**Army Regulation 50–6**

**Nuclear and Chemical Weapons and Materiel**

# Chemical Surety

**Headquarters**
**Department of the Army**
**Washington, DC**
**28 July 2008**

**UNCLASSIFIED**

# SUMMARY of CHANGE

AR 50–6
Chemical Surety

This major revision, dated 28 July 2008--

- Identifies Assistant Secretary of the Army for Installations and Environment as the responsible policy office for recovered chemical warfare material (para 1-4*a*).

- Provides guidance for individuals enrolled or not enrolled in other DOD personnel reliability programs (paras 2-1 and 2-2).

- Identifies commanders/directors to designate personnel reliability program positions and authorizes reviewing officials to monitor certifying officials' decisions (paras 2-2*a* and 2-5*d*).

- Clarifies mandatory disqualification factors and classifications as a restricted person (para 2-7*f*).

- Provides guidance on "favorably adjudicated" personnel security investigations (paras 2-12*b* and 2-12*c*).

- Establishes procedures for documenting factors that may warrant but do not mandate disqualification (para 2-15*a*).

- Requires periodic health screening for personnel reliability program-certified individuals (para 2-20).

- Changes terminology for removal from chemical personnel reliability program duties; establishes administrative restriction when individuals are absent for an extended period (chap 2, sec VI).

- Updates information for on-site contractor personnel to be included in the facility chemical personnel reliability program (para 3-3).

- Updates guidance for acquisition and transfer of Schedule 1 chemicals and identifies responsibilities for Schedule I chemical accountability and inventory management (chaps 4 and 5).

- Revises guidance on the categories and transportation of chemical agents (chaps 6 and 7).

- Revises chemical event categories and authorizes use of the Web-based Chemical and Biological Event Reporting System (chap 11).

- Revises guidance for chemical surety inspections; establishes requirements for reviewing and accessing failing chemical surety inspection deficiencies (chap 12).

- Clarifies DA Pam 50-6 as guidance consistent with HQDA publication policy (throughout).

**Headquarters**
**Department of the Army**
**Washington, DC**
**28 July 2008**

# *Army Regulation 50–6

**Effective 28 October 2008**

**Nuclear and Chemical Weapons and Materiel**

## Chemical Surety

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
*General, United States Army*
*Chief of Staff*

Official:

JOYCE E. MORROW
*Administrative Assistant to the Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This regulation prescribes policies, procedures, and responsibilities for the Army Chemical Surety Program. Along with AR 190–59 and DA Pam 385–61, it also implements DOD safety, accountability, inventory, and physical security requirements pertaining to chemical surety matters (per DODI 5210.65).

**Applicability.** This regulation applies to the Active Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–3/5/7. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**Army management control process.** This regulation contains management control provisions according to AR 11–2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–3/5/7 (DAMO–SSD), 400 Army Pentagon, Washington, DC 20310–0400.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, ODCS, G–3/5/7 (DAMO–SSD), 400 Army Pentagon, Washington, DC 20310–0400.

**Committee Continuance Approval.** The Department of the Army Committee Management Officer concurs in the establishment and/or continuance of the committee(s) outlined herein, in accordance with AR 15–1. The AR 15–1 requires the proponent to justify establishing/continuing its committee(s), coordinate draft publications, and coordinate changes in committee status with the Department of the Army Committee Management Office (AARP–ZA), Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202–3926. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)



* This regulation supersedes AR 50–6, dated 26 June 2001.



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## Glossary

# Chapter 1
# Introduction

## 1–1. Purpose

*a.* This regulation establishes Department of the Army (DA) policies, assigns responsibilities, and prescribes procedures for the Army Chemical Surety Program. It is Army policy that chemical surety material in the possession or custody of the Army shall be properly safeguarded against theft, loss, diversion, or unauthorized access or use, and those operations with such materials are conducted in a safe, secure, and reliable manner.

*b.* Chemical surety materials subject to the provisions of the Army Chemical Surety Program are listed in chapter 6. The requirements for managing Recovered Chemical Warfare Material (RCWM) are outside of the Army's Chemical Surety Program, and are the responsibility of the Assistant Secretary of the Army (Installations and Environment) (ASA(I&E)).

*c.* This regulation provides policy for several different types of chemical surety missions: demilitarization; transportation; storage; research, development, test and evaluation (RDTE); and training. Many of the program requirements are the same regardless of the mission. However, where requirements differ they will be specifically identified.

## 1–2. References

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

## 1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## 1–4. Responsibilities

*a.* The ASA(I&E) has the principal Army Secretariat responsibility for all DA matters relating to installations, real estate, recovered chemical and biological warfare material, and environment, safety, and occupational health. The ASA(I&E) also sets the strategic direction, determines objectives, establishes policy, sets standards, and oversees these programs. In addition, the ASA(I&E) is the HQDA Treaty Compliance Review Manager.

*b.* The Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)) establishes acquisition policy and has the principal responsibility for all DA matters relating to chemical agent demilitarization and the Chemical Stockpile Emergency Preparedness Program (CSEPP). The ASA(ALT) sets the strategic direction, determines objectives, establishes policy, sets standards, and proposes programming and funding for these programs. The ASA(ALT) will ensure that a chemical surety program is established at demilitarization facilities in accordance with this regulation.

*c.* The Assistant Chief of Staff for Installation Management (ACSIM) is the Army proponent for Installations and provides policy guidance and program management on all matters relating to the overall management and resourcing of Army installations worldwide. The ACSIM ensures availability of efficient, effective base services and facilities.

*d.* The Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) has overall Army Staff (ARSTAF) responsibility for the Army Chemical Surety Program.

(1) Within, DCS, G–3/5/7, the Director, Strategy, Plans, Policy, and Joint/International Affairs (DAMO-SS) will—

*(a)* Establish overall policy for the surety program.

*(b)* Function as the ARSTAF focal point for surety matters.

*(c)* Integrate other ARSTAF program responsibilities into the overall surety program.

*(d)* Resolve reclamas to surety inspections conducted by The Inspector General (TIG).

*(e)* Serve as the Army Staff proponent for arms control treaty implementation and compliance

*(f)* Establish maximum allowable limits of chemical agent stored and maintained at each Army facility.

*(g)* Receive, analyze, and distribute (as appropriate) chemical event reports.

*(h)* Establish Army policy for CAIRA.

(2) The Director, Operations, Readiness, and Mobilization (DAMO–OD) will develop policy and guidance for explosive ordnance disposal (EOD) support to CAIRA operations.

*e.* The Deputy Chief of Staff, G–1 (DCS, G–1) will establish personnel policies to support implementation of the Army Chemical Surety Program.

*f.* The Deputy Chief of Staff, G–2 (DCS, G–2) will provide counterintelligence and personnel security support to the Army Chemical Surety Program.

*g.* The Deputy Chief of Staff, G–4 (DCS, G–4) will—

(1) Establish policy for the logistical support for the Army Chemical Surety Program.

(2) Develop policy for chemical weapons surveillance, assessment, and accountability programs.

*h.* The Deputy Chief of Staff, G–8 (DCS, G–8) will develop and coordinate security classification guidance, as appropriate, and provide guidance to DOD Components to help ensure consistency in classification and dissemination of information related to chemical surety material.

*i.* The Inspector General will—

(1) Conduct chemical surety inspections (CSIs) and chemical management evaluations (CMEs) of the Army Chemical Surety Program.

(2) Establish standard inspection policies, procedures, and techniques for the conduct of these inspections to include periodic coordination and consultation with HQDA offices and Army Organizations to help ensure a common understanding of regulations and guidance.

(3) Request support from the Army Staff and subordinate headquarters for the resources and expertise necessary to ensure accomplishment of the technical inspection mission.

*j.* The Office of the Provost Marshal General (OPMG) has overall Army Staff responsibility for the DA Chemical Agent Security Program. The Chief, Operations will—

(1) Establish overall policy for the physical security aspects of the program.

(2) Function as the Army Staff focal point for physical security matters.

(3) Establish minimum physical security standards, criteria, and procedures for protecting chemical agents.

(4) Prepare DA Implementing Instructions to the DOD Postulated Threat to chemical agents.

*k.* The Surgeon General (TSG) will—

(1) Designate, in writing, a staff officer to consult on medical aspects of chemical surety for HQDA.

(2) Maintain a postgraduate medical education program in Occupational and Environmental Medicine for health care providers supporting chemical surety facilities and installations.

(3) Provide trained staff to participate in surety management reviews and staff assistance visits.

(4) Ensure that any electronic medical records used for the documentation of surety medical evaluations and or care of personnel enrolled in a surety program support the requirements of this regulation.

*l.* The Chief of Public Affairs will provide public affairs support for the Army Chemical Surety Program, and coordinate public releases of information regarding chemical surety material at Army facilities with the Directorate, Freedom of Information and Security Review, Washington Headquarters Services in accordance with DOD Instruction (DODI) 5230.29.

*m.* The Judge Advocate General will provide advice on the applicability of laws to the Army Chemical Surety Program.

*n.* The Director of Army Safety will—

(1) Develop, manage, and serve as proponent for the Army chemical agent safety program per DA Pam 385–61.

(2) Establish procedures for investigating chemical accidents.

(3) Review surveys, inspections, installation plans, and general construction plans for chemical surety facilities and installations.

(4) Conduct periodic safety management evaluations of chemical surety program to ensure consistency with DA policy and advises the Army staff of concerns, trends, and required corrective actions.

*o.* The Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) with chemical surety missions will—

(1) Establish and maintain command chemical surety programs consistent with this regulation.

(2) Designate, in writing, a chemical surety officer as focal point for the headquarters chemical surety program.

(3) Identify, establish, and maintain training programs to support the chemical surety program.

(4) Assess subordinate organizations for compliance with applicable surety regulatory requirements.

(5) Ensure, in coordination with the Installation Management Command (IMCOM), when appropriate, facilities with chemical surety programs are provided appropriate installation and external support.

(6) Review, approve and submit requests for waivers and exceptions, as required.

(7) Conduct coordination with other Army Organizations to ensure responsibilities consistent with guidance contained in DA Pam 50–6 are fulfilled.

*p.* The Commanding General, U.S. Army Materiel Command (AMC) will—

(1) Oversee contractor-owned, contractor-operated (COCO) and operational government-owned, contractor-operated (GOCO) facilities that use Army-owned chemical surety material, except for medical efforts overseen by Commanding General, MEDCOM (see para 1–4*s*(4)).

(2) Act as lead command to develop and maintain standard chemical surety contract clauses in accordance with chapter 3 of this regulation, including laboratory operation technical procedures, for use in COCO and GOCO facilities.

(3) Designate, in writing, the DOD Accountability Manager for Schedule 1 chemicals (see glossary) in laboratories and other facilities for activities permitted by the Chemical Weapons Convention (CWC).

(4) Operate the Single Small Scale Facility (SSSF), for production of Schedule 1 Chemicals for research, medical, pharmaceutical, or protective purposes, per the applicable provisions of the CWC.

(5) Ensure garrison commanders establish, train, and maintain an initial response force (IRF) at AMC installations that maintain custody of chemical agents. The IRF will be established consistent with guidance contained in DA Pam 50–6.

(6) Establish, train, and maintain a service response force (SRF) capable of responding to an Army chemical accident/incident (CAI) at a chemical facility or during off-installation transportation of chemical agents. The SRF will be planned, budgeted, and executed consistent with guidance contained in DA Pam 50–6.

(7) Provide technical advice and assistance on chemical agents and support equipment to other commands and agencies.

(8) Oversee operation of the on-installation portion of the CSEPP.

*q.* The Commanding General, U.S. Army Forces Command (FORSCOM) will—

(1) Provide technical escort support for the Army Chemical Surety Program through the 20th Support Command.

(2) Coordinate with other ACOMs/ASCCs/DRUs that own chemical surety facilities to establish procedures to support a CAI response at a chemical facility or during off-installation transportation of agents.

*r.* The Commanding General, U.S. Army Training and Doctrine Command (TRADOC) will operate the Protective Purposes Production Facility (PPPF), for production of up to ten kilograms per calendar year of Schedule 1 Chemicals for protective purposes, per the applicable provisions of the CWC. The PPPF is the Chemical Defense Training Facility at the US Army Chemical School.

*s.* The Commanding General, U.S. Army Medical Command (MEDCOM) will—

(1) Oversee the medical aspects of the CPRP for HQDA. This includes establishing guidance for individuals performing CPRP duties regarding what medical information must be reported to the competent medical authority (CMA), guidance to the CMA describing what medical information should be considered potentially disqualifying for the CPRP, and the required medical documentation in the health record, with respect to medical assessment and information communicated to certifying officials.

(2) Provide and maintain adequately trained and resourced occupational health, industrial hygiene, and emergency medical service staff for the installation medical treatment facilities that support chemical surety programs.

(3) Designate, in writing, that the contracting officer's representative (COR) to review health services provided by medical contractors at facilities with chemical surety programs.

(4) Oversee COCO facilities that require chemical surety material necessary to accomplish medical research, development, and acquisition (RDA) efforts.

(5) Assist AMC in the development and maintenance of standard chemical surety, safety, and security contract clauses for use in DOD contracts and agreements involving chemical surety material.

(6) Determine the cost of surety operations that exceed normal or routine base medical services and forward these "surety unique" budget estimates and programming submissions to the surety mission commander for inclusion in the overall budget submission.

(7) Negotiate for provision of specific/specialized support required by the surety mission commander which are above and beyond the recognized and accepted common levels of support but are required by this regulation or in other mutually agreed to signed documents.

*t.* The Commander, Installation Command (IMCOM) will—

(1) Designate, in writing, an individual as the HQ, IMCOM surety focal point.

(2) Provide oversight of garrison support to tenant organizations with chemical surety missions on installations within its jurisdiction.

(3) Provide assistance to surety mission commanders in resolving issues of support from the garrison commander.

(4) Provide assistance to the garrison commander in coordinating ACOM/ASCC/DRU surety staff assistance visits and surety management reviews of garrison elements required to be inspected by the Department of the Army Inspector General (DAIG).

(5) Provide assistance to the garrison commander in correcting deficiencies by advocating for resources and funding.

(6) Coordinate the submission of surety-related waivers and exceptions from the garrison commander through HQ, IMCOM to the appropriate HQDA staff proponent.

(7) Ensure garrison commanders establish, train, and maintain an IRF at IMCOM installations with facilities that maintain custody of chemical agents. The IRF will be established consistent with guidance contained in DA Pam 50–6.

(8) Coordinate with affected ACOMs/ASCCs/DRUs to ensure smooth handover of IRF responsibilities to responding SRF Commander.

(9) Coordinate with MEDCOM on who is responsible for providing emergency medical services (EMS) at IMCOM installations and where IMCOM has EMS responsibilities, ensures garrison commanders establish, train, and maintain EMS in support of CAIRAs.

*u.* The Director, Chemical Materials Agency will—

(1) Establish and maintain a chemical surety program consistent with this regulation.

(2) Provide for the design, testing, and operation (design control, technical specifications, plant systemization, prove-out, and day-to-day plant operations) of chemical agent disposal facilities.

(3) Operate a national inventory control point (NICP) and national maintenance point (NMP) for chemical surety material and for wholesale Toxic Chemical Munitions/Bulk Agents (TCM/BA) stocks in stockpile storage and disposal locations.

(4) Appoint a NICP Accountable Property Officer (APO) for wholesale TCM/BA stocks in stockpile storage and disposal locations.

(5) Plan, budget, and execute the on-installation portion of the CSEPP per AMC and Army guidance.

(6) Provide technical assistance to Department of Homeland Security, States, and Tribes for the off-installation portion of the CSEPP, as requested.

*v.* The Director, U.S. Army Nuclear and Combating Weapons of Mass Destruction (WMD) Agency (USANCA) will—

(1) Provide advice and assistance to the ARSTAF and other Army organizations on surety matters by providing an interface between policy developers and operators.

(2) Conduct surety assistance visits when requested by an ACOM/ASCC/DRU or a specific facility to enhance the effectiveness of the surety program.

(3) Coordinate surety-related information with HQDA, ODCS, G–3/5/7 (DAMO–SSD), and publish through USANCA publications.

(4) Prepare and forward the annual CPRP status report to the Under Secretary of Defense for Intelligence (USD(I)).

(5) Establish and maintain a database of Army facilities that work with, transfer, or store chemical surety material, and of Army-managed contractors that use Army-provided chemical surety material.

(6) Perform other surety-related tasks as directed by the HQDA, ODCS, G–3/5/7.

*w.* The Commanders/directors of activities and organizations with assigned missions to store, handle, train with, transport, conduct research with or demilitarize chemical agents will—

(1) Establish command chemical surety programs and publish local plans and procedures that implement and standardize the program. Ensure that any contracts incorporate these local plans and procedures.

(2) Appoint in writing—

*(a)* A chemical surety officer for the facility.

*(b)* Accountable officers and/or custodians as necessary, to manage the day-to-day matters involved in the inventory management of chemical agents (see chap 5).

(3) Ensure contractors are obligated to appoint contractor custodians and alternates to request and receive chemical agents and manage chemical agents and munitions in contractor-operated facilities. For Schedule 1 chemical agents, the contractor will notify the DOD Accountability Manager for Schedule 1 Chemicals of these appointments.

(4) Establish CAIRA plans. Facilities that are tenants on an installation will ensure facility-specific information is included in the installation CAIRA plan as appropriate.

(5) Ensure chemical agents are maintained under a system of records that allows a continuous audit of custody. This system consists of records that provide an audit trail from chemical agent receipt, to use, destruction, or transfer.

(6) Forward semiannual chemical agent inventory reports through the appropriate ACOM/ASCC/DRU to the DOD Accountability Manager for Schedule 1 Chemicals in accordance with chapter 5 of this regulation.

(7) Ensure ACOM/ASCC/DRU-approved chemical surety clauses are included in each contract requiring the use of Army-owned chemical surety material.

(8) Ensure contracts are modified to reflect updates to this regulation and supporting regulations.

*x.* The garrison commanders on installations hosting tenant organizations with a chemical surety mission will—

(1) In coordination with the surety mission commander, develop surety-related waivers and exceptions (as required for garrison functions) and submit them through HQ, IMCOM and/or owning ACOM/ASCC/DRU channels (as appropriate) to the HQDA staff proponent. Provide a courtesy copy of all surety waiver or exemption requests to the surety mission commander.

(2) Ensure garrison functions in support of surety tenants are adequately staffed, resourced, trained, and executed in accordance with policy/guidance.

(3) Support the surety mission commander with common levels of support as provided to other tenant organizations on the installation.

(4) Determine the cost of support functions for surety operations which are above and beyond the recognized and accepted common levels of support, but are required by this regulation or in other mutually agreed to signed documents. Forward these "surety-unique" budget estimates and programming submissions through appropriate command channels for inclusion in the overall budget submission.

(5) Support chemical accident or incident response and assistance (CAIRA) exercises per chapter 10.

(6) Ensure relevant garrison staff elements support surety assistance visits and inspections.

(7) Provide support to surety mission commander/director in preparing chemical event reports; provide copy of CER to IMCOM.

(8) Provide and maintain adequately trained and resourced emergency medical service staff to support CAIRAs, if responsible for emergency medical services.

(9) Establish, train, and maintain an IRF consistent with guidance contained in DA Pam 50–6.

## 1–5. Chemical surety program concept

*a.* Chemical surety activities include the following:

(1) Compliance with mandated and approved safety, environmental, occupational health, operational, and technical procedures.

(2) Physical security measures to preclude unauthorized access to or use of chemical agents.

(3) Procedures to assess the reliability of personnel designated for or assigned CPRP duty positions.

(4) Training and/or experience applicable to the position assigned and verification that each individual in the CPRP is proficient in the duties to be performed.

(5) Safe and secure acquisition, storage, handling, maintenance, transportation, inventory management, and disposal of chemical surety material.

(6) Emergency response to chemical accidents and incidents consistent with guidance contained in DA Pam 50–6.

(7) Assessment of organizations and activities that possess, use, or transfer chemical surety material and the organizations that provide support to the surety effort.

*b.* This regulation applies to contractors supporting the DOD who have access to Army-owned chemical surety material. Where requirements pertaining to contractors differ from those for military or DOD civilian employees, they are discussed in the body of the text. In addition, chapter 3 provides a consolidated index of contractor requirements. Applicability of this regulation for transfer of Army-owned chemical surety material to non-Army organizations is addressed in chapter 4.

*c.* Commanders/directors may cite this regulation as the authority for requesting resources necessary to enhance the safety, security, or personnel reliability of chemical surety operations.

*d.* Commanders/directors will restrict access to chemical surety materials to authorized persons and keep the number of persons allowed such access to a minimum consistent with mission, safety, and security requirements.

*e.* Commanders/directors will forward requests with recommendations for exceptions and waivers to the policies in this regulation through command channels to HQDA, ODCS G–3/5/7 (DAMO–SSD), 400 Army Pentagon, Washington, DC 20310–0400.

(1) Requests for exceptions and waivers will identify compensatory measures, as appropriate.

(2) A request for a waiver must include the plan of action and milestones to correct the circumstances requiring the waiver.

(3) Commanders/directors will review exceptions and waivers granted under previous versions of this regulation for validity and withdraw those that are no longer applicable.

*f.* Material weaknesses will be reported in compliance with AR 11–2, paragraphs 2–6 and 2–9.

*g.* It is Army policy to comply with international treaties to which the United States is a party, including the Chemical Weapons Convention.

*h.* Users of this regulation will establish written local procedures to facilitate its implementation. The chemical surety program is a commander's/director's program therefore, when a process is established that is neither prescribed nor prohibited by this regulation, the judgment of the commander/director shall take precedence. For the purposes of this regulation, "Commander/Director" is the individual with responsibility for executing the chemical surety mission.

## 1–6. Initiation and termination of facility surety status

*a. Initiation.*

(1) Each ACOM/ASCC/DRU that wishes to establish new facilities where chemical surety materials (including COCOs) are used will submit a request for approval to HQDA, ODCS, G–3/5/7 (DAMO–SSD). The ACOM/ASCC/DRU will also notify HQDA, ODCS, G–3/5/7 (DAMO–SSD) at least thirty days prior to start of operations of the new facility.

(2) Headquarters, ODCS, G–3/5/7 (DAMO–SSD) will furnish a copy of new facility approvals to the Assistant to the Secretary of Defense (Nuclear, Chemical, and Biological Matters) (ATSD(NCB)) prior to initial operation of the facilities. HQDA, ODCS, G–3/5/7 (DAMO–SSD) will also notify HQDA, Office of the Inspector General (OTIG) (SAIG–TI) so the facility can be scheduled for inspection and USANCA ATTN: MONA–CWZ for inclusion in the chemical facility database.

(3) Demilitarization Facilities will not initiate operations with chemical surety materials until AMC has certified that a chemical surety program has been established and is operational in accordance with this regulation. The AMC will document this certification in writing, provide copies to HQDA, ODCS, G–3/5/7 (DAMO–SSD), and maintain the document on file until the facility reaches termination of chemical surety status.

*b. Termination.*

(1) Termination of surety status will only be granted when chemical agents in accessible form have been destroyed, demilitarized, decontaminated, transferred, or consumed in experimentation. Government or contract facilities that have terminated work with chemical surety materials will submit a request for termination of chemical surety status to HQDA, ODCS, G–3/5/7 (DAMO–SSD) through command channels when chemical surety materials are no longer maintained at the facility. The request will include—

*(a)* The commander's/director's certification that no remaining accountable quantities of chemical agent in accessible form exist at the facility.

*(b)* Certification that all facilities, equipment, and areas are free from chemical agent contamination to the maximum extent possible, as determined by current technology. (See DA Pam 385–61, chap 5 for decontamination standards.) For Chemical Weapons Demilitarization Facilities, this means that demilitarization operations have been completed, that chemical agent lines have been flushed, and that sufficient decontamination has been accomplished to meet the intent of paragraph 1–6*b*(1), above.

*(c)* Documentation that supports a verifiable audit trail for all actions taken in the determination.

*(d)* A chemical safety plan that describes the specific safety requirements for operations in and near the decontaminated facilities.

(2) On approval of the request, HQDA, ODCS, G–3/5/7 (DAMO–SSD) will issue a memorandum terminating the chemical surety status of the installation or facility.

(3) On receipt of the termination memorandum, the installation or facility will no longer be required to maintain chemical surety program requirements for security, accountability records may be appropriately retired, the CPRP may be closed out, and emergency response capability may be reduced to appropriate levels. Further, the installation and intermediate headquarters will take action to terminate agreements with external agencies supporting the former chemical agent mission.

(4) Termination of the chemical surety mission does not abrogate responsibility to maintain a safety program commensurate with remaining missions. These facilities will continue to comply with chemical event reporting requirements, as appropriate.

(5) Permanent termination of chemical surety operations in any individual facility within an otherwise operational chemical surety program will meet the requirements of this paragraph and be approved by the ACOM/ASCC/DRU.

## 1–7. Surety officers and surety boards

*a. Chemical surety officers.*

(1) The commander/director of a facility with a chemical surety mission will appoint a chemical surety officer in writing. IMCOM and ACOMs/ASCCs/DRUs responsible for supporting chemical surety programs will designate a chemical surety officer in writing. Commands between facility and ACOM/ASCC/DRU level may appoint chemical surety officers at their discretion. The chemical surety officer may be a part-time or full-time duty depending on the facility mission.

(2) Chemical surety officers will—

*(a)* Manage day-to-day operations of the chemical surety program.

*(b)* Monitor and evaluate the chemical surety program.

*(c)* Act as the focal point for chemical surety matters.

*(d)* Monitor chemical safety, security, accident and incident response, inventory management, and personnel reliability to ensure these programs are receiving the necessary emphasis.

*(e)* Expeditiously bring any apparent incidents or shortcomings to the attention of the commander/director.

*(f)* Serve as liaison with organizations that provide external support to the chemical surety mission.

(3) *Contractor chemical surety officers.* For contracts that require access to Army-owned chemical surety material, the contracting organization will ensure the contract statement of work (SOW) requires the designation in writing of a contractor chemical surety officer or equivalent. The contractor chemical surety officer will have responsibilities as identified in paragraph (2)*(a)* to *(d)*, above, and will expeditiously bring any apparent incidents or shortcomings to the attention of the contracting officer's representative. The contractor chemical surety officer's position should be designated as a "key position." The individual selected as the contractor chemical surety officer must have the technical knowledge of chemical surety operations, chemical agents, operational experience, and experience or training in surety procedures. The contractor chemical surety officer may be part-time or full-time duty depending on contract requirements.

*b. Chemical surety boards.* The commander/director of a facility with a chemical surety mission will establish a local chemical surety board to assist in managing the chemical surety program. The composition of the board depends on the command's mission and the staff elements and external agencies that support it. The commander/director who establishes the board, will document its composition and responsibilities (local standing operating procedure (SOP), memorandum, or charter). For facilities on installations with multiple surety missions, the surety board may be consolidated at the installation level.

## 1–8. Two-person rule

Each organization will use and strictly enforce the two-person rule to enhance safety and security. Commanders/Directors will establish procedures for all operations involving access to chemical surety material. (See glossary for a complete definition of access). For such operations, there must be at least two CPRP-certified persons physically

present, one of which can be interim-certified in accordance with paragraph 2–12. Each person must be able to recognize an unsafe act and be capable of performing self- or buddy-aid in case of exposure to chemical agent.

# Chapter 2
# Personnel Reliability Program

## Section I
## Introduction

### 2–1. General

*a.* This chapter establishes the CPRP as a tool for commanders/directors to make risk-based assessment decisions to ensure that persons with access to chemical surety material meet high standards of reliability. The CPRP includes—

(1) Identifying positions with duties that afford access to chemical surety materials.

(2) Designating officials who will certify the reliability and suitability of individuals for the CPRP.

(3) Screening, evaluating, and certifying individuals for the CPRP.

(4) Continuing evaluation in the form of periodic reinvestigations (PRs), drug tests, and evaluation by supervisors, fellow workers, certifying officials, and support agency personnel, as well as self-reporting by individuals enrolled in the CPRP.

(5) Removing individuals from CPRP duties due to medical restriction, suspension, disqualification, or administrative termination.

*b.* The EOD and accident/incident response personnel are not required to meet the reliability standards of this chapter and will be given access to chemical surety materials only to the extent necessary to mitigate or eliminate a hazard during an emergency.

*c.* The CPRP applies to U.S. citizens who are active duty military personnel, U.S. government employees, and DOD contractor personnel.

*d.* To ensure compliance with the Privacy Act of 1974 and AR 340–21, all personnel who wish to be considered for assignment to CPRP duties must grant authority for release of information and records to allow the certifying official and other authorized officials to receive and review medically potentially disqualifying information, and to review personnel and security files. If an individual does not grant permission for the records check and review, that person is not eligible for CPRP duties. (Exception: Eligibility consideration for CPRP duties will not be affected if DOD contractor and government civilian employees decline to provide written consent to release drug/substance or alcohol abuse information. See para 2–13 of this regulation.)

*e.* At facilities or installations where individuals may be in multiple personnel reliability programs (for example, the biological and chemical personnel reliability program (PRP)), separate screening is not required for each program. Written local procedures will address PRP processing for such individuals, to include addressing any program differences and training requirements specific to each program. Procedures for transferring between PRP programs are covered in paragraph 2–17.

*f.* An individual who is certified in another DOD PRP can be accepted into the CPRP at the discretion of the facility commander/director.

### 2–2. Identifying chemical personnel reliability program duties

*a.* Commanders/directors responsible for chemical surety material will identify each position that requires access to chemical surety material. Contractor organizations responsible for chemical surety material will recommend, in writing, to the COR those CPRP duty positions required for the operation of their facility. The COR is responsible for approving the list of positions. Although the following list is not all-inclusive, CPRP duty positions are held by personnel who—

(1) Require routine access to chemical surety materials. In cases where access is required "routinely" but "infrequently," the commander/director will make the decision whether or not the person is granted access or requires escort.

(2) Are authorized to escort visitors to areas containing chemical surety materials.

(3) Control direct access to chemical surety material.

(4) Issue proximity cards, personal identification numbers (PINs), keys, combinations, biometric codes, or any other mechanism that provides direct access to chemical surety material.

(5) Are motor vehicle and/or material handling equipment operators involved in movement of chemical agents.

(6) Are operators of equipment that disassembles chemical munitions/containers or handle chemical surety materials during demilitarization operations.

*b.* Commanders/directors may authorize individuals who are not in the CPRP to have access to and work with

chemical agent. Such individuals must have a favorably adjudicated PSI per paragraphs 2–12*b* and *c*, and must be supervised by two CPRP-certified persons under the two-person rule (see para 1–8).

### 2–3. Certifying and reviewing officials

*a.* Commanders/directors will act as certifying officials and/or designate, in writing, certifying official(s) to certify an individual's reliability and suitability for the CPRP. The decision to designate certifying officials and the selection of the individuals so designated is entirely at the commander's/director's discretion. Optimally, the certifying official is a person in the individual's supervisory chain, such as a supervisor, team leader, laboratory manager, department head, or the deputy commander/director, or equivalent.

*b.* Certifying officials must be military or DOD civilian personnel. DOD contract personnel are prohibited from acting as certifying officials. At GOCO and COCO facilities, the contracting officer (either the procuring contracting officer or the administrative contracting officer) will designate, in writing, the Army COR or other appropriate military or DOD civilian as the certifying official.

*c.* Commanders/directors (or contracting officers in the case of para 2–3*b*) who designate certifying officials become reviewing officials for those certifying officials. If the facility commander/director is a certifying official, then his or her rater is the reviewing official.

*d.* Commanders/directors may appoint CPRP monitors to assist certifying officials in administering day-to-day functions of the program. CPRP monitors may also be appointed at installation or activity level to administer the day-to-day functions of multiple certifying officials. The CPRP monitor duties include coordinating and disseminating CPRP information, training PRP personnel on program objectives and procedures, and maintaining the chemical duty position roster (CDPR).

*e.* Unless otherwise required by paragraph 2–2, or unless directed by the commander/director, the position of certifying official or designated monitor is not a CPRP duty position.

*f.* Administration Officials.

(1) At COCO and GOCO facilities, the certifying official may designate one or more senior supervisory contractor employees to serve as the CPRP administration official(s) to assist in administering day-to-day certifying official duties. The contractor must nominate the administration official and the COR must approve the nomination. The administration official will be enrolled in the CPRP.

(2) The CPRP administration official may perform all duties normally associated with the certifying official except for the decision-making functions of determining CPRP suitability, the review of potentially disqualifying information (PDI) gained through security investigations, and disqualifying personnel from the CPRP. The certifying official must complete DA Form 3180 (Personnel Screening and Evaluation Record), Parts V and IX. The CPRP administration official may be delegated the authority to sign part VI.

(3) The CPRP administration official may be delegated the authority to medically restrict an individual from performing chemical duties; and to remove medical restrictions he/she has imposed, based on CMA recommendation. However, in cases where the individual does not wish medical authorities to forward such personal information to the CPRP administration official, the certifying official must execute the medical restriction. Written local procedures will address procedures for informing the individual of this option.

*g.* Commanders/directors may be in CPRP positions as identified in paragraph 2–2. Such commanders/directors will be certified by their rater. The commander's/director's position will be listed on the facility CDPR. The reviewing official for such a commander/director will be the senior rater.

*h.* See paragraph 2–17 for procedures when a certifying official changes or is absent when a required CPRP action must be completed for personnel already in the CPRP.

### 2–4. Chemical duty position roster

*a.* The chemical duty position roster (CDPR) will be used as a management tool by the certifying official and the commander/director. The CDPR identifies individuals certified and assigned by the certifying official to those CPRP duty positions established by the commander/director. Each commander/director responsible for chemical surety material will determine whether to institute a consolidated CDPR or separate CDPRs maintained by individual certifying officials.

*b.* The CDPR will contain at a minimum the following information, formatted in accordance with written local procedures:

(1) Effective date.

(2) Unit or organization.

(3) Name.

(4) Last 4 digits of social security number (SSN).

(5) Job title or CPRP duty per local procedure.

(6) Interim certification status, if applicable, based on personnel security investigation status.

(7) Names of certifying official and reviewing official for the certified individuals.

*c.* The CDPR will be authenticated (for example, signature or electronic authentication) and distributed per local procedures to the offices supporting the CPRP.

*d.* Certifying officials will ensure that individuals who are administratively terminated or disqualified are removed from the CDPR.

*e.* At facilities or installations where individuals may be in multiple personnel reliability programs (for example, the biological and chemical PRP), a combined duty positions roster may be established in accordance with written local procedures.

## Section II
## Standards

### 2–5. Reliability assessment

*a.* Persons who do not meet CPRP standards will not perform CPRP duties. The certifying official will make a judgment on the reliability and suitability of an individual for a CPRP duty position. In the absence of mandatory disqualifying factors, the certifying official should consider both affirmative qualifying factors and potentially disqualifying factors. Although the certifying official may request information or advice from any support agency or activity capable of providing or interpreting such information, the decision to qualify an individual for, or to disqualify an individual from the CPRP, is the responsibility of the certifying official. No one will be entered into the CPRP until the certifying official screens and certifies the individual as reliable and suitable for specific CPRP duties assigned.

*b.* Certifying officials will—

(1) Determine reliability and suitability and ensure that individuals are appropriately qualified and trained before being assigned to CPRP duties.

(2) Evaluate personnel assigned to CPRP positions continuously.

(3) Suspend from CPRP duties any individual whose reliability becomes suspect. If the individual being suspended is an on-site contractor, the government certifying official will remove the individual from CPRP duties. If the individual being suspended is an off-site contractor, the government certifying official will direct the contractor to remove the individual from CPRP duties. The certifying official will expeditiously resolve the issue and either reinstate or disqualify the individual.

*c.* The certifying official will, at a minimum, use the results of the following sources of information in determining that the individual is qualified for the CPRP:

(1) Initial interview.

(2) Personnel security investigation (PSI).

(3) Personnel records review.

(4) Medical evaluation.

(5) Drug testing.

*d.* The reviewing official may monitor certifying official decisions to qualify individuals to oversee the status or quality of the program, and may overturn certifying official decisions to qualify individuals when procedures have been unfairly, inconsistently, or incorrectly applied. Reviewing officials will review all disqualification decisions per paragraph 2–26.

*e.* Individuals who were appropriately certified into the CPRP under previous versions of AR 50–6 are not required to be rescreened using standards of this regulation except in circumstances addressed in paragraph 2–17. However, the standards for continuing evaluation in this regulation do apply.

### 2–6. Qualifying factors/requirements

The following are the general suitability and reliability standards required of all CPRP members:

*a.* Individuals will be mentally alert, mentally and emotionally stable, trustworthy, and physically competent, and free of unstable medical conditions. This includes dependability in accepting responsibilities and effectively performing in an approved manner; flexibility in adjusting to changes in the working environment, good social adjustment, ability to exercise sound judgment in meeting adverse, or emergency situations, physical ability to perform duties required by the position, and positive attitude toward CPRP duties and the CPRP.

*b.* Individuals will be the subject of a current and favorably adjudicated PSI per paragraph 2–12.

*c.* Individuals will be free from drug/substance and alcohol abuse and/or dependence and will participate in initial and periodic drug testing on a random basis to ensure the deterrent value of testing. For additional contractor requirements, see paragraph 2–21 of this regulation.

*d.* Individuals will comply with training requirements specified in local SOPs, plans, and regulations for the chemical duties they perform.

### 2–7. Mandatory disqualifying factors

The certifying official will disqualify individuals from the CPRP when any of the traits, diagnoses, conditions, or conduct listed below exists. The certifying official will submit disqualification actions to the reviewing official for

review. If, during this review, the reviewing official discovers extraordinary circumstances that warrant an exception to disqualification, he or she may submit a request through ACOM/ASCC/DRU channels to HQDA, ODCS, G–3/5/7 (DAMO–SSD). The individual remains disqualified until and unless the exception is approved.

*a.* Current diagnosis of drug/substance or alcohol dependence based on a determination by an appropriate medical authority in accordance with the current Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association.

*b.* Drug/substance abuse within the five years previous to the initial CPRP interview. Certifying officials having any doubt on the status of a certain drug as illegal or controlled should consult the competent medical authority (CMA), local law enforcement officials, or the supporting legal office. Exceptions: isolated incidents of use of another person's prescribed drug, self-medication exceeding the recommended safe dosage on the medication's packaging of over the counter substances, or improper use of an individual's own prescribed medications will be evaluated per paragraph 2–8 of this regulation.

*c.* Trafficking in illegal or controlled drugs as well as cultivating, processing, or manufacturing illegal or controlled drugs within the last 15 years.

*d.* Drug/substance abuse while enrolled in the CPRP or other PRP, whether admitted or as the result of a verified positive drug test. Exceptions: isolated incidents of use of another person's prescribed drug, self-medication exceeding the recommended safe dosage on the medication's packaging of over the counter substances, or improper use of an individual's own prescribed medications will be evaluated per paragraph 2–8 of this regulation.

*e.* Inability to meet safety requirements, other than temporary medical conditions, such as inability to wear personal protective equipment required for the assigned position. Refer questions regarding the duration of medical conditions to the CMA.

*f.* Meeting the criteria of a restricted person (see glossary).

### 2–8. Other disqualifying factors

Any of the following traits, diagnoses, conditions, or conduct listed below may be grounds for the disqualification of an individual from the CPRP, based on the certifying official's informed judgment.

*a. Alcohol-related incidents/abusing alcohol.*

(1) Certifying officials will evaluate the circumstances of any alcohol-related incident that occurred within five years of initial interview and request a medical evaluation. An individual diagnosed through such a medical evaluation as currently alcohol-dependent will be disqualified per paragraph 2–7*a*. Individuals diagnosed as abusing alcohol will be handled per paragraph *(2)*, below. For an individual not diagnosed as a current alcohol-dependent/abusing alcohol, including those individuals identified as recovering alcoholics, the certifying official will determine reliability based on results of the investigation, the medical evaluation, and any extenuating or mitigating circumstances (such as, successful completion of a rehabilitation program). The certifying official will, as appropriate, then qualify or disqualify the individual from the CPRP as appropriate.

(2) Individuals diagnosed as abusing alcohol but who are not alcohol-dependent shall, at a minimum, be suspended from CPRP processing pending completion of the rehabilitation program or treatment regimen prescribed by the CMA. Before the individual is certified into the program, the certifying official will assess whether the individual has displayed positive changes in job reliability and lifestyle, and whether the individual has a favorable medical prognosis from the CMA and a psychological evaluation is completed. The individual will complete a 1 year period of strict compliance with an aftercare program. Failure to satisfactorily meet these requirements shall result in disqualification.

*b. Drug/substance abuse.*

(1) In situations not addressed in paragraph 2–7*b*, above, a certifying official may qualify or disqualify an individual who has abused drugs/substances more than five years before the initial PRP interview. In deciding whether or not to disqualify individuals in these cases, the certifying official will request CMA evaluation and may consider extenuating or mitigating circumstances. To qualify the individual for the CPRP, the certifying official's documentation of the PDI (see para 2–15*a*) must include an approval signed by the reviewing official. If the reviewing official does not approve, the individual will be disqualified from the CPRP (see para 2–26). Examples of potential extenuating or mitigating circumstances include, but are not limited to—

*(a)* Successful completion of a drug rehabilitation program.

*(b)* Participation in a twelve-step program.

*(c)* Isolated experimental drug abuse.

*(d)* Age at the time of drug abuse ("youthful indiscretion").

(2) Certifying officials may qualify or disqualify individuals who have isolated episodes of use of another's prescription drugs, or who, in an effort to self-medicate, inadvertently or deliberately exceed the recommended safe dosage on the medication's packaging of over the counter substances, or who improperly use their own prescribed medications.

*(a)* If the abuse occurred while the individual was enrolled in the CPRP, the certifying official will request CMA evaluation. If the certifying official believes the use does not represent a reliability concern and desires to retain the individual in the CPRP, the documentation recording the PDI (see para 2–15*a*) must include an approval signed by the

reviewing official. If the reviewing official does not approve, the individual will be disqualified from the CPRP (see para 2–26).

*(b)* If the abuse occurred within 15 years before the initial CPRP interview, the certifying official will request CMA evaluation. Certifying officials will consider such abuse in conjunction with other PDI in determining reliability of the individual.

*c. Medical condition.*

(1) Any significant mental or physical medical condition, medication usage, or medical treatment, which may result in the following:

*(a)* An altered state of consciousness.

*(b)* Impaired judgment or concentration.

*(c)* Increased risk of impairment if exposed to chemical agents.

*(d)* Impaired ability to safely wear personal protective equipment required for the chemical surety position.

*(e)* Inability to perform the physical requirements of the chemical surety position, as substantiated by a CMA to the certifying official.

(2) Medical information that falls within these parameters is disqualifying if and when the certifying official considers it prejudicial to reliable performance of CPRP duties.

(3) The CMA will evaluate individuals and make recommendations to the certifying official on suitability for duty in the CPRP for individuals currently under treatment with hypnotherapy.

(4) The CMA will obtain a mental health assessment, evaluate individuals, and make recommendations to the certifying official on suitability for duty in the CPRP for individuals who have attempted or threatened suicide before entry into the CPRP or while enrolled in the CPRP. To qualify individuals who have attempted or threatened suicide while enrolled in the CPRP, the certifying official's documentation of the PDI (see para 2–15*a*) must include an approval signed by the reviewing official.

*d.* Inappropriate attitude, conduct, or behavior. In determining reliability, the certifying official will conduct a careful and balanced evaluation of all aspects of an individual. Specific factors to consider include, but are not limited to the following:

(1) Negligence or delinquency in performance of duty.

(2) Conviction of, or involvement in, a serious incident indicating a contemptuous attitude toward the law, regulations, or other duly constituted authority. Serious incidents include, but are not limited to assault, sexual misconduct, financial irresponsibility, contempt of court, making false official statements, habitual violation of traffic laws, and domestic violence.

(3) Poor attitude or lack of motivation. Poor attitude can include arrogance, inflexibility, suspiciousness, hostility, flippancy toward CPRP responsibilities, and extreme moods, or mood swings.

(4) Aggressive/threatening behavior toward other individuals.

(5) Attempting to conceal PDI from certifying officials through false or misleading statements, or by willfully neglecting to report current PDI.

## Section III
## Screening Process

### 2–9. DA Form 3180 (Personnel Screening and Evaluation Record)

*a.* DA Form 3180 will be completed for each individual screened and evaluated for the CPRP. The sequence of medical and personnel screening and administrative processing may be adapted to meet the needs of the certifying official or agencies.

*b.* All signatures on the original DA Form 3180 will be in ink. Facsimile stamps will not be used for signatures on the DA Form 3180. Any facility that institutes procedures for electronic processing of the DA Form 3180 will ensure that electronic signatures are used as appropriate to validate the form.

*c.* Errors in the DA Form 3180 discovered prior to initial certification will be corrected by lining through the error and/or inserting the correction as appropriate, and initialing and dating the correction.

*d.* Corrections to errors discovered after the individual is enrolled into the CPRP should be documented in DA Form 3180, Part VI (if necessary) by placing additional documentation in the individual's file as appropriate.

*e.* DA Form 3180, Part VI can also be used to document changes in the individual's status and/or administrative data (for example, movement from interim-certified to fully-certified, change in job, change in grade, and so forth).

*f.* Any DA Form 3180 initiated prior to publication of this regulation remains in effect and does NOT need to be redone.

### 2–10. Initial interview

*a.* The certifying official (or representative(s) designated in writing) will conduct a personal interview with each candidate for CPRP duties to look for evidence of the individual's perception of responsibility, exercise of sound

judgment, effective performance, and ability to adjust to changes in the work environment. In addition, the certifying official will—

(1) Inform the candidate of the Privacy Act of 1974, AR 340–21, and the Health Insurance Portability and Accountability Act (HIPAA). If the candidate objects to the required screening, the screening process will be discontinued.

(2) Inform the candidate that they will be subject to random drug testing on an unannounced basis as a condition of certification in the CPRP, and that an initial negative test will be required prior to certification. For contractor requirements, see paragraph 2–21 of this regulation.

(3) Review with the candidate the concept of the CPRP and the reliability standards, both qualifying and disqualifying, for assignment to or retention in a CPRP position. The certifying official will ensure that the candidate understands the traits and conduct normally considered disqualifying.

(4) Determine whether any of the traits or conduct normally considered disqualifying exist.

(5) Explain that personnel assigned to CPRP duty positions may be required to wear personal protective equipment. If there is any concern about an individual's ability to wear personal protective equipment, the matter will be resolved promptly.

(6) Explain the importance of CPRP assignments and the responsibilities involved in associated CPRP duties.

(7) Explain the continuing evaluation aspects of the CPRP to include each individual's responsibility to actively participate in this evaluation and that personnel found suitable for CPRP duties remain under continual evaluation until either disqualified or administratively terminated.

(8) Explain the requirement to self-report information, such as the use of prescribed drugs, which may have a bearing on performance of PRP duties. Failure to self-report may be considered a disqualifying factor, as per paragraph 2–8*d*(5).

(9) Complete the appropriate section of DA Form 3180.

*b.* The certifying official may make a determination of an individual's unsuitability at any time during the screening process and terminate the evaluation. If the candidate is found to be unsuitable for the CPRP, the certifying official will terminate the screening process and follow procedures for disqualification (see para 2–26). For civil service applicants who are not current Federal employees, the certifying official will terminate the screening process and return the interview referral slip to the placement specialist.

*c.* Should the certifying official determine that the candidate is acceptable for further screening, the screening process will be completed in accordance with written local procedures.

## 2–11. Personnel records screening

The supporting personnel officer (or contractor's personnel manager) or representative (designated in writing) will screen the individual's personnel records. The screening official will—

*a.* Determine the individual's citizenship and identify it to the certifying official.

*b.* Determine if the individual's personnel records contain information that may preclude assignment to a CPRP position. When PDI is identified, provide it to the certifying official per local procedures, assuring Privacy Act requirements are not violated.

*c.* Process the DA Form 3180 (as appropriate) in accordance with written local procedures.

## 2–12. Personnel security records screening

*a.* The supporting security manager or a representative (designated in writing) will determine whether—

(1) The PSI is valid and favorably adjudicated for CPRP purposes (see paras 2–12*b* and *c*). If the PSI is not valid for CPRP, the security manager will notify the certifying official per local procedures.

(2) Local security records (including EPSQ, SF 85 (Questionnaire for Non-Sensitive Positions)/SF 86 (Questionnaire for National Security Positions) or equivalent questionnaires) contain PDI. When PDI is identified provide it to the certifying official per local procedures, assuring Privacy Act requirements are not violated. In the case of medical, drug, or alcohol-related PDI uncovered through a records check, consult the CMA to determine the need for further evaluation.

*b.* Personnel scheduled for initial assignment to CPRP positions must have the appropriate and favorably adjudicated PSI completed within the 5 years preceding certification to the CPRP. The minimum PSI required for military or contractor employees is the National Agency Check with Local Agency and Credit Checks (NACLC). The minimum PSI for DOD civilian employees is the Access National Agency Check with Credit Checks and Written Inquiries (ANACI). A NACLC is also acceptable for civilian employees. In cases where the investigation ended more than 5 years before CPRP certification, the PSI is outdated for CPRP purposes and a new investigation is required. Employees who have submitted a request for a PSI prior to the date of this regulation, or have a PSI that was valid for the CPRP at the time of their initial interview, will not require a new PSI simply because the type of required investigation has changed. The security manager will request the appropriate PSI at the next scheduled update.

*c.* The PSI is considered favorably adjudicated in any of the following circumstances:

(1) The DOD-authorized central adjudication facility has granted the individual a security clearance of SECRET or

higher, or has determined that the individual is eligible for a secret clearance. In either case, dossier review is not required.

(2) The PSI has no derogatory information (a "non-issue" PSI), based either on a "non-issue" case code or on contact with the investigating agency. In this case, dossier review is not required.

(3) The certifying official has requested the PSI investigative files (dossier) per AR 381–45 for review, the certifying official has reviewed the PSI investigative files against the criteria in paragraphs 2–7 and 2–8, and the certifying official has determined that the individual meets the reliability requirements of this regulation. The certifying official will document PDI per paragraph 2–15*a*.

*(a)* Note that PSI investigative files contain sensitive information, and the provisions of DOD 5200.2–R apply, including requirements for individuals reviewing dossiers to have appropriate PSIs.

*(b)* The PSI investigative files will be retained only for the time necessary to determine suitability for the CPRP, and will be destroyed no later than 90 days following the suitability determination (for disqualifications, no later than 90 days following the reviewing official's review of the disqualification).

*(c)* Certifying officials will not conduct independent investigations into unsubstantiated allegations in the PSI investigative files. If the allegations are relevant to the criteria in paragraphs 2–7 and 2–8, the certifying official will consider the allegation in light of other information available during screening. If the individual is found to be reliable, document the PDI per paragraph 2–15*a*, but without reference to information that would identify the person making the allegation (for example, "The dossier reflected a single allegation of drug use over 10 years ago," followed by the certifying official's decision.)

*d.* A security clearance is not required for qualification into the CPRP, and will not be requested solely for that purpose. If access to classified information is required for the assignment, certifying officials will follow the provisions of AR 380–67 and DOD 5200.2–R.

*e.* Interim certification.

(1) In circumstances where official functions must be performed prior to completion of the investigation and adjudication process, the certifying official may grant interim CPRP certification, provided the request for the PSI has been submitted (electronically transmitted or mailed to the investigating agency) and all other requirements of the CPRP screening process have been completed:

*(a)* If the appropriate PSI was completed less than ten years before CPRP certification.

*(b)* If the PSI is at a level less than a NACLC or ANACI, provided the PSI was completed less than five years before CPRP certification.

*(c)* In any other circumstance, if a certifying official determines that a person's expertise is critical to the performance of an official government mission, he or she may submit a written request for interim certification to the ACOM/ASCC/DRU for adjudication. The ACOM/ASCC/DRU may grant or deny interim certification, and will establish conditions or require compensatory measures for the interim certification.

(2) Once granted, interim certification will be valid until completion of the requested PSI and adjudication. However, the certifying official may revoke it at any time based on unfavorable information identified in the course of the investigation, or if the certifying official has reason to suspect the person's reliability.

(3) Interim-certified individuals must be identified to supervisory personnel, personnel who directly control access to exclusion areas, and others, as necessary. The CDPR, entry authorization lists, and individual access badges (if used) must be specifically marked to designate interim certification status. Interim-certified individuals will not have access to chemical surety material unless escorted by a fully CPRP-certified individual. This pairing will satisfy the two-person rule.

(4) The certifying official will enter a date on DA Form 3180, Part V to indicate the individual's interim certification status. DA Form 3180, Part VI will be used to record the individual's move from interim-certified status to fully-certified status.

*f.* When security records reviews are completed, complete and process the DA Form 3180 in accordance with written local procedures.

### 2–13. Medical evaluation

*a.* The certifying official must be confident that the individual being certified meets the standards of paragraph 2–6*a*. The primary responsibility of the CMA is to identify to the certifying official any PDI that may reflect on an individual's suitability for assignment to a CPRP position, and to provide a recommendation to the certifying official as to whether the PDI will preclude the individual from performing CPRP duties. Significant medical conditions that may constitute medical PDI are defined in paragraph 2–8*c* of this regulation.

(1) The CMA will review the military health records or government civilian employee medical records. The individual may also provide copies of their medical records from their personal health care provider, if outside MEDCOM. The CMA can review contractor records consistent with the on-site contract.

(2) If available medical records are incomplete, inadequate, or unavailable, the CMA will conduct a medical evaluation to determine medical qualification under CPRP standards. The medical evaluation will include a mental health consultation if either the CMA determines that such an evaluation is prudent or the certifying official requests it.

The CMA will make a medical entry to document all significant medical conditions in the individual's medical/health records along with the medical reasoning why the conditions are or are not potentially disqualifying.

(3) The CMA will annotate the medical record entry with a statement indicating that the individual and/or individual's records have been screened under the reliability standards of this regulation. If the CMA identified PDI, the medical record entry will indicate the nature of the PDI and the date the certifying official was notified. The medical record entry will include the name, grade, and signature of the CMA and the date of the screening.

(4) The CMA will complete the appropriate section of DA Form 3180. If PDI was identified, the CMA will provide an evaluation and recommendation to the certifying official in sufficient detail so he or she can make a sound decision concerning the individual's suitability for the CPRP. The CMA will provide this information to the certifying official per local, DOD, DA, and MEDCOM procedures, assuring provisions of the Privacy Act, AR 340–21, and the HIPAA are not violated. The DA Form 3180 will be processed in accordance with written local procedures.

(5) The CMA's recommendation will identify any limitations in duties or reasonable accommodations that might allow the individual to safely and reliably perform CPRP duties (see Americans with Disabilities Act, 42 United States Code (USC), Chapter 126, and implementing regulations in 29 Code of Federal Regulations (CFR), Part 1630). The certifying official may request a safety assessment of the reasonable accommodation, if desired. Worker safety will not be compromised. Accommodations that could cause injury to the individual or another worker will not be implemented.

*b.* The Army Substance Abuse Program (ASAP) Clinical Director will make available to the certifying official all PDI related to a Soldier's participation in ASAP clinical services: screening, evaluation, and counseling (authorized under AR 600–85, para 7–4). For civilian personnel, the authority to review health records in the Employee Assistance Program (EAP) (established by 5 USC Section 7904) is limited by 42 USC Section 290dd-2, as implemented by 42 CFR, Part 2, which prohibits the release of drug/substance abuse information from the patient's records without the patient's written consent. Certifying officials cannot require civilian employees to release this information as a condition of employment or entry into the CPRP. Certifying officials must rely on the continuing evaluation aspects of the CPRP in such circumstances to detect drug/substance abuse/dependence problems.

*c.* Certifying and reviewing officials may not release or discuss the content of health records except as provided in the preceding paragraph or as otherwise permitted by the Privacy Act of 1974, AR 340–21, and HIPAA Privacy and Security Rules. Refer questions to the servicing legal office.

*d.* Certifying officials of organizations receiving medical support from non-Army medical facilities or from contract physicians will provide a copy of this regulation and any MEDCOM guidance for CMAs to the supporting medical facility or contract physicians for use in evaluating personnel for the CPRP.

*e.* Dental records screening is not required for the CPRP. The CMA should screen for active dental conditions that may be potentially disqualifying during the medical evaluation.

### 2–14. Drug testing

All candidates for the CPRP must complete drug testing per AR 600–85 within six months prior to initial certification into the CPRP. All drug test results will be submitted to the certifying official before the individual is certified into the CPRP, and positive test results indicating illegal drug use will result in disqualification. Provision in AR 600–85 pertaining to the medical review of screening results will apply to the CPRP. Note that the requirement for written consent identified in paragraph 2–13*b* does not apply to drug testing conducted under the provisions of AR 600–85. Drug tests reported as "verified positive" or "refusal to test" will be reported to the certifying official and will result in disqualification. Initial drug testing will be documented on DA Form 3180, Part IV in accordance with written local procedures.

### 2–15. Certifying official's evaluation and briefing

After the screening process is completed, the certifying official will review DA Form 3180 and any PDI provided during the screening process.

*a.* If the certifying official determines that PDI identified during the screening is not disqualifying, he or she will document the PDI and the decision in accordance with written local procedures. (Medical PDI will be identified merely as "medical PDI from CMA".) The certifying official will maintain this documentation with the DA Form 3180 until the individual is administratively terminated or disqualified from the CPRP when it will be destroyed.

*b.* The certifying official will ensure that all core safety, security, and emergency training is completed and documented per local SOPs, plans, and regulations.

*c.* For individuals found suitable for interim- or full-certification into the CPRP, the certifying official will complete the appropriate section of DA Form 3180, and brief the individual in the following areas:

(1) That the individual has been found suitable for the CPRP.

(2) The duties and responsibilities of the individual's CPRP position, to include the required use of personal protective equipment.

(3) Each person's obligations under the continuing evaluation aspects of the CPRP (per chap 2, sec IV).

(4) A review of the disqualifying factors in paragraph 2–6 through 2–8. This includes a discussion of any incidents or medical issues that have occurred since the initial interview.

(5) The use of all prescription drugs must be under the supervision of a health care provider. While in the CPRP, any use of drugs prescribed for another person is unacceptable and must be reported to the certifying official immediately for evaluation.

(6) The two-person rule, to include restrictions placed on interim-certified personnel.

*d.* At the close of the briefing, the individual and the certifying official will complete the appropriate section of DA Form 3180. The individual's signature indicates that a briefing on the standards and objectives of the CPRP was received and understood. The certifying official will retain the original DA Form 3180 and ensure distribution according to local procedures as follows:

(1) One copy to be retained in the individual's official personnel records.

(2) One copy to the CMA.

*e.* If the certifying official determines an individual unsuitable for a CPRP assignment, the certifying official will terminate the screening process, complete the appropriate section of DA Form 3180, and follow procedures for disqualification (see para 2–26).

### 2–16. Technical proficiency

*a.* Supervisors are responsible for ensuring that all assigned personnel receive the technical and/or regulatory training required to perform assigned chemical duties. It is also the supervisor's responsibility to keep the certifying official informed of any issues pertaining to an individual's training status.

*b.* Technical training that requires access to chemical surety material will be under the supervision of a CPRP-certified individual who has completed technical training.

### 2–17. Rescreening requirements for chemical personnel reliability program-certified individuals

*a.* When a CPRP-certified individual transfers to another CPRP position with a different certifying official and reviewing official, the individual will be administratively terminated by the old certifying official and will be screened by the new certifying official. (See para 2–27, Administrative Termination Actions.)

*b.* When a certifying official is replaced but the reviewing official remains the same, a complete rescreening of the individuals on the CDPR is not required. In order for the new certifying official to become familiar with the individuals on the CDPR, he or she must review all DA Form 3180s and any documentation addressing previous PDI, and interview each individual. If questions arise during the reviews or the interviews, the certifying official will attempt to resolve them through consultation with the CMA and/or supporting agencies. If questions remain, the certifying official will suspend the individual per paragraph 2–25 until the matter is resolved. The new certifying official must complete the review process within 30 days of appointment unless an extension is approved by the reviewing official. Upon completion of the reviews and interview and/or resolution of any concerns, the certifying official and the individual will document it by signing DA Form 3180, Part VI. A new certifying official will also notify the CMA and supporting agencies of his or her appointment to the position so that PDI or other information can be appropriately addressed.

*c.* When a CPRP-certified individual transfers to a new CPRP position or changes status (for example, a contractor is hired on as a government employee or vice versa), a new screening is not required. The current or gaining certifying official (as appropriate) must review the existing DA Form 3180 and any documentation addressing previous PDI, and interview the individual. This review is intended to identify any gaps in certification requirements due to the difference in job or status, all of which must be addressed prior to performing CPRP duties. Upon completion of the reviews and interview and/or resolution of any concerns, the certifying official and the individual will document it by signing DA Form 3180, Part VI.

*d.* Neither a new screening nor a review is required when the reviewing official is replaced.

*e.* If the certifying official will be unavailable for time-sensitive actions required by this regulation, the commander/director may designate in writing an acting certifying official for the duration of the absence, and provide a copy of the designation to supervisors, the CMA, and supporting agencies. Acting certifying officials are not required to conduct the reviews and interviews per paragraph *b*, above or create a new CDPR. If the designated reviewing official is unavailable for time-sensitive actions required by this regulation, the reviewing official may designate in writing an acting reviewing official for the duration of the absence.

## Section IV
## Continuing Evaluation

### 2–18. General

*a.* Certifying officials will ensure that all personnel assigned to CPRP positions are subject to a continuing evaluation of their reliability. Qualifying and disqualifying factors stated in paragraphs 2–6 through 2–8 of this regulation apply unless modified below. Continuing evaluation includes—

(1) Self-reporting.

(2) Peer and supervisor observation and reporting.

(3) Evaluation of medical treatment by the CMA.

(4) Periodic reinvestigations.

(5) Periodic drug testing.

(6) Certifying official observation and evaluation.

*b.* When an individual is in an administrative absence (leave, temporary duty (TDY), and so forth), the certifying official may choose to—

(1) Rely on the individual's obligation to self-report PDI.

(2) Administratively restrict the individual per paragraph 2–24*b*.

(3) Establish a relationship with the leadership at the gaining site for PDI reporting back to the home station.

*c.* To ensure that continuing evaluation is effective, certifying officials will establish and maintain close working relationships with supporting activities to ensure they are fully aware of their CPRP responsibilities and that they provide required support.

*d.* When the certifying official determines that PDI identified during continuing evaluation is not disqualifying, he or she will document the PDI and the decision in accordance with written local procedures. (Medical PDI will be identified merely as "medical PDI from CMA".) The certifying official will maintain this documentation until the individual is administratively terminated or disqualified from the CPRP, when it will be destroyed. This documentation requirement does not apply to PDI that predates this regulation.

## 2–19. Individual and supervisor responsibilities

*a.* Individuals assigned to CPRP duties are responsible for monitoring their own reliability and the reliability of others performing CPRP duties. Individuals will advise their supervisor, certifying official, or administration official of any factors that could have an adverse impact on their performance, reliability, or safety while performing CPRP duties. Individuals will inform their supervisor and certifying official when another individual in the CPRP appears to be involved in situations that may affect reliability. The certifying official will consider failure to discharge these responsibilities when assessing an individual's reliability.

*b.* Information that would be identified during the next periodic reinvestigation (SF 86, Part 2) should be reported to the certifying official as soon as possible, and not just during the reinvestigation process. Information that should be reported includes—

(1) Leaving a job (including part-time/second jobs) under unfavorable circumstances.

(2) Being charged with, or convicted of, any criminal offense, including those under the Uniform Code of Military Justice.

(3) Illegal use of drugs/substances, illegal drug activity, or use of someone else's prescription medication.

(4) Alcohol abuse and other CPRP reportable incidents and behaviors including serious driving infractions such as reckless driving, Driving Under the Influence, and Driving While Intoxicated.

(5) Significant financial problems such as filing for bankruptcy, garnishment of wages, property repossession, lien against property for failure to pay taxes or debts, unpaid court judgments, and debt delinquency greater than 90 days.

(6) Being a party to any public record court action.

*c.* If the certifying official is not the immediate and only supervisor of the individual, the certifying official will ensure the individual's immediate supervisor knows that the individual is subject to the reliability standards in this regulation. Supervisors will monitor the reliability of their subordinates and notify the certifying official of any PDI.

*d.* Individuals performing CPRP duties will notify the CMA of medical conditions and medical treatment, including medications, in accordance with guidance established by Commanding General, MEDCOM, to ensure that the conditions and treatment can be evaluated by the CMA and reported to the certifying official if there is a potential effect on the individual's reliability or duty performance.

## 2–20. Medical evaluation

*a.* The CMA will evaluate the reported and/or observed medical condition and/or treatment to determine if it is significant with respect to any disqualifying factors, such as an altered level of consciousness, impaired judgment or concentration, impaired ability to safely wear required personal protective equipment, or impaired ability to perform the physical requirements of the CPRP position. The CMA will ensure any reported medical conditions are documented in the individual's employment health records per MEDCOM guidance.

(1) Medical information that is obtained by the CMA from CPRP-certified civilian employees will be maintained in confidential civilian employee medical records. The information will be collected and maintained in accordance with 29 CFR 1630.14, 29 CFR 1910.1020, and AR 40–66.

(2) The CMA will provide sufficient details in clear and understandable form so the certifying official can make a sound decision concerning an individual's continued suitability to perform CPRP duties.

(3) The CMA will provide PDI to the certifying official per local procedures, complying with the DOD, DA, and MEDCOM provisions of the Privacy Act, The Army Privacy Program, and the HIPAA.

(4) Written local procedures will address provisions to promptly alert the certifying official when the CMA has forwarded information that warrants immediate review and action by a certifying official. In urgent medical situations,

the CMA may direct the immediate supervisor to remove the individual from chemical surety duties pending decision by the certifying official. Such information includes—

*(a)* Any prescribed or administered medication or treatment that could affect an individual's physical or mental capabilities (for example, local anesthetics, narcotics, sedatives, and tranquilizers).

*(b)* Any behavior that suggests emotional or mental instability (including suicide attempt or suicide threat) or current drug/substance or alcohol abuse.

*b.* When a CPRP-certified individual is subject to medical surveillance under the occupational health provisions of DA Pams 40–8, 40–173, and other applicable guidance, the CMA will review the results of medical examinations and health screening. For CPRP-certified individuals not subject to occupational health medical surveillance, the CMA will perform an annual health screening at a minimum.

*c.* Certifying and reviewing officials may direct the review of occupational health, civilian employee medical, or military health records for medical PDI by the CMA for personnel currently in the CPRP at any time for the purpose of making suitability determinations required by this regulation. The CMA will conduct the review to prevent any possible misinterpretation of health record data. Because of the sensitive and confidential nature of health records, authority to direct such a review extends only to certifying officials and reviewing officials.

*d.* Certifying officials receiving medical information regarding a CPRP employee from other than the CMA, will refer the employee to the CMA for an evaluation.

### 2–21. Drug/substance and alcohol abuse

*a.* The certifying official will suspend any individual suspected of drug/substance and alcohol abuse while in the CPRP and will refer the individual to the CMA. The CMA will refer the individual for an ASAP or Employee Assistance Program evaluation.

*b.* DOD civilian and military personnel in the CPRP will undergo periodic drug testing per AR 600–85. Provisions in AR 600–85 pertaining to medical review of screening results will apply to the CPRP. Contractor personnel will undergo drug testing in accordance with any applicable contract requirements (reference DFARS clause 252.223–7004). Verified positive test results will be submitted to the certifying official.

*c.* Alcohol-related incidents. Certifying officials will suspend any individual in the CPRP who is involved in an alcohol-related incident. The certifying official will investigate the circumstances and request a medical evaluation.

*d.* After evaluating the situation, the certifying official will take action per the standards in paragraph 2–7 or 2–8.

### 2–22. Personnel security investigations/periodic reinvestigations for chemical personnel reliability program purposes

*a.* All personnel assigned to CPRP duties are required to have a favorably adjudicated PR every five years. A PR will be determined as favorable following the criteria in paragraph 2–12.

*b.* The certifying official may at any time request a local records check if an individual's reliability becomes suspect, or may consult with the security manager to determine if a special investigative inquiry is warranted.

*c.* A request for PR will be submitted before the PSI expires and the individual will remain qualified while the PR is being conducted. If the request for PR is not submitted before expiration of the PSI, the certifying official will suspend the person from the CPRP until the PR is submitted (electronically transmitted or mailed to the investigating agency). Once the PR is submitted, the certifying official can return the individual to a fully qualified status.

*d.* The PR will not be coded for security clearance adjudication unless the individual requires a security clearance. In such cases, the PR requirements of AR 380–67 must be met.

*e.* Upon notification of the completion of the PR, the security manager will notify the certifying official of the new PSI date, and whether the PR is favorable or if PDI was discovered requiring certifying official review.

## Section V
## Removal from Chemical Personnel Reliability Program Duties

### 2–23. General

Removal from the CPRP may be temporary (restriction or suspension), long-term (disqualification), or administrative (administrative termination) depending on the particular circumstances. The type of removal depends on the circumstances, character, and transitory or continuing nature of the cause of the unsuitability or suspected unsuitability. General guidelines are listed as follows:

*a.* When making a reliability determination, the issue is not an individual's guilt or innocence of some particular offense; rather, the issue is whether the individual will be retained in a CPRP position. It is not necessary to complete an investigation, take disciplinary action (either civil or military), or complete other personnel actions before deciding to disqualify or retain an individual in the CPRP. Determination of an individual's reliability and suitability rests with the certifying official, subject to review by the reviewing official.

*b.* Disqualification from the CPRP is neither an adverse personnel action nor the basis for disciplinary action. However, the reason for disqualification may warrant further action.

*c.* Separation from employment or service may be appropriate for a disqualified individual if CPRP certification is a condition of employment or service and if no positions are available for which the individual is qualified.

*d.* The CDPR will be updated according to local procedures when individuals are administratively terminated or disqualified. Personnel suspended or medically restricted from CPRP duties will not be deleted from the CDPR.

*e.* Written local procedures will govern actions taken by supervisors to immediately restrict access when unexpected situations arise that must be resolved by the certifying official.

## 2–24. Restriction

*a. Medical restriction.* When performance of CPRP duties may be impaired by a temporary medical condition (including medication for the condition) or psychological condition (such as, short-term stress), the certifying official will restrict the individual from performing those CPRP duties. Medical restriction is a precaution based on the possibility of duty impairment, and is not an assessment of unreliability.

(1) The certifying official may restrict an individual based on information from the individual, supervisor, or the CMA. When the information did not come from the CMA, the certifying official will consult the CMA as soon as practical, but may restrict the individual pending that consultation.

(2) The certifying official will temporarily remove the individual from affected CPRP duties. The certifying official will notify the individual and the individual's immediate supervisor, in writing, of the nature and probable duration of the restriction. "Nature of the restriction" refers to the specific duties being restricted. The restriction may apply to some assigned duties but not to others. Maintain a copy of the notification with the individual's file with the DA Form 3180.

(3) The individual remains under continuing evaluation. No entry on the DA Form 3180 is required.

(4) When the temporary condition or situation is resolved, the certifying official will notify the individual and immediate supervisor per local procedures that the individual can resume assigned CPRP duties. Restriction notifications will be destroyed.

(5) Examples of when medical restriction may be appropriate include, but are not limited to, the following:

*(a)* An individual taking a medically prescribed drug that may impair duty performance.

*(b)* Presumed temporary departures from normal emotional or mental health. Related factors may include stressful family issues, relationship or marital problems, financial trouble, bereavement, and postpartum depression, among others.

*(c)* A physical injury or other condition (including pregnancy) that temporarily impairs the individual's ability to perform assigned CPRP duties or the ability to correctly wear personal protective equipment. Medical restriction may be extended to include both a pregnancy's full term and postpartum recovery period.

*(d)* The CMA determines that a medical condition or symptoms require further medical evaluation to determine effects on an individual's suitability for the CPRP.

(6) Except for restrictions due to pregnancy, medical restrictions will not normally exceed 180 days. If the condition is expected to persist beyond this point, the certifying official will consult with the CMA and determine what action to take from this point (revalidation of the medical restriction, suspension or disqualification, as appropriate).

(7) Medical restriction will not be used in cases of drug/substance or alcohol abuse, when attempted suicide is suspected or threatened, in the case of an alcohol-related incident, or in cases of aberrant behavior where a medical evaluation is requested. In these instances, certifying officials will immediately suspend individuals from CPRP duties.

*b. Administrative restriction.* When a CPRP-certified individual will be absent from CPRP duties for a significant period of time (for example, leave of absence or TDY to attend a school), the certifying official must decide if effective continuing evaluation can be maintained. When the ability to maintain continuing evaluation is questionable, the certifying official may administratively restrict such individuals from CPRP duties for the duration of the absence. Administrative restriction is not an assessment of unreliability.

(1) The certifying official will temporarily remove the individual from CPRP duties and access to chemical surety material. The certifying official will notify the individual and the individual's immediate supervisor in writing of the administrative restriction, and identify the individual's responsibilities (see para 2–24 *b*(2)) upon return from absence. Maintain a copy of the notification with the individual's file with the original DA Form 3180.

(2) When the individual returns from the absence, the certifying official will interview the individual to discuss any areas of PDI and to reinforce CPRP standards. It is the individual's responsibility to disclose any PDI that may have occurred during his or her absence. If the individual identifies any instances of medical PDI, the certifying official will refer the individual to the CMA for further evaluation.

(3) After the interview and resolution of any PDI, the certifying official will notify the individual and immediate supervisor per local procedures that the individual can resume assigned CPRP duties. Restriction notifications will be destroyed.

## 2–25. Suspension

When the certifying official determines that an individual's reliability is suspect, the certifying official will immediately suspend the individual from the CPRP. Suspension is also appropriate when a medical condition unexpectedly

becomes prolonged and the certifying official determines continued medical restriction is not appropriate. The certifying official will also suspend an individual whose PSI has expired unless and until a PR has been requested. If an individual is certified in more than one program (for example, biological and chemical PRP), the certifying official must indicate at the time of suspension whether it is applicable to both programs. NOTE: The use of the word suspension in this regulation indicates suspension from the CPRP only, and is not suspension as it relates to adverse or disciplinary action.

*a.* The certifying official will immediately remove the individual from assigned CPRP duties, restrict access to chemical surety materials, and advise the individual and the immediate supervisor in writing of the reason for the suspension. (Medical PDI will be identified merely as "medical PDI from CMA.") The individual will remain under continuing evaluation. The certifying official will annotate the DA Form 3180 (pencil entry) to reflect the date of the suspension.

*b.* The certifying official will promptly evaluate all circumstances and obtain information pertaining to the reliability of the individual in order to determine whether to reinstate or disqualify the individual.

*c.* If the individual is reinstated, the certifying official will inform the individual and the immediate supervisor in writing and erase the pencil entry on the DA Form 3180. The certifying official will maintain the notification and reinstatement memoranda with the individual's DA Form 3180 while the individual remains in the CPRP.

*d.* Suspended military personnel will not be permanently reassigned or separated from service until reinstated or disqualified, unless suspension is the result of a medical condition. In that case, the individual will be administratively terminated from the CPRP before separation or reassignment.

*e.* Suspension will not normally exceed 180 days. The certifying official may extend the period of suspension beyond 180 days in thirty-day increments when there is not sufficient information to remove the suspension and return the individual to CPRP duties, or to disqualify the individual. Extension decisions and their justification must be documented and maintained by the certifying official while the individual remains suspended. After 270 days, ACOM/ASCC/DRU approval is required for further extensions.

### 2–26. Disqualification

When the certifying official determines that an individual does not meet the reliability standards of this chapter, the certifying official will initiate disqualification from the CPRP.

*a.* For individuals being screened for initial entry into the CPRP—

(1) The certifying official will terminate the screening process.

(2) The reviewing official will review the action to ensure correct, consistent, and fair application of the reliability standards of this chapter.

(3) If disqualification action is inappropriate, the certifying official will complete the screening and CPRP processing.

(4) If disqualification action is appropriate, the certifying official will destroy the DA Form 3180 and notify the individual in writing. Do NOT destroy the DA Form 3180 if the individual is certified in more than one PRP and has not been disqualified from other programs. In this case, attach the notification letter to the DA Form 3180 and maintain it in the individual's file. The notification letter will cite the disqualification factor(s) and the specific circumstances supporting the decision to disqualify. For medical conditions, the citation will be "medical conditions as documented in your medical records." This will preclude violations of the Privacy Act. In these cases, the individual may obtain information pertaining to the disqualifying medical condition by contacting the certifying official or the CMA. The certifying official will maintain a copy of the notification letter for five years.

*b.* For individuals in the CPRP, the certifying official will immediately suspend the individual per paragraph 2–25 (if not already suspended) and follow the procedures below. If the individual is certified in multiple PRPs and is not being disqualified for all, modify the procedures below to ensure the action is taken only for the appropriate program.

(1) The certifying official will advise the individual in writing ("'the notification letter") of their decision to initiate disqualification from the CPRP within seven of the certifying official's regularly scheduled working days. The notification letter will—

*(a)* Cite the disqualification factor(s) and the specific circumstances supporting the decision to disqualify. For medical conditions, the citation will be "medical conditions as documented in your medical records."

*(b)* Advise the individual that the disqualification action is subject to mandatory review by the reviewing official before any permanent entries are made in the individual's records and that the certifying official or reviewing official will advise the individual of the outcome of the review.

*(c)* Inform the individual that a written explanation or rebuttal may be submitted through the certifying official to the reviewing official within five days of the individual's regularly scheduled workdays after receipt of the letter.

*(d)* Request written acknowledgement of receipt of the letter of notification. If the individual refuses to acknowledge receipt, the certifying official will add a statement to the notification letter explaining the refusal.

(2) The reviewing official will review each disqualification action to ensure uniform and unbiased application of the reliability standards specified by this chapter.

*(a)* The certifying official will forward a copy of the notification letter, any written explanation or rebuttal submitted

by the individual, and any other pertinent information to the reviewing official. This will be done between six and ten of the individual's regularly scheduled workdays after receiving the notification letter.

*(b)* The reviewing official will review the case. The reviewing official may seek additional information or explanations of extenuating circumstances from the certifying official, CMA, personnel officials, and the individual concerned if needed.

*(c)* Within fifteen of the reviewing official's regularly scheduled workdays after receipt of the disqualification documents, he or she will furnish a written decision to the individual through the certifying official. If the individual has departed the certifying official's organization, the certifying official will forward a copy of the reviewing official's decision either directly to the individual, or through his or her new chain of command or supervisory chain.

*(d)* When the reviewing official disapproves disqualification, the individual's records will show the individual as CPRP-certified.

(3) If the reviewing official approves disqualification of an individual—

*(a)* The certifying official will complete the appropriate section of the original DA Form 3180. The certifying official will provide sufficient detail so that any requests for requalification can be appropriately assessed (see chap 2, sec VI). For medical conditions, the citation will be "medical conditions as documented in medical records."

*(b)* The certifying official will provide the DA Form 3180 and a copy of the notification letter and reviewing official's approval to the custodian of the individual's personnel records for filing. The DA Form 3180 will be annotated with the date and method of notifying the individual.

*(c)* The certifying official will notify the CMA. If the individual is disqualified for medical reasons, the CMA will annotate the medical record entry with the following "Disqualified (date) for assignment to CPRP positions per AR 50–6" and will state the medical reason for disqualification. The CMA will remove and destroy the DA Form 3180 from the individual's medical record.

*(d)* The certifying official will ensure the CDPR is updated per local procedures, and will notify the individual's immediate supervisor in writing of the disqualification.

*(e)* The certifying official will notify the supporting security manager for appropriate action per AR 380–67 when the disqualification is based on credible derogatory information that could affect the individual's security clearance.

*c.* For a contractor employee disqualified from the CPRP—

(1) If the disqualification is based solely on information developed from the PSI, the reasons for disqualification will not be disclosed to the individual's employer, to include the CPRP administration official. The certifying official may communicate or correspond directly with the individual being disqualified. The certifying official will give the individual's employer written notice that the individual is disqualified because of an unfavorable PSI, without specifying the reasons.

(2) The certifying official will keep the original DA Form 3180, with copies of the written notification and the signed acknowledgment, plus a copy of the final action by the reviewing official. The certifying official will provide copies, or memos, to appropriate personnel and medical support offices.

(3) If the individual has been cleared under the DOD Industrial Security Program and was disqualified for acts reflecting adversely on loyalty, character, integrity, or discretion; and the acts were clearly not consistent with National interest (as outlined in DOD 5220.22–M, chap 2), the certifying official (or contractor) must also report this information to Defense Security Service (DSS) offices for necessary action and to clear files.

### 2–27. Administrative termination

*a.* Administrative termination—

(1) Occurs when an individual transfers from a duty position requiring CPRP certification to one not requiring CPRP certification.

(2) Occurs when an individual is permanently removed from CPRP duties within the organization.

(3) Establishes the date an individual was removed from a CPRP position for reasons other than disqualification.

(4) Terminates the requirement for continuing evaluation.

(5) Does not indicate unsuitability or unreliability.

*b.* The certifying official—

(1) Terminates the individual's access to chemical surety materials.

(2) Completes the appropriate section of DA Form 3180 and forwards it to the custodian of the individual's personnel files.

(3) Ensures the CDPR is updated per local procedures.

(4) Notifies the CMA, that the individual is no longer in the CPRP and no longer requires continuing evaluation. The CMA will remove and destroy the DA Form 3180 from the individual's medical record.

## Section VI
## Requalification of Personnel

### 2–28. Request for requalification

*a.* An individual disqualified from the CPRP may request requalification based on substantive evidence that the cause for disqualification no longer exists. Approval of requalification does not require that the individual be assigned or reassigned to a CPRP position. However, requalified personnel are eligible for certification into such positions.

*b.* The individual may submit a request for requalification to a certifying official of the organization to which he or she is currently assigned, or to a certifying official of the organization where the disqualification occurred. This request will explain the circumstances leading to the disqualification, the basis for disqualification, and the action taken to correct or eliminate the cause for disqualification.

*c.* The certifying official will review the request, and either disapprove it or recommend its approval to the reviewing official. If the certifying official disapproves the request, it will be returned to the individual with the rationale for disapproval and a copy forwarded to the reviewing official. If the certifying official decides to recommend requalification, the certifying official will endorse and forward the request for requalification to the reviewing official.

*d.* The reviewing official will review the request and the certifying official's recommendation. The reviewing official will either approve or deny the requalification, and forward the approval or denial through the certifying official to the individual.

*e.* If the reviewing official approves the requalification, the certifying official will—

(1) Forward a copy of the approval to the custodian of the individual's personnel records, to be attached to the DA Form 3180 that reflected the disqualification.

(2) Provide a copy to the CMA. If the individual was disqualified for medical reasons, the individual's SF 600 (Health Record – Chronological Record of Medical Care) will be annotated with the following statement - "Requalified (date) for assignment to a CPRP position per AR 50–6."

(3) If the individual is being considered for assignment to a CPRP position, the certifying official will complete the procedures outlined in chapter 2, section III, except that information pertaining to the previous disqualification will not be considered disqualifying in itself. When completed, the new DA Form 3180 will replace the previous DA Form 3180 reflecting the disqualification which will be destroyed.

### 2–29. Special procedures for alcohol abuse/dependence

*a.* An individual disqualified for alcohol dependence may be requalified for CPRP duties only after meeting the following conditions:

(1) The individual successfully completes an initial intensive rehabilitation, if prescribed, followed by a one-year period of strict compliance with aftercare requirements, regular and frequent participation in meetings with Alcoholics Anonymous or a similar organization, and abstention from alcohol.

(2) Submission of a request for requalification per paragraph 2–28, including a mental health evaluation and a favorable prognosis by CMA.

(3) The certifying official must determine that the value of returning the individual to the CPRP outweighs the risk from potential future alcohol-related incidents and must document the fact that the certifying official has full trust and confidence in the individual's reliability.

*b.* An individual disqualified for abusing alcohol but who is not alcohol-dependent may be requalified for CPRP duties after meeting the following conditions:

(1) The individual successfully completes a minimum 180-day rehabilitation program, or treatment regimen, prescribed by or acceptable to the CMA, and demonstrates positive changes in job reliability and lifestyle.

(2) Submission of a request for requalification per paragraph 2–28 including a favorable prognosis by CMA.

### 2–30. Special procedures for drug/substance abuse

Individuals who were disqualified for drug/substance abuse that occurred while they were in the CPRP are generally ineligible for requalification. Under extraordinary circumstances that the reviewing official believes warrant consideration for requalification, he or she may submit a written exception request through ACOM/ASCC/DRU channels to HQDA, ODCS, G–3/5/7 (DAMO–SSD).

## Section VII
## Annual Personnel Reliability Program Status Report (Report Control System (RCS) DDP–C3I (A) 1403)

### 2–31. Information requirements

Each ACOM/ASCC/DRU or agency having personnel in the CPRP will prepare DA Form 7422 (Annual Personnel Reliability Program (PRP) Status Report annually, as of 31 December of each year. Send this report to Director,

USANCA (MONA–CWZ), 7150 Heller Loop, Suite 101, Springfield, VA 22150–3198, to arrive annually no later than 1 February.

### 2–32. Preparation guidance

*a. Block 1.* List the installation or ACOM/ASCC/DRU submitting the report.

*b. Block 2.* Indicate the year for which the information is being reported.

*c. Block 3.* Indicate the type of report by checking the appropriate block. Prepare and report biological, chemical and nuclear PRP reports separately.

*d. Block 4.* List the total number of personnel at each installation actually certified into the CPRP as of 31 December. All chemical positions will be listed as controlled positions and will be broken out separately for military, DOD civilian, and contractor employees.

*e. Block 5.* List the total number of CPRP-certified personnel at each installation disqualified during the calendar year. All positions will be broken out separately for military, DOD civilian, and contractor employees.

*f. Block 6 a through g.* List the installation disqualifications categorized by primary reason for disqualification using the disqualifying factors listed. The totals calculate automatically if a forms generator is used.

*g. Block 7.* Include any comments here noting trends or other relevant factors to assist future historical analysis.

## Chapter 3
## Managing Chemical Surety Contracts

### 3–1. General

This regulation applies to contractor operations involving Army-owned chemical surety materials regardless of the place of performance. Contractor operations occur at government facilities, government-owned, contractor-operated (GOCO), or contractor-owned, contractor-operated (COCO) facilities.

### 3–2. Source of chemical surety material

Chapter 4 of this regulation governs acquisition and production of chemical surety material by contractors. Other portions of this regulation apply when a contractor cannot document a non-DOD source of the agent in question.

### 3–3. Chemical Personnel Reliability Program

*a.* Commanders/directors of Army chemical surety facilities may elect to include in their facility CPRP those on-site contractor personnel directly supporting the facility and working with chemical surety material owned by the facility.

*b.* Facility CPRP procedures for such contractor personnel will be forwarded for contracting officer approval with copy furnished to the ACOM/ASCC/DRU, and will be implemented by contractually binding agreements. Further provisions of this chapter would not apply to such on-site contractor support.

*c.* Alternately, on-site contractor personnel may be included in a contractor CPRP per this regulation.

### 3–4. Contracts and contract clauses

*a.* Contracting officers will ensure that Army chemical surety clauses are made contractually binding on all contractors who possess or use Army-owned chemical surety material.

*b.* The contracting officer will designate a COR to monitor chemical surety contracts.

*c.* The SOW for the contract will limit quantities of chemical agents to that necessary for performance of the contract.

*d.* The total quantity of Army-owned chemical surety material, to include neat agent equivalent of diluted materials, maintained at a COCO facility will not exceed an aggregate total of 4 liters. Requests for exception to exceed the 4-liter limit must include detailed justification. Forward requests to HQDA, ODCS, G–3/5/7 (DAMO–SSD).

*e.* At the conclusion of the contract, the contractor will manage the final disposition of the chemical surety material in accordance with the plan specified in the contract.

*f.* Army Materiel Command and MEDCOM are jointly responsible for the development of chemical surety contract clauses in the areas of personnel reliability, security, safety, and accountability of chemical surety material. Chemical surety contract clauses will share common technical terminology and will include technical procedures as required. AMC and MEDCOM will ensure that such clauses are promulgated in accordance with Subparts 1.3 and 1.4 of the Federal Acquisition Regulation (FAR), Subparts 201.3 and 201.4 of the Defense FAR Supplement, and Subparts 5101.3 and 5101.4 of the Army FAR Supplement.

(1) AMC is the lead command for the maintenance of these chemical surety clauses, and will provide a copy of the clauses and any revisions to HQDA, ODCS, G–3/5/7 (DAMO–SSD).

(2) HQDA, ODCS, G–3/5/7 (DAMO–SSD) will coordinate HQDA adjudication and resolution of any disagreements

during the development and maintenance of these chemical surety clauses. Existing contracts with chemical surety clauses do not have to be modified to accommodate changes in this version of the regulation.

*g.* The Army will not furnish chemical agents until a facility demonstrates compliance with the chemical surety contract clauses. The Army does not control or oversee chemical surety related contracts performed outside the United States, its possessions, or its territories, unless they involve chemical agents provided by the U.S. Army.

*h.* Each responsible ACOM/ASCC/DRU will ensure that contract facilities handling chemical surety materials are pre-inspected and periodically inspected (in accordance with para 12–9 of this regulation) for compliance with chemical surety contract clauses.

### 3–5. Provisions for organizations that support multiple chemical surety contracts

*a.* The minimum requirement for a contract organization is that each contract employee in a CPRP duty position be on a CDPR and enrolled in the CPRP, with a designated government certifying official and a designated contractor chemical surety officer. It is not required that a contract employee be on a separate CDPR for each contract he or she supports for the ACOM/ASCC/DRU.

*b.* Once a contract organization has established a CDPR and CPRP, the ACOM/ASCC/DRU may determine that it is in the best interests of the Government to use a single certifying official for subsequent contracts, even if the certifying official is not the COR for all of the contracts. The ACOM/ASCC/DRU will establish procedures to ensure:

(1) The certifying official apprises other contracting officers or CORs of CPRP disqualifications and contractor non-compliance.

(2) The transition of certifying official responsibilities when the initial contract is terminated.

*c.* Any consolidation of certifying official responsibilities between ACOMs/ASCCs/DRUs will be coordinated with HQDA, ODCS, G–3/5/7 (DAMO–SSD) and will require a memorandum of agreement (MOA), with copy furnished to HQDA, ODCS, G–3/5/7 (DAMO–SSD).

*d.* Each ACOM/ASCC/DRU is responsible for chemical surety management for its contracts. Where two or more ACOMs/ASCCs/DRUs have chemical surety contracts with one contractor organization, they may coordinate their management responsibilities as appropriate (for example, a consolidated surety management review team, or sharing of review results).

### 3–6. Applicability of the chemical surety program to contract operations

The provisions of this regulation apply to contractor operations in general but specific references to contractor requirements are identified in the table below:

**Table 3–1**
**Contractor quick reference to AR 50–6 requirements**

| Chapter | Reference |
|---|---|
| Chapter 1 | AMC responsibility for contract oversight, 1–4*p*<br>MEDCOM responsibility for contract oversight, 1–4*s*<br>USANCA responsibility for database management, 1–4*v*<br>Commander/Director responsibility for contract oversight, 1–4*w*<br>Program concept, 1–5*b*<br>Initiation and termination of surety status, 1–6*a* and *b*<br>Chemical surety officer requirement, 1–7*a* |
| Chapter 2 | General policy, 2–1*c* and *d*<br>CPRP duty position designation, 2–2<br>Certifying officials, 2–3*b*<br>Reviewing officials, 2–3*c*<br>Administration officials, 2–3*f*<br>Reliability assessment, 2–5*b*<br>Personnel records screening, 2–11<br>Personnel security records screening, 2–12*b*<br>Drug testing, 2–14<br>Drug testing during continuous evaluation, 2–21*b*<br>Disqualification, 2–26*c*<br>Annual PRP report, 2–32 |
| Chapter 3 | Managing Chemical Surety Contracts |
| Chapter 4 | Acquisition of Schedule 1 Chemicals |
| Chapter 5 | Designation of personnel 5–2*d*<br>Inventory management of accountable chemicals, 5–3<br>Reporting requirements, 5–6 |

**Table 3–1**
**Contractor quick reference to AR 50–6 requirements—Continued**

| | |
|---|---|
| Chapter 10 | CAIRA plans, 10–1*c* |
| Chapter 11 | Chemical event reporting at contract facilities, 11–4 |
| Chapter 12 | Chemical surety inspections, 12–4<br>Army organization's chemical surety management, 12–9 |
| Appendix A, Section I | Although these publications are required as part of AR 50–6 compliance, they are not applicable to contractor operations unless specifically identified and made a part of the contract. |

# Chapter 4
# Acquisition of Schedule 1 Chemicals

## 4–1. Responsibilities

*a.* Commander, AMC will designate the DOD Accountability Manager for Schedule 1 Chemicals. Responsibilities of the accountability manager include monitoring, tracking, and reporting of DOD production, retention, consumption, transfer, and receipt of Schedule 1 Chemicals. Commander, AMC, also operates the SSSF, for production of Schedule 1 Chemicals for research, medical, pharmaceutical, or protective purposes, per the applicable provisions of the CWC.

*b.* The PPPF is exempted from provisions of this chapter when producing chemical agent for its own use.

*c.* Heads of contracting activities will ensure that provisions of this chapter are implemented by contractually binding agreements.

## 4–2. Schedule 1 Chemicals obtained from the single small scale facility

*a.* DOD organizations and their contractors that require Schedule 1 Chemicals for DOD work concerning protective purposes (those purposes directly related to protection against Schedule 1 Chemicals or to protection against chemical weapons, including chemical defensive training) must obtain them from the Single Small Scale Facility (SSSF).

*b.* For other DOD purposes permitted under the CWC (research, medical, or pharmaceutical), DOD organizations and their contractors may acquire Schedule 1 Chemicals from the SSSF, or they may synthesize or acquire them as described in paragraphs 4–3 and 4–4, below.

*c.* DOD organizations will submit requests for Schedule 1 Chemicals to the DOD Accountability Manager for Schedule 1 Chemicals (address: Edgewood Chemical and Biological Center, AMSRD–ECB–CB–C/DOD Accountability - E3942, 5183 Blackhawk Road, APG, MD, 21010–5424). The Army will transfer Schedule 1 Chemicals to DOD organizations and their contractors per ATSD(NCB) guidance. The requesting organization will reimburse the Army for all production, transportation, and overhead costs for material obtained from the SSSF.

*d.* Recipient will comply with the guidance from the DOD Accountability Manager for Schedule 1 chemicals for accountability and reporting. (ACOM/ASCC/DRU will comply with chap 5 of this regulation.) Recipient will comply with Army, component, or DOD chemical agent surety and security guidance, as appropriate.

## 4–3. Production

*a.* DOD organizations (other than the SSSF) and their contractors are authorized to produce (synthesize) Schedule 1 Chemicals for DOD work related to research, medical, or pharmaceutical purposes only. Aggregate quantities must not exceed ten kilograms per year per facility. The requesting organization must obtain the concurrence of the DOD Accountability Manager for Schedule 1 Chemicals; Army organizations must also obtain the approval of DAMO–SSD.

*b.* Submit requests to the DOD Accountability Manager for Schedule 1 Chemicals (address: Edgewood Chemical and Biological Center, AMSRD–ECB–CB–C/DOD Accountability - E3942, 5183 Blackhawk Road, APG, MD, 21010–5424) at least 240 days before the first production and include the following information:

(1) The precise location(s) where production will take place, including building and room numbers, mailing address(s), and Global Positioning System (GPS) coordinates if available.

(2) A detailed technical description of the facility, or its relevant parts.

(3) For each Schedule 1 Chemical to be produced, include the following:

*(a)* The chemical name, structural formula, and Chemical Abstracts Service registry number, if assigned.

*(b)* The quantity planned to be produced.

*(c)* The name and quantity of precursors listed in Schedules 1, 2, and 3 of the CWC, to be used for production.

*(d)* The quantity to be consumed at the facility and the purpose of consumption.

*(e)* The quantity to be transferred to other facilities within the United States, including the expected quantity, recipient and purpose of the transfer.

*(f)* The maximum quantity planned to be stored at any given time.

*c.* Facilities that produce more than 100 grams of Schedule 1 Chemicals per year become subject to the provisions of the CWC, including requirements for declaration, annual reporting, and verification (such as inspections). Army

facilities will ensure they are prepared to comply with the Army CWC Implementation and Compliance Plan. Contractor facilities will ensure they are prepared to comply with all applicable Department of Commerce (DOC) regulations, including those for declaration, reporting and verification under the CWC. DOC will host their inspections.

### 4–4. Other transfer or acquisition

*a.* DOD organizations and their contractors may transfer or acquire Schedule 1 Chemicals for DOD research, medical, or pharmaceutical purposes from sources other than the SSSF.

(1) Concurrence of the DOD Accountability Manager for Schedule 1 Chemicals is required for acquisition or transfer of quantities ten grams or greater; in addition, Army organizations require the approval of DAMO–SSD.

(2) Submit approval requests at least sixty days before the transfer or acquisition and include the name of the source and recipient facilities, the quantity of chemical agent transferred or acquired, and a brief description of the project(s), specifying the permitted purpose under the CWC (research, medical, or pharmaceutical).

(3) All transfers or acquisitions of any amount of Schedule 1 Chemicals will be included as part of the required semi-annual report (see para 5–4).

*b.* The provisions of this chapter do not apply to contractor programs that support non-DOD customers with Schedule 1 Chemicals from a non-DOD source, with the following exceptions:

(1) DOD contractors will inform the COR of the procedures to segregate such agent from DOD-provided Schedule 1 Chemicals.

(2) DOD contractors will affirm to the COR that the Schedule 1 Chemical agents and work are in compliance with DOC CWC implementation regulations.

### 4–5. Requests associated with non-DOD usage

Requests from any organization (DOD or non-DOD) for use of Army-produced Schedule 1 Chemicals for any non-DOD work will be made to the Assistant to the Secretary of Defense (Nuclear, Chemical, and Biological) (ATSD(NCB)). Army will provide Schedule 1 Chemicals according to ATSD(NCB) guidance.

### 4–6. Export control

Export control requirements for chemical agents will be implemented in accordance with DOD Directive 2040.2.

### 4–7. Authorization for chemical agent transfers

Note that this chapter only addresses procedures for transfer of chemical agents based on their status in the chemical surety program. This chapter does not provide independent authority to transfer DOD property. Transfers must be executed in accordance with the provisions specified in the Defense Financial Management Regulation, and they must be based upon substantive legal authority, such as the Economy Act or other similar statute when applicable.

## Chapter 5
## Inventory Management

### 5–1. General

This chapter provides guidance for inventory management of all chemical agents and precursors (see table 6–1) used to support research, development, testing, and/or training. This chapter does not apply to wholesale Toxic Chemical Munitions/Bulk Agents (TCM/BA) stocks in stockpile storage and disposal locations, for which formal accountable records are maintained per AR 735–5 and NICP guidance contained in AMC Regulation 740–28. The chemical agents and precursors covered by this chapter are reportable as Schedule 1 Chemicals under the CWC. For the purpose of this chapter, the term “accountable chemical” will be used to refer to both chemical agents and precursors.

### 5–2. Responsibilities

*a.* Commanders/directors will—

(1) Appoint an Accountable Officer (AO), alternates, and necessary chemical storage custodians, in writing, to oversee the implementation of this chapter.

(2) Ensure that accountable chemicals are maintained under a system of records that provide an audit trail from acquisition or production, through use, destruction, or transfer.

*b.* Accountable officer will—

(1) Draft and maintain a facility-specific SOP/internal operating procedure (IOP) for the inventory management and control of accountable chemicals. For organizations with a single accountable officer and a single primary custodian, a separate custodian specific SOP/IOP is not required.

(2) Ensure accountable chemicals are maintained under a system of records that provide audit and authorized custody from acquisition and/or production, through use, destruction or transfer.

(3) Review and consolidate the inventories of accountable chemicals.

(4) Prepare and forward a semi-annual report for all accountable chemicals for inclusion in the DOD consolidated semi-annual report (see para 5–4).

*c.* Primary custodian will—

(1) Have custodial property responsibility under AR 735–5, paragraph 2–8*a*(4).

(2) Store, request, receive, issue for use, destroy, and/or transfer accountable chemicals.

(3) Prepare and implement an organization/custodian-specific SOP/IOP for inventory management of accountable chemicals with the concurrence of the accountable officer (AO). The SOP/IOP will describe the custodian-specific procedures necessary to implement the facility SOP/IOP.

(4) Prepare and maintain custodial records as directed by the AO.

(5) Maintain stock records of accountable chemicals by line item entry. A line item is a single primary container (a vessel, ampoule, cylinder, or other receptacle) that contains an accountable chemical. Where more than one substantially identical primary container is under the control of a single custodian, they may be aggregated as a single line item.

(6) Conduct a 100 percent physical inventory of all accountable chemicals, by primary container, at least semi-annually (June and December each calendar year). More frequent inventories may be performed at the discretion of the AO or custodian. All physical inventories will be performed in the presence of disinterested third party witness or inventory officer.

(7) Reconcile each physical inventory with the stock record, and prepare an inventory report that includes all transactions since the date of the previous physical inventory in a format and with content specified by the AO.

(8) Forward copies of inventories, required reports, completed transfer documents, and destruction certificates as directed by the AO.

*d.* Contractors will submit, to the responsible COR, ACOM/ASCC/DRU, and the DOD Accountability Manager for Schedule 1 Chemicals, written designation of (1) personnel to perform the duties and responsibilities of the AO, custodian, and alternates, and (2) the specific personnel authorized to request and receive chemical agents at the facility. This requirement will be included in the DOD chemical surety contract clauses.

### 5–3. Inventory management of accountable chemicals

*a.* General procedures—

(1) The facility specific SOP/IOP will include as a minimum—

*(a)* Methods for documenting and reporting the production, use, transfer, or destruction of an accountable chemical to the AO.

*(b)* Labeling and marking of containers.

*(c)* Record keeping instructions.

*(d)* The frequency of and procedures used to perform inventories.

*(e)* Format and content of required reports and inventories.

*(f)* Procedure to establish the maximum inventory adjustment amounts that may be applied by each custodian without the need for causative research.

*(g)* Procedures to resolve and report inventory discrepancies.

(2) Inventory requirements—

*(a)* A physical inventory report will contain the storage location, custodian name and organization and include a line item list of primary containers observed during the inventory. Both the responsible custodian and the qualified witness or inventory officer will sign the completed inventory. Each line item will include, as a minimum, the chemical agent/precursor code or designator, the lot number, the primary container number, current inventory balance, and the unit of measurement. For semi-annual inventories, additional content may be specified by the AO to facilitate the preparation of the semi-annual report of Schedule 1 Chemicals.

*(b)* The date of the inventory and the name of the witness or inventory officer will be added to the stock record for each line item at the completion of the physical inventory.

*(c)* The lot number and vial number from the SSSF will be used for all inventories, unless the chemical was originally produced by a source other than the SSSF. The source for all material not acquired from the SSSF will be identified.

*(d)* The physical inventory will be reconciled with the stock record, the previous inventory, and supporting documents. Discrepancies will be reported and resolved as specified by the AO in the organization/facility SOP/IOP.

*(e)* In addition to the primary containers verified during the physical inventory, a line item will be added to the inventory for all primary containers emptied (including those that were both received and emptied) since the last inventory. Physical inventories performed in December and June will be used to prepare the semi-annual report (below).

*b.* Inventory management and custodial records to support a stock record consist of a combination of inventories,

shipping and transfer documents, location records, destruction certificates, and other documents as directed by the AO. Official laboratory notebooks and records may be used as part of the documentation.

### 5–4. Records retention

Custodians will retain a copy of the inventory management and custodial records for a period of five (5) years after the agents are consumed, destroyed or transferred. The AO will retain supporting records and facility semi-annual inventory reports for five (5) years after submission.

### 5–5. Inventory management of chemical agent solutions

*a.* Solutions of chemical agent with agent content or concentration equal to or exceeding table 6–2 limits will be inventoried and accountable as surety material. The container will be entered into a stock record. For inventory purpose, the container will be considered to hold the entire neat agent equivalent, as calculated from the initial volume and concentration of the solution, until the container contents are completely consumed and/or the container destroyed. Use of the container contents and/or destruction of the container will be recorded in supporting documents referenced in the stock record.

*b.* Solutions of chemical agent with agent content or concentration below table 6–2 limits will not be accountable under this regulation. However, facilities will describe, in their chemical hygiene plan or SOP/IOPs the procedures used to ensure that non-surety levels of dilute solutions are prepared, tracked and handled to preclude containers exceeding table 6–2 limits, loss and/or unintended access.

### 5–6. Reporting requirements

*a.* Each ACOM/ASCC/DRU will prepare semiannual reports on all supported facilities (including government, industry, academic, and contractor facilities) that possess, acquire, produce, consume, store, or transfer accountable Schedule 1 Chemicals as defined in this chapter. The report format will be standardized to facilitate input into a DOD central, secure database, and provided to HQDA, ODCS, G–3/5/7 and USANCA and coordinated with the DOD Accountability Manager for Schedule 1 Chemicals.

*b.* One report will be prepared and submitted by 1 February to address the previous calendar year (December inventory to December inventory); an interim report will be submitted by 1 August for the current calendar year (previous December inventory to June inventory). The report will include the following information for each facility and each chemical:

(1) Chemical name.

(2) Structural formula.

(3) Chemical Abstract Service (CAS) Registry Number, if assigned.

(4) Production methods employed.

(5) Quantity produced or acquired during the reporting period.

(6) Name and quantity of precursors used.

(7) Quantity consumed during the reporting period and the purpose of consumption (research, medical, pharmaceutical, or protective).

(8) Quantity received from other facilities.

(9) Maximum quantity stored at any time during the reporting period.

(10) Quantity stored at the end of the reporting period.

(11) Facility name, address, and point of contact (POC) information for the responsible accountable officer.

(12) Destination, quantity, and purpose for Schedule 1 Chemicals transferred to other facilities. Provide contract numbers for other service or agency contracts supported with chemical agent.

(13) For contractor facilities, the name of contractor and contract number(s), customer(s), duration of contract(s), date of most recent survey of the contractor's facility, and surveying agency.

*c.* ACOMs/ASCCs/DRUs will send reports to the DOD Accountability Manager for Schedule 1 Chemicals (address: Edgewood Chemical and Biological Center (AMSRD–ECB–CB–C/DOD Accountability–E3942), 5183 Blackhawk Road, Aberdeen Proving Ground (APG), MD 21010–5424).

*d.* The DOD Accountability Manager will review the reports and provide a consolidated report to DAMO–SSD (address: HQDA, ODCS, G–3/5/7 (DAMO–SSD), Washington, DC 20310–0400) and USANCA (address: Director, USANCA (MONA–CWZ), 7150 Heller Loop, Suite 101, Springfield, VA 22150–3198. Reports to arrive by 1 March and 1 September, respectively.

*e.* Contact HQDA, ODCS, G–3/5/7 (DAMO–SSD), for reporting procedures for sensitive or classified projects.

## Chapter 6
## Classification of Chemical Surety Material

### 6–1. General

*a.* This regulation provides guidance to ensure chemical agents are handled in compliance with the CWC, and in compliance with DOD and Army guidance, when classified as chemical surety material.

*b.* The following items are outside the scope of this regulation, and are the purview of other proponents and their guidance:

(1) Material contaminated with inaccessible or non-recoverable chemical agents (for example, contaminated soil/earth, ground water, decontaminant, filters, microporous adsorbents, fabrics, and wood.

(2) Neutralant generated by chemical neutralization processes if the material has a concentration of less than one mg/ml for all nerve agents or their salts and less than 5mg/ml for all mustard agents or their salts (the most restrictive concentration standards listed in table 6–2). The max quantity limits per container in table 6–2 do not apply.

(3) Inaccessible or non-recoverable chemical agents that are in storage tanks and transfer pipes in demilitarization processing systems.

(4) Recovered chemical warfare material.

(5) Industrial chemicals formerly used as fills for chemical weapons and munitions filled with industrial chemicals.

(6) Agent used as part of the training exercise inside live agent training areas at the Chemical Defense Training Facility.

### 6–2. Chemical agent exemptions

Although chapters 3 through 5 of this regulation apply, use of chemical agents in table 6-1 meeting any of the following criteria is exempt from other provisions of this regulation. Facilities will establish safety and security procedures commensurate with other Army regulations and the risks associated with the materials for:

*a.* Schedule 1 chemical agents diluted to concentrations below the level in table 6-2, provided the aggregate quantity of chemical agent dilute solutions is less than eight liters.

*b.* Neat Schedule 1 chemical agent in aggregate quantities below the levels in table 6-3.

*c.* Any Schedule 1 precursor when stored separately from its complementary binary precursor.

### 6–3. Chemical surety material

Table 6-1 identifies schedule 1 toxic chemical agents and precursors that are chemical surety material. Except as excluded or exempted above, all provisions of this regulation apply and the responsible organization will establish a "chemical surety program."

### 6–4. Storage categories of chemical surety material

*a. Category I Security/Storage (See chap 9).* Facilities/buildings/areas with—

(1) Rockets, land mines, projectiles, spray tanks, and bombs with a chemical surety material fill.

(2) One ton containers with chemical surety material fill.

(3) Binary chemical munitions with both components uploaded or located together.

*b. Category II Security/Storage.* Bulk storage of chemical agents in accessible containers intended for withdrawal and issue to support research, development, testing, and/or training operations external to the building in which stored.

*c. Category III Security/Storage.* Individual storage rooms within a building designed to issue and store chemical agents to support research, development, testing, and/or training operations within the same building. This includes chemical agent authorized for use at the Chemical Defense Training Facility.

**Table 6–1**
**Schedule 1 Chemicals**

| No. | Type | A. Chemical Agents | CAS Registry Number |
|---|---|---|---|
| (1) | G | O–Alkyl (≤C10, incl. Cycloalkyl) alkyl<br>(Me, Et, n-Pr or i-Pr)-phosphonofluoridates<br>for example Sarin; O–Isopropyl methylphosphonofluoridate<br>Soman; O–Pinalcolyl methylphosphonofluoridate | <br><br>107–44–8<br>96–64–0 |
| (2) | G | O–Alkyl (≤C 10, incl. Cycloalkyl) N, N-dialkyl<br>(Me, Et, n-Pr or i-Pr) phosphoramidocyanidates<br>for example Tabun: O–Ethyl N, N-dimethyl phosphoramidocyanidate | <br><br>77–81–6 |

**Table 6–1**
**Schedule 1 Chemicals—Continued**

| | | | |
|---|---|---|---|
| (3) | V | O–Alkyl (H or ≤C 10, incl. Cycloalkyl) S–2-dialkyl<br>(Me, Et, n-Pr or i-Pr)-aminoethyl alkyl<br>(Me, Et, n-Pr or I–Pr) phosphonothiolates and corresponding alkylated or protonated salts<br>for example VX; O–Ethyl S–2-diisopropylaminoethyl methyl phosphonothiolate | 50782–69–9 |
| (4) | H | Sulfur mustards<br>2–Chloroethylchloromethylsulfide<br>Mustard gas; Bis(2-chloroethyl)sulfide<br>Bis(2-chloroethylthio)methane<br>Sesquimustard; 1,2 Bis(2-chloroethylthio)ethane<br>1,3–Bis(2-chloroethylthio)-n-propane<br>1,4–Bis(2-chloroethylthio)-n-butane<br>1,5–Bis(2-chloroethythio)-n-pentane<br>Bis(2-chloroethylthiomethyl)ether<br>T–Mustard: Bis(2-chloroethylthioethyl)ether | <br>2625–76–5<br>505–60–2<br>63869–13–6<br>3563–36–8<br>63905–10–2<br>142868–93–7<br>142868–94–8<br>63918–90–1<br>63918–89–8 |
| (5) | L | Lewisites<br>Lewisite 1: 2–Chlorovinyldichlorarsine<br>Lewisite 2: Bis(2-chlorovinyl)chloroarsine<br>Lewisite 3: Tris(2-chlorovinyl)arsine | <br>541–25–3<br>40334–69–8<br>40334–70–1 |
| (6) | H | Nitrogen mustards<br>HN1: Bis(2-chloroethyl)ethylamine<br>HN2: Bis(2-chloroethyl)methlyamine<br>HN3: Tris(2-chloroethyl)amine | <br>538–07–8<br>51–75–2<br>555–77–1 |
| | | B. Prescursors | |
| (7) | | Alkyl (Me, Et, n-Pr or i-Pr) phosophonyldifluorides<br>for example DF; Methylphosphonyldifluoride | 676–99–3 |
| (8) | | O–Alkyl (H or ≤C 10, incl. Cycloalkyl) O–2-dialkyl<br>(Me, Et, n-Pr or i-Pr)-aminoethyl alkyl<br>(Me, Et, n-Pr or i-Pr) phosphonites and corresponding alkylated or protonated salts<br>for example QL: O–Ethyl O–2-diisopropylaminoethyl methylphosphonite | 57856–11–8 |
| (9) | | Chlorosarin: O–Isopropyl methylphosphonochloridate | 11445–76–7 |
| (10) | | Chlorosoman: O–Pinacolyl methylphosphonochloridate | 7040–57–5 |

**Table 6–2**
**Dilute agent thresholds**

| | MAXIMUM | MAXIMUM |
|---|---|---|
| AGENT[1] | TOTAL QUANTITY[2] | CONCENTRATION |
| G-type | 20.0 mg | 2.0 mg/ml |
| V-type | 10.0 mg | 1.0 mg/ml |
| H-type | 100.0 mg | 10.0 mg/ml |
| L-type | 50.0 mg | 5.0 mg/ml |

Notes:

[1] Listed agents for each type are given in table 6–1.

[2] Maximum amount of chemical agent in the solution for each primary container, not to exceed the concentration indicated.

[3] Quantities apply to protonated/alkylated salts of VX.

[4] When converting non-surety levels of neat chemical research agent (table 6-3) to non-surety levels of dilute agent (table 6-2), intermediate serial dilutions will be considered non-surety, provided that intermediate dilutions in excess of table 6-2 are not stored overnight.

**Table 6–3**
**Neat agent thresholds - Quantities[1] listed are in milliliters**

| H–Type | L–Type | V-type | G–Type |
|---|---|---|---|
| 25.0 | 25.0 | 2.0 | 10.0 |

Notes:
[1] Quantities listed in each column indicate the maximum aggregate quantity for that type of agent.

# Chapter 7
# Transportation of Chemical Surety Material

## 7–1. General

*a.* This chapter establishes policies and procedures for transporting chemical surety material. Non-surety and exempt chemical agent (that is, below table 6–2 and 6–3 thresholds) will be transported in accordance with local procedures.

*b.* Examples of situations where the transportation of surety material potentially would be permissible are listed below—

(1) Transportation necessarily associated with the immediate disposal of surety material when necessary to avoid or mitigate danger to the health or safety of any person.

(2) Transportation of research quantities of chemical agents. "Research quantities" consist only of agent of the type and in the concentration specified in tables 6–2 (dilute agent) and 6–3 (neat agent) that are being used to support research activities in areas such as chemical defense, demilitarization, disposal, surveillance, environmental monitoring and intelligence programs.

(3) Transportation of surety material to be used for training conducted at a Federal training facility.

(4) Transportation within the confines of a military installation as determined necessary by the installation commander or, in the case of a chemical demilitarization facility, the project site manager, or designee.

*c.* In all cases, personnel responsible for surety material shall ensure that any proposed transportation of such material would be compliant with applicable statutory and regulatory restrictions and procedural requirements, to include those set forth at Title 50, United States Code (USC), Chapter 32 (for example, 50 USC Sections 1512, 1512a, 1513, and 1517.)

*d.* Commanders/Directors will keep frequency of movement and quantity of chemical surety material moved to the minimum consistent with operational requirements.

## 7–2. On-installation movement

*a.* On-installation movement of chemical surety material will be accompanied by at least two CPRP-certified personnel. Local commanders/directors are responsible for approving the move (see table 7–1) and ensuring a risk-based SOP is developed for movement within or between limited areas. This SOP should provide enough information to help ensure adequate security, safety, and regulatory compliance. Local commanders/directors will establish training requirements for non-20th Support Command (CBRNE) personnel involved in on-installation movement of chemical surety material to ensure its safe and secure movement.

*b.* When demilitarization facilities are not co-located within the limited area of chemical storage depots, the facility movement plan will address security, safety, and contingency actions for chemical surety material movements between the respective limited areas. The movement plan will be developed by the local commander/director, coordinated with the garrison commander, and approved by the facility's ACOM/ASCC/DRU. An individual movement plan is not required for each movement.

**Table 7–1**
**Movement of chemical surety material (See para 6–4 for category identification)**

| Type of Movement | Approval required |
|---|---|
| On-installation movement of chemical surety material except for requirements in paragraph 7–2*b*. | Local commander/director |
| On-installation movement of Category I chemical surety material between depot storage and demilitarization facility when NOT co-located within a limited area. | ACOM/ASCC/DRU commander |
| Off-installation movement of chemical surety material (excluding Category 1) up to 4 liters neat agent equivalent. | ACOM/ASCC/DRU commander |

**Table 7–1**
**Movement of chemical surety material (See para 6–4 for category identification)—Continued**

| | |
|---|---|
| Off-installation movement of any Category I chemical surety material. | HQDA, ODCS G–3/5/7 and in accordance with 50 USC 1512 |
| Off-installation movement of chemical surety material in excess 4 liters neat agent equivalent. | |

## 7–3. Off-installation movement

*a. Compliance.* All movements of chemical surety material to or from any military installation must comply with local, State, and Federal laws and regulations, including 50 USC 1512, 50 USC 1512a, DOD 4500.9–R, AR 200–1, and with the notification requirements of the CWC. All 49 CFR DOT Regulations governing the shipment of chemical agents and munitions will be observed for off-installation shipments. Any required DOT approvals, exemptions, or certifications of equivalency will be requested through HQ, Surface Deployment and Distribution Command, 200 Stovall St., Alexandria, VA 22332–5000.

*b. Technical escort.* The preferred mode for moving chemical surety material over long distances is military aircraft, United States military-owned or leased helicopter or multi-engine fixed wing. The 20th Support Command (CBRNE) will coordinate for aircraft as necessary. For short ground moves, movement by government or DOD contractor-owned vehicles is preferred and these vehicles will conform to regulatory and statutory requirements. Requests to transport chemical surety material by other modes of transportation require approval by HQDA, ODCS, G–3/5/7 (DAMO–SSD).

*c. Off-installation movement.* All off-installation movement will be accompanied by at least two 20th Support Command (CBRNE) technical escort personnel. These personnel will be formally trained (L3 Escort Training or equivalent as approved by the Commander, 20th Support Command) and will comply with all provisions of 20th Support Command (CBRNE) procedures.

*d. Request and approval.* All requests for movement will include sufficient justification for the proposed move.

(1) HQDA, ODCS, G–3/5/7 (DAMO–SSD) must approve any off-installation movement of any Category I chemical surety material. The ACOM/ASCC/DRU of the shipping and receiving agencies will plan and coordinate these movements.

(2) HQDA, ODCS, G–3/5/7 (DAMO–SSD) must approve any off-installation movement of chemical surety material in excess of 4 liters neat equivalent.

(3) The ACOM/ASCC/DRU of the shipping organization will approve the movement of chemical surety material in quantities of 4 liters neat agent equivalent or less.

*e. Movement plans.* Movement plans will be prepared by the shipping organization with concurrence by 20th Support Command (CBRNE). It will include provisions for safety, security, and emergency actions, be coordinated with the garrison commander (as required), and be approved by the shipping organization's ACOM/ASCC/DRU. Plans will address the following:

(1) Known and potential hazards. Current intelligence estimates of the general and local threat relating to point of origin, routes, enroute stops and destinations—

(2) Type and means of shipment.

(3) Source and availability of emergency assistance.

(4) Enroute procedures for safety and security. Availability of security resources.

(5) Command, control, and communications.

(6) Shipment tracking.

(7) Information Control. Handle information concerning times, movement plans, routes, and destinations on a strict need-to-know basis and classify per AR 380–86.

(8) Compliance with National Environmental Policy Act (NEPA) requirements and applicable environmental laws or regulations.

(9) Packaging and labeling.

(10) Training.

*f. Command, control, and communications.* During any movement where chemical surety material is removed from the direct control of the assigned custodian, a technical escort officer (TEO) will be responsible for custody, safety and security. The TEO has custody of a shipment from the time he or she accepts it until relinquishing custody of the shipment to the authorized recipient.

*g. Reports of shipment (REPSHIP) (1).* The shipping agency will transmit to the receiving agency an advance report of shipment one week before the shipping date. The ACOM/ASCC/DRU of the shipping organization will determine if any other agencies should be informed and provide accurate address information.

(1) The advance REPSHIP will contain the following information. (Refer to AR 380–86 for assignment of proper security classification.)

*(a)* Shipping agency and POC.
*(b)* Receiving agency and POC.
*(c)* Shipping control number.
*(d)* Name of carrier.
*(e)* Reference to message authorizing shipment.
*(f)* Brief description of contents.
*(g)* Itinerary.
*(h)* Shipment condition report form & instructions to receiving agency.
*(i)* Name, grade, and SSN of the technical escort team members assigned to accompany the shipment.

(2) The receiving agency will transmit the shipment condition report to the shipping agency within 2 work days of receipt of shipment. The shipping agency will notify the original addressees at the completion of transport.

(3) 20th Support Command (CBRNE) will report any chemical event occurring during shipment in accordance with procedures in chapter 11 of this regulation.

## Chapter 8
## Chemical Agent Safety and Occupational Health Program

### 8–1. General

*a.* The main purpose of a chemical agent safety program is to ensure appropriate protection of workers, the environment, and surrounding communities, consistent with operational requirements. Commanders/Directors will implement a program that meets or exceeds the guidelines contained in applicable regulations, pamphlets, official interim guidance, and safety guidance issued by the Army.

*b.* When safety standards in Army publications differ from Occupational Safety and Health Administration Standards promulgated under section 6 of the Occupational Safety and Health Act of 1970 (29 United States Code Section 655), the standard that provides the greater protection will apply.

*c.* Commanders/directors will conduct a hazard analysis for each chemical operation involving chemical surety material. For ongoing operations such as chemical demilitarization, a single hazard analysis is sufficient provided it is periodically updated to reflect changes in procedures, lessons learned, and changes in the nature of the chemical stockpile (for example, elimination of all GB munitions). Hazard analyses will be performed on the total operation and not just on the chemical agents themselves. Each hazardous condition will be assigned a Risk Assessment Code (RAC) as defined in AR 385–10, DA Pam 385–61, or other appropriate guidance. Hazard analysis documentation will show the RAC before a control is placed on the hazard, use of a control to eliminate or mitigate a hazard, and the RAC after application of the control.

*d.* The supporting industrial hygiene service will conduct health hazard inventories and hazard exposure assessments involving chemical operations. Results of monitoring will be placed in individual health records.

*e.* Material safety data sheets will be available for all chemical surety material used in the laboratory, and all individuals working with chemical surety material will be educated on their content and location.

*f.* Commanders/directors will provide a copy of the hazard analysis to the garrison commander for situational awareness where appropriate.

### 8–2. Leak isolation

*a.* When evidence of a leaking chemical munition or container is noted in storage or transport (or agent monitoring readings are confirmed), the organization will locate, isolate, and contain the source as soon as practical consistent with all safety, security, and environmental protection requirements. If the source cannot be located immediately, the organization will initially close the structure, then continuously filter and periodically monitor the air within the structure until the source is isolated or until low level monitoring indicates the source no longer exists.

*b.* Leaking munitions or containers in a storage or transport situation will be isolated and containerized in accordance with SB 742–1.

*c.* Commanders/directors will be prepared to implement CAIRA plans during leak isolation operations.

*d.* The commander/director will make the decision on the urgency of isolation operations, including extending the operation beyond duty hours or preventing the accomplishment of unrelated, concurrent operations such as environmental monitoring and safety in storage inspections.

### 8–3. Occupational health

Commanders/directors will establish an occupational health program, occupational health examinations, and industrial hygiene services, in support of the chemical surety program.

## Chapter 9
## Chemical Agent Security Program

### 9–1. General

Commanders/Directors will implement a chemical surety material security program per the standards of AR 190–59. AR 190–59 prescribes security requirements for Category I, II, and III storage of chemical agents (described in para 6–4).

### 9–2. Threat information collection and reporting

*a.* Facility commanders/directors will establish and maintain close coordination with supporting military intelligence units, local civil and Federal law enforcement agencies, and request that such agencies provide timely information that may affect the installation security.

*b.* Military intelligence sources will conduct foreign counterintelligence collection and disseminate information on foreign threats against the Army as appropriate. Under AR 525–13, paragraph 2–7, U.S. Army Criminal Investigation Division Command (USACIDC) will collect, analyze, and disseminate criminal information pertaining to threat activities within applicable statutes and regulations.

*c.* Facility commanders/directors will coordinate and disseminate threat information per AR 525–13. Commanders/directors will periodically brief personnel on the threat to themselves and the installation as well as personal security measures to protect themselves and deter the threat.

*d.* Commanders/Directors will report any penetration, attempted penetration, or other unexplained degradation of security through command channels to HQDA, Office of the Provost Marshal General (OPMG) (DAPM–MPD–LE), per AR 190–45.

## Chapter 10
## Chemical Accident or Incident Response and Assistance

### 10–1. General

*a.* DA Pamphlet (DA Pam) 50–6 is a comprehensive reference for the commander and staff to use in preparing for, responding to, and recovering from a chemical accident/incident involving chemical surety materials.

*b.* Chemical Accident or Incident Response and Assistance (CAIRA) encompasses those actions taken to save lives, preserve health and safety, protect the environment, secure chemical surety material, and protect property in the event of a chemical agent release.

*c.* On military installations, either the garrison commander or the senior mission commander (or his/her designated representative), as applicable, will work with the chemical surety facility commander/director to establish, train, and execute (as required) a CAIRA plan consistent with guidance contained in DA Pam 50–6. This CAIRA plan will be consolidated at the installation level and will ensure that all CAI response resources on the installation are available to the IRF Commander. Contractor facilities that do not reside on a military installation will work with the COR to establish CAIRA plans consistent with guidance contained in DA Pam 50–6. Forward a copy of this plan to the responsible ACOM/ASCC/DRU for review and a copy to USANCA (MONA–CWZ), 7150 Heller Loop, Suite 101, Springfield, VA 22150–3198, for inclusion in the chemical facility database.

### 10–2. Exercise program

*a.* The three types of exercises are depicted in table 10–1. These exercises are described below—

(1) The CAIRA exercises are quarterly training exercises used to ensure that the IRF is trained and ready. CAIRA exercises are also opportunities to evaluate and provide training on new procedures and equipment. At least two of these exercises per calendar year will incorporate the appropriate government and/or non-government off-installation emergency response authorities/agencies identified in plans as having jurisdiction in the Immediate Response Zone (IRZ). Exercises where external agencies and authorities decline to participate will be documented to include the request(s) for participation and corresponding responses. Documentation will be maintained for two years from the date of the specific CAIRA exercises(s). On installations that host multiple chemical surety activities, the garrison or installation commander (as appropriate) will coordinate a common exercise plan.

(2) Service Response Force exercises (SRFXs) are conducted by AMC at stockpile locations within a 2-year window. SRFXs are scenario-driven field tests of the SRF (incorporating the IRF) that include the essential functions

consistent with guidance contained in DA Pam 50–6. AMC may elect to hold more than one exercise within the 2-year window, provided that more than 2 years does not elapse between exercises.

(3) The CSEPP exercises are conducted annually to test the entire emergency response effort (to include select off-installation emergency response capabilities), evaluate the interaction of all components, and demonstrate the ability of communities to respond to a CAI in concert with installation procedures. Jurisdictions participate during CSEPP exercises at a level commensurate with the assessed risk. CSEPP exercise staff will assess on and off-installation response procedures in accordance with established exercise objectives. If a CSEPP exercise is canceled, the installation will substitute a comprehensive IRF CAIRA exercise evaluated by AMC within 6 months of the date of the cancelled exercise.

(4) One ACOM/ASCC/DRU can enter into an agreement with another ACOM/ASCC/DRU for the conduct of exercises to satisfy the requirements of this regulation.

*b.* All CAIRA exercises will be documented by written after action reports. Garrison or installation commanders (as appropriate) and chemical surety facility commanders/directors will develop programs to follow-up on lessons learned documented in after action reports, and ensure appropriate remedial actions are taken. Forward a copy of the after action report to USANCA (MONA–CWZ), 7150 Heller Loop, Suite 101, Springfield, VA 22150–3198, for inclusion in the chemical facility database.

*c.* An actual CAIRA event can be used as a substitute for a required CAIRA exercise as long as the event and the response are documented and corrective actions taken as prescribed in paragraph 10–2b, above.

**Table 10–1**
**Exercise Requirements**

| | Stockpile Storage locations 1 | All Other Chemical Surety Facilities 2 | AMC |
|---|---|---|---|
| Installation CAIRA Exercise - Internal only | 2 per calendar year | 2 per calendar year | N/A |
| Installation CAIRA Exercise - Include external agencies | 2 per calendar year | 2 per calendar year | N/A |
| CSEPP Exercise 3 | 1 per calendar year | N/A | N/A |
| SRFX4 | as scheduled by AMC | N/A | 1 per every 2 calendar years |

Notes:

[1] Stockpile storage locations will involve a major portion of the basic elements of the IRF consistent with guidance contained in DA Pam 50–6 in field play of all quarterly exercises.

[2] All other facilities will involve a major portion of the basic elements of the IRF in field play during one of their quarterly exercises.

[3] The CSEPP exercise will count toward one of the installation's quarterly CAIRA exercises.

[4] SRFXs will be conducted concurrent with CSEPP exercises whenever possible and will count toward one of the installation's quarterly CAIRA exercises.

## Chapter 11
## Chemical Event Reporting Procedures

### 11–1. Defining a chemical event

*a.* A chemical event encompasses chemical surety material accidents, incidents and other circumstances where there is exposure of unprotected personnel above the short term exposure limit (STEL) (or above the maximum concentration limit for the Chemical Defense Training Facility at Fort Leonard Wood) for the chemical agent involved, threat to the security of chemical surety material, or any event of concern to the commander/director of the chemical surety facility that potentially impacts the chemical mission. The STEL for each chemical agent is cited in a memorandum from ASA(I&E), dated 18 June 2004, subject; Implementation Guidance for New Airborne Exposure Limits for GB, GA, GD, GF, VX, H, HD, and HT.

*b.* False positives from near real-time continuous monitoring devices are not considered chemical events.

*c.* Leaking munitions, bulk agent containers, or overpacks will be reported to the NICP in accordance with protocols described in SB 742–1. In addition, if the leak event meets the criteria in paragraph 11–2 it will be reported appropriately.

### 11–2. Chemical event categories

*a. Category I.*

(1) A situation that has received or is expected to receive negative public attention and in the assessment of the commander/director has impacted or will likely impact the chemical surety mission (The intent of this report is to

provide details and the commander's/director's assessment to the Army leadership for use in answering queries on the situation.)

(2) Explosion, fire, or release involving chemical surety operations, where there is no exposure to personnel and agent remains within engineering controls.

(3) Worker claims of exposure to chemical agent with or without exhibiting signs and/or symptoms consistent with exposure, and without confirmation by clinical or laboratory evaluation.

(4) Confirmed detection of chemical agent exceeding the STEL, outside of the primary engineering controls but within secondary engineering controls or the igloo.

(5) As requested by HQDA, ODCS, G–3/5/7 (DAMO–SSD).

*b. Category II.*

(1) Confirmed presence of liquid chemical agent outside piping, or vessels or in an area where agent presence was not expected. A second means of detection will be used to confirm, and, if it is negative, a third test will be the deciding factor. (If a reliable means of confirmation is used and does not confirm the presence of liquid chemical agent, this is not a chemical event.)

(2) Any confirmed detection of chemical agent outside of engineering controls or the igloo and into the environment, exceeding the STEL for the chemical agent.

(3) Any known release of chemical agent above the STEL for the chemical agent for unmasked workers where unprotected or inadequately protected personnel have been present or are likely to have been present at the time of release.

(4) Personnel exhibiting any sign or symptom of chemical agent exposure that has been confirmed by clinical or laboratory evaluation.

(5) A deliberate attempt to release Army chemical agents that is unauthorized or during the commission of a criminal act.

*c. Category III.*

(1) Explosion, fire, or spill where chemical agents are involved, resulting in personnel injury or substantial structural damage.

(2) Actual theft of chemical surety material.

(3) Any release of chemical agent into the atmosphere that approved downwind hazard projection methods indicate will create a hazard greater than the appropriate Acute Exposure Guideline Levels (AEGLs).

(4) Any release of chemical agent into the atmosphere, confirmed by an approved detection method, which exceeds the AEGL in the operating agreement and may extend beyond the installation boundary.

### 11–3. Reporting procedures

*a.* Chemical events will be reported directly to HQDA, Army Operations Center (AOC). Reporting requirements are as follows:

(1) Upon notification from the chemical surety facility commander/director, the garrison or installation commander (or the operations center) will make direct telephonic notification within one hour from the time the chemical event has been confirmed. Notification will not be delayed due to lack of detailed information. In the case of a chemical agent release, installations are responsible for notifying State and local officials for the affected areas, as coordinated in local plans and agreements.

(2) The garrison or installation commander (or the operations center) will also notify the National Response Center as soon as the reportable quantity is met or exceeded. The NRC toll free number is 1–800–424–8802.

(3) Commanders/directors will submit written chemical event reports not later than six hours after the initial telephonic notification was made, providing as much information as is available at the time of the report.

(4) The garrison or installation commander (or the operations center) will transmit written notification of Chemical Event Reports (CERs) to the AOC using the web-based Chemical and Biological Event Reporting System (CBERS). If a "read receipt" is not received by the CBERS sender within 30 minutes of sending, a telephonic confirmation of receipt by the AOC is required. If the web based CER is not received or receipt cannot be confirmed, a printout of the report will be sent via facsimile to the AOC, and receipt confirmed telephonically. This notification will be transmitted as soon as possible, but not later than six hours after the initial telephonic notification was made.

(5) Commanders/Directors will submit supplemental reports when significant additional or changed information becomes available and a final report when the event is closed.

(6) The CERs are normally unclassified, however if a report requires classification per AR 380–86, develop it and submit it in accordance with approved secure methods and dispatch it via secure facsimile to the AOC.

*b.* The web-based CER is designed to contain all of the elements in this paragraph. If, for any reason, the CER must be constructed manually, it will include, at a minimum, the following elements:

(1) Classification: State classification level in accordance with AR 380–86.

(2) Event control number: This number is assigned automatically by CBERS or locally by the reporting activity if

CBERS is unavailable. Clearly state the event control number on the initial and all follow-on reports. New information on supplemental and final reports will be in bold print to distinguish from information previously reported.

(3) Type of report: State whether the report is Initial, Supplemental, Final, or Exercise.

(4) Event category: State whether this is a Category I, II, III, or Exercise event.

(5) Emergency notification level: State whether this event is non-surety, post only, limited area, or community level.

(6) Type of action: State whether this was a deliberate or non-deliberate event.

(7) Date of event: Enter the date the event occurred as YYYY–MM–DD.

(8) Time of event: Enter the time the event occurred as local time based on the 24-hour clock.

(9) Tenant/Activity: Identify the installation or tenant organization where the event occurred.

(10) Operation: State the type of operation being conducted when the event occurred (for example, storage, demilitarization, laboratory, training, or other).

(11) Building/igloo number: Provide the building or igloo number at which the event occurred.

(12) Chemical agent type: State the specific chemical agent involved in the event. If chemical agent is not involved state "none". If the chemical agent is not known state "unknown".

(13) Description of event: Include as much detail as possible at the time of the report. Description should include the following, as applicable:

*(a)* Type of release (for example, none, instantaneous or explosive, evaporative, exudates, or liquid).

*(b)* Spill size or quantity (include quantity if "type of release" is listed as liquid).

*(c)* Initial detection method.

*(d)* Initial detection concentration (expressed in $mg/m^3$).

*(e)* Confirmation detection method.

*(f)* Confirmed concentration (expressed in $mg/m^3$).

*(g)* Munitions/container type.

*(h)* Quantity of munitions/containers involved.

(14) Deaths and injuries: Statement should include number, type and detailed circumstances. Any reporting requirements of PAM 385–40 must also be met.

(15) Property damage: If damage meets the criteria for Class A, B, or C accidents as defined in AR 385–10, provide details. Any reporting requirements of PAM 385–40 must also be met.

(16) External support: State whether off-installation medical services and/or facilities were required.

(17) SRF commander requested: State yes or no.

(18) Other assistance: Describe any other assistance required and/or requested.

(19) Notification: Enter the date (YYYY–MM–DD) and time (based on local 24-hour clock) AOC was notified. List all state and local emergency response officials, other emergency services, Congressional, and any other notifications.

(20) Media release: State whether a media release is planned, pending or complete and a brief summary of the release. Include the level of release (local, regional, national) and source (newspaper, radio, television).

(21) Emergency destruction: Describe circumstances of emergency destruction if destruction was required.

(22) Other pertinent information: Use this space for any additional information relative to the event that has not been provided elsewhere in the report (for example, weather conditions that could impact the situation).

(23) Commander's assessment of the situation: At a minimum, state the mission impact, level of danger to the surrounding community, and whether or not an investigation has been initiated and by whom.

(24) Commander's name: Enter the name of the installation commander.

(25) Point of contact: Provide the name and telephone number (including area code) of a knowledgeable person to contact for additional information.

### 11–4. Chemical event reporting at contract facilities

*a.* If located on a military reservation, contractors will report chemical events immediately to the installation or host commander (in accordance with contract provisions), who in turn will forward such reports as specified in this chapter. The contractor will provide a courtesy copy of the report to the contracting organization.

*b.* If not associated with a military reservation, contractors will report chemical events directly to the contracting officer or the contracting officer representative and notify local officials per approved CAIRA plan.

### 11–5. Notifying emergency management and/or response officials

*a.* Garrison or installation commander (as appropriate) will report any chemical event with the potential to affect the local community (see para 11–2*c*(4)) by the fastest, most efficient means available to State and local emergency response officials responsible for the affected areas.

*b.* Garrison or installation commander (as appropriate) will also notify these officials of all levels of emergency as coordinated and established in local plans and agreements. (See DA Pam 50–6 for further guidance.)

### 11–6. Notifying the public

*a.* Notification to the public means making information regarding chemical events available to the public at large through traditional public affairs channels.

*b.* Chemical installations/activities will report situations to the public per local agreements. However, loss of chemical agent and criminal or terrorist acts directed at chemical munitions, chemical agents, or storage areas will not be reported without HQDA, OPMG (DAPM–MPG–PD)) approval.

*c.* If possible without increasing risk to public health or safety, State and/or local government officials and the local offices of the State congressional delegation will be notified through their public information officers or by locally negotiated means before news releases to the general public. In cases where health and safety reasons make delay in public notification inappropriate, public notice may precede State or local government or Congressional notification.

*d.* If the attempt to notify the State or local officials or Congressional office is unsuccessful, state this fact in the chemical event report, and make the news release.

*e.* For release of chemical agents that presents a hazard to the public or occurs outside a military reservation, specific guidelines in AR 360–1 apply.

*f.* For chemical events occurring at tenant organization facilities, the tenant commander/director will coordinate all news media releases with the garrison or installation commander per local procedures.

### 11–7. Chemical event investigations

*a.* Chemical events that meet the criteria for Class A or B Army accidents (see PAM 385–40) or involve release of chemical agent outside the boundaries of military installations (excluding COCO facilities) will be investigated per PAM 385–40. The local operations center will notify the U.S. Army Combat Readiness Center (USACRC) for all Class A and B accidents.

*b.* When the circumstances of a chemical event indicate serious criminal activity (such as negligent homicide, theft, wrongful destruction of government property), U.S. Army Criminal Investigation Division Command (USACIDC) must be notified per AR 195–2.

## Chapter 12
## Chemical Surety Program Evaluations

### 12–1. General

*a.* This chapter prescribes policies and procedures for assessing and evaluating the chemical surety program. It describes technical inspections conducted by the DAIG and surety management reviews conducted by the ACOM/ASCC/DRU and assistance visits conducted by USANCA.

*b.* These assessments are conducted to determine—

(1) The capability of each organization to accomplish its assigned chemical surety mission.

(2) The adequacy of support and guidance provided to each chemical surety organization.

(3) Systemic issues affecting the organization's capability to accomplish its assigned chemical surety mission.

### 12–2. Department of the Army Inspector General technical inspections

*a.* The DAIG conducts CSIs and chemical management evaluations (CMEs) in order to—

(1) Ensure adherence to technical, health, safety, accountability, security, and reliability standards and procedures detailed in appropriate regulations.

(2) Determine the adequacy of support and guidance provided to the organization.

(3) Provide ACOMs/ASCCs/DRUs with inspection results to assist in determining the mission capability of organizations and facilities with a chemical surety mission, and

(4) Keep Army leaders, ACOMs/ASCCs/DRUs, and appropriate authorities informed of the status of the Army's Chemical Surety Program.

*b.* The DAIG will publish an annual schedule of CSIs and CMEs not less than ninety days before the beginning of each fiscal year. Copies of this schedule will be provided to affected ACOMs/ASCCs/DRUs, IMCOM, HQDA (DAMO–SSD, DAPM–MPD–PS, and DACS–SF), and Director, USANCA (MONA–CWZ).

*c.* The HQDA surety, safety, or security regulation proponent and/or IMCOM may send a representative to accompany the DAIG inspection team during all or a portion of the inspection of one or more organizations. If the proponent/IMCOM exercises this option, the representative(s) will do so at their parent organization's expense and will perform no formal inspection function. Rather, they will observe the inspection process and provide regulatory clarifications to the DAIG team or organization as requested.

*d.* The DAIG will provide inspector access rosters to inspected organizations at least thirty days before scheduled

inspections. DAIG access rosters will include security clearances and qualifications of inspectors and any accompanying HQDA proponent/IMCOM representatives. HQDA proponent/IMCOM representatives will comply with DAIG requirements and suspenses for access roster data.

*e.* HQDA agencies and ACOMs/ASCCs/DRUs may be requested to provide subject-matter experts on a temporary-duty basis to assist in the conduct of CSIs and CMEs.

## 12–3. Chemical management evaluations

The CMEs inquire into the chemical surety missions and responsibilities of Army organizations, facilities, and activities to identify management, systemic, or functional problem areas in the Army Chemical Surety Program.

## 12–4. Chemical surety inspections

*a.* The DAIG will conduct CSIs of all U.S. Army activities, organizations, and contractor operations with chemical surety missions. CSIs, other than scheduled reinspections, normally will be every 24 months and not more frequently than every 18 months unless otherwise directed. The DAIG will schedule CSIs when facilities are operational if at all possible.

*b.* The CSIs of organizations having management responsibility for administering contracts involving Army-owned chemical agents will include assessment of the contract oversight program.

*c.* The scope of a specific CSI is determined by the structure of the organization's mission statements or other appropriate mission directives. The functional areas to be assessed during a CSI may include, but are not limited to those listed in table 12–1, below. The focus of the CSI will be on events and actions that have occurred since the last CSI.

**Table 12–1**
**Chemical surety inspection functional areas and sub-areas**

| **MISSION OPERATIONS** | **SECURITY** |
|---|---|
| Research and development | Security planning procedures |
| Test and evaluation | Perimeter security |
| Storage and surveillance | Storage requirements |
| Training | Support facilities |
| Escort and transportation (on and off-installation) | Key and lock control |
| Special projects | Security forces, including augmentation |
| Calibration, maintenance, and readiness | Training program |
| Inspection program | Transportation security |
| Adequacy of physical facilities | Waivers and exceptions |
| Inventory management | Recovery operations |
| Disposal programs (RDA and Demil) | Emergency response capability |
| Quality assurance programs | Internal and external inspections |
| Adequacy of resources | Access control |
| Environmental compliance program | Intrusion detection and assessment |
| Maintenance of NBC defense equipment used in chemical surety operations | Installation-level Force Protection (as it relates to the chemical surety mission) |
| Laboratory operations (including protocols) | Security of arms room and ammunition |
| **SAFETY** | **SURETY MANAGEMENT** |
| Plans and procedures | CPRP management |
| Personnel protection and protective equipment | Adequacy of manning |
| Chemical agent monitoring program | Mechanisms for monitoring safety, security, surety management, and external support |
| Hazard analysis program | |
| Inspection and compliance monitoring program | |
| Lightning protection | |

**Table 12–1**
**Chemical surety inspection functional areas and sub-areas—Continued**

| | |
|---|---|
| Material handling equipment | |
| Explosive safety | |
| **EMERGENCY RESPONSE** | **DEMILITARIZATION OPERATIONS** |
| CSEPP | COR oversight program |
| CAIRA program | Engineering controls including configuration control procedures |
| Chemical event reporting | System and process controls |
| | Calibration program |
| **MEDICAL SUPPORT** | **EXTERNAL SUPPORT** |
| Medical Records and Documents | Conditions beyond the capability of the inspected organization to avoid, influence, or correct which are the responsibilities of supporting activities. Deficiencies will be attributed to the supporting activity and not to the inspected organization. |
| Medical Surety Management | |
| Occupational Health | |
| Medical Laboratory Support | |
| Industrial Hygiene Support | |
| Medical Training | |
| Credentials/Certifications | |
| Other Medical Services | |
| | |

## 12–5. Technical inspection reports

*a.* The DAIG will prepare a separate written report for each CSI and CME.

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

*c.* Inspection findings will be identified as "factors affecting operations" or as "deficiencies." Factors affecting operations identify issues and potential problems and provide recommendations for their resolution. Deficiencies identify deviations from or noncompliance with standards (law, policy, regulation, or published procedures). Deficiencies that are failing, as described in paragraph 12–6, will be marked as such.

## 12–6. Ratings

For CSIs, inspected organizations will be given one of the ratings in table 12–2 for each of the functional areas inspected. No ratings will be assigned for CMEs.

*a.* A DEFICIENCY: FAILING may be given in the appropriate functional area when any of the following conditions exist:

(1) Failure to achieve or maintain assigned mission capability (This may include shortages in personnel, equipment, or supplies that prevent accomplishment of the chemical surety mission.)

(2) Loss of accountability or custody of chemical surety material.

(3) Failure to provide a safe environment for chemical surety operations.

(4) Failure to provide a secure environment for chemical surety material.

(5) Failure to respond to an actual chemical accident or incident as outlined in the facility/organizational plans (Included are actions that could permit unnecessary loss of life, personal injury, destruction of property, compromise of classified materiel or information, loss of accountability or control of chemical surety material, or avoidable post-accident or incident contamination.)

(6) A pattern of deficiencies in any one or several of the functional areas will constitute a failure, when such a pattern demonstrates a manner of performance indicating a lack of competence or a disregard for prescribed procedures.

(7) Failure to establish or maintain an effective program for chemical surety management

*b.* External support may be given a DEFICIENCY: FAILING when any of the conditions above exist that are beyond the capability of the inspected organization to avoid, influence, or correct and are attributable to a supporting activity.

**Table 12–2**
**Chemical surety inspection ratings**

| RATING | DEFINITION |
|---|---|
| NO DEFICIENCIES | When an organization demonstrates that it can accomplish critical tasks while providing a safe and secure environment per approved publications and directives |
| DEFICIENCIES: NONE FAILING | When deficiencies exist but the organization demonstrates that it can accomplish critical tasks while providing a safe and secure environment under approved publications and directives |
| DEFICIENCIES: FAILING, CORRECTION VERIFIED | When one or more conditions found in paragraph 12–6 existed but were corrected and verified by the inspection team |
| DEFICIENCIES: FAILING, RESOLUTION and REINSPECTION REQUIRED | When one or more conditions found in paragraph 12–6 existed but were not, or could not, be corrected for verification by the inspection team |

## 12–7. Chemical surety inspection reports

*a.* The DAIG inspection team will provide a draft final CSI report to the inspected organization at the inspection team's exit briefing. After review by the Army Inspector General, the DAIG will forward the approved final inspection report to the responsible ACOM/ASCC/DRU, HQDA (DAMO–SSD, DAPM–MPD–PS, DACS–SF), Director, USANCA (MONA–CWZ), and HQ, IMCOM (as applicable).

(1) When an organization receives ratings of NO DEFICIENCIES, DEFICIENCIES: NONE FAILING, or DEFICIENCIES: FAILING, CORRECTION VERIFIED, the DAIG will generally forward the approved final inspection report within thirty days of the inspection. A written response of corrective actions normally will not be required. However, selected factors affecting operations or deficiencies may require a response. The DAIG final report will specify which findings, if any, require a written response of corrective actions and the timeline for response.

(2) When the organization receives a rating DEFICIENCIES: FAILING, RESOLUTION/REINSPECTION REQUIRED, the inspection team will ensure that the responsible ACOM/ASCC/DRU is provided a copy of the report within thirty days of the completion of the inspection. This report will identify the target date for reinspection.

*b.* When an organization receives a rating DEFICIENCIES: FAILING, RESOLUTION/REINSPECTION REQUIRED, the organization will forward a written response of corrective actions to the failing deficiencies and any reclama (per para 12–8 below) to the ACOM/ASCC/DRU within thirty days of the receipt of the final report by the ACOM/ASCC/DRU.

*c.* Within sixty days of the receipt of the report indicating DEFICIENCIES: FAILING, RESOLUTION/REINSPECTION REQUIRED, the ACOM/ASCC/DRU will—

(1) Review the inspection report, the written report of corrective actions taken and planned by the organization, and any reclama to the failing deficiencies.

(2) Determine whether to forward any reclama to HQDA and/or submit an ACOM/ASCC/DRU-level reclama per paragraph 12–8.

(3) Make one of the following "mission capability" determinations pertaining to the inspected organization:

*(a)* MISSION CAPABLE: This determination allows the facility to continue normal operations while completing corrective actions.

*(b)* MISSION CAPABLE WITH LIMITATIONS: This determination allows the facility to continue operations within specified limitations while completing corrective actions.

*(c)* NOT MISSION CAPABLE: This determination requires the facility to secure all chemical agents until specified corrective actions are completed. The responsible ACOM/ASCC/DRU will verify compliance with this restriction, and will verify the completion of the corrective actions before the facility can resume chemical surety operations.

(4) Convey the "mission capability" determination with implementing instructions to the organization.

(5) Provide a copy of the "mission capability" determination and the organization's written response to corrective actions to the DAIG with copies furnished to HQDA (DAMO–SSD, DAPM–MPD–PS, and DACS–SF).

*d.* Within twenty days of the receipt of the organization's written response of corrective actions from the ACOM/ASCC/DRU, the DAIG will—

(1) Review the response and make a determination about the type of reinspection that the DAIG will conduct for each recorded deficiency.

(2) Provide confirmation to the ACOM/ASCC/DRU and organization of the nature and timeline of the DAIG's intended reinspection.

*e.* The DAIG will normally conduct a reinspection of failing deficiencies at the facility within 120 days of the original inspection. The scope of a reinspection will be limited to the specific area, activity, or operation that was the basis for the failing deficiencies. The DAIG will confirm the intent to conduct an on-site reinspection to the ACOM/ASCC/DRU and inspected facility at least thirty days prior to the desired reinspection date. The DAIG may elect to

conduct a document review reinspection, consisting of the review and acceptance of documentation supporting the corrective action identified in the organization's written response.

*f.* The DAIG will provide applicable extracts from the inspected organization's final report to the activity cited for inadequate external support.

(1) For deficiencies that were not corrected during the inspection, the supporting agency will prepare a written reply stating corrective action taken or planned (with milestones for completion). The report of corrective action taken will be forwarded within thirty days through command channels to HQDA, Office of the Inspector General (SAIG–TI), with copies furnished to the inspected and/or supported organization, its Army Headquarters (or IMCOM, as appropriate), and HQDA, ODCS, G–3/5/7 (DAMO–SSD).

(2) For external support ratings of DEFICIENCIES: FAILING, RESOLUTION and REINSPECTION REQUIRED, the inspected organization's ACOM/ASCC/DRU will accomplish the mission-capability determination per paragraph 12–7*c*. If the ACOM/ASCC/DRU determines that the facility is MISSION CAPABLE WITH LIMITATIONS or NOT MISSION CAPABLE, the ACOM/ASCC/DRU will ensure that the external support issues are resolved expeditiously. Issues that cannot be resolved between ACOMs/ASCCs/DRUs or between an ACOM/ASCC/DRU and IMCOM will be forwarded to the appropriate HQDA office for resolution.

(3) For external support ratings of DEFICIENCIES: FAILING, RESOLUTION and REINSPECTION REQUIRED, DAIG will normally reinspect within 120 days. The scope of a reinspection will be limited to the specific functional area, activity, or operation that was the basis for the failing deficiencies. Reinspection of the external support activity may consist of review and acceptance of the written response of corrective action.

*g.* Table 12–3 summarizes the timelines associated with inspection reports.

### 12–8. Issue resolution and reclamas

*a.* The DAIG team chief and the commander/director will make every effort to resolve issues prior to the publication of a final report.

*b.* As required, the DAIG team chief and the commander/director will contact the proponent of the regulation to resolve differences in interpretation of a regulatory requirement. Should the difference not be resolved prior to the inspection's completion, the inspection team will publish a draft report; the final report will be published upon the resolution of the issue with the proponent.

*c.* Any commander/director in the chain of command of the inspected organization or external support organization may submit a reclama to a CSI report. Reclamas will be sent through the organizational chain of command to HQDA, ODCS, G–3/5/7 (DAMO–SSD), Washington, DC 20310–0400, for adjudication.

*d.* Each commander/director in the chain of command will evaluate the reclama and forward it to the next higher headquarters, identifying the commander's/director's concurrence or nonconcurrence with the reclama. The ACOM/ASCC/DRU will determine whether or not to forward the reclama to HQDA, and whether to submit an ACOM/ASCC/DRU -level reclama.

*e.* HQDA, ODCS, G–3/5/7 (DAMO–SSD) will coordinate the reclama with HQDA proponent offices and with the DAIG Technical Inspections Division. If any of the coordination offices nonconcur with the proposed reclama resolution, the issue will be taken to higher channels for adjudication; the final adjudication authority, if required, is the Secretary of the Army.

*f.* HQDA, ODCS, G–3/5/7 (DAMO–SSD) will forward final decisions to the ACOM/ASCC/DRU within sixty days of receipt; for reclamas to failing deficiencies, this will normally be done within thirty days of receipt. DAMO–SSD will furnish copies of the final decisions to HQDA, OTIG (SAIG–TI), other staff elements as appropriate, and Director, USANCA (MONA–CWZ).

*g.* Where an interpretation or clarification of a regulation or policy has been made during the reclama process, the proponent will prepare a formal notification of the interpretation/clarification to all affected ACOMs/ASCCs/DRUs and HQDA staff agencies not later than thirty days following the reclama resolution.

### 12–9. Army organization's chemical surety management

The ACOMs/ASCCs/DRUs with organizations and activities assigned chemical surety missions (including management of chemical surety contracts) will do the following:

*a.* Provide oversight to ensure surety organizations and activities are funded and staffed appropriately and are complying with chemical surety requirements and are provided adequate support from external agencies (including IMCOM-managed garrison/installation support).

*b.* Conduct surety management reviews approximately every 24 months to determine the adequacy of unit training, support, guidance provided to its assigned surety organizations, and compliance with applicable regulations.

### 12–10. U.S. Army Nuclear and Combating Weapons of Mass Destruction Agency surety assistance visits

The U.S. Army Nuclear and Combating Weapons of Mass Destruction (WMD) Agency (USANCA) will conduct surety assistance visits at the request of a facility commander/director, higher level commander, or ARSTAF office or

other Army organization. Such a request can be made directly to the USANCA Operations Division (MONA–CWZ). The intent of the surety assistance visit is to provide an independent review and assessment of all or a portion of the chemical surety program, and to provide assistance in interpreting surety requirements and correcting problem areas.

*a.* The requesting commander/director will coordinate the scope and specific objectives of the surety assistance visit with USANCA.

*b.* The USANCA will provide a report of the visit to the requesting commander/director and retain a copy on file. USANCA will not distribute the report further without the written approval of the requesting commander/director. Any observations derived from surety assistance visits and used for subsequent USANCA informational publications will not be attributed to specific locations or commands.

**Table 12–3**
**Chemical surety inspection results processing matrix**

| Day | Suspense | Inspection with resolution and reinspection required | Inspection with no reinspection required | All deficiencies attributed to External Support |
|---|---|---|---|---|
| 0 | Exit Briefing | DAIG provides draft CSI report to inspected organization. | DAIG provides draft CSI report to inspected organization. | |
| 30 | 30 days after inspection | DAIG will provide copy of final report to ACOM/ASCC/DRU, HQDA staff, USANCA. | DAIG provides copy of final report to ACOM/ASCC/DRU, HQDA staff, USANCA. | DAIG provides extract of the report to the cited supporting agency. |
| 30 | 30 days after receipt of final report | Inspected organization: Prepares written response of corrective actions taken and planned.<br>Prepares reclama to failing deficiencies, if applicable.<br>Forwards response and reclama to ACOM/ASCC/DRU. | Inspected organization: Prepares written response of corrective actions taken and planned for the findings/deficiencies specified by DAIG, and forwards to ACOM/ASCC/DRU.<br>Prepares reclama and forwards to ACOM/ASCC/DRU, if applicable. | For all deficiencies not corrected during inspection, supporting agency: Prepares written response of corrective action taken or planned through its command channels to DAIG, with copies to supported organization, its ACOM/ASCC/DRU, and HQDA.<br>Prepares reclama to deficiencies, forwards to HQDA (if applicable). |
| 60 | 60 days after receipt of final report | ACOM/ASCC/DRU: Reviews inspection report, corrective actions response, and reclama.<br>Forwards organization and/or ACOM/ASCC/DRU reclama to HQDA (DAMO–SSD), if applicable.<br>Makes "mission capability" determination about organization and conveys determination to the organization and provides a copy to DAIG and HQDA (DAMO–SSD). Forwards corrective actions response to DAIG. | ACOM/ASCC/DRU: Reviews inspection report (and corrective actions response and reclama, if applicable).<br>Forwards organization and/or ACOM/ASCC/DRU reclama to HQDA (DAMO–SSD) and corrective action response to DAIG, if applicable. | For failing external support deficiencies, the supported organization's ACOM/ASCC/DRU makes "mission capability" determination about organization. |
| 80 | 20 days after receipt of written response from ACOM/ASCC/DRU | DAIG:<br>Reviews corrective action response.<br>Determines whether to conduct reinspection of the facility.<br>Forwards memo identifying reinspection date to ACOM/ASCC/DRU and inspected organization. | DAIG reviews corrective action response. | DAIG reviews corrective action response. For failing external support deficiencies, DAIG determines whether to conduct reinspection of the failed areas at the facility.<br>Forwards memo identifying reinspection date to supporting organization, with copy furnished to ACOM/ASCC/DRU and supported organization. |

**Table 12–3**
**Chemical surety inspection results processing matrix—Continued**

| | | | | |
|---|---|---|---|---|
| 90 | 30 days after receipt of reclama from ACOM/ASCC/DRU | Appropriate HQDA offices review reclama.<br>DAMO–SSD prepares and sends response to ACOM/ASCC/DRU (copy to DAIG). | | Appropriate HQDA offices review reclama.<br>DAMO–SSD prepares and sends response to supporting agency (copy to DAIG and ACOM/ASCC/DRU of supported organization). |
| 120 | 60 days after receipt of written response from ACOM/ASCC/DRU | DAIG conducts reinspection | Appropriate HQDA offices review reclama.<br>DAMO–SSD forwards reclama response to ACOM/ASCC/DRU and DAIG. | DAIG conducts reinspection. |

## Appendix A
## References

### Section I
### Required Publications

**AR 190–45**
Law Enforcement Reporting (Cited in para 9–2*d*.)

**AR 190–59**
Chemical Agent Security Program (Cited in paras 9–1, 9–2.)

**AR 340–21**
The Army Privacy Program (Cited in paras 2–1*d*, 2–10*a*(1), 2–13*c*, 2–13*a*(4), and 2–20*a*(3).)

**AR 360–1**
The Army Public Affairs Program (Cited in paras 7–4*d*(4)(d), 11–6*e*.)

**AR 380–67**
Personnel Security Program (Cited in paras 2–12*d*, 2–22*d*, and 2–26*b*(3)(e).)

**AR 380–86**
Classification of Former Chemical Warfare, Chemical and Biological Defense, and NBC Contamination Survivability Information (Cited in paras 7–3*g*(2), 7–3*e*(7), 11–3*b*(1), and 11–3*a*(6).)

**AR 385–10**
The Army Safety Program (Cited in paras 8–1*c*, 11–3*b*(15).)

**AR 525–13**
Antiterrorism (Cited in paras 9–3*c*, 9–3*b*.)

**AR 600–85**
Army Substance Abuse (ASAP) Program (Cited in paras 2–13*b*, 2–14, and 2–21*b*.)

**DA Pam 40–8**
Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Nerve Agents GA, GB, GD and VX (Cited in para 2–20*b*.)

**DA Pam 40–173**
Occupational Health Guidelines for the Evaluation and Control of Occupational Exposure to Mustard Agents H, HD, and HT (Cited in para 2–20*b*.)

**DA Pam 50–6**
Chemical Accident or Incident Response and Assistance (CAIRA) Operations (Cited in paras 1–4*x*(9), 1–4*t*(7), 1–4*p*(5), 1–4*p*(6), 1–4*o*(7), 1–5*a*(6), 10–1*c*, 10–1*a*, 10–2*a*(2), and 11–5*b*.)

**DA Pam 385–40**
Army Accident Investigation and Reporting (Cited in paras 11–3*b*(14), 11–3*b*(15), and 11–7*a*.)

**DA Pam 385–61**
Toxic Chemical Agent Safety Standards (Cited in paras 1–4*n*(1), 1–6*b*(1)(b), and 8–1*c*.)

**Defense Federal Acquisition Regulation Supplement**
Subparts 201.3 and 201.4 (Cited in para 3–4*f*.) (Available at http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html).

**Defense Federal Acquisition Regulation Supplement**
Subpart 252.223–7004 (Cited in para 2–21*b*.) (Available at http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html).

**DOD 4500.9–R**
Defense Transportation Regulation (Cited in para 7–3*a*.) (Available at http://www.dtic.mil/whs/directives.)

**Federal Acquisition Regulation Supplement**
Subparts 5101.3 and 5101.4 (Cited in para 3–4*f*.) (Available at http://farsite.hill.af.mil/vfafar1.htm).

**Federal Acquisition Regulation**
Subparts 1.3 and 1.4 (Cited in para 3–4*f*.) (Available at http://farsite.hill.af.mil/vfafar1.htm).

**SB 742–1**
Inspection of Supplies and Equipment Ammunition Surveillance Procedures. (Cited in paras 8–2*b* , 11–1*c*.)

**42 CFR Part 2**
Confidentiality of Alcohol and Drug Abuse Patient Records (Cited in para 2–13*b*.) (Available at http://www.gpoaccess.gov/cfr/index.html.)

**49 CFR 100–185**
Transportation (Cited in para 7–3*a*.) (Available at http://www.gpoaccess.gov/cfr/index.html.)

**5 USC 7904**
Employee assistance programs relating to drug abuse and alcohol abuse (Cited in para 2–13*b*.) (Available at www.gpoaccess.gov/uscode.)

**42 USC 290dd–2**
Confidentiality of Records (Cited in para 2–13*b*.) (Available at http://thomas.loc.gov.)

**50 USC 1512**
Transportation, Open Air Testing and Disposal (Cited in paras 7–1*c*, 7–3.) (Available at www.gpoaccess.gov/uscode.)

**50 USC 1512a**
Transportation of Chemical Munitions (Cited in paras 7–1*c*, 7–3.) (Available at www.gpoaccess.gov/uscode.)

**50 USC 1513**
Deployment, Storage, and Disposal (Cited in para 7–1*c*.) (Available at www.gpoaccess.gov/uscode.)

**50 USC 1517**
Immediate Disposal When Health or Safety are Endangered (Cited in para 7–1*c*.) (Available at www.gpoaccess.gov/uscode.)

## Section II
## Related Publications
A related publication is a source of additional information. The user does not have to read it to understand this publication. DOD publications are available at http://www.dtic.mil/whs/directives.

**AR 1–201**
Army Inspection Policy

**AR 10–16**
United States Army Nuclear and Chemical Agency

**AR 11–2**
Management Control

**AR 11–34**
The Army Respiratory Protection Program

**AR 15–6**
Procedures for Investigating Officers and Boards of Officers

**AR 20–1**
Inspector General Activities and Procedures

**AR 40–5**
Preventive Medicine

**AR 40–66**
Medical Record Administration and Healthcare Documentation

**AR 40–68**
Clinical Quality Management

**AR 75–15**
Policy for Explosive Ordnance Disposal

**AR 95–1**
Flight Regulations

**AR 95–27**
Operational Procedures for Aircraft Carrying Hazardous Materials

**AR 190–14**
Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

**AR 195–2**
Criminal Investigation Activities

**AR 200–1**
Environmental Protection and Enhancement

**AR 381–45**
Investigative Records Repository

**AR 735–5**
Policies and Procedures for Property Accountability

**DA Pam 600–85**
Army Substance Abuse Program Civilian Services

**DOD 4500.32–R**
Military Standard Transportation and Movement Procedures (MILSTAMP) Transportation Account Codes (TAC) Volume 2

**DOD 5200.2–R**
Personnel Security Program

**DOD 5220.22–M**
National Industrial Security Program Operating Manual

**DOD 6025.18–R**
DOD Health Information Privacy Regulation

**DODD 2040.2**
International Transfers of Technology, Goods, Services, and Munitions

**DODI 5210.65**
Minimum Security Standards for Safeguarding Chemical Agents

**DODI 5230.29**
Security and Policy Review of DOD Information for Public Release

**TM 38–250**
Preparing Hazardous Materials for Military Air Shipments

**Chemical Weapons Convention Treaty**
Convention on the Prohibition of the Development, Production, Stockpiling, and Use of Chemical Weapons, and their Destruction (Chemical Weapons Convention) (Available at http://www.cwc.gov/cwc_treaty.html)

**29 CFR 1630**
The Equal Employment Provisions of the Americans with Disabilities Act (Available at http://www.gpoaccess.gov/cfr/index.html.)

**29 CFR 1910.134**
Respiratory Protection (Available at http://www.osha.gov)

**29 CFR 1910.1020**
Access to Employee Exposure and Medical Records (Available at http://www.gpoaccess.gov/cfr/index.html.)

**29 CFR 1910.1450**
Occupational Exposure to Hazardous Chemicals in Laboratories (Available at http://www.gpoaccess.gov/cfr/index.html.)

**29 USC 655**
Occupational Safety and Health Standards (Available at http://www.gpoaccess.gov/uscode.)

**42 USC 126**
Equal Opportunity for Individuals with Disabilities (Available at http://thomas.loc.gov.)

**RCS DDP–C31(A) 1403**
Annual Personnel Reliability Program Status Report

## Section III
## Prescribed Forms
This section contains no entries.

## Section IV
## Referenced Forms
Unless otherwise indicated, DA forms are available on the APD Web site (www.apd.army.mil); Standard Forms (SF) are available on the GSA Web site (www.gsa.gov).

**DA Form 2028**
Recommended Changes to Publications and Blank Forms

**DA Form 3180**
Personnel Screening and Evaluation Record

**DA Form 7422**
Annual Personnel Reliability Program (PRP) Status Report

**SF 85**
Questionnaire for Non-Sensitive Positions

**SF 86**
Questionnaire for National Security Positions

**SF 600**
Chronological Record of Medical Care

## Glossary

### Section I
### Abbreviations

**ACOM**
Army Command

**ACSIM**
Assistant Chief of Staff for Installation Management

**AEGL**
acute exposure guideline levels

**AMC**
Army Materiel Command

**ANACI**
access national agency check with credit checks and written inquiries

**AO**
accountable officer

**AOC**
Army Operations Center

**APO**
accountable property officer

**APG**
Aberdeen Proving Ground

**AR**
Army regulation

**ARNG**
Army National Guard

**ARNGUS**
Army National Guard of the United States

**ARSTAF**
Army staff

**ASA(ALT)**
Assistant Secretary of the Army (Acquisition, Logistics and Technology)

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

**ASAP**
Army Substance Abuse Program

**ASCC**
Army service component command

**ATSD(NCB)**
Assistant to the Secretary of Defense (Nuclear, Chemical, and Biological)

**CAI**
chemical accident/incident

**CAIRA**
chemical accident or incident response and assistance

**CAS**
Chemical Abstract Service

**CBERS**
Chemical Biological Event Reporting System

**CBRNE**
chemical, biological, radiological, nuclear, and explosive

**CDPR**
chemical duty position roster

**CER**
chemical event report

**CFR**
Code of Federal Regulations

**CMA**
competent medical authority

**CME**
chemical management evaluation

**COCO**
contractor-owned, contractor-operated

**COR**
contracting officer's representative

**CPRP**
chemical personnel reliability program

**CSEPP**
Chemical Stockpile Emergency Preparedness Program

**CSI**
chemical surety inspection

**CWC**
Chemical Weapons Convention

**DA**
Department of the Army

**DAIG**
Department of the Army Inspector General

**DC**
District of Columbia

**DCS, G-1**
Deputy Chief of Staff, G-1

**DCS, G-2**
Deputy Chief of Staff, G-2

**DCS, G–3/5/7**
Deputy Chief of Staff, G–3/5/7

**DCS, G-4**
Deputy Chief of Staff, G-4

**DCS, G-8**
Deputy Chief of Staff, G-8

**DOC**
Department of Commerce

**DOD**
Department of Defense

**DOT**
Department of Transportation

**DRU**
direct reporting unit

**DSS**
Defense Security Service

**DSM**
Diagnostic and Statistical Manual of Mental Disorders

**EAP**
Employee Assistance Program

**EMS**
emergency medical services

**EOD**
explosive ordnance disposal

**EPA**
Environmental Protection Agency

**EPSQ**
Electronic personnel security questionnaire

**FAR**
Federal Acquisition Regulation

**FBI**
Federal Bureau of Investigation

**FORSCOM**
Forces Command

**GOCO**
government-owned, contractor-operated

**GPS**
Global Positioning System

**HIPAA**
Health Insurance Portability and Accountability Act

**HQ**
Headquarters

**HQDA**
Headquarters, Department of the Army

**IG**
inspector general

**IMCOM**
Installation Management Command

**IOP**
internal operating procedure

**IRF**
initial response force

**MEDCOM**
Medical Command

**MILSTAMP**
military standard transportation and movement procedures

**MOA**
memorandum of agreement

**NAC**
national agency check

**NACLC**
national agency check with local agency and credit checks

**NEPA**
National Environmental Policy Act

**NICP**
national inventory control point

**NMP**
national maintenance point

**ODCS G–3/5/7**
Office of the Deputy Chief of Staff, G–3/5/7

**OPM**
Office of Personnel Management

**OPMG**
Office of the Provost Marshal General

**OTIG**
Office of The Inspector General

**OTSG**
Office of The Surgeon General

**PDI**
potentially disqualifying information

**POC**
point of contact

**PPE**
personal protective equipment

**PPPF**
protective purposes production facility

**PR**
periodic reinvestigation

**PRP**
personnel reliability program

**PSI**
personnel security investigation

**RAC**
risk assessment code

**RCS**
report control symbol

**RCWM**
recovered chemical warfare material

**RDA**
research, development and acquisition

**RDTE**
research, development, test, and evaluation

**REPSHIP**
reports of shipment

**SOP**
standing operating procedure

**SOW**
statement of work

**SRF**
service response force

**SRFX**
service response force exercise

**SSN**
social security number

**SSSF**
single small scale facility

**STEL**
short term exposure limit

**TAC**
transportation accounts code

**TCM/BA**
toxic chemical munitions and bulk agent

**TDY**
temporary duty

**TE**
technical escort

**TEO**
technical escort officer

**TIG**
The Inspector General

**TM**
technical manual

**TRADOC**
Training and Doctrine Command

**TSG**
The Surgeon General

**USACIDC**
U.S. Army Criminal Investigation Division Command

**USACRC**
U.S. Army Combat Readiness Center

**USANCA**
U.S. Army Nuclear and Combating Weapons of Mass Destruction Agency

**USAPD**
U.S. Army Publishing Directorate

**USAR**
U.S. Army Reserve

**USC**
United States Code

**USD(I)**
Under Secretary of Defense for Intelligence

**WMD**
weapons of mass destruction

## Section II
## Terms

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

**Accountability**
The obligation to keep accurate records of property, documents, or funds. Accountability is concerned primarily with records and does not necessarily imply actual possession.

**Acute Exposure Guideline Levels (AEGL)**
Toxicity criteria to be used by a CSEPP community for the purposes of emergency planning and response activities in the event of a catastrophic release from a chemical stockpile. They are not safety standards, but rather decision guidelines for the implementation of protective action strategies.

**Administration Official**
Senior supervisory contractor employee(s) designated by the certifying official at a COCO or GOCO facility to assist in administering day-to-day certifying official duties per paragraph 2–3f.

**Administrative termination**
An action taken to remove an individual from the CPRP when the individual transfers from a duty position requiring CPRP certification to one that does not or when an individual leaves an organization.

**Alcohol abuse**
The use of alcohol to the extent that it has an adverse effect on the user's health, behavior, family, community, or the Department of Defense, or leads to unacceptable behavior as evidenced by one or more acts of alcohol-related misconduct and/or the illegal use of alcohol. Alcohol abuse may include a diagnosis of alcohol dependence.

**Alcohol dependence**
Psychological and/or physiological reliance on alcohol as such reliance is defined in the current Diagnostic Statistical Manual (DSM) of the American Psychiatric Association.

**Alcohol-related incident**
Any substandard behavior or performance in which the consumption of alcohol by the individual is a contributing factor as determined by the certifying official with consultation from the CMA (such as intoxicated driving, domestic disturbances, assault, disorderly conduct, personal injury, failure to go to prescribed alcohol abuse counseling, or voluntary consumption of alcohol by an individual previously diagnosed as alcohol-dependent, underage drinking).

**Binary precursors**
The chemicals that combine to produce binary chemical agents. Examples of two common chemical agent ingredients are: The precursors for binary GB (GB2) - methylphosphonyl difluoride (DF) and isopropyl alcohol with an amine added (OPA). The precursors for binary VX (VX2)-O–Ethyl O–2-diisopropylaminoethyl methylphosphonite (QL) and dimethylpolysulfide (NM).

**Binary chemical munitions**
Munitions designed to use two non-lethal chemicals that combine only during weapon functions to produce a chemical agent. When assembled, binary chemical munitions become chemical surety material. The components consist of: Critical component-the binary component of a munition (M20 DF Canister, BLU–80/B Bomb Body, XM277 Injector Assembly) that contains the less common chemical that is the essential ingredient for the formation of the lethal chemical agent. Non-critical component-the binary component (M21 OPA Canister, MXU–695/B Ballonet, MLRS Rocket Pod) that contains the more common chemical used in a binary munition.

**Certification**
A determination by a certifying official that an individual meets the personnel reliability criteria established for assignment to a CPRP position.

**Certifying official**
For military and Army civilian personnel, the commander/director or DOD civilian responsible for chemical surety operations and having sufficient personal contact with subordinate CPRP personnel to permit continual evaluation of their performance and reliability. For Army contractor personnel, the Army COR designates the certifying official. The certifying official certifies that personnel being considered for assignment to chemical duties meet the requirements of the CPRP.

**Chemical accident/incident (CAI)**
Intentional or unintentional chemical events where chemical agent is released into the ambient atmosphere and either threatens unprotected personnel or has the potential to threaten unprotected personnel.

**Chemical accident**
An event resulting from non-deliberate acts where safety is of primary concern.

**Chemical incident**
An event resulting from deliberate acts (terrorism or criminal) where security is of concern.

**Chemical agent**
A chemical substance listed in Chapter 6 that is intended for use in military operations to kill, seriously injure, or incapacitate a person through its physiological properties. Excluded from consideration are industrial chemicals, riot control agents, chemical herbicides, smoke, and flame.

**Chemical agent accountable officer**
That person designated to keep inventory records for chemical agents from creation to destruction.

**Chemical agent material**
See Chemical surety material.

**Chemical agent operation**
See Chemical surety operation.

**Chemical duty position**
A duty position that requires access to chemical surety material or control direct access to chemical surety material. Chemical duty positions are contained in paragraph 2–2. Individuals assigned to chemical duty positions must be in the CPRP.

**Chemical event**
A chemical event encompasses chemical surety material accidents, incidents and other circumstances where there is a confirmed or likely release to the environment, exposure of personnel above the STEL (or maximum concentration limit for the Chemical Defense Training Facility at Fort Leonard Wood) for the chemical agent involved, threat to the security of chemical surety material, or event of concern to the local commander/director. The anticipated response to a chemical event is the activation of all or a select portion of the IRF, with possible SRF deployment, as necessary.

**Chemical management evaluation (CME)**
An evaluation conducted by the DAIG or ACOM/ASCC/DRU IG of chemical operations with inquiry into the chemical agent functions and responsibilities of staff agencies, inspection teams, major and intermediate command levels, and assistance teams to identify management, systemic, or functional problem areas in the Army Chemical Surety Program at any level.

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

**Chemical surety material**
Includes the neat schedule 1 toxic chemical agents listed in Table 6–1; all diluted solutions of chemical agents exceeding Table 6–2 quantity or concentration limits; and neat chemical agents in excess of quantities in Table 6–3; Does not include recovered chemical warfare material and agent-contaminated material.

**Chemical surety operation**
Any operation that involves chemical surety material is a chemical surety operation (for example, storage, shipping, handling, manufacturing, maintenance, test chamber activities, laboratory activities, surveillance, demilitarization, decontamination, disposal, and training).

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

**Chemical weapon**
A munition filled with chemical agent manufactured for the purpose of conducting chemical warfare.

**Competent medical authority (CMA)**
A U.S. physician, physician assistant, or nurse practitioner (military, civilian, or contractor) employed by or under

contract or subcontract to the U.S. Government or a U.S. Government contractor. A CMA is someone who: Has been awarded clinical privileges for independent practice granted by the health care facility responsible for the provider's place of duty OR if not privileged for independent practice (for example, a physician assistant or nurse practitioner), then be supervised by an appropriately trained CMA physician who is privileged to practice independently. Has been specifically trained as a CMA and be appointed in writing as a CMA by the medical treatment facility commander (or COR) responsible for reviewing healthcare services or conducting clinical evaluations for purposes of the CPRP.

**Complementary binary precursors**
Both the critical and non-critical precursors of a binary chemical agent (such as DF and OPA, or QL and NM).

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

**Contracting organization**
The organization that has primary responsibility for awarding, monitoring, administering, and ensuring compliance with a contract.

**CPRP monitor**
See Monitor, CPRP.

**Critical binary precursors**
DF and QL (see binary precursors).

**Custody**
Responsibility for the control of, transfer and movement of, and access to chemical surety material. Custody may or may not include accountability.

**Decontaminant**
Any substance used to break down, neutralize, or remove a chemical, biological, or radiological material posing a threat to equipment or personnel.

**Decontamination**
The process of decreasing the amount of chemical agent on any person, object, or area by absorbing, neutralizing, destroying, ventilating, or removing chemical agents.

**Deficiency**
A variance from prescribed procedures or criteria prescribed in technical manuals or other applicable regulations or publications.

**Demilitarization**
The mutilation, destruction, or neutralization of chemical surety material, rendering it harmless and ineffectual for military purposes.

**DF**
methylphosphonyl difluoride

**Dilute solution**
Chemical agents that have been reduced in strength (less than neat) by admixture (dilution).
(See RDTE dilute solution.)

**Disqualification**
An action taken based on the receipt of disqualifying information to remove from the CPRP an individual who has been screened and certified into the CPRP or to terminate the CPRP screening process of an individual being considered for assignment to CPRP duties.

**DOD personnel**
Active duty military personnel, full-time support personnel to Reserve components, civilian employees of the Department of Defense or, for CPRP purposes, DOD contractors and their employees.

**Drug/substance abuse**
The wrongful use, possession, or distribution of a controlled substance, prescription medication, over-the-counter medication, or intoxicating substance (other than alcohol) or the wrongful introduction of these onto a military installation or DOD-contracted facility. For the purposes of this regulation, wrongful is defined as without legal justification or excuse, and includes use contrary to the directions of the manufacturer or prescribing healthcare provider, and the use of any intoxicating substance not intended for human consumption. It also includes all drugs and substances on the Federal Illicit Drug List.

**Drug/substance dependence**
Psychological and/or physiological reliance on a chemical or pharmacological agent as such reliance is defined in the current Diagnostic Statistical Manual (DSM) of the American Psychiatric Association. The term does not include the continuing prescribed use of pharmaceuticals as part of the medical management of a chronic disease or medical condition.

**Engineering controls**
A device, room, or structure supported by a mechanical toxic exhaust system that provides containment of chemical agent vapor and/or liquid and prevents migration of the chemical agent hazard to immediate/adjacent areas or the environment.

**Exception**
An approved long-term exemption or deviation to a requirement in this regulation.

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

**Explosive ordnance disposal (EOD)**
The detection, identification, field evaluations, rendering safe, recovery, and final disposal of unexploded explosive ordnance or munitions.

**Exposure/potential exposure**
An exposed worker is an individual who: Exhibits clinical signs or symptoms of nerve agent intoxication. Has cholinesterase depression consistent with nerve agent effect. Exhibits clinical signs or symptoms of mustard or lewisite effects. A potentially exposed worker is an individual who works in an agent operating area where levels of nerve, lewisite, or mustard which: Exceeds the protective capability of the personal protective equipment (PPE). Are detectable and there is a breach in PPE or engineering controls.

**Factor affecting operations**
A situation or condition that may or may not be attributable to the inspected organization but significantly affects the organization's ability to perform its chemical surety mission. It may pertain to such matters as command guidance; the adequacy of support; the availability or condition of facilities; the status of personnel, equipment, materiel, maintenance, or training; the provision of a safe and secure environment for chemical surety material or the capability to adequately respond to a chemical accident/incident.

**GB**
chemical agent symbol for the nerve agent sarin

**GB2**
chemical agent symbol for binary GB

**Industrial chemical**
Chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not manufactured primarily for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by humans. Hydrogen cyanide (AC), cyanogen chloride (CK), and phosgene (CG) are considered industrial chemicals.

**Initial response force (IRF)**
An emergency action organization tasked to provide first response to a chemical accident/incident at an installation

assigned a chemical agent mission or in the public domain. Under the command of the garrison commander or the garrison commander of the nearest Army installation, the IRF is composed of command and control elements and emergency teams capable of providing emergency medical services and initiating those actions necessary to prevent, minimize, or mitigate hazards to public health and safety or to the environment.

**Interim certification**
Same as "certification," except performance of duty is subject to the restrictions of paragraph 2–12e pending receipt of the results of a new personnel security investigation.

**Leaking munitions**
Munitions from which there has been a confirmed detection of chemical agent outside the munitions' body or bulk storage container.

**Limited area**
The area immediately surrounding one or more exclusion areas. Normally, the area between the boundaries of the exclusion areas and the perimeter or the inside of a room or laboratory where chemical agents are stored.

**Monitors, CPRP**
Individual(s) appointed by the commander/director to assist in administering day-to-day functions of the program. Monitors may also be appointed by the reviewing official to administer the consolidated day-to-day functions of multiple certifying officials. Monitor duties are specified in the appointment memorandum.

**National agency check (NAC)**
A personnel security investigation (PSI) consisting of records reviews of certain National agencies. As a minimum, it includes checks of the Defense Clearance and Investigation Index, the FBI Headquarters, and FBI Identification Division. A technical fingerprint search of the FBI's files is started as part of a NAC. If the fingerprint is not classifiable, a "name check only" of those files is conducted.

**National agency check with local agency and credit check (NACLC)**
A personnel security investigation (PSI) conducted by the Office of Personnel Management (OPM) that combines a NAC with local law enforcement agencies and credit histories.

**National Response Center**
A joint Environmental Protection Agency and U.S. Coast Guard communications center that takes the legally required reports of oil or hazardous substance spills/releases at or above the reportable quantities and communicates these to the pre-designated on-scene coordinator for action.

**Neat chemical agent**
A nondiluted, full-strength (as manufactured) chemical agent. A chemical agent manufactured by the binary synthesis route is also considered a neat agent regardless of purity. (See Tables 6–1 through 6–3.)

**Neutralant**
Those materials remaining from the chemical neutralization of chemical agent including, but not limited to, hydrolysate.

**Neutralization**
The act of altering chemical, physical, and toxicological properties to render the chemical agent ineffective for use as intended.

**NM**
chemical agent symbol for the binary precursor dimethylpolysulfide

**OPA**
chemical agent symbol for the binary precursor isopropyl alcohol with amine

**Periodic reinvestigation (PR)**
An investigation conducted at specified intervals for updating a previously completed personnel security investigation.

**Personal protective equipment (PPE)**
Protective clothing and equipment used to protect an individual from the effects of chemical agents.

**Personnel security investigation (PSI)**
Any investigation required for determining the eligibility of DOD military or civilian personnel and contractor employees for access to classified information, acceptance, or retention in the Armed Forces, or assignment to, and retention in, sensitive duties (for example, the CPRP).

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

**Primary engineering controls**
The device, room or structure immediately surrounding the agent source that provides the primary protection to the workers from the chemical agent hazard and is under negative pressure relative to the location of unprotected workers. Examples of primary controls are hoods, glove boxes, or rooms under negative pressure relative to the adjacent vestibule, corridor, or room.

**Protective Purposes**
Purposes directly related to protection against toxic chemicals and chemical weapons.

**QL**
chemical agent symbol for the binary precursor O–Ethyl O–2-diisopropylaminoethyl methylphosphonite

**Random drug testing**
A program of drug abuse testing where each member of the testing population has an equal chance of being selected. Random testing may be either testing of designated individual occupying a specified area, element, or position, or random testing of those individuals based on a neutral criterion, such as a digit of the SSN. Individuals will be tested at a minimum for cocaine, marijuana, methamphetamines, opiates, and PCP.

**Recovered chemical warfare material (RCWM)**
RCWM does not fall within the scope of the Army Chemical Surety Program. For information in this regulation, it is defined in DOD 6055.9 as chemical warfare material (CWM), to include chemical surety material and/or associated equipment and surrounding contaminated media, used for its intended purpose or previously disposed of as waste, which has been recovered during a CWM response or by chance (for example, accidental discovery by a member of the public), that DOD has either secured in place or placed under DOD control, normally in a DDESB-approved storage location or interim holding facility pending final disposition.

**Reportable quantities**
For Army chemical agents the reportable quantity is one pound.

**Research chemical agent**
Chemical agents used for the purposes of research, development, acquisition, testing. These include RDTE dilute solutions and neat chemical agents.

**RDTE dilute solution**
Solutions of chemical agents in concentrations and quantities reduced by admixture (dilution) to levels that present significantly reduced hazards (See Table 6–1)

**RDTE surveillance and training quantity**
A quantity of chemical agent that is required for authorized RDTE projects, for specific surveillance programs to obtain data concerning chemical surety material life cycle, or for scheduled training purposes.

**Restricted person**
A person restricted from access to chemical agents for one or more of the following reasons: Is under indictment or has court-martial charges referred to a special or general court-martial that involves a crime punishable by imprisonment for a term exceeding l year. The person has been convicted in any court of the United States of a crime, was sentenced to imprisonment for a term exceeding one year and was incarcerated as a result of that sentence for not less than a year. Is a fugitive from justice. Is an alien illegally or unlawfully in the United States. Has been adjudicated as a mental defective or has been committed to any mental institution within the seven years preceding the person's consideration for access to chemical agents. Is an alien (other than lawfully admitted for permanent residence) who is a national of a country that the Secretary of State has determined (that remains in effect) that such country has repeatedly

provided support for acts of international terrorism. Has by court-martial received a dishonorable or bad conduct discharge.

**Reviewing official**
The commander or designated DOD military or civilian official responsible for chemical surety operations or contracts at a level above (or overseeing) the certifying official, and responsible for monitoring the CPRP and reviewing designated CPRP actions.

**Schedule 1 chemicals**
Those chemicals listed in Schedule 1 of the Chemical Weapons Convention (CWC) Schedule of Chemicals and other toxic chemicals or precursors that: have been developed, produced, stockpiled or used as a chemical weapon; otherwise pose a high risk to the object and purpose of the CWC by virtue of its high potential for use in activities prohibited under the CWC because one or more of the following conditions is met: It possesses a chemical structure closely related to that of other toxic chemicals listed in Schedule 1, and has, or can be expected to have comparable properties; It possesses such lethal or incapacitating toxicity as well as other properties that would enable it to be used as a chemical weapon; or It may be used as a precursor in the final technological stage of production of a toxic chemical listed in Schedule 1, regardless of whether this stage takes place in facilities, in munitions, or otherwise; Have little or no use for purposes not prohibited under the CWC.

**Secondary engineering controls**
The area containing or adjacent to the primary engineering control that will prevent the further release or migration of chemical agent (to adjacent areas or the environment) if released from primary control. Examples of secondary controls are the lab room in which a hood/glovebox is located or a corridor/observation vestibule adjacent to an agent storage/ operations room.

**Senior Mission Commander**
The senior operational commander responsible for executive-level oversight of installation management services, responsible for the primary mission activity. The senior mission commander is a general officer appointed on orders by HQDA.

**Service response force (SRF)**
An Army-level emergency response organization, commanded by a general officer, capable of performing and sustaining the CAIRA mission. The SRF is composed of the IRF and follow-on forces consisting of a staff and specialized teams from various agencies and organizations involved in the response to and recovery from a chemical accident/ incident.

**Short term exposure limit (STEL)**
The maximum concentration to which unprotected chemical workers may be continuously exposed for up to 15 minutes. For GB, GA, GD, and GF, a worker may be exposed to the STEL concentration up to four times per day with at least sixty minutes between successive STEL exposures. For VX, H, HT, and HD exposures, a worker may only have one exposure per day at the STEL concentration.

**Significant medical condition**
Acute or chronic medical condition with a reasonable likelihood of recurrence, which may result in (1) an altered state of consciousness, (2) impaired judgment or concentration, (3) increased risk of impairment if exposed to chemical agents, (4) impaired ability to safely wear personal protective equipment required for the chemical surety position, or (5) inability to perform the physical requirements of the chemical surety position, as substantiated by a CMA to the certifying official. Does not include prior medical conditions, or previously prescribed medication for such conditions, that have resolved without sequel or consequences, i.e., uncomplicated surgeries, lacerations, broken bones, or musculoskeletal injuries.

**Surety Program**
See Chemical Surety Program.

**Suspension**
An action taken to temporarily remove an individual from the CPRP when the certifying official has information that could be expected to affect an individual's job performance or reliability.

**Technical escort**
Individuals technically qualified and properly equipped to accompany designated materiel, which requires a high degree of safety and security during shipment.

**Temporary exclusion area**
The area immediately surrounding chemical surety material that has been removed from its secure container, storage structure, storage area, or other authorized storage configuration. In the absence of positive measures to prevent physical access by unauthorized persons, access to the temporary exclusion area constitutes access to chemical agents.

**Trafficking**
The selling of illegal drugs, or possession with the intent to sell illegal drugs.

**VX**
chemical agent symbol for the nerve agent VX

**VX2**
chemical agent symbol for binary VX

## Section III
## Special Abbreviations and Terms
This section contains no entries.

USAPD

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