



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 3310.1

N20

02 APR 2004

COMNAVREGSW INSTRUCTION 3310.1

Subj: ANTI-TERRORISM (AT) QUALITY ASSURANCE EVALUATION PROGRAM

Encl: (1) CNRSW Force Protection AT Spot Check Worksheet

1. Purpose. To evaluate the professional appearance, qualifications, level of knowledge, supervisory structure, and training of individual Naval Security Force (NSF) members. Facilities and working conditions will also be reviewed.

2. Background. Navy Region Southwest is comprised of 11 Naval installations, spread throughout the States of California, Arizona and Nevada. The NSF that guards these Department of Defense (DoD) assets numbers in excess of 1,600 military personnel, DoD police and contract guards. To professionally meet all regional security requirements, the NSF must strictly maintain the highest professional standards 24 hours a day seven days a week. To gauge how we maintain those standards, the Navy Region Southwest Security Program is instituting a permanent Anti-Terrorism Quality Assurance (QA) Evaluation (spot check) program.

3. Action

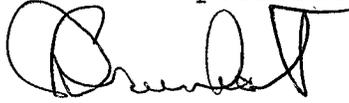
a. The QA team will physically visit and question perimeter Entry Control Points (ECP's), pier ECP's, tower watches, Vehicle Inspection Teams, mobile patrols and Commercial Vehicle Inspection Stations. Upon completion of the evaluation, the work sheet and written report will be provided to the affected installation Commanding Officer and Site Manager for review and action as appropriate. AT spot checks will be conducted by a team of designated Security Program Staff, which will include but not be limited to, the Chief of Police, Assistant Chief of Police, selected Security Program Training Instructors and Marine Cadre. The evaluation will be limited to observation of the security personnel on watch, records review and questions to the NSF. To prevent hazardous Blue on Blue engagements, unscripted drills or exercise type scenarios will not be conducted. This evaluation will limit itself to observation of NSF watch standers carrying out their duties and onsite questions/interviews of those watch standers.

b. The AT evaluations will be unannounced and randomly conducted on all three shifts at each metro area installation.

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c. The AT Spot Check Sheet, enclosure (1) and instructions are provided to allow the Site Managers and supervisory staffs to become familiar with the program. This evaluation is not an inspection, rather it is a snapshot evaluation designed to provide both regional and installation leaders with unbiased feedback on adherence to standards and policies in effect.



A. D. BRUNHART
Deputy and
Chief of Staff

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CNRSW Force Protection AT Spot Check Sheet

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INSPECTOR: _____ **TITLE** _____ **DATE:** _____ **TIME:** _____

Location

COMPLEX		BASE		POST/ZONE	
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Watch Stander's Appearance

NAME	RATE	UNIFORM	FOOTWEAR	GROOMING	REMARKS

Watch Stander's Qualifications

NAME	PHASE II	DEADLY FORCE	CPR/ FIRST AID	FIREARMS	REMARKS

Watch Stander's Professional Knowledge

NAME	TOPIC	RESPONSE	REMARKS

Post Condition

TOPIC	SAT	UNSAT	REMARKS
CLEANLINESS OF AREA			
TRASH CAN			
POST ORDERS			
GENERAL ORDERS			
LOG BOOK			
LIGHTING			
BOLLARDS			
ELECTRICAL PANELS			
TELEPHONE			
PROHIBITED ITEMS			
BOOKS, MAGAZINES, NEWSPAPERS, ETC.			
PERSONAL RADIO, TELEVISION, LAPTOP, ETC.			
PERSONAL CELLULAR PHONE			
FOOD/DRINK			
TOBACCO PRODUCTS			
PERSONAL VISITORS			

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CNRSW Force Protection AT Spot Check Instructions

Part 1: Complete by entering the Inspector's Name, Title, Date and Time of the Inspection.

Part 2: Enter the Complex, Base and Post Inspected.

Part 3: **Watch Stander's Appearance.** Enter the Name and Rate of each Watch Stander present at the post. Visually inspect each Watch Stander's Uniform, Footwear and Grooming. Use the space under each topic to describe Inspection results. Outstanding, Acceptable and Unacceptable ratings will be applied to each topic area. The remarks column will be used to describe all outstanding and unacceptable ratings.

Part 4: **Watch Stander Qualifications.** Enter the Watch Stander's name in the first field. The Inspector will review the Watch Stander's Training Records and enter the completion date of each topic area. The remarks block will be used to identify any mandated training or qualifications that are not current.

Part 5: **Watch Stander's Professional Knowledge.** The Inspector will ask the Watch Stander questions directly related to the performance of duties associated with the post. The topic column will be used to record the question topic. The response column will be used to identify the Watch Stander's response, use Outstanding, Acceptable or Unacceptable. The remarks section will be used to describe all Outstanding and Unacceptable responses. The following are examples of questions and appropriate entries:

- Q. How do you greet a driver whose vehicle displays a blue sticker with white stars, Captain's insignia or decal with a blue activity strip?
- A. Move from parade rest to attention as the vehicle approaches extend the left arm straight out to the side with a flat hand facing the driver as an indication to stop. After the vehicle stops, come to attention and render a hand salute. Check the driver's identification card and render a hand salute to the driver, if an officer. Once the hand salute is rendered wave the vehicle on by bringing the right hand sharply across the chest.
- Q. How do you activate the Hydraulic Bollard System at this Post?
- A. I was not aware there was a Hydraulic Bollard System at the Post.
- Q. What are the procedures for allowing Taxi's through this post?
- A. No Taxi's are authorized to enter the installation.
- Q. What are the procedures for a gate runner?
- A. Immediately notify Dispatch via radio. Provide a complete vehicle description to include make, model, color, license plate number and the last known direction of travel.

SAMPLE

Watch Stander's Professional Knowledge

NAME	TOPIC	RESPONSE	REMARKS
SMITH	OFFICER DECALS	OUTSTANDING	DEMONSTRATED AN INDEPTH KNOWLEDGE
JONES	BOLLARD OPERATION	UNACCEPTABLE	HAD NO KNOWLEDGE OF THE BOLLARD SYSTEM
JOHNSON	TAXI POLICY	ACCEPTABLE	
DAVIS	GATE RUNNER	ACCEPTABLE	DIDN'T PROVIDE DESCRIPTION OF OCCUPANTS

The following topic areas should be addressed: Suspicious Persons, Foreign Visitors, Vehicle Inspections, Stopping a Vehicle, Turning a Vehicle Around, Denying Facility Access, Handcuffing Techniques, Search Techniques, Contact and Cover Officer duties and responsibilities, Officer Safety, Radio Communications, Military Bearing, Sentry Arm and Hand Signals, Bomb Threat Procedures, Photography, Installation Familiarization, etc...

Part 6: **Post Condition.** The Inspector will examine each of the areas identified and document the results as Satisfactory or Unsatisfactory. The Remarks section will be used to describe all unsatisfactory entries. The last entries under "Prohibited Items" require an entry in the Remarks column. Please describe the policy breach.