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Maneuver Support Center of Excellence
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*FLW Regulation 50-6

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**Nuclear and Chemical Weapons and Materiel
CHEMICAL SURETY**

FOR THE COMMANDER:

OFFICIAL:

HEATH C. ROSCOE
COL, GS
Chief of Staff



JESSE FRENCH
Director, Human Resources

History. This publication is a new Fort Leonard Wood (FLW) regulation.

Summary. This regulation establishes policies, procedures, and responsibilities for the FLW Chemical Surety Program.

Applicability. This regulation applies to all organizations, tenant activities, and contractors that have chemical surety-related responsibilities to the FLW Chemical Surety Program. It is not the intent of this regulation to initiate changes to forms that were completed prior to the implementation date of this document. Directed plans, standard operating procedures (SOP), and forms completed after this regulation's effective date will comply with this regulation.

Proponent and exception authority. The proponent for this regulation is the Maneuver Support Center of Excellence (MSCoE) Chemical Surety Office.

Supplementation. Supplementation of this regulation is prohibited without prior approval by Headquarters (HQ), U.S. Army MSCoE.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the MSCoE Chemical Surety Office (ATSN-CBB-CS), 5380 Colorado Avenue, Fort Leonard Wood, MO 65473-8958.

Distribution. Electronic medium only and is posted on the FLW Web site.

*This regulation supersedes all existing programs for chemical surety.

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Chapter 1

INTRODUCTION

1-1. Purpose

This regulation establishes local policies and procedures to enable MScOE organizations with direct and indirect FLW Chemical Surety Program responsibilities to meet regulatory requirements in AR 50-6.

1-2. References and forms

Required and related publications and referenced forms are listed in appendix A.

1-3. Explanation of acronyms, abbreviations, and special terms

Acronyms, abbreviations, and special terms used in this regulation are explained in the glossary.

Chapter 2

FLW CHEMICAL SURETY PROGRAM

2-1. Policy

- a. To ensure that the safety, security, accountability, and reliability of chemical surety material on FLW is maintained in accordance with (IAW) applicable regulations.
- b. To deny opportunities for unauthorized access to, or removal of, chemical surety material from the chemical limited area.
- c. To ensure that contracts dealing with chemical surety material contain necessary clauses to obligate the contractor to provide safety, security, accountability, and personnel reliability consistent with AR 50-6.
- d. To develop and maintain a safe, secure, and environmentally sound program that will reduce the unintentional exposure and uncontrolled release of toxic chemical agents.
- e. To ensure that the two-person concept for safety of personnel and security of chemical agents is properly maintained IAW AR 50-6 and AR 190-59.

2-2. Objective

The objective of the FLW Chemical Surety Program is to provide protection to the local population, workers, and the environment, by ensuring that chemical agent operations are conducted safely, chemical agents are secure, and personnel involved in chemical surety operations meet the highest standards of reliability.

2-3. Responsibilities

- a. Commanding General (CG).
 - (1) Resources the FLW Chemical Surety Program and MScOE Chemical Surety Office.
 - (2) Delegates directly to the 3d Chemical (CM) Brigade (BDE) Commander (CDR) to serve as the Executive Agent for the management of the FLW Chemical Surety Program.

(3) Serves as primary release authority for chemical event reporting.

b. Deputy to the Commanding General (DtCG).

(1) Serves to maintain continuity within the Command Group for the FLW Chemical Surety Program.

(2) Signs and approves chemical surety-related documents within the limits outlined by regulations.

c. U.S. Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS) Commandant (CMDT).

(1) Serves as technical advisor to the MSCoE CG on chemical surety-related matters.

(2) Serves as the Chemical Personnel Reliability Program (CPRP) Reviewing Official for the Chemical Defense Training Facility (CDTF) Certifying Official.

d. All installation CDRs, directors (DIRs), and activity chiefs assigned, attached, or otherwise associated with the FLW Chemical Surety Program and/or chemical accident or incident response and assistance (CAIRA) will—

(1) Support and/or execute the CAIRA Plan, Annex C, Appendix 7, to the Installation Emergency Management Plan on a 24-hour basis or as needed and directed by the CG or Garrison Commander (GC).

(2) Comply with safety, security, and reliability requirements established by this and other appropriate regulations.

(3) Ensure that personnel in their organizations are properly trained and resourced.

e. The 3d CM BDE CDR will—

(1) Serve as the Chairman of the Executive Chemical Surety Board.

(2) Serve as the CPRP Reviewing Official for all personnel assigned to the CDTF CPRP and the certifying official for the CDTF Certifying Official.

(3) Appoint the CDTF DIR as the certifying official for the CPRP in place at the CDTF.

(4) Provide direct supervision of the MSCoE Chemical Surety Officer (CSO).

(5) Approve the CDTF Physical Security Plan Annually.

(6) Provide the 3d CM BDE Deputy Commander (DCO)/Executive Officer (XO) to serve as a member of the Executive Chemical Surety Board.

(7) Establish an installation Schedule 1 Chemical Agent Response Program, conduct exercises, and ensure that required agencies receive appropriate information.

(8) Act as final review and approval authority on all chemical surety matters (including waivers/exemptions, SOPs, plans (as applicable), and requests which require forwarding to higher commands for approval.

f. MSCoE CSO will—

- (1) Serve as a principal advisor to the CG, GC, and the 3d CM BDE CDR on chemical surety matters.
- (2) Manage all aspects of the FLW Chemical Surety Program to ensure compliance with established safety, security, and reliability standards and monitor or complete identified recurring chemical surety support requirements.
- (3) Advise emergency response elements on chemical surety events.
- (4) Review all regulatory guidance pertaining to the FLW Chemical Surety Program to ensure that all FLW agencies are in full compliance with Department of Defense (DoD), Army, and U.S. Army Training and Doctrine Command (TRADOC) policies for chemical surety operations.
- (5) Coordinate chemical surety matters with higher HQ.
- (6) Recommend improvements to the organizational elements participating in the FLW Chemical Surety Program and recommend the development of local procedures where required.
- (7) Evaluate local procedures, SOPs, work instructions, plans, and installation regulations pertaining to the FLW Chemical Surety Program.
- (8) Review and update the CAIRA Plan.
- (9) Conduct inspections in support of the FLW Chemical Surety Program and provide staff assistance visits (SAVs) as requested by CDRs/DIRs.
- (10) Ensure that corrective actions are taken for items identified during inspections and reports.
- (11) Inspect/monitor the FLW Chemical Surety Program training requirements.
- (12) Exercise the CAIRA Plan quarterly by developing scenarios to test the plan, identifying and controlling evaluators for exercises, conducting after action reviews (AARs) of CAIRA exercises, documenting deficiencies, assigning responsibility for corrections, and following up on corrective actions. Ensure that appropriate agencies coordinate for at least two exercises with external supporting activities identified in the CAIRA Plan.
- (13) Establish an annual CAIRA planning meeting to identify projected quarterly exercise scenarios.
- (14) Publish an annual CAIRA exercise schedule.
- (15) Ensure that the CDTF Certifying Official and other appropriate support personnel receive training IAW prescribed guidance.
- (16) Serve as liaison for chemical surety-related inspections from external agencies.
- (17) Request annual CPRP data from the certifying official to prepare and submit the annual chemical surety status report IAW AR 50-6.
- (18) Serve as a member, recorder, coordinator, and alternate chair to the Executive Chemical Surety Board.

(19) Ensure that any issues/concerns unresolved by the Executive Chemical Surety Board are presented for disposition to the CG within 5 working days.

(20) Coordinate and lead the MSCoE chemical surety working groups (CSWGs).

(21) Provide a member for the CDTF-level Chemical Surety Management Board.

(22) Obtain clarifications and provide interpretations and guidance pertaining to TRADOC, Army, and DoD chemical surety policy.

(23) Provide the CSO Physical Security Specialist to lead, coordinate, and conduct the CDTF Vulnerability Assessment (VA) Team meeting when it is convened.

(24) Appoint a CPRP monitor to support the reviewing official.

(25) Serve as the CSO for garrison and other installation assets.

(26) Forward a copy of the CDTF chemical duty position roster (CDPR) to Southwest Civilian Personnel Operations Center (SWCPOC) as received.

(27) Ensure that the CDTF Certifying Official and other appropriate support personnel receive training IAW prescribed guidance.

(28) Ensure that appropriate S-1 records personnel are trained and certified IAW prescribed local training to screen personnel records of military personnel who are being processed for entry into the CPRP as prescribed by AR 50-6. Provide to the MSCoE Chemical Surety Office and CDTF the names of the primary and alternate CPRP personnel records managers.

g. GC will—

(1) Provide support IAW AR 50-6, AR 190-59, and established memorandums of understanding (MOUs) and inter-Service support agreements (ISSAs).

(2) Serve as a member of the Executive Chemical Surety Board.

(3) Provide representatives to the MSCoE CSWG when requested.

h. The DIR, Emergency Services, will—

(1) Ensure that all security personnel that respond to the CDTF are equipped and trained, to include CDTF-specific training concerning SOPs, policies, and emergency action drills.

(2) Review the CDTF Physical Security Plan annually.

(3) Establish and maintain a recapture/recovery plan for chemical surety materials (CSM) and ensure that the plan is coordinated with all appropriate activities.

(4) Submit serious incident reports (SIRs) IAW AR 190-59 and AR 190-45.

(5) Provide a physical security representative and law enforcement representative to the CDTF VA team when it is convened.

(6) Serve as a member of the Executive Chemical Surety Board.

(7) Provide representatives to the MSCoE CSWGs when requested.

(8) Provide armed military police escort for incoming schedule 1 chemicals to the CDTF IAW paragraph 7-2.

i. Directorate of Plans, Training, Mobilization, and Security (DPTMS) will—

(1) Provide an operational Emergency Operations Center (EOC) for CAIRA operations, exercises, and incident reporting requirements.

(2) Provide an antiterrorism officer (ATO) and the Installation Emergency Management Specialist as representatives to the CDTF VA team when it is convened.

(3) Serve as a member of the Executive Chemical Surety Board.

(4) Provide representatives to the MSCoE CSWGs when requested.

j. The Maneuver Support Center of Excellence Safety Office (MSO) will—

(1) Review applicable CDTF SOPs, regulations, job hazard analyses, risk assessments, and plans related to safety or occupational health.

(2) Perform a quarterly Occupational Safety and Health Administration (OSHA) safety inspection of the CDTF. Maintain records of safety inspections, SAVs, and corrective actions taken for deficiencies identified during the inspections.

(3) Participate in all accident and injury investigations that occur in chemical agent operations and ensuring that all other incidents occurring during chemical agent operations are investigated and documented.

(4) Forward all safety inspection results to the CDTF DIR and the MSCoE Chemical Surety Office.

(5) Provide arms room license and supporting risk assessment for CDTF site access center.

(6) Serve as a member of the Executive Chemical Surety Board.

(7) Provide a representative to the MSCoE CSWGs when requested.

k. MSCoE G-1, G-3/5/7, G-4, G-6, and G-8 will serve as members of the Executive Chemical Surety Board.

l. MSCoE G-2/Office of Intelligence and Security (OIS) will—

(1) Assist with personnel security management, as needed.

(2) Notify immediately the CPRP certifying official of any derogatory information received from the DoD Central Adjudication Facility (CAF) regarding CPRP members. Potentially disqualifying information (PDI) must be expeditiously forwarded to the CPRP certifying official by one of the methods identified in paragraph 4-8.

(3) Publish a formal threat assessment once a year.

(4) Forward requests to Office of Personnel Management for personnel security investigations (PSIs) for entrance into the CPRP. Forward these security investigations to the certifying official.

(5) Provide a representative to the CDTF VA team when it is convened.

(6) Provide initial training to certifying officials and reviewing officials to identify the key elements of significant information in a PSI to determine Personnel Reliability Program (PRP) suitability.

(7) Serve as a member of the Executive Chemical Surety Board.

(8) Provide a representative to the MSCoE CSWGs when requested.

m. The Office of the Staff Judge Advocate will—

(1) Provide legal advice on chemical surety issues and reviewing plans, policies and guidance as requested.

(2) Provide representative to the Executive Chemical Surety Board and MSCoE CSWGs when requested.

n. Civilian Personnel Advisory Center (CPAC) will—

(1) Ensure that appropriate CPAC records personnel managers are trained and certified IAW prescribed local training and attend applicable refresher training as required.

(2) Ensure the CPRP personnel records managers attend refresher/informational training conducted by the MSCoE Chemical Surety Office.

(3) Screen personnel files for PDI of civilian personnel being processed for the CPRP.

(4) Notify immediately the appropriate certifying official of any PDI discovered on CPRP-certified personnel. PDI must be forwarded to the CPRP certifying official by one of the methods identified in paragraph 4-8.

(5) Ensure all required civilian job descriptions are annotated as requiring entry into the CPRP.

(6) Provide to the MSCoE Chemical Surety Office and CDTF the names of the primary and alternate CPRP personnel records managers.

(7) Serve as the member of the Executive Chemical Surety Board.

(8) Provide a representative to the MSCoE CSWGs when requested.

o. DIR for the Directorate of Human Resources (DHR) will serve as an advisor to the Executive Chemical Surety Board. The DHR Army Substance Abuse Program (ASAP) Manager will—

(1) Ensure that drug testing coordinators are trained and certified.

(2) Screen CPRP candidate records for any PDI.

(3) Ensure that CPRP personnel are tested as part of the installation drug testing designated position (TDP) pool IAW AR 600-85, DA Pam 600-85, AR 50-6, and DoD and other Department of the Army (DA)-published guidance.

(4) Keep records on personnel in the CPRP separate from other patient records.

(5) Notify immediately the appropriate certifying official of PDI if within the scope of applicable regulations and codes. PDI must be expeditiously forwarded to the CPRP certifying official by one of the methods identified in paragraph 4-8.

(6) Serve as the member of the Executive Chemical Surety Board.

(7) Provide representatives to the MSCoE CSWGs when requested.

p. CDR, General Leonard Wood Army Community Hospital (GLWACH) will—

(1) Provide on-site medical support to the CDTF IAW established ISSA.

(2) Maintain a toxic agent trained physician on duty or on call on a 24-hour basis IAW Army Directive 2013-03, CAIRA.

(3) Ensure that medical personnel are qualified to treat chemical casualties and the supporting competent medical authority (CMA) medical support personnel are trained and certified IAW Army Directive 2013-03, CAIRA.

(4) Screen medical records of personnel who are being processed for entry in the CPRP as prescribed by AR 50-6, USA MEDDAC Reg 40-31, DA Pam 40-8, and the Interim Guidance on Occupational Health Practices for the Evaluation and Control of Occupational Exposures to Nerve Agents.

(5) Notify immediately the appropriate certifying official of any PDI discovered on CPRP-certified personnel.

(6) Maintain and store the medical records of CPRP personnel separately IAW AR 40-66.

(7) Conduct unannounced and announced inspections of medical operations in support of CDTF toxic chemical operations and training.

(8) Ensure that medical personal protective equipment is available and maintained to support a chemical accident/incident emergency response.

(9) Serve as the member of the Executive Chemical Surety Board.

(10) Provide a Medical Department Activity (MEDDAC) medical surety specialist and an industrial hygienist to serve as advisors to the Executive Chemical Surety Board.

(11) Provide a representative to the MSCoE CSWGs when requested.

q. CDR, Dental Activity (DENTAC) will—

(1) Screen military candidate dental records, and maintain military CPRP dental records IAW AR 40-66 and MEDDAC guidance.

(2) Notify immediately the CMA of any PDI discovered on CPRP-certified personnel. The transfer and documentation of PDI will be in accordance to MEDDAC guidance.

(3) Ensure that appropriate dentists and supporting dental personnel are trained and certified.

r. CDRs/noncommissioned officers in charge (NCOICs) and Joint Services Detachments (Marines, Navy, and/or Air Force) will—

(1) Ensure that appropriate records management personnel are trained and certified IAW prescribed local training and attend applicable refresher training as required.

(2) Screen records of military personnel who are being processed for entry into the CPRP as prescribed by AR 50-6.

(3) Ensure that all provisions of the CPRP drug and alcohol screening requirements are met. All military personnel that are in the CDTF CPRP will follow the procedures described below for initial and periodic urinalysis testing.

(4) Administer all urinalysis testing, initial and periodic, for CPRP personnel IAW AR 600-85. Notify MSCoE Chemical Surety Office when tests are administered.

(5) Notify immediately the certifying official of PDI if within the scope of applicable regulations and codes. PDI must be forwarded to the CPRP certifying official by one of the methods identified in paragraph 4-8.

(6) Provide to the MSCoE Chemical Surety Office and CDTF the names of the primary and alternate CPRP personnel records managers.

(7) Ensure that CPRP candidates' PSI are current and meet the requirements of AR 50-6. If a CPRP candidate's current PSI is older than 5 years and/or does not meet the PSI requirements defined in AR 50-6, have the candidate submit for an appropriate PSI and screen the PSI questionnaire for PDI.

(8) Request a periodic reinvestigation every 5 years for individuals currently enrolled in the CPRP. A request for periodic review will be submitted before the PSI expires, and the individual will remain qualified while the review is being conducted.

(9) Serve as advisors to the Executive Chemical Surety Board.

s. The 3d CM BDE will—

(1) Ensure that all provisions of the CPRP drug and alcohol screening requirements are met. All military personnel that are in the CDTF CPRP will follow the procedures described below for initial and periodic urinalysis testing.

(2) Administer all urinalysis testing, initial and periodic, for CPRP personnel IAW AR 50-6 and AR 600-85. Notify MSCoE Chemical Surety Office when tests are administered.

(3) Notify immediately the certifying official of PDI if within the scope of applicable regulations and codes. PDI must be forwarded to the CPRP certifying official by one of the methods identified in paragraph 4-8 of this regulation.

t. CDTF DIR will—

(1) Ensure that all operations in the CDTF are IAW appropriate regulations, plans, work instructions, and guidance.

(2) Serve as an advisor to the incident CDR in support of the installation CAIRA Plan for incidents at the CDTF.

(3) Distribute the CDPR as per this regulation.

(4) Serve as the certifying official for all personnel assigned to the CDTF CPRP.

(5) Staff the CDTF local CPRP procedures through the MSCoE Chemical Surety Office to the contracting officer for their approval and furnish a copy to the MSCoE Chemical Surety Office.

(6) Provide a copy of acting certifying official appointment orders to supervisors, CMA, and supporting agencies IAW AR 50-6.

(7) Serve as a member of the Executive Chemical Surety Board.

(8) Provide representatives to the MSCoE CSWGs when requested.

u. Directorate of Public Works (DPW) will—

(1) Conduct periodic visits to the CDTF to monitor compliance, IAW AR 50-6, Table 12-1, with all federal and state, and local environmental regulations. Assist in identifying, and inspect as required, any chemicals and materials that may be hazardous waste and inspect current procedures for handling, packaging, and labeling of current hazardous materials.

(2) Serve as a member of the Executive Chemical Surety Board.

(3) Provide representatives to the MSCoE CSWGs when requested.

(4) Provide a copy of the FLW Spill Response Plan to the MSCoE Chemical Surety Office when updates occur.

v. Mission and Installation Contracting Command (MICC) will—

(1) Delegate certifying official duties for the operations and maintenance (O&M) contractors at the CDTF to the Government Certifying Official.

(2) Execute modifications to the contract to reflect those changes in the regulations applicable to the MSCoE chemical operations as provided by the CDTF DIR or designee.

(3) Approve local CPRP procedures for the contractor personnel in the CDTF CPRP. These procedures will be implemented by contractually binding agreements.

(4) Provide the MSCoE Surety Chemical Office a copy of the approved CDTF O&M contract.

w. The Public Affairs Office (PAO) will—

(1) Brief the Executive Chemical Surety Board members IAW AR 360-1.

(2) Prepare and maintain a public affairs plan IAW AR 360-1.

(3) Provide a representative to the CDTF VA team whenever it is convened.

Chapter 3

CHEMICAL SURETY BOARDS

3-1. Scope

a. Surety boards at all levels are established to assist the 3d CM BDE CDR and the CSO in the execution of the MSCoE surety mission responsibilities by providing recommendations regarding to program operation, and disposition of surety issues, as well as resource allocation and staff support to the chemical surety program.

b. The MSCoE CG is responsible for the FLW Chemical Surety Program. Through this regulation, the 3d CM BDE CDR, is designated the Chairman of the Executive Chemical Surety Board and directed to establish and maintain the FLW Chemical Surety Program.

c. The MSCoE CSO organizes the Executive Chemical Surety Board and MSCoE CSWGs, consolidates and reviews data, and adjusts the agenda as required. The CDTF DIR will establish and convene a facility board.

d. The PAO will brief select CDRs and DIRs semi-annually at the Executive Chemical Surety Board IAW AR 360-1.

3-2. Composition and execution of chemical surety boards

Chemical surety boards will convene at two levels: the executive board and the CDTF-level board.

a. The Executive Chemical Surety Board.

(1) Will act as the single body within the command, with responsibility for the proactive identification and resolution of chemical surety-related issues, concerns, and actions that impact on the following programmatic functions: mission operations, safety, security, chemical surety management, emergency response, medical support, training, and external support issues within MSCoE.

(2) Provides courses of action to unresolved chemical surety issues/concerns to the Board for action. Issues/concerns not resolved by the Board and will be referred to the CG within 5 working days.

(3) Meetings will normally be conducted at least semi-annually. Each Board member is required to attend every meeting. However, in the event a board member must be absent, that member will have an alternate representative present who is empowered to speak and act on behalf of the primary member. The alternate member is required to be familiar with and speak about issues pertinent to their area of chemical surety responsibility. Board meetings take precedence over other conflicting obligations and duties. Board members will make attendance at board meetings a priority and will not be absent without just cause.

b. CDTF-Level Chemical Surety Board.

(1) The CDTF-Level Chemical Surety Board captures surety-related issues of concern with regard to operating challenges presented by policies, procedures, and external factors. Chemical surety issues requiring external support for resolution will be forwarded to the MSCoE Chemical Surety Office for further action. This board will convene on a frequency set by the CDTF DIR (for example, monthly or bi-monthly).

(2) The CDTF DIR will chair the board and identify members of the CDTF staff to attend. The Air Force, Marine, and Navy Detachments will appoint members of their commands to attend

the CDTF board. At the request of the CDTF DIR, the MSCoE Chemical Surety Office may ask FLW external agency personnel to attend the CDTF-Level Chemical Surety Board.

(3) The CDTF DIR will document the composition and responsibilities of the CDTF-Level Chemical Surety Board and provide a copy to the MSCoE CSO.

3-3. Chemical surety working groups (CSWGs)

a. Convening Authority. A CSWG is established by and convened by the MSCoE CSO on an as-needed or event-driven basis. The CSO will fully define the purpose and end state of the CSWG along with the membership composition in a charter. Examples would be to resolve policy compliance issues; review new or proposed policy that may have an impact to the FLW Chemical Surety Program; or to establish the path-forward following local, TRADOC, or Department of the Army Inspector General (DAIG) inspections.

b. CSWG Composition. The CSWG may consist of one or more subject matter experts. Examples are, personnel from the CBRN School, the Garrison Command, the MSCoE Staff, the 3d CM BDE, and the Interservice Training Review Organization (ITRO) Detachments (Joint Services).

c. CSWG Expectations. The CSO is responsible for formal notifications, leading, developing courses of action, assembling briefings, and tracking CSWG progress. Subject matter experts are expected to conduct independent research as needed to assist in fully defining problems and establishing courses of action. Solutions or courses of action requiring executive-level decision making will be presented by the CSO to the Chairman of the Executive Chemical Surety Board.

d. CSWG Termination. Once the CSWG charter has been fulfilled, the CSWG will be formally disbanded in writing which will include an executive summary of the outcome.

Chapter 4 PERSONNEL RELIABILITY PROGRAM (PRP)

4-1. Scope

The CPRP is an integral component of the Army Chemical Surety Program, which is designed to ensure the highest standards of individual responsibility in personnel occupying chemical duty positions. The CPRP applies to all military, DA civilian and contractor personnel performing toxic chemical duties at the CDTF.

4-2. Responsibilities

a. Certifying official will—

(1) Comply with screening and evaluation procedures for individuals in the CPRP IAW AR 50-6 and this regulation.

(2) Maintain files reflecting the current qualification status of CPRP members. The files, separated as needed, will contain at a minimum, the following:

(a) Original DA Form 3180 (Personnel Screening and Evaluation Record).

(b) Initial interview documentation.

(c) PDI documentation, to include the respective adjudication, from the individual's initial screening and continuing evaluation periods. Medical PDI will not be documented in these files. Files that contain personal data will be maintained IAW the Privacy Act and applicable DoD policies to ensure the safe guarding of personally identifying information (PII). PDI identified from the Personal Security Investigation will not be documented.

(d) Status of training certification.

(3) Ensure that the appointment order and CDPR for a newly appointed certifying official are forwarded to all supporting agencies of the change in PDI reporting and other relative correspondence.

(4) Identify the acting certifying official when the primary certifying official is not available to perform his/her day-to-day functions. At a minimum, the organizations identified in paragraph 4-3 for distribution of CDPRs will be notified when the primary certifying official will not be available.

(5) Establish and maintain a CDPR for FLW IAW format guidelines identified in AR 50-6. The latest CDPR signed by the CDTF Certifying Official, or designated representative, is the official CDPR for the installation.

4-3. Chemical duty position roster

a. The CDTF will distribute the CDPR to the following organizations:

- (1) GLWACH CDTF Occupational Health Clinic.
- (2) O&M Project Manager.
- (3) Harper Dental Clinic NCOIC.
- (4) The 3d CM BDE S-1 Section.
- (5) CPAC Employment Services Division.
- (6) USAF Detachment Orderly Room.
- (7) USMC Detachment S-1 Office.
- (8) USN Detachment NCOIC.
- (9) DHR ASAP Branch Senior Drug Testing Coordinator.
- (10) DHR Employee Assistance Program Branch.
- (11) MSCoE G-2 Personnel Security DIR.
- (12) GLWACH Preventative Medicine Chief.
- (13) SWCPOC MSCoE Chemical Surety Office.
- (14) MSCoE Chemical Surety Office.
- (15) USAF Unit Prevention Leader.
- (16) USMC Unit Prevention Leader.

(17) USN Unit Prevention Leader.

(18) HHC 3d CM BDE Unit Prevention Leader.

b. Changes from one CDPR to the next will be identified via cover memorandum attached to the CDPR.

4-4. DA Form 3180 (Personnel Screening and Evaluation Record) processing instructions

The procedures listed here are used in conjunction with those specified in AR 50-6, Chapter 2 to process the DA Form 3180.

a. Certifying official:

(1) Conducts the candidate's initial interview.

(2) Completes the remainder of Part I of DA Form 3180 after the candidate signs Part I E.

(3) Completes the following actions during screening process.

(a) Requests a copy of the PSI from the OPM, through the MSCoE G-2, on behalf of the certifying official. The certifying official will review the PSI and determine PRP suitability based on both positive and adverse information in the PSI file. Ensure that no copies or extracts of the investigation are retained. Certifying official will complete part IIb of DA Form 3180 upon review of the PSI.

(b) Excerpts information relevant to potentially disqualifying factors from the PSI when such information requires CMA review and/or reviewing official approval IAW AR 50-6. No other information will be provided from the PSI to the CMA or reviewing official.

(4) Completes the following actions for completion of the DA Form 3180 and entrance into the CPRP.

(a) Updates the CDPR IAW AR 50-6 and distributes IAW this regulation.

(b) Maintains the original DA Form 3180 and distribute a copy to the servicing CPAC, the contractor personnel clerk (if applicable), the CMA, and the servicing dental clinic. Publishes a new CDPR reflecting the latest changes to the CPRP.

b. MSCoE G-2:

(1) Provides assistance to the CDTF personnel security manager to ensure that PSIs and/or suitability requests are submitted, as required.

(2) Reports any PDI (by one of the methods identified in paragraph 4-8) to the CPRP certifying official whenever PDI is found on CPRP personnel.

(3) Processes requests for copies of the PSIs for personnel being screened into the CPRP and after a 5-year resubmission for certifying official review.

c. Appropriate Personnel Office: Screens the candidate's personnel records and completes Part IIa of the candidate's DA Form 3180. Reports the candidate's citizenship and any PDI found to the certifying official. Reports the PDI to the CPRP certifying official by one of the methods identified in paragraph 4-8.

d. DENTAC: Screens military candidates dental records, reports PDI to CMA, and maintains CPRP dental records, IAW AR 40-66 and MEDDAC guidance.

e. MEDDAC: Screens the individual's medical record for PDI per AR 50-6 and contacts the appropriate medical agencies for additional PDI. Completes Part III of the candidate's DA Form 3180. Any medical PDI found will only be reported to the certifying official and in a manner that precludes disclosure to anyone other than the certifying official.

f. The ASAP Office: Screens the individual's applicable records for PDI. Discovered PDI will be reported to the CPRP certifying official by one of the methods identified in paragraph 4-8. Complete Part IV of the DA Form 3180 and return to the CDTF.

g. Drug Testing/Screening.

(1) Military Personnel: When results from the urinalysis are returned, the ASAP office, USN Detachment, or USMC Detachment will notify the CDTF that the information is available for completion of Part IV of the DA Form 3180. The appropriate office will complete Part IV and return the candidate packet back to the CDTF. If another urinalysis is required, the appropriate office will complete the second area (Part IV, lines E, F, G and H) of the DA Form 3180. Drug testing will be completed IAW AR 50-6, para 2-14 and AR 600-85.

(2) DA Civilian Personnel: When results from the urinalysis are returned, the ASAP office will notify the CDTF the information is available for completion of Part IV of the DA Form 3180. The ASAP office will complete Part IV and return the candidate packet back to the CDTF. If another urinalysis was required, the ASAP office will complete the second area (Part IV, lines E, F, G and H) of the DA Form 3180. Drug testing will be completed IAW AR 50-6, para 2-14 and AR 600-85.

(3) CPRP Contract Personnel: When results from the urinalysis are received and reviewed by the contract MRO he/she will notify the Contractor CPRP Contractor Personnel Records Manager of the results. The CPRP Contractor Personnel Records Manager will record the results and complete Part IV of the candidate's DA Form 3180. If another urinalysis was required, the CPRP Contractor Personnel Records Manager will complete the second area (Part IV, lines E, F, G and H) of the DA Form 3180.

h. The CPAC will—

(1) Ensure that a completed copy of DA Form 3180, DA Form 5019 (Condition of Employment for Certain Civilian positions Identified Critical Under the Department of the Army Drug-Free Federal Workplace Program), and DD Form 2760 (Qualification to Possess Firearms or Ammunition) (as required) is placed in the individuals personnel file.

(2) Perform required personnel actions, upon receipt of the DA Form 3180 copy, to update the individual's personnel records reflecting entry into the CPRP.

(3) Ensure that the final DA Form 3180 along with all notifications and approvals are filed in the electronic personnel record for an individual disqualified from the CPRP.

i. Organizations maintaining CPRP personnel health records will—

(1) Insert a completed copy of the DA Form 3180 into the individual's health record, insert a DA Form 4515 (Personnel Reliability Program Record Identifier) in their record IAW AR 40-66. Records that are maintained separately from their health record, for example, inpatient (clinical) treatment records, outpatient treatment records, dental records, clinical psychology individual case files, social work individual case files, and alcohol and drug rehabilitation files, will be identified the same way.

- (2) Maintain all CPRP identified records separately from non-CPRP records.

4-5. Change of chemical surety duties

- a. The certifying official and the individual concerned will sign and date the next blank space in Part VI of the DA Form 3180 and indicate the change in the space provided. The date used is the date of the certifying official's briefing to the individual.
- b. Certifying Official will update the CDPR and distribute to organizations IAW this regulation.

4-6. Requalification of disqualified personnel

Individuals who are disqualified may formally request requalification. Requalification procedures are outlined in AR 50-6.

4-7. Drug/substance and alcohol abuse

Civilian employees selected for the CPRP must sign DA Form 5019 for certain civilian positions identified as critical under the drug abuse-testing program). This is submitted to and kept on file in the electronic personnel file.

4-8. Potentially disqualifying information (PDI) reporting

PDI must be reported to the certifying official as soon as practical so the certifying official can execute his or her regulatory responsibilities. PDI may be reported via phone, e-mail, or face-to-face. Memos are to be sent directly to the certifying official via encrypted e-mail. PDI correspondence with the certifying official will include, at a minimum:

- a. Reporting organization/point of contact information.
- b. Name of the person the PDI concerns.
- c. If the PDI information source is a form, include the form number, date, form line/question number, and the text of the question the person answered to indicate PDI.
- d. E-mails used to transmit PDI data will be digitally signed and encrypted.
- e. The PDI e-mail will be sent to the certifying official only.

Chapter 5

CHEMICAL EVENT REPORTING

5-1. Reporting procedures

Per AR 50-6, chemical events will be reported directly to Headquarters, Department of the Army, (HQDA), Office of the Deputy Chief of Staff G-3/5/7, Army Operations Center (AOC). Reporting requirements are as follows:

- a. The CDTF DIR must report all thefts, threats to the facility, and antiterrorism (AT)/force protection (FP) issues immediately to the DES.
- b. Additionally, the CDTF DIR will immediately report to the 3d CM BDE CDR and the MSCoE CSO any other potential chemical event, to include unexpected occurrences that happen during an

operation. This includes any detection of agent above the established agent concentration limits for a monitored area outside of the toxic area. Reporting examples include detection of the short-term exposure limits (STEL) concentration outside of the defined toxic area at any time. Detection of the agent concentration limit inside the toxic area above the airborne exposure limit (AEL) need not normally be reported. The exception will be if personnel are present in a monitored area and agent concentrations for the level of protection are exceeded.

c. The 3d CM BDE CDR will notify the chain of command and GC of the situation immediately. If the chain of command decides reporting to higher HQ is warranted the CSO will place a courtesy call of the incident to the TRADOC Surety Office and other FLW agencies as appropriate.

d. In coordination with the MSCoE CSO the 3d CM BDE CDR will determine if the incident meets the criteria of a chemical event report, the category of the event, and the appropriate level of emergency response and reporting.

e. Once a determination is made the MSCoE CSO will gather the MSCoE Chemical Surety Office members as required to assist the chain of command and provide specific recommendations and information. The MSCoE Chemical Surety Office may assist the EOC to prepare and send reports.

f. Once a chemical event has been confirmed, the appropriate notifications will be made to the external agencies required by AR 50-6. Notification will not be delayed due to lack of detailed information. In the case of a chemical agent release (Category III Chemical Event), MSCoE EOC is responsible for notifying state and local officials per Annex C, Appendix 7 to the Installation Emergency Management Plan.

g. Within 6 hours of the initial telephonic notification, a Chemical Biological Event Reporting System (CBERS) Report will be sent to the AOC using the CBERS computer program format, providing as much information as is available at the time. If access to the CBERS computer application is not available, the initial written notification will be transmitted by facsimile to the AOC by the EOC IAW the MSCoE CAIRA Plan within 6 hours and the other addresses at the soonest opportunity after the AOC notification.

h. The CBERS reports will be distributed as per the CBERS mailing list and will be numbered IAW CBERS internal numbering system.

5-2. Serious incident report (SIR) requirements

a. Any actual or suspected incidents and threats involving chemical agent will be reported as a Category 1 SIR IAW AR 190-59 and AR 190-45. SIRs will be reported by telephone to the Army Watch immediately upon discovery or notification at the installation level.

b. Telephonic notification will be followed with a written report via e-mail to the Office of the Provost Marshal General and the Army Watch within 12 hours of discovery or notification.

c. Reporting a chemical event IAW section 5-1 does not relieve the requirement to submit an SIR.

d. Notification requirements will be per section 5-1. The 3d CM BDE will forward a copy of the operations report (OPREP) to the Directorate of Emergency Services (DES) and the FLW EOC.

5-3. Mishap notification, investigating, and reporting

a. Chemical agent mishaps, as defined in DA Pam 385-61, will be reported and investigated IAW of DA Pam 385-61, AR 385-10, and DA Pam 385-40.

b. Class A-D accidents, as defined in AR 385-10, involving chemical agents will be reported per the requirements of AR 385-10 and DA Pam 385-40.

c. CDRs and DIRs are not required to notify the Office of the Director of Army Safety (ODASAF) of a chemical agent mishap when the mishap is reported to HQDA as a chemical event.

5-4. Reportable safety violator event

a. This paragraph describes the reporting requirements, criteria for reporting, and to what level of command each report will be sent. This is in addition to the requirements outlined in AR 50-6, AR 190-45, and DA Pam 385-40. These procedures incorporate the CDTF SOP that defines as a Recordable Medical Event for local reporting requirements.

b. Reporting a Safety Violator Event. This is done via e-mail from CDTF to the 3d CM BDE CDR and MSCoE CSO for an individual who is in an area where agent concentrations are above STEL and any one of the following has occurred:

- (1) Experiences a respiratory protection equipment failure or suffers agent to skin contact.
- (2) Experiences failure of MINICAMS air monitoring equipment while occupying a toxic area.
- (3) Smells bleach while wearing protective mask.

Chapter 6 FLW CHEMICAL SURETY COMPLIANCE PROGRAM

6-1. General

a. This chapter establishes policies and procedures for ensuring agencies are operating IAW chemical surety regulatory requirements. The program is designed to support the FLW Chemical Surety Program. It describes the chemical surety evaluations of organizations and activities that have chemical surety responsibilities.

b. These evaluations are conducted to accomplish the following:

- (1) Determine the capability of MSCoE to accomplish assigned chemical surety missions.
- (2) Determine the adequacy of support and guidance provided by each chemical surety support organization.
- (3) Determine and pursue systemic issues affecting the organizations ability to perform their chemical surety mission or support activity.

6-2. Chemical surety compliance inspections

a. The MSCoE Chemical Surety Office will conduct compliance inspections of all FLW activities, organizations, and contractor operations with chemical surety missions or chemical surety mission support activities. They are designed to supplement subordinate inspection programs and are provided to give CDRs and DIRs an assessment of how specific areas are functioning and to help identify systemic issues that require attention.

b. The scope of inspections will be determined by the support the activity provides. The functional areas to be assessed during compliance inspections are listed in Chapter 12 of AR 50-6 and the FLW

Chemical Surety Compliance Program schedule. These lists are not all-inclusive and should be considered only in terms of functional areas.

c. Chemical surety compliance inspections will follow the basic principles and elements of inspections as outlined in AR 1-201.

6-3. Exercise program

a. To ensure the readiness of the response activities in the case of emergencies at the CDTF, response exercises will be conducted as needed. The MSCoE Chemical Surety Office will coordinate these exercises.

b. Concept of Operations.

(1) The MSCoE Chemical Surety Office will coordinate with the unit's senior leadership as required to coordinate the exercise.

(2) The facility/unit/individual receiving the notification of the exercise will respond IAW their local SOP, as the scenario received dictates.

(3) The MSCoE Chemical Surety Office will end the exercise when the objectives have been met.

c. Any organization or support activity with a response requirement to the CDTF has the responsibility to become familiar with this requirement and will be exercised.

d. The facility, unit, or organization will respond IAW the applicable regulations, the MSCoE Response Plan, unit specific emergency response SOPs, and be able to perform their required mission.

e. All Fire Department exercises will be coordinated with the Fire Chief IAW AR 420-1.

6-4. Compliance evaluation reports

Inspection findings will provide sufficient information to allow the inspected activity and the affected proponent offices to clearly link findings to the requirements contained in appropriate regulatory guidance and to correct shortcomings and deficiencies. Findings may also identify potential requirements to change or clarify regulatory guidance.

6-5. Inspection methodology

a. To categorize inspection findings and highlight issues requiring immediate attention by the senior leaders of MSCoE there are five sub-categories of inspection findings. See figure 6-1.

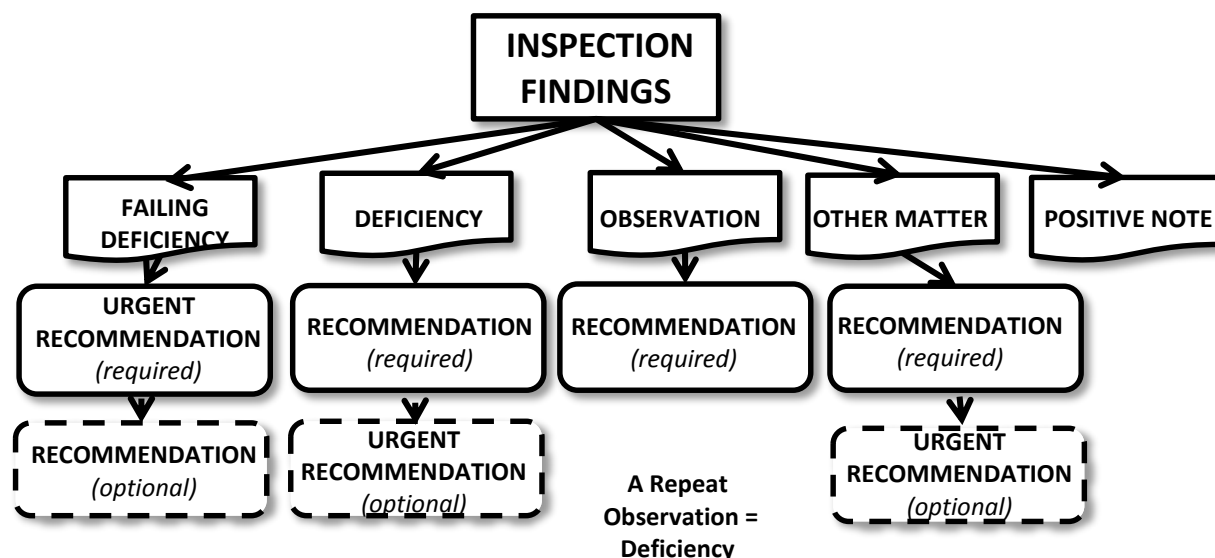


Figure 6-1. Five sub-categories of inspection findings

b. Inspection Findings. An issue identified by an inspector during the course of an inspection and noted in the final inspection report in one of five sub-categories: Failing Deficiencies, Deficiencies, Observations, Other Matters and Positive Notes/Trends:

(1) Failing Deficiency. A serious deviation from the standard identified during an inspection that requires immediate attention/resolution and results in an overall failure of the inspection. All failing deficiencies must have a root cause. A failing deficiency must have one urgent recommendation and may have multiple urgent recommendations outlining corrective action(s). A failing deficiency may have one or more recommendations outlining corrective actions. For systemic inspections, a failing deficiency may be identified when “most” of the organization inspected was not in compliance with an inspection objective based on a definitive standard that the Army is required to adhere to (such as a Federal Statute or Department of Defense Directive [DODD]). All failing deficiencies will be briefed to Senior Installation Leadership, even if the failing deficiency was corrected “on the spot.”

(2) Deficiency. A serious deviation from the standard/problem identified by an inspector during an inspection. A deficiency must have at least one recommendation and may have one or more urgent recommendation(s)/multiple recommendations outlining corrective actions. A deficiency may or may not be based on a definitive standard (lack of policy guidance that seriously impacts the organization’s mission may be considered a deficiency). All deficiencies must have a root cause. All open inspection deficiencies may be briefed to the senior leaders of the installation. Other issues that may be considered deficiencies:

- (a) Violations of federal, state or local laws.
- (b) Repeat observations from a previous inspection.
- (c) Issues that the inspected unit cannot fix by itself (requires action/resources from higher HQ).
- (d) Issues that should be reported to the higher HQ or HQDA for situational awareness of a potential systemic issue.

(3) Observation. A problem identified during an inspection that, in the informed opinion of the Inspection Team or inspector, has only minor impact/consequences and doesn’t require special attention from higher command echelons/the senior leaders of the installation. An observation may or

may not be based on an established standard (for example, lack of policy guidance may be an observation). An observation must have a root cause and recommendation, and may have multiple recommendations outlining corrective action(s). A repeat observation from the previous inspection that has not been corrected automatically may become a deficiency. Army inspection observations may be briefed to the senior leaders of the installation. Observations may still be subject to inspection follow-up activities by the team that conducted the inspection.

(4) Other Matter. Issues that are outside the scope of a particular inspection that may be of concern to installation senior leaders (for example, a physical security issue noticed during an emergency response inspection). Other Matters must have one or more recommendation(s)/urgent recommendation(s). Other matters may be briefed to installation senior leaders.

(5) Positive Note/Trend. The “good news” areas identified during an inspection that are worthy of recognition. Positive notes/trends should be widely publicized in order to improve operations across the force. The term “positive notes” applies to individual organizations, while the term “positive trends” is intended to apply to several organizations inspected as part of a systemic inspection.

c. Inspection Recommendations. A recommendation in an unsigned inspection report is a corrective action recommendation from the inspector to the CDR with the authority to establish and maintain the FLW Chemical Surety Program. However, once the inspection report is signed by this authority, the recommendation becomes a directive to the responsible entity.

(1) Urgent Recommendation. An urgent issue for which the responsible entity has days to initiate corrective action immediately. An urgent recommendation is always briefed to installation senior leaders and continues to be briefed until resolved. The corrective action that the inspection team believes, based on their experience, research and published standards, will be effective in addressing a MSCoE failing deficiency/deficiency/other matter. Corrective actions must be initiated by the responsible entity within the time specified in the inspection report.

(2) Recommendation. An issue for which the responsible entity has to initiate corrective action. A recommendation may be briefed to installation senior leaders and may continue to be briefed until resolved. The corrective action that the inspection team believes, based on their experience, research and published standards, will be effective in addressing a problem documented in an inspection failing deficiency/deficiency/observation/other matter.

(a) Inspection recommendations become directives to the identified responsible entity once the inspection report is approved by the directing authority.

(b) Corrective actions must be executed by responsible entity within the time specified in the inspection report.

(c) Approval of the directing authority is required if actions taken to correct a deficiency or observation are not as outlined in the inspection recommendation.

6-6. Inspection process

a. The Inspection Process is a sequential planning and management tool that allows inspectors to plan and conduct inspections. Army Regulation 20-1 outlines the three inspection phases and each of the specific steps that fall within each phase. Although the process was designed for DAIGs, any inspector conducting Army inspections can use the process - or some form of the process - to plan and conduct inspections at all levels, the MSCoE Chemical Surety Office has adopted this format.

b. The MSCoE Chemical Surety Office will conduct research. This helps ensure that inspections are meaningful and truly focused on the most important issues to the CDR and command. Research

enables the Inspector to understand fully the issues and to focus on the high-payoff issues by creating the Inspection Purpose and the Inspection Objectives. The MSCoE Chemical Surety Office will review SOPs, plans, work instructions, appropriate regulations, and policies to ensure that this is a systematic approach for all inspections.

c. The MSCoE Chemical Surety Office will compile a formal report as per this regulation and submit to the inspected organization through their chain of command. The inspected organization may receive an e-mail or other correspondence outlining all instances of non-compliance to include minor discrepancies or administrative recommendations such as grammatical errors in plans and procedures at the conclusion of the inspection. These minor observations normally do not merit inclusion in a formal inspection report but appropriately should be passed on to the inspected organization.

6-7. Inspection report format

a. The inspection report format is to make the valuable information contained in these reports more rapidly accessible to the senior leaders of the installation. In order to accomplish this findings are organized by their sub-category rather than by inspection objectives or functional areas. This is done to enable senior leaders to rapidly find the specific information they require. Inspection report finding statements contain all the elements outlined below:

b. Responsible Entity. The term “responsible entity” identifies the person, office, or agency that the directing authority tasks with implementing a corrective action (the recommendation) by signing the inspection report. **NOTE: The person, office or agency tasked must be subject to the command authority of the directing authority for this to be recognized as a tasking – otherwise it is considered a request by the directing authority to the outside entity.**

c. Point of Contact. The term “point of contact” refers to the specific individual within the responsible entity that has the responsibility to receive, track, and coordinate closure of the directing authorities’ tasking to implement corrective action (the inspection recommendation). This line must contain reasonable contact information (for example, telephone number and e-mail address).

d. Deliverable. The term “deliverable” refers to a physical item that the directing authority requires from the responsible entity to close out the recommendation (for example to close a recommendation to update a SOP the directing authority may require a copy of the final draft of the SOP be sent to the directing authority for review before its implemented).

Chapter 7

ACQUISITION, INVENTORY, AND SECURITY OF SCHEDULE 1 CHEMICALS

7-1. General

a. Schedule 1 Chemicals Defined. Schedule 1 Chemicals refer to those chemicals listed in Schedule 1 of the Chemical Weapons Convention (CWC) Schedule of Chemicals. The Schedule 1 Chemicals on hand at FLW are secured at the CDTF and include the following:

(1) Methylphosphonyl difluoride (DF). The primary precursor used in the synthesis of GB (sarin) nerve agent.

(2) O-ethyl O-2-diisopropylaminoethyl methyphosphonite (QL). The primary precursor used in the synthesis of VX nerve agent.

(3) GB (Sarin) Nerve Agent. Non-persistent nerve agent produced at the CDTF from binary precursors.

(4) VX Nerve Agent. Persistent nerve agent produced at the CDTF from binary precursors.

b. Accountable Officer. The Schedule 1 Chemical Accountable Officer is designated by the CDTF DIR and is typically the CDTF Laboratory Supervisor.

7-2. Acquisition of precursor

a. Precursors DF and QL. Precursor resupply to the CDTF is coordinated by CDTF through the US Army Research Development and Engineering Command (RDECOM) at Edgewood Chemical Biological Center (ECBC). Resupply of precursor occurs annually. Payment for precursor is effected through Military Interdepartmental Purchase Request (MIPR) from MSCoE to RDECOM. Coordination for payment is initiated by the CDTF in the November/December timeframe through command channels to the MSCoE G-8. Contact information is as follows: CDR, USA RDECOM (ECBC), 5183 Blackhawk Rd, APG-EA, MD 21010-5424; commercial phone (410) 436-3168. The ECBC Technical POC can be reached at 410-436-4604.

b. Delivery. Delivery of precursor is coordinated by the CDTF with the Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive Analytical and Remediation Activity (CARA), 20th Support Command. Contact information is as follows: DIR, CARA (AFCEB-CAR-AM), 5183 Blackhawk Road, APG-EA, MD 21010-5424; commercial phone (410) 436-0010. Payment for delivery is effected through MIPR from MSCoE to the CARA. Coordination for payment is initiated by the CDTF in the November/December timeframe through command channels to the MSCoE G-8. Delivery is generally scheduled for the month of July and is flown into Waynesville Regional Airport at Forney Field (WRAFF).

c. Movement of Precursor to CDTF. CDTF requests armed military police escort through command channels for movement of precursor from WRAFF to the CDTF. Upon arrival of CARA to WRAFF, the CDTF Accountable Officer signs for the sealed package of precursor. The precursor package is placed into a government vehicle for transport to CDTF. The government vehicle is led and trailed by an MP vehicle from WRAFF to the CDTF. Upon arrival to CDTF, MP escort is terminated and the Accountable Officer brings the precursor into the CDTF Laboratory. Once in the laboratory, the Accountable Officer opens the package and conducts a vial-by-vial inventory. Discrepancies are immediately reported back to CARA and RDECOM and accountability documents are updated.

7-3. Production of nerve agents GB (sarin) and VX

a. Protective Purposes Production Facility (PPPF). The CDTF is designated, under the provisions of the CWC, as the PPPF and, as such, is an authorized production facility for nerve agents GB (sarin) and VX.

b. Production Limits. Production limits of GB (sarin) and VX are specified in the CWC Treaty. All production, transfers, consumption, and destruction of GB (sarin) and VX are overseen by the FLW Treaty Support Office (TSO), organized under DPTMS; and the Center for Treaty Implementation and Compliance (CTIC), organized within the Chemical Materials Agency of Army Materiel Command.

c. Production Schedule. The CDTF will program nerve agent synthesis as needed to drive the training load. Production details are outlined in CDTF SOP.

d. Intra-Facility Transfers. In support of daily toxic agent training, the CDTF makes routine transfers of nerve agents from the laboratory to authorized agent handlers located inside the toxic training area. These transfers are recorded and reported on annual and semi-annual agent accountability reports.

e. Other Transfers. The CDTF has no authorization to make any transfers of agent from the facility to any other locations.

f. Inventory Adjustments. Not necessarily considered transfers of chemicals but are made to record consumption generally related to conversion of precursors during agent synthesis or loss of synthesized agent due to evaporation, unrecoverable spills, or seepage.

7-4. Inventory management

a. Procedures. Inventory procedures, from synthesis to transfer to destruction, are outlined in CDTF SOP which conform to AR 50-6, Chapter 5.

b. Reports. The CDTF Accountable Officer prepares semi-annual and annual inventory reports in June and December respectively. These reports are prepared with covers letters from the Accountable Officer and the CDTF DIR. The CDTF forwards final reports through command channels to the DoD Accountability Manager at ECBC, Aberdeen Proving Ground, Maryland.

7-5. Security Program

a. General. The CDTF Chemical Agent Security Program follows policy guidance outlined in AR 190-59. IAW AR 50-6, Chapter 6, the CDTF is classified as a Category III Chemical Agent Facility which is a designation for facilities designed to issue and store chemical agents to support training operations within the same building. However, as a Category III facility, the CDTF employs security measures IAW AR 190-59, Chapter 17.

b. Planning. Security planning for the CDTF is an annual cyclic process. The MSCoE Chemical Surety Office organizes a series of annual VA meetings beginning in May. This is a collaborative effort from all MSCoE security and intelligence organizations. A VA is completed IAW AR 190-59 generally NLT end of month (EOM) July. The CDTF DIR obtains approval of the VA from the 3d CM BDE CDR, the USACBRNS CMDT, the MSCoE DtCG, and the MSCoE CG NLT EOM September. The completed VA is forwarded by the MSCoE CSO to the TRADOC OPM for command endorsement and entry in the Core Vulnerability Assessment Program (CVAMP) or equivalent. While the CVAMP is being locally staffed, the CDTF updates the facility physical security plan and secures final approval from the 3d CM BDE CDR by EOM October.

Appendix A REFERENCES AND FORMS

Section I Required Publications

a. AR 1-201, Title. Cited in paragraph 6-2c.

b. AR 20-1, Title. Cited in paragraph 6-6a.

c. AR 40-66, Medical Record Administration and Healthcare Documentation. Cited in paragraphs 2-3p(6), 2-3q(1), and 4-4d.

d. AR 50-6, Chemical Surety. Cited in paragraphs 1-1, 2-1c, 2-1e, 2-3f(17), 2-3f(28), 2-3g(1), 2-3o(3), 2-3p(4), 2-3r(2), 2-3r(7), 2-3s(2), 2-3t(6), 2-3u(1), 4-2a(1), 4-2a(3)(s), 4-4, 4-4a(3)(b), 4-4a(4)(a), 4-4e, 4-4g(1), 4-4g(2), 4-6, 5-1f, 6-2b, 7-4a, and 7-5a.

e. AR 190-45, Law Enforcement Reporting. Cited in paragraphs 2-3a(4) and 5-2a.

- f. AR 190-59, Chemical Agent Security. Cited in paragraphs 2-1e, 2-3g(1), 2-3h(4), 5-2a, 7-5a, and 7-5b.
- g. AR 360-1, The Army Public Affairs Program. Cited in paragraphs 2-3w(1), 2-3w(2), and 3-1d.
- h. AR 385-10, Army Safety Program. Cited in paragraphs 5-3a and 5-3b.
- i. AR 420-1, Army Facilities Management. Cited in paragraph 6-3e.
- j. AR 600-85, Alcohol & Drug Abuse Prevention and Control Program. Cited in paragraphs 2-3o(3), 2-3r(4), 2-3s(2), 4-4g(1), and 4-4g(2).
- k. DA Pam 40-8, Title. Cited in paragraph 2-3p(4).
- l. DA Pam 385-40, Accident Investigations and Reporting. Cited in paragraph 5-3a and 5-3b.
- m. DA Pam 385-61, Toxic Chemical Agent Safety Standards. Cited in paragraph 5-3a.
- n. DA Pam 600-85, Army Substance Abuse Program Civilian Services. Cited in paragraph 2-3o(3).
- o. Army Directive 2013-03. Cited in paragraphs 2-3p(2) and 2-3p(3).
- p. USA MEDDAC Reg 40-31, Chemical Personnel Reliability Program and Medical Surveillance for Potential Nerve Agent Exposure. Cited in paragraph 2-3p(4).
- q. Installation Emergency Management (EM) Plan, Annex C, Appendix 7, Chemical Accident/Incident Response Plan. Cited in paragraphs 2-3d(1), 2-3f(8), 2-3f(12), 2-3t(2), and 5-1f.
- r. FLW Spill Response Plan. Cited in paragraph 2-3u(4).

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

- a. AR 15-6, Procedures for Investigating Officers and Boards of Officers.
- b. AR 190-11, Physical Security of Arms, Ammunition and Explosives.
- c. AR 190-13, The Army Physical Security Program.
- d. AR 190-56, The Army Civilian Police and Security Guard Program.
- e. AR 195-2, Criminal Investigation Activities.
- f. AR 380-86, Classification of Former Chemical Warfare, Chemical and Biological Defense, and Nuclear, Biological, Chemical Contamination Survivability Information.
- g. AR 600-8-104, Military Personnel Information Management.
- h. DoDI 5210.56 Carrying of Firearms and the Use of Force by DoD Personnel Engaged in Security, Law and Order, or Counterintelligence Activities.

- i. Army Directive 2012-17, Personnel Reliability Program – Personnel Security Investigations and Adjudications.
- j. Interim Guidance on Occupational Health Practices for the Evaluation and Control of Occupational Exposures to Nerve Agents GA, GB, GD, GF and VX and Mustard Agents H, HD, and HT.
- k. TRADOC Reg 1-8, Operations Reporting.
- l. IMCOM Reg 190-1, IMCOM Serious Incident Reports.
- m. FLW Reg 525-3, Installation Command Reporting.

Section III Referenced Forms

- a. DA Form 2028, Recommended Changes to Publications and Blank Forms.
- b. DA Form 3180, Personnel Screening and Evaluation Record.
- c. DA Form 4515, Personnel Reliability Program Identifier.
- d. DA Form 5019, Condition of Employment for Certain Civilian positions Identified Critical Under the Department of the Army Drug-Free Federal Workplace Program.
- e. DD Form 2760, Qualification to Possess Firearms or Ammunition.

Glossary

Section 1 Abbreviations

AAR
after action review

AEL
airborne exposure limits

AOC
Army Operations Center

AR
Army regulation

ASAP
Army Substance Abuse Program

AT
antiterrorism

ATO
Antiterrorism officer

BDE
brigade

CAF
Central Adjudication Facility

CAIRA
chemical accident or incident response and assistance

CARA
Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive Analytical and Remediation Activity

CBERS
Chemical Biological Event Reporting System

CCIR
commander's critical information requirement

CDPR
chemical duty position roster

CDR
commander

CDTF
Chemical Defense Training Facility

CG
commanding general

CM
chemical

CMA
competent medical authority

CMCL
Chemical Defense Training Facility Maximum
Concentration Limit

CMDT
commandant

COR
contracting officer's representative

CPAC
Civilian Personnel Advisory Center

CPRP
Chemical Personnel Reliability Program

CSI
chemical surety inspection

CSM
chemical surety material

CSO
Chemical Surety Officer

CSWG
chemical surety working group

CTIC
Center for Treaty Implementation and
Compliance

CVAMP
Core Vulnerability Assessment Program

CWC
Chemical Weapons Convention

DA
Department of the Army

DAIG
Department of the Army Inspector General

DCO
deputy commander

DENTAC
Dental Activity

DES
Directorate of Emergency Services

DIR
director

DOD
Department of Defense

DODD
Department of Defense directive

DoDI
Department of Defense instruction

DPTMS
Directorate of Plans, Training, Mobilization, and
Security

DPW
Directorate of Public Works

DtCG
Deputy to the Commanding General

ECBC
Edgewood Chemical Biological Center

EOC
Emergency Operations Center

EOM
end of month

FLW
Fort Leonard Wood

FP
force protection

GC
Garrison commander

GLWACH
General Leonard Wood Army Community
Hospital

GPL
general population limits

HQ
headquarters

HQDA
Headquarters, Department of the Army

IAW
in accordance with

IDHL
immediately dangerous to life or health

ISSA
inter-Service support agreement

ITRO
Interservice Training Review Organization

MEDDAC
Medical Department Activity

MICC
Mission and Installation Contracting Command

MIPR
military interdepartmental request

MOU
memorandum of understanding

MSCoE
Maneuver Support Center of Excellence

MSO
Maneuver Support Center of Excellence Safety
Office

NCOIC
noncommissioned officer in charge

O&M
operations and maintenance

ODASAF
Office of the Director of Army Safety

OIS
Office of Intelligence and Security

OPREP
operations report

OSHA
Occupational Safety and Health Administration

Pam
pamphlet

PAO
Public Affairs Office

PDI
potentially disqualifying information

PII
personally identifying information

PPPF
Protective Purposes Production Facility

PRP
Personnel Reliability Program

PSI
personnel security investigation

RDECOM
Research Development and Engineering
Command

SAV
staff assistance visit

SIR
serious incident report

SOP
standard operating procedure

STEL
short-term exposure limit

SWCPOC
Southwest Civilian Personnel Operations
Center

TDP
testing designated position

VA
vulnerability assessment

TRADOC
U.S. Army Training and Doctrine Command

WPL
worker population

TSO
Treaty Support Office

WRAFF
Waynesville Regional Airport at Forney Field

USACBRNS
U.S. Army Chemical, Biological, Radiological,
and Nuclear School

XO
executive officer

Section 2

Terms

Access

Close physical proximity to a chemical agent in a container or munition under circumstances that could provide an opportunity to acquire, release, tamper with, damage, or come in direct contact with chemical agents. A person is not considered to have access if escorted and/or under observation by least two CPRP-certified individuals capable of detecting unauthorized or incorrect actions.

Airborne Exposure Limits

Allowable concentrations in the air for workplace and general population exposures. AEL includes worker population limits (WPL), STEL, immediately dangerous to life or health (IDLH) values, and general population limits (GPL) as well as the Chemical Defense Training Facility Maximum Concentration Limit (CMCL), which is CDTF specific.

Certifying Official

For military and Army civilian personnel, the CDR or DOD military or civilian personnel responsible for chemical surety operations and having sufficient personal contact with all subordinate CPRP personnel to permit continual evaluation of their performance and reliability. For Army contractor personnel, the Army contracting officer's representative (COR) designated by the contracting officer is the certifying official. The certifying official certifies that personnel being considered for assignment to chemical duties meet the requirements of the CPRP.

Chemical Accident or Incident Response and Assistance Plan

Describes actions taken to save life, preserve health and safety, secure chemical surety material, protect property, and help maintain public confidence in the ability of the Army to respond to a military chemical accident/incident.

Chemical Duty Position

A duty position that requires access to chemical surety material or control direct access to chemical surety material. Chemical duty positions are contained in AR 50-6, paragraph 2-2. Individuals assigned to chemical duty positions must be in the CPRP.

Chemical Duty Position Roster

A roster of personnel identified by organization certifying official assigned chemical surety duties.

Chemical Event

A chemical event encompasses chemical surety material accidents, incidents and other circumstances where there is a confirmed or likely release to the environment, exposure of personnel above the STEL for the chemical agent involved, threat to the security of chemical surety material, or event of concern to the local CDR/DIR.

Chemical Exclusion Area

A designated area immediately surrounding one or more receptacles in which chemical agents are contained. Normally, the boundaries of an exclusion area are the walls, floor, and ceiling of a storage structure, secure container, or a barrier that establishes the boundary of the exclusion area (such as an igloo or a fence). The inside of a chemical agent secure container is an exclusion area. In the absence of positive preventive measures, access into the exclusion area constitutes access to chemical agents.

Chemical Limited Area

The area immediately surrounding one or more exclusion areas. Normally, the area between the boundaries of the exclusion areas and the perimeter or the inside of a room or laboratory where chemical agents are stored. In the CDTF, the walls of the laboratory define the chemical limited area.

Chemical Personnel Reliability Program

A program designed to ensure that each person who performs duties involving chemical agents meets the highest possible standards of reliability. The determination of reliability is accomplished through initial and continuing evaluations of individuals assigned to PRP duties. The PRP applies to United States citizens who are active duty military personnel, DOD civil service employees, and DOD contractor personnel.

Chemical Surety Board

Appointed to assist the MSCoE CG, 3d CM BDE CDR, and the MSCoE CSO in discharging their chemical surety responsibilities.

Chemical Surety Inspection (CSI)

An inspection of Army organizations with chemical agent surety missions, conducted by the Inspector General, to determine their capability to accomplish chemical agent missions in a safe and secure environment through examination of the following functional areas: mission operations, safety, security, chemical surety management, emergency response, medical support, demilitarization, and external support.

Chemical Surety Material

Includes the neat schedule 1 toxic chemical agents listed in Table 6-1, AR 50-6; all diluted solutions of chemical agents exceeding Table 6-2, AR 50-6 quantity or concentration limits; neat chemical agents in excess of quantities in Table 6-3, AR 50-6; and experimental chemical agents in excess of an aggregate total of one liter. Does not include recovered chemical warfare material and agent-contaminated material.

Chemical Surety Officer

The individual designated by the MSCoE CG, or designated representative, to manage the FLW Chemical Surety Program and to serve as principal advisor to the CG, reviewing officials, and designated certifying officials on chemical surety matters.

Chemical Surety Program

A system of control measures designed to provide protection to the local population, workers, and the environment by ensuring that chemical surety operations are conducted safely; that chemical agents are secure; and that personnel involved in those operations meet the highest standards of reliability.

Commander's Critical Information Requirement (CCIR)

Comprehensive list of information requirements identified by the CDR as being critical in facilitating timely information management and the decision making process that affects successful mission accomplishment.

Competent Medical Authority (CMA)

A CMA shall meet the following requirements:

- a. Be a U.S. physician, physician assistant, or nurse practitioner (military, civilian, or contractor) employed by or under contract or subcontract to the U.S. Government or a U.S. Government contractor.
- b. Have been awarded clinical privileges for independent practice granted by the health care facility responsible for the provider's place of duty or if not privileged for independent practice (such as a physician assistant or nurse practitioner), then be supervised by an appropriately trained CMA physician who is privileged to practice independently.
- c. Be specifically trained as a CMA and be appointed in writing as a CMA by the medical treatment facility CDR (or COR) responsible for reviewing healthcare services or conducting clinical evaluations for purposes of the CPRP.

Continuing Evaluation

The process by which a CPRP-certified individual is observed and evaluated for compliance with reliability standards. This is an ongoing process that considers duty performance, and on- and off-duty behavior and reliability on a consistent and frequent basis.

Potentially Disqualifying Information (PDI)

Any information regarding, but not limited to, a person's physical, mental, emotional status, conduct or character on and off duty, which may cast doubt about an individual's ability or reliability to perform chemical duties.

Two-person rule

For all operations involving access (See above for a complete definition of access) to chemical surety material, there must be at least two CPRP-certified persons physically present, one of which can be interim-certified IAW AR 50-6, paragraph 2-12. Each person must be able to recognize an unsafe act and be capable of performing self- or buddy-aid in case of exposure to chemical agent.