

# COMMANDER, NAVY RESERVE FORCES COMMAND FORCE PROTECTION PROGRAM MANUAL



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CHAPTER 1  
FORCE PROTECTION PROGRAM MANAGEMENT

0101. Scope. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) N34 Force Protection (FP) establishes guidelines that clearly delineate operational and administrative command responsibilities per references (a) through (al). The FP program resides within the responsibility of the Commander, Navy Reserve Force (COMNAVRESFOR), and is delegated to COMNAVRESFORCOM for the oversight, management, and execution. The Division Director of COMNAVRESFORCOM N34 FP is responsible for the oversight and execution of FP efforts within the Reserve Force. The N34 FP Director directly supervises program adherence and operations.

0102. Command Structure. Navy Regional Commanders (REGCOMs) exercise Tactical Control (TACON) of FP over Navy Reserve Center (NRC). The NRC Commanding Officer (CO) reports all matters pertaining to FP to their REGCOM and then their respective Navy Reserve Region Readiness and Mobilization Command (REDCOM). COMNAVRESFORCOM is tasked with Administrative Control (ADCON) and must be kept apprised of anything concerning FP.

0103. Commander, United States Northern Command. Commander, United States Northern Command (USNORTHCOM) is the unified Combatant Commander that provides Command and Control (C2) of the Department of War (DoW) homeland defense efforts within continental United States, Alaska, Canada, Mexico and the surrounding water to approximately 500 nautical miles.

0104. Echelon II

a. United States Naval Forces Northern Command (COMUSNAVNORTH) is the maritime component of USNORTHCOM, and exercises FP TACON of all ashore and afloat Department of the Navy (DON) personnel, resources, infrastructure, information, and equipment within the USNORTHCOM Area of Responsibility (AOR). COMUSNAVNORTH is dual-hatted as Commander, US Fleet Forces Command (COMUSFLTFORCOM).

b. The Commander, Navy Installations Command (CNIC), exercises ADCON over REGCOMs.

0105. Echelon III

a. REGCOMs exercise TACON for FP over REDCOM Commanders and NRC COs within their regions.

b. COMNAVRESFORCOM is responsible for managing and overseeing the FP program as the executive agent for FP over the REDCOMs.

(1) COMNAVRESFORCOM N34 responsibilities:

(a) Provide overall policy oversight, direction, implementation, execution, and operation of the FP program.

1. Support CNIC's FP policies that sustain the NRC FP program while providing feedback to CNIC (N3AT) regarding the physical security infrastructure requirements of NRCs. Per reference (n), N34 has the authority to certify FP programs at off-installation NRC following the CNIC triennial program review process.

2. Coordinate with Reserve Recall Program Manager (PERS-92) for the execution of orders for NRC Chief Master at Arms (CMAA) and REDCOM Force Protection Program Managers (FPPM).

(b) Provide overall policy oversight, direction, implementation, execution, and operation of the Arms, Ammunition and Explosives (AA&E) program and Explosive Safety Inspection (ESI) program.

1. Naval Ordnance Safety and Security Activity (NOSSA) delegated to COMNAVRESFORCOM per Memorandum of Understanding (MOU) the authority to manage the AA&E program and conduct biennial ESI by qualified personnel.

0106. Echelon IV

a. REDCOM Commanders' responsibilities:

(1) Responsible for overseeing the FP program at all subordinate off-installation NRCs.

(2) Evaluate the FP program of on-installation and off-installation NRCs under their ADCON to ensure compliance with COMNAVRESFORCOM and higher headquarters' instructions.

(3) Ensure NRC COs conduct annual self-assessments per reference (y).

(4) Ensure one COMNAVRESFORCOM approved Selected Reserve (SELRES) with the preferred rate of Master-at-Arms (MA) and the rank of E-7 or E-8 to serve as the REDCOM FPPM. The REDCOM FPPM role will be the primary duty, and no other duty, collateral or otherwise, will take precedence. Ensure all off-installation NRC COs are provided sufficient oversight and guidance to effectively execute requisite FP programs at their commands.

(5) Assign a Regional Maintenance and Material Management System Coordinator (3MC) to provide 3M system maintenance support and Personnel Qualification Standard (PQS) guidance to NRCs in support of the NRC FP program, per reference (am).

(6) Support and coordinate the execution of annual and sustainment training, to include ordering Non-Combat Expenditure Allocation (NCEA) ammunition via the Ordnance Information System-Retail (OIS-R), Supply Discrepancy Report Manager (SDR), and Transportation of Hazardous Materials (HAZMAT) certification.

(7) Ensure prospective NRC COs attend an approved CO AT Level III (A-1B-0800 (or equivalent)) course prior to assuming command in accordance with reference (n). Coordinate the incumbent and prospective CO's turnover based upon this requirement and ensure any issues identified are brought to the attention of Training and Administration of the Reserve Detailing (PERS-46).

0107. Echelon V

a. On-installation NRCs responsibilities:

(1) The CO:

(a) Is directly responsible for the safety and security of their NRC and all assigned personnel.

(b) Must implement effective FP policies and procedures per references (d), (e), (l), (n), and (y).

(c) Will attend the appropriate CO AT Level III (A-1B-0800 (or equivalent)) course prior to assuming command.

(d) Must report all FP concerns to the base Security Officer, the Anti-Terrorism Officer (ATO), or both.

(e) Will ensure effective communication, coordination, and synchronization of actions between all tenants or the host command's FP measures during response to an incident.

(f) Implement measures for NRC security including coordination with any tenant activities.

(g) Develop, publish, and sign (within 90 days of assuming command) an Antiterrorism (AT) plan, including all requirements based on COMUSFLTFORCOM and host installation requirements. These plans will include a minimum of Pre-Planned Responses (PPR)/Incident Response Plans (IRP) and Standard Operating Procedures (SOP) where applicable.

(h) Designate an ATO (E-7 or above) per references (d) and (n) via a letter of designation.

(i) Physical Security issues must be coordinated with installation's Physical Security Department.

(2) The ATO must:

(a) Be responsible for all FP requirements and is the primary advisor to the CO on all AT related matters.

(b) Be responsible for maintaining the AT Plan and coordinating all FP matters with the base ATO.

(c) Attend all Threat Working Groups (TWG), Antiterrorism Working Groups (ATWG) and other meetings as required by the host installation.

(d) Report operationally to the NRC CO and provide day-to-day leadership and management of the NRC's FP program.

(e) Ensure the NRC FP program compliments the installation's FP program.

b. Off-installation NRCs responsibilities:

(1) The CO:

(a) Is directly responsible for the safety and security of their NRC and all assigned personnel.

(b) Must implement effective FP policies and procedures contained per references (c), (d), (k), (n) through (r), and (y).

(c) Attend the appropriate CO AT Level III (A-1B-0800 (or equivalent)) course prior to assuming command.

(d) Report all FP concerns to their appropriate REGCOM and then their respective REDCOM FPPM.

(e) Ensure effective communication, coordination, and synchronization of actions between all tenants or the host command's FP measures during response to a threat incident.

(f) Implement measures for NRC security including coordination with any host/tenant activities and Local Law Enforcement (LLE).

(g) Develop, publish, and sign within (90 days of assuming command) an AT plan including all requirements based on COMUSFLTFORCOM requirements.

(h) Designate an ATO (E-7 or above) per references (d) and (n) via a letter of designation.

(i) Coordinate with REDCOM FPPM to advertise the Chief Master-At-Arms (CMAA) billet via Zip Serve with enough time to allow turnover (typically 120 days from end of previous orders).

(j) Ensure all agreements with other service(s) or organizations billeted at the NRC regarding weapons and ammunition storage, roles, and responsibilities during FP situations, and C2 for employment and tactical engagements are codified and recorded in a MOU. All MOUs will be vetted by the REDCOM Staff Judge Advocate General and signed by the NRC CO. All MOUs are to be current and retained on file.

(k) Ensure tenant command COs/OICs, state, and federal agencies (as applicable) maintain adequate physical security measures in place for their facility and provide sufficient resources to implement, manage, and execute an effective FP program for their respective commands.

(l) Document, through MOU with tenants, to coordination for all FP requirements. This requirement includes Joint Reserve Centers where other branches may have requirements for armed personnel.

(m) Physical security concerns will be coordinated with COMNAVRESFORCOM N34, the COMNAVRESFORCOM Strategy, Plans, Policy, and Facilities (N5) Department, REDCOM, and REGCOM.

(n) If an armed watchstander program is active the CO will:

1. Be familiar with all requirements pertaining to managing weapons qualifications, weapons Preventive Maintenance System (PMS), required training, and AA&E program requirements.

2. Ensure all NRC watchstanders are qualified and have completed required training per this instruction and other applicable directives, instructions, and regulations identified in chapter 4.

3. Provide NRC watchstanders with mission objectives based on applicable guidance, including current requirements from respective REGCOM.

4. Ensure at least one qualified armed watchstander is on duty whenever the NRC is manned per reference (y).

5. Deploy watchstanders in a manner that provides the most effective coverage of NRC personnel and per higher headquarters guidance.

6. Arm watchstanders at NRCs per references (r) and (s).

(2) The ATO:

(a) Is responsible for all AT requirements and is the primary advisor to the CO on all AT related matters.

(b) Is responsible for maintaining the AT Plan.

(c) Hold all TWG, ATWG, and Antiterrorism Executive Committees (ATEC) at appropriate periodicities per references (d) and (n).

(d) Report to the NRC CO and provide day-to-day leadership and management of the NRC's FP program.

(e) Execute FP exercises of all PPRs annually through Field Training Exercises (FTX) and Table Top Exercises (TTX).

(f) The ATO will ensure the appropriate work requests are submitted for any degradation of physical security systems that effect the facilities defense in depth posture.

(g) Off-installation NRCs with a retrograded armed watchstander program will maintain a minimum of two staff members with SRF-B training and AA&E screening to arm in the event the NRC is directed to re-establish an armed watchstander.

(3) The CMAA:

(a) Is the assistant ATO and will perform all duties of the ATO in his/her absence.

(b) Is responsible for, but not limited to, the administration of the FP program regarding items such as publishing the armed watchstander's watchbill, assigning monthly AA&E inventory, setting up weapon qualifications for each watchstander, maintaining training records, and creating and executing drill packages.

CHAPTER 2  
OFF-INSTALLATION NAVY RESERVE CENTER ARMING REQUIREMENT

0201. Mission. Off-installation NRCs are assigned, directed, trained, and equipped to provide a defensive stance against attacks at off-installation NRCs. The mission is limited by both jurisdiction and authority regarding the defensive protection of NRC personnel, tenant, and assigned SELRES.

0202. Watch Requirements

a. NRCs will have a minimum of four qualified watchstanders assigned to the program, including one Reserve Personnel Navy (RPN)/Funded Definite Recall Program SELRES CMAA and three NRC assigned personnel. Additional watchstanders may be added at the discretion of the NRC CO. The CO will ensure watchstanders meet all requirements listed in chapter 4 of this instruction.

b. A watch rotation will be established to ensure all watchstanders remain proficient and to permit the assigned CMAA adequate time to conduct security and weapons program administration, weapons maintenance, and duties associated to the FP program.

c. The NRC CO has the discretion to arm additional qualified watchstanders if he/she determines the situation warrants an increase of FP posture. Additionally, the REGCOM may direct to increase the number of watchstanders based on threat intelligence.

d. At Navy-led NRC facilities, tenant activities from other services are not authorized to establish a separate armed security force without a MOU and approval from the NRC CO.

Note: The United States Marine Corps (USMC) personnel arming strictly for weapons security or armory duties must still have a MOU in place but are encouraged and allowed to arm in Navy-led NRCs.

e. NRCs must not pass responsibility for having an armed watch to other service tenants (such as USMC) or to rotate responsibility for the watch with other services or government tenants. The Navy will always have their own armed watch present while manned with Navy personnel per reference (y).

f. Any tenant who establishes their own armed watchstanding requirement will be limited to only allow protection of their own personnel and must have communication with the Navy's watch. Restricted spaces will be determined by the NRC CO and documented in the MOU.

g. At facilities led by other services, the Navy is still required to have an armed watch and must coordinate with the host of the installation through a MOU. The host may restrict spaces the armed watch is allowed except Navy spaces.

h. If it is deemed by COMNAVRESFOR that the NRC is low-risk and the requirement for an armed watch no longer exists, COMNAVRESFOR will request permission from

COMUSNAVNORTH to retrograde the AWS program. After approval to retrograde the AWS, COMNAVRESFORCOM will direct the REDCOM and NRC to transfer the weapons and ammunition to a nearby designated NRC.

i. NRC CMAA and other AWS are not permitted to engage in Law Enforcement (LE) activities. Any observation of a crime, suspicious activity, or surveillance of an NRC facility outside of the NRC perimeter requires notification to local civilian LE and increased vigilance by NRC personnel. The NRC CO will provide careful direction to respective watchstander(s) and maintain positive command and control.

0203. Armed Watch Degradation Policy

a. NRC COs shall identify staffing issues that would result in fewer than the required four AWS and must submit a notification or waiver to the appropriate authority.

b. If the NRC has the required number of qualified watchstanders, but some armed watchstanders are unavailable to stand duty (e.g., attending training, on liberty, local area leave, etc.) but could be recalled, if necessary, then a waiver is not required. A template and explanation for the waiver process and can be located on COMNAVRESFORCOM N34 SharePoint and Teams pages.

c. When there are only three qualified AWS, the NRC CO should communicate a plan of action to return to four qualified AWS to their respective REDCOM Commander.

d. When there are only two qualified AWS, the NRC CO must request a waiver from their REDCOM CO to continue operations and provide a plan to return to four qualified AWS with an estimated timeline. REDCOM will notify COMNAVRESFORCOM N34.

e. When there is only one qualified AWS (along with a qualified CBS), the NRC CO must route a waiver to COMNAVRESFORCOM, via their respective REDCOM Commander, and provide a course of action to continue operations and a plan to return to four AWS with an estimated timeline.

f. If a situation arises where no qualified AWS are available, the NRC must close until this requirement is met.

g. REDCOM Commanders should consider mitigating AWS shortages through the temporary transfer of qualified watchstanders within their region.

0204. Local Law Enforcement. The NRC CO has the inherent responsibility for overall security of the NRC. In coordination with the REGCOM and REDCOM Commanders, the NRC CO must make every effort to develop support agreements with local, state, and federal entities as they relate to the security of the NRC for emergency response to incidents including the process for emergency responders to gain unassisted access to the facility. If a MOU is unable to be obtained, the NRC must make notification to LLE of armed watch on premises and maintain a record of their annual notification.

0205. Watchstanding Equipment

- a. Watchstanders must be in the uniform of the day while armed.
- b. The primary weapon is the Navy authorized service pistol. The Navy service pistol and one 17-round magazine shall be carried in weapon condition 1 per references (p) and (w), with 2 additional magazines loaded with 17 rounds each kept in the magazine pouch, per reference (y).
- c. The secondary weapon, when required by the CO, is the M500 shotgun. When armed with a M500, watchstanders will also be armed with a Navy service pistol as their primary weapon. The M500 will be carried in weapon condition 3 per references (p) and (w), with a loadout per reference (y).
- d. Armed watchstanders shall be equipped with a level III retention waist-draw or drop leg pistol holster, duty belt, flashlight, flashlight holder, OC spray with holder, flex cuffs/handcuffs, an expandable baton with holder, primary and secondary means of communication (i.e. radio, landline, or cellphone), and medical kit.
- e. Body armor meeting a minimum of Level IIIA ballistic protection is required while on duty (Tactical Outer Carrier with Level IIIA ballistic pads inserted male and female). The NRC CO, in coordination with their REGCOM and REDCOM, will determine if Level IV ballistic protection is required for their watchstanders based on the current threat and Force Protection Condition (FPCON).

Note: All weapons, live ammunition, and Non-Lethal Weapons (NLW) when not in use must be kept in a Class V weapons container per chapter 6 of this instruction.

Note: Weapons and ammunition must not be borrowed from other services or organizations for watchstanding purposes.

0206. Alcohol and Prescription Drug Use

- a. Watchstanders must adhere to the following prohibitions with regard to alcohol and prescription drug use:
  - b. Watchstanders MUST NOT consume alcoholic beverages within 12 hours prior to the commencement of their assigned watch per reference ((a) and (b)). The NRC CO will seek advisement from the NRC Senior Medical Department Representative (SMDR) during this decision-making process.
  - c. Upon any change in medical status, to include taking prescription medication that could adversely affect performance, the NRC AA&E Screening Officer shall conduct a rescreening and forward their recommendation(s) to the NRC CO. If the prescription is for a long-term medical condition, the information will be reported to the NRC Medical (N9) Department for determination of member's continued eligibility to carry a weapon.

d. Any member who has been screened for AA&E duties has a requirement to self-report any changes to their medical status immediately to the NRC Medical and CO.

(1) The NRC CO can forward all medical concerns that are not able to be answered by NRC N9 staff to the REDCOM N9 for advice in determining suitability for armed watch.

0207. Red Tag Policy and Procedure

a. The term “red tag” is used when a person is no longer authorized to handle AA&E.

b. When a member is red tagged:

(1) The AA&E Screening Officer must conduct a new AA&E screening showing that the member is no longer authorized to carry a weapon.

(2) The ATO or CMAA must shred all associated gun cards (OPNAV 5512/2 Authorization to Carry Firearms) and update the watchbill.

(3) Access list for the Ready for Issue (RFI) must be updated to remove access to the red tagged member.

(4) Red tagged member’s RFI Intrusion Detection System (IDS) pin must be removed.

(5) The key control officer will change all combinations, recover keys, and rotate locks for areas that the red-tagged member had access.

c. Personnel assigned duties as the AWS will be red tagged when one or more of the outlined criteria are met:

(1) Physical injury or handicap as diagnosed by medical authority (case-by-case basis).

(2) Prescribed medication that impairs the physical or mental functions of the member.

(3) Any violation of the Gun Control Act of 1968.

(4) Charged with a felony by military or civilian authorities.

(5) Subject of an active or pending military criminal investigation.

(6) Has a protective order filed against them, civilian or military, for any reason.

(7) Has threatened the workplace in a violent nature.

(8) Diagnosed by medical authorities with a serious mental or physiological disorder.

(9) Substance or alcohol abuse.

(10) Any reason deemed by the Commanding Officer.

0208. Clearing Barrel Supervisor

a. In order to safely upload and download AWS a CBS is required. Clearing barrel procedures must be followed per reference (w). Personnel not involved will remain clear of the area.

b. Per reference (w), in performance of their duties, the CBS is required to be qualified on the CBS PQS, and the associated weapon's PQS.

c. The CBS who are not assigned as AWS must have an OPNAV 3591/1 Small Arms Qualifications Record in their training record prior to assuming duties as CBS.

d. The CBS, who are not assigned as AWS, must maintain proficiency with the weapon(s) through a weapons familiarization training and clearing barrel procedures annually. Training can be conducted by anyone qualified on the weapon and documented on a NAVRES 3500/2 Report of Training. A copy of the NAVRES 3500/2 must be retained in the member's training record for.

0209. Clearing Barrels

a. NRC must have a clearing barrel located within close proximity, or inside the RFI space, where the Class V weapons container is stored. If space is limited for watchstander outfitting, then a red, 3 feet by 3 feet, perimeter line will be drawn just outside the RFI space where the weapons container is stored, and the clearing barrel must be positioned within the red lined perimeter. The clearing barrel will be fastened to the floor or secured using sandbags or other means to prevent movement. The clearing barrel will be oriented in a safe direction, to include the area behind it, to account for a negligently discharged round.

b. Clearing barrel and Guard Mount procedures will be posted adjacent to the clearing barrel.

c. The class V weapons container, or any other non-absorbent material, must not be the backstop for clearing barrel.

CHAPTER 3  
NRC FORCE PROTECTION SUPPLY

0301. Purpose. To provide policy, assign responsibilities, and define procedures concerning the administration and management of the Authorized Equipment List (AEL) for off-installation NRCs.

0302. Responsibilities

a. The NRC CO will ensure watchstanders only use United States Navy approved and issued equipment from the AEL in the performance of their duties.

b. The NRC ATO will conduct an annual inventory and maintain the AEL inventories per this chapter. NRCs must not order alternate products in place of those approved by COMNAVRESFORCOM.

c. Additional items the NRC could use may be funded through unfunded lists but not through regular annual allotments.

0303. Authorized Equipment List

a. A complete listing of all equipment and materials authorized by COMNAVRESFORCOM for off-installation NRCs can be found on N34 SharePoint and Teams page.

b. The AEL will only list material, equipment, and supplies supporting NRC FP requirements.

0304. Force Protection Equipment Inventories

a. At a minimum, inventories are required at the following intervals: within 90 days of change of command and change of responsible custodian (NRC ATO) and annually thereafter.

b. COMNAVRESFORCOM will conduct an inventory of all gear during the triennial program review.

c. The body armor system must be entered into the Reserve Forces Transaction Card (RESFORTAC) with local, sequential serial numbers for the body armor system and associated components.

(1) There are four components to each body armor system: Concealable Body Armor (CBA) (one Reserve Forces Transaction each), Enhanced Small Arms Protective Inserts (ESAPI) (two each), tactical outer carrier for CBA and ESAPI (one each). Two examples of body armor serializations and their associated local serial number designation are:

(a) A sample serialization would include Unit Identification Code and a locally generated number: For example: N00072FP0001-A.

(b) The next item with the same nomenclature would be N0072FP0001-B.

0305. Reserve Forces Transaction Card

a. AEL items will be entered into the RESFORTAC Database Program.

(1) NRC RESFORTAC administrators will create an FP "Department" within the RESFORTAC and load the FP items under that department for inventory purposes.

(2) An Excel file provided by COMNAVRESFORCOM N4 that contains the items in the initial FP equipment load-out for each NRC will be utilized.

(a) Green highlighted items on the spreadsheet need to be entered into the RESFORTAC.

(b) Yellow highlighted items on the spreadsheet do not need to be entered into the RESFORTAC.

b. A copy of the current RESFORTAC User's Guide can be accessed on the COMNAVRESFORCOM N4 SharePoint page under "Plans and Policy."

CHAPTER 4  
FORCE PROTECTION TRAINING

0401. Purpose. This chapter identifies training requirements per references (p), (r), and (ae) through (ah). COMNAVRESFORCOM shares a vision with CNO, COMUSFLTFORCOM, CNIC, and the Center for Security Forces (CENSECFOR) for a unified and consistent training program with commonality in training and resources.

0402. Responsibilities

a. REDCOM FPPMs' responsibilities:

(1) Schedule annual and sustainment training for their respective NRCs to attend.

(2) Coordinate with other REDCOMs in an attempt to consolidate training schedules when fiscally responsible.

b. NRCs responsibilities:

(1) Develop and maintain a comprehensive training plan consisting of both AT and AA&E topics and exercises. The CMAA will create the plan, have it reviewed by the ATO, and approved by the NRC CO.

(2) Develop a PQS program that consists of a path to qualification and or requalification and PQS signers list.

(3) Coordinate the Security Reaction Force Basic (SRF-B) training with respective REDCOM FPPM.

(4) Ensure all AWS complete required training and qualifications prior to assuming duties and maintain qualifications throughout the performance of their duties.

(5) Ensure all personnel assigned to NRCs receive locally tailored Active Shooter training within 90 days of reporting and annual refresher training thereafter. Active shooter training will be documented on NAVRES 3500/2 and recorded in Fleet Management and Planning System (FLTMPS).

Note: The Active shooter training requirement is for both on-installation and off-installation NRCs.

(6) NRCs with civilian personnel must ensure they complete annual workplace violence training on Waypoints, or the current approved platform providing this training.

0403. Initial Training

a. AWS must complete a one-time initial training through completion of one of the courses listed in subparagraphs 0403.a.(1) through 0403.a.(3):

(1) SRF-B (CIN: A-830-0018) taught by CENSECFOR.

(2) Armed Sentry (CIN: A-830-2216) and Security Reaction Force-Bravo (CIN: A-830-2217) taught by a certified Antiterrorism Training Supervisor (AT TRASUP).

(3) Master at Arms “A” School. Master at Arms who attended MA “A” School prior to September 2006 are also required to complete one of the courses listed in subparagraph 0403.a.(1) or 0403.a.(2).

0404. Sustainment Training

a. Watchstanders must complete annual refresher training per reference (r), based on the requirements of the watch they stand. This training must be completed by a certified AT TRASUP unless specified in paragraph 0404.b.

b. COMNAVRESFORCOM has determined the courses required for armed watches at the NRCs. Figure 4-1 illustrates the number of hours required to teach each topic, and whether the topic is taught through a classroom, practical exercises, or both.

Topic	Classroom Hours	Practical Exercises Hours
Oleoresin Capsicum	1	1
Expandable Baton	1	2
Physical Control Techniques (MACHs)	1	4
Unarmed Self-Defense	1	1
Non-Lethal Weapons Certification		1
Use of Force	1	
Standards of Conduct	.5	
Vehicle Inspections	.5	1
Interpersonal Skills	1	
Information Gathering	.5	
Sentry, ECP	1	
Situational Awareness	.5	
Weapons Familiarization (Taught by qualified SAMI)	2	4
Preplanned Responses (Locally taught at NRC)		
Changes in SOPs (Locally taught at NRC)		

FIGURE 4-1. ANNUAL SUSTAINMENT TRAINING

c. Sustainment training is valid for 1 year to the last day of the month it was completed in.

d. Failure to complete sustainment training disqualifies a member from standing watch. The NRC CO must remove the disqualified member from the watchbill until required qualifications are completed.

e. Additional courses, such as Cardiopulmonary Resuscitation and or First Aid, are highly encouraged and may be added but are not required.

0405. Weapon Qualifications

a. AWS must complete annual weapon qualifications and semi-annual sustainment training per reference (p), and document it on the OPNAV 3591/1 Small Arms Qualifications Record for all weapons required for their assigned post. All weapons training must be conducted by a qualified weapons instructor who has attended the Navy's Small Arms Marksmanship Instructor (SAMI) course (A-041-0148) or has been granted the NEC 717B by completing a similar course from another agency.

b. The AWS will meet the Category II personnel qualification requirements of reference (p) for assigned weapons.

c. Weapon qualifications are transferable to gaining commands and NRC COs may accept incoming personnel qualification status provided it is current per reference (p).

d. Judgement based training using the FATS is strongly encouraged during semi-annual weapon sustainment training.

0406. Use of Force Training. Per references (c), (k), and (s), training in the Standing Rules for the Use of Force (SRUF), to include the Use of Deadly Force, is required to be conducted quarterly. A use of force acknowledgement form will be signed once the training is completed. The use of force acknowledgement form is located on COMNAVRESFORCOM N34 SharePoint and Teams page.

0407. Antiterrorism Level I, II, and III Training

a. NRC CO's must ensure all personnel receive AT Level I (AT awareness training) triennially. The preferred method of instruction is in person by the ATO or another person who has attended the ATO Level II course. The alternate method is to complete the training on Navy eLearning (NeL) per references (d), and (n).

Note: Any Sailors under 3 years of time in service are required to complete this training annually.

b. Per references (d) and (n), all personnel designated as ATO must attend AT Level II ATO training.

c. Per references (d) and (n), all RESFOR prospective COs and prospective REDCOM Commanders must attend AT Level III (CO AT training) prior to assuming command. Normally, training will be included in the prospective CO's pipeline and completed in route to their command assignment. CO AT Level III training is designed to inform COs and Commanders about the DoD AT Program and assist them in planning and overseeing the execution of the AT plan at their command or region.

0408. Instructor Training Requirements

a. AT TRASUPs are required to complete the Antiterrorism Training Supervisor Course (A-830-0034) and must maintain competency by teaching within 3 years. If an AT TRASUP has not instructed in 3 years, they will observe another qualified instructor prior to instructing their own course.

b. SAMIs are required to complete the SAMI Course (A-041-0148) and maintain instructor qualifications per reference (p). The use of a simulator is not authorized to qualify or requalify a SAMI. SAMIs must maintain record of their own qualifications and provide them to the NRC for their records.

(1) All SAMIs must familiarize themselves on the FATS in order to conduct sustainment and scenario-based training.

(2) To receive initial training on the FATS system, contact COMNAVRESFORCOM N34.

0409. Personnel Qualification Standards

a. In conjunction with the NRC PQS instruction, figure 4-2 shows PQS required to be completed prior to standing watch. Copies of each PQS cover sheet must be maintained in the individual's training jacket. FLTMPS may be used in place of cover sheets if the completion of the correct PQS series is documented.

NAVEDTRA	Watchstation Title	Watchstation #	Personnel Required
43387-2F	Sentry	301	Armed Watches
	Reaction Force Member	302	Armed Watches
	Antiterrorism Training Supervisor	304	AT TRASUP
	Antiterrorism Training Team Member	306	CMAA/ATO
	Antiterrorism Officer	307	ATO*
43466-E	Clearing Barrel Supervisor	301	Armed Watches/CBS
	Small Arms Marksmanship Instructor	305	SAMI
	Range Safety Officer	307	SAMI
43466-1A	M9 Service Pistol Operator	301	Armed Watches/CBS
	M18 Service Pistol Operator (When in use)	303	Armed Watches/CBS
43466-2	Model M500A1 Shotgun Operator	301	Armed Watches/CBS

FIGURE 4-2. REQUIRED PERSONNEL QUALIFICATION STANDARD FOR STANDING WATCH

Note: ATO PQS is required within 6 months of completing ATO Level II.

0410. Individual Training Records

a. Each AWS, CBS, and anyone else involved in the performance of FP duties is required to have an individual training record. Per reference (r), training records must be reviewed quarterly and maintained for a period of 3 years after the member's departure.

b. The following items must be in the individual training jackets as appropriate to the position of the member:

- (1) Proof of completion of initial training.
- (2) Proof of completion of annual sustainment training.
- (3) Use of Force acknowledgement – signed quarterly.
- (4) Qualification to Possess Firearms or Ammunition (DD Form 2760) – signed annually.
- (5) Report of Screening for Personnel Assigned Arms, Ammunition, And Explosives (AA&E) Related Duties (OPNAV 5530/1) – signed annually.
- (6) Small Arms Qualification Record (OPNAV 3591/1).
- (7) Weapons familiarization documented on 3500 for CBS (see ch.2, para 0207, c).
- (8) Authorization To Carry Firearms (OPNAV 5512/2) – current copy only.
- (9) NLW initial and annual certification.
- (10) Applicable PQS cover sheets or FLTMPS printout.
- (11) Applicable designation letters.

0411. Advanced Training Courses. REDCOMs and NRCs are encouraged to send their watchstanders to additional formalized training courses such as Security Reaction Force Advanced and other agencies' trainings.

CHAPTER 5  
ANTITERRORISM

0501. General. All NRC ATOs must develop an effective and relevant AT plan. The NRC CO must review, approve, sign, and make the AT plan available to the REGCOM and REDCOM Commanders. The NRC ATO must ensure all applicable assessments are current and held on file at the NRC for three years.

0502. Overview. A comprehensive AT program will encompass a systematic and effective approach to providing preventative and defensive measures to reduce vulnerability to hostile attack or other terrorist activities. This includes ensuring AT programs address risk management, training, drills, exercises, and readiness. AT plans are integral parts of a complete AT program. NRCs must use approved AT plan templates established by COMUSFLTFORCOM and required by COMNAVRESFORCOM.

0503. Navy Reserve Center Antiterrorism Officer

a. NRC ATO must be the rank of E7 or above and designated in writing via a letter of designation for all on and off-installation NRCs. The NRC ATO is charged with managing all AT related matters and must coordinate with host/tenant command ATOs, the REDCOM FPPM, and REGCOM ATO for unity of effort. The NRC ATO must meet the minimum requirements before assuming duties as the ATO per reference (n), and as specified here:

(1) Initial completion of ATO training must be completed via the applicable ATO course taught by CENSECFOR (Antiterrorism Officer Ashore Level II CIN: A-830-0032 or off-installation Antiterrorism Officer Level II CIN: A-830-0031). The NRC ATO may be designated if the course was completed within 3 years prior to assuming the ATO duties.

(2) Refresher training must be completed at least once every 3 years. NeL course AT Planning AT Level II (CIN: CENSECFOR-ATP-010) satisfies the Level II ATO refresher training requirement.

b. The NRC ATO must have a detailed and thorough knowledge of AT programs and must understand how the program applies to their specific NRC. They also must ensure that each member within the command is aware of any terrorism threat and is trained to employ methods to reduce risk or mitigate the effects of a terrorist attack. The knowledge factors include but are not limited to the items listed here:

(1) Naval Criminal Investigation Service - Multiple Threat Alert Center (MTAC).

(2) Navy Region Commander Critical Information Requirements.

(3) Suspicious activity reporting.

(4) Dissemination of terrorist threat information.

- (5) DoD AT standards.
- (6) CNO AT standards.
- (7) Risk Management.
- (8) Levels of AT Training.
- (9) Secret Internet Protocol Router (SIPR) Network access (as applicable).
- (10) Unified Facility Code (UFC) criteria.
- (11) COMUSFLTFORCOM/CNIC C4I Suite.

c. ATO must have access to CNIC C4I Suite and knowledge of how to update information pertaining to their NRC.

#### 0504. Navy Reserve Center Antiterrorism Plan

a. Every NRC (including on-installation) must have an approved, signed, validated, and executable AT plan. The AT plan must be reviewed and exercised at least annually.

b. Per reference (n), NRC CO must ensure completion of annual threat, criticality, vulnerability, and risk assessments.

c. Successful AT plans must be executable and realistically matched to requirements and available resources. All personnel must clearly understand their responsibilities and receive training on AT plan measures. For example, the Random Antiterrorism Measures (RAM) Plan is not the sole responsibility of the NRC ATO, but involves all departments and tenant activities at the NRC.

d. NRC COs will coordinate with their REDCOM and REGCOM to develop and exercise an effective barrier plan within their AT plan. Any identified resource limitations to implementing this barrier plan should be identified and briefed to both the ADCON and TACON chains of command.

e. AT plans are not considered complete until signed and exercised.

f. When multiple tenants exist at a Navy-led NRC facility, the NRC CO is responsible for coordinating the NRC AT plan and efforts for all tenants within the NRC. In all cases, tenant commands must integrate and synchronize their plans into the overarching NRC AT plan.

g. When the Navy is a tenant at a Joint Reserve Center, the Navy must use due diligence to complete known non-compliant requirements (i.e., TWG, ATWG, etc.).

#### 0505. Antiterrorism Planning

a. NRC COs must leverage Naval Criminal Investigative Service (NCIS) capabilities regarding terrorism threat intelligence when developing NRC AT plans and operations. MTAC is the focal point for the integration of national and local intelligence, counterintelligence, and criminal intelligence pertaining to criminal, foreign intelligence, local crime stats, and terrorist threats. The REGCOM via the REDCOM Commander will serve as the key integration point for MTAC services for their respective NRC.

b. Threat Working Groups. The NRC TWG meets at least quarterly, or more frequently depending upon the level of threat activity, to develop and review terrorism threat assessments and coordinate and disseminate threat warnings, reports, and summaries. TWG charters will be directed by the NRC AT Plan but should include the NRC ATO, CMAA, and, if available, representatives from Navy Reserve units, other military branches, tenant commands, LLE, and NCIS representatives. TWG requirements are identified in references (d) and (n).

c. Antiterrorism Working Groups. The NRC ATWG meets at least semi-annually, or more frequently if events dictate, to review information from the TWGs, develop training plans, etc. ATWG charters will be directed by the NRC AT Plan but should include the NRC ATO, CMAA, and, if available, representatives from Navy Reserve Units, other military branches, and tenant commands. ATWG requirements are identified in references (d) and (n).

Note: On-installation NRC's participation in the host installation's TWG and ATWG satisfies the requirement mentioned in paragraph 0505.b. and 0505.c.

Note: TWG and ATWG meetings are allowed to be combined, however, the minutes for the meetings must specify the required information for each.

d. Antiterrorism Executive Committee. The NRC ATEC meets at least semi-annually and acts as the decision authority for all changes to the AT program. ATEC charters will be directed by the NRC AT Plan but should include the NRC CO, Senior Enlisted Leader, ATO, and CMAA. ATEC requirements are identified in references (d) and (n).

#### 0506. Risk Management

a. Criticality Assessment (CA). CA will identify NRC critical assets and or infrastructure and personnel necessary to carry out mission-essential functions. CAs are required for each NRC and will require participation from the NRC ATO and CMAA in conjunction with any tenant commands and CAs are required annually and maintained for three years, per references (d), (n), and (o).

b. Threat Assessment (TA). TA will identify the most likely and most severe threats the NRC may encounter. TAs are required for each NRC and will require participation from the NRC ATO and CMAA in conjunction with any tenant commands. TAs are required annually and maintained for three years per references (d), (n), and (o).

(1) Annual TAs are the basis for the commands Design Basis Threat upon which the AT plan and resourcing strategy is based.

(2) The NRC TA is different than the NCIS TA that is conducted on a general area. While the NCIS TA cannot be used as the annual TA, it should be considered when making determinations for the likelihood of an attack.

c. Vulnerability Assessments (VA). VAs are used to determine the vulnerability to a hostile attack at a NRC. It identifies areas of improvement to withstand, mitigate, or deter acts of violence or terrorism. VAs are required for each NRC and will require participation from the NRC ATO and CMAA in conjunction with any tenant commands. VAs are required annually and maintained for three years per references (d), (n), and (o).

d. Risk Assessments (RA). RAs are completed with the results of each CA, TA, and VA using the formula  $CA \times TA \times VA = RA$ . A completed RA provides the most likely or severe threats and how the NRC's critical assets may be vulnerable to those attacks.

e. Limited Scope Vulnerability Assessments (LSVA). COMNAVRESFORCOM N34 will conduct a LSVA during triennial program reviews to assess risk levels to certain attacks based on infrastructure standards, security capabilities, and procedural adherence. For NRCs identified as low-risk, and for which the AWS program has been retrograded, COMNAVRESFORCOM N34 will conduct annual LSVAs as directed by COMUSNAVNORTH.

#### 0507. Random Antiterrorism Measures

a. RAMs fall under the heading of active FP. RAMs change the look of installation's or facility's FP profile.

b. RAMs introduce uncertainty into the terrorist thinking as to their perception of the overall installations or facility's FP profile, help complicate terrorists' surveillance attempts, and make it difficult for terrorists to predict security force actions per reference (d).

c. The intent of the RAM program is to present a highly visible, constantly changing security posture that effectively disrupts terrorists' attempts to target DoD assets and personnel and gains advantages for Commanders through the use of threat surveillance detection.

d. Some RAMs are directed to be completed by higher headquarters based on intelligence received. These RAMs are delineated in COMUSFLTFORCOM FP Directive messages or by associated REGCOM messages.

e. RAMs are chosen from higher FPCON measures and other locally generated measures to increase the security of the command from an identified threat discussed in the TWG, reduce risk identified during annual risk assessments, or to mitigate physical security deficiencies.

f. Reference (y) states the minimum number of hours a command must complete RAMs is 10 percent of the hours the building is operational (normal/posted business hours).

g. RAMs must be developed by the ATO and approved by the CO. Completion must be documented and completion reports submitted to REGCOM (if required) through the associated REGCOM guidance. On-installation NRC must submit their RAM completion report to the host installation as directed.

0508. Force Protection Conditions

a. Baseline Force Protection Conditions (FPCON) are set by the Geographic Combatant Commander (GCC). For CONUS NRCs, US NORTHERN COMMAND is the GCC.

b. FPCONS may be increased by the NRC CO or any superior in the Chain of Command.

c. FPCONS are not allowed to be lowered beyond what any higher headquarters has set. For example: US NORTHERN COMMAND set the baseline as BRAVO. NAVREG raised the FPCON to BRAVO+ requiring additional CHARLIE measures. NRC can raise to CHARLIE but cannot lower below BRAVO+ set by NAVREG.

d. All FPCON changes must be reported to the TACON chain of command for FP and documented in the C4I Suite.

0509. Vetting Procedures for Off-Installation NRCs

a. CNIC provides unified and consistent protection procedures, standards of service and practices for effective and efficient management of installation support. The following hereon is directed to be utilized in performance of security checks, otherwise known as vetting on persons requesting access to an off-installation NRC. Access control being a key component of the protection program must be accomplished as outlined under subparagraphs 0509.a.(1) through 0509.a.(11):

(1) Non-DOD Applicants seeking unescorted access to an off-installation NRC must complete SECNAV 5512/1 Application for Local Population Identification Card Form.

(2) Assigned NRC personnel must verify identity.

(3) Assigned NRC personnel must verify purpose for entry per reference (ab).

(4) Assigned NRC personnel must ensure that SECNAV 5512/1 has been fully and correctly completed.

(5) Assigned NAV NRC RESCEN personnel will then scan the completed SECNAV 5512/1 and forward it via a digitally signed and encrypted e-mail to Visitor Control Center (VCC) personnel at the nearest navy installation. If the off-installation NRC is unable to securely email the form, it is acceptable to send filled form via fax.

(6) The receiving installation VCC personnel will conduct a fitness

check on the requesting individual per reference (ab) and return findings within 72 hours.

(7) Upon completion of the fitness check the installation VCC personnel must complete the submitted SECNAV 5512/1 with the findings and pass or fail will be annotated on the document.

(8) The installation VCC personnel will then return the SECNAV 5512/1 to the NRC via the previously used preferred method of communication.

(9) NRC assigned personnel and the installation VCC must maintain copies of all completed SECNAV 5512/1 for 2 years.

(10) NRC assigned personnel must maintain an access roster to verify approved visitors and contractors.

(11) A new fitness check is an annual requirement and must be performed and documented not greater than 12 months from the date of last fitness check for all non-DOD members who require continued off-installation NRC access.

#### 0510. Physical Security

a. Annual Physical Security surveys are required to be completed using DD Form 2637 Physical Security Evaluation Guide and maintained for three years per reference (x).

b. Results of Annual Physical Security surveys should be used as the basis for Physical Security planning. Additionally, planning should include, but not be limited to, the items outlined here:

(1) LLE response and access to the perimeter and facility, unassisted by NRC personnel.

(2) Emergency Management response (i.e., mass casualty, terrorist attack, etc).

(3) Tenant Physical Security plans (if required).

(4) Electronic security measures (i.e., IDS).

0511. Use of Deadly Force. Use of force, to include use of deadly force, must use the Force Continuum per reference (v). Deadly Force must only be applied per the SRUF, reference (k), and REGCOM guidance as TACON for FP. All force used should be only the minimum necessary to neutralize the threat or gain compliance

CHAPTER 6  
ARMS, AMMUNITION AND EXPLOSIVES

0601. Purpose. To establish and issue regulation, guidelines, and safety procedures for the issue, receipt, and accountability of weapons and ammunition assigned to off-installation NRCs.

0602. Background. This chapter provides guidance for the Navy Reserve Force's AA&E Program for off-installation NRCs. The inherent hazards involved with associated weapons and ammunition require that all personnel be thoroughly familiar with all aspects of the AA&E Program.

0603. Policy. NRC personnel must follow written procedures in the execution and management of AA&E per references (f), (p), (q), and (ai) through (ak).

0604. Responsibilities

a. NRC CO is responsible for the physical security, safe operation, maintenance, and accountability of the AA&E program.

b. AA&E Accountability Officer (AO) responsibilities:

(1) The AA&E AO will be designated in writing via letter of designation by the NRC CO (or REDCOM if NRC CO is acting as the AO) and ensure personnel are screened prior to weapons qualification and AA&E handling, and annually thereafter per reference (q).

(2) Monitor and ensure accurate AA&E inventory is maintained. In order to avoid conflict of interest situations and full accountability, the AA&E AO shall not be assigned to conduct official inventories.

(3) Report all weapons and ammunition transactions to the CO and higher authorities.

(4) Ensure that all AWSs affiliated with the AA&E Program are qualified and proficient with required weapon systems at the NRC per reference (p).

(5) Ensure all AA&E safety and physical security measures are maintained per reference (q).

(6) Complete the AA&E Physical Security survey annually using applicable line items per reference (q).

(7) Screen all personnel prior to their assumption of AA&E related duties and weapons qualification using OPNAV 5530/1 and the DD Form 2760.

c. AA&E Screening Officer responsibilities:

(1) Be designated in writing via letter of designation by the NRC CO (or REDCOM if NRC CO is acting as the AA&E Screening Officer).

(2) Conduct all AA&E screenings using the OPNAV 5530/1 and keep the CO apprised of any changes for AA&E screened personnel.

d. REDCOM NCEA Manager responsibilities:

(1) Account for NCEA expenditures using the appropriate Activity Classification Code (ACC) codes associated with training and operational expenditures in OIS-R (ACC-B is training and ACC-D is operational).

(2) The last NCEA expenditure during a given fiscal year (FY) must be submitted prior to 1 October. Any expenditure submitted after 1 October for the previous FY counts against the current FY allocation and requires an augment request for the current FY. Allocations may not be exceeded or carried over to subsequent FYs. Possession of ordnance does not constitute authorization to expend.

(3) Augment requests to cover over expenditures must provide a mitigation plan statement within the augment request explaining steps to prevent future over expenditures. Additionally, augment requests must state that unit COs are briefed on the over-expenditures and mitigation plans. Prior to submission, major claimants need to review the sub-claimant that had the over-expenditure and determine if it was actually a NCEA over expenditure or Ammunition Transition Report (ATR) or Transition Item Report error.

(4) REDCOM or NRC's that conduct training (Monday through Friday or in a drill weekend) will consolidate the daily expenditures and submit an ATR at the end of the training week, or within 24 hours of the last training evolution, but no later than 7 calendar days.

(5) The Ordnance Inventory Accountability Performance Checklist is provided for both ashore and afloat units and has been developed to aid CO's in conducting inventory management self-assessments of their ordnance operation. This checklist should be considered a format guideline, but all information is required, including all applicable signatures. All Naval activities that procure, manage, store or use Navy-owned conventional ammunition must compile the required inventory information monthly and retain for a period of 10 years.

(6) Procedures for Reporting Unknown Serial or Lot Numbers: Activities holding inert or explosive ammunition assets assigned a Material Control Code (MCC) of "B", "C", "K" or "E", where the manufacturer's or program office assigned lot or serial number cannot be readily identified must assign a pseudo serial or lot number to the asset. Activities must establish procedures to ensure that pseudo serial and lot number assignments are not duplicated. Any conditions that do not warrant an RFI Condition Code, will be "H" coded and ready for turn in.

(7) Consolidate the FY+2 NCEA requirements received from their NRCs and forward them to COMNAVRESFORCOM N34, no later than 1 August. After COMNAVRESFORCOM

N34 review, N34 will forward NCEA requirements to COMNAVAIRFORES (N424), no later than 15 August.

(8) Submit a Monthly Expenditure Report (MER) to COMNAVRESFORCOM N34 by the 5<sup>th</sup> day of each month for the preceding month's expenditures per reference (ak). Negative expenditure reports are required, and commands are required to report status to their CO or OIC to include the prevention of reoccurrence.

(9) Ensure the SDR manager is designated in writing by the CO and request access to the Product Data Reporting and Evaluation Program on their web site at (<https://www.pdrep.csd.disa.mil/>) login is required and document any ammunition discrepancies as applicable.

(10) Act as the Command In-Transit Monitor for any outstanding issuing, receiving, (or both) transactions.

Note: When transporting ammunition, certify transport using DD Form 2890 DoD Multimodal Dangerous Goods Declaration Form and DD Form 1907 Signature and Tally Record Form via qualified Transportation of HAZMAT personnel.

#### 0605. Access Control

a. Only authorized personnel will be granted access to the RFI.

b. NRC COs will designate personnel authorized to access the RFI in writing on the NRC Access List. The Access List will be posted inside the RFI out of sight of public view.

(1) RFI Access List contains personnel designated as AWSs, CBS, and required personnel. All AWSs will be familiarized and trained in RFI operations. If the RFI is shared with a classified space, the access list will annotate access restrictions for each individual. The contents of the list will be last name, first name, rate/rank, and access type (Class V weapons container, SIPR, etc.).

(2) The Access List must be kept to a minimum number of personnel necessary to safely operate the RFI. With any change to personnel authorized to access the RFI, the RFI list must be one-lined immediately and a new access list signed within five business days.

(3) All entry logs and custody documents will be retained for a minimum of three years.

(4) A visitor log will be maintained in the RFI. The log will include visitor name, reason for entry, signature of visitor, signature of escort, date and time entered, and date and time departed.

(5) Class V weapons container combinations will be changed when individuals knowing the combination no longer require access, when subjected to compromise, or when removed

from service per reference (q) and (t). SF 700 Security Container Information Form will be updated at this time.

0606. Ready for Issue Access Procedures

a. Two Person Integrity (TPI) must be observed at all times when accessing a Class V weapons container.

b. The AWS and CBS will inform their CoC that they will be accessing the Class V weapons container.

c. Service members authorized to access RFI must have unique pin codes.

d. While the Class V weapons container is open for any reason, access to RFI must be limited to personnel who are properly screened for access to AA&E.

0607. Weapon and Ammunition Storage

a. DoD Owned Weapons and Ammunition:

(1) Weapons and ammunition assigned to off-installation NRCs will be stored in a General Services Administration approved Class V weapons container, which will be stored in a space monitored remotely by an IDS and a volumetric motion sensor.

(2) Storage requirements, to include appropriate 12-inch interior door 1.4 hazard class markings, will be per reference (ai).

(3) A Net Explosive Weight letter will be posted on the RFI Class V weapons container and signed by the CO. The letter will state the room number for the designated RFI space.

(4) A Fire Bill must be posted in RFI, reviewed and signed every 6 months per reference (ai).

b. Non-DoD weapons or ammunition will not be stored in any NRC at any time.

c. Inert Ammunition (dummy rounds).

(1) Inert dummy rounds are authorized for the purpose of completing required PMS and training. Per references (ai) and (ak), commands will use dummy rounds for training (i.e., implementation of a Dry-Fire Program). Any requests to order additional dummy rounds must be submitted to COMNAVRESFORCOM N34.

(2) Dummy rounds will be properly secured and stored inside the RFI, but outside the Class V weapons container, and remain segregated from live ammunition at all times. Never mix live rounds with dummy rounds.

(3) Dummy rounds must have the same accountability requirements as live rounds and must be added to the NRC's AA&E inventory. Loss of any dummy rounds requires an investigation.

(4) The NRC CO must limit access of dummy rounds to qualified AWS personnel and qualified maintenance personnel only.

(5) When dummy rounds are issued to leave the RFI space they must be logged on the weapons and ammunition log.

0608. Inventories

a. AA&E inventory is required at each watch, at the end of the day, or if the serialized seal is found broken. AWS personnel will conduct and log a 100 percent sight inventory of all weapons and ammunition and account for any ammunition already issued. Any inventory discrepancies will be reported to the NRC CO and AA&E AO immediately. The off-going AWS watch will not be relieved until all discrepancies are resolved. Missing, lost, stolen, or recovered arms and ammunition will be reported per reference (p) using a unit situation report message format. In the event that a discrepancy is discovered during the inventory, the record must be maintained for a minimum of 6 years.

b. The NRC CO will ensure 100 percent monthly inventory of weapons is conducted by personnel designated in writing, of weapons by type and serial number using the standard monthly inventory.

c. The NRC CO will ensure a 100 percent monthly inventory of ammunition is conducted by personnel designated in writing, to conduct inventories of ammunition by lot number and Naval Ammunition Logistics Code (NALC) and quantity, using the standard monthly inventory.

d. The same person must not conduct inventories two consecutive months in a row. NRC ammunition inventories must be reported to the REDCOM NCEA Manager per reference (ak).

e. The command's AA&E AO will submit the annual Navy Small Arms Asset verification list to NAVSURWARCENDIV CRANE, IN using the Naval Surface Warfare Center Annual Inventory Sheet.

f. A second annual inventory must be performed by a disinterested third party. This person must be E-7 or above, or civilian equivalent, not in the inventory chain of responsibility and not with normal access but may be from within the command using the third-party inventory form provided on COMNAVRESFORCOM N34 SharePoint and Teams page.

g. NRC COs must conduct a 100 percent inventory of weapons and ammunition, including dummy rounds and drill rifles, prior to change of command and include weapons by serial number and ammunition by NALC, quantity and lot number per reference (q) in their turnover letters an example is provided on COMNAVRESFORCOM N34 SharePoint and Teams page.

h. Segregation of duties are to be divided among the work force so that no single individual may adversely affect the accuracy and integrity of the inventory. Duties such as receiving, storing, issuing, sampling, or counting material must not be performed by the same individual responsible for posting transactions to OIS-R.

Note: The NCEA Manager must not come into contact with duties mentioned in paragraph 0608.h.

0609. Intrusion Detection System

a. NRC COs will ensure all IDS requirements are in compliance with reference (q). Maintain a daily log of all alarms, including the nature of alarm (e.g., intrusion, system failure, or nuisance alarm), date and time, location, and action taken in response to the alarm and final adjudication. Keep these logs for three years and review them to identify IDS reliability problems.

b. RFI IDS will be deactivated immediately prior to RFI entry and reactivated immediately upon exit of the RFI.

c. Perform periodic unannounced openings of RFI space at least annually to set off an alarm so that alarm monitor and response force reactions and procedures can be exercised and evaluated. Ensure results are documented and available for review.

(1) Alarm monitoring company should be notified prior to performing unannounced openings.

(2) Record of unannounced openings must be logged in the NRC's IDS Log, which can be found on COMNAVRESFORCOM N34 SharePoint and Teams page.

d. RFI IDS will be tested monthly per reference (q). A record of the IDS test will be kept for three years, and the test will be logged in a NRC IDS Log which can be found on COMNAVRESFORCOM N34 SharePoint and Teams page.

e. Monthly inspections of visual transmission lines, sensors and related equipment will be conducted and logged in an NRC IDS Log, which can be found on COMNAVRESFORCOM N34 SharePoint and Teams page.

0610. Weapons Issue Procedures

a. All weapons and ammunition will be logged in and logged out using the Small Arms Daily Issue Log. The Logs will be maintained for three years.

b. Personnel will only be issued the weapon for the system in which they are currently qualified as directed by the OPNAV 5512/2 Authorization to Carry Firearms Card and signed by the current CO.

c. Personnel authorization to carry firearms cards must be kept in a Class V weapons container and issued with weapons. If AWS fails to maintain current AA&E screening requirements, qualification to possess firearms or ammunition or weapons qualifications/sustainment the OPNAV 5512/2 must be removed from Class V weapons container, turned over to NRC CO and an administrative remark NAVPERS 1070/613 Administrative Remarks will be generated and signed by member. Once the member has been rescreened by the AA&E Screening Officer and meets all requirements to carry a firearm, an OPNAV 5512/2 will be issued at the discretion of the NRC CO.

d. A qualified 3M maintenance person will conduct the functional check portion of Maintenance Requirement Card (MRC) R-53 prior to daily issue of a weapon.

(1) The term "safe direction" will be known and understood as all system muzzles pointed into the entry port of the clearing barrel (example: MRC R-53 Preliminary line-item a (3)).

(2) All maintenance with weapon systems will utilize TPI. TPI personnel will commit their undivided attention to the weapon handling procedure until the weapon system is rendered safe.

e. When assuming duties as an AWS, the weapons issuer and AWS will follow proper clearing barrel procedures per reference (w).

f. Daily guard mount must be conducted utilizing a guard mount sheet, which can be found on COMNAVRESFORCOM N34 SharePoint and Teams page.

(1) NRC CO or ATO must conduct a minimum of one of three required monthly (random) spot checks of each critical skill set, guard mount, weapon MRCs, and upload/download procedures. All three random spot checks will be conducted each month with only one random spot check being conducted per day and documented on the Small Arms Daily Issue Log.

(2) NRC CO must ensure all AWS and CBS personnel perform a monthly upload and download procedure. AWS and CBS periodicity will be maintained and documented.

(3) Guard mount, upload and download, and random spot checks will be documented using the Armed Watchstander Daily Log. Information logged will include at a minimum AWS name, CBS name, Command Duty Office (CDO) name, and PPR discussed.

#### 0611. Negligent Discharge

a. In the event of a negligent discharge the procedures listed here:

(1) CBS will immediately instruct the individual to place the weapon on the deck next to the clearing barrel and notify the NRC AA&E AO or NRC CO. Do not tamper, clean, or otherwise change the condition of the weapon.

(2) The NRC AA&E AO or NRC CO will take control of the scene and retain the weapon as evidence along with the clearing barrel.

(3) The AWS will make the appropriate entry into the pass-down log. The AWS will have qualifications suspended and will not be issued a weapon until an investigation is completed.

(4) The NRC AO will ensure appropriate information is retained for the investigation and must inform their REDCOM NCEA manager of any ammunition changes to update ammunition inventory via OIS-R. Changes will be documented as ACC-D.

(5) The CBS and the affected AWS will submit a statement to NRC AO immediately.

(6) NRC will notify COMNAVRESFORCOM Safety (N00SA) via their respective REDCOM.

(7) The NRC will release a Navy Unit situation report per reference (m).

0612. Arms, Ammunition, and Explosives Training

a. Annual AA&E training is required for all personnel assigned to the AWS program.

b. Required training topics are outlined in the annual AA&E self-assessment checklist, which can be found on COMNAVRESFORCOM N34 SharePoint and Teams page.

c. All off-installation NRCs will have an annual AA&E training plan with the following required training topics:

(1) Reporting requirements.

(2) Identification of persons and billet titles that have AA&E responsibilities.

(3) Off-station and inter-station movement procedures (as applicable).

(4) AA&E shipment accountability procedures.

(5) Explanation of disciplinary actions for breached of AA&E accountability and security regulations.

(6) Emphasis of individual responsibility for the control and safeguarding of AA&E.

(7) Instructions of the use of force under reference (s).

d. AA&E training plan can be implemented into the NRC AT training plan.

e. Conduct required AA&E training by topic for all AWSs and CBSs. Training must be documented by topic on NAVRES 3500/2 and retained in the AA&E program binder.

0613. Explosive Safety Inspection

a. ESIs will be conducted biennially for all off-installation NRCs by COMNAVRESFORCOM N34, as agents of NOSSA. ESI self-assessment checklist can be found on COMNAVRESFORCOM N34 SharePoint and Teams page.

b. The following items will be inspected by COMNAVRESFORCOM N34 during an ESI:

- (1) AA&E Program Binder.
- (2) AWS and CBS Training Jackets.
- (3) Small Arms Daily Issue Logs.
- (4) NRC City IDS/Alarm Log.
- (5) RFI Visitor Log.
- (6) Class V weapons container (required documentation within container).
- (7) Weapons and Ammunition.
- (8) RFI Room.
- (9) All Program Historical Documentation (3 years).

c. Any indication by COMNAVRESFORCOM N34 Inspectors that the command is operating unsafe practices or does not have one or more fully qualified AWS will require the NRC to shut down, and have the premises vacated until the safety issue is mitigated and validated by the COMNAVRESFORCOM N34 ESI inspector

## CHAPTER 7

### OFF-INSTALLATION WEAPON QUALIFICATION SHOOTS

0701. Purpose. To establish and issue regulations, guidelines, and safety procedures for the execution of NRCs off-installation weapons qualification shoots.

0702. Background. This chapter provides guidance for the Navy Reserve Force off-installation NRCs to use NRC weapons for weapons qualifications and sustainment shoots. The inherent hazards involved with associated weapons and ammunition require that all personnel be thoroughly familiar with all aspects of the AA&E Program and COMNAVRESFORCOM N34 Small Arms and (1.4S) Transportation SOP #N34-005.

0703. Policy. NRC personnel will follow written procedures in the execution of off-installation weapons qualification shoots per references (p), (q), and (al).

#### 0704. Responsibilities

##### a. REDCOM Commander responsibilities:

(1) Ensure the proper execution of COMNAVRESFORCOM Small Arms and 1.4S Ammunition Transportation SOP #N34-005.

(2) Ensure proper management of OIS-R accounts in the region and maintain compliance with references (ai) and (ak).

(3) Ensure the AWS Program Manager coordinates and manages all off-installation weapons qualification shoots with NRCs to ensure compliance with all instructions and directives.

##### b. REDCOM FPPM responsibilities:

(1) Manage and coordinate all off-installation weapons qualification shoots with REDCOM OIS Manager and NRCs.

(2) Ensure all proper weapons qualification shoot documentation is received and tracked at the REDCOM (i.e. 3591s, 1348s, and expenditure reports).

(3) Ensure all weapons trainings are conducted with properly qualified SAMIs, using the Navy course of fire per reference (p).

c. REDCOM NCEA Manager. Responsible for ensuring proper management of OIS-R, in the ordering, repositioning and reporting requirements per reference (ak).

##### d. NRC CO responsibilities:

(1) Ensure the physical security and accountability of weapons and ammunition transported to off-installation weapons qualification shoots.

(2) Ensure the personnel entrusted to transport weapons and ammunition for the purpose of off-installation weapons qualification shoots, follow strict compliance with references (ai) through (al) while in the capacity of transporting weapons and ammunition.

e. AA&E AO responsibilities:

(1) Maintain inventory accuracy.

(2) Report all weapons and ammunition transactions to the CO and appropriate authorities.

(3) Ensure all personnel assigned to transport and handle AA&E are properly screened using OPNAV 5530/1 and DD Form 2760.

(4) Ensure all drivers are familiar and comply with references (ai) and (al).

(5) Ensure supervisor and worker statements are signed prior to any transportation evolutions.

f. AA&E driver's responsibilities are outlined in references (ai), (aj), and (al).

#### 0705. Ammunition Management

a. All NRCs will submit formal written requests to REDCOM NCEA managers 90 days in advance to have ammunition for weapons qualification shoots prepositioned at an authorized DoD OIS-R reporting unit.

b. REDCOM NCEA managers must submit a monthly expenditure report to COMNAVRESFORCOM N34 by the 5<sup>th</sup> of every month.

c. All expenditure reports must be submitted to the REDCOM NCEA manager within 24 hours of expenditure of ammunition and enter all expenditures into their perspective OIS-R accounts within 24 hours of receipt, no later than 7 days.

#### 0706. Memorandums of Understanding

a. All off-installation weapons qualification shoots will have an MOU in place with any unit or range where ammunition is received, stored, or weapons qualification shoots are conducted per references (p), (ai), (ak), and (al).

b. MOUs generated for the use of a weapons qualification range, must include the range taking responsibility for disposal of all expended brass as per references (p) and (ai).

0707. Weapons Qualification Shoots

- a. A formal written request must be submitted to the REDCOM FPPM by NRCs that wish to take their weapons off-installation for weapons qualification shoots. Written request must include the name and location of the range, number of shooters and date of qualification shoot.
- b. Only REDCOM SAMIs or NRC approved SAMIs will conduct live fire weapons qualification shoots.
- c. Upon completion of a weapons qualification shoot, all OPNAV 3591/1s must be submitted to the REDCOM FPPM.
- d. No live ammunition will leave the range upon completion of weapons qualification shoots and all expended brass will be turned over to the responsible range.
- e. Re-fueling is the only authorized stop while transporting AA&E. During authorized stops, AA&E must be under constant surveillance.

0708. Transportation of Arms

- a. The NRC CO may authorize the use of Privately Owned Vehicles (POV) in the transportation of arms. All vehicles will be inspected utilizing the DD Form 626 Motor Vehicle Inspection (Transporting Hazardous Materials) and with compliance with all state laws.
- b. Personnel transporting arms will have a signed memo from the NRC CO that designates them by name authorization to transport AA&E, to include serial numbers of weapons, quantity and authorized location for transport.
- c. Arms will only be transported in approved weapon hard cases listed in the AEL and are not authorized to be transported more than 100 miles from NRCs.
- d. Arms cases must have two combination locks on each case (only drivers will know lock combination while transporting arms).
- e. Only combination locks listed in this instruction's AEL will be authorized for the transport of arms.
- f. TPI will be maintained at all times while transporting arms.
- g. Ammunition and arms will not be transported together in the same motor vehicle at any time.
- h. Verify all weapons are clear and safe using the clearing barrel prior to transport.
- i. NRC CO will approve all transportation routes prior to the movement of arms.

0709. Transportation of Ammunition

a. The NRC CO may authorize the use of POV in the transportation of ammunition. All vehicles will be inspected per references (ai) and (aj). If a government vehicle is used while transporting ammunition, only a qualified inspector per references (ai), (aj), and (al) can perform a DD Form 626 inspection on government vehicles. Explosive driver qualification is required pre references (ai) and (aj).

b. If an NRC CO desires to have a qualified inspector to perform government vehicle inspections, their personnel must complete the courses listed per references (ai), (aj), and (al), via the Defense Ammunition Center (DAC) web site ([www.dactces.org](http://www.dactces.org)):

(1) Basic of Naval Explosive Hazard Control (certification) (Ammo-18-DL) (online course) (NeL).

(2) Naval Explosive Safety Managers/Supervisors Orientation (CERT) (AMMO-49-DL) (optional) (NeL).

(3) AMMO-51-MV (classroom).

Note: Schedule and classroom billet request for AMMO-51-MV, can be obtained from the DAC web site ([www.dactces.org](http://www.dactces.org)).

c. Personnel transporting ammunition will have a signed memo from the NRC CO that authorizes them to transport AA&E. The memo will include NALC, Lot number, quantity and authorized location for transport.

d. A DD Form 2890 DoD Multimodal Dangerous Goods Declaration and DD Form 1907 is required in order to transport DoD ammunition and must be completed when ammunition is received.

e. Smoking is not permitted in vehicle while transporting ammunition.

f. DD Form 1348 is not required when issuing ammunition.

g. 1.4S is the only class of ammunition allowed for transport.

h. Two-person integrity will be maintained at all times while transporting ammunition.

i. Transportation of ammunition will not exceed 200lbs gross cargo weight of Hazard and or Class 1.4S.

j. Ammunition must be secured (tied down) to prevent lateral movement, be in a locked compartment within the vehicle and not visible from the outside. Cars will transport in a lockable trunk space and pickup trucks in bed of truck with bed cover and lockable tailgate bed

cover, (transportation of ammunition in a truck bed requires a wooden barrier between metal bed and ammunition containers).

k. Ammunition is not to be transported more than 100 miles unless a deviation waiver is approved by NOSSA via NOSSA web site.

0710. Required Documentation

a. The required documentation for transport of AA&E:

(1) Transportation of arms:

(a) Signed memo from the NRC CO that designates drivers, by name, authorization to transport AA&E, including serial numbers of weapons, quantity and authorized location for transport.

(b) DD Form 626.

(c) Signed authorized route from the NRC CO.

(2) Transportation of ammunition:

(a) Signed Memo from the NRC CO that designates drivers, by name, authorization to transport AA&E, to include NALC, Lot number, quantity, and authorized location for transport.

(b) DD Form 626.

(c) DD Form 2890.

(d) DD Form 1348 DoD Single Line Item Requisition System Document. (Only required when issuing ammunition.)

(e) DD Form 1907

(f) Authorized route signed by the NRC CO.

0711. Records Management. All forms and documentation from the transportation of AA&E and weapons qualification must be kept for a period of three years and is subject to inspection.

APPENDIX A  
REFERENCES

- (a) DoDD 3020.40 CH 1 – Mission Assurance (MA)
- (b) DoDD 5205.02E CH 2 – DoD Operations Security (OPSEC) Program
- (c) DoDD 5210.56 CH 1 – Arming and the Use of Force
- (d) DoDI O-2000.16, Vol 1 – DoD Antiterrorism Program Implementation: DoD Antiterrorism Standards
- (e) DoDI O-2000.16, Vol 2 – DoD Antiterrorism (AT) Program Implementation: DoD Force Protection Condition (FPCON) System
- (f) DoDM 5100.76 CH-2 – Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
- (g) DoD 5200.08-R CH 2 – Physical Security Program
- (h) UFC 4-010-01 CH 2 – DoD Minimum Antiterrorism Standards For Buildings
- (i) UFC 4-022-01 – Entry Control Facilities Access Control Points
- (j) UFC 4-022-02 CH-1 – Selection and Application of Vehicle Barriers
- (k) CJCSI 3121.01B – Standing Rules of Engagement/Standing Rules for the Use of Force for U.S. Forces
- (l) US NORTHERN COMMAND Instruction 10-222 – US NORTHERN COMMAND Force Protection Mission and Antiterrorism Program
- (m) OPNAVINST F3100.6K – Special Incident Reporting Procedures
- (n) OPNAVINST F3300.53D – Navy Antiterrorism Program
- (o) OPNAVINST 3502.8 – Navy Mission Assurance Program
- (p) OPNAVINST 3591.1G – Small Arms Training and Qualification
- (q) OPNAVINST 5530.13D – U.S Navy Conventional Arms, Ammunition and Explosives Physical Security Policy Manual
- (r) OPNAVINST 5530.14E CH3– Navy Physical Security and Law Enforcement Program
- (s) SECNAVINST 5500.29C – Use of Deadly Force and the Carrying of Firearms by

Personnel of the Department of the Navy in Conjunction with Law Enforcement, Security Duties and Personal Protection

- (t) SECNAVINST 5510.36B – Department of the Navy Information Security Program
- (u) NWP 3-07.2 – Navy Doctrine or Antiterrorism/Force Protection
- (v) NTTP 3-07.2.1 – Navy Tactics, Techniques, and Procedures Antiterrorism
- (w) NTRP 3-07.2.2 – Force Protection Weapons Handling Standard Procedures and Guidelines
- (x) NTTP 3-07.2.3 – Law Enforcement and Physical Security

Note: Reference (x) has been updated and split into two new publications. NTTP 3-26.2 for Law Enforcement and NTTP 3-26.3 for Physical Security. This reference will be updated into the next revision of this instruction.

- (y) COMUSNAVNORTH OPOD F3300-22 – Force Protection Operations Order
- (z) COMUSNAVNORTHINST 3300.2B – Antiterrorism Higher Headquarters Operational Assessment Program
- (aa) CNIC M 3502.2 – Navy Security Force Training Manual
- (ab) CNIC M-5530.1 – Ashore Protection Program
- (ac) CNIC M-5530.2 – Navy Installation Access Control
- (ad) 18 U.S.C §922
- (ae) NAVEDTRA 43387-2F – Antiterrorism Common Core
- (af) NAVEDTRA 43466-1A – Security Force Weapons (SFW) Pistols
- (ag) NAVEDTRA 43466-2 – Security Force Weapons, Rifles, and Shotguns
- (ah) NAVEDTRA 43466-E – Security Force Weapons (SFW) Training and Supervision
- (ai) NAVSEA OP-5 Vol 1 – Ammunition and Explosives Safety Ashore
- (aj) NAVSEA SW020-AC-SAF-010 – Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials
- (ak) NAVSUP P-724 – Conventional Ordnance Stockpile Management Policies and Procedures

- (al) COMNAVRESFORCOM Small Arms and Transportation Standard Operating Procedure #N34-005 (1.4S)
- (am) COMNAVRESFORCOMIST 4790.1A – Reserve Force Maintenance and Material Management Assessment and Certification Program

APPENDIX B  
DEFINITIONS

1. Administrative Control. The direction or exercise of authority over subordinate or other organizations with respect to administration and support, including organization of Service Forces, control of resources and equipment, personnel management, logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations. Administrative control is synonymous with administration and support responsibilities identified in Title 10, U.S.C. This is the authority necessary to fulfill Military Department statutory responsibilities for administration and support. ADCON may be delegated to and exercised by Commander (CDR) of Service forces assigned to a Combatant Commander (CCDR) at any echelon at or below the level of Service component command. ADCON is subject to the command authority of CCDRs. ADCON may be delegated to and exercised by CDRs of Service commands assigned within Service authorities. Service CDRs exercising ADCON will not usurp the authorities assigned by a CCDR having Combatant Command over CDRs of assigned Service forces.
2. Assess. Accurately identify adversary capabilities that can be used against friendly personnel, physical assets, or information and precisely derive adversary courses of action planned or employed with the intent to destroy or disrupt operational readiness.
3. Commander. Any flag officer or other command authority or civilian supervisor in a comparable position.
4. Defend. Resist hostile actions directed against friendly personnel, physical assets, or information to preserve operational readiness.
5. Detect. To collect and obtain timely, unambiguous, and accurate data regarding adversary capabilities, actions planned, or employed against friendly resources (personnel, physical assets, or information). Focus is the adversary's capabilities as well as actions.
6. Deterrence. The range of DoD efforts and capabilities to discourage aggression or coercion by potential adversaries.
7. Hostile Act. An attack or other use of force against the United States or U.S. Forces, which includes force used directly to preclude or impede the mission and or duties of U.S. Forces and the recovery of U.S. personnel and vital U.S. government property. In certain circumstances, the use of force against U.S. nationals, their property, U.S. commercial assets, and or other designated non-U.S. Forces, foreign nationals, and their property is also a hostile act.
8. Hostile Intent. The threat of imminent use of force against the United States or U.S. Forces, which includes the threat of imminent use of force that would preclude or impede the mission and or duties of U.S. Forces, including the recovery of U.S. personnel or vital U.S. government property. In certain circumstances, hostile intent is the threat of imminent use of force against U.S. nationals, their property, U.S. commercial assets, and or designated non U.S. Forces, foreign nationals, and their property.

9. Initial Response. The first actions taken at a scene of an incident is to prevent the incident from becoming worse.

10. Intelligence. The product resulting from the collection, processing, integration, evaluation, analysis, and interpretation of available information concerning foreign nations, hostile or potentially hostile forces or elements, or areas of actual or potential operations. The term is also applied to the activity which results in the product and to the organizations engaged in such activity.

11. Deter. Deter, dissuade, or restrict an adversary from conducting hostile actions against friendly personnel, physical assets, or information.

12. Protection. Protection consists of five groups of activities: hardening of positions, protecting personnel, assuming mission- oriented protective posture, using physical defense measures, and reacting to attack.

13. Navy Region Commander. The individual assigned as Commander of a designated Navy geographic region.

14. Restrict. To confine, restrain/deter that limits actions of an adversary.

15. Required Operational Capabilities level. The classification from one to five of each installation is based on the criticality of assets assigned and functions performed and supported. The names and locations of these installations are classified.

16. Security. Measures taken by a military unit, activity, or installation to protect it against all acts designed to or which may impair its effectiveness. A condition that results from the establishment and maintenance of protective measures that ensures a state of invulnerability from hostile acts or influence.

17. Tactical Control. Command authority over assigned or attached forces or commands, or military capability or forces made available for tasking, that is limited to the detailed direction and control of movements or maneuvers within the operational area necessary to accomplish missions or tasks assigned. Tactical Control (TACON) is inherent in operational control. TACON may be delegated to and exercised at any level at or below the level of combatant command. TACON provides sufficient authority for controlling and directing the application of force or tactical use of combat support assets within the assigned mission or task.

18. Warning. Responsively react to actionable intelligence regarding adversary plans and actions directed against friendly personnel, physical assets, or information by disseminating warnings or predictions in a timely, accurate, and unambiguous manner. Specifically, warning includes the acknowledgement and communication of dangers implicit in a wide spectrum of activities by potential adversaries ranging from routine defense measures to substantial increases in readiness and force preparedness and to acts of terrorism or political, economic, or military

provocation; operating procedures, practices, or conditions which may result in injury or death if not carefully observed or followed.

19. Vulnerability. In Antiterrorism, a situation or circumstance that, if left unchanged, may result in the loss of life or damage to mission-essential resources. The susceptibility of a nation or military force to any action by any means through which its war potential or combat effectiveness may be reduced or its will to fight diminished. The characteristics of a system that cause it to suffer a definite degradation (incapability to perform the designated mission) as a result of having been subjected to a certain level of effects in an unnatural (man-made) hostile environment. In information operations, a weakness in information system security design, procedures, implementation, or internal controls that may be exploited to gain unauthorized access to information or an information system.

APPENDIX C  
LIST OF ACRONYMS

3M	Maintenance and Material Management
3MC	Maintenance and Material Management System Coordinator
AA&E	Arms, Ammunition and Explosives
ADCON	Administrative Control
AEL	Authorized Equipment List
AO	Accountability Officer
AOR	Area of Responsibility
AT	Antiterrorism
ATWG	Antiterrorism Working Group
ATEC	Antiterrorism Executive Committee
ATO	Antiterrorism Officer
ATR	Ammunition Transition Report
AT TRASUP	Antiterrorism Training Supervisor
ATWG	Antiterrorism Working Groups
AWS	Armed Watchstanders
C2	Command and Control
CA	Criticality Assessment
CANTRAC	Catalog of Navy Training Courses
CBA	Concealable Body Armor
CBS	Clearing Barrel Supervisor
CCDR	Combatant Commander
CDR	Commander
CENSECFOR	Center for Security Forces
CMAA	Chief Master at Arms
CNIC	Commander, Navy Installations Command
CNO	Chief of Naval Operations
CO	Commanding Officer
COMNAVRESFOR	Commander, Navy Reserve Force
COMNAVRESFORCOM	Commander, Navy Reserve Forces Command
COMUSFLTFORCOM	Commander, United States Fleet Forces Command
DAC	Defense Ammunition Center
DCOS	Deputy Chief of Staff
DoD	Department of Defense
DON	Department of the Navy
ESAPI	Enhanced Small Arms Protective Insert
ESI	Explosive Safety Inspection
FATS	Firearm Training Simulator
FLTMPS	Fleet Management and Planning System
FP	Force Protection
FPCON	Force Protection Conditions
FPPM	Force Protection Program Manager
FTX	Field Training Exercises
HAZMAT	Hazardous Materials

IDS	Intrusion Detection System
IRP	Incident Response Plan
LE	Law Enforcement
LLE	Local Law Enforcement
LSVA	Limited Scope Vulnerability Assessments
MA	Master-at-Arms
MOU	Memorandum of Understanding
MTAC	Multiple Threat Alert Center
N3 DCOS	Deputy Chief of Staff for Operations
N3	Force Operations Department
N34	Force Protection Sub-department
N4	Force Logistics Department
N5	Force Strategy, Plans, Policy and Facilities Department
N7	Force Education and Training Department
N9	Force Medical Department
NALC	Naval Ammunition Logistics Code
NRC	Navy Reserve Center
NCEA	Non-Combat Expenditure Allocation
NCIS	Naval Criminal Investigative Service
NeL	Navy eLearning
NLW	Non-lethal Weapon
NOSSA	Naval Ordnance Safety and Security Activity
OIS	Ordnance Information System
OIS-R	Ordnance Information System-Retail
PERS-46	Training and Administration of the Reserve Detailing
PERS-92	Officer Define Recall Program
PM	Program Manager
PMS	Preventive Maintenance System
POV	Privately Owned Vehicles
PPR	Pre-Planned Response
PQS	Personnel Qualification Standard
RA	Risk Assessments
RAM	Random Antiterrorism Measures
REDCOM	Navy Reserve Region Readiness and Mobilization Command
REGCOM	Navy Regional Commander
RESFORTAC	Reserve Force Transaction Card
RFI	Ready for Issue
RPN	Reserve Personnel Navy
SAMI	Small Arms Marksmanship Instructor
SDR	Supply Discrepancy Report Manager
SELRES	Selected Reserve
SMDR	Senior Medical Department Representative
SOP	Standard Operating Procedures
SRF-B	Security Reaction Force Basic
SRUF	Standing Rules for the Use of Force
TA	Threat Assessment

TACON	Tactical Control
TAR	Navy Training and Administration of the Reserve
TPI	Two Person Integrity
TTX	Table Top Exercises
TWG	Threat Working Group
UFC	Unified Facility Code
USMC	United States Marine Corps
US NORTHERN COMMAND	Commander, United States Northern Command
VA	Vulnerability Assessments
VCC	Visitor Control Center

APPENDIX D  
FORMS MANAGEMENT CONTROL

1. The forms listed under subparagraphs a. through m. can be located on COMNAVRESFORCOM N34 SharePoint and Teams page:

<https://private.navyreserve.navy.mil/cnrfc/N3AT/Pages/default.aspx>

<https://dod.teams.microsoft.us/l/team/19%3adod%3a32470272a3354e49a5176c74bbfbb1ec%40thead.tacv2/conversations?groupId=eb41ff77-7f37-4960-9d87-1f04f87ecf16&tenantId=c3333e00-c877-4b87-b6ad-45e942de1750>

- a. NAVRES 3500/2 (11-77)  
REPORT OF TRAINING
- b. NAVPERS 1070/613 (08-12)  
ADMINISTRATIVE REMARKS
- c. DD Form 626 (10-11)  
MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)
- d. DD Form 1907 (10-10)  
SIGNATURE AND TALLY RECORD
- e. DD Form 1348 (07-91)  
DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT
- f. DD Form 2760 (03-23)  
QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION
- g. DD Form 2890 (09-15)  
DOD MULTIMODAL DANGEROUS GOODS DECLARATION
- h. DD Form 2637 (01-93)  
PHYSICAL SECURITY EVALUATION GUIDE
- i. OPNAV 3591/1 (05-18)  
SMALL ARMS QUALIFICATIONS RECORD
- j. OPNAV 5512/2 (06-81)  
AUTHORIZATION TO CARRY FIREARMS
- k. OPNAV 5530/1 (08-20)  
REPORT OF SCREENING FOR PERSONNEL ASSIGNED ARMS, AMMUNITION,  
AND EXPLOSIVES (AA&E) RELATED DUTIES

- l. NAVEDTRA 43466-D  
M16 (SERIES) RIFLE OPERATOR
  
- m. STANDARD FORM 700  
SECURITY CONTAINER INFORMATION

