VOTKINSK PORTAL MONITORING FACILITY (VPMF)

CONTRACTOR'S STANDARD OPERATING PROCEDURES

DRAFT

VPMF OPERATING PROCEDURES (VOPs)

Raytheon Technical Services Company
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VPMF OPERATING PROCEDURES (VOPs)

REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS

You can help improve this manual. If you find any mistakes or if you know of a way to improve the procedures, let us know. Follow the instructions in Chapter 10, VOPS ADMINISTRATION.

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CHAPTER 1

INTRODUCTION

1-1 SCOPE

a. The VOPs contains the Raytheon standard operating procedures for the VPMF. The VOPs serves as a management tool, as well as an operations guide for Raytheon responsibilities at the VPMF.

b. Included are the procedures applicable to VPMF monitoring operations and support as follows:
   - Road and Rail Vehicle Inspections
   - DCC Procedures
   - Russian Safety Regulations
   - USG/Contractor Breakdown of Responsibilities
   - Administration
   - Medical and Health
   - Logistics
   - Security
   - VOPs Administration

c. The VOPs also includes an appendix containing reduced versions of Raytheon forms.

d. Although the VOPs may impact and describe the responsibilities and activities of DTRA personnel connected with the operations of the VPMF, the majority of the information contained in the VOPs relates to Raytheon responsibilities. Procedures, such as those contained in the Government Operating Procedures (GOPs), which relate solely to DTRA personnel, are not included. Concurrently, procedures listed in any DTRA official document detailing Raytheon responsibilities on site should be contained in the VOPs.

1-2 ADMINISTRATION AND CHANGES

The VOPs will be administered and changed in accordance with Chapter 10, VOPS ADMINISTRATION.

1-3 ABBREVIATIONS AND ACRONYMS

Most acronyms are spelled out the first time they appear in each chapter and in all titles. Refer to Table 1-1 for a list of abbreviations and acronyms used in this document. Some acronyms used in log listings are not spelled out in the chapters but are included in Table 1-1. Certain acronyms (e.g. DCC, DTRA, START, VPMF, VOPs, and PMO) are common enough to the organizations using this manual not to warrant definition in each chapter and are used in titles. These acronyms are marked with an asterisk in Table 1-1.

1-4 GLOSSARY

Refer to Table 1-2 for a list of words and phrases commonly used in this document.

Table 1-1. List of Abbreviations and Acronyms

Term	Description	Common
AAFES	Army Air Force Exchange System	
ACIU	Arms Control Implementation Unit	
ADPE	Automated Data Processing Equipment	
AES	Aeromedical Evacuation Squadron	
AMC	Air Mobility Command	
ATP	Allowed To Proceed	
CO	Central Office	
DAO	Defense Attaché Office	
DCC	Data Collection Center	*
DDO	Day Duty Officer	
DO	Duty Officer	*
DOS	Disk Operating System	*
DRS	Data Review Station	
DTRA	Defense Threat Reduction Agency	*
EBP	Exit Block Processor	
FOE	Field Office Europe (Raytheon)	*
GFM	Government Furnished Material	

Table 1-1. List of Abbreviations and Acronyms - CONT

Term	Description	Common
GOPs	Government Operating Procedures	*
HCP	Health Care Provider	
ICBM	Intercontinental Ballistic Missile	*
ICM	Item of Continuous Monitoring	
IL	Induction Loop	
ILS	Integrated Logistics Support	
INF	Intermediate-Range Nuclear Forces	*
IR	Infrared	
ISP	Integrated Support Plan	
LED	Light Emitting Diode	*
MFR	Memorandum for Record	
MOD	Ministry of Defense	
MPR	Material Provisioning Request	
NDO	Night Duty Officer	
NRRC	Nuclear Risk Reduction Center	
NTR	Nothing to Report	
ORB	Operations Review Board	
OSIA	On-Site Inspection Agency	*
OSSM	Branch of DTRA dealing with Monitoring Operations	*
PCC	Performed Communication Check	
PCMA	Perimeter Continuous Monitoring Area	
PDL	Pass Down Log	
PI	Program Instruction	
PMO	Program Management Office (Raytheon)	*
POC	Point of Contact (VOPs)	
PPCMS	Perimeter and Portal Continuous Monitoring System	*
RMA	Remote Medical Access	
RRT	Railroad Transport	
RTSC	Raytheon Technical Services Company	*
RV	Road Vehicle	
SG	Semaphore Gate	
SOW	Statement of Work	
START	Strategic Arms Reduction Treaty	*
TCP	Traffic Control Panel	
TDY	Temporary Duty	
TL	Traffic Light	
TMOM	Training Model of a Missile	
UDA, UDD, UDF, UDL, UDO, UDP & UDT	Transliterated characters from vehicle license plates in Udmurtia	
UID	Unique Identifier	
USG	United States Government	*
VMBP	Votkinsk Machine Building Plant	*
VOPs	VPMF Operating Procedures	*
VPMF	Votkinsk Portal Monitoring Facility	*
VPMP	Votkinsk Portal Monitoring Program	
VPMS	Votkinsk Portal Monitoring System	

Table 1-2. Glossary

Term	Definition
Declared Vehicle	A vehicle which is large enough to carry an Item of Continuous Monitoring.
Undeclared Vehicle	A vehicle which is not large enough to carry an Item of Continuous Monitoring.
ICM	ICM is understood to mean an ICBM for mobile launchers of ICBMs or a first stage of such an ICBM, if such an ICBM is maintained, stored, and transported in stages.
Dept. 162	(Russian) Department for Coordination with the US START Monitors' Group.

CHAPTER 2

ROAD AND RAIL VEHICLE INSPECTIONS

2-1 PORTAL OPERATOR'S CONSOLE

2-1.1 Description

NOTE

In the event that the portal operator's console malfunctions (refer to subsection 2-1.7, "Manual Traffic Control Panel" on page 2-3).

a. The operator controls portal traffic using the Operator's Console. The Traffic Control Panel (TCP) operates and displays the state of semaphore gates (SG), traffic lights (TL), and induction loops (IL).

b. All vehicles exiting the VMBP via the portal roadway and railway are screened for Items of Continuous Monitoring (ICMs) under the START Treaty.

c. For the portal roadway, the portal operator may select either the OPEN, AUTOMATIC or MANUAL mode of operation on the TCP. MANUAL mode is normally used.

   1. The OPEN mode is used during normal vehicle traffic through the portal or into the VMBP, not when a vehicle is leaving the VMBP. In this mode, the system does not collect, display, or archive roadway infrared (IR) profiler data and associated IR profiler video snapshots.

2-1.2 Screening Roadway Vehicles in MANUAL Mode

a. When a vehicle exits the VMBP, it first stops at TL1, which is normally red, and SG1, which is normally down.

b. The portal operator's screening sequence should then proceed as follows:

   1. On the TCP, verify TL1 is red and SG1 is down.
   2. Verify that the portal is clear of vehicles and no vehicles are about to enter the portal area. Allow any other vehicles to clear the portal area before changing TL or SG conditions.
   3. Select MANUAL mode on the TCP.
   4. Press TL3, TL4, TL5, and TL6, changing the traffic lights to red and press SG3, SG4, and SG5 to lower semaphore gates.

NOTE

The operator may follow the vehicle through the inspection area by observing the induction loops as they are lit on the TCP.

   5. Press TL1, changing it to green and raising SG1.
   6. Visually verify that the vehicle has entered the inspection area.
   7. Press TL1, changing it to red, and press SG1 to lower the gate.
   8. Record the type of vehicle (e.g., truck, auto, tractor), license number, and time the vehicle exited the VMBP in the daily log (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).
   9. Observe the Color Graphics Monitor for the profile of the vehicle.
   10. If the vehicle passes:

NOTE

The operator can press OPEN on the Mode Control Panel to change all traffic lights green, except TL1, and to raise all semaphore gates, except SG1, without performing steps a) and b) below.

      a) Press TL5 changing it to green and raising SG5.
      b) Press TL3, TL4, and TL6 changing the traffic lights to green and raising semaphore gates SG3 and SG4.

   11. If the vehicle fails:
      a) Inform the DO.
      b) Visually verify if the vehicle total length with trailer is < 17.46m
      c) If the vehicle is < 17.46m, allow the vehicle to pass. Perform step 10. above.

NOTE

If the DO is not in the DCC, and is unable to respond within 5 minutes, the console operator will perform steps b) and c) above.

      d) If the vehicle total length with trailer is ≥ 17.46m, verify TL5 is red and SG5 is down. Do not allow the vehicle to pass until the DO has been notified.
         1) Inspect the vehicle in accordance with the DO's instructions.
         2) When directed by the DO, perform step 10. above.

2-1.3 Screening Roadway Vehicles in AUTOMATIC Mode

a. When a vehicle exits the VMBP, it first stops at TL1, which is normally red, and SG1, which is normally down.

b. The portal operator's screening sequence should then proceed as follows:

1. On the TCP, verify TL1 is red and SG1 is down.
2. Verify that the portal is clear of vehicles and no vehicles are about to enter the portal area. Allow any other vehicles to clear the portal area before changing TL or SG conditions.

NOTE

- The portal must be clear of any vehicles and parked trucks. Passenger cars and vans may be parked in front of the Russian escort building but they may not move during an exit inspection. If such vehicles are moved while another vehicle is being profiled, keep all gates closed and advise the DO of the situation. Continue the screening procedure only after the DO resolves the matter with the Russian escorts.
- If any induction loop, except IL1 or IL9, becomes active during the ten second set-up period, the TCP will default to MANUAL mode and the console operator will be provided with a message on the color graphics monitor explaining the reason for the default. Traffic lights TL3, TL4, and TL6 will be automatically changed to red and an alert will be sounded by the portal exit block processor (EBP).

3. Select AUTOMATIC mode on the TCP. Verify that TL3, TL4, TL5, and TL6 are automatically changed to red, and SG3A & 3B, SG4A & 4B, and SG5 are automatically lowered by the portal EBP.
4. Press TL1 changing it to green and raising SG1.

NOTE

The operator may follow a vehicle through the inspection area, by observing the induction loops as they are lit on the TCP.

5. Visually verify the vehicle has entered the inspection area.
6. Press TL1 changing it to red, and press SG1 to lower the gate.
7. Record the type of vehicle (e.g., truck, auto, tractor), license number, and time the vehicle exited the VMBP in the daily log (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).
8. Observe the Color Graphics Monitor for the profile of the vehicle.
9. If the vehicle passes:
   a) The portal EBP will change TL5 to green and raise SG5, allowing the vehicle to exit the inspection area.
   b) Once the vehicle is clear of SG5, the portal EBP will automatically change TL5 to red and lower SG5.
   c) The operator may override the portal EBP and change to MANUAL mode by pressing the MANUAL button. In MANUAL mode:
   d) Press TL5 changing it to green and raising SG5.

NOTE

The operator can press OPEN on the Mode Control Panel to change all traffic lights green, except TL1, and to raise all semaphore gates, except SG1, without performing step e) below.

   e) Press TL3, TL4, and TL6, changing the traffic lights to green and raising SG3 and SG4.

10. If the vehicle fails, the system will automatically default to MANUAL mode:
   a) Inform the DO.
   b) Visually verify if the vehicle total length with trailer is < 17.46m.
   c) If the vehicle is < 17.46m, allow the vehicle to pass. Perform step 9. above.

NOTE

If the DO is not in the DCC, and is unable to respond within 5 minutes, the console operator will perform steps b) and c) above.

   d) If the vehicle total length with trailer is ≥ 17.46m, verify TL5 is red and SG5 is down. Do not allow the vehicle to pass until the DO has been notified.
      1) Inspect the vehicle in accordance with the DO's instructions.
      2) When directed by the DO, perform step 9. above.

2-1.4 Roadway Vehicles Entering the VMBP

a. Only those vehicles that exit the VMBP are subject to screening for ICMs.

b. Upon observing a vehicle waiting to enter the VMBP, on the TCP, press SG1 to raise the semaphore gate.

c. Once vehicle has entered the VMBP, press SG1 to lower the semaphore gate. If TCP has

automatically switched to MANUAL mode, press OPEN push button to select OPEN mode.

2-1.5 Screening Trains

a. All trains exiting the VMBP are subject to screening for ICMs. The screening process involves checking all railcars to see if they are large enough to be or to contain an ICM.

b. When a train exits the VMBP, it first stops at TLA, which is normally red.

c. The portal operator's screening sequence should then proceed as follows:

1. On the TCP, press TLB, changing it to red.
2. Press TLA, changing it to green.
3. As the train rolls slowly past the DCC, record the type of railcar(s) (e.g., locomotive, boxcar, 6-axle railcar), railcar number, and time the train exited the VMBP in the daily log (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).
4. Visually verify that all railcars are authorized exceptions; the DO will make this decision. If the DO is unavailable, or if there is any question about a particular railcar, immediately contact the Senior Deputy Site Commander.
5. If no railcar requires measurement:
   a) Press TLB, changing it to green.
   b) Wait for the train to pass the DCC, then press TLA, changing it to red.
6. If any railcar requires measurement, or if a railcar has been declared by the Russians as capable of carrying a TLI or ICM, allow the train to stop in the inspection area.
   a) The DO will assemble an inspection team and conduct an inspection IAW procedures outlined in the GOPs.
   b) If Raytheon personnel are needed to participate as members of the inspection team, the DO will make the request through the Raytheon Shift Leader.
7. The DO will inform the DCC when the inspection has been completed and if the train is allowed to proceed. When directed by the DO:
   a) Record time inspection is completed in the daily log.
   b) Press TLB, changing it to green.
   c) Press TLA, changing it to red.

2-1.6 Trains Entering The VMBP

a. VPMF personnel do not screen rail traffic entering the VMBP.

b. Generally, TCP actions are not required for trains entering the VMBP.

2-1.7 Manual Traffic Control Panel

In the event that the portal operator's console is not functioning properly, the manual traffic control unit (stored behind the operator's console in the DCC) will be used to control all traffic lights and semaphore gates.

a. Plug the manual TCP into the power strip behind the operator's console.

b. On the back of the portal operator's console, connect coiled cables R10612-001 and R10612-002 to the portal railway and portal roadway connectors on the manual TCP.

c. Important: Set all traffic lights and semaphore gates to the correct positions on the Manual Traffic Control Panel.

d. In equipment rack #2 in the back of the DCC, switch the A/B switch box for Traffic Cntl (#8) from road primary to road backup and from rail primary to rail backup.

e. All traffic lights and semaphore gates can now be controlled using the manual TCP.

f. Follow the procedures for screening roadway vehicles in MANUAL mode, vehicles entering the VMBP, and screening trains (refer to section 2-1, "PORTAL OPERATOR'S CONSOLE" on page 2-1).

2-2 INSPECTIONS OF UNDECLARED TRAFFIC

All traffic exiting the VMBP will be monitored. Undeclared traffic exiting the VMBP must also be too small to be or to contain a START Treaty ICM. The criterion for declaring traffic under the START Treaty at the VMBP is one of two things: either the exiting traffic is or contains an ICM (refer to section 2-4, "INSPECTIONS OF RAILCARS DECLARED TO CONTAIN A MISSILE" on page 2-6), or it is large enough to be or contain an ICM (but does not). If exiting traffic does not contain an ICM, the size criteria for determining whether the exiting vehicle needs to be declared is governed by it exceeding the "reference cylinder" dimensions. For purposes of screening traffic under the START Treaty at the VPMF, the reference cylinder is said to be 17.46m in length and 1.76m in diameter (90% of 19.40m and 1.96m which are the dimensions of the RS12MV2 ICBM launch canister as defined in the START Treaty Inspection Protocol Section VI, Paragraph 24.(a), and as listed in the START Treaty Inspection Protocol Annex 12, Paragraph 3.(b)).

2-2.1 Undeclared Road Vehicles

a. After exiting the VMBP, road traffic must proceed through the road profiler and stop at the red signal light until the monitor on duty gives it permission to proceed (refer to section 2-1, "PORTAL OPERATOR'S CONSOLE" on page 2-1).

b. The monitor, with the aid of the road profiler, must determine that the vehicle is not capable of containing a ICM. Road vehicles exiting the VMBP are generally less than 17.46m in length.

c. The monitor records the time of exit, vehicle license number, the "<17.46m" notation, and that the vehicle is allowed to proceed (ATP) in the daily log. If there is any doubt that the vehicle's cargo section is less than 17.46m, inform the DO who will verify the length by manual measurement.

d. After the vehicle has exited the portal, the monitor returns the portal to its normal operating state (refer to section 2-1, "PORTAL OPERATOR'S CONSOLE" on page 2-1).

2-2.2 Undeclared Railcars

a. When undeclared rail traffic exits the VMBP, the monitor records in the daily log the time of exit, the serial numbers of the railcars, the "<17.46m" notation, and that the vehicle is allowed to proceed (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).

b. The monitor then allows the train to pass and returns the portal to its normal operating state (refer to section 2-1, "PORTAL OPERATOR'S CONSOLE" on page 2-1).

2-2.3 Flatbed Railcars

A flatbed railcar is defined as a railcar with a flat bed and no sides that might block any cargo load from view. Regardless of the length of a flatbed railcar, no declaration is required from the Russians unless the flatbed car is carrying a load that could be equal to or greater than 17.46m in length.

a. Flatbed cars without loads are authorized exceptions (refer to subsection 2-1.5, "Screening Trains" on page 2-3) and not normally measured manually. If the flatbed car carries no load, allow it to proceed (refer to section 2-1, "PORTAL OPERATOR'S CONSOLE" on page 2-1) and log it as carrying no load (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).

b. If the flatbed car has any load on it, advise the DO. The DO will assemble an inspection team and conduct an inspection IAW procedures outlined in the GOPs. If Raytheon personnel are needed to participate as members of the inspection team, the DO will make the request through the Raytheon Shift Leader.

   1. If the DO determines that the flatbed car and its load are less than 17.46m in length, the flatbed car will be allowed to proceed. Log this fact and release the vehicle (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).

   2. If the load on the flatcar is found to be equal to or greater than 17.46m, the railcar should have been declared by the Russians prior to exit. The Site Commander must be notified immediately.

2-2.4 Oversized Locomotive

a. Locomotive #567 (full serial number is TEhM2UM 567) is considered to be "oversize", that is, it is larger than 17.46m. A joint inspection has shown that this locomotive is incapable of carrying ICM or cargo equal to or greater than 17.46m. The US agreed to consider this one locomotive (#567) as an authorized exception to manual measurement. **This exception applies only to locomotive TEhM2UM 567**. If oversized locomotive #567 exits, record the exit in the daily log (refer to subsection 3-4.1.6, step b., on page 3-6) and allow the locomotive to proceed.

b. Any other "oversized" locomotive should be declared by the Russians prior to its exit. Should any other "oversized" locomotive of the same series exit, inform the DO. The DO will assemble an inspection team and conduct an inspection IAW procedures outlined in the GOPs. If Raytheon personnel are needed to participate as members of the inspection team, the DO will make the request through the Raytheon Shift Leader.

2-3 INSPECTIONS OF RAILCARS DECLARED NOT TO CONTAIN A MISSILE

The following procedures will be used to inspect vehicles that have been "declared NOT to contain an item which is as large or larger than an ICM.

a. At least thirty minutes before the vehicle in question arrives at the portal, the Russian shift leader delivers to the US DO two copies of the declaration which states that a vehicle WITHOUT a missile will arrive at the portal.

NOTE

In the event the DO is temporarily absent from the DCC, but you know of his/her location, contact and inform the DO of the need to sign the declaration. If the DO is not immediately available to sign the declaration, contact the Senior Deputy Site Commander or

Site Commander and inform him/her that the DO is unavailable to sign the declaration.

1. The declaration is numbered and includes the date and time the railcar is to arrive at the portal, the number of axles on the railcar, that the railcar does not contain a missile, and signature blocks for both Russian shift leader and US DO that include date and time that the notification was received.
2. When the signature blocks are completed, the Russian shift leader retains one copy and the US monitors keep the other.
3. Time of receipt of the declaration is noted in the daily log (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).

b. Once the declaration has been signed, the DO will assemble an inspection team and conduct an inspection IAW procedures outlined in the GOPs. If Raytheon personnel are needed to participate as members of the inspection team, the DO will make the request through the Raytheon Shift Leader.

1. The Raytheon linguist on shift will check out a radio and accompany the inspection team.

NOTE

Do not take a radio into any railcar or into the Inspection Building.

2. At least one Raytheon monitor will remain in the DCC at the Portal Operator's Console to record all railcar serial numbers, operate traffic controls, and log inspection activities.
   a) Note the time the train arrives at the portal (this will be the time the inspection begins) and the serial numbers of the locomotive and all railcars as the train passes the DCC.
   b) The DO will contact the DCC via radio when the inspection is complete and advise the console operator to allow the train to proceed. Time of completion of the inspection is noted in the daily log.
3. The DO will complete all appropriate START Treaty inspection reports. The DO will request the assistance of the Raytheon Linguist on shift for translation into Russian.
   a) The original START Treaty inspection reports are filed with the original declaration under "Vehicle Inspection Reports (Current Month)" in the lower right-hand file drawer of the DO's desk.
   b) Make one additional copy of the inspection reports and the declaration to file with the daily log.

c. When the train arrives at the portal, it will come to a stop on the tracks roughly opposite the old CARGOSCAN facility. US monitors note serial numbers of the locomotive, buffer car, and the railcar(s), along with the time that the inspection begins (this is the time the train arrives at the portal (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).

d. The railcar's length and width are measured with a tape measure, and the measurements are recorded by the monitors. Measurements will include the entire framed or enclosed portion of a railcar and exclude any external bracing or structural reinforcers. If boards are used to extend the measuring plane beyond external protrusions, the measurements will be taken to the inside edge of those boards.

NOTE

In determining the dimensions of an object, each dimension will be measured at least two times. If necessary, additional measurements will be taken until results from two measurements are obtained that are within one percent of each other. The results of these two measurements shall be averaged to determine the dimension of the object.

e. Because declared railcars are large enough to contain an ICM, the DO will then ask the Russian escorts for permission to enter the car.

1. The Russian escorts enter the railcar first, and the US monitors wait until they are invited to enter.
2. The monitors observe the interior of the railcar to ensure that it does not hold any one object ≥17.46m in length.
3. If there is any doubt about an object's dimensions, it is measured.
4. Some railcars may have partitioned or shrouded areas or empty launch canisters (refer to subsection 2-3.1, "Measuring Partitioned Railcars" on page 2-6) or (refer to subsection 2-3.2, "Inspection of Empty Launch Canisters" on page 2-6).

f. When the inspection is complete:

1. The DO will contact the DCC via radio and advise the console operator to allow the train to pass (refer to section 2-1,

"PORTAL OPERATOR'S CONSOLE" on page 2-1).

2. Time of completion of the inspection is noted in the daily log (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).
3. The DO completes the V-07 inspection reports.

g. The original inspection report is filed with the original declaration under "Vehicle Inspection Reports (Current Month)" in the lower right-hand file drawer of the DO's desk. Make one additional copy of the inspection report and declaration to file with the daily log.

2-3.1 Measuring Partitioned Railcars

Some railcars are partitioned by a canvas screen that completely closes off a portion of the railcar -- side to side and floor to ceiling. As long as the closed off section of the car is unambiguously < 17.46m in length, and the inspectable portion of the car does not contain an ICM, the railcar may be allowed to proceed. The in-country escort must demonstrate to the US monitor the absence of an ICM within the partitioned area. Any partitioned area ≥17.46m might be an ambiguous situation.

The procedures used by monitors for measuring partitioned railcars are contained in the GOPs.

2-3.2 Inspection of Empty Launch Canisters

NOTE

Do not take a radio into any railcar or into the Inspection Building.

a. At least one Raytheon monitor will remain in the DCC at the Portal Operator's Console to record all railcar serial numbers, operate traffic controls, and log inspection activities.
   1. Note the time the train arrives at the portal (this will be the time the inspection begins) and the serial numbers of the locomotive and all railcars as the train passes the DCC.
   2. The DO will contact the DCC via radio when the inspection is complete and advise the console operator to allow the train to proceed. Time of completion of the inspection is noted in the daily log.

2-4 INSPECTIONS OF RAILCARS DECLARED TO CONTAIN A MISSILE

a. The Russians are required by treaty to notify the US side in advance of the exit of any vehicle that actually contains a missile. A declaration is used for this purpose. The declaration will normally include a description of the type of railcar (4-, 6-, or 8-axle). Declarations must be received by the US side no less than 30 minutes prior to the exit of the vehicle from the VMBP. The declaration must also provide the following:
   - Type or variant of missile exiting (SS-25, SS-27, START, START-1)

NOTE

Russian designations will be used on the declaration:

- RS-12M = SS-25
- RS-12M, Variant 2 for Silo Launcher = SS-27 Silo
- RS-12M, Variant 2 for Road Mobile = SS-27 Road Mobile
- Unique Identifier (UID) a ten-digit tracking number stenciled on the launch canister

b. When the Russians deliver a declaration for a railcar declared to contain an ICM, the DO will review the declaration for accuracy and sign the declaration. Only the DO or a designated USG representative can sign for the receipt of a declaration. The DO will then assemble an inspection team and conduct an inspection IAW procedures outlined in the GOPs.

NOTE

In the event that the DO is temporarily absent from the DCC, contact the DO and inform him/her of the declaration. Advise the DO of the time the declaration was delivered and the declared time of exit. If the DO is not immediately available (i.e. perimeter) contact the Senior Deputy Site Commander or Site Commander and inform them that the DO is unavailable to sign the declaration.

1. If Raytheon personnel are needed to participate as members of the inspection team, the DO will make the request through the Raytheon Shift Leader.
2. The Raytheon linguist on shift will check out a radio and accompany the inspection team.

NOTE

Do not take a radio into any railcar or into the Inspection Building.

3. At least one Raytheon monitor will remain in the DCC at the Portal Operator's Console to record all inspection activities.
   a) Note the following times for the daily log:
   - Time the declaration was received by the US
   - Declaration information (see above)
   - Time the DO passes lines 1-7 of VPMF Form V-24 Voice Format for Notification of Missile Exit to DTRA On-Site Support Center

- Name of Support Center representative who receives lines 1-7
- When the train arrives at the portal (inspection starts)
- The serial numbers of the locomotive and all railcars
- Time of completion for manual measurements of the railcar and launch canister

c. The DO will contact the DCC via radio when the inspection is complete and advise the console operator to allow the train to proceed. Time of completion of the inspection is noted in the daily log.

1. The DO will complete all appropriate START Treaty inspection reports. The DO will request the assistance of the Raytheon Linguist on shift for translation into Russian.
2. The original START Treaty inspection reports are filed with the original declaration under "Vehicle Inspection Reports (Current Month)" in the lower right-hand file drawer of the DO's desk.
3. Make and distribute copies of the START Treaty inspection reports (refer to section 3-7, "COPYING AND DISTRIBUTION BY SHIFT PERSONNEL" on page 3-13).
4. VPMF Form V-05 Comments may also be needed for the inspection reports to document inspection activities or procedures. Specific guidance for any required comments will be provided by the DO. VPMF Form V-05 Comment templates have been developed for most inspections and are available on the office computers in the Roosevelt Building.

NOTE

While in the inspection building, US monitors will wear anti-static clothing provided by the Russians.

d. When the inspection is complete, the DO completes inspection form V-06.

2-5 PROCEDURES FOR INSPECTING RAILCARS CONDUCTING A TURNAROUND

a. A Turnaround is an INF authorized action involving a rail vehicle large enough to contain an ICM, but that will **NOT** be exiting through the portal. Due to rail line and space restrictions inside the VMBP, railcars must be taken beyond the limits of the Perimeter Continuous Monitoring Area (PCMA), that is, past TLB at the PCMA Western limit, to be turned around and brought back into the VMBP.

b. The START Treaty does not define provisions for turnarounds, and no START Treaty reports are required.

c. The Russians are required to inform the US Side in advance of a railcar that will be leaving the VMBP to be turned around. The Russians use a "Notification" for this. The "Notification" must provide at least 30 minutes advance warning of the exit of the railcar, and a description of the activity to be performed (turnaround and return to the factory).

d. When the Russians deliver a "Notification" for a railcar to be turned around, the DO will review the "Notification" for accuracy and sign it. Only the DO or a designated USG representative can sign for the receipt of a "Notification". The DO will then designate and assemble a two monitor observation team and conduct and turnaround IAW procedures outlined in the GOPs.

NOTE

In the event that the DO is temporarily absent from the DCC, contact the DO and inform him/her of the declaration. Advise the DO of the time the declaration was delivered and the declared time of exit. If the DO is not immediately available (i.e. perimeter) contact the Senior Deputy Site Commander or Site Commander and inform them that the DO is unavailable to sign the "Notification".

1. If Raytheon personnel are needed to observe the turnaround, the DO will make the request through the Raytheon Shift Leader.
2. One member of the monitor observation team will check out a radio for all turnarounds.

NOTE

Do not take a radio into any railcar or into the Inspection Building.

3. Time of receipt of the declaration is noted in the daily log.
4. As the train exits the VMBP gates, the Console Operator will record the time of arrival of the train at the portal, and the serial numbers of all locomotives and railcars in the train. The train will stop momentarily to allow US monitors and Russian Escorts to board. The missile railcar being turned around must be kept under continuous observation by both US monitors.

e. After completing the turnaround, the train will stop in the vicinity of the Inspection

Building to let the US monitors and Russian Escorts off before the railcar is taken back into the VMBP. The Console Operator will record the time the railcar re-enters the VMBP in the daily log as the time the inspection ends.

f. Train Maneuvers

Per local agreement, a maneuver is understood to be: "The movement of a train from the factory area into the PCMA, necessitated by factory requirements, and with the express intent to return to the factory without exiting through the PCMA/portal."

1. Maneuvers will not normally be logged as long as they are conducted strictly in accordance with the GOPs and local agreements:
   a) Dept. 162 is to provide a courtesy call prior to the maneuver.
   b) The locomotive and all railcars remain within the confines of the PCMA.
   c) No part of any railcar/locomotive proceeds beyond the furthest limit of the PCMA.
   d) The DO is able to observe the train throughout the maneuver (in person or with the CMS).
   e) No cargo is on- or off-loaded from any railcar or locomotive within the PCMA.
   f) Russian engineers obey all US traffic signals within the PCMA.
   g) The locomotive and all railcars return expeditiously into the factory.
   h) No other rail traffic enters the PCMA during the conduct of a maneuver.
   i) The train does not exceed the speed of 10 km/hr within the PCMA.
2. The following actions will be taken by DCC personnel upon notification of a maneuver:
   a) TLA will be switched to green as soon as the train exits the factory.
   b) TLB will be switched to red, and remain red throughout the maneuver.
   c) Camera 7 will be set on the operator-requested live video to observe TLB at the westernmost limit of the PCMA.
3. Should any part of the locomotive or any part of any railcar involved in a maneuver proceed beyond TLB, or if any other infraction of the guidelines for maneuvers occurs, the DO will document the infraction and immediately inform the Site Commander.

2-6 BACK-UP ROAD PROFILER OPERATION

2-6.1 Set-up Profiler From Main Menu

a. From the Data Review Station (DRS) main directory, select SAP sub-directory, and press Enter.

b. Select ROAD sub-directory, and press Enter.

c. Select SR200.EXE, and press Enter.

d. The profiler computer program is now initialized and ready to profile. The computer screen should display:

WAITING FOR VEHICLE

F1 FOR MENU

2-6.2 Set-up Profiler From DOS Menu

a. Type G (Go to DOS).

b. Type ROAD and press Enter.

c. The profiler computer program is now initialized and ready to profile, as in step d. of "Set-up Profiler From Main Menu."

2-6.3 Print Road Profile

a. Press the NLQ button on the printer control panel for a higher resolution printout.

b. The computer will automatically print the profile.

2-6.4 Exit Profiler

a. Press F1 to display the menu.

NOTE

If the road profiler program was set-up from the WS2000 menu or DOS, follow the instructions on the computer.

b. Press 4 to exit program.

c. DRS main menu will be displayed.

2-6.5 Problems, Symptoms, and Solutions

a. If a solid horizontal line appears at the bottom of the profile, remove the snow or blockage from vertical sensors.

b. If a solid vertical line appears in the profile, remove the snow or blockage from the horizontal sensors.

c. Press F1 for menu.

d. Press 1 to run sensor check (this program should not be used to determine profiler operational status).

e. Press Enter to return to the profiler display.

CHAPTER 3

DCC PROCEDURES

3-1 DCC FIRE AND SAFETY PROCEDURES

NOTE

If a fire occurs and after all necessary measures have been taken and all monitors have been accounted for, the incident should be reported to the DO who will then notify Dept. 162 if appropriate.

3-1.1 Response to Fire Alarm

a. Set CABLE ALARM key switch to BYPASS position, open fire alarm panel, press appropriate ALARM SILENCE button, and then press RESET button.

NOTE

With the CABLE ALARM key switch set to BYPASS position, the power shunt-trip breaker will not activate. Ensure RESET button is pressed before CABLE ALARM key switch is set back to NORMAL position. Failure to do this will cause the power shunt-trip breaker to activate immediately after the switch position is changed.

b. Inspect the DCC and generator skid for a sign of fire and inspect manual fire alarm pull stations for an open position as indicated on fire alarm panel.

c. If there is a minor fire, personnel may decide to use installed fire extinguishers to put it out.

d. When using the installed fire extinguishers on a minor fire, personnel should assist in fire fighting efforts. When the fire is extinguished, go to the fire alarm panel. Press RESET button, verify only the green POWER indicator is lit, set CABLE ALARM key switch to NORMAL position, press appropriate ALARM SILENCE button, press RESET button again, and then close fire alarm panel door.

NOTE

Before resetting the power shunt-trip breaker to return the system to normal host power, set the ENGINE CONTROL switch on the generator control panel in the generator skid from AUTO to OFF, then back to AUTO. Failure to reset the ENGINE CONTROL switch before resetting the power shunt-trip breaker will prevent the generator from starting during a host power failure.

e. If the fire alarm was a false alarm and the problem was corrected, red ALARM and/or TROUBLE indicators will go off. Press RESET button, set CABLE ALARM key switch to NORMAL position, press appropriate ALARM SILENCE button, press RESET button again, and then close fire alarm panel door.

3-1.2 Response to Smoke Alarm

a. Set CABLE ALARM key switch to BYPASS position, open fire alarm panel, press appropriate ALARM SILENCE button, and then press RESET button.

b. Inspect DCC and generator skid (whichever is applicable as indicated on the fire alarm panel) for a sign of smoke.

c. If smoke is discovered, determine the cause and take appropriate action. Notify the Technical Supervisor immediately.

d. If no smoke is discovered, inspect smoke detectors in applicable area and look for any detector with its red LED indicator lit. If any detectors are found in this condition, remove the detector from its base and reset it. If red LED indicator does not go out, contact Technical Supervisor.

e. If no smoke is discovered and detector has been reset successfully, go to the fire alarm panel. Press RESET button, set CABLE ALARM key switch to NORMAL position, press appropriate ALARM SILENCE button, press RESET button again, and then close fire alarm panel door.

f. If false smoke alarm persists, call Technical Supervisor for assistance.

3-1.3 Response to Trouble Alarm

a. Set CABLE ALARM key switch to BYPASS position, open fire alarm panel, press TROUBLE SILENCE button, and then press RESET button.

b. Notify Technical Supervisor for assistance.

c. Upon correction, of the problem, Press RESET button, set CABLE ALARM key switch to NORMAL position, press TROUBLE SILENCE button, press RESET button again, and then close fire alarm panel door.

3-2 DCC OPERATIONS

3-2.1 Shift Duties

The DCC is manned 24 hours a day by a DO and by three Raytheon monitors. The 24 hour period is divided into two 12 hour shifts. The day shift (0700 to 1900 hours) is manned by the DO and three Raytheon monitors. The night shift (1900 to 0700 hours) is manned by the DO and three Raytheon monitors. During all night shifts and weekend day shifts, one of the three Raytheon monitors will be on

standby and may roam freely on site, immediately available for recall to the DCC if required. In addition, the Raytheon monitor on standby is not permitted to consume alcohol since s/he is available for recall at any time. One Raytheon monitor on each shift is designated as the Raytheon shift leader (refer to subsection 3-2.4, "Raytheon Shift Leader Guide" on page 3-2)), and one Raytheon monitor on each shift is designated as Interpreter (refer to subsection 3-2.5, "Shift Interpreter's Duties" on page 3-3).

3-2.2 Day Shift Duties

a. Vehicle inspections (refer to Chapter 2, ROAD AND RAIL VEHICLE INSPECTIONS).

b. Maintain daily log in handwritten form and on the computer (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).

c. START Perimeter Continuous Monitoring Area (PCMA) inspections (refer to section 3-3, "INSPECTION OF THE AGREED PERIMETER CONTINUOUS MONITORING AREA (PCMA) EXAMINATIONS" on page 3-3, steps b. and c., for details on START PCMA inspections).

d. Transmission/receipt of faxes (refer to section 3-8, "FACSIMILE MACHINE OPERATION" on page 3-14).

e. Answering phones (refer to section 3-9, "USE OF TELEPHONES" on page 3-14).

f. Perform a spoken communications check of all phone and fax lines.

g. Clerical work (e.g., copying), as coordinated through the Raytheon Shift Leader and as circumstances require (refer to section 3-7, "COPYING AND DISTRIBUTION BY SHIFT PERSONNEL" on page 3-13) concerning paperwork generated in or passing through the DCC.

h. Cleaning prior to the end of each shift (wash dishes, sweep, mop, take out garbage).

i. Interpretation as necessary (refer to subsection 3-2.5, "Shift Interpreter's Duties" on page 3-3).

j. Create shift list of incoming shift monitors for Russians (refer to section 3-5, "CREATING A SHIFT LIST" on page 3-12).

k. Fill water cooler and maintain supplies in the DCC.

l. Change magnetic storage tape at 1200 hours.

3-2.3 Night Shift Duties

a. All day shift duties.

b. Close out the log and back it up on the rotation disks (refer to subsection 3-4.13, "Back-up of Daily Activities Log" on page 3-12).

c. Start a new daily log (refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4).

d. Do evening security checks (refer to section 3-12, "SECURITY CHECKS" on page 3-18).

e. Ensure the following are distributed in the morning (refer to section 3-7, "COPYING AND DISTRIBUTION BY SHIFT PERSONNEL" on page 3-13)) concerning paperwork generated in or passing through the DCC.

   1. Original of US Daily Activities Log to the Site Commander's desk. The Russian shift lists, along with copies of any START declarations and inspection reports that occurred that day, should be attached (stapled) to the US Daily Activities Log.

   2. The Russian Daily Log and originals of incoming and outgoing faxes to the Admin. office "FILE" box.

3-2.4 Raytheon Shift Leader Guide

a. Serves as contractor interface with the DO. The DO conducts all official interface with the Russians.

b. Ensures that all shift duties are carried out properly and in a timely manner.

c. Ensures that the shift is covered with a minimum of two people (one must always be a Raytheon monitor qualified in DCC operations) monitoring the portal and Traffic Control Panel (TCP) at all times. The only exceptions are (1) during weekend meal hours, (2) during weekend day perimeter, (3) during night shift perimeter, (4) during railcar inspections, and (5) in response to a DCC fire or smoke alarm. During these times, one person (a qualified Raytheon monitor) remains in the DCC.

d. Coordinates meal times with Raytheon monitors and the DO on shift, ensuring coverage of the DCC as described above.

e. Selects a monitor to accompany the DO, or two monitors to conduct the perimeter inspection, if the DO chooses not to go, at the time specified by the DO.

f. Each shift leader is responsible for the accuracy of the daily log and the shift list produced during their shift. The night shift leader is also responsible for the accuracy of the entire 24 hours of a closed out daily log. The shift leader ensures that all documents are double-checked for accuracy by at least one other Raytheon shift stander before submittal to the DO.

g. Brings to the attention of the Site Manager, or his designated representative, any problems observed.

h. Trains new monitors in shift/inspection procedures.

3-2.5 Shift Interpreter's Duties

An interpreter will be one of the assigned Raytheon monitors on each 12 hour DCC shift. In the event that a major ambiguity or confrontation arises and a meeting is called between the Site Commander and the Russian leadership, the shift interpreter will contact the Support Supervisor for further assignment. Additionally, the Support Supervisor should be contacted if any problems arise regarding translation or interpretation work on either day or night shift and if an impromptu or emergency meeting is called between the Site Commander and the Russian leadership.

3-2.5.1 Day Shift Interpreter

a. Will immediately translate all written memoranda transferred by the Russians. The translation should be done using Microsoft Word. The Shift Interpreter should contact the Support Supervisor for any assistance (e.g. three memoranda received simultaneously). Each such translated memorandum should be photocopied, with copies distributed to the Site Manager, Site Commander, and the DCC Read File. The original Russian memorandum with the original English translation attached should be placed in the Admin Filing/Distribution In basket.

b. Will interpret for the DO and Raytheon personnel, as needed.

c. The shift interpreter should notify the Support Supervisor of any memoranda or other written or oral work received and/or completed during shift.

3-2.5.2 Night Shift Interpreter

a. Will perform all duties as described for Day Shift Interpreter.

b. Will translate, photocopy, and distribute all memoranda from the Russians (refer to subsection 3-2.5.1, “Day Shift Interpreter”, step a.). In addition, s/he will translate the Russian daily log and attach his/her translation to the Russian log for filing, if the Site Commander so requests.

c. Will compare the Russian daily log with the US daily log before it is transferred to the Site Administrator. Any significant discrepancies should be pointed out to the DO for further possible action.

3-3 INSPECTION OF THE AGREED PERIMETER CONTINUOUS MONITORING AREA (PCMA) EXAMINATIONS

a. START Treaty Inspection Protocol, Section XVI, Paragraphs 11. and 26. define treaty rights and responsibilities for inspecting the perimeter continuous monitoring area--PCMA (not just the perimeter fence). Local agreements between the Site Commander and Dept. 162 further define applicable procedures.

1. The following are not permitted:
   - Unobstructed tunnels under the PCMA
   - Waterways, canals, or unobstructed culverts across the PCMA
   - Arriving aircraft (unless an emergency) without prior notification
   - Erecting of cranes within 20m of either side of the boundaries of the PCMA without prior notification

b. The treaty requires the inspecting party to inform the in-country escort of their intent to conduct a PCMA examination. The DO will coordinate the time, the names of the participating monitors and the desired mode (bike, walk, ski, or snowshoe (a vehicle will only be requested in an emergency)) with the Raytheon Shift Leader who will ensure this information is conveyed to Dept. 162 at least fifteen (15) minutes prior to departing on the PCMA examination. The time of notification, participating monitors, actual time of departure for the perimeter, the return from the perimeter, as well as any results of the examination, will be recorded in the daily activities log (refer to subsection 3-4.5, “Perimeter Continuous Monitoring Area (PCMA) Examination” on page 3-8).

c. The treaty requires prior agreement or notification of work to be performed on or near the perimeter by the Russians. Notifications and/or agreements shall be recorded in the daily activities log (refer to subsection 3-4.9, “Memoranda, Written Documentation, and Verbal Notifications” on page 3-10). The administration building and personnel exit are part of the PCMA.

d. Upon notification, the original time of notification will be logged in the daily activities log with the first instance of work being noted (generally from a PCMA examination). If construction continues overnight, the final entry for the daily activities log, as well as the initial entry for the subsequent day's log, will note that work continues on the perimeter (refer to subsection 3-4.1.3, “Beginning and Ending of Log” on page 3-5).

e. DOs will ensure a PCMA examination is conducted once per 12-hour shift at randomly varying times. Two or more PCMA examinations per shift (usually when Russians are working on or near the perimeter) requires Site Commander approval.

f. Two or more inspector/monitors shall participate in a PCMA examination. At least one will normally be USG. The second inspector/monitor shall be designated by the Raytheon Shift Leader. A Raytheon inspector/monitor is optional if two or more USG monitors examine the PCMA. Monitors will maintain visual contact with one another throughout the examination, stopping at corners as required. Dept. 162 will invariably provide at least two escorts, one equipped with a radio.

g. A monitor (USG or Raytheon) shall carry a radio during the conduct of a PCMA examination. Upon exiting the DCC and approximately half-way around the perimeter, the monitor will perform communications checks. In the event of non-agreed work, an emergency, or unusual circumstances /problems, the DO will request that the DCC notify the Senior Deputy and/or the Site Commander. At least two monitors shall remain to observe and report unusual circumstances until relieved or directed by the Site Commander/Senior Deputy to continue the PCMA examination. Only the Site Commander may declare an ambiguity. Monitors will maintain an informal log of events surrounding unusual circumstances and/or or a potentially ambiguous situation. If the radio is inoperative, the monitors may request the in-country escorts relay messages to the DCC via Dept. 162. If this is not possible, both monitors should seek to keep the incident under observation while one of the accompanying escorts moves to notify the department. Monitors should avoid splitting up, if at all possible.

h. Whenever the temperature is below freezing, monitors shall carry at least one "emergency blanket" as a precaution against exposure in the event of an unscheduled stop while en route. No PCMA examination will be conducted if the temperature (with wind chill) falls below minus twenty degrees Fahrenheit (-20 °F). If the temperature remains below -20 °F throughout the shift and no examination is conducted, the DO will notify the Senior Deputy or Site Commander. Cancellations will be recorded in the daily activities log and the DO pass down log.

i. The PCMA examination is not a suitable substitute for zayavkas. The following practices are PROHIBITED by monitors:
   - Racing
   - Running
   - Jogging
   - Rollerblading
   - Skateboarding
   - Reckless Behavior
   - Use of "Walkmans"
   - Use of Personal Cameras
   - Wearing of Shorts
   - Wearing of Sandals or Open-Toed Shoes

j. Bicycles may be used for the PCMA examination under the following conditions:
   - Sufficient bikes are available for the Russian escorts and they agree to ride them
   - All monitors wear helmets
   - All bikes are inspected for serviceability prior to departure
   - During daylight hours and conditions permitting (absence of snow, ice, wet leaves)

k. Personnel exits, under START Inspection Protocol, Section XVI, Paragraph 15., shall be no wider than one meter. Although the rear personnel exits on the perimeter are actually wider than one meter, their existence alone is not a potentially ambiguous situation.

3-4 CREATING THE DAILY ACTIVITIES LOG

3-4.1 Preparation of Daily Activities Log

3-4.1.1 Introduction

a. The log is written first in pen, then on the data review station computer. The edited computer version is the one that is signed and shared with the Russian escorts. The handwritten log is kept as a formal draft until the computer log has been completed.

b. To begin the handwritten log for a new day, print out a log form with appropriate header information using the data review station computer.

3-4.1.2 Log Entries

NOTE

The DO has the latitude to add non-standard entries as required. This should not be standard practice, but there will be occasions when a non-standard entry is required (e.g., two road vehicles in the portal, etc.).

a. At a minimum, include the format entries provided in this section. Use the exact language shown in the examples included in these instructions whenever possible.

b. If there is any significant activity in progress or expected, or if some abnormal condition exists, describe it. For example, if a

declaration was given before midnight, but the vehicle inspection will occur after midnight, the first entry should note this. Or, for example, if there is some problem with communications, this should be noted.

c. Log any other events not addressed in this section clearly and completely. Say what happened and who was involved.

d. Continue making entries as necessary. Use ordinary paper for the second and subsequent pages. Keep the pages of the handwritten log on the log clipboard. Keep copies of any inspection or turnaround forms (and their corresponding declarations) executed during the day, and Russian shift lists in the top basket on the DO's desk. The following sections are general rules for log entries.

3-4.1.3 Beginning and Ending of Log

State "CONDITIONS NORMAL" or describe conditions or significant activity that is in progress or expected.

0001 LOG OPENED. CONDITIONS NORMAL.

0001 LOG OPENED. DECLARATION #XXXX IS IN EFFECT FOR A 4-AXLE RAILCAR WITHOUT MISSILE TO ARRIVE AT THE PORTAL AT 0015.

0001 LOG OPENED. BOTH PHONE LINES TO EMBASSY HAVE BEEN OUT OF SERVICE SINCE 1650.

0001 LOG OPENED. PCMA EXAMINATION STILL IN PROGRESS (MONITORS MAHONEY AND OWENS).

0001 LOG OPENED. GAP IN THE PERIMETER WALL REMAINS.

2400 END OF DAY. KOSMOS GROUP STILL OUT.

0001 LOG OPENED. KOSMOS GROUP (DRINKARD, SHEVELAND, AND LANGFORD) STILL OUT.

2400 END OF DAY. CONDITIONS NORMAL.

2400 END OF DAY. TURNAROUND OF 4-AXLE RAILCAR XXX-XXXXX IS IN PROGRESS.

2400 END OF DAY. BOTH PHONE LINES TO EMBASSY HAVE BEEN OUT OF SERVICE SINCE 1650.

2400 END OF DAY. PCMA EXAMINATION STILL IN PROGRESS (MONITORS MAHONEY AND OWENS).

2400 END OF DAY. GAP IN THE PERIMETER WALL REMAINS.

3-4.1.4 Receipt of Russian Declarations

Receipt from Russian escorts of any declaration of a vehicle which could contain anICM (currently, an SS-25, RS12MV2, START or START-1 missile for START) to arrive at the portal.

XXXX RECEIVED DECLARATION #XXXX OF A 4-AXLE RAILCAR WITHOUT MISSILE TO ARRIVE AT THE PORTAL AT XXXX.

XXXX RECEIVED DECLARATION #XXXX OF A 6-AXLE RAILCAR WITH MISSILE TO ARRIVE AT THE PORTAL AT XXXX. MISSILE DECLARED AS AN SS-25 (OR START OR START-1 MISSILE).

XXXX RECEIVED DECLARATION #XXXX OF AN 8-AXLE RAILCAR WITH MISSILE TO ARRIVE AT THE PORTAL AT XXXX. MISSILE DECLARED AS AN RS12MV2 SILO, OR RS12MV2 SILO (TMOM).

XXXX RECEIVED DECLARATION #XXXX OF A 6-AXLE RAILCAR WITH MISSILE TO ARRIVE AT THE PORTAL AT XXXX. MISSILE DECLARED AS AN RS12MV2 ROAD MOBILE, OR RS12MV2 ROAD MOBILE (TMOM).

XXXX RECEIVED DECLARATION #XXXX OF A 4-AXLE RAILCAR TO ARRIVE AT THE PORTAL AT XXXX FOR TURNAROUND AT RAIL YARD AND RETURN.

Example of log entry for two Declarations received at the same time:

XXXX RECEIVED DECLARATIONS #XXXX AND #XXXX OF A 4-AXLE RAILCAR WITHOUT MISSILE AND A 6-AXLE RAILCAR WITHOUT MISSILE TO ARRIVE AT THE PORTAL AT XXXX.

3-4.1.5 Road Vehicles

Begin entry with "RV" (for "road vehicle") only in describing its exit and a brief description. Include number if known. State "<17.46M, ATP," "<17.46M, PROCEEDED WITHOUT PERMISSION," or whatever was done.

NOTE

- If describing multiple vehicles in one log entry, describe each separately, beginning each description with "RV."
- The van painted in Fire Department colors is counted as a fire-truck.
- A truck used for pulling a semi-type trailer is counted as a truck. The term "Tractor" is reserved for the type vehicle used on a farm.

XXXX RV TRUCK 8332 UDP ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RV AUTO 5022 UDO ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RV BUS 1234 UDD ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RV FIRETRUCK 3017 UDA ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RV TRACTOR 5177 UI ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RV VAN 6043 UDO ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RV CART (NO NUMBER) ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RV MOTORCYCLE WITH SIDECAR 5678 UDF ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RV TRUCK 8255 UDT ARRIVES AT THE PORTAL WITH RV TRAILER 3345 UDL. BOTH <17.46M, ATP.

NOTE

The following log entry example is for when the oversized trailer arrives without a load.

XXXX RV TRUCK 1234 UDA ARRIVES AT THE ORTAL WITH OVERSIZED RV TRAILER 5678 UDM. OVERSIZED TRAILER CARRIED NO LOAD. ALL ATP.

NOTE

The following log entry examples are for when the oversized trailer arrives with a load.

XXXX RV TRUCK 1234 UDA ARRIVES AT THE PORTAL WITH OVERSIZED RV TRAILER 5678 UDM. TRUCK <17.46M. LOAD ON TRAILER.

XXXX INSPECTION OF OVERSIZED RV TRAILER 5678 UDM WITH LOAD COMPLETE. LOAD <17.46M. ALL ATP.

3-4.1.6 Rail Vehicles

Departure from the plant of any railcar, including locomotives. Begin each rail vehicle entry with "RRT" (for "railroad transport") and a brief description. Use "RRT" only in the entry describing its exit, not in prior or subsequent entries. Include number if known. State "<17.46M, ATP" if appropriate. If not, provide a brief synopsis of the results of the inspection.

Rail terminology:

- 8-AXLE RAILCAR is a long (>23.00m) eight-axle car of the type used to carry missiles
- 6-AXLE RAILCAR is a long (>23.00m) six-axle car of the type used to carry missiles
- 4-AXLE RAILCAR is a long (>23.00m) four-axle car of the type used to carry missile-related equipment. It is usually rust in color.
- 4-AXLE ESCORT CAR is a four-axle passenger car approximately 19.00m long. It is gray and has windows.
- 4-AXLE BAGGAGE CAR is a four-axle car, approximately 23.00m long, marked "baggage." It is green and has windows.
- BOXCAR is a four-axle wooden railcar (normally <17.46m) with sliding side doors. Boxcars may be used as buffer cars.
- GONDOLA CAR is any car with sides but no roof
- FLATBED CAR is any railcar with a flat bed and with no sides which could block a load from view

NOTE

There are railcars at the VMBP which have short (less than 1 foot tall), moveable sides that can swing up or down. They are most often seen with their sides in the "up" position when they are moving branches, etc. from inside the factory. These railcars are flatcars, and not gondolas, even if they arrive at the portal with their sides in the "up" position.

a. Locomotive (TGM4A series, TGM4 1722 and TGM4 994).

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL. <17.46M, ATP.

The inspection of any railcar which is measured must be noted as completed in the log. See the sample entries below:

XXXX RRT LOCOMOTIVE TGM4A 2747 ARRIVES AT THE PORTAL WITH RRT BOXCAR XXX-XXXXX. LOCOMOTIVE <17.46M.

XXXX INSPECTION OF BOXCAR XXX-XXXXX COMPLETE. <17.46M, ATP.

b. Oversized Locomotives:

1. Excepted:

XXXX RRT LOCOMOTIVE TEhM2UM 567 ARRIVES AT THE PORTAL. ≥ 17.46M, ATP.

XXXX RRT LOCOMOTIVE TEhM2UM 567 ARRIVES AT THE PORTAL WITH RRT SNOWPLOW XXXXXX. LOCOMOTIVE ≥17.46M, SNOWPLOW <17.46M, BOTH ATP.

2. Non-Excepted:

XXXX RRT LOCOMOTIVE XXXXXXX XXX ARRIVES AT THE PORTAL. ≥17.46M.

XXXX INSPECTION OF LOCOMOTIVE XXXXXXX XXX COMPLETE, ATP.

c. Locomotives (TGM4A series), TGM4 994, TGM4 1722 and boxcar 2538 only

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538. BOTH <17.46M, ATP.

d. Locomotive, boxcar, and partitioned railcar

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT (4/6)-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE. DECLARATION #XXXX

REFERS. LOCOMOTIVE AND BOXCAR <17.46M.

XXXX INSPECTION OF (4/6)-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE COMPLETE. RAILCAR CONTAINED A PARTITIONED AREA <17.46M. ATP.

e. Locomotive, boxcar, and 4-axle railcar with empty launch canister

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT 4-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE. DECLARATION #XXXX REFERS. LOCOMOTIVE AND BOXCAR <17.46M.

XXXX INSPECTION OF (4/6)-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE COMPLETE. RAILCAR CONTAINED AN EMPTY LAUNCH CANISTER. ATP.

f. Locomotive, boxcar, and railcars without missiles

1) 8-axle railcar
2) 6-axle railcar
3) 4-axle railcar

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT 8-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE. DECLARATION #XXXX REFERS. LOCOMOTIVE AND BOXCAR <17.46M.

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT 6-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE. DECLARATION #XXXX REFERS. LOCOMOTIVE AND BOXCAR <17.46M.

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT 4-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE. DECLARATION #XXXX REFERS. LOCOMOTIVE AND BOXCAR <17.46M.

XXXX INSPECTION OF 8-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE COMPLETE. ATP.

XXXX INSPECTION OF 6-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE COMPLETE. ATP.

XXXX INSPECTION OF 4-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE COMPLETE. ATP.

g. Escort Car

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT 4-AXLE ESCORT CAR XXX-XXXXX. DECLARATION #XXXX REFERS. LOCOMOTIVE AND BOXCAR <17.46M.

XXXX INSPECTION OF 4-AXLE ESCORT CAR XXX-XXXXX COMPLETE. ATP.

Example of log entry for simultaneous exit of 2 or more railcars declared not to contain a missile:

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538, RRT 4-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE, AND RRT 6-AXLE RAILCAR XXX-XXXXX WITHOUT MISSILE. DECLARATIONS #XXXX AND #XXXX RESPECTIVELY REFER. LOCOMOTIVE AND BOXCAR <17.46M.

h. Flatbed Cars (no sides at all).

NOTE

The length of the flatbed car is not relevant; the length of the load is. If there is no load or if the load is <17.46m, so state.

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT FLATBED CAR 66688. LOCOMOTIVE AND BOXCAR <17.46M. FLATBED CAR CARRIED NO LOAD. ALL ATP.

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT FLATBED CAR 66688. LOCOMOTIVE AND BOXCAR <17.46M. LOAD ON FLATBED CAR <17.46M. ALL ATP.

i. Other Types of Railcars

1. Rail Crane

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT RAIL CRANE XXXXX. BOTH <17.46M, ATP.

2. Excepted

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT (EXCEPTED SNOW REMOVAL EQUIPMENT) XXXX. BOTH <17.46M, ATP.

XXXX RRT (EXCEPTED SNOW REMOVAL EQUIPMENT) XXXX ARRIVES AT THE PORTAL. <17.46M, ATP.

XXXX RRT LOCOMOTIVE SNOWPLOW (XXXX OR NO NUMBER) ARRIVES AT THE PORTAL WITH RRT SNOWBLOWER XXXX. ENCLOSED AREA ON BOTH <17.46M, ATP.

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH TANK CAR(S) RRT 0104, RRT 0105, RRT 0107,

AND RRT 0114. (ALL OR BOTH) <17.46M, ATP.

3. Non-Excepted

XXXX RRT LOCOMOTIVE TGM4A-1210 ARRIVES AT THE PORTAL WITH TANK CAR(S) RRT XXXXX, RRT XXXXX, AND RRT XXXXX. LOCOMOTIVE <17.46M.

XXXX INSPECTION OF TANK CAR(S) XXXXX, XXXXX, AND XXXXX COMPLETE, (ALL OR BOTH) <17.46M, ATP.

NOTE

ALL other snow removal equipment will be measured. A log entry will be developed by the DO which contains the serial number(s) of the equipment, a description of it and whether or not it was <17.46M, ATP.

j. Turnarounds

XXXX RRT LOCOMOTIVE TGM4A 1210 ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT 4-AXLE RAILCAR XXX-XXXXX FOR TURNAROUND AT RAIL YARD. DECLARATION #XXXX REFERS. MONITORS SUPANEKAR, LOPUKHIN, AND RUSSIAN ESCORTS BOARD TRAIN TO OBSERVE TURNAROUND. LOCOMOTIVE AND BOXCAR <17.46M.

NOTE

Log time the train reenters plant, not the time monitors and escorts leave the train.

XXXX LOCOMOTIVE TGM4A 1575, BOXCAR 2538, AND 4-AXLE RAILCAR XXX-XXXXX RETURN FROM TURNAROUND. MONITORS SUPANEKAR, LOPUKHIN, AND RUSSIAN ESCORTS LEAVE TRAIN. TRAIN ENTERS PLANT.

3-4.2 Exchange of Daily Logs

Provision of previous day's computer log to Russian escorts. Receipt of their log.

XXXX PROVIDED US DAILY LOG FOR 01 APR 1995 TO THE RUSSIANS.

XXXX RECEIVED RUSSIAN DAILY LOG FOR 01 APR 1995.

3-4.3 US Shift Change

a. Arrival and departure of duty shift personnel (noted as such when first arriving to start shift). Substitution of DO or shift personnel. Title (military rank) will only be used for the Site Commander. The Site Commander's military rank will be used each time his/her name is entered in the log.

NOTE

There should be continuity throughout the log on those persons who go on and off shift. Those on shift at the beginning of the new day and those who are logged as arriving during the day (except for those still present at end of day), must be logged as departing when they depart. It must be possible to tell from the log who was on shift at any particular time.

XXXX VANLANDINGHAM (DDO), SENECAL, STALEY, AND BUTKUS ON SHIFT. LINDEMANN (NDO), DRINKARD, LANGFORD, AND TUCKETT OFF SHIFT.

XXXX MASTALER REPLACES BARRUS ON SHIFT.

b. Shift changes at 0700 and 1900 must indicate four monitors on shift.

1. On those occasions when a Raytheon monitor is relieved early or remains on shift to be relieved late, indicate the monitor's presence in the 0700/1900 shift change entry as follows:

XXXX LINDEMANN (NDO), OWENS, AND DRINKARD ON SHIFT (BUTKUS REMAINS). HALLISEY (DDO), LANGFORD, AND COCKERHAM OFF SHIFT.

2. On those occasions when a DO is relieved early or remains on shift to be relieved late, indicate the monitor's presence in the 0700/1900 shift change entry as follows:

XXXX HARRIS (DDO, REMAINS), MCMILLIAN, TUCKETT AND YEAROUT ON SHIFT. KISH, LANGFORD, AND STALEY OFF SHIFT.

3-4.4 Exchange of Shift Lists

Provide list of US monitors on shift to escorts. Receive list of escorts on duty from escorts. Record the names of those on the Russian shift list in the daily log.

XXXX PROVIDED US SHIFT LIST TO RUSSIANS.

XXXX RECEIVED RUSSIAN SHIFT LIST: SHADRIN (SHIFT LEADER), KOVYAZIN, ZHUZHGOV, AND GORBUNOV (INTERPRETER).

3-4.5 Perimeter Continuous Monitoring Area (PCMA) Examination

a. Notification to escorts of intent to conduct PCMA examination. Include names of monitors.

XXXX NOTIFIED RUSSIANS OF INTENT TO CONDUCT A PCMA EXAMINATION AT XXXX. MONITORS HARRIS AND BARRUS.

b. Departure and return of monitors (named) and escorts on PCMA examination. Log any

significant observations or "NOTHING TO REPORT (NTR)."

XXXX HARRIS, BARRUS, AND RUSSIAN ESCORTS DEPART FOR PCMA EXAMINATION.

XXXX HARRIS, BARRUS, AND RUSSIAN ESCORTS RETURN FROM PCMA EXAMINATION. NTR.

c. Example entry in the Daily Log for the first occurrence of repairs to the perimeter wall.

XXXX BEISEL, FORD, AND RUSSIAN ESCORTS RETURN FROM PCMA EXAMINATION. 10 METERS OF PERIMETER WALL LOCATED ON WEST SIDE HAS BEEN REMOVED BY WORKERS. GAP IN THE PERIMETER WALL REMAINS. NOTIFICATION UNDER THE PROVISIONS OF START TREATY OF WORK TO BE DONE ON THE PERIMETER WALL WAS RECEIVED BY THE US SIDE ON 10 AUG 1995.

d. Example entry in the Daily Log for subsequent observations of repairs to the perimeter wall.

XXXX WRIGHT, ENOS, AND RUSSIAN ESCORTS RETURN FROM PCMA EXAMINATION. GAP IN THE PERIMETER WALL (ORIGINALLY NOTED AT 1622 ON 14 AUG 1995) REMAINS OPEN FOR REPAIRS.

e. Inspections of only a portion of the perimeter (other than a complete PCMA examination).

XXXX WRIGHT, KISH, AND RUSSIAN ESCORTS INSPECTED OPENING IN THE PERIMETER WALL THAT IS CURRENTLY UNDER REPAIR. GAP REMAINS.

3-4.6 Communications Check and Telephone Calls

a. A communications check of all phone lines (embassy lines 7 and 8, and local line 9) will be conducted during each shift to ensure that all phone lines are operational. Test all the lines by dialing through to the embassy switchboard or Marine Security Guard post and verifying two-way communications.

XXXX PERFORMED COMMUNICATIONS CHECK. ALL LINES OPERATIONAL.

XXXX PERFORMED COMMUNICATIONS CHECK. DEDICATED LINE 4260/4261 IS OUT OF SERVICE.

XXXX NOTIFIED RUSSIANS THAT DEDICATED LINE 4260/4261 IS OUT OF SERVICE.

XXXX DEDICATED LINE 4260/4261 IS OPERATIONAL.

b. Significant incoming or outgoing phone calls. Record who called whom and briefly describe significance or subject, but use discretion. Some of the things we discuss belong in the DO's Pass Down Log (PDL) or in a separate memo rather than in a log seen by everyone on both sides. DO will specify which calls to log.

c. Long-distance calls (outside of the Votkinsk metro area) will be logged on DTRA Form 66. This form is maintained in order to keep track of 9-line telephone usage, as the Russian government bills the US for long-distance calls on this line.

3-4.7 Faxes

a. For transmission of faxes, assign a serial number and complete the information in the "Outgoing Fax Log". Transmit the faxes in the order they are entered in the "Outgoing Fax Log". For multiple destinations of the same fax, use a separate cover page and fax serial number for each fax transmittal. The Daily Log should reflect each fax transmittal, even for multiple destinations.

b. Transmitted faxes will be limited to seven pages. Those exceeding seven pages must be justified by mission requirements.

c. Copies of all incoming faxes are logged in the "Incoming Fax Log" and delivered to the Site Commander's and Site Manager's offices immediately. The DO will determine if the fax is sufficiently important so as to make it necessary to alert the Site Commander of its arrival.

XXXX FAXED SERIAL V-XX-XX-XX TO ON-SITE SUPPORT CENTER, DTRA/OSSM, OR DTRO-M/ACIU.

XXXX FAXED MISSILE INSPECTION REPORT (SERIAL V-XX-XX-XX) FOR DECLARATION #XXXX TO DTRA ON-SITE SUPPORT CENTER.

XXXX RECEIVED FAX FROM RTSC/PMO (OR FOE).

3-4.8 INMARSAT (Satellite Communications)

Requests to use INMARSAT due to inoperable phone lines. (The START Treaty permits monitors to use an INMARSAT-compatible piece of SATCOM equipment if a monitor and a member of the in-country escort conclude that fax communications with the US via the dedicated phone lines cannot be established within 20 minutes). Specify the length of time a fax was attempted without success, the time use of INMARSAT was requested, the time access to the INMARSAT was achieved, and the time the fax was ultimately sent successfully. All INMARSAT calls will be logged on DTRA Form 66.

XXXX NOTIFIED RUSSIAN ESCORTS OF FAILED ATTEMPT TO SEND A FAX TO DTRA VIA BOTH DEDICATED PHONE

LINES. REQUESTED RUSSIAN ESCORT PRESENCE IN DCC FOR 20 MINUTES WHILE ADDITIONAL ATTEMPTS TO SEND FAX ARE MADE.

XXXX 20 MINUTE WINDOW ELAPSES; STILL UNABLE TO ESTABLISH FACSIMILE COMMUNICATIONS WITH DTRA. NOTIFIED RUSSIAN ESCORTS OF REQUEST TO USE SATCOM EQUIPMENT.

XXXX INMARSAT TERMINAL RETRIEVED FROM WAREHOUSE.

XXXX FAXED SERIAL V-XX-XX-XX VIA INMARSAT TO DTRA/OSSM.

XXXX RECEIVED FAX (SERIAL) VIA INMARSAT FROM DTRA/OSSM.

XXXX SENT TEST FAX V-XX-XX-XX VIA INMARSAT TO DTRA ON-SITE SUPPORT CENTER.

XXXX RECEIVED TEST FAX (NO SERIAL NUMBER) VIA INMARSAT FROM DTRA ON-SITE SUPPORT CENTER.

XXXX INMARSAT TERMINAL RETURNED TO THE WAREHOUSE AND SECURED UNDER RUSSIAN SEALS.

3-4.9 Memoranda, Written Documentation, and Verbal Notifications

Transmittal to the Russians, or receipt from the Russians, of any memo or written documentation, and miscellaneous Treaty-related verbal notifications.

XXXX DELIVERED US MEMORANDUM S11 APR 99 TO THE RUSSIANS.

XXXX DELIVERED US MEMORANDA S14, S15, AND S16 MAY 99 TO THE RUSSIANS.

XXXX RECEIVED RUSSIAN MEMORANDUM R11-99.

XXXX DELIVERED DRAWING TRANSFER #XXX TO THE RUSSIANS.

XXXX DELIVERED SIGNED SAFETY REGULATIONS TO THE RUSSIANS.

XXXX DELIVERED THE MONTHLY MONITORING REPORT TO THE RUSSIANS FOR SIGNATURE.

XXXX DELIVERED INSPECTION REPORT FOR DECLARATION #XXXX TO THE RUSSIANS FOR SIGNATURE.

XXXX RECEIVED RUSSIAN NOTIFICATION OF SCHEDULED MAINTENANCE ON THE PERIMETER BOUNDARY. (Includes the Admin building).

XXXX RECEIVED RUSSIAN NOTIFICATION OF SCHEDULED CRANE USE WITHIN 20 METERS OF THE PERIMETER BOUNDARY.

3-4.10 Arrival and Departure of Site Personnel

Examples of various departures and arrivals to site (e.g., rotation groups, Moscow travelers, etc.). Names need only be listed once, as long as some means of identifying the group involved (e.g. “shopping group” or “skiing group”) is noted in the log.

NOTE

Notify DTRA On-Site Support Center of the arrival and departure of all rotation and mini-rotation personnel to and from site. In addition, report their arrival in Moscow.

XXXX OUTBOUND ROTATION GROUP DEPARTS.

XXXX OUTBOUND ROTATION GROUP REPORTS ARRIVAL IN MOSCOW.

XXXX INBOUND ROTATION GROUP (OR MINI-ROTATION TRAVELERS) REPORT(S) ARRIVAL IN MOSCOW.

XXXX INBOUND ROTATION GROUP ARRIVES.

XXXX MOSCOW TRAVELERS (BEISEL AND STRENCH) DEPART.

XXXX MOSCOW (AND MINI-ROTATION) TRAVELERS REPORT ARRIVAL AT (XXXXXXX) HOTEL.

XXXX MOSCOW TRAVELERS (PETERS AND MILLS) RETURN.

XXXX MOSCOW TRAVELERS (MAHONEY AND MASTALER) RETURN WITH MINI-ROTATION TRAVELERS (THOMPSON AND KEIPP).

XXXX SHOPPING GROUP (COBB, LANGFORD, AND SENECAL) DEPARTS FOR VOTKINSK.

XXXX SHOPPING GROUP RETURNS.

XXXX DRINKARD AND KISH DEPART FOR SHOPPING.

XXXX DRINKARD AND KISH RETURN.

3-4.11 Security Checks

All security checks, including the weekly basement and warehouse check are to be logged. Log the time of departure and NTR if there is nothing to report, or the event or anomaly (the DO will specify the wording here) if something was found to be out of order.

XXXX SHEVELAND CONDUCTS SECURITY CHECK. NTR.

XXXX THOMPSON, COBB, AND RUSSIAN ESCORTS CONDUCT WEEKLY BASEMENT AND WAREHOUSE CHECK. NTR.

3-4.12 Creating the Computerized Log

a. Create a new Log by typing the macro Ctrl-M L.

b. Type the name in the format DDMMMYY.LOG and press the OK button.

c. Answer OK to creating a new document.

d. Type the glossary name LOG and press the F3 key to activate it.

e. Make sure that the Layout option in the View menu is deselected.

f. In the header (marked at the left by ^ characters) insert the date.

g. Insert the date again at the top of the log.

NOTE

- Refer to subsection 3-4.1, "Preparation of Daily Activities Log" on page 3-4 for correct wording of log entries.
- Refer to section 3-6, "USING THE GLOSSARY" on page 3-13 for shortcuts for creating many of the log entries.

h. Transcribe entries from the handwritten log, editing as necessary. In the computer log only, type in all capitals and double space between entries. Single space within an entry.

i. To save the document, choose Save from the File menu. If the file was not previously named, in the Save box that appears, double-click on Logs in the directory list, and then type the name in the format DDMMMYY.LOG. Click the OK button or press the Enter key.

j. To close the document, choose Close from the File menu. If you have not already saved the document, you will be prompted to do so - click the OK button and follow (i.) above.

k. To quit Word, choose Exit from the File menu. If you have not already saved the document, you will be prompted to do so - click the OK button or press the Enter key and follow (i.) above.

l. To open an existing log, in Word type the macro Ctrl-M L or

1. In Word, choose Open from the File menu.
2. In the Open dialog box, double-click on the Logs directory.
3. Click All Files under Show Files at the lower right.
4. Double-click on the log of interest.

m. At the end of the day, type the certification:

THIS IS THE OFFICIAL UNITED STATES ACTIVITIES LOG FOR THE DATE INDICATED ABOVE FOR PORTAL MONITORING OPERATIONS AT THE VOTKINSK MACHINE BUILDING PLANT. ONE COPY OF THIS LOG HAS BEEN DELIVERED TO THE RUSSIAN ESCORTS BY THE UNDERSIGNED.

n. Enter the DO's signature block after the certification.

o. Check the lvog for accuracy and correctness against the original handwritten log.

p. To print one copy, choose Print from the File menu, and click the OK button or press the enter key.

q. Add a page after the signature block, and create the Traffic Summary by typing the glossary item SUMMARY and hitting the F3 key:

RAIL
RRT TOTAL -

1. LOCOMOTIVE -
2. BOXCAR -
3. 4-AXLE CAR -
4. 6-AXLE CAR -
5. 8-AXLE CAR -
6. ESCORT CAR -
7. OTHER -

RAIL
SPECIAL CATEGORY

1. DECLARED W/MSL -
2. DECLARED W/O MSL -
3. TURNAROUND -
4. PARTITIONED -
5. OVERSIZED LOCOMOTIVE -
6. DECLARED W/TRAINER -

ROAD
RV TOTAL -

1. AUTO -
2. BUS -
3. FIRETRUCK -
4. TRUCK -
5. VAN -
6. OVERSIZED -
7. OTHER -

NOTE

- Railcars which arrive at the portal before midnight, but are not allowed (inspection complete) to proceed until after midnight are counted in the log on the day they are allowed to proceed, not the day on which they arrive at the portal. Turnarounds are counted for the day on which they arrive at the portal.
- Partitioned railcars are counted under the rail special category as declared w/o missile and partitioned.
- The sum of 4-axle. 6-axle, 8-axle and escort cars under the Rail Total should equal the sum of the declared w/ missile, w/o missile, w/ trainer, and turnaround under Special Category unless some other sufficiently large vehicle has been declared by the Russians during the day.
- "Other" rail vehicles include flatbed cars, tank cars, gondola cars, rail snowplows, rail cranes, etc. "Other" road vehicles include motorcycles,

carts, etc. Railcar "turnarounds" are counted under rail special category as turnaround, as under the rail RRT total as applicable (4-axle, 6-axle, or 8-axle).

r. Count all rail and road vehicles recorded in the log and enter these numbers in the summary table at the end of the log. To manually obtain the quantities needed, count the items to be totaled on a copy of the summary page. To count automatically, use the macros "CountRoad" and "CountRail." Place a zero ("0") in any category which has not seen activity during the log period.

s. Print another copy of the log with the added traffic summary for our files.

t. After the DO signs it, deliver the computer log to the Site Commander's desk.

u. Back up the file on the current backup disks (refer to subsection 3-4.13, "Back-up of Daily Activities Log" on page 3-12).

v. The US DO or the shift interpreter will compare the US and Russian logs for any significant discrepancies. If they deliver their log before the above steps are completed, this check should be done before the DO delivers ours (but do not delay our log waiting for theirs).

3-4.13 Back-up of Daily Activities Log

On every three-week rotation day, the down-loaded daily log floppy disks are transferred to DTRA-OSSM and archived at Votkinsk.

3-4.13.1 To format a new disk

a. At the C:> prompt in DOS, enter format A: and press Enter (or return).

b. Respond to the resulting prompt by inserting a blank 5 1/4" diskette into the bottom disk drive, and hitting "b".

c. When formatting is completed, you will have the option of formatting another or quitting (by entering N). If finished, you will be returned to the C:> prompt.

3-4.13.2 Automated Daily Log Back-up

a. At the C:> prompt in DOS, enter: "BACKLOG ddmmmyy mmmyy", (note: dd=date of log, mmm=first three letters of month, and YY = last two numbers of year).

b. Detailed instructions will appear on screen and are duplicated below.

FIRST SCREEN

LOG BACKUP PROCEDURE ****

This procedure copies the daily log file onto three backup diskettes, one marked as DTRA and two marked as VPMF. The backup diskettes are kept in a gray plastic box to the right of the printer. Insert the diskettes into the computer located near your feet below the terminal screen; the DTRA diskettes will be backed up first. Insert the diskettes with the notch in the edge facing up and the label facing to the right.

Flip the lever across the opening. Leave the door on the computer unlocked at all times.

INSERT THE DTRA DISKETTE

SECOND SCREEN

The ddmmmyy daily log has been backed up to the DTRA diskette, the contents of which are listed below:

NOTE

The directory listing of the DTRA diskette appears.

INSERT THE FIRST VPMF DISKETTE

Hit a any key when ready

THIRD SCREEN

The ddmmmyy daily log has been backed up to the mmmyy directory of the first VPMF diskette and the directory's contents are listed below. (note: the directory listing of the log month on the first VPMF diskette appears.

INSERT THE SECOND VPMF DISKETTE

Hit a key when ready....

FOURTH SCREEN

The %1 daily log has been backed up to the %2 directory of the second VPMF diskette and the directory's contents are listed below. (note: the directory listing of the log month on the second VPMF diskette appears).

Now remove the diskette; your daily log backup for ddmmmyy is now complete.

Hit a key when ready.

c. Replace the DTRA and the two VPMF diskettes in their box to the right of the computer.

NOTE

If the wrong key(s) is/are pressed in this sequence, or in case of another error, it will be much easier and safer if this sequence is aborted and begun again.

d. To abort, press the "CTRL" button together with the letter "C" button, then press the letter "Y" button.

e. Follow steps a and b; this procedure writes the daily log over on the backup diskette.

3-5 CREATING A SHIFT LIST

a. Create a new AM shift list by typing the macro Ctrl-M A, or a PM shift list by typing the macro Ctrl-M P.

b. Type the name in the format DDMMMYY.AM or DDMMMYY.PM and press the OK button. Answer OK to creating a new document.

c. Type the glossary name Shift_AM or Shift_PM and press the F3 key to activate it.

d. Replace dd mmm yy with the date.

e. Enter the names of the names of those on shift, starting with the DO before "(DUTY OFFICER)", and the shift leader, double-spaced.

f. Add the signature block using the glossary entry for the DO (refer to section 3-6, "USING THE GLOSSARY" on page 3-13).

g. Print the document by choosing Print from the File menu and pressing OK in the resulting Print dialog box.

h. To save the document, choose Save from the File menu. If the shift list was not previously named, in the Save box that appears, double-click on Shifts in the directory list, and then type the name in the format DDMMMYY.AM or DDMMMYY.PM, depending on whether or not the list is for day shift or night shift. Click the OK button or press the Enter key.

i. To close the document, choose Close from the File menu. If the document has not been previously saved, you will be prompted to do so. Click the OK button and follow (h.) above.

j. To quit Word, choose Exit from the File menu. If the document has not been previously saved, you will be prompted to do so - click the OK button or press the Enter key and follow (h.) above.

k. To open an existing shift list, type the macro Ctrl-M A or Ctrl-M P or

   1. In Word, choose Open from the File menu.
   2. In the Open box, double-click on the Shifts directory.
   3. Click All Files under Show Files at the lower right.
   4. Double-click on the shift list of interest.

3-6 USING THE GLOSSARY

Commonly used text is stored in the glossary. Glossary entries are defined for blank documents (e.g., LOG creates a new daily log), log events (e.g., PCC = PERFORMED COMMUNICATIONS CHECK), and signature blocks (e.g., SIGP creates MAJ Peter's block).

a. To insert a glossary item if you know its name.

   1. Type the glossary item name.
   2. Press the F3 key to activate it.

b. To insert a glossary item if you do not know its name

   1. Choose Glossary from the Edit menu.
   2. Click on the item desired in the glossary list.
   3. Click the button Insert.

c. To add or modify a glossary entry:

   1. Open the document GLOSSARY.DOC in the Support subdirectory.
   2. Change or create the new text following the existing format.
   3. Select the desired text with the mouse (Do NOT include the glossary name).
   4. Choose Glossary from the Edit menu.
   5. Type in a name for the item, and click the Define button.
   6. Repeat steps 2. thru 5. until through making entries.
   7. Go back into Glossary from the Edit menu.
   8. Click the button Save Glossary, and then click OK.
   9. Close GLOSSARY.DOC, and save changes.

3-7 COPYING AND DISTRIBUTION BY SHIFT PERSONNEL

3-7.1 Responsibilities

The DO and Raytheon Shift Leader are responsible for the proper copying and distribution of paperwork generated in or passing through the DCC.

3-7.2 Declarations and Inspection Reports

a. Make one copy of each declaration (with missile, without missile or turnaround) as well as all forms related to inspection reports after they have been signed by the DO and Russian Shift Leader. Inspection related forms are as follows:

- Declared w/ Missile. V-06 and V-05 Comments (if any)
- Declared w/o Missile. V-07 , and V-05 Comments (if any)
- Turnarounds. V-04, and V-05 Comments (if any)

b. For all Declared w/ Missile inspection reports, fax the declaration and all related inspection report forms (as above), along with VPMF Form V-24 ("Voice Format for Notification of a Missile Inspection"), to DTRA On-Site Support Center, ATTN: OSSM.

c. File the *originals* of all declarations and inspection report forms in the lower right-hand file drawer of the DO's desk under "Declarations and Inspections." Staple the *copies* to the US Daily Log (for the day when the inspection is completed) along with the Russian Shift lists for the day.

3-7.3 Faxes

a. For incoming faxes make three copies, one for the DCC read file, one for the Site Commander and one for the Site Manager. For multiple page incoming faxes, the DO will review the situation and may allow distribution of only the cover page. The cover page should clearly indicate the subject matter of the fax, recipients, and/or where

posted. One complete copy should be delivered to the intended recipient.

b. For incoming/outgoing faxes of a personal nature, the DO will review the situation and may allow Raytheon shift personnel to put only the cover sheet or transmission report into distribution. In such cases the personal fax should be given directly to the monitor concerned as soon as practical (for incoming faxes). All çmonitors must remember that all faxes to/from the VPMF are official in nature and may be reviewed by the Site Commander at his or her discretion.

c. For outgoing faxes make one copy (as judgment dictates; e.g., no personal medical reports) for the DCC read file. Return all faxes to the Site Administrator office for filing.

3-7.4 Daily Activities Log

The DO will deliver a signed daily activities log to the Russian Shift Leader. Deliver a signed daily activities log, with attached Russian Shift lists and copies of all declarations and inspection report forms for that day, to the Site Commander for review; it is then returned to the Site Administrator office for filing.

3-7.5 US Memoranda to the Russians

The DO delivers the original to the Russian Shift Leader. Make two copies of memoranda, one for the DCC read file and return one to the Site Administrator for filing. (In general these copies are made by the Site Administrator before delivery to the DCC).

3-7.6 Russian Memoranda and Translations by Shift Interpreter

NOTE

Do not make a copy (or translation) of the weekly basement and warehouse inspection memorandum.

Make two copies of the translation of any other memoranda for the DCC read file, attach the second to the original memorandum and deliver both to the Site Administrator office for filing and further distribution.

3-7.7 Russian Daily Log

The original Russian daily log (no copies) is delivered to the Site Administrator office for filing.

3-8 FACSIMILE MACHINE OPERATION

NOTE

Fax should be on AUTO RECEIVE at all times. See operator's manual for details.

3-8.1 Sending a Fax

a. Log facsimile in the Outgoing Fax Log book. Make sure a Votkinsk serial number is on the cover sheet (VPMF Form V-18, “Fax Cover Sheet”) and on the document.

b. Load originals in the fax machine face down.

1. Press the ONE TOUCH speed-dialing number on the machine.
2. The machine will read the document into memory and the GREEN memory light will flash.
3. The display will read TRANSMIT NO. XXXX.
4. The machine will make three attempts at two-minute intervals to send the fax.
5. Pressing the MONITOR button will display progress of fax.
6. When transmission is completed, the GREEN lamp will go out and an ACTIVITY REPORT will be generated.

c. Remove original and make appropriate distribution (refer to section 3-7, “COPYING AND DISTRIBUTION BY SHIFT PERSONNEL” on page 3-13).

d. Record transmission and time in the daily log (refer to subsection 3-4.1, “Preparation of Daily Activities Log” on page 3-4).

3-8.2 Receiving a Fax

a. Answer the call on the attendant console (white phone) and transfer it to ext. 222 (refer to section 3-9, “USE OF TELEPHONES” on page 3-14)) as follows:

1. Press ext. 222 on the keypad.
2. Ext. 222 will ring. On console phone press “POS.RLSE.” Fax will say “Incoming call.” Do nothing.
3. Fax will say “Receiving.” Continue to do nothing.
4. Documents will scroll out of machine.
5. Phone will hang up automatically.

b. Call DTRO-M/ACIU if fax is incomplete.

c. Remove the fax and log it with time of receipt in the daily log (refer to subsection 3-4.1, “Preparation of Daily Activities Log” on page 3-4)) and in the Outgoing Fax Logbook.

d. Make appropriate distribution (refer to section 3-7, “COPYING AND DISTRIBUTION BY SHIFT PERSONNEL” on page 3-13).

3-8.3 Sending and Receiving Faxes by INMARSAT

For sending and receiving faxes by INMARSAT (refer to section 3-10, “Use of INMARSAT” on page 3-17).

3-8.4 Personal Faxes

Faxes of a personal nature will be authorized only by the Site Commander on a case-by-case basis.

3-9 USE OF TELEPHONES

3-9.1 DCC Console Telephone

a. To call another station.

1. Pick up the handset (there will be no dial tone).

2. Dial the number.
3. To hang up, press the DROP/CNCL button.

b. To answer a call from another station (STA LED is flashing).

1. Pick up the handset, and press the STA button.
2. Announce "DCC (your name) speaking."
3. To hang up, press the DROP/CNCL button.

c. To answer an Incoming Call (4260/4261) (Incoming LED is flashing).

NOTE

The trunk LED will light up for the 7 line, but not for the 8 line.

1. Pick up the handset and press the INCOMING button;
2. Announce "Votkinsk Portal (your name) speaking."
3. To hang up, press the DROP/CNCL button.

3-9.2 To Transfer a Call to an On-Site Telephone

a. From the DCC console telephone.

1. Dial the station number you are transferring the call to. The incoming call is automatically placed on hold, and the DEST LED is illuminated.
2. If the person answers, announce the call and then press the POS.RLSE button. The call will now be transferred.
3. If the station you are transferring to is busy or no one answers, press the DROP/CNCL button and then the SRCE button to return to the original call (SRCE LED will illuminate and DEST LED will extinguish).
4. To hang up, press the DROP/CNCL button.

b. From all other telephones.

1. Press the TAP button.
2. Dial the station number you are transferring the call to.
3. If the person answers, announce the call, and hang up.
4. If it is busy or no one answers, press the TAP button. This will return to the original call.

3-9.3 To Transfer a Call From Votkinsk Local Line to US Embassy

1. Press the TAP button.
2. Dial 7 or 8 to access an Embassy line and wait for a dial tone.
3. Dial the Embassy extension you are transferring the call to.
4. If the person answers, announce the call, and hang up.
5. If it is busy or no-one answers, press the TAP button. This will return to the original call.

NOTE

You must call the DCC prior to using the 7 or 8 lines. If you are using the 78 line, you must press and hold the switchhook for at least five seconds prior to dialing again. Otherwise, the embassy switchboard will put the call on hold and you will not be able to dial out until it is reset.

3-9.4 To Call US Embassy - Moscow

a. Dial 7 or 8.

b. Wait for the dial tone and dial the Embassy extension.

3-9.5 To Call DTRA-OSSM

a. Dial ##02 (speed dialing). See telephone directory for speed-dial no's.

3-9.6 To Call Washington, D.C. Area Numbers

a. Dial 7 or 8 to access an Embassy line.

b. Wait for dial tone, and dial 78.

c. Again wait for a dial tone, and dial 99 and the phone number.

3-9.7 To Call Other US Numbers

a. Dial 7 or 8 to access an Embassy line.

b. Wait for dial tone and dial 78 or 74.

c. Again wait for a dial tone, and dial 9,9, 1, area code and phone number of desired long distance carrier, and give billing instructions to operator.

3-9.8 To Call Other Moscow Numbers

a. Dial 7 or 8 to access an Embassy line.

b. Wait for dial tone, and dial 9 for an outside line (Moscow).

1. MOD Hotel (6th floor rooms): dial 147-65 - last two digits of room number.
   MOD Hotel (6th floor *dezhurnaya*): dial 147-7203.
   MOD Hotel (Front Desk): dial 143-2351.
2. Yunost Hotel (Front Desk): dial 526-4488 or 584-9263 (note: the rooms have no telephones, you will have to leave a message).
3. Marriott Grand Hotel (Front Desk): dial 935-8500 (ask for the room number).

4. Sheraton Hotel (Front Desk): dial 931-9700 (ask for the room number).
5. Syeva Kozyrsky (Contract Driver): dial 94-3-8746 or 8-902-683-1520 (mobile).

3-9.9 To Interrupt a Busy Line (from DCC Console Phone Only)

a. Place a call to the desired busy station by dialing the extension on the keypad. Do not hang up when you hear the busy tone.

b. Press and hold the BREAK-IN button.

c. A brief burst of tone (override tone) will be heard before you are admitted to the call. This tone will also be heard by both parties in the existing call.

d. You now are in a three-party conference call. You may converse with both parties only while the BREAK-IN button is depressed.

e. To exit from the conversation release the BREAK-IN button.

f. If one of the parties in the conversation hangs up at any time while breaking in, you will be in a two-way conversation with the remaining party.

3-9.10 Using Outside Lines When Telephone System Is Down

a. If facility power is lost or the telephone system breaks down, communication from the DCC on outside lines 4260, 4261, or Votkinsk CO (Central Office) is still possible by doing the following:

NOTE

This procedure should be performed by site technicians only.

1. Open the doors to the wiring cabinet located at the rear of the DCC on the north side wall adjacent to Kennedy Tape Drives. Remove the Butt-set (telephone test handset) from its hanger inside the cabinet.
2. Locate the terminal block on the left side of cabinet labeled “DCC BLOCK 3.” With Butt-set in hand, attach both alligator clip test leads to either the 4260, 4261, or Votkinsk CO wire pair terminals clearly marked on the terminal block. On the Butt-set, set the two-position rocker switch to the “M” position.
3. When placing a call, set the rocker switch to the “T” position. Listen for a dial tone in the Butt-set. If no dial tone is present, recheck alligator clip connections.
4. With dial tone present on either line 4260 or 4261 wire pair terminals, enter phone number (in accordance with normal dialing procedures except do not dial 7 or 8 first) on the Butt-set keypad.
5. With dial tone present on Votkinsk CO wire pair terminals, enter phone number (in accordance with normal dialing procedures except do not dial 9 first) on the Butt-set keypad.
6. To hang up, set rocker switch back to the “M” position.
7. Return Butt-set to proper storage location and secure all cabinets.

3-9.11 Telephone Usage Guidelines

The Starlog system installed in the DCC and the housing area at the VPMF provides access to two direct telephone lines that terminate in the US Embassy in Moscow and connect with DTRA headquarters in Washington, D.C. It also provides access to the local Russian commercial phone system (9-line). The line's primary use is for Treaty business, but they may be used for other official and personal calls subject to the following guidelines.

a. No personal calls are authorized for the ten minute period beginning on the hour to ten minutes after the hour. This period is reserved for operational calls to VPMF (e.g., from HQ DTRA, etc.). Official calls should not be made during this time period unless they are time-critical.

b. Personal calls:

1. Phone the DCC to check for available lines before placing a call. The DCC will make phone lines available to monitors in the order requested.
2. Personal calls should normally be limited to 15 minutes and should never exceed 20 minutes unless authorized by the Site Commander for exceptional circumstances (family emergency, etc.).
3. Personal phone calls to the Washington, D.C. metropolitan area (area codes 202, 301, and portions of 703) on US Government lines are toll free. For personal calls outside the Washington, D.C. area, individuals must call collect or use their personal calling card from a long distance company.

NOTE

Phone charges are from DTRA Headquarters in Washington, D.C. to the number dialed, NOT Votkinsk.

4. Personal calls via the 9-line (Russian commercial) will adhere to the following rules:

a) Local calls, i.e. to Votkinsk, need not be logged. (Currently Votkinsk is in the local calling area. Monitors are not assessed a per minute rate for these calls).

b) For long distance calls, notify the DCC before the call and after the call so that they may enter the information in the 9-line log.

c) No personal calls outside the local calling area are permitted to incur a cost to the USG. If a personal call must be made using the 9-line, individuals will incur a charge for the call plus a one-time charge (per billing cycle) of $15, per individual, payable to DTRA, Financial Management Office, Finance and Systems Branch, for processing of all reimbursable calls.

5. DTRA Form 66 will be closed out at the end of each month and sent to OSSM for review with the next outbound rotation. A new DTRA Form 66 will be opened the first of each month. Individuals will be notified by OSSM of any charges payable to the USG upon receipt, review, and verification of the START Cost Reimbursement bills.

6. If the Site Commander, Site Manager, or DO needs to place an immediate official call, monitors using the line will be asked to terminate their calls immediately.

3-10 USE OF INMARSAT

a. The INMARSAT is maintained in the site warehouse under dual US and Russian control.

b. INMARSAT can be used when the phone facsimile is inoperable and a pressing operational need to send/receive a document to/from DTRA On-Site Support Center exists. The site commander will direct the DO to request a Russian escort's presence in the DCC to begin the 20 minute treaty derived timer. Continue to attempt facsimile communications with DTRA On-Site Support Center. If after 20 minutes facsimile communications cannot be established, the DO will request immediate use of the INMARSAT equipment.

c. The Raytheon shift leader will be responsible for coordinating the operation of the INMARSAT terminal. The shift leader will ensure a technician is available to bring the terminal to the DCC, with a Russian escort. A trained Raytheon technician will set up and operate the INMARSAT terminal from the DCC under Russian escort observation. Once communications have terminated, equipment deinstalled, repackaged, and resealed with new Russian seals, the device will be returned to warehouse by a Raytheon technician and a Russian escort.

d. Use of INMARSAT will be noted in the Daily Log (refer to subsection 3-4.8, "INMARSAT (Satellite Communications)" on page 3-9).

3-10.1 INMARSAT Operation

NOTE

Votkinsk telephone numbers are: Voice 873-1513531, FAX 873-1713532. Votkinsk uses the Indian Ocean satellite for INMARSAT connectivity. Past experience has shown the following approximate values for satellite alignment:

57°N 54°E - Elevation: 24° - Azimuth: 169°

a. To transmit out-going messages:

1. Establish voice contact with recipient terminal on voice link. Dial 01# 00 1-703-810-4480# for the DTRA On-Site Support Center.

2. After voice contact is confirmed, initiate transmission of FAX cover sheet plus official documents over data link. Dial 21# 00 1-703-810-4472# for the DTRA On-Site Support Center FAX machine.

b. To receive in-coming messages:

1. Establish voice contact with recipient terminal on voice link. They will call Votkinsk, just answer the INMARSAT terminal phone.

2. Once voice contact is confirmed, hang up and switch terminal to data mode. The other party will call the Votkinsk FAX number. Observe receipt of the fax data.

3-10.2 Monthly INMARSAT Test

The above procedures will be followed for a communications check and personnel training each month. The DO, upon request of the site commander, will prepare and deliver a memorandum to the Russians requesting an INMARSAT test at least one day in advance. The DO will telephone DTRA On-Site Support Center and inform them of the time and date of the test.

3-11 POWER SUBSYSTEM OPERATION

3-11.1 Automatic Mode

a. In the automatic mode, the transfer switch monitors Russian power and, in case of power loss, automatically initiates a timing sequence that starts the generator, allows the generator frequency time to stabilize, and then transfers from Russian power to generator power. When Russian power is restored, the transfer switch, after a set timing delay, automatically retransfers back to Russian power, and turns off the generator.

b. For automatic operation set switch/controls to the following:

NOTE

Ensure MOTOR DISCONNECT SWITCH S1 (located inside transfer switch on panel door) is set to AUTOMATIC.

1. Circuit Breakers.
   a) 600 amp input circuit breaker to ON.
   b) 800 amp input circuit breaker to ON.
2. Transfer Switch.
   a) Set KEY POSITION SWITCH to NORMAL.

NOTE

Ensure EMERGENCY STOP BUTTON is pulled OUT, and FIELD BREAKER (located on right side of generator set) is ON.

3. Generator Set Control Panel.
   a) Set ENGINE CONTROL SWITCH to OFF and then back to AUTO to ensure that the Remote Start Disabling Relay is not activated.
   b) Set PERMISSIVE START SWITCH to RUN.

3-11.2 Manual Mode

a. The power subsystem can be started and switched manually in case of any automatic system failure. Automatic systems that may fail are the automatic starting of the generator or the automatic transfer of power. Manual operation may also be used for maintenance.

b. For manual operation of the generator, set switch/controls to the following:
   1. Set ENGINE CONTROL to MANUAL.
   2. Hold PERMISSIVE START SWITCH on START.
   3. Press CRANK PUSH BUTTON until engine starts.

c. For manual operation of the transfer switch set switch/controls to the following:
   1. Set MOTOR DISCONNECT SWITCH S1 (located inside transfer switch on panel door) to OFF.
   2. Manually move TRANSFER SWITCH to EMERGENCY.

3-11.3 Testing

a. Automatic features of the power subsystem must be tested on a regular basis. Testing can be divided into transfer switch testing and generator set testing. Testing the transfer switch checks the entire automatic system while testing the generator set checks only the generator automatic hardware.

NOTE

Once the generator has been started it should be allowed to run for at least 15 minutes.

b. For the testing of the AUTOMATIC TRANSFER SWITCH reset the ENGINE CONTROL SWITCH to OFF and then back to AUTO. Set the KEY POSITION SWITCH to TEST and verify the following:
   1. The generator automatically starts (after set time delay) and the EMERGENCY AVAILABLE light comes on after the generator is allowed to settle.
   2. The transfer switch transfers from Russian power to emergency generator power, the NORMAL CONNECTED light goes out, and the EMERGENCY CONNECTED light comes on.
   3. After testing is complete the operator may either turn the KEY POSITION SWITCH to NORMAL and retransfer power including all time delays or the operator may turn the KEY POSITION SWITCH to RETRANSFER and bypass the time delays.

c. For testing of the generator:
   1. Set position the PERMISSIVE START SWITCH to RUN and the ENGINE CONTROL SWITCH to TEST.
   2. Verify that the generator automatically starts.
   3. After testing is complete, turn the ENGINE CONTROL SWITCH to AUTO.

3-11.4 Walkie-Talkie Portable Radios

NOTE

Based on a local agreement with Dept. 162, monitors may take with them and use a portable radio anywhere within the PCMA for official business. This includes, but is not limited to perimeter checks, night shift security checks, and when conducting maintenance. Anyone intending to use a hand-held radio within the PCMA will notify the DO who will approve each request on a case-by-case basis.

3-12 SECURITY CHECKS

a. The night shift is responsible for conducting building security checks sometime between 0001 and 0700 hours. One or two monitors may make the check at the discretion of the DO and the Shift Leader.

b. At a minimum, the night shift will ensure the following:
   1. Warehouse. Door is locked. If it is not, check to see if anyone is still inside. If no one is present, log the event, and lock the door. If someone is in the warehouse, inform them they are responsible for locking up and to notify the DCC when this is accomplished. Ensure the light

over the entrance is on. If not, log the situation and report it to the next shift for maintenance.

2. Sauna. Unlock and check to see that the appliances, except the refrigerator, are unplugged and the sauna heating element (controls are in room to the right of the sauna) is turned off. If no one is present, lock the door. If someone is in the sauna, inform them they are responsible for locking up and to notify the DCC when this is accomplished.
3. Roosevelt. Cipher lock is activated and the left portion of the door is secured to ceiling and floor. Check the basement door or gate (in the rear) to ensure one or the other is locked. Ensure basement exterior light is on. Note any discrepancies in the daily log.
4. Basements. Door or gate is locked and exterior lights are on. During wet season, check for water. If a sump pump is available and must be manually operated, turn it on until water level has gone down significantly. Basement checks may be conducted at different times during the shift and may need to be conducted more than once.

3-13 ARCHIVING SYSTEM BY CHANGING MAGNETIC TAPES

a. There are two (2) tapes designated for each day of the week.

b. At the start of each day (2400 hours) change the tape to the next day.

c. At 1200 hours each day, the first mag tape is removed and the second tape designated for that day is loaded into the archiving tape unit.

CHAPTER 4

RUSSIAN SAFETY REGULATIONS

4-1 RUSSIAN SAFETY PROCEDURES

NOTE

The Russian Safety Regulations must be read by all new inbound monitors. All new monitors will then sign a form certifying that they have reviewed the Russian Safety Regulations. This form will be turned over to the Russian side within 24 hours of their arrival on site (refer to subsection 6-1.5, "Rotation Duties" on page 6-2). The following is a translation of the original document containing the Russian Safety Regulations, dated July 1988.

a. These instructions concern the interaction between monitors and representatives of the inspected facility aimed at preventing and controlling emergencies at the following facilities:

1. The monitors' living quarters.
2. The special buildings designed as joint office space for monitors and escorts.
3. The inspected facility (the Votkinsk Machine Building Plant).

4-1.1 Basic Provisions

a. Inspectors are responsible for preventing and controlling emergencies in inviolable living and working areas.

b. The Site Commander may provide the Director of Dept. 162 with a statement regarding assistance in the control of emergencies in inviolable living and working areas.

c. The inspecting side shall pay for all work to assist monitors in the control of emergencies and all emergency prevention and control equipment.

d. Emergency prevention and control in the DCC will be implemented in accordance with the plans for preventing and controlling emergencies.

e. If an emergency occurs at the inspection site, the Director of Dept. 162 will immediately inform the Site Commander concerning the inspection team's safety and the condition of their living quarters and work areas, as well as their personal property and monitoring equipment.

f. When an emergency arises in the inspectors' living quarters or work areas, or in the DCC, vehicles being inspected shall return to the plant grounds immediately.

g. When an emergency arises in a vehicle undergoing inspection or on the cargo contained in it, the vehicle shall immediately return to the plant area. After elimination of the emergency, the vehicle and its cargo may again exit for inspection.

h. In the event of a fire in a vehicle or cargo undergoing inspection, or if there is a danger of explosion or other accident that could endanger the inspection team, DCC, or the plant or plant personnel, the vehicle with such cargo shall be removed immediately to a safe distance away in order to eliminate the emergency. In such an event, the vehicle and its cargo shall be under an inspector's observation. After the emergency has been eliminated, the vehicle and its cargo shall return to the plant.

i. If an emergency is the fault of inspection team members, the inspecting party shall take measures to ensure that such emergencies are not repeated in the future. The inspecting party shall compensate for any damages borne by the inspected party as a result of accidents that are the fault of the inspection team.

j. If an emergency is the fault of plant representatives, the inspected party shall take measures to prevent any reoccurrence of such an emergency. The inspected party shall compensate for any damages borne by the inspecting party if such accidents occur through the fault of the inspected party.

k. Neither the inspected party nor the inspecting party shall bear responsibility for accidents that occur due to natural causes.

l. When it becomes necessary to amend these instructions, the interested party shall notify the other party of the proposed changes. The decision to adopt such amendments shall be made by mutual agreement.

4-2 REGULATIONS AND SAFETY INSTRUCTIONS FOR U.S. CONTINUOUS MONITORING INSPECTION ACTIVITIES AT THE VMBP

NOTE

Translation of original document in Russian, subject as above, dated July 1988.

4-2.1 Introduction

a. U.S. monitors and in-country escorts shall observe the safety regulations established for the inspection site, including those for the protection of controlled environments within the facility and for personal safety pursuant to paragraphs 6 and 7 of Section VI of the START Inspection Protocol.

b. The safety regulations and instructions shall be signed by each monitor within 24 hours of his arrival at the inspection site.

c. The purpose of this document is to acquaint monitors with regulations and safety instructions for inspection activities at the inspection site and safety during leisure activities and travel.

d. These instructions may be amended by either party if it gives notice of change to the other party and amendments are made by mutual agreement.

4-2.2 General Requirements

a. Inspectors should know:

1. The meaning of warning and prohibiting signs.
2. Regulations and safety instructions.

b. In cases not covered by these instructions, monitors and in-country escorts shall consider the particular situation and take measures to avoid accidents.

c. In the event of an accident, monitors should turn to the in-country escorts for medical assistance.

d. The in-country escort shall assist monitors with problems related to these safety regulations and instructions.

4-2.3 Regulations and Safety Instructions Related to Monitoring Activities

a. All inspection-related work shall be carried out in strict accordance with:

1. Instructions on activities of the Inspecting Party and of the Inspected Party at the portal and at the exit gates of the VMBP.
2. Instructions on VMBP perimeter/PCMA inspections.
3. Instructions on coordination between the Inspecting Party and the Inspected Party in case of emergency.

b. In order to comply with requirements on the contents of the vehicles and shipment containers and to avoid accidents and ensure inspectors' personal safety in the technical area, at the portal and exit, in the railcar inspection buildings, and on the perimeter/PCMA of the VMBP, the following is forbidden:

1. Using illumination equipment with voltage higher than 12V.
2. Using malfunctioning and spark-forming devices and equipment.
3. Smoking or open fire.
4. Standing under suspended or moving loads.
5. Using random objects for lifting loads onto vehicles unless special ladders and supports are provided.
6. Getting under vehicles, passing between closely standing, disengaged railcars and vehicles, or entering fenced hazardous areas with warning signs.
7. Inspecting vehicles, shipments, or containers during thunderstorms.
8. Leaving any objects inside or outside inspected vehicles, shipments, or containers.

c. Special clothing and footwear shall be worn during inspections of railcars carrying freight or containers requiring compliance with static electricity protection regulations.

1. Monitors should not wear metal or other objects that accumulate static electricity (such as jewelry, hair-clips, pins, bracelets, etc.) and should remove all metal objects from their pockets (such as keys, lighters, etc.).
2. Prior to conducting inspections of canisters containing missiles, monitors shall eliminate static electricity by standing on a metal grounded plate and touching a grounded contact with their hands.

d. The following is not permitted during perimeter/PCMA inspections:

1. Standing near power transmission lines and communication line supports, electric and telephone poles, or isolated trees during thunderstorms.
2. Crossing roads or railroad tracks without making sure that it is safe.

4-3 SAFETY REGULATIONS AND INSTRUCTIONS FOR LEISURE TIME AND TRAVEL

NOTE

Translation of original document in Russian, subject as above, dated July 1988.

a. Do not stand near power transmission lines, communication line supports, electric and telephone poles, or isolated trees during thunderstorms.

b. Do not eat berries, mushrooms, or other wild plants without being familiar with them.

c. Do not cross roads or railroad tracks without making sure that passage is safe.

d. Be careful while in rugged terrain or fields. It is possible to get bitten by poisonous snakes or ticks during spring and summer.

e. Use caution when swimming. Before entering the water, have an in-country escort familiarize you with the relief of the pond bottom.

f. Stay within direct view and earshot of the main group to avoid getting lost in the forest.

g. Do not stand up from your seat while traveling by motor vehicle.

CHAPTER 5

USG/CONTRACTOR BREAKDOWN OF RESPONSIBILITIES

5-1 PURPOSE

This procedure provides a breakdown of USG and Contractor responsibilities at the VPMF in Votkinsk, Russia. Procedures outlining specific tasks required to accomplish an activity are derived from the START Treaty, technical agreements, and the Raytheon contract.

5-2 DEFINITIONS

a. Portal Monitoring. All activities related to the monitoring and inspection of traffic exiting through the portal at the VMBP in Votkinsk, Russia. This includes the operation and maintenance of the Votkinsk Portal Monitoring System (VPMS).

b. Activity -- An identified function of portal monitoring.

c. Task -- A specific action required to accomplish an activity.

d. Responsibility -- Given to an individual or agency for accomplishing an activity or task.

e. Contractor -- Raytheon.

f. Site Commander -- The senior USG representative at the VPMF.

g. Deputy Site Commander -- USG representatives at the VPMF who serve as assistants to the Site Commander and as DOs in the DCC. In the absence of the Site Commander, the Senior Deputy Site Commander serves as Acting Site Commander and spokesman for the USG.

h. Site Manager -- The senior contractor representative at the VPMF.

i. Duty Officer (DO)-- A USG representative designated by the Site Commander as his liaison with Russian escorts and contractor employees. The DO leads the DCC shift and carries out the daily routine for the Site Commander.

j. Technical and Support Supervisors -- Contractor representatives designated by the Site Manager as supervisors of the operations, maintenance, and support of VPMF.

k. START Treaty -- TREATY BETWEEN THE UNITED STATES OF AMERICA AND THE UNION OF SOVIET SOCIALIST REPUBLICS ON THE REDUCTION AND LIMITATION OF STRATEGIC OFFENSIVE ARMS, dated 31 July 1991.

l. Votkinsk Portal Monitoring Program (VPMP) Contract -- The VPMP contract between DTRA and Raytheon, which governs contractor tasks under terms of the START Treaty at the VPMF.

m. ISP -- Integrated Support Plan.

n. Shift Leader -- A contractor designated by the Site Manager as the liaison between the DO and the contractor employees on a portal monitoring shift.

5-3 SITE MANNING REQUIREMENTS AND GENERAL RESPONSIBILITIES

a. Five or more USG personnel normally will be stationed on site, including a designated US Site Commander. These personnel shall perform the governmental site functions of conducting all liaison with the Russians, certifying inspection data, approving all treaty-related reports, and monitoring contractor-generated procedures, as well as the purchase of major equipment items for the VPMF.

b. The Contractor shall provide all supervisory, technical, operational, and maintenance services required to manage, operate, and maintain the VPMS in accordance with contractual requirements, the VOPs, and the ISP. Normally, up to 21 contractor personnel shall be stationed on site to operate and maintain the VPMS and to provide all required support for VPMF personnel.

c. The Site Commander is responsible for ensuring that all inspection and monitoring activities required of the US side under the provisions of the START Treaty are met. The Site Manager is responsible to the Site Commander for carrying out inspection and monitoring activities, as well as ensuring the proper operation and maintenance of the VPMF.

d. USG personnel assigned to the VPMF at Votkinsk are subordinate to the Site Commander and are his representatives when conducting business either with the Russian side or with the contractor.

e. All negotiations with and declarations to the Russian side will be done by a USG representative, usually the DO. Exceptions to this rule are permitted only if agreed to in advance by the Site Commander.

f. USG personnel shall coordinate daily inspection activities with the contractor normally through the Site Manager or his designated representatives (i.e., supervisors, shift leaders).

5-4 INSPECTIONS AND MONITORING

a. The VPMS consists of a manned system for continuous, permanent monitoring of all vehicles exiting the VMBP in accordance with the terms and conditions of the START Treaty and other supporting technical agreements.

b. Monitoring Activities at the Portal.

1. Contractor is responsible for:

a) Providing a minimum of three personnel per shift for monitoring and related duties at the VPMF.

b) Monitoring all traffic leaving the plant perimeter.

c) Recording all significant events in the hand-written and computer-generated daily activities log while maintaining all attachments to it in accordance with the daily activities log procedures (refer to paragraph 3-4.1, "Preparation of Daily Activities Log" on page 3-4).

d) Operating the CMS.

e) Reporting any significant or unusual events to the DO.

2. USG is responsible for:

a) Conducting all liaison with the Russian side.

b) Coordinating monitoring activities and procedures with the Site Manager or his designated representative (usually the shift leader).

c. Rail and Road Vehicle Inspections.

1. Contractor is responsible for:

a) Providing the required number of inspectors for inspections or railcar escort to fulfill treaty monitoring responsibilities and other approved procedures.

b) Performing inspection activities except signing and presenting the inspection report to the Russians.

2. USG is responsible for:

a) Ensuring inspection activities are performed in accordance with approved procedures, to include entering all declared railcars to monitor inspections.

b) Signing and presenting the inspection report to the Russians.

d. Perimeter/Perimeter Continuous Monitoring Area (PCMA) Inspections.

NOTE

The perimeter/PCMA inspection will be conducted with at least one USG monitor. Raytheon monitor participation is optional if two or more USG monitors take part. The Site Commander may approve exceptions to this rule.

1. Contractor is responsible for all perimeter/PCMA inspections tasks except determining the time (the contractor shall recommend times) and notifying the Russian escort of the intent to conduct a perimeter/PCMA inspection.

2. USG is responsible for:

a) Determining the time of the perimeter/PCMA inspection.

b) Notifying the Russian escort of the intent to conduct a perimeter/PCMA inspection. The DO may ask the contractor shift interpreter to make this notification.

c) Monitoring the perimeter/PCMA inspection activity and documenting any report of significant events or ambiguities.

e. Inspection Reports.

1. Contractor is responsible for:

a) Maintaining measurements, information, and/or data necessary for completion of all inspection reports related to the contractor's portal monitoring responsibilities.

b) Making copies of all inspection reports in accordance with approved inspection procedures.

c) Preparing the START Monthly Continuous Monitoring Report for the Site Commander's signature.

2. USG is responsible for:

a) Receiving and acknowledging receipt of all Russian declarations.

b) Preparing and completing all inspection reports, while ensuring their accuracy and completeness.

c) Preparing the DTRA Weekly Report.

d) Presenting copies of inspection reports to the Russian escorts and obtaining their signature, as necessary.

5-5 ADMINISTRATION

a. Procedures.

1. Contractor is responsible for:
   a) Compliance with approved procedures for site operations, maintenance, and support, including any local security and safety procedures established by the Russians or the Site Commander.
   b) Ensuring no contractor internal administration procedure conflicts with USG or treaty-related procedures.
   c) Coordinating with the Site Commander or his designated representative on the generation, review, and amendment of any procedure.
   d) Assisting the USG representatives in the modification of portal monitoring procedures.
   e) Recommending potential improvements to approved procedures.
2. USG is responsible for:
   a) Making available to the contractor a copy of all procedures established by the START Treaty and subsequent agreements.
   b) Coordinating with the Site Manager on the development, review, and amendment of any procedure.
   c) The approval of all procedures unrelated to contractor internal administration.

b. Files Maintenance.
1. Contractor is responsible for:
   a) All files maintenance-related activities except approval of file plan.
   b) Compliance with approved files maintenance procedures.
2. USG is responsible for:
   a) Overall monitoring of files maintenance.
   b) Approval of file plan.

c. Daily Activities Log.
1. Contractor is responsible for:
   a) All daily activities log-related activities, except signature and presentation of log to Russian escort.
   b) Compliance with approved daily activities log procedures.
2. USG is responsible for:
   a) Ensuring the daily activities log is prepared in accordance with approved procedures.
   b) Review, signature, and presentation of log to Russian escort.

d. Other Administrative Activities.
1. Contractor is responsible for:
   a) The accomplishment of all other administrative activities, except the USG duty schedule and USG rotation schedule.
   b) Compliance with approved administrative procedures.
2. USG is responsible for:
   a) Overall monitoring of administrative activities.
   b) USG duty schedule.
   c) Generation of reports unrelated to the Contractor or Contract Administration.
   d) USG rotation schedule.
   e) Requesting administrative support in accordance with approved procedures through the Site Manager or his designated representative (usually the Technical or Support Supervisor).

5-6 COMMUNICATIONS

a. Facsimile Transmissions.
1. Contractor is responsible for all facsimile transmission-related activities, except for release of transmissions.
2. USG is responsible for:
   a) Overall monitoring of facsimile transmission activities.
   b) Release of transmissions.

b. Telephone Communications.
1. Contractor is responsible for:
   a) Establishing telephone communications procedures and coordinating them with the Site Commander.
   b) Reporting any telephone malfunctions to the USG representative and the shift leader.
2. USG is responsible for:
   a) Overall monitoring of procedures and maintenance.
   b) Reporting any external telephone line malfunctions to the Russian escort.

c. Hand-Held Radios.

1. Contractor is responsible for:

a) Establishing all approved radio communications procedures and coordinating them with the Site Commander.

b) Maintaining all hand-held radio equipment.

2. USG is responsible for overall monitoring of procedures and maintenance.

5-7 HOUSEKEEPING

a. Contractor is responsible for maintaining the cleanliness and proper order of all areas and equipment at the VPMF.

b. USG is responsible for:

1. Overall monitoring of housekeeping at the VPMF.

2. Bringing to the attention of the Site Manager, or his designated representative, any problems observed.

5-8 SUPPLIES AND EQUIPMENT

a. Contractor is responsible for:

1. Establishing procedures for the inventory, reorder, control, upkeep, repair, and replacement of all equipment and supplies.

2. All equipment and supplies-related activities.

b. USG is responsible for overall monitoring of the equipment and supplies system in accordance with approved procedures.

5-9 SOCIAL ACTIVITIES

a. Contractor is responsible for providing administrative and material support for all official VPMF social activities.

b. USG is responsible for:

1. Liaison, as necessary, between the Russians and VPMF personnel for social activities.

2. Approval and monitoring of the VPMF social activities program.

3. Coordinating with the Site Manager or his designated representative on social functions that require special logistical planning, e.g., food, food preparation, etc.

CHAPTER 6

ADMINISTRATION

6-1 ADMINISTRATIVE PROCEDURES

6-1.1 Daily Duties

a. Copying: making appropriate copies for files, management, rotation, etc.

b. Filing: material placed in the administrative "FILE" box.

c. Zayavki processing.

d. Distribution: posting announcements, policy letters, delivery of memoranda to DCC, providing copies of faxes, memoranda, reports, etc. to appropriate personnel and files.

6-1.2 Weekly Duties

a. Monday: prepare test-railcar and next Moscow Travelers' Itinerary memoranda as required (deliver money and passport information to Dept. 162 for Moscow travel arrangements, restock administrative supplies from warehouse as required.

b. Wednesday: sort and distribute mail brought in with Moscow travelers, process weekly traveler expense report, arrange and announce bank run for currency exchange, prepare material for laundry run.

c. Thursday: obtain Moscow tickets from Dept. 162, support weekly meeting with the Russians.

d. Friday: prepare/solicit input for Raytheon weekly status report, print out Zayavka Database for DTRA weekly report.

e. Saturday: prepare outgoing mail and brief Moscow traveler.

6-1.3 Monthly Duties

a. The monthly Continuous Monitoring Report is due to the Russians within 3 days after the end of the month as dictated by treaty (refer to section 6-3, "MONTHLY START CONTINUOUS MONITORING REPORT" on page 6-4).

b. Files: Create new monthly folders.

c. DTRA Form 66 will be closed out at the end of each month and sent to OSSM for review with the next outbound rotation. A new DTRA Form 66 will be opened the first of each month.

6-1.4 Rotation Duties

a. Russian Safety Regulations

1. The Raytheon Site Administrator will be responsible for maintaining the files on the Russian safety regulations.

   a) These files contain all the certifications for those who have reviewed the Russian safety regulations.

   b) The files will be maintained in accordance with the provisions of the VOPs File Maintenance guidelines (refer to section 5-5, "Administration", step b., on page 5-3).

2. The Raytheon Site Administrator will ensure newly arrived inspectors are provided a copy of the Russian safety regulations and that they sign the certification form.

   a) All newly arrived inspectors must review the Russian safety regulations and sign the certification form before the end of their first day of site orientation.

   b) After a copy is made for the Admin. files, the certification form is presented to the DCC DO, who then delivers it to the Russian side.

   c) The Admin. copy will be filed by the Raytheon Site Administrator.

b. Outbound Rotation: Commercial flight reservations should be confirmed approximately 72 hours before scheduled departure from Moscow.

6-2 FILES MAINTENANCE

6-2.1 Responsibilities

a. Raytheon is responsible for maintenance of all site operations activities, which include the drafting of the file plan and construction of the files, as well as the filing, retrieving, purging, and archiving of all documents within the official files. Raytheon unique files (personnel records, company forms, etc.) will not be included in the site file system.

b. The USG is responsible for the overall monitoring of files maintenance and the approval of the file plan.

6-2.2 Tasks

a. File Plan

1. A file plan will always be present in the front of the official files and on the exterior of the file cabinets.

2. This plan will be updated to reflect new additions and deletions but will be completely revised at the beginning of the calendar year. Pen and ink changes are permissible as long as they are neat and legible.

3. The file plan will reflect the complete contents and location of all official files.
4. A copy of any new file plan will be distributed to the Site Commander for comment.

b. Constructing The Files

1. As a rule, any documentation pertaining to the operations and maintenance of the Votkinsk Portal Monitoring System (VPMS), as well as other support functions related to portal monitoring should be included in the official files.
2. Sound judgment should always be used when considering what should be a part of the official files.
3. Use the numbering system as depicted in subsection 6-2.3, "Filing Plan" on page 6-2.
4. Documentation in file folders should never be more than two inches thick. Start a new file folder, properly labeled as a continuation folder, when a file becomes too thick.
5. File labels should be typed and reflect the same numerical system and wording as on the filing plan.
6. Use cardboard or file dividers for major categories of files. Sub-categories are meant to be dividers, not folders containing documents, and should be stapled file folders.
7. For ease of handling, a file containing a closed monthly report can be moved to another file drawer labeled "Closed Active Files for XXXX."

c. Filing Documents

1. Whenever possible, file the original document.
2. Extra copies of a document should either be cross-filed or kept in another location. Do not file copies in the same file as the original.
3. Before filing a document, write "File (number)" and your initials in the upper right-hand corner.
4. Unless the file plan indicates otherwise, file documents in chronological order (most recent first). An exception to this is the "Outgoing Faxes," which organizes documents according to control number and not by date.
5. If the content of an outgoing fax is clearly valuable information, it should be cross-filed in the relevant file category.

d. Retrieving Documents

1. The Site Commander, DO's, Site Manager, Supervisors, and Site Administrator need open access to the official files. The Site Administrator will maintain the files.
2. Documents retrieved from the official files must be returned quickly. If they are required for a long period, a duplicate should be made.
3. All refiling of documents will be done by the Site Administrator.

e. Purging and Archiving Documents

1. At the beginning of each calendar year, the files for the previous calendar year become "Inactive", with the exception of historical files. "Inactive" files will be removed from the "Active" file cabinet.
2. Inactive files should be maintained in another labeled file drawer for a minimum of one additional calendar year. At the end of the next calendar year, the Site Administrator will consult with the Site Commander and Site Manager concerning the need to retain the inactive file for any additional period.
3. Inactive files identified by the Site Commander as archival material will be boxed, appropriately labeled, and hand-carried to DTRA/OSSM for further disposition.

6-2.3 Filing Plan

a. Copies of the current filing plans are located in the front of the files, attached to the front of the file cabinet in which the files are located, and listed below.

b. Partitioned Railcar Worksheets and Vehicle Inspection Reports and Declarations are kept in the DO's files in the DCC until the end of each calendar month, when they are collected for filing in Roosevelt.

c. Copies of the VOPs are kept in binders in several locations on site.

6-2.3.1 Votkinsk Portal Monitoring Program (VPMP) Filing Plan

Active files for access by personnel are filed in the top two drawers of Central Files cabinet in the supplies room of the Roosevelt building.

A. Daily Logs

A-1 US Daily Logs

Attached:

Russian shift lists

Photocopies of declarations

Photocopies of vehicle inspection reports

A-2 Russian Daily Logs

B. Correspondence

B-1 Incoming Faxes (USG)

- B-2 Outgoing Faxes
- B-3 Internal Memos
- B-4 Memos to the Russians
- B-5 Russian Memo to US

C. C-1 DELETED

D. D-1 Distinguished Visitors

E. E-1 Maps

F. Operating Procedures
- F-1 Russian Safety Regulations
- F-2 Emergency Procedures
- F-3 Memorandum of Agreement
- F-4 US Policy Letters
- F-5 Historical File
- F-5.1 General Procedures
- F-5.2 DCC/Daily Activities Log
- F-5.3 Inspections/Perimeter/PCMA
- F-5.4 Office Equipment /Electronics
- F-5.5 Diplomatic Inviolability
- F-5.6 Food Orders
- F-5.7 Geological Survey
- F-5.8 Soviet/Russian Personnel

G. G-1 Sister Cities

H. Reports (DTRA)
- H-1 DTRA Weekly Report
- H-2 Partitioned Railcar Checklist
- H-4 START Monthly Inspection Reports
- H-6 Monthly Traffic Report
- H-9 Multiple Railcar Inspection Worksheet

I. Morale, Welfare, and Recreation
- I-1 Zayavki
- I-2 Monthly Social Plan
- I-3 Misc. Cultural/Social/Athletic
- I-4 Newcomer Packets
- I-5 Language Training
- I-6 US Holidays (Russian Language)
- I-7 AAFES Videocassette Revalidation

6-2.3.2 Raytheon Internal Filing Plan

Active files for access by personnel are filed in the top three drawers of the file cabinet in the Site Manager's office.

A. Reports
- A-1 Incoming Status Reports (PMO)
- A-2 Outgoing Status Reports (with attached MPR's)
- A-3 ILS Action Item Lists
- A-4 Final Inbound Handcarry List

B. Incoming Correspondence
- B-1 From DTRA
- B-2 From RSC Off-Site (PMO, FOE, etc.)
- B-3 From American Embassy Moscow (ACIU)
- B-4 From Russian Citizens (including Stockmann)
- B-5 Official Government Announcements
- B-6 Miscellaneous

C. Internal Correspondence
- C-1 Site Internal Correspondence

D. Outgoing Correspondence
- D-1 To RSC Off-Site
- D-2 To DTRA
- D-3 To ACIU/ Moscow
- D-4 To Other (e.g. Stockmann)

E. Personnel
- E-1 Passports/ Visas
  - Currently Active Inspectors
  - Archived Inactive Inspectors
- E-2 Travel Orders
- E-3 Time Logs

F. Logistics
- F-1 MPR's (Material Provisioning Requests)
- F-2 Cargo Shipment Inventories
  - Pending Orders
  - Pending Backhaul
- F-3 Cargo Shipment Documentation
  Received Orders
- F-4 Russian Equipment Inspections (Historical)
- F-5 Stockmann Food Orders (Commercial Rotation)
  - Food Orders
  - Food Delivery Notes (Receivers)
- F-6 Cargo Food Orders
  - Aircraft
  - Truck
- F-7 DHL Airbills

G. Financial Transactions
- G-1 Site Funds Ledger
- G-2 Historical Documents

H. RSC Documents (Historical)
- H-1 Statement of Work
- H-2 Self-Evaluation
- H-3 Program Management Review
  - H-3.1 Award Fee/ Evaluations
  - H-3.2 Conference Minutes
  - H-3.3 Failure Analysis Reports
- H-4 RSC Contract
  - H-4.1 VPMP Cost Proposal
- H-5 Local Contracts
- H-6 Program Schedules
- H-7 Technical Failure Reports
- H-8 PMO Staff Meeting Minutes
- H-9 Management Policy
- H-10 Medevac

H-12 Zayavki

6-2.3.3 Raytheon Blank Forms Filing Plan

Active files for access by personnel are filed in the top three drawers of the file cabinet in the Site Manager's office.

A. Technical Forms
   - A-1 Engineering Change Requests
   - A-2 Technical Problem Reports

B. Financial Forms
   - B-1 HAC Loan- Savings
   - B-2 Savings Bond Deduction Authorizations
   - B-3 Payroll Authorizations
   - B-4 Direct Deposit Requests
   - B-5 Flexible Spending Account

C. Expense Reports

D. Tax Forms

E. Passport/Visa Forms
   - E-1 Passport Applications
   - E-2 Diplomatic Passport Extension Applications

F. Morale, Welfare and Recreation Forms
   - F-1 Firearms Forms
   - F-2 GM New Car Purchase Program
   - F-3 Requests for Unofficial Foreign Travel

G. Master VOT Forms
   - G-VOT-06 Record of New Inspector DCC Orientation and Training
   - G-VOT-07 VPMF Kitchen Sanitation and Food Storage Inspection
   - G-VOT-08 VPMF Dining Room Inspection
   - G-VOT-09 VPMF Office and Storage Area Inspection
   - G-VOT-10 Room Checkout Form
   - G-VOT-11 Standard Room Issue
   - G-VOT-12 Personal Use Issue
   - G-VOT-13 Pre-Briefing Foreign Travel Information
   - G-VOT-14 Zayavka
   - G-VOT-15 Defensive Security/Awareness Debriefing Certificate
   - G-VOT-16 VOPs Change Recommendation Form
   - G-VOT-17 Document/Drawing Transfer
   - G-VOT-18 Change Posting Signature Page
   - G-VOT-19 VPMF Accident / Injury Incident Report
   - G-VOT-20 MEDEVAC Movement Information Sheet

6-3 MONTHLY START CONTINUOUS MONITORING REPORT

6-3.1 Responsibilities.

As required by the START treaty, the inspection team leader (Site Commander) shall provide inspection reports in both Russian and English within three (3) days after the end of each month. Per the Statement of Work (SOW) the treaty-required monthly report is prepared by the contractor (i.e., Raytheon).

6-3.2 Procedures.

a. Duplicate the previous month's cover sheets on the computer (located in: Central Files/Reports/H-3 Monthly Insp. Rpt./*199_ Monthly Insp. …/START), rename it, change the date, and delete the underlined numbers. Print this draft.

b. On the first day of the month remove all original START declarations and inspection sheets for the previous month from the DO's desk in the DCC.

c. Check for numbering continuity between the inspection and declaration forms from last month's report and this month's.

d. Cut the Russian declarations to the size of standard American paper, making sure not to remove any information such as the Print Page/Стр._____ near the bottom right corner of the Russian declarations.

e. Compile the report into the following order: declared with missile, declared without missile, and turnarounds ,with the oldest (i.e., lowest declaration number) on top within each group.

NOTE

Russian declarations that are withdrawn by the Russian side will be included in the applicable sections of the report (i.e. declared with missile, declared without missile, turnarounds).

f. Individual inspection reports under START will include various VPMF forms and documents in the following order:

Declared with Missile

1. V-06 START Inspection Report Declared to Contain
2. V-05 Comments for Inspection Report (if any)
3. The Russian declaration

Declared without Missile

1. V-07 START Inspection Report Declared Not to Contain
2. V-05 Comments for Inspection Report (if any)
3. The Russian declaration

NOTE

Pages of comments concerning ambiguities and clarifications by either side are included at the end of the report.

g. Ensure that all the required forms (also photographs) are present for each declaration, in the correct order (as above), and with oldest declaration number on top.

h. Number each page in pencil (keeping in mind that the cover pages are pages 1 and 2). Check the page numbering for correct sequencing.

i. Fill out the numbering on the cover pages. The required numbers are essentially self-explanatory; a major point to be aware of is to change the case of the Russian text to agree with the number. The numbers are:

   1. The number of vehicles declared to contain.
   2. The number of pages of inspection reports for declared to contain. At the end of that paragraph indicate the range of page numbers.
   3. The number of pages of inspection reports for declared not to contain. At the end of that paragraph indicate the range of page numbers.

j. Print out the revised cover sheet with the obtained values on DTRA letterhead.

k. Present the draft version of the monthly report to the Site Commander for review. After favorable review by the Site Commander, print one additional cover sheets on DTRA letterhead and copy the rest of the draft report to be provided to the Russian side. When the Russian side approves the draft copy, the Site Commander and a representative of the Russian side will sign the report (our original and their copy). The Russian side retains its copy.

6-3.3 Copies and Distribution.

Number the pages of the report in black ink. Make two copies of the original report. One copy of the report is retained on site in file H-4 (START). The original and one copy of the report goes out with a DTRA DO at the next rotation.

6-4 CARGO SHIPMENT DOCUMENTATION

a. After the cargo shipment equipment inspection has been completed, the Raytheon Site Administrator will create a memorandum entitled “Memorandum on Results of Equipment Inspection” and its corresponding Russian translation. Examples of this memorandum are available in historical files.

b. The Site Commander then takes this memorandum to the Russian side where both sides sign it.

c. Two (2) copies of the memorandum and its translation are then made and returned to Admin. for filing.

d. The Raytheon Site Administrator then files one copy of the memorandum and translation in the file for memoranda to the Russians. The second copy is filed in the cargo shipment historical files along with a copy of the Pallet Tally Sheet.

6-5 BULLETIN BOARDS

a. Bulletin boards are located in the hallway of the Administrative (Roosevelt) Building and in the DCC for the purpose of providing information and services to on-site personnel. All bulletin board items in the Roosevelt Building will be handled through the Administrative Assistant and posted as follows:

b. The Site Commander’s board will usually contain only items of official business related to all inspectors. Examples of these items are policy letters and other memoranda designated by the Site Commander.

c. The Raytheon board will contain information pertaining to Raytheon personnel and other items designated by the Site Manager, as well as copies of DTRA and Raytheon Weeklies/Reports.

d. The Social Activities board will contain zayavki, social calendars, and other leisure items of site interest.

e. The DCC board will contain items pertaining to shift personnel as determined by the DO and Shift Supervisor.

6-6 CAMERAS AND PHOTOGRAPHY

a. In accordance with the START Treaty and our subsequent agreements with the Russians, there is only one official camera on-site and it is used only by the inspected party. While the Russians are extremely sensitive to on-site photography, they acknowledge our desire to use personal cameras and allow their use within the quarters.

b. While the use of a camera may seem a small issue to an individual monitor, the reputation of the United States and its commitment to the START Treaty is at stake. In order to ensure adherence with existing agreements, the following measures constitute the VPMF policy for personal cameras, video cameras, and all photography.

   1. Photography and video-taping may be conducted within the buildings provided the blinds are drawn.
   2. Absolutely no pictures will be taken through or out of any window of any American building.
   3. No personal photography is permitted in the DCC or during inspections.

4. Cameras will be used outdoors on site only with the prior approval of the Site Commander and a representative of the Russian escort group, and then only under the supervision of a Russian escort.
5. Monitors may bring a personal camera or the site video camera on any excursion away from the VPMF, but must obtain approval to use it from the accompanying Russian escort.
6. Inform the DO immediately should any problems/disagreements arise.

c. The site video camera will be stored in the warehouse and made available for check-out by any monitor. It will be recharged by the user prior to its return and returned immediately upon completion of its use. Monitors will provide their own video tape when using this camera for personal video photography.

6-7 INTERACTION WITH THE RUSSIANS

All monitors will adhere to the two-person rule when interacting with the Russians for an extended period of time. In general, any interaction requiring more than 15 minutes will include more than one US monitor. Though the DO generally does not require another monitor to accompany him during the conduct of his official duties, this rule will apply if his business with Dept. 162 will require more than 15 minutes. Due to the nature of the duties of the Social Coordinator, they will be exempt from the two-person rule while executing their duties as Social Coordinator.

6-7.1 Escort Notification

a. Monitors will notify Dept. 162 escorts through the DO in the DCC when:

1. They wish to visit the Dept. 162 building for other than official business. The two-person policy is always applicable if they plan to stay in the Russian escort building for an extended period of time.
2. They will be working on any inspection equipment or going on the roof of one of the buildings in the inspection site.
3. They desire to remove computer or electronic equipment from the warehouse. Notification should be given a reasonable time in advance, normally no less than 15 minutes. If no escort appears at the designated time, the DO will make one final call to Dept. 162 to notify them that we are removing the item(s) from the warehouse. Computer equipment includes both administrative and inspection related computers and their peripherals. Electronic equipment includes VCRs, radios, televisions, and test equipment. It is not necessary to give notification to remove electrical equipment such as flashlights, power tools kitchen appliances, and vacuum cleaners. Movement into the warehouse is not affected by this notification requirement.
4. Water samples are collected for off-site analysis.

6-7.2 Russian Access To US Buildings

a. To prevent misunderstandings concerning Russian access to US buildings for necessary activities such as US-requested maintenance or Russian-required safety inspections, the following procedures apply:

1. Only Russian escorts can request access to a US building. When a Russian calls requesting entry to a US building (housing, basements, or warehouse), ensure that person is a Russian escort. If the person is not a Russian escort, politely request that they contact Dept. 162.
2. Dept. 162 has been asked to provide the DO in the DCC at least two hours advance notice of the time, place, duration, and exact nature of any request for access.
3. The DO or Shift Leader will contact the Site Commander, who will consult with the Site Manager and approve or disapprove entry. Each request will be considered on a case-by-case basis. Reasons such as “We want to inspect,” or “We want to change light bulbs,” are considered neither exact nor valid reasons.
4. If approval is given, the Site Manager or his designee will determine which Raytheon monitors will accompany the Russians in addition to any government monitors so designated. DCC personnel will then inform the Russian escorts that approval has been given, and will indicate when and where the monitors will meet the Russians for building access.
5. If approval is not granted, or there is still a question concerning the nature of the visit, the Site Commander will instruct the DO as to the next course of action.
6. While Russians are in US buildings, the accompanying monitors will ensure that only the intended purpose of the visit is accomplished and that the Russians are within view at all times.

b. The weekly basement check has been granted “automatic” approval as it has become a routine, regularly scheduled activity. However, the provision contained in step a., 6. above, remains in force.

6-7.3 Inviting Russians To Roosevelt Building

We currently enjoy a cooperative working atmosphere with our Russian escorts. This has been of great benefit to both sides and we wish to continue to foster an atmosphere of exchange. One way to do this is to invite our counterparts to meet with us occasionally for social purposes in our facilities. When we do this, monitors should adhere to the following guidelines:

a. Dept. 162 has requested that all invitations to the social or technical escorts to visit the Roosevelt building be made through either the Russian escort administrator or the Russian Shift Leader.

b. To avoid misunderstandings and to accommodate these concerns, all invitations to the Russians to visit Roosevelt building will be made on a zayavka form. The usual filing procedures for zayavki will be followed.

c. Consideration of fellow monitors must be paramount in planning invitations to Russian escorts. This is particularly true in the instance of recreational equipment and recreational spaces. Generally, invitations to use the gymnasium space and gymnasium equipment are discouraged.

6-7.4 Monitor Visits To Russian Homes

Invitations extended by Dept. 162 to US monitors at VPMF for events at a Russian's home may be approved by the Site Commander under the following conditions:

a. The invitation was initiated by Dept. 162 and is an official social event;

b. Two or more monitors attend the event;

c. Overnight visits are not permitted;

d. Strict adherence to other standing site policies on conduct is an absolute requirement;

e. Site Manager recommendation of approval must be obtained for visits by Raytheon personnel. The Senior Deputy must recommend approval for visits by USG DO's; and

f. Site Commander approval must be obtained prior to accepting the invitation.

6-8 VPMF AUTOMATED DATA PROCESSING EQUIPMENT (ADPE)

The following rules apply for changing programs, folders, or networks:

a. The Site Manager will designate Network Administrators for maintaining or changing the network and software. No additional software will be placed on the system by anyone other than the designees.

b. The Site Manager, Senior Deputy, and Network Administrators will ensure that any file from this network saved to disk for transfer back to DTRA headquarters will be done using Microsoft Office software compatible with software currently in use at HQ, DTRA.

6-9 USG/Russian Meetings

a. The normal meeting with Dept. 162 is held on Thursday mornings at 1000. The location of the meetings is rotated between Dept. 162 and the Roosevelt lounge each week by mutual agreement.

b. The dress for the meeting is usually coat and tie or slacks and a short sleeve shirt (weather permitting) for the Site Commander, and normal duty attire for all others. (Clean, appropriate attire will be worn; no shorts, tee-shirts, flip flops, etc., will be worn)

c. Raytheon will provide a linguist to take notes and another to act as the command translator.

d. Formal business is usually conducted first, with the floor first given to the guest.

e. Unofficial/Informal business is discussed after the meeting and typically the kitchen staff provides juice, coffee, tea, and snacks.

CHAPTER 7

MEDICAL AND HEALTH

7-1 RESPONSIBILITIES AND DUTIES

a. The on-site Health Care Providers (HCP's) are primarily responsible for Emergency/urgent health care of all members of the on-site inspection team. There will be three HCP's on the Raytheon staff and at least two members of the Health Care Unit staff deployed to the site at a time.

   1. At least one HCP will remain on site during maintenance activities that have an increased personnel safety risk.

   2. When two HCP's are on site, only one may participate in any off-site zayavka without making special arrangements through site management. The Site Commander, in coordination with the Site Manager, may waive these restrictions as necessary on a case by case basis.

b. The HCP's report to the Raytheon Corporate Medical Office for guidelines and direction in medical issues and to the Support Supervisor for routine site task and responsibilities.

c. The HCP's will:

   1. Diagnose and treat minor illnesses and injuries, monitor chronic medical conditions that are being managed by individual's personal health care providers, maintain current vaccinations/records, provide short term medication or supplies for new conditions, facilitate follow-up care with personal health care providers, manage medical emergencies on site, coordinate evacuations and refer patients for secondary medical care as needed. Clinic hours will be flexible to accommodate employees working the different shifts.

   2. Conduct quarterly dining room and kitchen inspections and make appropriate recommendations regarding food service sanitation.

   3. Provide information as requested regarding monitoring, tracking, providing safety instruction and maintaining personnel awareness of radiation hazards.

   4. Initiate medical evacuation procedures, accompany patients being evacuated and continue to render emergency medical care as deemed necessary.

   5. Maintain medically relevant contacts in the Votkinsk / Izhevsk area, continually evaluating local capabilities for emergency and non-emergency care so as to make informed decisions when necessary regarding care or removal to Moscow and/or Frankfurt, Germany. They will keep the Site Commander, Site Manager, Support Supervisor and Raytheon Corporate Medical Office up to date on their findings and recommendations.

   6. Perform quarterly water bacterial testing, chlorine testing, and support off-site water testing.

   7. Maintain current medical resources and be responsible for inventory and timely replenishment of same.

   8. Instruct CPR and First Aid class for site personnel.

   9. Maintain an orderly and sanitary clinic with an appropriate amount of supplies.

   10. Maintain first aid kits to accompany sports zayavki, rotations, and for emergency response.

   11. Perform scheduled preventive maintenance checks on all medical equipment.

   12. Work together with the Site Manager to ensure that the employees' working conditions are safe, and assess areas of potential hazard.

   13. Obtain information from the Center for Disease Control, and other related agencies, as required, allowing the medical staff to make appropriate and up-to-date recommendations on health issues to those Raytheon personnel traveling to various countries during their R&R.

   14. Maintain records to be reviewed by the Raytheon Corporate Medical Office in a timely manner.

7-2 PROTOCOLS AND REPORTS

7-2.1 Protocols

a. Health care administered by the health care staff at the VPMF must be performed in accordance with the approved case protocols as described in the Policy and Procedures Manual. If any patient case does not fall into the approved protocols, medical supervision will be required. This will be accomplished through the use of telephone communications and/or data fax with the Raytheon Corporate Medical Office physician and backup (refer to section 7-3, "RAYTHEON CORPORATE PHYSICIAN AND BACKUP PHYSICIAN TELEPHONE/MOBILE/FAX NUMBERS" on page 7-2).

b. Urgent and/or emergency medical assistance can be requested, as required, from Russian medical facilities or the American Medical Center, Moscow.

7-2.2 Reports

a. Reports of all health care provided will be forwarded to the Raytheon Corporate Medical Office for review.

b. An accident report (Raytheon Form VOT-19, "VPMF Accident/Injury Incident Report") will be completed on each accident or injury sustained by personnel during rotation duties or while on site. The report will be maintained in a file in order to track and identify safety issues or hazards as well as identify training needs. Each report will be reviewed by the VPMF HCP, the appropriate supervisor, the Site Manager, and forwarded to the Raytheon PMO for review. A quarterly report will be issued with statistical information relating to the number of people seen for accidents or injuries and categorized by type or activity.

   1. For Raytheon inspectors, whose injury or illness meets the definition of a work-related injury, the HCP will also complete and submit a worker's compensation form to the Raytheon PMO and place a copy in the inspector's medical record. All activities occurring during rotation to, from, and in Russia are considered work related. The only medical problems that would not be covered are those related to "unacceptable behavior" by the inspector or an illness not related to work or recreational activity, or when injured on R&R.

   2. The HCP is not required to give diagnoses to on-site management, but will provide information regarding duty status, work limitations, and expected date of return to work

7-3 RAYTHEON CORPORATE PHYSICIAN AND BACKUP PHYSICIAN TELEPHONE/MOBILE/FAX NUMBERS

Corporate Physician

Dr. Hackett	Work	(781) 860-2466
	Fax	(781) 860-2411
	Home	(781) 259-0647
	Mobile	(617) 320-6014

Corporate Physician, Backup

Dr. Kohanna	Work	(978) 858-5274
	Home	(978) 263-4605
	Mobile	(815) 341-1015

George Washington University

(202) 715-4219/4230

American Medical Center (AMC) - Moscow

(7) or (8) -9-933-7700

State that you are a member through the Arms Control Implementation Unit (ACIU)/OSIA contract when calling.

Votkinsk Factory Hospital

4-37-05

4-33-96

86th Aeromedical Evacuation Squadron (86th AES) Ramstein Air Base, Germany

	+49-6371-47-2264/2643/2235
Fax	+49-6371-47-2345

7-4 SECONDARY MEDICAL TREATMENT

a. Secondary medical treatment includes specialized diagnosis, evaluation, treatment, and/or rehabilitative care not available on site. Such medical treatment is available at the Votkinsk Factory Hospital and the American Medical Center (AMC) in Moscow. The patient may require evacuation either urgently via commercial air carrier or during an emergency using a carrier to be determined by ACIU, Moscow.

b. An OSIA contract with the AMC provides for emergency medical care 24 hours a day, 7 days a week to DTRA personnel while in Russia in a temporary duty status (TDY). DTRA TDY personnel include military, civilian, and contract personnel, including Raytheon employees. Details of the contract are contained in the "Statement of Work - American Medical Center" and is on file in the VPMF Health Care Unit.

c. The individual patient is responsible for payment to AMC clinic at the time services are rendered using a personal credit card or cash. AMC will provide to the patient an itemized bill for all services or medications. All individuals should first contact the VPMF Health Care Unit or the ACIU, Moscow to facilitate making appointments, help in reimbursement of expenses, etc.

d. For a non-urgent or urgent medical referral possible options include:

   1. Transport to the local hospital by van or ambulance. Arrangements are made by calling Dept. 162 (284).

   2. Travel to Moscow for treatment as one of the two weekend travelers, an addition to the weekend travelers, or as an entirely separate trip.

e. The HCP:

   1. Will inform the Site Commander, and the Site Manager of the logistical support requirements based on the patient's medical status and provide the type of medical treatment required, estimated period of treatment, and recommend an appropriate medical facility for treatment.

   2. Will coordinate the necessary treatment with the appropriate referral sources.

   3. Schedule consultations and appointments/treatment.

   4. Determine whether the patient can physically travel without an HCP.

f. The Site Commander or representative:

   1. Will relay the medical requirements to Dept. 162.

   2. Inform the ACIU at the American Embassy Moscow.

   3. Inform Monitoring Operations (DTRA/OSSM) as needed.

g. The Site Manager:

   1. Will ensure the arrangement of necessary airline tickets, hotel accommodations, and transportation.

   2. Will select the appropriate person to accompany the patient if an escort is required and provide an interpreter if needed.

h. If the patient requires emergency evacuation from Russia, site personnel shall accomplish appropriate actions outlined on VPMF Form V-13, "VPMF Medical Evacuation Worksheet".

7-5 ON-SITE EMERGENCY MEDICAL RESPONSE PLAN

a. Personnel who may be involved in a medical emergency/Medevac include all individuals assigned to the site at Votkinsk. Any individual's level of involvement may depend on his/her duty or shift assignment on the particular day when a medical emergency occurs. Specifically, all HCP's and DCC shift members actually on duty are the first persons assigned a role in an emergency.

b. When an accident occurs which results in an injury, or if a person should develop an illness of a serious nature, the following sequence of events will be accomplished, enabling the HCP's, Site Manager, and Site Commander to make informed decisions.

   1. When an accident occurs or if a site person becomes ill while not in or near the Health Care Unit, the first person to become aware of the situation should call the DCC. The DCC will send one shift member to the scene of the accident with the DCC First Response Kit of first aid supplies and a handheld radio. The DCC shift leader will also locate an HCP and dispatch him/her to the scene of the accident or to the room of the ailing person. The DO will initiate VPMF Form V-13, "VPMF Medical Emergency Worksheet upon notification of a possible emergent situation.

   2. Upon arrival on the scene of the incident, the HCP will triage/treat the patient, and apprise the DCC of the situation and request any additional personnel or supplies which may be needed. Additional supplies and a gurney are located in the Washington Building vestibule.

   3. The patient will be treated where found or will be transported to the Health Care Unit.

   4. The HCP will consult Raytheon Corporate Medical Office representatives as time permits, to discuss diagnosis, protocol and plan of action.

   5. The DCC will notify the Site Commander and the Site Manager of the events and keep them apprised of the situation.

   6. Depending on the condition of the patient s/he may be treated on site and released, transported to a local hospital, or determination made to initiate a Medevac. If the patient is treated and released the DCC should be informed and VPMF Form V-13 ended. Once it is determined that a patient needs to be

Medevac'd, the following actions will be taken:

a) A Desired Patient Movement Sheet (Raytheon Form VOT-20, "Medevac Movement Information Sheet") will be completed and passed to the DO in the DCC, as directed by the HCP, for faxing to the ACIU, Moscow.

b) The Site Commander will notify the ACIU, Moscow who will call the Moscow Embassy Defense Attaché Office (DAO), Russian Foreign Ministry, and the Russian Nuclear Risk Reduction Center (NRRC). DTRA On-Site Support Center will also be notified.

c) The duty linguist will notify Dept. 162 of transportation needs and the number of people accompanying the patient.

d) The Site Manager will call the Raytheon PMO, FOE and Site Administration.

e) Site Administration will assign workers to assist HCP with medical supplies and gather the patient's diplomatic passport and personal effects. A linguist will be assigned to assist the HCP and travel with the patient if necessary. A chef will prepare food and water as needed, depending on travel needs.

f) ACIU will notify DCC of the method, time, and location of departure to Moscow or other point.

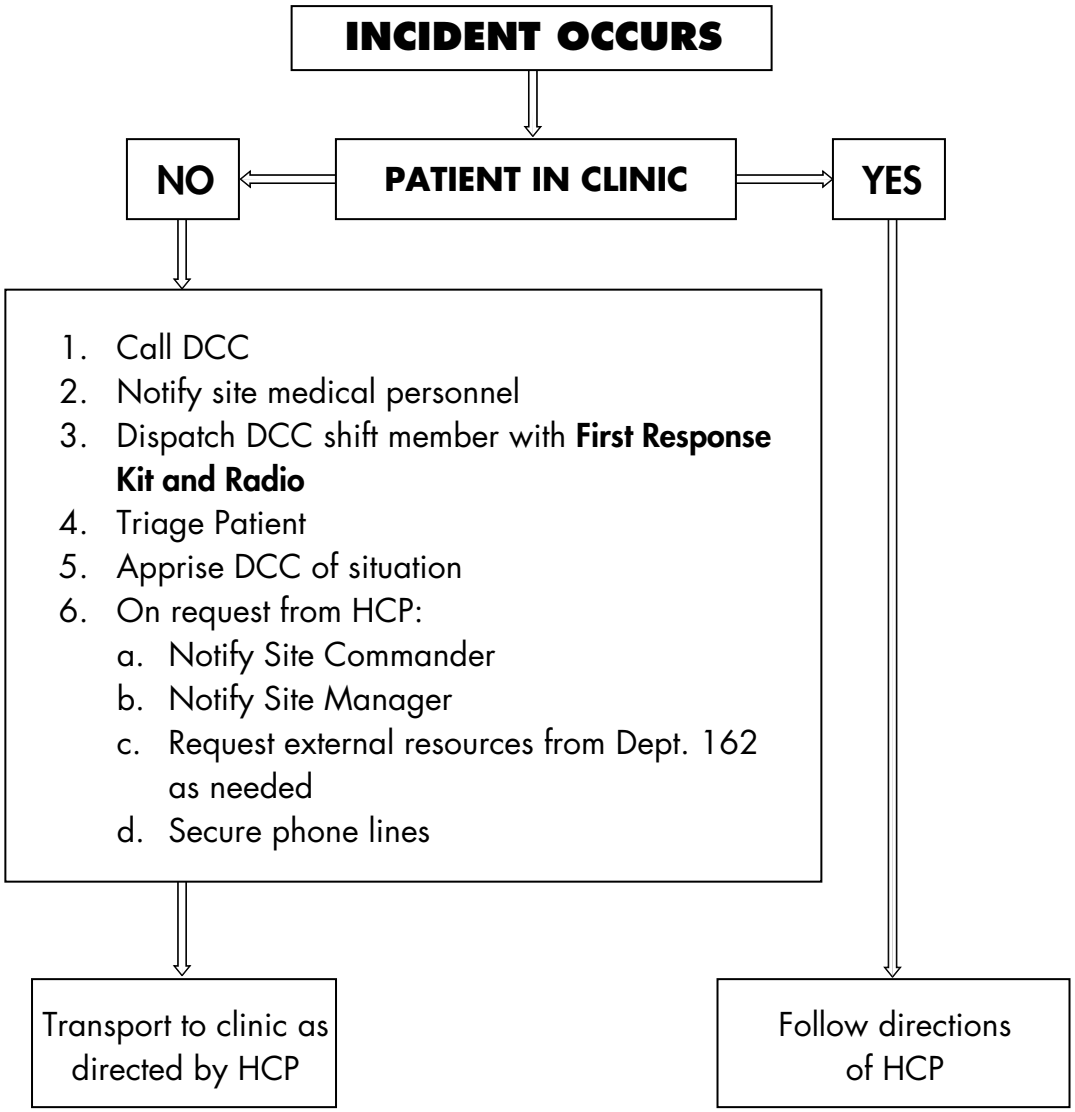
g) The DCC will notify the HCP of the departure time and prepare the patient for evacuation upon completion of admin functions coordinated with patient movement.

h) The patient is moved to an ambulance for transport to departure site, only AFTER the landing of the Medevac aircraft in Izhevsk has been confirmed.

7-6 DRILLS

To ensure all personnel are knowledgeable of emergency medical evacuation procedures and that all relevant telephone numbers are current/accurate, an emergency Medevac drill shall be conducted on a semi-annual basis. This drill shall be conducted following the procedures outlined in VPMF Form V-13, "VPMF Medical Emergency Worksheet." Results of this semi-annual drill shall be forwarded to the Site Commander and Site Manager, and maintained in a file in the medical office.

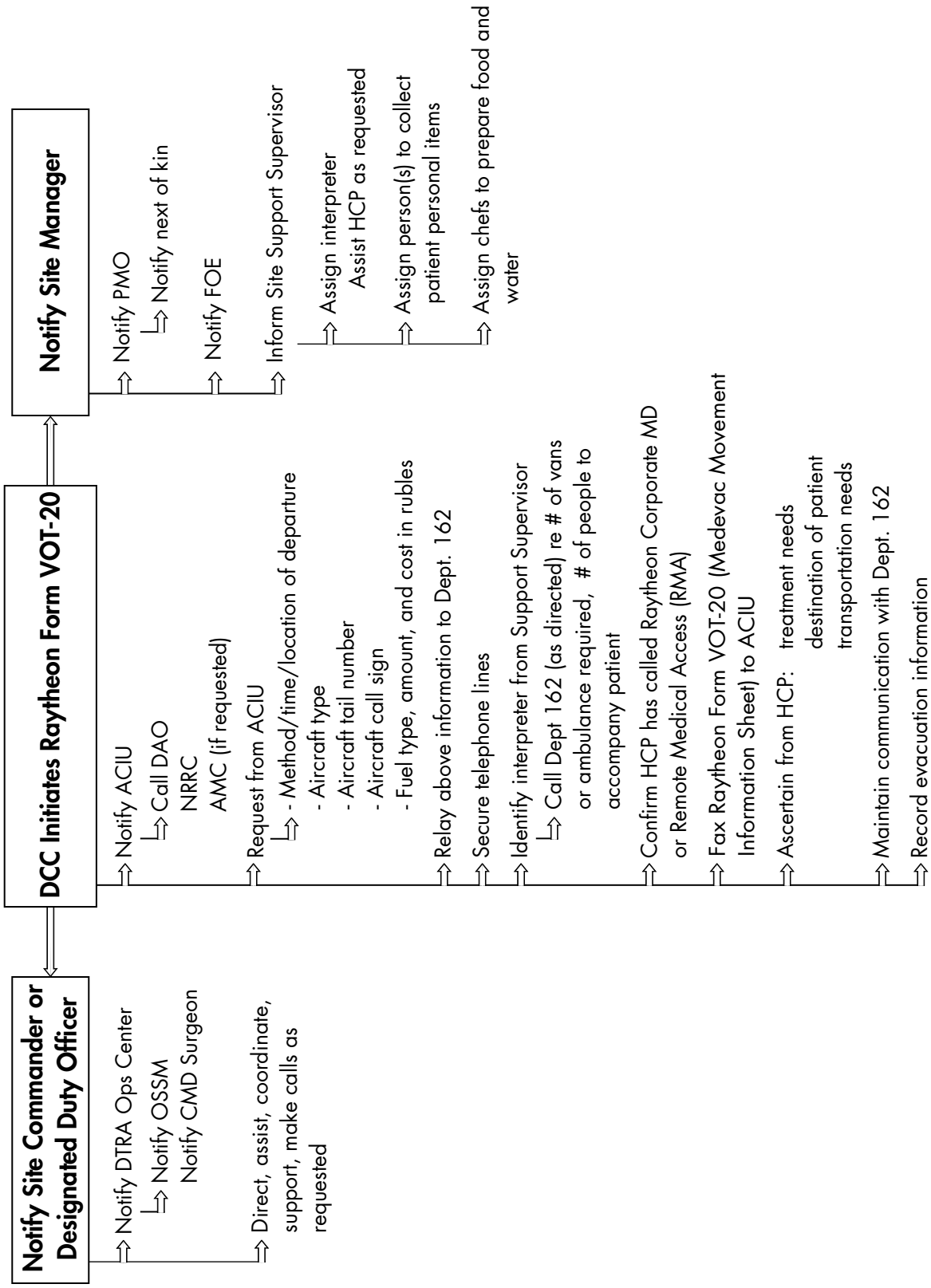
7-7 MEDICAL EMERGENCY FLOW SHEET



DECISION IS MADE TO MEDEVAC PATIENT:

1. INITIATE **RAYTHEON FORM VOT-20, MEDEVAC MOVEMENT INFORMATION SHEET**
2. GO TO **MEDICAL EVACUATION WORKSHEET**

VPMF MEDICAL EVACUATION WORKSHEET



CHAPTER 8

LOGISTICS

8-1 WAREHOUSE FIRE AND SAFETY PROCEDURES

8-1.1 Fire Safety

a. The warehouse is equipped with two fire-fighting boxes located on the back wall. Each box contains one fire extinguisher and one fire hose. The walkway leading to each box must be kept clear at all times. There are additional fire extinguishers located in key areas within the warehouse.

b. One side of the storage shed is used for storing highly flammable and combustible substances. It is kept locked at all times. The keys are kept hanging on the wall just inside the warehouse office area.

c. In the event of a fire, all inspectors are to be accounted for, appropriate fire-fighting measures are to be taken, and the incident is to be reported to the DO in the DCC who will notify Dept. 162, if appropriate.

8-1.2 Safety Regulations

a. Material and equipment should be stored on shelves and on racks. The distance between the shelves and racks should be at least 0.8m. The distance between the walls and partitions of the building and the shelves and racks should be at least 0.8m.

b. Highly flammable and combustible substances must be kept in the flammable storage module located in front of the warehouse. This module must be kept locked at all times. Gasoline must be stored separately. Oxygen cylinders must not be stored together with other flammable or easily ignitable substances.

c. The following is not permitted in the warehouse:

   1. Using open flame or smoke.
   2. Electric and/or gas welding.
   3. Blocking (with equipment or materials) the passageways, exits, or paths to fire-fighting equipment.

d. Pouring fire-hazardous materials into other containers must not be conducted where other fire-hazardous materials are stored.

e. Fire-hazardous activities such as electric and/or gas welding or use of open flame or smoke are not permitted in the warehouse or on the adjoining territory unless and until the Russian escorts have been notified, and an appropriate permit has been received from the representatives of the Russian State Fire Safety Service.

8-2 WAREHOUSE OPERATION

8-2.1 Objectives

a. The primary objectives of the VPMF warehouse are:

   1. Provide material support, in a highly effective and timely manner to Operations and Maintenance personnel.
   2. Provide custodial responsibility for Government Furnished Material (GFM).
   3. Provide for and maintain a system for the receipt, control, and issue of GFM.

8-2.2 Security

a. Security of the Votkinsk Portal Monitoring Program (VPMP) assets is the responsibility of all personnel assigned to the VPMF.

b. Immediately report any incident of unsecured/unmanned warehouse to the site logistics staff and Site Manager.

8-2.3 Warehouse Access

The site logistics staff has keys to the storeroom (2 sets). At least one set of keys will remain on site at all times, held either by the logistics staff, Site Manager, Technical Supervisor, or their designee. Emergency access is available 24 hours a day. Inspectors needing access should contact the logistics staff or Technical Supervisor.

8-2.4 Warehouse Maintenance

a. Consumption of food and beverages is limited to the office area and technical shop in the warehouse.

b. The warehouse is to be kept neat and clean at all times. Trash will be emptied at the end of each shift and lavatories in warehouse and sauna will be kept clean.

8-3 PERSONAL EQUIPMENT ISSUE

Personal equipment issue includes commonly checked out government property in the categories of standard room issue and personal use issue items.

8-3.1 Standard Room Issue

a. The standard room issue will be issued to each living quarters room and be signed for at the beginning of each rotation by the inspector occupying the individual room (Raytheon Form VOT-11, “Standard Room Issue”). Once signed, this form will be retained by the logistics staff until the end of the particular inspector’s rotation. At the end of the rotation, the Site Commander, Site Manager, or designee (as applicable) will

verify the standard room issue is present and sign in the appropriate space on the Standard Room Issue form.

b. The standard room issue includes items such as bed and bathroom linens and room equipment. All standard room issue items are to remain in the room at the end of each rotation. Outbound inspectors will wash applicable standard room issue items and make the bed for the next inbound inspector. Any items found to be missing, extra, or unserviceable should be reported to the logistics staff immediately. Inspectors wanting additional items for their comfort or specific needs should visit the warehouse and obtain personal use issue items (refer to subsection 8-3.2, "Personal Use Issue" on page 8-2).

8-3.2 Personal Use Issue

Personal use issue includes items checked out of the warehouse for personal convenience or to support work requirements. Personal use issue items include such things as cold weather gear, rain gear, extra heaters, electric blankets, extra linen, etc. All personnel checking out personal use issue will sign for it using Raytheon Form VOT-12, "Personal Use Issue." The logistics staff will ensure all personal use issue items are returned to the warehouse before Raytheon inspectors rotate out for the last time. The logistics staff will ensure all DTRA inspectors turn in any personal use issue before rotating out. Any checked-out personal use issue items must be properly secured when an inspector is out on R&R.

8-3.3 Standard Room and Personal Use Issue Documentation

All open standard room and personal use issue documentation will be maintained in binders in the warehouse.

CHAPTER 9

SECURITY

9-1 SECURITY ON TRAVEL

9-1.1 Personal Security

a. Raytheon prepares and releases security literature which increases awareness and provides personal security information.

b. The Site Manager has on file such security literature for review.

c. As new security information is made available, it will be forwarded to the Site Manager for dissemination to all VPMF personnel.

9-1.2 Travel

a. The State Department maintains a Citizens Emergency Center that answers inquiries about places to which Americans may be planning travel. The telephone number for the Emergency Center is:

(202) 647-5225

b. In-country, American Embassies and Consulates are prepared to advise you regarding threats of terrorism and unsafe areas.

9-1.3 Travel Documentation

a. Raytheon VPMF inspectors or visitors will possess both a tourist and diplomatic passport.

1. The diplomatic passport will contain a Russian Visa which is good for up to two years.
2. The tourist passport is to be used for non-business related travel outside of Russia, such as R&R.
3. The diplomatic passport is to be used for VPMF business travel only and will remain in protective custody at FOE upon exiting Russia on R&R and will be returned to your possession when returning to the VPMF.

b. Safeguarding of passports is extremely important. If lost, a tourist passport can generally be replaced with proof of US citizenship at the nearest United States Embassy or Consulate.

NOTE

Replacement diplomatic passports may only be issued by the State Department through DTRA, Washington, D.C., with valid proof of citizenship (i.e., birth certificate, etc.) required. In most cases, it may be necessary to appear in person for issuing of a replacement diplomatic passport.

c. Theft, loss, or destruction of a diplomatic passport should be reported immediately to local police authorities, the nearest American Embassy, DTRA-E, and Raytheon-PMO to initiate appropriate replacement procedures

9-2 EMERGENCY ASSISTANCE

9-2.1 Emergency Assistance

In the event of an extreme emergency while on travel, which can be identified as a criminal/terrorist act directed against you or any members of your family, all known facts must be provided to RSC-FOE and Raytheon-PMO who will initiate appropriate emergency measures.

9-2.2 Emergency Telephone Numbers

Telephone numbers for reporting security emergencies are listed below. Telephone numbers for medical emergencies are in section 7-3, "RAYTHEON CORPORATE PHYSICIAN AND BACKUP PHYSICIAN TELEPHONE/MOBILE/FAX NUMBERS" on page 7-2.

Raytheon - Program Management Office

A. Gloe	Office	(703) 904-1924
	Home	(703) 443-0249
J. Luscher	Office	(703) 904-7045
	Home	(703) 779-7647
D. Prell	Office	(703) 904-1926
	Home	(703) 255-2099
PMO	Fax	(703) 904-1937
G. Connell	Office	(703) 714-1565

Raytheon - Germany Office

M. Wilking	Office	+49-69-699-8061
	Home	+49-6732-918272
	Cell	+49-172-9141429

DTRA - Washington D.C.

On-Site Support Center	(703) 325-2102/3/4 (877) 240-1187
Fax	(703) 325-0146

DTRA-EO - Rhein Main AB (Germany)

Operations Center	+49-69-699-7295
Fax	+49-69-699-3482

CHAPTER 10

VOPS ADMINISTRATION

10-1 GENERAL

a. The VOPs is updated at the Raytheon PMO, hereafter referred to as the PMO. The VOPs is published and distributed by the PMO Configuration Manager, hereafter referred to as the Configuration Manager. VOPs changes submitted at the VPMF are coordinated by the Raytheon On-Site VOPs Administrator, hereafter referred to as the VOPs Administrator. The DTRA review process is coordinated by the DTRA VOPs Point of Contact (POC), hereafter referred to as the VOPs POC.

b. All change recommendations to the VOPs must go through the change process outlined in the following subsections. No changes will be incorporated into the VOPs without going through this process.

c. All change packages and revisions to the VOPs will be released by the Raytheon Program Manager. A signature page with the Raytheon Program Manager's signature will accompany all change packages and revisions.

d. Recommendations that have been approved at the supervisor level are tracked in a database named the "VOPs Change Database". This database is used to track the status of recommended changes and as a historical record of approved/disapproved change recommendations. This database is available on the network at the VPMF and at the Raytheon PMO.

e. There are two types of changes to the VOPs. The type of change is originally determined by either the Site Manager or the Integrated Logistics Support (ILS) Manager, then verified by an Operations Review Board (ORB).

   1. Priority 1 changes are those which seek to correct a situation on site which could have a significant impact on site operations or the safety of monitors. These changes can be published at any time.

   2. Priority 2 changes are "routine" changes that can wait until the next quarterly change package is published.

f. During the publishing process, the Configuration Manager may make spelling, formatting, and other grammatical changes to the VOPs without going through the change process. These changes will be reviewed with the ILS Manager.

10-2 CHANGE PROCEDURES

10-2.1 Deadlines and Forms

a. The Configuration Manager has established deadlines for approved priority 2 changes being submitted to the PMO for publication on the referenced dates (refer to Table 10-1). Approval means that changes originating from the site must be approved by the site ORB; changes originating stateside must be approved by the ILS Manager. It is the responsibility of the person recommending the change to take into account the amount of time it takes to get a priority 2 change approved to this level prior to the deadlines.

Table 10-1. VOPs Change Submittal Deadlines

Publication Type	Publication Date	Submittal Deadline
Change 1	July 01	
Change 2	October 01	
Change 3	January 02	
Annual Revision	April 02	

b. Recommended changes to the VOPs are initiated using the VOPs Change Recommendation Form (Raytheon Form VOT-16). Multiple instances of spelling, formatting, and other grammatical changes may be combined on one form. A separate form for all other types of change recommendations is required.

c. The preferred method for submitting a change recommendation is via the VOPs Change Recommendation Form in the "VOPs Change Database". Whenever possible, the exact text of an approved change recommendation will be copied directly from this database when making changes to the master files. Submitting a change recommendation via a paper version of the form is acceptable, but not encouraged.

d. Updates to the "VOPs Change Database" will be rotated between the VOPs Administrator and the Configuration Manager on a regular basis in order to keep the site and the PMO version of this database current.

e. Software copies of individual sections of the VOPs for use in making the recommended changes are available at the VPMF by contacting the VOPs Administrator or are available stateside by contacting the Configuration Manager.

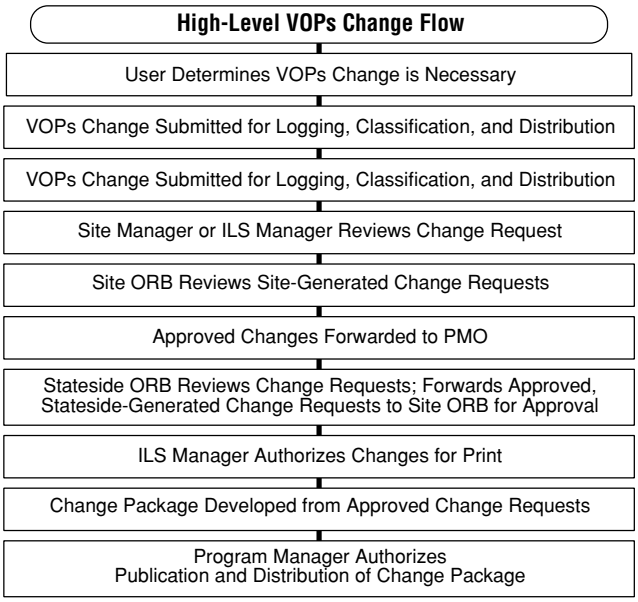
10-2.2 VOPs Change Process Levels

a. Several levels of approval are built into the VOPs change process. These levels help ensure that the integrity of the VOPs remains constant and that the VOPs remains integrated with other documentation used to support operations at the VPMF.

b. The following levels of approval are in force:

1. Supervisor - proposed changes are reviewed with a supervisor prior to filling out a VOPs Change Recommendation Form. After initial approval by a supervisor, person recommending change fills out a VOPs Change Recommendation Form and obtains supervisor's approval signature.
2. Site Manager/ILS Manager - all change recommendations approved by supervisors are forwarded to the Site Manager or ILS Manager, and reviewed for priority and scheduling.
3. Site ORB - logged and prioritized changes generated on site are reviewed by this group, comprising representatives from DTRA and Raytheon. Group also reviews stateside-generated changes after approval by the stateside ORB.
4. Stateside ORB - logged and prioritized changes generated stateside, and site ORB-approved changes, are reviewed by this group, comprising representatives from DTRA and Raytheon.
5. ILS Manager - changes approved by the stateside ORB are reviewed for ILS impact. ILS Manager approves publish date.
6. Program Manager - final change package comprising approved changes is authorized for publication by the Raytheon Program Manager.

c. The following flow chart depicts the change process as described above and detailed in the following subsections.



10-2.3 Submitting a VOPs Change Recommendations On-Site

NOTE

The following steps apply to all change recommendations submitted at the VPMF.

a. Before filling out a form and submitting any change, the proposed change should be reviewed with a supervisor to ensure:

1. It is not in conflict with existing agreements, policies, and the Raytheon Statement of Work.
2. The technical accuracy of the proposed change.
3. Any ripple effect the proposed change may have on other documentation, procedures, or processes is identified.
4. The proposed change has not been previously denied and, if it has, that the reason for denial is still valid.

b. After the change recommendation has been approved by a supervisor, the change recommendation is entered on a VOPs Change Recommendation Form and forwarded to the Site Manager for review.

c. The VOPs Administrator will ensure all supervisor-approved change recommendations are entered properly in the "VOPs Change Database".

d. The Site Manager will review, prioritize, and print out the proposed change.

10-2.3.1 On-Site Priority 1 Change Approval and Implementation

a. The Site Manager will convene a site ORB within a reasonable time consistent with the type of change.

b. The site ORB will meet and make a decision on the proposed change. If denied, the reason will be entered on the VOPs Change Recommendation Form and in the "VOPs Change Database".

c. The VOPs Administrator will immediately transmit approved Priority 1 VOPs Change Recommendation Forms by fax to the Configuration Manager. Notification by phone is acceptable, consistent with the type of change.

d. The Configuration Manager will log the receipt of the site-approved Priority 1 changes and immediately circulate the changes to the ILS Manager.

e. The ILS Manager will convene a stateside ORB within a reasonable time consistent with the type of change.

f. The stateside ORB will meet and make a decision on the proposed changes. If denied, the reason will be entered on the VOPs Change Recommendation Form and in the "VOPs Change Database". The stateside ORB may request clarification from the site and will forward any proposed changes to the site for concurrence.

g. The ILS Manager will ensure all levels of review and approval up to this point have been met before approving the changes and establishing the publish date.

h. When the review is complete, the Configuration Manager will notify the VOPs Administrator and the VOPs POC of the final approval or disapproval and publish date.

i. If approved, the Configuration Manager will generate the master change pages, either as "pen and ink" changes or as new pages. This will ensure that all VOPs remain alike.

j. The ILS Manager will review and approve the master change pages and forward them to the Raytheon Program Manager for signature, authorizing publication of the change.

k. The Configuration Manager will forward copies of these master change pages to the VOPs Administrator and VOPs POC for incorporation into copies of the VOPs in their respective areas.

l. The Configuration Manager will ensure all comments and approvals are entered properly in the "VOPs Change Database".

10-2.3.2 On-Site Priority 2 Change Approval and Implementation

a. At a minimum, the Site Manager will convene a site ORB prior to the submittal deadline (refer to Table 10-1).

b. The site ORB will meet and make a decision on any proposed change recommendations. If denied, the reason will be entered on the VOPs Change Recommendation Form and in the "VOPs Change Database".

c. The VOPs Administrator will fax approved Priority 2 VOPs Change Recommendation Forms to the Configuration Manager and send the approved Priority 2 changes by mail to the Configuration Manager with the next rotation.

d. The Configuration Manager will log the receipt of the site-approved Priority 2 changes and circulate the recommendations to the ILS Manager.

e. The ILS Manager will convene a stateside ORB within a reasonable time consistent with the type of change.

f. The stateside ORB will meet and make a decision on the proposed change. If denied, the reason will be entered on the VOPs Change Recommendation Form and in the "VOPs Change Database". The stateside ORB may request clarification from the site and will forward any proposed changes to the site for concurrence.

g. The ILS Manager will ensure all levels of review and approval up to this point have been met before approving the change and establishing the publish date.

h. When the review is complete, the Configuration Manager will notify the VOPs Administrator and the VOPs POC of the final approval or disapproval and publish date.

i. If approved, the Configuration Manager will generate master change pages for the publish date established by the ILS Manager.

j. The ILS Manager will review and approve the master change pages and forward them to the Raytheon Program Manager for signature, authorizing publication of the change.

k. The Configuration Manager will publish the required number of copies of the change package and distribute them to the VOPs Administrator and VOPs POC.

l. The Configuration Manager will ensure all comments and approvals are entered properly in the "VOPs Change Database".

10-2.4 Submitting a VOPs Change Recommendation Stateside

NOTE

The following steps apply to all change recommendations submitted stateside.

a. Before filling out a form and submitting any change, the proposed change should be reviewed with a supervisor to ensure:

1. It is not in conflict with existing agreements, policies, and the Raytheon Statement of Work.
2. The technical accuracy of the proposed change.
3. Any ripple effect the proposed change may have on other documentation, procedures, or processes is identified.
4. The proposed change has not been previously denied and, if it has, that the reason for denial is still valid.

b. After the change recommendation has been approved by a supervisor, the change recommendation is entered on a VOPs Change Recommendation Form and forwarded to the ILS Manager for review.

c. The Configuration Manager will ensure all supervisor-approved change recommendations are entered properly in the "VOPs Change Database".

d. The ILS Manager will review, prioritize, and print out the proposed change.

10-2.4.1 Stateside Priority 1 Change Approval and Implementation

a. The ILS Manager will convene a stateside ORB within a reasonable time consistent with the type of change.

b. The stateside ORB will meet and make a decision on the proposed change. If denied, the reason will be entered on the VOPs Change Recommendation Form and in the "VOPs Change Database". The stateside ORB will forward any proposed changes to the site for concurrence.

c. The ILS Manager will ensure all levels of review and approval up to this point have been met before approving the change and establishing the publish date.

d. When the review is complete, the Configuration Manager will notify the VOPs Administrator and the VOPs POC of the final approval or disapproval and publish date.

e. If approved, the Configuration Manager will generate the master change pages, either as "pen and ink" changes or as new pages. This will ensure that all VOPs remain alike.

f. The ILS Manager will review and approve the master change pages and forward them to the Raytheon Program Manager for signature, authorizing publication of the change.

g. The Configuration Manager will forward copies of these master change pages to the VOPs Administrator and VOPs POC for incorporation into copies of the VOPs in their respective areas.

h. The Configuration Manager will ensure all comments and approvals are entered properly in the "VOPs Change Database".

10-2.4.2 Stateside Priority 2 Change Approval and Implementation

a. The ILS Manager will convene a stateside ORB as required.

b. The stateside ORB will meet and make a decision on any proposed change. If denied, the reason will be entered on the VOPs Change Recommendation Form and in the "VOPs Change Database". The stateside ORB will forward any proposed changes to the site for concurrence.

c. The ILS Manager will ensure all levels of review and approval up to this point have been met before approving the change and establishing the publish date.

d. When the review is complete, the Configuration Manager will notify the VOPs Administrator and the VOPs POC of the final approval or disapproval and publish date.

e. If approved, the Configuration Manager will generate master change pages for the publish date established by the ILS Manager.

f. The ILS Manager will review and approve the master change pages and forward them to the Raytheon Program Manager for signature, authorizing publication of the change.

g. The Configuration Manager will publish the required number of copies of the change package and distribute them to the VOPs Administrator and VOPs POC.

h. The Configuration Manager will ensure all comments and approvals are entered properly in the "VOPs Change Database".

10-3 PUBLISHING

a. The Configuration Manager has established dates for publication and distribution of the VOPs (refer to Table 10-2). The distribution date refers to the day the change package will be available at the VPMF. The change package will be available stateside on or before this date.

Table 10-2. Publication & Distribution Dates

Publication Type	Publication Date	Distribution Date
Change 1	July 01	
Change 2	October 01	
Change 3	January 02	
Annual Revision	April 02	

b. The change number and cover page color rotation cycle for the annual revision and change packages will be as follows (refer to Table 10-3). The Configuration Manager will verify the quality of the reproduction.

***Table 10-3.* Change Package Cover Colors**

Publication Type	Date	Color
Change 1	July 01	Yellow
Change 2	October 01	Salmon
Change 3	January 02	Red
Annual Revision	April 02	Green

10-3.1 Annual Revision

a. The VOPs will be revised annually. Each page will contain the annual revision date and the words "Revision" in the lower-center margin of the page. All previous change dates, change numbers, and change bars will be deleted. Any previous Change Posting Signature page (Raytheon Form VOT-18) will be removed from the annual revision.

b. Each annual revision package will contain a signed copy of the signature page and all pages of the revision.

10-3.2 Quarterly Change Packages

a. The VOPs will normally be updated every quarter. Each change page will have the change issue date and the change number in the lower-center margin of the page. Changes to text will be noted by change bars in the margins. Pages containing text that has moved but not changed will be considered change pages, though no change bars will be used.

b. Each quarterly change package will contain a signed copy of the signature page, a list of change pages with remove/insert instructions, and all associated change pages.

10-3.3 "As-Required" Change Packages

NOTE

- All "As Required" change packages to the VOPs will be assigned an incremental change number.
- All "As Required" change packages will have new covers.

a. "As Required" changes are authorized by the ILS Manager and will fit into the change numbering/cover color cycle wherever they occur (refer to Table 10-4).

b. For example, a change package that is needed between the quarterly July and October change packages will impact the rotation of change numbers and may impact the cover page colors of the October and January quarterly change packages.

c. Each "As Required" change package will contain a signed copy of the signature page, a list of change pages with remove/insert instructions, and all associated "As Required" change pages.

***Table 10-4.* "As-Required" Changes**

Type	Date	Color
Revision	May 01	Green
Change 1	July 01	Yellow
Change 2	As-Required	Salmon
Change 3	October 01	Red
Change 4	January 02	Yellow
Annual Revision	April 02	Green

10-4 DISTRIBUTION

a. The Configuration Manager will distribute 36 serialized, color-coded, double-sided copies of the VOPs (annual revision) or VOPs change packages (change issue) (refer to Table 10-5). The official release of the VOPs to fulfill contractual requirements will be handled through the PMO.

Table 10-5. VOPs Distribution

	VPMF
VOPS-001	Site Commander
VOPS-002	Site Manager
VOPS-003	DCC
VOPS-004	DO Office
VOPS-005	Admin Office
VOPS-006	Technical Library
VOPS-007	DCC/Raytheon
	PMO/FOE
VOPS-008	FOE
VOPS-009	Master Library
VOPS-010	Working Library
VOPS-011	Program Manager
VOPS-012	ILS Manager
VOPS-013	Configuration Manager
VOPS-014	Training Manager
VOPS-015	Security
VOPS-016	Contracts
	DTRA
VOPS-017	Technical Library
VOPS-018	Technical Library
VOPS-019	Technical Library
VOPS-020	Technical Library
VOPS-021	Technical Library
VOPS-022	Technical Library
VOPS-023	Technical Library
VOPS-024	Technical Library
VOPS-025	Technical Library
VOPS-026	Technical Library
VOPS-027	Technical Library
VOPS-028	Technical Library

Table 10-5. VOPs Distribution - CONT

VOPS-029	Technical Library
VOPS-030	Technical Library
VOPS-031	Technical Library
VOPS-032	Technical Library
VOPS-033	Technical Library
VOPS-034	Technical Library
VOPS-035	Technical Library
VOPS-036	Technical Library

b. It is the responsibility of the VOPs Administrator to integrate each serialized change package into the corresponding original copy of all VPMF VOPs (VOPS-001 thru VOPS-007) or to replace these VOPs with any complete revision. It is the responsibility of the document holder or the individual designated with VOPs administration for a particular area to integrate each serialized change package into the corresponding original copy of all other VOPs (VOPS-008 thru VOPS-036) or to replace these VOPs with any complete revision.

c. The individual performing the change package integration will sign and date the Change Posting Signature Page, located immediately preceding the Table of Contents.

d. The master set comprising the hard copy and soft copy of the VOPs will be maintained at the PMO by the Configuration Manager. Soft copy files of the current state of the VOPs will be maintained on-site by the VOPs Administrator. Copies of these files may be used when making suggested changes to the VOPs.

e. Additional copies of the VOPs may be requested by contacting the Configuration Manager at the Raytheon PMO.

APPENDIX A

RAYTHEON FORMS

The following forms are included in this appendix in a reduced format for reference purposes only. Full size versions of VOT-XX forms are available (refer to subsection 6-2.3.3, “Raytheon Blank Forms Filing Plan” on page 6-4). Full size versions of DTRA forms are available in the top two drawers of the Central Files cabinet in the supplies room of the Roosevelt building.

Raytheon Form	Title
VOT-05	Record of New Inspector DCC Orientation and Training
VOT-07	VPMF Kitchen Sanitation and Food Storage Inspection
VOT-08	VPMF Dining Room Inspection
VOT-09	VPMF Office and Storage Area Inspection
VOT-10	Room Checkout Form
VOT-11	Standard Room Issue
VOT-12	Personal Use Issue
VOT-13	Pre-Briefing Foreign Travel Information
VOT-14	Zayavka
VOT-15	Defensive Security/Awareness Debriefing Certificate
VOT-16	VOPs Change Recommendation Form
VOT-17	Document/Drawing Transfer
VOT-18	Change Posting Signature Page
VOT-19	VPMF Accident / Injury Incident Report
VOT-20	MEDEVAC Movement Information Sheet
VOT-22	VPMF Scheduled Power Outage Checklist

DTRA Form	Title
66	Telephone Control Log

Record of New Inspector DCC Training and Orientation

Inspector: _____

	Inspector's Initials	Shift Leader's Initials	Date
1. VOPs Familiarization	_____	_____	_____
2. Inspection Procedures			
a. Railcar Identification	_____	_____	_____
b. Railcar Measuring	_____	_____	_____
c. Road Vehicle Identification	_____	_____	_____
d. Perimeter Inspection	_____	_____	_____
e. Cargoscan Seal Check	_____	_____	_____
f. Security Check	_____	_____	_____
g. Basement Check	_____	_____	_____
3. Continuous Monitoring System			
a. Traffic Control Console	_____	_____	_____
b. Vehicle Profiler	_____	_____	_____
c. Operator Interface Processor (OIP)	_____	_____	_____
d. Camera Subsystem	_____	_____	_____
e. Temporary Traffic Control Console	_____	_____	_____
4. Fire Suppression System			
a. Fire Suppression System	_____	_____	_____
b. System Alarms	_____	_____	_____
5. Telephone/Facsimile Operation			
a. Telephone Operations	_____	_____	_____
b. Receiving/Transferring Calls	_____	_____	_____
c. Transmitting/Receiving Faxes	_____	_____	_____

	Inspector's Initials	Shift Leader's Initials	Date
6. Work Station Computer Operation			
a. Daily Log	_____	_____	_____
b. Shift list	_____	_____	_____
c. Backing-up Daily Log	_____	_____	_____
7. Archiving			
a. Retrieve Archived Information	_____	_____	_____
b. Hard Copy of Archived Information	_____	_____	_____
c. Changing Magnetic Tape in Tape Drive	_____	_____	_____
8. Filing System	_____	_____	_____

The above mentioned individual has completed the DCC orientation and training described above:

_____	_____	_____
Supervisor	Inspector	Date

DRAFT--START ONLY VERSION
5/8/01 1:55 pm

VPMF Kitchen Sanitation and Food Storage Inspection

Date of Inspection: _____

Kitchen:	ACCEPTABLE	UNACCEPTABLE	operable: Y/N	Needs cleaning	Needs repair	Not in use	Dishwasher-Wash	Temperature: Dishwasher-Rinse	Action Taken Date:	Comments
1. Silverware Storage Rack										
2. Cupboards										
3. Ice Machine										
4. Hot Food Line										
5. Waffle Iron										
6. Griddle, Flat										
7. Burners, Hot Plate										
8. Chargrill, Electric										
9. Deep Fryer										
10. Steamer										
11. Oven, Convection										
12. Mixer, Commercial										
13. Flour Storage Bins										
14. Table, Baker's, Wood										
15. Food Processor										
16. Potato Peeler										
17. Table, Stainless Steel, Work										
18. Dishwasher										
19. Sink										
20. Pots and Pans										
21. Ventilation, Exhaust Hood										

Name of Inspector: _____

Signature: _____

Date: _____

Raytheon Form VOT-07 13APR93

VPMF Dining Room Inspection

Date of Inspection: _____

Dining Room:	ACCEPTABLE	UNACCEPTABLE	Operable: Y/N	Needs cleaning	Needs repair	Not in use	Temperature	Action Taken Date:	Comments
1. Floor									
2. Ceiling									
3. Walls									
4. Tables									
5. Chairs									
6. Salad Bar (refrigerated)									
7. Microwave Oven									
8. Coffee Maker/Dispenser									
9. Juice Dispenser (refrigerated)									
10. Toaster									
11. Refrigerator, condiment storage									
12. Refrigerator, upright, beverage									
13. Jars, snack									

Name of Inspector: _____

Signature: _____

Date: _____

Raytheon Form VOT-08 13 APR 93

DRAFT--START ONLY VERSION
5/8/01 1:55 pm

This Section Left Intentionally Blank

VPMF Office and Storage Area Inspection

Date of Inspection: _____

Office and Storage Area:	ACCEPTABLE	UNACCEPTABLE	Operable: Y/N	Needs cleaning	Needs repair	Not in use	Temperature	Action Taken Date:	comments
1. Freezer #1									
2. Freezer #2									
3. Refrigerator #1									
4. Refrigerator #2									
5. Refrigerator #3									
6. Meat Slicer									
7. Storage Racks									
8. Floor									
9. Ceiling									
10. Walls									

Name of Inspector: _____

Signature: _____

Date: _____

Raytheon Form VOT-09 13 APR 93

Room Checkout

Name: _____ Rotation Date: _____ Room Number: _____

Please use this checklist when cleaning your room. Leave this completed form in the room when you check out on rotation day.

Bathroom

Clean the following:

___ **Windows & sills**
___ Venetian blinds
___ Toilet (inside and outside)
___ Sink (inside and outside)
___ Faucets
___ **Soap dishes**
___ **Toothbrush holder**
___ Medicine **cabinet (inside & mirror)**
___ **Bath tub & faucets**
___ Shower curtain rod
___ Towel racks
___ Tiled walls
___ Floor (including pipes behind toilet & sink)
___ Radiator

Wash the following:

___ **Shower curtain & liner**
_ Bath towels (2 ea.)
_ Hand towels (2 ea.)
_ **Rubber shower mat**
_ Wash clothes (2 ea.)
___ Rugs (2 ea.)
___ **Floor Towels (2 ea.)**

Bedroom

Dust the following:

___ **Desk**
___ **Chair**
___ **Inside of the desk drawers**
___ Wardrobes (inside and outside)
___ **Dresser (inside and outside)**
___ End tables (inside and outside)

Wash the following:

___ Bedspread
___ Blankets (2)
___ Pillow cases (4)
_ Fitted sheet (2)
___ Flat sheet (2)
_ Mattress pad (1)

Bedroom (cont.)

Dust the following:

__ **Lamps**
__ **Pictures**
__ **Head board**
__ **Ceiling fan**
__ **Audio cabinet**
__ **Radiators**
__ **Radiator covers**

Clean the following:

___ Light switches
___ Telephone(s)
___ Dresser mirror
___ Full length mirror
___ Windows & sills
___ Carpet (vacuum under furniture)
___ Venetian blinds

Make sure the following items are taken care of:

1. All lights and lamps are plugged in and work properly.
2. The curtains and valances are properly hung. The curtains should open & close easily. If not, fill out a work order.
3. The venetian blinds are in good working condition.
4. The shower curtain and liner are properly hung up.
5. Bathroom rugs are neatly folded and neatly put away in linen wardrobe, not left on the floor.
6. Bath towels, hand towels, and face clothes are neatly folded, organized, and neatly stacked inside the linen wardrobe.
7. Extra linen is neatly folded, organized, and neatly stacked inside the linen wardrobe.
8. Everything is removed from the desk except office supplies, keys, electrical adapters & extension cords. Return excess office supplies to Roosevelt.
9. Except for the Site Manager, Technical Supervisor, and Support Supervisor rooms, everything is to be removed from the wardrobes except linens, hangers, bathroom rugs, bath mat, towels, and extra pillows and blankets.
10. The room inventory and evacuation sheets are posted on the inside of the entrance door. Items not listed on the inventory sheet should be taken out.
11 Restock bathroom with toilet paper and bar soap.
12. Return cleaning supplies to the storage room or store them neatly in the bathroom.
13. The mirror above the dresser should be hung up on the wall, not leaning against it.
14. Check humidifier filters and replace as necessary.
15. All woodwork, paneling, and doors should be free of dirt and grime.
16. Empty all trash and leave a new bag in each waste paper basket.
17. Any maintenance problems should have work orders filled out, addressing the problem.

DRAFT--START ONLY VERSION
5/8/01 1:55 pm

Standard Room Issue

This sheet to be turned in to the Logistics Staff on the day following Rotation.

Category	Item	Quantity
Bathroom	Shower Curtain	1
	Shower Curtain Cover	1
	Rubber Tub Mat	1
	Rug, Bath	1
	Rug, Toilet	1
	Towel, Floor	2
	Towel, Large Bath	2
	Towel, Hand	2
	Washcloth	2
Bed Linen	Fitted Sheet	2
	Top Sheet	2
	Pillow Case	4
	Mattress Pad	1
	Comforter	1
	Blanket	2
	Pillow, Bed	2
	Pillow, Large	2
Equipment	Laundry Basket	1
	Space Heater	1
	Humidifier	1
	Circulating Fan	1

Please notify the logistics staff immediately if any item is missing or unserviceable, or if any extra items are found.

Building (circle one):	W	J	L		
Room (circle one):	101	102	103	104	105
	201	202	203	204	205

I certify that my room contains all the above items.

_____
Name (print)

_____
Signature

_____
Date

I have verified that this room contains all the above items.

_____
Site Cdr/Site Mgr/Designee

_____
Signature

_____
Date

Raytheon Form VOT-11 1 APR 94

Personal Use Issue

This sheet to be retained by the logistics staff. One copy should be provided to the Inspector checking out government Property.

Category	Item	Size	Sku	QTY	QTY	QTY	QTY	QTY	QTY
Foul Weather Gear	Parka, Arctic		-						
	Raincoat		-						
	Pants, Rain		-						
	Trousers, Wool		-						
	Boots, Winter		-						
	Liners, Winter Boot		-						
	Boots, Rubber		-						
	* Mask, Ski, Wool		-						
	* Mask, Ski, Cotton		-						
	* Hat, Cold Weather		-						
			-						
Room Equipment (extra)	Heater, Space, elec.		-						
	Heater, Oil, Elec.		-						
	Humidifier		-						
	Fan, Circulating, elec.		-						
	Basket, Laundry		-						
	Blanket, Bed, elec.		-						
			-						
Room Linen (extra)	Sheet, Bed, fitted		-						
	Sheet, Bed, flat		-						
	Pillow Case		-						
	Pillow, Bed		-						
	Blanket		-						
	Rug Set, Bath		-						
	Mat, Bath (Towel)		-						
	Towel, Bath		-						
	Towel, Hand		-						
	Washcloth		-						
	Mat, Bath, Rubber		-						
			-						
Tools	Flashlight, mini-mag		-						
	Tool, leatherman		-						
			-						
Other			-						
			-						
			-						

I certify that I have the above articles of government property. I understand that it is my responsibility to return said property (with the exception of the three items with asterisks) to the warehouse before my final departure from the site. Furthermore, I understand that I am Financially responsible for any government property not returned.

Sign and date above.

_____
Name (print)

RAYTHEON FORM VOT-12 19-Apr-00

RAYTHEON

Pre Briefing
Foreign Travel Information
(To be Submitted 30 days before Departure)

1. Name in FULL _____ PR# _____

2. Date & Place of Birth _____

3. Citizenship _____

4. Clearance Level _____

5. Exact title or position at Raytheon_____

   a. Department Number: _____

   b. Plant Site: _____

6. Brief description of projects or work performed during past two years and security classification of each project.

	Project	Classification
a.	_____	_____
b.	_____	_____
c.	_____	_____

7. Travel itinerary (furnish general outline or attachment):

   a. Depart U.S. From: _____ Date: _____

   b. Arrival Date: _____ at _____

   c. Travel From: _____ to _____ Date _____

   " " _____ to _____ Date _____

   Travel From: _____ to _____ Date _____

   " " _____ to _____ Date _____

   " " _____ to _____ Date _____

   " " _____ to _____ Date _____

   " " _____ to _____ Date _____

   d. Designated Countries Visited:

   Name _____ Enter _____ Depart _____

   Name _____ Enter _____ Depart _____

   Name _____ Enter _____ Depart _____

   Name _____ Enter _____ Depart _____

   e. List names and addresses of relatives residing in Designated countries:

   f. Purpose of trip (pleasure or to attend meeting where representatives of a Designated country may be present):

   1. Name of Meeting _____

      a) Location _____

      b) Date (s) _____

      c) Present Paper? _____ Paper Cleared? _____

   g. Depart for U.S. from _____ Date _____

   h. Arrival in U.S. at _____ Date _____

   i. Will return to work at Raytheon on_____

DRAFT--START ONLY VERSION
5/8/01 1:55 pm

ZAYAVKA

Request for Leisure Activities

No: **Z-**

Date Submitted:

DAY/DATE OF EVENT

ДАТА МЕРОПРИЯТИЯ

POINT OF CONTACT	HOW MANY	DEPARTURE TIME	RETURN TIME
	5 10 18		
ACTIVITY REQUEST			
		T Will bring camera **£** Will bring video camera	

SITE COMMANDER / DEPUTY SITE COMMANDER

NOTIFICATION RECEIVED BY

If there are any questions, please contact the Social Coordinator.

Raytheon Form VOT-14 04 OCT 00

Defensive Security/Awareness Debriefing Certificate

I certify that I have received a debriefing this date relative to my foreign travel through designated countries and/or attendance at meetings involving representatives from designated countries.

To the best of my knowledge, no one made an effort to solicit any information or my future cooperation in a manner that could be construed as a foreign agent contact.

Further, I certify that no threats or promises were made or implied in relation to the future welfare of myself or relatives.

Typed/Printed Name of Employee

Signature of Employee

Title

Payroll Number

Source Code

Date

Signature of Security Personnel

Title

Date

Raytheon Form VOT-15 13 APR 93

VOPs CHANGE RECOMMENDATION FORM

VOPs Change No.

Originated At (VPMF or Stateside): VPMF

CHANGE REQUESTER AND SUPERVISOR APPROVAL INFO (Required)

REQUESTER	DATE	SUPERVISOR APPROVAL	DATE

VOPs CHANGE INFO (Both Current and Proposed Fields Required)

CURRENT VOPS TEXT OR PROBLEM (If Applicable, Section/Step, Page Number, and Publish Date are Required): ATTACHMENT? O

PROPOSED VOPS TEXT OR PROBLEM: ATTACHMENT? O

INITIAL SITE MANAGER OR ILS MANAGER DISPOSITION (Required)

DATE RECEIVED	DATE ACPTD/RJCTD	COMMENTS OR REASON FOR REJECTION	
			O ACCEPTED O REJECTED
See Original For Signature SIGNATURE			CHANGE CLASS O Priority 1 O Priority 2

SITE OPERATIONS REVIEW BOARD (ORB) DISPOSITION (Required if Originated at VPMF)

DATE RECEIVED	DATE ACPTD/RJCTD	COMMENTS OR REASON FOR REJECTION	
			O ACCEPTED O REJECTED
See Original For Signature SIGNATURE			CHANGE CLASS O Priority 1 O Priority 2

PMO OPERATIONS REVIEW BOARD (ORB) DISPOSITION (Required)

DATE RECEIVED	DATE ACPTD/RJCTD	COMMENTS OR REASON FOR REJECTION	
			O ACCEPTED O REJECTED
SIGNATURE			CHANGE CLASS O Priority 1 O Priority 2

ILS MANAGER AUTHORIZATION TO PRINT (Required)

ILS MANAGER	PUBLISH DATE	INCORPORATED

Raytheon Form VOT-16 15 March 2000 Printed: 4/12/2000

Transfer #/Передача #

This is to certify that the following documents and/or drawings have been released to the Russian side.

Настоящим подтверждается, что следующие документы и (или) чертежи разработаны для передачи российской Стороне.

Representative Date/Дата
Raytheon
Представитель фирмы Рейтион

Representative Date/Дата
Defense Threat Reduction Agency
Представитель Агентства по уменьшению угрозы

Representative Date/Дата
Department for Coordination with the U.S. Inspection Team
Представитель отдела по взаимодействию с инспекционной группой США

Raytheon Form VOT-17 24 April 2000

DRAFT--START ONLY VERSION
5/8/01 1:55 pm

Change Posting Signature Page

Change No. and Date	Date Posted	Signature of Individual Posting Change

Raytheon Form VOT-18 13 APR 93

Accident/Injury Incident Report

Employee Information: RSC ☐ OSIA ☐ Other ☐

Incident date: ______ Incident time: ______

Location: ______

What were you doing? ______

Environmental conditions: ______

Body part injured? ______

Equipment involved? ______

Medical Treatment: ______

Site Review:

Incident Number: ______

Similar Prior Accidents? ______

What Safety Procedures and/or equipment existed? ______

Workmans Comp: ______ Date: ______ Followup date: ______

Restrictions: ______

HCP Review: ______ Date ______

Supervisor Review: ______ Date ______

Manager Review: ______ Date ______

Program Management Disposition:

Review\Report ☐ Update Training ☐ Site AI ☐ Program ILS AI ☐ Other ☐

Raytheon Form VOT-19 1 OCT 96

MEDEVAC MOVEMENT INFORMATION SHEET

IMPORTANT: THIS DOCUMENT IS FAXED TO FOREIGN PHYSICIANS AND AIR MEDEVAC PROVIDERS. DO NOT USE ANY ABBREVIATIONS. TYPING IS PREFERABLE; OTHERWISE PRINT IN BLOCK LETTERS.

(This form is subject to the privacy Act of 1974. Use blanket PAS, DD Form 2005).

A. NAME OF PATIENT | LAST | FIRST | M.I.

B. SSN: - - **C.** U.S. PASSPORT #:

D. AGE: **E.** DATE OF BIRTH: Day/Month/Year: / /

F. STATUS: MILITARY DoD CIVILIAN DoD CONTRACTOR

G. GRADE **H.** DUTY POSITION

I. **PRECEDENCE:** **EMERGENT** **URGENT** **PRIORITY**

J. Ready Date Day/Month/Year: / / Julian Date

PATIENT INFORMATION

K. SEX: MALE FEMALE **L.** BLOOD TYPE: **M.** WEIGHT:

N. GENERAL DESCRIPTION OF PATIENT (IMMOBILE, IRRATIONAL, ETC.)

O. ORIGINATING MEDICAL TREATMENT FACILITY

P. DIAGNOSIS OR DIAGNOSES:

Q. SPECIAL DIETS (IF APPLICABLE):

R. SPECIAL EQUIPMENT REQUIRED:

- VENTILATOR
- FOLEY CATHETER
- INTRAVENOUS FLUIDS
- SUCTION
- STRYKER FRAME
- INTRAVENOUS INFUSION PUMP
- NASOGASTRIC TUBES
- TRACTION
- OXYGEN
- MONITOR
- TRACHEOTOMY
- CAST / EXTERNAL FIXATION / LOCATION

OTHER SPECIAL EQUIPMENT REQUIRED:

Raytheon Form VOT-20 18 FEB 99

Page 1 of 2

S. VITAL SIGNS, INCLUDING UP TO LAST 24 HOURS, IF AVAILABLE:

DATE								
TIME (LOCAL)	:	:	:	:	:	:	:	:
TEMPERATURE								
PULSE								
RESPIRATION								
BLOOD PRESSURE								

T. CURRENT MEDICATIONS, INCLUDING DAYS OF SUPPLY ON HAND, DOSAGE:

U. BRIEF HISTORY (WHAT HAPPENED):

TREATMENTS RECEIVED:

LOCATION: DATE/TIME:

OTHER:

V. ATTENDING PHYSICIAN, U.S. PHONE:

ATTENDING PHYSICIAN, RUSSIAN PHONE:

W. REQUESTING POC: NAME, GRADE PHONE:

X. ATTENDANTS ACCOMPANYING PATIENT:

	NAME	SSN:	U.S. PASSPORT #:	GRADE	SEX (M, F)
HEALTH CARE PROVIDER					
INTERPRETER					
OTHER					

Raytheon Form VOT-20 18 FEB 99

Page 2 of 2

DRAFT--START ONLY VERSION
5/8/01 1:55 pm

VPMF Scheduled Power Outage Checklist

3 – 4 days Prior:

1. Check fuel supply in Gen-Set (diesel), and 3 portable (gasoline) units (1 KW and (2) 4 KW).
2. Perform operational check of the 1 KW and 4 KW units.
3. Prepare "Do Not Open" signs for the refrigerators.
4. Bring 3 coolers to Roosevelt from warehouse for food/drink storage.
5. Post signs in Roosevelt with adjusted meal hour schedule.

2 – 4 hours Prior:

1. Position 1 KW unit in front of Jefferson to support phone system operation. Run a cable (out pantry window) & transformer between the generator and Jefferson pantry.
2. Turn off computers in Roosevelt.
3. Turn off and unplug all TV's and VCR's.
4. Turn off TVRO equipment in Washington pantry.
5. Prepare drinks and snacks in coolers.
6. Drain dishwasher.
7. Stage gasoline cans in front of Jefferson and Roosevelt.
8. Stage one 4 KW unit in front of Medical Clinic window and one in front of kitchen window.
9. Issue radios to technicians involved.

30 minutes Prior:

1. Power up 1 KW unit and connect to phone system UPS.
2. Power down CargoScan.
3. Start Genset.
4. Power up CargoScan.

At Power Off:

1. Silence fire alarm panels in all 4 buildings.
2. Check emergency lights in all 4 buildings.
3. Log the event in the US Daily Log.
4. Perform Communications Check (in DCC).

At Power On:

1. Wait 5 minutes for power to stabilize. Confirm with voltage measurements.
2. Power down CargoScan.
3. Initiate power transfer to host power (at Transfer Switch).
4. Turn off AC input power to UPS in DCC.
5. Log the event in the US Daily Log.
6. Reconnect host power to phone UPS.
7. Turn on TVRO equipment.
8. Turn on TV's, VCR's, and computers.

At Power Switch Over:

1. Turn on AC input power to UPS in DCC.

DEFENSE THREAT REDUCTION AGENCY
Telephone Control Log

Telephone Number

Date/Time	Phone Number Called	Code	Remarks

CODES 0 = OFFICIAL U = UNOFFICIAL

DTRA Form 66 (Jan 99) (FormFlow 2.15)

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APPENDIX B

LOG ENTRIES FOR MISSILE EXITS

XXXX RECEIVED DECLARATION #XXXX OF A (6/8)-AXLE RAILCAR WITH MISSILE TO ARRIVE AT THE PORTAL AT XXXX. MISSILE DECLARED AS (AN SS-25, RS12MV2 (SILO), RS12MV2 (ROAD MOBILE), START, **OR** START-1).

XXXX INITIAL VOICE MISSILE NOTIFICATION FOR DECLARATION #XXXX MADE TO DTRA ON-SITE SUPPORT CENTER. (PERSON) RECEIVED THE CALL.

XXXX FAXED INITIAL VOICE MISSILE NOTIFICATION (V24) SERIAL V-(XX-XX-XX) FOR DECLARATION #XXXX TO DTRA ON-SITE SUPPORT CENTER AND DTRO-M/ACIU.

XXXX RRT LOCOMOTIVE TGM4A XXXX ARRIVES AT THE PORTAL WITH RRT BOXCAR 2538 AND RRT (6/8)-AXLE RAILCAR XXX-XXXXX WITH MISSILE. DECLARATION #XXXX REFERS. LOCOMOTIVE AND BOXCAR <17.46M.

XXXX VISUAL INSPECTION AND MEASUREMENT OF (6/8)-AXLE RAILCAR XXX-XXXXX WITH MISSILE COMPLETE. CANISTER DIMENSIONS ARE WITHIN +/- 3% OF DIMENSIONS LISTED IN MOU ANNEX F FOR DECLARED MISSILE TYPE.

XXXX INSPECTION OF (6/8)-AXLE RAILCAR XXX-XXXXX WITH MISSILE COMPLETE. DECLARATION #XXXX REFERS. ATP.

XXXX FINAL VOICE MISSILE NOTIFICATION FOR DECLARATION #XXXX MADE TO DTRA ON-SITE SUPPORT CENTER. (PERSON) RECEIVED THE CALL.

XXXX FAXED COMPLETED VOICE MISSILE NOTIFICATION (V24) SERIAL V-(XX-XX-XX) FOR DECLARATION #XXXX TO DTRA ON-SITE SUPPORT CENTER AND DTRO-M/ACIU.

XXXX FAXED COMPLETED VOICE MISSILE NOTIFICATION (V24) SERIAL V-(XX-XX-XX) FOR DECLARATION #XXXX TO DTRA/OSSM.

XXXX FAXED FINAL MISSILE INSPECTION REPORT SERIAL V-(XX-XX-XX) FOR DECLARATION #XXXX TO DTRA ON-SITE SUPPORT CENTER.