

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC REGULATION
No. 50-1

9 January 2004

Chemical and Biological Surety Materiel

AMC SURETY MANAGEMENT REVIEWS
AND
EMERGENCY RESPONSE EXERCISE EVALUATIONS

Supplementation of this regulation is prohibited unless prior approval is obtained from the proponent.

	Paragraph	Page
Purpose.....	1.....	1
Applicability.....	2.....	1
Policy	3.....	1
Responsibilities	4.....	2
Procedures	5.....	3
APPENDIX A. Surety Management Review Support Requirements	A-1	
B. Guidelines for the Conduct of Surety Management Reviews	B-1	
C. References	C-1	

1. **Purpose.** This regulation establishes command policy, responsibilities, and procedures for the U.S. Army Materiel Command (AMC) Surety Management Review (SMR) program, and for HQ AMC evaluation of surety emergency response exercises.

2. **Applicability.** This regulation applies to all AMC organizations and activities with surety program management responsibilities.

3. **Policy.**

a. Command policy.

(1) The SMR program is an integral part of the HQ AMC surety program mandated by the Department of Army. The SMR program serves to monitor chemical and biological surety mission functions and simultaneously provide assistance to unit commanders/directors. This program encompasses all aspects of chemical and biological surety operations, as well as their supporting activities. The program is conducted by systematic review of units' processes to accomplish assigned surety missions in a safe, secure manner with reliable personnel,

*This regulation supersedes AMC-R 50-1, 1 June 1992.

to include emergency response capabilities. It also covers the surety management support provided to and within the command.

(2) Reviews are performed using consistent methodology to reflect the emphasis placed on these missions by the AMC Commanding General and to foster standard surety practices throughout the command. Major Subordinate Commands (MSC) and unit commanders/directors may participate directly in the planning and conduct of reviews to ensure that their needs are fully incorporated in the SMR.

(3) Review team members will provide advice and assistance to the unit as an integral part of the review process, and will participate actively in the correction of observed shortcomings if the unit commander/director desires this assistance.

(4) The chemical and biological emergency response exercise programs are conducted to ensure comprehensive Major Army Command (MACOM) oversight and evaluation of Initial Response Force (IRF) and Service Response Force (SRF) capabilities. These programs ensure proper execution and adequacy of the response plan, responder training, and responder familiarity with response procedures and equipment. They also may examine the adequacy of external agreements and the availability and adequacy of emergency equipment and medical support.

b. Frequency of SMRs and emergency response exercise evaluations.

(1) SMRs will normally be conducted at each AMC unit that has custody of or management responsibilities for chemical or biological surety materiel approximately mid-cycle (nine months) between the Department of the Army Inspector General (DAIG) surety inspections. However, reviews may be made of any AMC units with surety management or support missions as circumstances dictate.

(2) AMC oversight of chemical IRF exercises will be conducted concurrently with the Chemical Stockpile Emergency Preparedness Program (CSEPP) exercises whenever practical, or installation-managed IRF exercises. The AMC HQ Surety Office will conduct oversight of IRF exercises at one third of AMC chemical installations during each fiscal year.

(3) Oversight of chemical SRF exercises will be conducted at intervals not less than every two years.

4. Responsibilities.

a. This section defines responsibilities for the AMC SMR program and the evaluation of emergency response exercises.

b. The AMC G3 has proponentcy for and direction of these programs.

c. The HQ AMC Surety Office will:

- (1) Develop and publish SMR and emergency response exercise evaluation schedules.
- (2) Recruit support and augmentation personnel as required.
- (3) Promulgate special subjects of SMR interest.

(4) Conduct SMRs of each AMC unit that has custody of or management responsibilities for chemical or biological surety materiel approximately mid-cycle between the DAIG surety inspections. This includes any contractor facilities that have been provided any chemical or biological materiel that is AMC property.

(5) Evaluate emergency response exercises of AMC chemical and biological surety materiel custodial units at a frequency as established in paragraph 3b(2) and (3) above.

(6) Conduct special/unannounced SMRs as directed.

(7) Prepare/publish reports of SMRs/emergency response exercises.

(8) Provide recommendations regarding the correction of findings observed during reviews and exercises, and provide assistance, as requested.

d. Upon request of the HQ AMC Surety Office, subordinate command headquarters, depots, activities, and organizations will provide qualified personnel to serve as team members. Team members must have expert knowledge of their functional areas, and will be under the operational control of the team chief while on site. Team members must also be available to participate in the preparation and follow-up assistance phases of the review, as needed.

e. The HQ AMC Surgeon, in coordination with the U.S. Army Medical Command (MEDCOM), will arrange for an Army Medical Department officer as a team member at all reviews and exercise evaluations.

5. Procedures.

a. SMRs:

(1) Schedules. Announced SMR schedules will be prepared and coordinated with appropriate HQ AMC staff offices and individual MSCs (as appropriate).

(2) Unannounced SMRs, as directed by AMC leadership, will be coordinated with HQ AMC staff as required.

(3) Unit notification:

(a) For scheduled and announced reviews, the HQ AMC Surety Office will provide, 30 days prior to the SMR, a planning document to the commander/director of each organization or

activity. The planning document will specify information and support required (see Appendix A). Specific arrangements concerning the sequence of events may be included in the planning memorandum or coordinated directly between the HQ AMC Surety Office and the unit by telephone, data-fax or e-mail. Team composition will be provided to the affected installation as soon as known.

(b) Special reviews will be preceded by a planning document that provides essential information on the review schedule and scope. The planning document availability to the installation will be dependent on the timing of the tasking as directed by AMC leadership or Higher Headquarters. Team composition will be provided to the affected installation as soon as known.

(c) Units will be informed of unannounced reviews by telephone not more than 24 hours prior to team arrival; scope and team membership will not be announced until arrival of the team.

(4) Guidelines for the conduct of SMRs are provided in Appendix B.

b. Emergency response exercise evaluations:

(1) Schedules. Units with a surety mission will submit, through command channels to HQ AMC Surety Office, an emergency response exercise schedule for the following calendar year. Submissions are due to the HQ AMC Surety Office NLT 15 August annually. The emergency response exercise evaluation team will schedule and announce an evaluation schedule NLT 15 September annually.

(2) Unit notification:

(a) For scheduled and announced emergency response exercise evaluations, the HQ AMC Surety Office will provide, 30 days prior to the exercise, a planning document to the commander/director of each organization or activity. The planning document will specify information and support required. Specific arrangements concerning the sequence of events may be included in the planning memorandum or coordinated directly between the HQ AMC Surety Office and the unit by telephone, data-fax or e-mail. Team composition will be provided to the affected installation as soon as known.

(b) Special emergency response exercise evaluations will be preceded by a planning document that provides essential information on the schedule and scope of the evaluation. The planning document availability to the installation will be dependent on the timing of the tasking as directed by AMC leadership or higher headquarters. Team composition will be provided to the affected installation as soon as known.

(c) Unannounced emergency response exercise evaluations may be conducted as directed. Units will be informed of unannounced evaluation by telephone not more than 24 hours prior to team arrival; scope and team membership will not be announced until arrival of the team.

c. Post SMR/emergency response exercise evaluation actions:

(1) The final SMR or emergency response exercise evaluation report will be provided to the affected unit Commander/Director with copies provided to the MSC, HQ AMC Command Group, and others as deemed appropriate by the HQ AMC Surety Office. Additionally, the HQ AMC Surety Office will retain a copy for use in planning subsequent reviews. These reports as well as other source evaluation reports will be used, without attribution, as source documents to publish periodic summaries of review/evaluation results.

(2) The unit commander should act on all observations in the report of review, and document the actions taken for consideration during the next SMR/emergency response exercise evaluation activity.

(3) The HQ AMC Surety Officer will, at his/her discretion, request written responses to selected findings in order to determine the adequacy of corrective actions.

(4) Findings attributed to external support agencies will be forwarded by the HQ AMC Surety Office, through appropriate channels, to the applicable MACOM or AMC MSC. A written response may be requested for selected findings. Responses will be addressed to HQ AMC Surety Office with a copy furnished to the applicable installation.

(5) The HQ AMC Surety Office will immediately report any finding that critically impacts the organization's ability to execute mission operations in a safe or secure manner to the appropriate MSC commander and HQ AMC. This notification will describe the situation, recommend corrective action, and, if required, include a recommendation to suspend or restrict operations until corrected.

The proponent of this regulation is the G-3 Surety Office, Headquarters, U.S. Army Materiel Command. Users are invited to send comments and suggestions for improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) format to the Commander, U.S. Army Materiel Command, ATTN: AMCOPS-S, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

FOR THE COMMANDER:

OFFICIAL:

RICHARD HACK
Lieutenant General, USA
Deputy Commanding General

MICHAEL D. COLTON
Chief, IT Programs Division

APPENDIX A

SURETY MANAGEMENT REVIEW SUPPORT REQUIREMENTS

A-1. **General** The support requirements in this appendix are essential to effective reviews.

A-2. **Preparatory requirements** The reviewed unit will provide the following to the HQ AMC Surety Office within ten days of the date of SMR notification:

- a. Name, electronic mail address, data-fax number and telephone number of the unit coordinator for the visit.
- b. An electronic copy of the installation Emergency Response Plan (ERP), with the most recent changes, to include the Chemical and/or Biological Materiel Annexes, if not previously provided to the HQ AMC Surety Office.
- c. A listing of all local regulations and standing operating procedures (SOPs) that pertain to surety operations.
- d. A schedule of proposed surety operations to be conducted during the identified time frame.
- e. A list of activities on the installation during the scheduled visit which could potentially conflict with the SMR (e.g., tactical training, contractor operations, official visitors).
- f. Accessible vehicle gates and hours of operation.
- g. The location of the team meeting room and where scheduled briefings will take place.

A-3. **On-Site support requirement** The HQ AMC Surety Office will require the following support during reviews.

- a. Badges and entry control rosters for entry into controlled areas.
- b. Publications, plans, SOPs, records, reports, waivers, exemptions and authorized deviations from surety requirements granted by the local commander or higher authority, Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU) for external support, and other correspondence related to the surety mission.
- c. Records pertaining to all unit emergency response exercises held since the last SMR.
- d. A copy of an installation map.
- e. Protective masks, protective clothing, and safety equipment as needed for the chemical sites.

- f. Government vehicles to transport personnel, as necessary.
- g. As appropriate, a team meeting room with chairs and work tables or desks. The following should also be in the room:
 - (1) Telephones (2 ea) with DSN (if available) and commercial capability.
 - (2) A computer loaded with Microsoft Office, printer, and paper.
 - (3) One copy of the unit organization chart.
 - (4) A point of contact (POC) list, to include names, office location and telephone numbers of key personnel.
 - (5) A list of shortages in personnel, equipment, publications, or repair parts that affect the accomplishment of the surety mission.
 - (6) The authorized and assigned strengths of the unit, to include security forces, and projected gains and losses.
 - (7) Three copies of the Chemical or Biological Duty Position Roster (CDPR or BDPR).
 - (8) The results of surety inspections and reviews conducted by higher headquarters since the last SMR.
- h. Access to the team meeting room during normal working hours, with provisions for the room to be secured when unoccupied.
- i. Services of a person who can assist with obtaining equipment, supplies and services other than listed here.

APPENDIX B

GUIDELINES FOR THE CONDUCT OF
SURETY MANAGEMENT REVIEWS**B-1. Briefings**

a. The reviewed unit will present a briefing on the unit's surety program, in-progress operations that affect areas of review interest, surety problems and corrective actions planned or initiated, accidents or mishaps since the last SMR, and installation peculiar safety and security requirements. A formal safety briefing to orient team members with safety hazards or local prohibitions unique to the unit should be presented by the unit safety officer, and should include actions to be taken by review team members in the case of an actual emergency.

b. The unit will brief selected review team members separately on technical operations and emergency response. Safety briefings on specific areas may be presented separately to those individuals accessing those specific hazard areas.

(1) The technical operations brief should consist of an exchange of information between team members and installation representatives to validate the technical operations schedule and assess the options for rescheduling technical operations if this becomes necessary during the visit.

(2) The emergency response brief should include comments on Maximum Credible Events (MCEs) and Most Probable Events (MPEs), assembly points for response teams and the response force chain of command. The brief should also cover external support provided to the unit by formal agreement or support plan (e.g., contractor personnel, Explosive Ordnance Disposal (EOD), MEDCOM, Technical Escort Unit (TEU), and SRF elements).

c. The unit will provide briefings on other select subjects as requested by the review team.

B-2. Operations The review will be based on examination of published plans, procedures, records and reports; interviews to determine the knowledge and competency of personnel; examination of facilities, equipment, and representative stocks; proficiency demonstrations to assess unit capability to perform mission operations; and records pertaining to security and emergency response exercises. These techniques will serve to confirm the adequacy of programs to reinforce effective policies and proper procedures. Systemic root causes of non-compliance will be determined, if possible. Regularly scheduled operations should be used for proficiency demonstrations whenever possible.

B-3. Reports

a. Review team members will brief appropriate individuals regarding their observations at the conclusion of each review phase. If necessary, review team personnel may do additional research before conducting such briefings.

b. The SMR team chief will advise the commander of significant observations as the review progresses.

c. Upon completion of the review, the SMR team chief will give the commander a draft summary of review results, pending publication of the final report. An exit critique will be conducted to brief the commander and staff on all matters addressed in the draft report.

APPENDIX C

REFERENCES

- | | |
|-------------|--|
| AR 50-6 | Chemical Surety |
| AMC-R 1-201 | Army Materiel Command Oversight Policy |