briefing area.
 - Provide pre-inspection and safety briefing; identify items that can be released from PIMR, and issue specialized equipment as required (ref. TAB D).
 - Conduct meeting with escort team (ref. TAB D) to coordinate issues not previously discussed during the site preparation phase (may be done during transit, before, or after the pre-inspection and safety briefing).
-

- Discuss USG inspection issues.
 - Discuss site diagram showing locations of sensitive areas and equipment.
 - Provide copies of all installation information, including area drawings, building floor plans, and narrative descriptions of site conditions and operations.
 - Introduce local escorts who will serve as escorts/guides for designated areas.
-
- **PHASE 4.3 - Conduct of START SAV.**
 - In company with the DTRA escort team, escort the FIT through the installation as agreed in the JCIC negotiated plan or in accordance with the escort team chief's directions.
 - Provide local escort guidance for specified areas and structures (ref. TAB E, F). If necessary, indicate on the ground, the established reference point.
 - Cooperate with escort team to ensure that requests for meals, etc., are addressed in a timely manner.
 - Ensure communications are established in accordance with agreed procedures established by JCIC and/or in accordance with communications plan (ref. TAB K).
 - Utilize operations center to ensure overall coordination, dispatch technical and service support personnel when needed, track all inspection team and sub-group movements, and, in concert with the DTRA escort team, maintain accountability of each FIT member.
 - Execute physical security (ref. TAB F), operational security (ref. TAB G), and counterintelligence measures (ref. TAB H).

PHASE 5 - POST-VISIT / RECOVERY.

Upon conclusion of the visit / inspection, the FIT will move to its designated working area to write the visit / inspection report addressing the results of the visit. When completed, the report is provided to the DTRA escort team chief, who will write the U.S. portion. Under the START Treaty, four hours are allocated to this process. A post-visit meeting is then held, during which the escort team chief and the team chief for the FIT will affix their signatures, regardless of their agreement, and the documents will be exchanged. It is generally desirable for the escort team and FIT to depart as soon as possible after the exchange of documents so the facility may expeditiously return to normal operations.

ACTIONS:

- **PHASE 5.1 - End of Visit.**
 - Transport escort team and FIT to respective working areas to prepare reports.
 - Host out-briefing, held under purview of escort team. Out-briefing will include a signing and exchange of documents by escort team and FIT.
 - Assist with other logistical and departure arrangements, as required.

 - **PHASE 5.2 – Recovery.**
 - Conduct walk-through of all areas visited by the FIT (ref. TAB G).
 - Restore facility to normal operations (ref. TAB E).
 - Convene staff to discuss the results of the visit and debrief all personnel (ref. TAB I).
 - Prepare comments for an after-action review, lessons learned assessment, etc., to be submitted to the MACOM within five duty days of the end of the inspection.
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LIST OF SUPPORTING TABS

TAB A - START SAV Operations Center

TAB B - Site Schematics

TAB C - Negotiations/Developments of SAV Procedures

TAB D - Briefings

TAB E - Site Inspection Preparation & Recovery

TAB F - Physical Security

TAB G - Operations Security

TAB H - Counterintelligence

TAB I - Post-Visit Debriefing/Reporting

TAB J - Safety

TAB K - SAV Notification/Communications

TAB L - Public Affairs

TAB M - Legal Services

TAB N - Medical Services

TAB O - Supply and Equipment

TAB P - Finance and Accounting

TAB Q - START SAV Support Training

TAB R - Pre-Visit Final Walk-Through

TAB S - Logistics and Support Requirements

TAB T - U.S. Army START Implementing Agent (IA) Support

TAB U - Command Checklists

TAB V - References

TAB W - List of Acronyms

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TAB A

START SAV Operations Center

This TAB discusses the establishment of a START SAV Operations Center and provides instructions for personnel tasked to staff the center.

BACKGROUND

The START SAV Operations Center will serve as the installation command and communications center with national authorities for communications related to initial notification, subsequent preparation for, and execution of a START-related visit with special right of access. The primary function of the Operations Center will be the receipt and distribution of SAV-related communications at the affected facility on a 24-hour basis until resolution of the issue engendering the request for a SAV (ref. TAB K). The Operations Center will be staffed by facility personnel and will have sufficient communications equipment to maintain secure communications links with MACOM, facility, and AOC points of contact. When available, the Operations Center will include secure and open telephone and facsimile equipment and provisions for video- and tele-conferencing. The Operations Center must maintain an active log of communications, support notifications of facility personnel, and forward messages to appropriate parties and offices. The Operations Center should be established immediately after receipt of initial notification of a SAV request.

PURPOSE

Provide guidance for the establishment of a START SAV Operations Center.

SCOPE

This TAB contains recommended steps that the facility commander and/or START POC should take for the establishment and operation of a START SAV Operations Center in the event of a notification of a request for a START SAV. It contains a listing of Operations Center responsibilities for each of the five phases of the OPLAN. The Operations Center should be activated immediately upon receipt of notification of a SAV request.

RESPONSIBILITIES

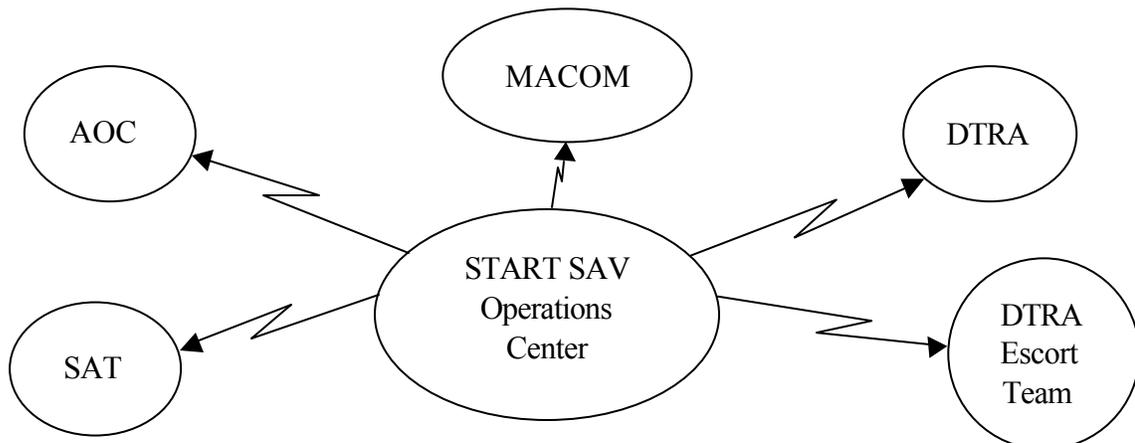
- Phase One - Notification / Initial Planning and Response
 - Make available secure communications for scheduled conference call; may include STU-III and facsimile.
 - Ensure execution of notification procedures for designated facility personnel (ref. TAB K).
 - Establish central communications for facility.
-

- Phase Two - AAPWG Convenes
 - Facilitate commander's participation in the AAPWG process.
 - Maintain internal and external communications links.
- Phase Three - Site Assessment and Preparation through Phase Four - Conduct of SAV
 - Maintain communications with SAT, AOC, MACOM, and DTRA (including Escort Teams during conduct of visit).
 - Develop and monitor SAV execution checklist.
 - Maintain communications log.
 - Forward communications to responsible offices/parties.
 - Coordinate contingency communications support.
- Phase Five - Post-Visit and Recovery
 - Maintain communications link with Army Operations Center, as directed.
 - Capture and document lessons learned.

**START SAV OPERATIONS CENTER
REQUIREMENTS AND CHARACTERISTICS**

- Established upon receipt of SAV request
- Continues operations until resolution of SAV issue
- 24-hour capability
- Secure and non-secure communications
- Video and/or Tele-conferencing capability
- Communications and message log
- Facility cleared for classified material
- Message forwarding service

Communications Requirements



TAB B

Site Schematics

This TAB provides guidance for the development of site schematics to be used in preparations for a visit with special right of access.

BACKGROUND

The site schematic will be used in the process of planning and preparing for a SAV. For the purposes of the site schematic, the geographic coordinates of the site perimeter will be drawn from the information contained in the SAV request notification, START Voice Format #19 (ref. TAB K, Appendix 1). The site schematic is for use during the planning and preparation process only, and is intended to assist the facility commander and the SAT/SPT in evaluating the impact of, and preparing for, a foreign visit. An initial site schematic may be developed during the site assessment phase and subsequently modified/expanded during the site preparation phase. The official site diagram provided to the FIT will be negotiated by the Joint Compliance and Inspection Commission.

PURPOSE

Provide guidance for the development of a site schematic.

SCOPE

This TAB provides guidance for the development of a site schematic for use in preparing to receive a visit with special right of access. Recommendations for surveying the facility (Appendix 1) and a blank site schematic template (Appendix 2) are provided to expedite the site schematic development process. The input of the facility commander will be particularly important in the identification of sensitive areas and buildings where managed access procedures will be required. The site schematic should be classified as necessary.

RESPONSIBILITIES

Installation Commander

1. Conduct a survey of the facility in order to answer the following questions relevant to START Treaty items of inspection reflected in Voice Format #19:
 - a. Are accesses to structures, containers, and/or vehicles large enough to support the presence of a strategic Nuclear ICBM or SLBM (4.1 m x 1.88 for Trident I/Poseidon SLBM, 6.3 m x 1.68 m for Minuteman II/III ICBM, or 7.4 m x 2.3 m for Peacekeeper ICBM). Indicate any such structures, containers, and/or vehicles on the site schematic.
-

- b. If the issue of concern relates to heavy bombers, are accesses to structures or areas large enough to support the presence of a heavy bomber? Indicate any such areas on the site schematic.
 - c. If the issue of concern relates to the presence and or employment of Long Range Nuclear Air Launched Cruise Missiles, are accesses to structures or areas large enough to support their presence (6.4 m x 3.6 m for AGM-86B)? Indicate any such areas on the site schematic.
2. Conduct a survey of the facility and reflect site-specific data on the site schematic.
- a. Facility Survey Checklist (Appendix 1): Conduct a physical inspection of all areas and activities which will be accessible or visible to visiting inspectors. A Facility Survey Checklist is provided to assist in this inspection. The inspection must include considerations for all areas of security concerns to include physical security, operations security, information security, and communications security. For each area inspected, identify the specific security concern and annotate the checklist. For each security concern of a given area, identify the appropriate protective measures to be taken, to include shrouding, moving the item, or sanitizing, and annotate on the check list. Identify and annotate on the checklist, the person who is responsible for a given area or activity and who will ensure that protective measures are taken. This person will also serve as the Local Escort for the specific area or activity. Conduct a follow-up security inspection. Army and MACOM assistance will be provided as required.
 - b. Site Schematic (Appendix 2). Identify the locations of all areas, structures, containers, vehicles, and activities which contain or relate to sensitive, proprietary, or classified information and indicate on the site schematic with annotations explaining the nature of sensitivity for each. Make additional annotations if the sensitive areas are located in the same areas as areas identified in the NRRC notification or on Voice Format #19. The attached Facility Survey Checklist will assist in the assessment of facility security considerations.
 - (1) Indicate on the site schematic all routes to the areas identified in the NRRC notification or Voice Format #19. Indicate recommended routes for use by the visiting party. Annotate sensitive areas, equipment, or structures which are visible along the route.
 - (2) For structures, vehicles, or areas which are identified in NRRC notification or on Voice Format #19, provide a separate schematic. Detail on the schematic all rooms, compartments, sections, etc. and annotate sensitive areas and reasons for the level of sensitivity.
-

3. Provide completed forms to SAT/SPT and/or DTRA escort team chief to ensure effective coordination of preparations for/execution of the START SAV.

**APPENDIX 1 to TAB B
Facility Survey Matrix**

Areas To Be Visited	Route Building Number	Physical Security	Operations Security	Information Security	Communications Security	Protective Measures*	Local Escort Name**
Route							
Accessible Structure/Area Container/Vehicle							
Visible Structure/Area Container/Vehicle							
Accessible Rooms							
Visible Rooms							
Accessible Activities							
Visible Activities							

Identify specific security concern for each area to be accessed by foreign visitors. Provide details on separate paper as necessary.

* List Protective Measure: Shrouding, Movement, and/or Sanitation.

** Local Escort, responsible for the escort/security duties of the areas indicated.

**APPENDIX 2 to TAB B
SITE SCHEMATIC**



NOTE
Site Schematics should be developed on a facility-specific basis.

LEGEND

Scale	
Boundary	
Railroad Track	
Building Structure	
Sensitive Areas (Annotate)	
Security Fence	
Roadway	

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TAB C
Negotiations/Development of SAV Procedures

This TAB provides information on the negotiation and development of the procedures which will govern the conduct of a SAV.

BACKGROUND

The START Treaty does not delineate the procedures which would govern the conduct of a visit with special right of access. The Protocol on the Joint Compliance and Inspection Commission of the START Treaty calls for negotiation and resolution of the location, date, and procedures for the conduct of the SAV in the JCIC forum. However, IAW Section III, Paragraph 3 of the JCIC Protocol, SAVs “may be conducted in accordance with the provisions of the Inspection Protocol, as applicable.” The procedures contained in the Inspection Protocol and its annexes are outlined below.

PURPOSE

Outline likely procedures for the conduct of a SAV in order to prevent the loss of classified, sensitive, and proprietary information.

SCOPE

Procedures for the conduct of a SAV will be determined in the JCIC forum; however, these procedures may closely follow the procedures outlined in the START Treaty Inspection Protocol.

RESPONSIBILITIES

General procedures relating to a START-declared facility inspection are provided below. It is important to note that should the JCIC agree to a SAV, an actual inspection is not automatic. The JCIC may choose less intrusive options, such as a walk-through or on-site briefing. If the JCIC agrees to an actual inspection, the inspection procedures and size criteria for buildings/vehicles/containers to be inspected could follow existing Treaty criteria and procedures, or could follow new procedures as determined by the JCIC.

1. Facility Inspection Criteria

- a. For the purposes of the Treaty Inspection Protocol, access to or inspection may be permitted for each structure, container, launch canister, covered or environmentally protected object, vehicle, or object large enough to contain or large enough to be an item of inspection, *i.e.* each of the measured linear dimensions are equal to or greater than the reference cylinder.
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- b. The inspection size criterion for the reference cylinders as detailed in Annex 12 of the START Treaty are as follows: for the Peacekeeper ICBM 7.4 meters in length and 2.3 meters in diameter; for the Trident I/Poseidon SLBMs, 4.1 meters in length and 1.88 meters in diameter; for the Minuteman II/III ICBMs, 6.3 meters in length and 1.68 meters in diameter.
 - c. Commanders of facilities notified of a SAV may be required to implement pre-inspection movement restrictions (PIMRs) at the inspection site. Should that occur, vehicles, containers, and launch canisters large enough to contain or be an item of inspection of the inspected party and covered objects large enough to contain or to be such items may not be allowed to exit the inspection site until after the facility has briefed the FIT and those items are inspected. Specific procedures for such restrictions will be negotiated by the JCIC.
 2. POE Arrival and Departure Activities. DTRA is responsible for meeting and assisting the inspection team at the POE (either San Francisco or Washington, DC). DTRA will accompany the inspection team throughout the in-country period. DTRA will provide or coordinate with the affected facility for meals, lodging, and transportation to and from the inspection site.
 3. Pre-Inspection Procedures. The inspected Party will conduct a site-specific safety briefing upon arrival of the inspection team. The briefing will last no longer than one hour and will cover information relevant to the conduct of the inspection. The inspection will start immediately after the briefing. The inspection team may designate one subgroup to inspect vehicles captured under pre-inspection movement restrictions which are prepared to leave. Upon completion of the inspection of the vehicles or if the FIT waives its right to carry out such an inspection, the vehicles are free to depart.
 4. Conduct of Inspection:
 - a. The commander of the inspected facility shall provide protective gear (as necessary), adequate lighting to conduct inspection procedures, a work space, transportation, a site representative for the escort party, telephonic communication for use by inspectors to contact their embassy, and a means of communication for use among subgroups of the inspecting team.
 - b. Inspectors shall not interfere with on-going activities, nor hamper, delay, or take actions that affect the safe operation of a facility. Inspectors shall communicate with inspected personnel only through DTRA escorts. Inspectors will observe safety regulations established at the site, as well as regulations for the protection of equipment and maintenance of the controlled environment within a facility.
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- c. During the inspection, inspectors have the right to patrol the perimeter of the inspection site and to be present at the exits of the site. Before inspection of a structure within the inspection site, inspectors may be present at exits and entrances large enough to permit passage of an item of inspection. No object, container, or vehicle large enough to contain or be an item of inspection shall leave the structure until inspected, or until the inspector declares no intent to inspect.

 - d. Mass media representatives will not interfere with conduct of the inspection. Media will not accompany inspectors during inspections (ref. TAB L).
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TAB D

Briefings

This TAB provides guidance on the preparation of START SAV-related briefings.

BACKGROUND

As part of the pre-inspection procedures prior to the commencement of a START SAV, the inspected party will conduct a briefing covering safety issues and information relevant to the conduct of the visit. This briefing is to last no longer than one hour, with the visit commencing immediately after the conclusion of the brief. There is no official requirement for a post-inspection briefing; however, the facility commander should plan for one as part of the customary exchange of documents between the foreign inspection team and the DTRA team chief.

The pre-inspection briefing will be delivered upon arrival of the FIT and immediately prior to the visit itself. The briefing should include the physical layout of the facility, including a map denoting all structures and significant geographical features; a brief description of the basic activities taking place at the facility (without disclosure of classified, sensitive, or proprietary information); safety measures required on the installation; administrative and logistical arrangements that have been made for the accommodation of the visiting team; and a review of the agreed procedures for the conduct of the inspection. The briefing may also include those areas not included in the visit area for clarification purposes. The ideal location for the pre-inspection briefing will be an unclassified location on the perimeter of the area to be visited in order to minimize the visiting party's opportunities for intelligence collection. A brief, impromptu USG-only coordination meeting should follow the briefing for discussion between facility personnel and the DTRA Escort Team Chief. Although it may occur during the short transition period between the pre-inspection briefing and the inspection, it also may occur at anytime prior to inspection commencement as the situation permits.

PURPOSE

Outline recommended topics and preparatory steps designated facility START SAV representatives should take to prepare for and deliver pre-inspection briefings.

SCOPE

The facility START SAV Representative, in coordination with the SAT/SPT leader, will direct the development and presentation of the pre-inspection briefing. DTRA will provide interpreters/translation support.

RESPONSIBILITIES

PRE-INSPECTION BRIEFING

The pre-inspection briefing will last no longer than one (1) hour and should include the following topics:

- **Introduction:** Introductory remarks by the installation commander. Introduce installation escorts, national escort team, and FIT.
- **Safety Brief:** Basic procedures to be observed during the visit. Include instructions in the event of an emergency.
- **Security Briefing:** Review of procedures for conduct of the visit agreed on by the JCIC. Issue identification badges to those present who are NOT members of the FIT or national escort team. The national escorts will carry previously agreed-on badges and are responsible for ensuring the FIT is badged.
- **Overview of Facility:** Presentation covering the physical layout of the facility and factors potentially impacting the visit (i.e. potential safety hazards related to ongoing activities). Coordinate briefing with security office, SAT/SPT, MACOM, DTRA, and contractor representatives, as required, to prevent the loss of classified, sensitive, and proprietary information.
- **Identification of Equipment Captured under Pre-inspection Movement Restrictions:** Note equipment captured under PIMRs and necessity of movement of such equipment.
- **Administrative and Logistics Briefing:** Overview of billeting, messing, transportation, work space, and other logistical considerations for the FIT.
- **Question and Answer Session:** Remaining time in pre-inspection briefing period will be used for a question and answer session, led by facility commander and coordinated with the national escort team leader and with translation by national escort team as necessary.

The installation commander and facility START SAV participants should be prepared to conduct a USG-only coordination meeting with representatives from the national escort team to discuss the following:

- **Introductions:** Introduce USG personnel.
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- Facility Overview: Status of preparations for the visit and security issues which should be considered by USG participants during the visit.
 - Support: Request specifics of additional support the facility can provide to the national escort team.
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APPENDIX 1 to TAB D
Pre-inspection Safety Briefing

This Appendix provides a sample format for the pre-inspection safety briefing.

BACKGROUND

It may be assumed that the foreign inspection team and U.S. national escorts have some familiarity with industrial procedures and understand the need for safety rules. It cannot be assumed that the foreign inspection team has experience with U.S. safety equipment, nor that the national escorts will be familiar with particular safety procedures at the facility. The safety briefing should identify training requirements for undertaking those activities necessary to complete the inspection.

PRE-INSPECTION SAFETY BRIEFING

(PROVIDE SCHEDULE AND OPERATIONAL INFORMATION AS REQUIRED)

- Installation safety officials:
 - Point of Contact in Safety Office
 - Fire/emergency response resources

 - General installation safety procedures

 - Hazardous installation areas
 - Operational areas
 - Industrial/manufacturing areas
 - RDT&E areas

 - Operational areas safety procedures
 - Locations of piers/runways
 - Schedule of operations
 - Safety procedures/equipment (hard hats, face shields, respirators, etc.)

 - Industrial/manufacturing areas
 - Location of facilities
 - Schedule of hazardous activities
 - Safety procedures and equipment
-

- RDT&E areas
 - Location of facilities
 - Schedule of hazardous test activity
 - Safety procedures and equipment

TAB E

Site Inspection Preparation and Recovery

This TAB provides guidance to the facility staff on preparing the facility to receive and recover from a START SAV.

BACKGROUND

Site preparation is a crucial part of a START SAV. Preparation will ensure that all areas, buildings, rooms, and objects within the agreed perimeter meeting the inspection criteria can be opened or uncovered at the request of the national escort team without compromising Army OPSEC standards or classified, sensitive, or proprietary information. Site preparation will involve identification of site vulnerabilities, establishment of managed access procedures (such as the shrouding of sensitive equipment), selection of personnel to carry out managed access procedures, and implementation of procedures. In order to demonstrate compliance with Treaty obligations while maintaining OPSEC standards, special care must be taken to ensure that all preparation tasks are completed and properly executed.

PURPOSE

Outline recommended steps to be taken for preparing the facility to receive a START SAV.

SCOPE

This TAB should be used in conjunction with TAB G - Operations Security and TAB H - Counterintelligence. The focus of this TAB is the planning and execution of site preparation prior to the conduct of the SAV. Appendix 1 of this TAB contains a site preparation checklist for use by personnel assigned to the site protection mission.

RESPONSIBILITIES

During Phase Three (Site Assessment and Preparation), prior to the conduct of the visit, facility personnel assigned to the SAV will, in conjunction with representatives of the SAT, SPT, and 902nd MI and/or DTRA/DTIRP:

- Assess site vulnerabilities to determine which buildings, sections of buildings, containers, etc. will require detailed readiness preparation before the START SAV. Alternative means of demonstrating Treaty compliance without granting full access should be considered.

Once the date of the SAV and the criteria governing its conduct have been agreed to and the perimeter of the area to be visited has been determined, final preparations can begin. Facility

personnel assigned to the SAV will, in conjunction with representatives of the SAT, SPT, and 902nd MI and/or OSIA/DTIRP:

- Assign local escorts for inspectable installation areas, buildings, or sections, as appropriate.
- Develop site preparation checklists (ref. TAB E, Appendix 1) for each area, building, or section identified as requiring preparation. Include detailed checklists for preparation of the area, to ensure that the area is fully prepared and that the FIT is not denied its right to enter areas previously agreed on.

Prior to the commencement of the visit (Phase Four), local escorts assigned to the SAV will, in conjunction with representatives of the SAT, SPT, and 902nd MI and/or OSIA/DTIRP:

- Implement and ensure completion of items on site preparation checklists (ref. TAB E, Appendix 1) for all inspectable areas.
- Mark with signs and engineering tape the entrance to all non-inspectable areas within the perimeter of the inspectable site.
- Confirm inspectable status of all areas (i.e., access denied, managed access, or alternate means of compliance demonstration).
- Report areas ready for inspection by section, building, and area to Ops Center as checklists are completed.
- Conduct final OPSEC inspection/walkthrough IAW TAB G - OPSEC and TAB H - Counterintelligence (CI) to ensure completion of checklists and inspection readiness. Advise Ops Center of any uncompleted preparation activities and continue preparation unless otherwise directed.

During Phase Five (Recovery), facility personnel assigned to the SAV will reassemble at designated areas to conduct post-inspection CI checks and walkthroughs with security office personnel and attend any required debriefings.

**APPENDIX 1 to TAB E
Site Preparation Checklist**

TASK	BUILDING _____ /FLOOR _____	STATUS:
1.	Secure sensitive items/papers in safe.	
2.	Shroud/remove displays, organization charts, white boards, etc., as appropriate.	
3.	Conduct special security/safety requirements, as necessary.	
4.	Shroud mainframe readouts.	
5.	Secure administrative and personnel papers.	
6.	Implement Clean Desk policy.	
7.	Remove STU-III Keys from telephones.	
8.	Log off PCs (blank screen)	
9.	Empty trash cans.	
10.	Secure installation phone books/POC information.	
11.	Secure Personnel Access Lists.	
12.	Separate personnel from FIT, IAW national escort instructions.	
13.	Review Inspector/Facility Personnel protocol with remaining personnel.	
14.	Ensure ability to open/afford managed access to all inspectable areas, including those normally secured (verify keys are available, locks function, lights are operational)	
15.	Conduct final OPSEC sweep of all inspectable areas. All sensitive material must be shrouded/removed; all white boards, bulletin boards, name plates, signs, and displays covered; all sensitive documents, phone lists, operational/test schedules, operating manuals, logs, etc. are removed and secured; PC monitors switched off; numbers on phones covered; manufacturer's names and contents lists on boxes covered.	
16.	Report readiness to visit/area coordinator.	
17.	Designated personnel stand by to provide required assistance to escort team as required (to include safety or emergency assistance)	

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TAB F

Physical Security

This TAB provides guidance for physical security procedures in the event of a START SAV.

BACKGROUND

Hosting an on-site SAV will place extra and new demands on an installation's physical security office. The site will need to continue to provide basic physical security (e.g., access control) while it also has to handle extra requirements brought on by the presence of a foreign inspection team (FIT).

Federal law enforcement agencies will be responsible for the physical protection of the FIT during travel from the Point-of-Entry (POE) to the local airport. However, the installation being visited will be expected to coordinate federal, state, and local physical protection between the local airport and the installation.

The installation will be responsible for the physical protection of the FIT while it is conducting the visit at the installation. Coordination with local law enforcement agencies should be accomplished as recommended by DTRA and the SAT/SPT.

Under pre-inspection movement restrictions and during the visit, the visited party may be required to provide for monitoring of all vehicular movement from exit points of the perimeter. This self-monitoring will be initiated prior to the arrival of the FIT by the installation and continued during the visit for all vehicles and containers large enough to contain or be an item of inspection. The FIT may commence exit monitoring on arrival at the installation. The DTRA escort commander will provide escort personnel at these posts to oversee the inspection process.

The facility should be prepared to provide access within the requested site as soon as possible, or as directed by the DTRA escort team. The facility is obliged to allow for the greatest degree of access, taking into account constitutional obligations and national security. If the facility cannot provide full access due to security reasons, it is obliged to provide alternative means to clarify the "urgent concern."

PURPOSE

To outline the recommended steps that the security office should take in the event of a START SAV.

SCOPE

The security office will have an active role for the entire duration of the visit and may be expected to provide security for all inspection activities, to include crowd control, traffic control, VIP escorts, entry/exit control, security badges, etc. The installation security office will be responsible for providing installation physical security during a START SAV.

RESPONSIBILITIES

Installation Security Officer

- Phase Three - Site Assessment and Preparation
 - Develop special SAV only badges.
 - The FIT will have their own badges. The security office should decide whether to issue special badges to installation visit support personnel to identify them as such during the visit. If other installation staff normally wear identification badges, the security office should consider a modification of normal badging procedures in order not to compromise the identity of installation personnel. Modifications could consist of removing or concealing badges.
 - Prepare and implement special SAV security procedures to include, but not limited to:
 - Special SAV badging.
 - Special SAV access procedures.
 - Visit-only code names and call signs.
 - Special physical security actions.
 - Implementation of pre-inspection movement restrictions.
 - Review elements of transportation (ref. TAB S) for inclusion of appropriate security requirements, and update as necessary.
 - Select primary and alternate routes to local airports and coordinate route security with local law enforcement agencies, if necessary.
 - Select and brief drivers and security personnel on physical security and counter-terrorism.
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- Coordinate with the facility START SAV representative and the START SAV operations center chief to formulate physical security and special security procedures for a START SAV.
 - Designate a security office representative to be assigned responsibility for the security of the facility START SAV operations center and START SAV participants.
 - Coordinate with the OPSEC and counterintelligence officers to ensure all aspects of operations security have been considered.
 - Recommend and train personnel to act as installation escorts, as required (ref. TAB Q).
 - After activation of the START SAV Operations Center, all visit-related security activities will be coordinated with the START SAV Operations Center Chief or Deputy Chief (Security Rep. to the START SAV Operations Center) during the preparation, SAV, and recovery phases.
 - Prepare a security training schedule.
 - Phase Four - Conduct of SAV
 - Provide security support during the visit.
 - Maintain quick-reaction security unit(s) to accompany or respond to FIT physical security needs during the SAV.
 - The installation security officer may be required to provide personnel to act as installation escorts to the START SAV operations center. These individuals should be experienced, senior personnel and be well trained by the facility START SAV representative or designated START SAV participants for escort responsibilities.
 - Ensure installation escorts observe the following:
 - Limit communications between installation SAV readiness personnel and the FIT. The normal communication channel should be from the FIT to DTRA escorts, who will ask the installation for assistance as necessary. No casual conversation should be initiated by installation escorts, and all non START-related questions by the FIT should be referred to the national escorts.
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- Installation personnel will not accept or give any personal items, money, or notes to foreign inspectors outside the context of official briefings or meetings.
 - Shrouded items will be uncovered only upon agreement of the installation commander, the Facility START SAV Representative, and DTRA inspectors. Installation escorts will be the only personnel authorized to lift or handle shrouds during the inspection. Approval to do so will be coordinated between the installation escorts and DTRA escorts.
 - Installation escorts will coordinate with DTRA escorts to address FIT questions or resolve disputes.
 - Installation SAV readiness personnel not assigned for escort support will avoid unnecessary contact with the FIT.
 - Installation escorts must be well trained on the consequences of removing shrouds. The installation commander may choose not to delegate this authority to escorts or to the facility START SAV representative.
 - The threat posed by the inspector is primarily a HUMINT threat, i.e., the inspector's capability to observe or obtain information or samples of materials during the visit. Of significant concern is the threat posed by the inspector's contacts with facility personnel.
- Phase Five - Post-visit /Recovery
 - All security office management personnel will participate in after-action reviews and file after-action reports as directed by the installation commander.
 - The security officer will notify the installation commander when normal facility operations may resume.

Others:

- SAV personnel/offices will coordinate with the security officer regarding physical security during the START SAV.
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TAB G

Operations Security

This TAB will focus on the OPSEC aspects of a START SAV.

BACKGROUND

Operations Security (OPSEC) consists of measures to protect critical classified, sensitive, and proprietary information and activities. All USG organizations and supporting contractors with sensitive activities should already have OPSEC programs in place. IAW AR 530-1, the responsibility for the implementation of OPSEC rests with the senior individual of the facility. Arms control non-standard inspections such as a START SAV present a unique threat in that professional intelligence operatives are allowed direct access to areas where sensitive programs are taking place. Facility personnel will conduct OPSEC briefings as part of the SAV preparation process, and OPSEC requirements will be included in the preparation checklists developed for each inspectable area of the facility.

PURPOSE

Provide guidance on appropriate OPSEC measures in preparation for a START SAV. A template for the development of an OPSEC plan for a START SAV is included at Appendix 1. It is not comprehensive, and should be modified and augmented by facility security personnel in whatever manner necessary to enhance the unique security needs of the individual facility. If possible, these plans should be developed prior to the receipt of a START SAV request in order to facilitate review by all parties. The START SAV OPSEC plan will become effective immediately on approval, and will be implemented on notification that a SAV will be conducted.

SCOPE

This TAB addresses the development of an OPSEC plan for conducting a START SAV. The OPSEC plan will focus on efforts to identify those actions that can be observed by adversary intelligence systems, determine indicators obtainable by adversary intelligence systems that can be interpreted or pieced together to derive critical information in time to be useful to adversaries, and select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions and operations to adversary exploitation.

RESPONSIBILITIES

OPSEC Officer:

- Upon receipt of this TAB, prepare an OPSEC Plan IAW AR 530-1 (ref. Appendix 1)

 - OPSEC responsibilities include:
-

- Prepare, maintain, and execute the START SAV OPSEC Plan.
 - Ensure consideration of OPSEC issues in all START SAV plans.
 - Develop guidelines for determining and maintaining awareness of OPSEC requirements.
 - Assist in identification of OPSEC indicators, vulnerabilities, and measures. Evaluate to determine organizational OPSEC posture.
 - Maintain contact with intelligence and security agencies to obtain threat information impacting OPSEC planning.
 - Recommend OPSEC measures to govern the conduct of the foreign inspection team.
 - Recommend measures for protection of noted vulnerabilities.
 - Identify requirements for OPSEC surveys.
 - Prepare, maintain, and present OPSEC educational material to all facility personnel.
 - Coordinate with Army Intelligence offices for assistance in all OPSEC training as required.
 - Coordinate with resident Defense Counterintelligence Service and 902nd MI Detachment for Threat Vulnerability Assessment.
 - Schedule OPSEC briefings to be given to installation personnel at the level specified by the installation commander. Train installation escorts and personnel involved in escort duties.
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- After activation of the START SAV Ops Center in preparation for the visit, coordinate visit-related security activities with Ops Center during the preparation, inspection, and recovery phases.

 - Coordinate OPSEC requirements and issues with DTRA and other appropriate parties.
-

APPENDIX 1 to TAB G
START SAV OPSEC PLAN

This appendix is to be used as a template in conjunction with AR 530-1 to develop an installation-specific OPSEC Plan for a START SAV. The following template is prepared IAW AR 530-1. If unclassified, the facility-specific START SAV OPSEC plan should be included at this point. If classified, a reference to the location of the plan should be inserted here.

HEADQUARTERS
UNITED STATES ARMY XXXXX
FORT XXXXX 00000

CLASSIFICATION

(As appropriate - the START SAV OPLAN is an UNCLASSIFIED publication. Ensure the OPSEC Plan is maintained as a separate classified document, if necessary)

(a) REFERENCES: AR 530-1, Operations Security

1. Situation:

- a. Mission. “Commander’s mission” in a START SAV would include the protection of ongoing projects, programs, operations, and capabilities.
- b. Opposition. The “Opposing” mission in a challenge inspection assumes that the foreign inspection team has a separate agenda which includes the collection of intelligence information.
- c. Requirements for Essential Secrecy. State the reason the activity, program, or organization must establish and maintain the coordination of essential secrecy. Clearly identify why specific information, activities, functions, procedures, etc., must be protected.

2. Sensitive Mission Areas and Essential Elements of Friendly information (EEFI):

- a. Sensitive Mission Areas. Identify each area, function, element, activity, etc., that has been determined to be sensitive due to any of the following:
 1. The function is critical to the accomplishment of the organization, facility, or activity mission.

2. The identified mission area contains, processes, develops, produces, reproduces, stores, transmits, or transfers information or data that is classified or falls within the definition of unclassified sensitive or critical information.
 3. An activity that, if known and understood by an adversary, could be exploited in a way that would disrupt or have adverse effect on the activity, disclose key US. technology being developed, or provide an adversary information that has been identified as militarily critical technology.
- b. Essential Elements of Friendly Information (EEFI). Identify EEFI that could be disclosed in the course of the visit.
1. Personal or work related-information on base personnel that could be used for future foreign intelligence service targeting, i.e. names, addresses, phone numbers, organizations, work assignments, responsibilities, etc.
 2. Mission, function, location, and operation of Army activities and organizations.
 3. Information concerning RDT&E at the installation and in the local area.
 4. Normal security procedures, protective devices, or OPSEC routines.
 5. Special security measures in effect during the conduct of intrusive arms control inspections.
3. Intelligence Collection Threat
- a. Threat. State the known intelligence threat to the installation, project, or program based on coordination with the local 902nd MI Group element and other agencies.
 - b. Target. State the target of possible adversarial intelligence threats identified in paragraph 3a.
 - c. Intelligence Activities. Prepare this portion of the OPSEC in conjunction with TAB H - Counterintelligence.
4. Concept of Operation:
- a. Planning and Preparation. The possibility of a SAV requires the introduction of different OPSEC methods. This portion of the OPSEC plan should include
-

provisions for the shrouding or moving of sensitive projects. The Treaty's Inspection Protocol gives the criteria for the conduct of an inspection, including the extent of access (ref. TAB C). The foreign inspection team may have access to these areas as early as ten days after the receipt of the initial notification.

1. Incorporation of OPSEC measures into site protection checklists (ref. TAB E).
 2. Development of a plan for removing/covering all bulletin boards, desks, nameplates, signs, etc., in inspectable or transit areas.
 3. Ensure adequate plans for securing classified documents.
 4. Develop procedures for removing/covering all personal identity tags, phone lists, etc., in areas subject to inspection.
 5. Develop procedures for removing/covering test schedules, operating manuals, and log books in inspectable areas.
 6. Identify sensitive items for shrouding and determine the best method of shrouding to obscure the object.
 7. Review each area, building, and site preparation checklist for inclusion of necessary OPSEC protective measures (ref. TAB E).
 8. Logistics preparations (ref. TAB S).
 9. Personnel preparations (ref. TAB Q). (NOTE: Personnel should avoid contact with the foreign inspection team and answer questions only from the DTRA escorts.)
 10. Public Affairs preparations (ref. TAB L).
 11. Command, Control, and Communications (C3) preparations/actions (ref. TAB K).
 12. Exercises: TAB Q - SAV Support Training, discusses the execution of a mock inspection to test installation readiness for a START SAV. Coordinate to exercise OPSEC aspects of a SAV.
- b. Execution. Execution will begin with notification of a SAV at the facility.
-

1. Relay any additional precautions and updates to site preparation team leaders and personnel, as necessary.
 2. OPSEC spot-checks will be conducted by all personnel during final preparation phase prior to the arrival of the foreign inspection team.
 3. Counterintelligence checks and walk-through of areas, buildings, and sections to be visited by the FIT will be executed by the OPSEC officer. Final preparations include:
 - Removing/covering building access lists.
 - Covering writing on containers, boxes, etc. that identifies contents.
 - Covering manufacturer's name on all shrouded items.
 - Ensuring all computer screens are blank.
 4. The OPSEC officer will assist in personnel de-briefs , as required.
- c. Post-Inspection Recovery. Post-visit OPSEC activity will consist of reconstruction of the foreign inspection team's access and an evaluation of information gathered/compromised. Installation personnel will organize OPSEC reports for their areas, as directed. The OPSEC officer will coordinate with non-installation intelligence agencies to develop an accurate account of the inspection and lessons learned for the future.
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TAB H
Counterintelligence

NOTE

This TAB should be developed on a facility-specific basis and coordinated with appropriate intelligence agencies. It should be maintained separately as a classified document.

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TAB I

Post-Visit Debriefing/Reporting

This TAB provides guidance to the installation commander, facility START SAV representative, START SAV operations center, OPSEC coordinators, and site preparation team leaders on post-visit debriefing and reporting activities.

BACKGROUND

Post-visit debriefing and reporting is designed to identify deficiencies in planning and preparation which led to problems, such as lapses in security, during the visit. Identification of deficiencies will permit:

- Counterintelligence analysis of the potential intelligence loss; and
- Recommendations for changes to the OPLAN for use in future SAVs of Army facilities.
- Security debriefings should focus on OPSEC measures, including incidents or problems that may have occurred during the visit, security violations noted during preparation, and any observations regarding the activities of the foreign inspection team (FIT), i.e., what they seemed most interested in, what they were not interested in, what they did not appear to understand, any unusual actions such as an attempt to acquire information not authorized by the Treaty, etc. A sample security debriefing form is included as APPENDIX 1 to this TAB.
- After-action reviews should focus on operational aspects of hosting a visit, including discussion of problem areas, lessons learned, etc., in all phases of preparation, briefing, visiting, and recovery activity. The staff who write after-action reports should be aware of any information concerning classified programs or activities contained in the report and handle the report appropriately.

PURPOSE

To provide an outline of the recommended post-visit steps that should be taken to identify and record deficiencies in the inspection preparation process.

SCOPE

The facility START SAV representative or designated START SAV participants are responsible for coordinating post-visit debriefing and reporting during Phase Five. The process will include all installation personnel involved in the planning and execution of the visit, including any personnel who have had inadvertent contact with the FIT. The steps in this TAB should be accomplished as soon as possible after completion of the SAV. The steps include personnel

debriefings; after-action reviews with key personnel; and post-operational assessments to establish lessons learned and to identify deficiencies for correction. DTRA and other federal agencies involved will coordinate with the Army installation to provide guidance for corrective actions based on their own after-action reports of any visit to the installation. The Department of the Army and other agencies may specify additional reports required as a result of a START SAV, in addition to reports listed in this TAB. The designated START SAV participants are responsible for production of final reports and making recommendations for corrective actions. Two sample after-action report forms are included as APPENDICES 2 and 3 to this TAB.

RESPONSIBILITIES

Installation Commander:

- Conduct administrative reviews of reports as desired.
- Implement the remedial action plan, developed by the facility START SAV representative, including the following corrective actions:
 - Recommending changes to the Army START SAV OPLAN according to lessons learned.
 - Coordinating with DAMO-ODO for additional funding for corrective actions as necessary (ref. TAB P).
 - Tracking corrective actions specified and ensuring they have been completed.
 - Training and testing new procedures, personnel, equipment, etc., to ensure readiness.
- Submit completed after action report to MACOM within 5 duty days of end of inspection, to be forwarded to the SMDC Treaty Advisor within 8 duty days of end of inspection, thence to DAMO-ODO-M within 10 days of end of inspection.

Facility START SAV Representative:

- Lead after-action review sessions with key SAV readiness personnel.
 - Act as the POC for installation after-action reports written by designated installation inspection readiness team leaders.
 - Prepare installation after-action report, as directed by DAMO-ODO. Consideration should be given to the following:
 - List of lessons learned during the visit, to be forwarded to concerned federal agencies.
-

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- Correctable deficiencies which identify problem items, execution errors, and faulty procedures which can be rectified by physical modifications, revised procedures, or enhanced training.
 - Submit installation after-action report to the commander within 72 hours of SAV completion.
 - Supervise production of the consolidated after action report.
 - Develop remedial action plan and track all corrective actions taken, including recommendations for updating this OPLAN.

START SAV Operations Center Chief:

- Assist the facility START SAV representative in conducting after-action review sessions with key SAV readiness personnel.
- Write the installation after-action report on the operations of the START SAV operations center.
- Compile all individual installation after-action reports, review session comments and the START SAV operations center log to produce a comprehensive installation after-action report covering all activities that occurred in preparing for, receiving, and recovering from the inspection.

OPSEC Officer:

- Work closely with Army military intelligence and other federal agencies as directed to establish a clear picture of the intelligence/counterintelligence/OPSEC results of an intrusive visit to the site.
- Prepare individual installation after-action reports concerning assigned areas of activity, and submit to the facility START SAV representative within 72 hours of SAV completion.

Local Escorts:

- Participate in security debriefs.

Administration Department:

- Provide administrative support, including setting up a debriefing area and conference room for after-action reviews, reproducing personnel debrief forms and after-action reports, etc.,
-

as coordinated through the START SAV operations center. Debriefs and reviews should begin as soon as possible after the completion of the SAV, on a schedule arranged by the START SAV operations center chief which does not interfere with post-visit recovery procedures.

Others:

- Inspection personnel/departments will coordinate with the facility START SAV representative regarding post-visit debriefing and reporting.

**APPENDIX 1 to TAB I
Personnel Security Debriefing Form**

SERVICE MEMBER
OR EMPLOYEE

NAME: _____ DIVISION: _____ PHONE: _____

INSPECTION POSITION: _____

AFFECTED AREAS: _____

OPSEC/CI VIOLATIONS: (by area, building, section)

INSPECTION TEAM ACTIVITIES: (include items of unusual interest)

INCIDENTS OR PROBLEMS: (rule breaking by foreign inspectors, etc.)

OTHER OBSERVATIONS:

INTERVIEWED

BY: _____ TIME/DATE: _____



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**APPENDIX 2 to TAB I
After-Action Report Form A
General Impressions Report**

SERVICE MEMBER
OR EMPLOYEE

NAME: _____ DIVISION: _____ PHONE: _____

INSPECTION POSITION: _____

INSPECTION ISSUE: _____

FINDINGS: _____

DISCUSSION: _____

RECOMMENDATION: _____

ACTION TO BE TAKEN: (by reviewer)

REVIEWED BY: _____ DATE RECEIVED: _____



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APPENDIX 3 to TAB I
After-Action Report Form B
Remedial Action Projects

SUBMITTED

BY: _____ DIVISION: _____ PHONE: _____

INSPECTION POSITION: _____

DEFICIENCY FOR CORRECTION: _____

PHASE OF OPERATION: _____

SUPPORT PLANS AFFECTED: _____

REMEDIAL ACTIONS: _____

IMPLEMENTING ORGANIZATION/UNIT: _____

OTHER COMMENTS: _____

APPROVED BY: _____ DATE: _____

APPROVED: _____

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TAB J

Safety

This TAB provides guidance to the facility safety office representative on suggested actions for ensuring the safe conduct of a START SAV.

BACKGROUND

The safe conduct of the START SAV is of paramount concern to the facility commander and all installation personnel involved in SAV planning and implementation. Overall responsibility for safety during a SAV lies with the installation commander. The facility safety office will be responsible for the implementation of safety procedures recommended in this TAB and developed during planning for the SAV. The FIT and DTRA escorts will be required to follow all safety precautions and rules established by the facility safety office. The safety office will be responsible for the issue of, and training in, specialized equipment required for entry into certain areas of the installation. It may be necessary to shut down hazardous operations for a period of time during the SAV. The facility should be prepared to provide estimates of the costs and schedule impact of such a shut-down.

PURPOSE

Outline recommended procedures for ensuring the safe conduct of a SAV, including planning considerations for minimizing risks to foreign inspectors, DTRA escorts, and facility personnel during the visit.

SCOPE

Normal installation safety procedures will remain in effect during the SAV. Exceptions to these procedures will be made on a case-by-case basis by the facility commander. The installation commander may refuse to allow actions by the FIT, that, in his judgment, pose an unacceptable hazard to the inspection team, its escorts, or facility personnel. The shut-down of hazardous operations may be required if the continuation of such activities poses an unacceptable risk to inspection team and its escorts.

RESPONSIBILITIES

Safety Officer:

- Phase Three - Site Assessment and Preparation
 - Assess inspectable areas to determine if any are too hazardous to permit inspection during on-going activities.
-

- Specify inspectable areas requiring special procedures for inspection during operation.
 - Requisition or procure any necessary specialized equipment in quantities sufficient to supply the foreign inspection team and its escorts.
 - Prepare for any required issue of specialized equipment and/or training in procedures upon arrival of foreign inspection team.
 - Develop pre-inspection safety briefing.
 - Provide safety training to installation escorts and site preparation personnel as required by the end of Phase Three.
 - Phase Four - Conduct of SAV
 - Present pre-inspection safety briefing information to be provided to the foreign inspection team and DTRA escorts upon their arrival at facility.
 - Issue safety equipment and conduct training session, as required.
 - Conduct pre-inspection safety sweep to identify any existing hazards.
 - Notify START SAV operations center of any unacceptable risks potentially affecting the conduct of the SAV.
 - Maintain contact with START SAV operations center to provide on-call technical support and emergency response personnel.
 - Phase Five - Post-visit /Recovery
 - Recovery of issued safety equipment.
 - Capture and report lessons learned.
-

TAB K

START SAV Notification / Communications

This TAB provides guidance for communications planning during the request for and conduct of a START SAV. The recommended steps will ensure compliance with U.S. treaty requirements and facilitate U.S. host operations.

BACKGROUND

A facility designated in a request for a START SAV will be notified of the request by the MACOM and will receive a back-up notification from the Army Operations Center. Early and continued communications with those headquarters are vital to providing U.S. decision groups (Compliance Review Group and Army Assessment and Preparation Working Group) with up-to-date information critical to the U.S. response to the SAV request. It is likely that such information will be of a classified nature and require secure means of transmission. While external communications are vital to the U.S. decision groups, the treaty requires that external communications be permitted between the FIT and that team's embassy. Additionally, the START Treaty requires that inspection (visiting) teams be permitted communications between sub-groups which are inspecting a facility. Sub-groups may consist of no fewer than two inspectors or a maximum of five sub-groups for a ten-man inspection team.

PURPOSE

To outline the recommended steps that should be taken to respond to START SAV notifications and to plan for and execute communications requirements during visits by foreign teams.

SCOPE

This TAB offers guidance to the installation Communications Representative responsible for determining communications requirements, providing notifications, obtaining communications equipment, and implementing communications plan.

RESPONSIBILITIES

Signal Officer:

- Phase One - Notification / Initial Planning and Response
 - Make available secure communications for scheduled conference call; may include STU-III and facsimile.
-

- Ensure execution of notification procedures for designated facility personnel (See Appendix 2 of this TAB).
 - Establish facility central communications.
 - Attend the initial planning meeting.
 - Phase Two - AAPWG Convenes
 - Identify and make available the directed communications media for commander's participation in the AAPWG process; secure telephone, video-conference, etc.
 - Phase Three - Site Assessment and Preparation through Phase Four - Conduct of SAV
 - Coordinate with the Facility START SAV Representative to determine SAT and DTRA escort team hand-held radio requirements; DTRA normally provides hand-held radios for sub-groups.
 - Establish dedicated telephone for FIT calls to respective embassy; position telephone in foreign visiting team's work area.
 - Maintain organizational communications for the START SAV Ops Center. Ensure messages are forwarded to responsible offices, maintain active log of communications. Coordinate contingency communications support.
 - Coordinate with local agencies and authorities to avoid radio frequencies already in use, as necessary.
 - Provide communications maintenance, as required.
 - Phase Five - Post-visit /Recovery
 - Ensure turn-in of all communications equipment issued during Phases 3-4.
 - Maintain Army Operations Center communications as directed.
-

HEADQUARTERS PERSONNEL TELEPHONE LISTING

OFFICE	TELEPHONE/FACSIMILE
Army Operations Center	TEL: 703-697-0218 DSN: 227-0218 FAX: 703-693-6290
HQDA (DAMO-ODO)	TEL: 703-697-9854 DSN: 227-9854 FAX: 703-693-5570 (U) FAX: 703-614-1373 (S)
Army START IA	TEL: 703-607-1949 DSN: 327-1949 FAX: 703-607-3853
DTRA Operations Center	TEL: 703-325-2102/06 877-240-1187
MACOM POC	TEL: DSN: FAX:

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Appendix 1 to TAB K - Voice Format #19 - (Page 1)

(CLASSIFICATION) UNCLASSIFIED	DATE PREPARED: 1 MAY 2000	pg. 1 of 2 pg.
START VOICE FORMAT 19: NOTIFICATION OF A JCIC SPECIAL SESSION/VISIT WITH SPECIAL RIGHT OF ACCESS REQUEST		
AOC INSTRUCTIONS: WHEN NOTIFIED BY THE DTRA OPERATIONS CENTER OF A NOTIFICATION OF A JCIC SPECIAL SESSION/VISIT WITH SPECIAL RIGHT OF ACCESS REQUEST, COPY THE FOLLOWING INFORMATION.		
A CONFERENCE CALL IS NOT REQUIRED.		
"THIS IS THE DEFENSE THREAT REDUCTION AGENCY, ON-SITE INSPECTION ACTIVITIES, WITH A START TREATY VOICE FORMAT #19: NOTIFICATION OF A JCIC SPECIAL SESSION/VISIT WITH SPECIAL RIGHT OF ACCESS REQUEST."		
(PAUSE)	(REPEAT ONCE)	
LINE 1:	INSPECTION ID:	_____
LINE 2:	PROPOSED DATE:	_____
LINE 3:	PROPOSED SITE FOR CONVENING OF SPECIAL SESSION:	_____
LINE 4:	NATURE OF CONCERN:	_____

LINE 5:	LOCATION OF CONCERN:	_____

LINE 6:	NAME OF HEAD OF REPRESENTATIVE:	_____
LINE 7:	PROPOSED METHOD TO RESOLVE CONCERN (OPTIONAL):	_____

LINE 8:	REMARKS:	_____

LINE 9:	OUSS (A)/ S&SS(SAC&C)	
REMARKS:		_____

LINE 10:	TIME OF REPORT:	_____ Z

STAND BY FOR POLL, RESPOND WITH YOUR INITIALS, MY INITIALS ARE: _____		
ARMY _____	AIR FORCE _____	NAVY _____
ACC _____	TRANSCOM _____	FBI _____
PEOC _____	DOE _____	NMCC _____
DTRA HEARS ALL CONFEREES, DTRA OUT. (OR)		
STANDBY FOR RETRANSMISSION, ALL OTHERS ARE RELEASED.		
CONTINUED ON NEXT PAGE		
REFERENCES: NONE		(CLASSIFICATION) UNCLASSIFIED

**Voice Format #19
(Page 2)**

This section of VF#19 is left blank for internal use by organization operations centers. It is an example of the instructions used by AOC. MACOM or unit instructions may be different.

(CLASSIFICATION) UNCLASSIFIED	DATE PREPARED: 1 MAY 2000	pg. 2 of 2 pg.
START VOICE FORMAT 19: NOTIFICATION OF A JCIC SPECIAL SESSION/VISIT WITH SPECIAL RIGHT OF ACCESS REQUEST		
<p>NOTE: THIS NOTIFICATION REQUIRES ADDITIONAL HANDLING. SEE PAGE 8, PARAGRAPH 4v, START VOICE FORMAT #19.</p> <p>CONTACT DAMO-ODO-M POC (SEE POC LIST, PAGE 9) TO DETERMINE THE NEED FOR FURTHER NOTIFICATION OR A CONFERENCE CALL.</p> <p>IF A CONFERENCE CALL IS REQUIRED, PASS THE FOLLOWING INFORMATION:</p> <p>"THIS IS THE ARMY OPERATIONS CENTER WITH A START VOICE FORMAT #19: NOTIFICATION OF A JCIC SPECIAL SESSION / VISIT WITH SPECIAL RIGHT OF ACCESS REQUEST."</p> <p>"STANDBY FOR POLL, RESPOND WITH YOUR INITIALS, MY INITIALS ARE _____."</p> <p>(SEE POC LIST ON PAGE 9)</p> <p>SMDC _____ TMO _____ AMC _____ NATIONAL GUARD BUREAU _____ 902D MI _____</p> <p>MACOM (OF THE SITE IDENTIFIED IN LINE 5) _____ SITE (IDENTIFIED IN LINE 5) _____</p> <p>"AOC HEARS ALL CONFEREES, THIS CONCLUDES THE CONFERENCE." OR "_____ STANDBY FOR RETRANSMISSION, ALL OTHER CONFEREES ARE RELEASED."</p> <p>NOTE: PLACE THE COMPLETED VOICE MESSAGE FORMAT #19 IN THE DAMO-ODO-M IN-BOX.</p>		
REFERENCES: NONE	(CLASSIFICATION) UNCLASSIFIED	

**Appendix 2 to TAB K
Facility Internal Notification Form**

***START VOICE FORMAT #19
NOTIFICATION OF JCIC SPECIAL SESSION/
SPECIAL RIGHT OF ACCESS VISIT REQUEST***

Duty Officer Instructions: *Upon receipt from the Army Operations Center or MACOM of a START Voice Format #19: Notification of a JCIC Special Session/Visit with Special Right of Access Request, record message information and **IMMEDIATELY** notify the designated offices listed below.*

A. Facility Points of Contact:

1. Deputy Chief of Staff, Operations (DCSOPS)/Facility START SAV Representative

NAME: _____

TEL: _____ (COM) _____
(DSN)

FAX: _____ (COM) _____
(DSN)

SECURE TEL: _____

SECURE FAX: _____

2. Deputy Chief of Staff, Intelligence (DCSINT)

NAME: _____

TEL: _____ (COM) _____
(DSN)

FAX: _____ (COM) _____
(DSN)

SECURE TEL: _____

SECURE FAX: _____

3. Deputy Chief of Staff, Logistics (DCSLOG)

NAME: _____
TEL: _____ (COM) _____
 (DSN)
FAX: _____ (COM) _____
 (DSN)
SECURE TEL: _____
SECURE FAX: _____

4. Other

NAME: _____
TEL: _____ (COM) _____
 (DSN)
FAX: _____ (COM) _____
 (DSN)
SECURE TEL: _____
SECURE FAX: _____

5. Other

NAME: _____
TEL: _____ (COM) _____
 (DSN)
FAX: _____ (COM) _____
 (DSN)
SECURE TEL: _____
SECURE FAX: _____

6. Other

NAME: _____
TEL: _____ (COM) _____
 (DSN)
FAX: _____ (COM) _____
 (DSN)
SECURE TEL: _____
SECURE FAX: _____

TAB L

Public Affairs

This TAB provides guidance to the Public Affairs Officer (PAO) on managing media access to a request for and to the conduct of a START SAV. NOTE: The PAO should not release any information until approval is granted by OSD/PAO.

BACKGROUND

Given the international nature of a request for or the conduct of a START SAV, PAOs can expect a high degree of media interest. In order to ensure that information critical to the U.S. negotiating positions is not released inadvertently and in order to ensure compliance with the treaty, which prohibits the release of information relevant to the results of an inspection, PAOs must coordinate closely with OSD/PAO.

PURPOSE

Outline the recommended steps that PAOs should take in the event of a START SAV in order to ensure U.S. national interests and treaty compliance while facilitating the USG public information process.

SCOPE

The installation PAO will be responsible for coordinating the facility's public affairs response during a START SAV.

This TAB should be used in conjunction with guidance provided by OSD and HQDA (DAMO-ODO) at the time of a START signatory's request for a START SAV. Any press releases concerning the conduct of the visit must be undertaken only with the approval of the DTRA team leader or USG representative on-site during the visit. DTRA Public Affairs possesses final USG authority over release of information relating to the inspection.

Local or national media will not be allowed to accompany the foreign visiting team on-site. An initial press conference is permitted by the treaty if the FIT and DTRA team chiefs agree.

RESPONSIBILITIES

PAO:

- Phase One - Notification/Initial Planning and Response
 - Attend the initial planning meeting.
-

- Phase Two - AAPWG Convenes
 - Formulate a press release regarding the request for a START SAV at the facility and gain OSD/PAO approval prior to release. A sample press release is included at Appendix 1 of this TAB.
 - Phase Three - Site Assessment and Preparation, Phase Four – Conduct of SAV, and Phase Five - Post-visit /Recovery
 - Maintain close coordination with DTRA during the FIT visit.
 - Coordinate any on-site public affairs activities as approved by the DTRA escort team chief. NOTE: Inspection results are considered classified at the SECRET level.
-

APPENDIX 1 to TAB L
Sample Press Release

NOTE: This is an example only and although consistent with PAO releases under other treaties, has not been reviewed or approved by OSD or Department of the Army PAO.

The Strategic Arms Reduction Treaty (START) provides for the declaration and inspection of strategic systems of signatory countries. The treaty also provides for the right to request a visit with special right of access to any U.S. military installation or government owned and contractor operated facility on U.S. territory. The purpose of such a request is to alleviate any concerns a signatory country may have regarding that facility.

On (date), the (country), a signatory to the START Treaty, exercised its right to request a visit with special right of access to (facility). The United States will negotiate the appropriateness and conditions of such a visit within the START compliance forum, the Joint Compliance and Inspection Commission, in Geneva, Switzerland.

Signature Block

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TAB M

Legal Services

This TAB provides guidance to the Staff Judge Advocate (SJA) or legal officer concerning legal responsibilities and legal support of the preparation process in the event of a START SAV.

BACKGROUND

The START Treaty stipulates that members of the foreign inspection team shall be afforded certain diplomatic privileges and immunities. A summary of these privileges and immunities is contained in Appendix 1 to this TAB.

PURPOSE

This TAB is designed to familiarize the SJA with basic legal considerations that may arise during a START SAV and outline additional recommended steps that the installation legal adviser should take to prepare for such a visit.

SCOPE

The SJA is responsible to the installation commander for all legal planning and advice during the SAV.

The legal adviser should be familiar with legal issues involved in Treaty implementation, particularly:

- Diplomatic immunity
- Army liability for facility-related inspector injuries
- Army responsibility for emergency medical care

The SJA must be familiar with the START Treaty and anticipate legal issues that may arise during the inspection. The legal adviser will be prepared to provide on-call opinions on legal issues regarding a START SAV as requested by the facility commander or facility START representative.

RESPONSIBILITIES

- Provide legal advice to the command relevant to Treaty provisions and contract requirements.
 - The SJA should be prepared to provide advice on a 24-hour basis throughout the preparation, inspection, and post-inspection phases.
-

- Review material concerning START visits with special right of access, including procedures agreed on by JCIC.
 - Review public affairs, medical, and safety plans to ensure all actions called for are in accord with the rights of the foreign inspection team and their specific immunities and privileges as specified by USG guidance.
 - The SJA will effect necessary coordination on all legal issues regarding a START SAV, to include, coordination with the Office of the Judge Advocate General (ATTN: International and Operational Law Division), as required.
-

APPENDIX 1 to TAB M
Inspector Privileges and Immunities

The privileges and immunities provided for below are accorded for the entire time inspectors are within the territory of the other party. During their stay in the territory of the inspected party, without prejudice to the privileges provided for in the Treaty, inspectors shall be obliged to respect the laws and regulations of the inspected party, shall be obliged not to interfere in its internal affairs, and shall not engage in any professional or commercial activity for personal profit on the territory of the inspected party.

Specific procedures for the conduct of a START SAV are not delineated in the START Treaty; however, Section II, Paragraph 7 of the Protocol on Inspections and Continuous Monitoring Activities accords inspectors the following privileges and immunities:

1. **Inviolability:** Inspectors are to be accorded the inviolability enjoyed by diplomatic agents IAW the Vienna Convention on Diplomatic Relations of 18 April 1961. This means that they are entitled to immunity from the criminal jurisdiction of the receiving state and they are not liable to any form of arrest or detention. They are also entitled to limited civil immunity in the receiving state.
 2. **Living Quarters:** Office space and living quarters for inspectors shall enjoy the same inviolability and protection as that which is accorded to the premises of the mission and private residences of diplomatic agents IAW the Vienna Convention on Diplomatic Relations. In other words, agents of the receiving state may not enter them without the consent of the head of the mission, and the receiving state is obliged to take all appropriate steps to protect these premises from any intrusion or damage.
 3. **Papers and Correspondence:** The papers and correspondence of inspectors shall enjoy the same inviolability as that which is accorded to papers and correspondence of diplomatic agents IAW the Vienna Convention on Diplomatic Relations.
 4. **Aircraft:** Dedicated inspection aircraft are to be inviolable, which means that they are not subject to search or seizure by the receiving state.
 5. Inspectors have the right to bring into as well as out of the territory of the other party, without payment of any customs duties or related charges, articles for their own private use, with the exception of articles, the import or export of which is prohibited by law or controlled by quarantine regulations.
 6. **Taxes:** FIT members shall be exempt from the taxes of the receiving state, except for:
-

- Value-added taxes of a kind which are normally incorporated into the price of goods and services,
 - Personal property taxes on property which is privately owned (i.e., it does not belong to the U.S.),
 - Estate or inheritance taxes imposed by the receiving state,
 - Income taxes on private income earned in the receiving state apart from official inspection duties,
 - Income from investments in the receiving state,
 - Fees levied for specific services rendered, and
 - Fees associated with private real estate transactions.
-

TAB N

Medical Services

This TAB provides guidance to the installation medical staff (if applicable) on installation medical responsibilities with regard to the Foreign Inspection Team and DTRA escorts in the event of a START SAV.

BACKGROUND

The START Treaty specifies that the USG shall provide or arrange medical care for the FIT, as necessary. The installation should be prepared to provide or arrange for such medical care in emergency situations, including initial assessment and medical attention, and as needed, medical evacuation and emergency hospitalization, for FIT members, DTRA escort team members, or installation personnel during the course of a START SAV.

An interpreter will be made available during medical emergencies and for the ambulance crews if an FIT member is involved in an emergency.

PURPOSE

Outlines the installation medical responsibilities during a START SAV.

SCOPE

Emergency medical care should be provided by appropriate on-site installation medical staff, if available. If not, the installation medical authority or other responsible party should coordinate ambulance transportation to a local medical facility.

RESPONSIBILITIES

Installation Medical Authority:

- Phase One - Notification/Initial Planning and Response, Phase Two – AAPWG Convenes, and Phase Three - Site Assessment and Preparation
 - Attend the installation commander's initial planning meeting and provide recommendations concerning emergency medical and dental services for the FIT and escorts as required.
 - Coordinate with the START SAV operations center the details of medical planning including emergency care after working hours, ambulance and MEDEVAC service, hospital, and emergency medical procedures.
-

- Act as liaison with local civilian medical facilities for back-up emergency capability, as required.
- Coordinate with the START SAV operations center to understand the scope of hazardous operations or procedures that may impact FIT and escort personnel.
- Phase Four - Conduct of SAV
 - Provide emergency medical/dental care for FIT and escort personnel, as required.
- Phase Five - Post-visit /Recovery
 - Provide after-action report, as required.

Facility START SAV Representative:

- Phase One Notification/Initial Planning and Response, Phase Two – AAPWG Convenes, and Phase Three - Site Assessment and Preparation
 - Notify the medical staff, if any, of the potential need for emergency services during the period that the FIT is at the installation.
 - Coordinate with the installation medical authority to determine need for local hospital support as an emergency back-up.
 - Arrange back-up ambulance capacity, if necessary, based on the potential installation safety hazards to inspectors.
- Phase Four Conduct of SAV through Phase Five - Post-visit/Recovery
 - Coordinate with medical staff to arrange emergency medical and dental care as needed, while observing the diplomatic rights and immunities of the FIT.

Others:

- Local department escorts will coordinate with the medical staff regarding planning considerations concerning medical care for the FIT.
 - Reimbursement for FIT medical expenses will be submitted IAW TAB P.
-

COORDINATION

- The medical staff will coordinate with all concerned for medical issues pertaining to a START SAV.

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TAB O

Supply and Equipment

This TAB provides guidance to the logistics staff concerning supplies and equipment which may be required in the event of a START SAV.

BACKGROUND

The installation will likely be required to provide certain supplies and equipment to facilitate the conduct of a START SAV. It is expected that there may be items, such as specialized safety or monitoring equipment that are unique for a particular installation and necessary for the conduct of a START SAV. Installation supply and store rooms should be made available to provide equipment and supplies which may be required during the inspection. Such equipment and supplies could include:

- Shrouding material,
- Extra sets of site-unique safety gear,
- Anticipated contracting items, such as rented equipment.

PURPOSE

Outline potential inspection supply and equipment needs, recommend planning steps for the logistics staff concerning the provision of installation-unique supplies and equipment, and provide steps for procuring and distributing equipment necessary to prepare for, host, and recover from a START SAV.

SCOPE

The logistics staff is responsible for ensuring that all required equipment is located or procured during Phase Three, Site Assessment and Preparation. Logistics should be prepared to issue all required items and any supplementary items as necessary from Phase Three - Site Assessment and Preparation, until the SAV is complete. Items lost, damaged, or expended during an intrusive visit should be reported to logistics as per standard installation practices to ensure reorder, repair, and replacement of equipment. Items should be identified as a direct cost item charged to the START SAV program.

Special materials/supplies may be required for a START SAV. The following are examples of what may be required. An illustrative list of inspection equipment typically required is included as APPENDIX 1 to this TAB.

- Shrouding Materials - Materials used to cover sensitive equipment, bulletin boards, or windows. These materials can be as simple as opaque brown wrapping paper or more sophisticated such as anti-static/fireproof equipment covers.
-

- Site-Unique Safety Gear - Safety equipment or protective gear specifically designed/utilized for installation processes.
- Communications or Monitoring Equipment - Radios or other equipment necessary for the conduct of a SAV.

RESPONSIBILITIES

Logistics/Supply Officer:

- Phase One - Notification/Initial Planning and Response through Phase Two - AAPWG Convenes
 - Attend the installation commander's initial visit planning meeting.
 - Designate logistics personnel to provide 24-hour requisition support to the START SAV operations center.
 - Coordinate with the START SAV operations center or Staff Signal Officer for requisition of communication equipment.
 - Phase Three - Site Assessment and Preparation
 - Coordinate with the START SAV operations center to determine what special equipment would be necessary to requisition for the visit.
 - Coordinate with the START SAV operations center for requisition of furniture, desks, chairs, white boards, consumable supplies, etc.
 - Arrange for chartering of buses and drivers, as required; number of vehicles required will be contingent on the number of inspectors allowed by JCIC agreement.
 - Coordinate with the START SAV Officer to request and/or approve the loan of special equipment (handling equipment, safety equipment, etc.) from or to contractors or other co-located government programs as necessary for the visit.
 - Coordinate with the security office for dedicated vehicles for the purposes of physical security, with one back-up vehicle.
 - Provide for consumable materials to be used for briefings/reports throughout the visit.
-

- Phase Four - Conduct of SAV through Phase Five - Post-visit/Recovery
 - Coordinate with the START SAV operations center for dispatch and recovery of transportation convoys before, during, and after the visit, and exercise primary responsibility for those convoys, if requested by DTRA.
 - Provide logistics support upon arrival of the FIT until completion of the post-visit Recovery Phase.
 - Participate in after-action reviews and provide cost information to the IA for treaty support.

Others:

- Inspection personnel/departments will coordinate with the logistics staff regarding questions concerning requisition of materials or equipment.
-

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**APPENDIX 1 to TAB O
Equipment List
(EXAMPLE)**

Item	Description	Quantity
A.	Accountable Items	
1.	Shrouding material, general purpose.	
2.	Shrouding material for toxic, corrosive, and/or explosive environments.	
3.	Safety glasses, shatter resistant.	
4.	Safety helmet, impact resistant.	
5.	Authorized Personnel Only sign	
B.	Expendable Items	
1.	Engineer's tape, 2".	
2.	Duct tape, 3".	
3.	Electrical tape, 1/2".	
4.	Battery, "D" cell.	
5.	Battery, "C" cell.	
6.	Ear Plugs.	
C.	Special Issue Items	
1.	Respirator, custom sealed.	
2.	Gas-free indicator.	
3.	Radio, hand held, FM band.	
4.	Kit, First Aid.	

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TAB P
Finance and Accounting

This TAB discusses potential inspection impacts which the finance and accounting office may need to address in the event of a START SAV.

BACKGROUND

A START SAV may have an impact on installation contract obligations and requirements in several ways. The conduct of the SAV may require extension of work hours for installation personnel involved in the visit and cancellation of work hours for certain other personnel. Additionally, the facility may be required to purchase SAV-unique items not previously identified.

It is assumed that:

- After specifics of visits with special right of access have been developed by the JCIC, appropriate federal statutes, laws, and/or regulations will be implemented.
- All funding for any START SAV-related costs will be available through three channels:
 - Logistics Costs. Costs incurred in support of transportation, meals, and lodging will be covered by DTRA.
 - Medical Costs. Medical treatment facilities will be reimbursed for all medical services provided to inspectors by DTRA. Billing address for reimbursement is:

Attention: FMM
Defense Threat Reduction Agency
45045 Aviation Drive
Dulles, VA 20166-7517

Military and civilian escorts provided by the DTRA are authorized medical care in accordance with AR40-3 and AR40-5.

- All Other Costs. The START IA, HQ, SMDC, in conjunction with DAMO-ODO, is responsible for all costs associated with the SAV. All expenditures by facilities must be coordinated with and approved by the IA for reimbursement. Associated costs may include travel, oversight, mock inspections, equipment, and materials.
-

PURPOSE

Outline the recommended steps that the logistics department should take during a START SAV.

RESPONSIBILITIES**Finance Officer:**

- Phase Three - Site Assessment and Preparation through Phase Four - Conduct of SAV
 - Coordinate with the appropriate Army contracting office and the HQDA to arrange for appropriate START SAV-related funding, including the resolution of any contractual conflict caused by the visit.
 - Coordinate with the contracting officer on the installation and determine the impact of the visit on contracts currently in effect. Assess the visit impact on facility sub-contractors, other USG facility clients, and any other clients, foreign or domestic, with contracts currently in force.
 - Request additional guidance in contracting areas, such as labor force stand-down, production/test schedule penalties, etc., where existing contracts do not adequately address SAV unique situations.
 - Coordinate with the appropriate Army contracting office the procurement, contracting or modification to a contract which supports installation visit activities as necessary.
 - Phase Five - Post-visit/Recovery
 - Provide expenditure documentation for reimbursement to START implementing agent in coordination with DAMO-ODO and DTRA.
-

TAB Q

START SAV Support Training

This TAB provides guidance to the installation commander and heads of staff on both short and long-term training for hosting START SAVs.

BACKGROUND

For installations with a demonstrated need for long-range training programs, HQ, SMDC will provide funding. A sample of a long-range training program is provided in APPENDIX 1 to this TAB. Most installations will find prior training not cost effective because the likelihood of their being selected for a visit is minimal, and the recommended steps in the START SAV OPLAN will assist the command through a visit.

PURPOSE

To outline both short and long-term training requirements for installations hosting a START SAV, including steps necessary to plan, prepare, and conduct ad hoc installation START SAV readiness training to familiarize site personnel with the START SAV provisions.

SCOPE

The facility START SAV representative has overall responsibility for the START SAV training program. Planning must begin as soon as possible upon notification of the visit during Phase One - Notification/Initial Planning and Response. Training should be completed by the end of Phase Three - Site Assessment and Preparation.

Recommendations for a short-term training program are contained in this TAB. Recommendations concerning a long-term training program are contained in APPENDIX 1 to this TAB.

Assistance in installation training will be available from the site preparation team and/or the START IA, as required. Installation escorts, the facility START SAV representative or designated START SAV participants, building and area preparation personnel, and others as directed should be trained in the following areas:

TRAINING SUBJECTS

<u>Topic</u>	<u>Suggested Method</u>
• The START SAV Process	Review Installation Commander's Executive Summary.
• Inspectors' Rights	Review with Legal Department. (ref. TAB M); SPT, and/or START IA training.
• Installation Escort Authority and Responsibilities	SPT and/or START IA training.
• Installation Escort/USG Escort/Inspector Interaction Training	SPT, Facility START SAV Representative, and/or START IA training.
• Installation Inspection	Developed by Facility START SAV Representative.
• Safety Issues	Developed by Safety Office.
• Installation Specific Requirements	Developed by Facility START SAV Representative.
• Security Preparation for security buildings and areas.	Security Officer or OPSEC (ref. TABs F, G, & H).
<ul style="list-style-type: none"> • Shrouding • Secure area entry • Authorization lists • Badge requirements • Unauthorized access • Photograph procedures 	

RESPONSIBILITIES

MACOM/MSC Representative

- All Phases
 - Assess vulnerabilities of subordinate activities to a START SAV and develop appropriate training guidance.

Facility START SAV Representative:

- Phase One - Notification/Initial Planning and Response
 - Formulate guidance for all training, to ensure completion of training by end of Phase Three.
 - Establish guidance for site preparation training by area, building, and section site preparation team leaders.
 - Coordinate with other departments for scheduling visit SAV-related exercises, to include walk-through mock inspections.
- Phase Three - Site Assessment and Preparation
 - Draft a START orientation memo for distribution as appropriate. Include:
 - An outline of the basic provisions of a START SAV.
 - A recitation of the rights and immunities of foreign inspectors (ref. TAB M).
 - A discussion of the preparation activities that must be undertaken to receive a visit, including an indication of the impacts of SAV activities on normal installation activities.
 - A cautionary note determining the necessity of maintaining operational security precautions and the need to minimize direct interaction or communication between installation and FIT personnel.
 - A POC with name and telephone number to call for more detailed information on a START SAV.

Facility START SAV Representative and START SAV Operations Center

Phase Three - Site Assessment and Preparation

- Assemble the designated START SAV participants; coordinate and integrate training plan of all offices.
 - Organize site preparation and installation escort team training to practice START SAV implementation methods and procedures. Training should include:
-

- Individual and team training as arranged by area, building, and section site preparation, and local escort team leaders.
- Detailed briefings on escort procedures, terms of the visit plan, methods of implementing managed or selected access procedures.
- Tests of readiness preparation in sensitive areas.

Site Preparation Team Leaders:

- Phase Three - Site Assessment and Preparation
 - Provide SAV readiness site preparation team training to achieve an initial level of readiness proficiency, and conduct additional training as necessary. For information on installation site preparation procedures, review TAB E - Site Inspection Preparation and Recovery.
 - Make recommendations as necessary for further training or alterations in visit readiness procedures before the end of Phase Three.
 - Regularly report readiness status of assigned personnel to the START SAV operations center.
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APPENDIX 1 to TAB Q
Installation START SAV Long Range Training Schedule

Officers in charge of installations most vulnerable to a START SAV may desire to implement long term training programs to enhance installation preparations for responding to a START SAV. For installations with a demonstrated need for long range training programs, HQ, SMDC will provide funding. This appendix provides guidance for establishing and conducting such a program.

This training schedule provides a framework for coordinating the familiarization, initial readiness, and long term proficiency aspects of a training program at an Army installation highly vulnerable to or identified for a START SAV. Installations may choose to enhance the program outlined here. The production of an installation-specific training video for an installation-wide presentation is an example of such an enhancement.

PURPOSE

Outline training goals for preparing the installation for a START SAV, in the areas of: basic familiarization, initial readiness training, and proficiency training programs.

SCOPE

The main operational concept of this training schedule is a multi-level readiness development program culminating in a mock inspection, followed by a proficiency program designed to maintain the peak training level for the life of the START Treaties. Specialized training for safety and security purposes should be performed separately as needed, but will follow the same stages of readiness development. Training actions will include briefings, distribution of policy memos/training circulars, table-top exercises, inspections, and alert exercises.

RESPONSIBILITIES

Facility START SAV Representative:

- Establish the guidelines and standards for START SAV readiness training based upon the goals detailed below. The facility START SAV representative or designated START SAV Participants will plan for, coordinate, schedule, and record all training activity based on this guidance. The installation command indoctrination program should be modified to include information concerning START SAVs.

TRAINING GOALS

START Familiarization Program (life of START Treaties)

The lengths and/or occurrence of the following training programs are provided as recommendations only.

Initial Familiarization Goals (3 months)

- Identify key readiness personnel (1 week).
- Distribute a basic START policy memo to all service members and civilian employees (as needed).
- Present a detailed START policy briefing to all leadership, management, and key SAV readiness personnel (as needed).
- Present a Question and Answer (Q&A) START policy briefing to all other installation personnel (as needed).
- Present briefings with the Q&A and distribution of the basic START policy memo to all new installation personnel (as needed).

Long-Term Familiarization Goals (life of START Treaties)

- Update and redistribute the basic START policy memo as necessary (annually).
- Update and present detailed START refresher briefing to all management, leadership, and key SAV readiness personnel (annually).
- Develop and periodically distribute START SAV-related guidance, news items, developments, procedures, etc., in installation training circulars (quarterly).
- Continue presentation of briefings with the Q&A and basic policy memo to all new installation personnel (life of the START Treaties).

START SAV Initial Readiness Program (6 months)

Program and Leadership Development Goals (1 month)

- Assign visit readiness roles and distribute the START SAV operations plan (2 weeks).
-

- Develop preparation checklists for each area of activity (1 month).
- Formulate and implement a table-top visit “walk-through” for key leadership personnel (1 month).

Multi-level Readiness Training Goals (5 months)

- Hold impromptu training by area, building, and section using on-site preparation checklists (1-3 months).
- Schedule graded mini-exercises over a two-week period as ad hoc training nears completion (4 months).
- Hold formal, Army-only mini-inspection(s) (1 month).
- Continue training and the revision of checklist procedures concurrently based on the results of graded mini-exercises/inspections (2 months).
- Conduct exercises of the alert notification network and back-up telephone tree (monthly).
- Host a mock START SAV at the installation (2 months).

START SAV Proficiency Program (life of START Treaties)

- Conduct training for each SAV readiness area of responsibility (semi-annual).
 - Conduct table top leadership readiness exercises, and revise training as necessary (semi-annual).
 - Schedule graded mini-exercises for each area of special access responsibility, and revise training as necessary (annually).
 - Hold mini-visits in conjunction with the site-responsible military service, and revise training as necessary (bi-annually).
 - Respond to USG-sponsored requests for mock SAV training (as necessary for life of START Treaties).
 - Respond to a START SAV by revising the training program, including an intensified refresher program, if such is indicated (life of START Treaties).
-

Specialized Security Training - OPSEC Program (life of START Treaties)

- Identify installation escort and support personnel who will require physical security, OPSEC and SAV specialized training to perform their duties in a visit (2 weeks).
- Coordinate with Army intelligence channels and concerned agencies to formulate guidelines and/or provisions of this training (1 month).
- Conduct training for escort and support personnel (2 months).
- Participate in mini-exercises, mini-visits, mock visits, etc., and revise training as necessary (6 months).
- Maintain proficiency in special security escort and support training (life of START Treaties).

Specialized Safety Training (life of START Treaties)

- Identify special safety training needs for SAV procedures (1 month).
 - Train all SAV readiness personnel in these needs (2 months).
 - Update and provide additional SAV-related safety training as necessary (life of the START Treaties).
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TAB R

Pre-Visit Final Walk-Through

This TAB provides guidance for conducting a pre-visit final walk-through to ensure completion of preparations prior to a START SAV.

BACKGROUND

The site preparation steps contained in this OPLAN ensure the minimal disclosure of sensitive information while demonstrating treaty compliance. A pre-visit final walk-through is recommended as a last check that preparation procedures have been properly completed by the site preparation teams.

PURPOSE

Outlines the steps involved in conducting a pre-visit final walk-through.

SCOPE

A pre-visit final walk-through should be conducted after the site preparation team and/or mock visit activities are concluded and before the start of the visit. The walk-through may continue during the visit, as a final check immediately prior to the entry of the FIT into sensitive installation areas. The SAV plan should indicate those areas of the installation in which the FIT is most interested, and thus will require the most attention in terms of readiness preparations. The facility START SAV representative, with the assistance of the local escorts, is responsible for ensuring that the site preparation steps are completed.

RESPONSIBILITIES

Installation Commander or Facility START SAV Representative:

- Phase Three - Site Assessment and Preparation
 - In coordination with the OPSEC officer, review the proposed inspection plan. Identify installation locations with high probabilities of inspection, and formulate a plan for final walk-through by the OPSEC officer and appropriate site preparation team leaders prior to the visit.

OPSEC Officer:

- Phase Three - Site Assessment and Preparation through Phase Four - Conduct of SAV
-

- Prior to the start of the SAV, coordinate with the appropriate site preparation team leaders, and conduct a final walk-through of prepared installation areas. Identify deficient preparation (insufficient shrouding, etc.) and verify corrective action.

Site Preparation Team Leaders:

- Phase Three - Site Assessment and Preparation
 - Prior to the start of the SAV, accompany the OPSEC and/or local escort officer on the pre-visit final walk-through.
 - Direct site preparation personnel to correct identified preparation deficiencies.
- Phase Four - Conduct of SAV
 - Participate in conduct of visit.

Others:

- SAV personnel/departments will coordinate with the facility START SAV representative, OPSEC officer, and local escort regarding the pre-visit final walk-through.
 - The facility START SAV representative, OPSEC officer, site preparation team, and local escort leaders will coordinate with all concerned with the pre-visit final walk-through.
-

TAB S

Logistics and Support Requirements

This TAB provides guidance concerning on-site logistics support, including inspectors' work/rest areas and meals that the installation may be requested to provide. This TAB also provides guidance concerning required transportation support for the Foreign Inspection Team (FIT) in the event of a START SAV.

BACKGROUND

The START Treaty specifies that during an inspection at a U.S. facility, the USG will be responsible for providing communications, transportation, work space, lodging, meals, and medical care amenities to the FIT. The same requirements will exist during a START SAV. DTRA is responsible for costs of meals, lodging, transportation, and FIT medical expenses. Army installations subject to a START SAV will be requested to coordinate with DTRA to ensure this support is provided when the FIT arrives at the local airport and until they depart.

While DTRA is responsible for arranging the transportation between the local airport and the SAV site, the visited installation may be called upon to assist, to the point of arranging and providing such transportation, and should thus be prepared to furnish this assistance. The visited installation should coordinate with DTRA for any on-site transportation for the FIT, DTRA, and installation escorts as well as the SAT/SPT personnel.

PURPOSE

Outline the recommended steps that the START SAV operations center and supply or logistics staffs should take to provide the required logistics support.

SCOPE

Depending on the installation, it may be appropriate for other staffs or departments to conduct the logistics steps in this TAB. The DCSLOG is the focal point for logistics support.

The facility START SAV representative or designated START SAV participants are responsible for determining logistics requirements and providing those requirements to the DCSLOG for coordination. This should be accomplished as soon as possible upon notification of the visit and planning must be undertaken to prepare for the arrival of the SAT and, subsequently, the visiting party. The identification, planning, and coordination of the facilities, logistics, and services to support the arriving teams is crucial to the success of the actual SAV. At a minimum, planning considerations should account for the detailed support of approximately thirty persons, including the visiting party. **All logistical support should be coordinated with DTRA.** A representative from DTRA will likely be on the SAT/SPT deployed to the installation.

It is recommended that the START SAV operations center assign an individual who will be primarily responsible for coordinating the actions contained in this TAB. The logistics staff is responsible for assisting the operations center by making necessary arrangements, and locating or issuing necessary equipment.

The logistics staff should be prepared to arrange for appropriate transportation between the airport utilized by the FIT and the installation, and between the installation and the inspectors' lodging during Phase, Three - Site Assessment and Preparation through Phase Four - Conduct of SAV. The notification message will specify the number of inspectors, thus allowing initial transportation planning. The facility START representative should communicate with DTRA during Phases Three through Four and specify the exact off-site transportation requirements. The installation may specify in its safety briefing (ref. TAB D) that certain movements of the FIT be restricted to vehicles.

The logistics staff will also be responsible for providing or coordinating for all transportation on the installation connected with the inspection, including the FIT, DTRA and installation escorts, and site preparation personnel. Logistics staff responsibilities include the provision of drivers. All unplanned roadside service will be performed by wreckers and mechanics assigned to the transportation motor pool if possible.

The steps in this TAB are organized as they apply to the following functional requirements:

- Facilities
- Logistics
- Equipment
- Budgeting
- Communications
- Services

RESPONSIBILITIES

All Phases

Upon the conclusion of the initial coordination with the MACOM and Army staff representative, planning must be undertaken to prepare for the arrival of the SAT and, subsequently, the visiting party. The identification, planning, and coordination for the facilities, logistics, and services to support these arriving teams is crucial to the success of the actual SAV visit. At a minimum,

planning considerations should account for the detailed support of approximately thirty persons, to include the visiting party. Upon completion of this planning, provide relevant information to the MACOM for coordination with the DTRA, which is responsible for SAT and, subsequently, the escort of the FIT. Members of the SAT dispatched to the facility will likely remain after completion of the site assessment to form the site preparation team. At that time the team will assist facility personnel in making preparations to receive the FIT. As a result, facility personnel should plan for requirements for those remaining at the facility, as well as the FIT and national escorts.

1. Facilities

- a. **Billeting.** Identify military or civilian facilities to accommodate thirty personnel. At a minimum, make reservations for a ten-person SAT, to arrive within twenty-four hours of the notification (H+24).
 - b. **Operations.** Identify an office space which can be used as an operations area where coordination, planning, and operations may be conducted. Area should contain a telephone, secure telephone, fax, and, when possible, a secure fax.
 - c. **Work Areas.** Identify a work area for a ten-person SAT. Subsequently, identify work areas for the national escort team and the FIT. Each area should have sufficient space, tables and chairs to support ten persons. Teams will require telephones in the work area and the FIT will require a communications link with its embassy in Washington, DC.
 - d. **Briefing Room.** Identify an area for conducting a facility safety briefing and visit in-briefing and out-briefing. There should be seating for thirty persons.
 - e. **Latrines.** Identify the adequacy of latrines to support SAV operations, to include male and female participants. In remote locations where latrines are inadequate, identify and contract for delivery of portable latrines.
 - f. **Dining Facilities.**
 - 1) Assess the adequacy of government dining facilities to support SAV operations. Confirm the dining facility's operating hours and level of support and flexibility; flexible operating hours may be required.
 - 2) As a back-up, identify local commercial dining establishments which have the capability to support SAV operations and note the hours of operation.
-

2. Logistics

a. Transportation

1) Air Transportation: The MACOM or facility must provide the DTRA with the location and a point of contact for nearest airfield. DTRA will coordinate for air arrival.

2) Vehicular Transportation:

- Identify recommended routes from the airport to the site and routes within the facility and provide that information to the MACOM.
- As necessary, arrange rental of vans or buses and plan for the pick-up of arriving personnel. Coordinate this action with the MACOM. The MACOM, Army, and/or DTRA may arrange transportation unilaterally.
- Plan for the use of facility or rental vans or buses for movement on the facility or to and from the facility.

b. Equipment. Identify requirements for specialized equipment to be issued on arrival of personnel. Planning considerations should take into account local conditions to include cold and heat factors of the region as well as facility requirements for inspection protective equipment, e.g., chemical suits.

c. Budgeting.

1) Arriving U.S. personnel will carry government charge cards to pay for all expenses incurred.

2) Prior to the arrival of the SAT, local facility representatives may have to pay for certain expenses, e.g., rental vans. These costs *may* be accounted for on a reimbursable basis. When possible and in accordance with regulations, local facility representatives should pay for goods and services using the government credit card.

3) Cost accounts during SAV operations will be reimbursed by the Army START Implementing Agent.

4) DTRA covers meals, billeting, and medical costs of FIT.

3. Communications:

In addition to those communications requirements identified in Paragraph 1.b. above, local and national escorts will require internal communications between sub-groups and the facility or interim operations center. Identify the availability or absence of two way radio for communications during the mock and actual visits.

4. Services

- a. Laundry. Identify the nearest facilities available for laundry services.
 - b. Medical. Identify the nearest medical facilities and the quickest methods and routes for medical evacuation of sick or injured personnel. In remote sites, advise military or civilian medical facility representatives of the arrival of additional persons in the area and the necessity to have on-call medical personnel available.
 - c. Police. Advise the Provost Marshal or local police of the arrival of the FIT and coordinate, as necessary, the convoy of personnel through congested areas, controlled areas, or areas of high risk.
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TAB T
U.S. Army START Implementing Agent (IA) Support

This TAB provides information to the installation commander and facility personnel assigned to the START SAV concerning support expected to be provided to the command by the U.S. Army START IA; HQ, U.S. Army Space and Missile Defense Command (SMDC).

BACKGROUND

Intrusive visits of Army facilities will require significant preparation to ensure the successful demonstration of treaty compliance while ensuring the security of classified, sensitive, and proprietary information. Assistance from outside the facility in preparing for a SAV will be essential in ensuring that the facility is not placed at a disadvantage. Additionally, to ensure that the command has the assistance and support necessary to successfully support a SAV with short notice, special support in the form of training and site preparation assistance may be available from the Army START IA as well as the SAT/SPT.

PURPOSE

Inform the Army facility of support available from the Army START IA.

SCOPE

The treaty advisor (SMDC-SP-I) is the HQ, SMDC point of contact for START SAV-related questions, training, and assistance. HQ, SMDC may be assisted in its IA duties by other offices and/or contractor support. Personnel may be available for on-site support in addition to or in lieu of the SAT/SPT.

RESPONSIBILITIES

The IA will work closely with the facility commander and the facility personnel assigned to the SAV in order to ensure the rapid and smooth resolution of the SAV request. A complete POC list for the Army START Implementing Agent is included in APPENDIX 1.

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APPENDIX 1 to TAB T
Army START IA (HQ, SMDC) POC Listing

Army START IA:
Headquarters, Space and Missile Defense Command
ATTN: Treaty Advisor (SMDC-SP-I)
1941 Jefferson-Davis Hwy., Suite 900
Arlington, VA 22202

Telephone/Facsimile:
TEL 703-607-1949
DSN 327-1949
FAX 703-607-3853
DSN 327-1866

Assistant Treaty Advisor
USASMDC
Attn: Assistant Treaty Advisor
P.O. Box 1500
Huntsville, AL 35807

Telephone/Facsimile:
TEL 256-955-4946
DSN 645-4946
FAX 256 955-3958
DSN 645-3958

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TAB U

Command Checklists

To adequately execute their responsibilities for the preparation for and execution of a START SAV, facility personnel assigned to the SAV should read the OPLAN, followed by the TABs applicable to the participant's office. The checklists provide planners with a list of required actions and should be consulted and completed as the visit evolves.

BACKGROUND

Checklists provide a detailed listing of tasks to be accomplished during the various stages of preparation for and execution of a START SAV. These tasks are arranged chronologically; however, the preparation process may be expedited by accomplishing several tasks simultaneously.

PURPOSE

Checklists provide a single source document for consultation by key installation personnel during the preparation for and conduct of a SAV.

SCOPE

The checklists can be modified by the facility commander to accommodate local considerations or to meet contingencies as they arise.

RESPONSIBILITIES

Individual checklists are contained within appendices to this TAB as follows:

- Appendix 1: Facility Commander/START SAV Representative Checklist
 - Appendix 2: Facility START SAV Signal Officer Checklist
 - Appendix 3: Facility START SAV Physical Security Officer Checklist
 - Appendix 4: Facility START SAV OPSEC Officer Checklist
 - Appendix 5: Facility START SAV Safety Officer Checklist
 - Appendix 6: Facility START SAV Public Affairs Officer Checklist
 - Appendix 7: Facility START SAV Legal Officer Checklist
 - Appendix 8: Facility START SAV Medical/Dental Officer Checklist
 - Appendix 9: Facility START SAV Logistics Officer Checklist
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APPENDIX 1 to TAB U
Facility Commander/START SAV Representative Checklist

The facility START SAV representative is the installation's focal point for coordination of all aspects of the SAV. The position requires a level of authority sufficient to ensure proper coordination with all offices within the command. If appropriate, it is recommended that the chief of staff be the START SAV representative.

PHASE ONE - NOTIFICATION / INITIAL PLANNING AND RESPONSE

- **Review Messages and Notifications.**
 - Review Voice Format # 19.
Note time of conference call with AOC and MACOM. Seek clarification if SAV request is not fully understood. Note time and location for convening of Army Assessment and Preparation Working Group (AAPWG).
 - Review copy of Nuclear Risk Reduction Center (NRRC) Notification (if provided).
Note time of NRRC receipt; this is the reference time (H hour) for all treaty activities. Seek clarification if the NRRC notification is not fully understood.
 - **Alert Affected Staff.**
 - Notify and convene key installation staff and participants. This includes the following:
 - Emergency Ops Center Chief
 - Deputy Emergency Ops Center Chief
 - Staff Signal Officer
 - Physical Security Office/Provost Marshal
 - Operational Security Officer
 - Installation Safety Officer
 - Administrative Officer
 - Transportation Officer
 - Legal Officer
 - Medical/Dental Officer
 - Public Affairs
 - Logistician/Supply Officer
 - Escort Team Leaders
 - Site Preparation Team Leaders
 - Defense Security Service (DSS)
 - 902nd MI Detachment Offices
-

- Review Voice Format #19 and/or NRRC message.
- **Commander's Assessment.**
 - Assess conditions at facility which may have engendered the START SAV request and formulate initial assessment.
 - Determine necessity of MACOM assistance and SAT deployment
- **Conference Call.**
Time of call to be provided during initial notification. Conference call may occur prior to convening of staff.
 - Discuss conditions at facility which may have engendered the SAV request, and provide initial assessment.
 - Coordinate time for participation in AAPWG meeting via video/ teleconference, telephone, or in person.
 - If possible, advise as to necessity of SAT deployment and MACOM assistance.

PHASE TWO: AAPWG CONVENES

As soon as possible (NLT 4 hours after NRRC notification receipt).

- **Prepare update information to be provided to AAPWG.**
 - Develop and review facility commander's assessment.
 - Develop recommendations for deployment of SAT.
 - Discuss/prepare alternative means of issue resolution.
 - **AAPWG Convenes.**
Facility and MACOM participate.
 - Establish communications
 - Review and discuss facility commander's assessment.
 - Provide recommendations for issue resolution.
-

- Provide recommendation regarding site assessment team (SAT) deployment.

Coordinate SAT deployment and facility arrival times. SAT will likely deploy on military aircraft within 24 hours of NRRC receipt of Notification.

PHASE THREE: SITE ASSESSMENT AND PREPARATION

- **Prepare for arrival of SAT.**
 - Confirm SAT composition and arrival time/location.
 - Plan for logistical and services support (ref. TAB S).
 - Arrange for specialized equipment, as needed.
 - Prepare SAT in-briefing, receive security clearances, prepare badges.
 - Identify relevant essential elements of friendly information (EEFI).
 - Request Threat Vulnerability Assessment.
 - **SAT arrival.**
 - Arrange pick-up, if needed.
 - Badge personnel as appropriate.
 - Arrival briefings.
 - Tour of area in question.
 - Assessment process.
 - Assessment conducted by SAT.
 - Recommendation provided to CRG.
 - **Site Preparation.**

SAT role changes to site preparation
-

- Receive/review JCIC negotiated START SAV procedures.
- Direct development of procedures to protect facility security and proprietary interests.
- Prepare facility for visit.
- Ensure capability to execute all actions specified in OPLAN.
- Provide work areas for the FIT.

PHASE FOUR: CONDUCT OF SAV

- Coordinate with DTRA to receive SAV.
 - Determine FIT composition, time and location of FIT arrival, and support requirements.
 - Execute OPLAN.
 - Review inspection procedures and in-briefing.
 - Implement pre-inspection movement restrictions, as required.
 - **Arrival.**
 - Conduct pick-up, as required.
 - Conduct pre-inspection briefing.
 - Conduct meeting with escort team.
 - Issue of specialized equipment.
 - **Conduct of START SAV.**
 - Ensure provision of local escorts for escort team/FIT.
 - Ensure execution of OPLAN and plans developed during preparation phase.
-

PHASE FIVE: POST-VISIT / RECOVERY

- **End of Visit (EOV).**
 - Host out-briefing/exchange of documents.
 - FIT departure from facility.
 - **Recovery.**
 - Conduct walk-through of facility.
 - Restore to normal operation.
 - Convene staff for debrief.
 - Participate in after-action review, as directed by DAMO-ODO.
-

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APPENDIX 2 to TAB U
Facility START SAV Signal Officer Checklist

PHASE ONE - Notification/Initial Planning and Response

- Attend facility staff coordination meeting.
- Review TAB K and TAB E for information on notification and communication requirements.
- Prepare a communications plan.
- Consult with facility communications office, facility START SAV representative, operations center, and logistics officer to identify requirements for additional communications equipment.
- Coordinate with facility START SAV representative, logistics officer, and SAT/SPT to ensure provision of communications equipment. Coordinate frequencies to be used.
- Provide a secure telephone line (STU-III) and secure facsimile machine to the START SAV operations center.
- Supervise routing of messages from the facility message center to appropriate offices.
- Attend and report progress of planning to facility commander and/or START SAV representative.

PHASE TWO - AAPWG CONVENES

- Support communications between facility, MACOM, AAPWG, AOC, and HQDA, as required (secure telephone/video-conference, etc.).

**PHASE THREE - SITE ASSESSMENT AND PREPARATION THROUGH
PHASE FOUR - CONDUCT OF SAV**

- Coordinate with SAT/SPT/DTRA to determine number of portable radios required for the FIT. Requisition radios, as necessary.
 - Prepare and submit communications plan to facility commander and/or START SAV representative for approval.
-

- Ensure escort vehicles have adequate communications equipment capable of contacting the operations center.
- Coordinate frequency usage with other agencies including local law enforcement, air traffic controllers, and installation communications to ensure interference will not be a problem during the inspection.
- Conduct radio checks of all communications equipment prior to inspection team arrival.
- Establish dedicated telephone located in FIT working area for calls to embassy.
- Act as net control to provide instruction and relay positions of inspection team mobile units; monitor radio net.
- Supervise routing of messages from the message center to appropriate offices.

PHASE FIVE - POST-VISIT / RECOVERY

- Ensure accountability of all communications equipment issued.
 - Maintain communications links with the AOC, as required.
 - Prepare individual after-action report within 72 hours of SAV completion.
-

APPENDIX 3 to TAB U
Facility START SAV Installation Security Officer Checklist

PHASE ONE - NOTIFICATION/INITIAL PLANNING AND RESPONSE

- Attend initial planning meeting.
- Coordinate with tenant commands for cooperation on security issues.

PHASE THREE - SITE ASSESSMENT AND PREPARATION

- Report status of preparation for visit to installation commander.
 - Prepare visit security procedures (ref. TAB F).
 - Coordinate physical security plans with facility commander and/or START SAV representative.
 - Prepare a security training schedule (ref. TAB Q).
 - Establish a shift schedule for security personnel.
 - Coordinate OPSEC requirements with OPSEC officer.
 - Prepare security portion of pre-inspection briefings. Coordinate with facility commander and/or START SAV representative.
 - Function as liaison with Provost Marshal.
 - Prepare a physical security plan with procedures designed to limit installation personnel access to FIT. Utilize badges, access procedures, movement restrictions, etc.
 - Coordinate security-related equipment requirements with logistics personnel.
 - Coordinate with facility commander, START SAV representative, and staff to ensure access to all inspectable areas inside the agreed perimeter.
 - Coordinate for special response situations in support of FIT physical security needs.
 - Develop and issue special security badges to installation personnel,
-

if appropriate.

PHASE FOUR - CONDUCT OF SAV

- Plan and implement Pre-inspection Movement Restrictions, as required.
- Implement special security procedures.
- Provide the security portion of the pre-inspection briefing.
- Provide personnel for security support during the visit and to act as escorts, as required.
- Coordinate with facility commander, START SAV representative, and staff to ensure access to all inspectable areas inside the agreed perimeter.
- Establish quick reaction security teams to accompany or respond to FIT physical security needs.
- Approve all off-site routes and maintain operational control of any necessary convoys.

PHASE FIVE - POST-VISIT/RECOVERY

- Prepare individual after-action report and submit to the START SAV Operations Center chief within 72 hours of SAV completion.
-

APPENDIX 4 to TAB U
Facility START SAV OPSEC Officer Checklist

PHASE ONE - NOTIFICATION/INITIAL PLANNING AND RESPONSE

- Attend installation commander's initial SAV planning meeting.
- Review OPSEC procedures contained in TAB G.
- Formulate and provide guidance to designated START SAV participants on protection of essential elements of friendly information (EEFI).
- Coordinate with resident Defense Security Service and 902nd MI Detachment for Threat Vulnerability Assessment
- Update assessment of OPSEC vulnerabilities and provide recommendations to the facility START SAV representative to prevent disclosure.
- Function as liaison with tenant commands as appropriate.
- Schedule OPSEC briefings for installation personnel.
- Make recommendations to the installation commander concerning OPSEC issues.
- Report progress of planning for visit at follow-on inspection planning staff meeting with the installation commander.

PHASE THREE - SITE ASSESSMENT AND PREPARATION

- Report status of preparation for the visit at the phase transition meetings with the installation commander.
 - Review briefings to be provided to the FIT to insure exclusion of useful OPSEC information (ref. TAB D).
 - Review sensitive areas, buildings, and sections with buildings that will need special protection during the START SAV for inclusion in visit plan.
 - Brief area, building, and section readiness support personnel on OPSEC precautions (ref. TAB Q).
-

- Execute security sanitization plans for each area, building, and section (ref. TAB E).
- Ensure OPSEC requirements are incorporated into site preparation checklists (ref. TAB E, Appendix 1).
- Review communications plan for OPSEC requirements (ref. TAB K).
- Ensure security sanitization of vehicles that may be used to transport the FIT.
- Report status of final preparation to installation commander at pre-arrival meeting.
- Prior to the start of the visit, coordinate with the appropriate site preparation team leaders, and conduct a final walk-through of prepared installation areas. Identify deficient preparation (insufficient shrouding, etc.; ref. TAB R).
- Relay updates and any additional precautions to site preparation team leaders/personnel as necessary.
- Conduct OPSEC spot checks during final preparation phase.
- Assist OPSEC checks and walk-throughs of areas, buildings, and sections visited by the FIT.
- Attend and provide recommendations to USG escort team strategy meeting.
- Provide training to installation personnel for escort procedures.

PHASE FOUR - CONDUCT OF SAV

- Coordinate/provide recommendations concerning OPSEC throughout the visit as required.

PHASE FIVE - POST-VISIT/RECOVERY

- Work closely with Army military intelligence channels and other federal agencies as directed to establish a clear picture and the lessons learned of the intelligence and OPSEC aspects of the inspection.
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- Prepare individual after-action report and submit to the START SAV Operations Center chief within 72 hours of SAV completion.



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APPENDIX 5 to TAB U
Facility START SAV Safety Officer Checklist

PHASE ONE - NOTIFICATION/INITIAL PLANNING AND RESPONSE

- Attend installation commander's initial START SAV planning meeting.
- Review appropriate sections of START SAV OPLAN as directed.
- Begin assessment and make preliminary report to the installation commander and the facility START SAV representative and medical officer of any hazardous operation or safety risks that might impact the visit (ref. TAB J).
- Interface with the facility START SAV representative and the START SAV operations center chief to determine what safety equipment is required.
- Keep facility START SAV representative informed of any safety concerns which could impact the decision to accept a visit.
- Report progress planning for visit at follow-on SAV planning meeting with installation commander.

PHASE THREE - SITE ASSESSMENT AND PREPARATION

- Report status of preparation for visit to installation commander.
 - Provide information on all hazardous areas that might require restricting access to the FIT.
 - Conduct safety inspections to ensure hazardous or flammable materials are properly stored in designated areas in approved containers.
 - Prepare pre-visit safety briefings (ref. TAB D).
 - Designate safety representatives for installation escort team if required.
 - Provide safety training to installation escorts and site preparation personnel as required (ref. TAB Q and TAB J).
 - Coordinate with supply and obtain, inspect and issue required safety equipment to installation support personnel, escort, and other
-

teams as needed (ref. TAB O).

- Coordinate with the facility START SAV representative and OPSEC to review pre-visit briefing.
- Report status of training completion to the facility START SAV representative and the installation commander.
- Report status of final preparation to installation commander at pre-arrival meeting.

PHASE FOUR - CONDUCT OF SAV

- Provide the safety portion of the pre-inspection safety briefing.
- Issue safety equipment to the FIT and DTRA escort teams.
- Maintain contact with the START SAV operations center throughout the visit. Provide on-call technical/safety support personnel as directed by the facility START SAV representative.

PHASE FIVE - POST-VISIT/RECOVERY

- Recover safety equipment from inspectors and DTRA escort teams, as coordinated by the START SAV operations center.
 - Provide a report of safety related incidents to the installation commander, and to the facility START SAV representative for inclusion in the installation after-action report.
 - Provide safety support as operations are returned to normal.
 - Prepare individual after-action report and submit to the START SAV Operations Center chief within 72 hours of SAV completion.
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APPENDIX 6 to TAB U
Facility START SAV Public Affairs Officer Checklist

PHASE ONE - NOTIFICATION/INITIAL PLANNING AND RESPONSE

- Attend installation commander's initial START SAV planning meeting.
- Refer initial press inquiries to OSD/PAO (ref. TAB L).
- Inform the START SAV operations center chief of the location of the PAO briefing room.
- Prepare PAO plan (ref. TAB L).
- Review appropriate sections of the START SAV OPLAN as directed.
- Report progress of planning for inspection at follow-on visit planning staff meeting with the installation commander.

PHASE THREE - SITE ASSESSMENT AND PREPARATION

- Report status of preparation to installation commander.
- Formulate a press release concerning a START SAV conducted at the installation, for update and approval by DTRA (ref. TAB L, Appendix 1).
- Arrange for a media briefing room as may be required by DTRA.
- Interface with OSD/PAO.
- Report status of final preparation to installation commander at pre-arrival meeting.

PHASE FOUR - CONDUCT OF SAV

- Coordinate all activities with the START SAV emergency operations center for the duration of the visit.
 - Coordinate any on-site public affairs activities as approved by the installation commander.
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PHASE FIVE - POST-VISIT/RECOVERY

- Provide PAO support as required.
 - Prepare individual after-action report and submit to the START SAV Operations Center chief within 72 hours of SAV completion.
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APPENDIX 7 to TAB U
Facility START SAV Legal Officer Checklist

ALL PHASES

- Attend installation commander's initial SAV planning meeting, follow-on visit planning meeting, and installation pre-arrival meeting and report progress of visit preparations.
 - Review the START SAV OPLAN.
 - Provide legal expertise to the command and the designated START SAV participants relevant to treaty provisions and contract requirements (ref. TAB M).
 - Provide continuous legal support for the duration of the preparation, visit, and post-visit phases.
 - Review all material concerning START Treaty relating to Special Right of Access Visits.
 - Review public affairs, medical, and safety plans to ensure actions which may be undertaken in those plans are in accordance with the rights of the FIT and their specific immunities and privileges as specified by USG guidance with respect to the START arms control agreements.
 - Support preparation of the installation after action report.
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APPENDIX 8 to TAB U
Facility START SAV Medical/Dental Officer Checklist

PHASE ONE - NOTIFICATION/INITIAL PLANNING AND RESPONSE

- Review appropriate section of the START SAV OPLAN.
- Coordinate with the safety officer and the operations officer to understand the scope of hazardous operations or procedures that may affect SAV personnel.
- Report progress of planning for the SAV at any follow-on SAV planning staff meetings with the installation commander.

PHASE THREE - SITE ASSESSMENT AND PREPARATION

- Attend the installation commander's SAV planning meeting and provide recommendations concerning emergency medical and dental services for the FIT and DTRA escort team (ref. TAB N).
- Report status of preparation for inspection at phase transition meetings with the installation commander.
- Address specific medical procedures unique to hazardous areas that the FIT and DTRA escort team may access in the course of the SAV.
- Coordinate with the START SAV operations center chief details of medical planning including emergency care after working hours, ambulance and MEDEVAC service, hospital, and emergency medical procedures (ref. TAB N).
- If necessary, provide a liaison with local civilian medical facilities for backup emergency capability.
- Report status of final preparation to installation commander at pre-arrival meeting.

PHASE FOUR - CONDUCT Of SAV

- Provide emergency medical/dental care for FIT and DTRA escort personnel as necessary.

PHASE FIVE - POST-VISIT / RECOVERY

- Prepare individual after-action report and submit to the START SAV Operations Center chief within 72 hours of SAV completion.

 - Submit billing to DTRA through the installation finance officer for Services rendered.
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APPENDIX 9 to TAB U
Facility START SAV Logistics Officer Checklist

PHASE ONE - NOTIFICATION / INITIAL PLANNING AND RESPONSE

- Attend initial planning/coordination meeting.
- Recommend area for coordination, planning, and operations (should have telephone, secure telephone, fax, and secure fax, capability, where possible).
- Provide/requisition materials (furniture, equipment, office supplies, communications gear, etc.), for operations center and provide 24-hour supply support (ref. TAB O).
- Coordinate efforts to obtain any necessary specialized equipment.
- Begin initial arrangements for SAT work area and accommodations (make reservations for ten-person SAT arriving within 24 hours of initial notification).

**PHASE THREE - SITE ASSESSMENT AND PREPARATION THROUGH
PHASE FOUR - CONDUCT OF SAV**

- Coordinate with installation contract officer to determine contracts potentially impacted by the START SAV.
 - Coordinate with facility commander/START SAV representative to establish purchasing authority (ref. TAB O and TAB S).
 - Coordinate procurement of shrouding materials with physical security/OPSEC officers (ref. TAB F, G).
 - Obtain facility maps, as directed (ref. TAB B).
 - Prepare to provide transportation for SAT/SPT, FIT, and national escorts from airfield to facility and locally, as required (ref. TAB S).
 - Coordinate meals for SAT/SPT, FIT, and national escorts. Confirm dining facility's operating hours and level of support and flexibility; flexible hours and delivery may be required. Dietary restrictions on the part of the FIT could require a special menu.
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- Coordinate for provision of separate working areas for SAT/SPT, FIT, and National Escorts. Each area should accommodate ten persons.
- Coordinate for provision of briefing area capable of accommodating twenty persons.
- Coordinate for provision of military or civilian accommodations for twenty personnel (quarters should include light, heat/air conditioning, hot and cold showers for male and female personnel).
- Coordinate for provision of on-site latrine facilities for male and female personnel.
- Coordinate with DTRA to determine transportation requirements (ref. TAB S).
- Coordinate for laundry support.
- Coordinate emergency medical care arrangements with medical officer (ref. TAB N).

PHASE FIVE - POST-VISIT / RECOVERY

- Return equipment and unused consumable supplies.
 - Prepare individual after-action report and submit to the START SAV Operations Center chief within 72 hours of SAV completion.
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TAB V References

This Tab lists Army-specific documents reviewed to determine both START SAV requirements and the actions required to prepare for and react to a request for a START SAV. All Army facilities and Army contractors must be prepared to meet the implementation and compliance responsibilities required to execute successfully a START SAV at any Army facility or Army contractor facility.

- Office of the Secretary of Defense (OSD) Memorandum: *Planning for Compliance with the START Treaty (U)*, February 9, 1990.
 - Office of the Under Secretary of Defense for Acquisition (OUSD(A)) Memorandum: *Planning Guidance for START Compliance (U)*, August 28, 1991.
 - OUSD(A) Memorandum: *Implementation of START Pre-entry into Force (EIF) and Post-EIF Telemetry Provisions*, October 31, 1991.
 - OUSD(A) Memorandum: *Acquisition Program Compliance with Arms Control Agreements*, October 31, 1991.
 - OUSD(A) Memorandum: *Planning Guidance for the Compliance with START Regarding the Transfer of ICBMs, SLBMs, or Other START Accountable Items (SAIs)*, February 10, 1992.
 - OUSD(A) Memorandum: *Planning Guidance for Responding to a Request for a START JCIC Special Session/Visit with Special Right of Access*, February 26, 1992.
 - Memorandum of Understanding (MOU), USPFO for Arizona and HQ, Ballistic Missile Organization Norton AFB, Subject: *Storage of Air Force Reentry Systems Launch Program (RSLP) Missile Systems at Navajo Depot Activity (NADA)*, March 1992.
 - OUSD(A) Memorandum: *START Compliance Responsibilities*, April 17, 1992.
 - Department of Defense (DoD) Directive Number 2060.1: *Implementation of, and Compliance With, Arms Control Agreements*, July 31, 1992.
 - OUSD(A) Memorandum: *Special Right of Access Visits (SAV) at Non-DoD Facilities*, October 9, 1992
 - DAMO-SSP Action Memorandum: *Implementation of, and Compliance With, Arms Control Agreements*, November 2, 1992.
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- OUSD(A) Memorandum: *Planning Guidance for the Draft Treaty on Further Reductions of Strategic Offensive Arms*, November 4, 1992.
 - Headquarters, Department of the Army (HQDA) (DCSOPS) *United States Army Strategic Arms Reduction Treaty (START) Implementation and Compliance Plan (ICP)*, February 25, 1993.
 - Defense Nuclear Agency/Meridian Corporation: *Site Assessment Team (SAT) Workbook for Responding to a JCIC Special Session/Special Right of Access Visit (SAV) Request Under START*, June 9, 1993.
 - Defense Nuclear Agency/Meridian Corporation: *DoD Standard Operating Procedure (SOP) and Site Assessment Team (SAT) Workbook for Responding to a JCIC Special Session/Special Right of Access Visit (SAV) Request Under START*, June 9, 1993.
 - OUSD(A) Memorandum of Agreement (MOA): *Memorandum of Agreement Between OUSD(A)/S&SS(SAC&C) and OSIA Regarding Implementation of START JCIC Special Session/Visit with Special Right of Access Provisions*, June 21, 1993.
 - *MOA Between HQ USAF, NGB, and OSIA for Conducting START-Related Inspections*, July 13, 1993.
 - HQDA (Office of the Deputy Chief of Staff for Operations (ODCSOPS))/Meridian Corporation: *Chemical Weapons Treaty Challenge Inspection Operations Plan for Army Facilities*, 19 July 1993.
 - OUSD(A) Memorandum: *Extension of Encryption and Jamming Ban During Flight Tests of ICBMs and SLBMs*, December 7, 1993.
 - Office of the Under Secretary of Defense for Acquisition and Technology (OUSD(A&T)) Memorandum: *START Treaty Implementation/Compliance Guidance*, April 14, 1994.
 - Headquarters, United States Air Force Materiel Command *START Compliance Plan*, including *Annex C: Camp Navajo START Compliance Plan, Change 1*, May 1, 1994.
 - OUSD(A&T) Memorandum: *Additional Planning Guidance for the Treaty on the Further Reduction and Limitation of Strategic Offensive Arms (START II Treaty)*, April 5, 1995.
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- *Strategic Weapons Facility-Atlantic Detachment (SWFLANTDET) [Charleston] START Implementation and Compliance Plan, Volume 1, Change 5, 22 June 1995.*
 - *SWFLANTDET [Charleston] START Procedures Manual, Volume 2, Change 5, 22 June 1995.*
 - OUSD (A&T), *Arms Control Program Plan, Fiscal Years 1996-1997, 4 April 1996.*
 - OUSD (A&T) Memorandum, *Revised Arms Control Treaties and Agreements Planning Assumptions, 3 May 1996.*
 - Department of the Army Letter, *Designation of Headquarters, U.S. Army Space and Strategic Defense Command as Army Implementing Agent for the Strategic Arms Reduction Treaty (START) and START II Implementation, 5 May 1997.*
 - HQDA (ODSCOPS), *United States Army Strategic Arms Reduction Treaty and Strategic Arms Reduction Treaty II) Implementation and Compliance Plan, dated May 2000.*
 - *MOA for Compliance with the Requirements of the Strategic Arms Reduction Treaty (START I) at Polaris Missile Facility Atlantic (POMFLANT).*
 - *AOC Duty Officer Instructions for START, 1 January 1996.*
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TAB W

List of Acronyms

This Tab is a list of the most common acronyms that facilities will encounter when using this OPLAN.

AAPWG	Army Assessment and Preparation Working Group
AAR	After-Action-Report
ABM	Anti-Ballistic Missile
ABM Treaty	Treaty Between the United States of America and the Union of Soviet Socialist Republics on the Limitation of Anti-Ballistic Missile Systems (ABM Treaty)
ACV	Armored Combat Vehicle
AIG	Address Indication Group or Address Indicator Group
ALCM	Air-Launched Cruise Missile
AMC	Army Materiel Command
AMC-Afloat	Army Materiel Command - Afloat (formerly known as Combat Equipment Group - Asia (CEG-A))
AMCOM	U.S. Aviation and Missile Command
AMHS	Army Message Handling System
AOA	Area of Application
AOC	Army Operations Center
AOR	Area of Responsibility
ARSPACE	U.S. Army Space Command
ARSTAF	Army Staff
ASA (IL&E)	Assistant Secretary of the Army (Installations, Logistics and Environment)
ASG	Army Support Group

ASPO	Army Space Program Office
ATEC	Army Test and Evaluation Command
BW	Biological Weapons
BWC	Convention on the Prohibition of the Development, Production and Stockpiling of Bacteriological (Biological) and Toxin Weapons and on Their Destruction
CBMA	Confidence-Building Measures Agreement
CI	Counterintelligence
CID	U.S. Army Criminal Investigations Command
CINC	Commander-in-Chief
CONUS	Continental United States
CRG	Compliance Review Group
CSBMs	Confidence- and Security-Building Measures
CSS	Combat Service and Support
CTBT	Comprehensive Test Ban Treaty
CW	Chemical Weapons
CWC	Chemical Weapons Convention (Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction)
CWPFs	Chemical Weapons Production Facilities
DA	Department of the Army
DAJA-IO	Office of The Army Judge Advocate General, International and Operational Law Division
DAMI-CH	Department of the Army Military Intelligence, Counterintelligence and Human Intelligence Division

DAMO-ODO-M	Deputy Chief of Staff/Operations, Contingency Plans and Mobilization Division
DAMO-ZA	Deputy Chief of Staff/Operations and Plans Directorate
DASD/CI&SCM	Deputy Assistant Secretary of Defense for Counterintelligence and Security Countermeasures
DCSINT	Deputy Chief of Staff for Intelligence
DCSLOG	Deputy Chief of Staff for Logistics
DCSOPS	Deputy Chief of Staff for Operations
DoD	Department of Defense
DoE	Department of Energy
DoS	Department of State
DTIRP	Defense Treaty Inspection Readiness Program
DTRA	Defense Threat Reduction Agency
EEFI	Essential Elements of Friendly Information
EIF	Entry Into Force
EOC	Emergency Operations Center
ETA	Estimated Time of Arrival
FIT	Foreign Inspection Team
FORSCOM	U.S. Army Forces Command
FSU	Former Soviet Union
GBR	Ground-Based Radar
GLCM	Ground-Launched Cruise Missile
GOCO	Government Owned, Contractor Operated
HELSTF	High Energy Laser Systems Test Facility

HQ	Headquarters
HQDA	Headquarters, Department of the Army
HUMINT	Human Intelligence
IA	Implementing Agent
I&C Plan	Implementation and Compliance Plan
IAW	In accordance with
ICBM	Intercontinental Ballistic Missile
IEW	Intelligence and Electronic Warfare
INF	Treaty Between the United States of America and the Union of Soviet Socialist Republics on the Elimination of Their Intermediate-Range and Shorter-Range Missiles (INF Treaty)
INSCOM	U.S. Army Intelligence and Security Command
IOI	Item of Inspection
IPS	Inspection Planning Staff
JCG	Joint Consultative Group
JCIC	Joint Compliance and Inspection Commission
JCS	Joint Chiefs of Staff
JS	Joint Staff
JSTARS	Joint Surveillance and Target Attack Radar System
MACOM	Major Command
MEDCOM	U.S. Army Medical Command
MEDEVAC	Medical evacuation
MI	Military Intelligence
MIRV	Multiple Independently targetable Reentry Vehicle

MM-I	Minuteman I
MM-II	Minuteman II
MM-III	Minuteman III
MOU	Memorandum of Understanding
MSC	Major Subordinate Command
MSIC	Missile and Space Intelligence Center
MTM	Multinational Technical Means
MTMC	Military Traffic Management Command
NLT	No Later Than
NMD	National Missile Defense
NPT	Non-Proliferation Treaty
NRRC	Nuclear Risk Reduction Center
NTC	National Training Center
NTM	National Technical Means of Verification
OASD(S&TR)	Office of the Assistant Secretary of Defense for Strategy and Threat Reduction
OASD(C3I)	Office of the Assistant Secretary of Defense for Command, Control, Communications and Intelligence
OCSA	Office of the Chief of Staff for the Army
ODSCOPS	Office of the Deputy Chief of Staff for Operations and Plans
OJCS	Office of the Joint Chiefs of Staff
OOV	Objects of Verification
OPCW	Organization for the Prohibition of Chemical Weapons
OPLAN	Operations Plan

OPORD	Operations Order
OPSEC	Operational Security
OSCE	Organization for Security and Cooperation in Europe
OSD	Office of the Secretary of Defense
OSD-GC	Office of the Secretary of Defense--General Counsel
OSI	On-Site Inspection
OSIA	On-Site Inspection Agency (OSIA has been incorporated into DTRA)
OTJAG	Office of The Judge Advocate General
OUSD(AT&L)	Office of the Under Secretary of Defense (Acquisition, Technology and Logistics) (Formerly Office of the Under Secretary of Defense (Acquisition and Technology) (USD(A&T))
OUSD(AT&L) S&TS/ACI&C	Office of the Under Secretary of Defense for Acquisition, Technology and Logistics/Strategic and Tactical Systems/Arms Control Implementation and Compliance (Formerly Office of the Under Secretary of Defense for Acquisition and Technology/Strategic and Tactical Systems/Arms Control Implementation and Compliance (OUSD(A&T)/S&TS/ACI&C))
OUSD (P)	Office of the Under Secretary of Defense for Policy
PA	Public Affairs
PEO-AMD	Program Executive Officer for Air and Missile Defense
PI	Pershing I
PII	Pershing II
PC	Personal computer
PIMR	Pre-inspection movement restriction
POC	Point of contact
POE	Point of Entry

PSYOPS	Psychological Operations
RDT&E	Research, Development, Testing, and Evaluation
SAIC	Science Applications International Corporation
SAT	Site Assistance Team
SAV	Special Right of Access Visit
SCC	Standing Consultative Commission
SECDEF	Secretary of Defense
SJA	Staff Judge Advocate
SLBM	Submarine-Launched Ballistic Missile
SMDC	U.S. Army Space and Missile Defense Command
SMDC-SP-I	Space and Missile Defense Command Treaty Advisor
SOA	Strategic Offensive Arms
SPT	Site Preparation Team
SRMSC	Stanley R. Mickelsen Safeguard Complex
STARS	Strategic Target System
START	Treaty Between the United States of America and the Union of Soviet Socialist Republics on Reduction and Limitation of Strategic Offensive Arms (Strategic Arms Reduction Treaty or START Treaty)
SWFLANT-DET	Strategic Weapons Facility-Atlantic Detachment
THAAD	Theater High-Altitude Area Defense
TMD	Theater Missile Defense
TRADOC	Training and Doctrine Command
UAV	Unmanned Aerial Vehicle
USACID	U.S. Army Criminal Investigations Command

USAMEDCOM	U.S. Army Medical Command
USAOMMCS	U.S. Army Ordnance Missile and Munitions Center and School
USASMDC	U.S. Army Space and Missile Defense Command
USASC	U.S. Army Signal Command
USASOC	U.S. Army Special Operations Command
USSOCOM	U.S. Special Operations Command
USD(AT&L)	Undersecretary of Defense for Acquisition, Technology and Logistics (Formerly Under Secretary of Defense for Acquisition and Technology) (USD(A&T))
USG	U.S. Government
U.S.S.R.	Union of Soviet Socialist Republics (Soviet Union)
WMD	Weapons of Mass Destruction
WSMR	White Sands Missile Range
YPG	Yuma Proving Ground
902nd MI GRP	902nd Military Intelligence Group
