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**COMMANDER, NAVY INSTALLATIONS COMMAND
NAVY SECURITY FORCE TRAINING MANUAL
(NSF TRAMAN)**



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From: Commander, Navy Installations Command

Subj: NAVY SECURITY FORCE TRAINING MANUAL

Ref: (a) See appendix A

1. Purpose. To provide Region Commanders, installation Commanding Officers, Security Officers, Antiterrorism Officers, installation Training Officers and Emergency Management Officers with a comprehensive, standardized and aligned resource for all shore security force training, assessment and certification requirements aimed at mitigating residual risk within the Antiterrorism program. This manual provides guidance for certifying the Navy Security Force throughout the Navy shore enterprise per references (a) through (ai).
2. Cancellation. CNICINST 3502.2.
3. Scope and Applicability. This manual applies to Commander, Navy Installations Command (CNIC) headquarters and Regions.
4. Records Management. Records created as a result of this manual, regardless of media and format, must be managed per SECNAV M-5210.1 of January 2012.
5. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N3) will review this manual annually on the anniversary of its effective date to ensure applicability, currency and consistency with Federal, DoD, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This manual will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date or granted an extension.
6. Forms Management. The following forms are available at:
<https://g2.cnic.navy.mil/tscnichq/N3/N3E/Shared%20Documents/Forms/AllItems.aspx>
 - a. DD Form 2760 Qualification to Possess Firearms or Ammunition

- b. SF-182 Authorization, Agreement and Certification.
- c. CNIC Equipment Request.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC G2,
<https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

RECORD OF CHANGES

Change	Date of Change	Date Entered	Entered By Number

EXECUTIVE SUMMARY

The Commander, Navy Installations Command (CNIC) Navy Security Force Training Manual (NSF TRAMAN) is the primary source of processes and procedures for all facets of individual, unit level and integrated training management, execution, assessment and certification of the NSF. The NSF TRAMAN provides common policy, guidance and practices aligned to deliver continuous improvement via the recurring Navy Warfare Training System process cycle: requirements, plans, execution and assessment. The requirements contained in this manual are applicable to all CNIC NSF. This TRAMAN also assigns support responsibilities to other CNIC HQ N-Codes/Departments.

Chapter 1 - Provides background, policy, roles and responsibilities and an overview of the core capabilities to which the NSF must train to be an effective force. This chapter also outlines the CNIC NSF training and certification cycle, to include all phases and requirements.

Chapter 2 - Outlines all initial training requirements for the various components of the NSF to include requirements for documentation and reporting of in-house training.

Chapter 3 - Highlights all watchstation requirements for the NSF, including personnel qualification standards (PQS), job qualification requirements (JQR), national incident management system (NIMS)/incident command system (ICS) requirements and whether an oral board or written test is required.

Chapter 4 - Provides guidance on annual sustainment training mandated by various Department of Defense (DoD) and Office of the Chief of Naval Operations (OPNAV) instructions for the NSF and specific requirements for the Auxiliary Security Force (ASF).

Chapter 5 - Outlines the purpose and scope of the field training program, including the required minimum qualifications and duties of the Field Training Officer, and expectations of Navy Civilian Police, Master-at-Arms and Navy Security Guards trainees once they successfully complete the program.

Chapter 6 - Provides an overview of the harbor patrol unit and harbor security boat (HSB) task organization as it pertains to installation force protection and outlines the specific qualifications for each crewmember as well as the management of their training continuum.

Chapter 7 - Outlines the purpose and responsibilities of Region, installation and AT training teams in validating and assessing an installation's capability to perform command, control and communication (C3) functions, multi-functional integration and execution of published Antiterrorism plans.

Chapter 8 - Outlines exercise types and their roles in validating and testing installation response capabilities and increasing unit proficiency in preparing for, recovering from and mitigating effects of identified hazards.

Chapter 9 - Provides an overview of assessment team training and qualification requirements.

Chapter 10 - Outlines certification and assessment authorities and procedures, including installation Self-Assessments (SA), Command Assessment For Readiness and Training (CART), Region Assessment (RASS), Final Evaluation Problem (FEP) and certification and how each event will contribute to continuous sustained readiness required of NSF.

Chapter 11 - Provides an overview of training documentation and reporting tools, including their components, roles and overall purpose.

Chapter 12 - Provides a guideline for Regions and installations to request NSF training equipment and a method to recommend modifications to their Table of Allowance and Authorized Equipment List.

Chapter 13 - Provides guidance and direction on how CNIC will determine installation security awards.

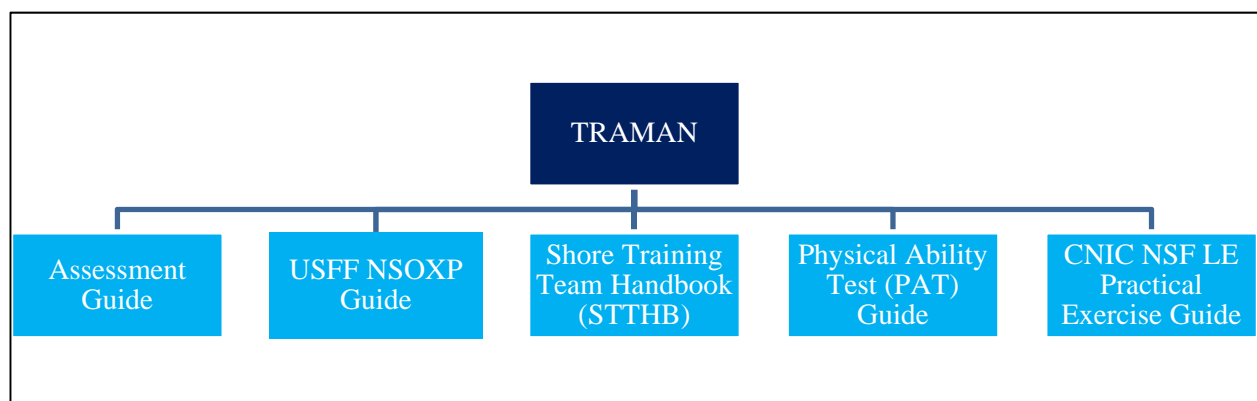
APPENDIX A - References

APPENDIX B - Acronyms

APPENDIX C - Assessment Guide - Provides administrative program grading check sheets as assessment criteria.

APPENDIX D - NSF Notional Training and Certification Cycle - Provides a comprehensive roadmap of the NSF training to certification cycle.

Training Manual Linkages



NOTE: GCC/NCC may have additional operational requirements specific to their area of responsibility (AOR) and those should also be reviewed/utilized during all assessments.

The training manual linkages shown above are supporting resource and reference documents. All documents listed above are considered to be part of the TRAMAN and must be used in conjunction with the TRAMAN for a successful certification. All will be posted on the CNIC

G2 portal and will contain hyperlinks to reference documents. These documents articulate guidance and requirements for security programs and will be followed as required.

Shore Training Team Handbook - (STTHB) - Will be used throughout the NSF training and certification cycle and includes all shore enterprise standardized templates, drill packages, safety and training timeout procedures, etc. The STTHB will be used by the Antiterrorism Training Team (ATTT) for NSF training assessment.

Physical Ability Test (PAT) - Guide provides guidance on how to administer the PAT.

NSF LE Practical Exercise Guide - Is used to enhance annual individual sustainment training through practical exercises.

USFF Navy Security Operations Exercise Program Guide - Contains the grading criteria for AT exercises. The Assessment Guide and STTHB will be updated as requirements change.

CNIC Assessment Guide - Provides further guidance to enhance mission accomplishment while providing the installation the ability to conduct a comprehensive program review using the same standard throughout the enterprise. This tool is designed to objectively evaluate the effectiveness and adequacy of the security programs and their implementation at the tactical level.

All of the documents above may be found on the CNIC G2 portal at:

<https://g2.cnic.Navy.mil/public/hq/CART/SECO%20TOOLBOX/Forms/AllItems.aspx>

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CHAPTER 1 TRAINING OVERVIEW

0101. General. This manual provides a common training and certification framework for NSF during routine and emergency response operations for all hazard incidents and applies to all CNIC headquarters, Regions and installations and activities with established security departments.

0102. Background. This manual incorporates all aspects of the Navy Security Force (NSF) (Antiterrorism (AT), law enforcement (LE) and physical security (PS) capabilities) training and certification approach to ensure installation security force readiness while managing risk. Other Installation program directors will support the NSF in planning exercises, collecting after action reports and developing plans to correct identified deficiencies.

a. The requirements in this manual apply to all NSF personnel ashore, including those assigned to joint bases and, active and reserve Security Officers and Directors, Master-at-Arms (MA), Navy civilian police (NCP), Navy security guards (NSG), auxiliary security force (ASF) and contract guards.

b. As a result of additional training requirements being levied upon the NSF, Installation Training Officer's (ITO) and Emergency Management Officer's (EMO) will assist the ATTT in managing the training and exercise program and the development of integrated exercises in order to validate the installation AT plan and response procedures. Additionally, the ITO and EMO will support drills/exercises which will lead to an emergency operations center (EOC) activation and ultimately an evaluation of the entire installation response capability.

NOTE: EMOs at group three installations function as the EMO and ITO and shall assist in planning efforts.

0103. Policy. This manual does not directly apply to afloat units, however, installation and afloat Commanding Officers (CO) should take every opportunity to train together to close the ashore/afloat seam as it relates to force protection (FP) and per reference (f). The supplements to reference (f) support installation waterfront battlespace management through the standardization of operational requirements, procedures and integration of afloat and ashore security measures.

a. Where this manual conflicts with the Geographic Combatant Commander (GCC) or assigned operational commander (i.e., Naval Component Commander (NCC)) protection requirements, GCC and NCC requirements take precedence. In Regions where this occurs, Region staffs will notify CNIC Force Protection Program Director (N3AT) of any deviations from the training and certification requirements directed herein.

b. Deviation from the policy and standards in this manual must be documented and approved by CNIC. A request to deviate (waiver) must be submitted by the installation CO to CNIC, via Region Commander (REGCOM) and CNIC (N3AT), informing the NCC. This requirement does not preclude a CO's inherent responsibility to report degradation of readiness via the chain of command. Any deviation (waiver) from GCC/NCC requirements will be coordinated between CNIC (N3AT) and NCC. Mitigation efforts must be addressed if a requirement cannot be met by the installation, furthermore, the mitigation must be clearly articulated in the waiver request.

c. The policy language used in this manual includes:

(1) Mandatory compliance with policies and procedures include the word "will." The inability to meet these requirements necessitates a request for a waiver or exception.

(2) Recommended compliance with policies and procedures include the word "should." These recommendations provide a framework that supports the mandatory policies.

(3) Optional procedures include the words "may, need not or can." These are not requirements, but are possible actions or measures to take at the discretion of the responsible party.

(4) Prohibited procedures include the words "will not" if the action is prohibited without prior authorization. Actions that are ill-advised, but left to the responsible party's judgment include the words "should not."

(5) An implied task is one that must be performed in order to accomplish the mission or specific function, but is not necessarily stated in higher headquarters (HHQ) guidance.

d. Prior to implementing the training requirements applicable to NCP/NSG identified within this manual, Region Program Managers and Installation COs will ensure union notification and subsequent bargaining impact and implementation (I&I) requirements have been satisfied. Moreover, Region program managers will ensure position descriptions and notices on vacancy announcements contain language that each officer will be required to attend apprentice training, complete sustainment training and pass an annual physical ability test.

e. The NSF training and certification of joint bases will be predicated upon Department of Defense (DoD) joint basing policy and Intra Service Support Agreements (ISSA). Where this manual's requirements may be in conflict with joint or ISSA policy, defer to DoD joint basing policy.

f. The training and certification cycles of those installations located outside the continental United States (OCONUS) which experience extremely high turnover rates (e.g., NSA Bahrain) will be scheduled and coordinated by CNIC Director of Assessments (N3E) and Region (N3AT) on a case-by-case basis.

g. This manual establishes new policy where no guidance previously existed.

0104. Roles and Responsibilities

a. CNIC will:

(1) Establish and monitor installation training/readiness standards at each installation throughout the readiness cycle.

(2) Ensure all NSF unit level training and assessment events are planned and executed as prescribed by this manual and will coordinate with Regions and NCCs ensuring these and other operational requirements are properly scheduled.

(3) Provide standardized and aligned training solutions and assistance throughout the training and certification cycle.

(4) Operationally certify installation NSF in unit level training per this training manual, ensuring respective GCC/NCC operational requirements are met.

(5) Coordinate with United States Fleet Forces (USFF) and Commander, U.S. Pacific Fleet (PACFLT) regarding executive agent (EA) FP issues.

b. NCCs are encouraged to:

(1) Establish specific geographical training requirements for installations in their area of responsibility (AOR) and monitor training/readiness of each installation throughout the readiness cycle.

(2) Ensure installation NSF unit level training and assessment events are planned and executed as prescribed by this manual.

(3) Assess and validate NCC training requirements and benchmarks for compliance during major assessment events (e.g., CART and FEP).

(4) Observe and provide concurrence or non-concurrence on overall assessment to the assessment team lead during both the CART and FEP.

(5) Coordinate with numbered fleet commanders and advocate for NSF training opportunities that will help close the ashore and afloat security seam.

c. CNIC Director of Operations (N3) is responsible for:

(1) Maintaining a qualified team of SMEs to conduct comprehensive program reviews/assessments and make recommendations on NSF readiness.

(2) Receiving, reviewing, tracking and forwarding installation CART/FEP assessment failure remediation plans to CNIC (N00).

(3) Receiving and reviewing watch bills, qualifications, completed training, drill plans and the command improvement plan IP from the Region (N3) on a weekly basis, for those installations not certified during the FEP.

(4) Developing a triennial schedule of comprehensive program reviews/assessments to oversee program management/training requirements compliance of security forces ashore.

d. CNIC Force Protection Program Director (N3AT) is responsible for:

(1) Identifying HHQ training, assessment and certification requirements, developing policy for subordinates and determining potential impacts of policy changes.

(2) Conducting force protection program planning and resourcing as outlined in reference (a) based on assessment trend data and emerging resource requirements.

(3) Providing force protection policy, procedures, standards of service and practices for effective and efficient management of installation NSF.

(4) Developing, managing and distributing an ashore NSF Authorized Equipment List (AEL).

e. CNIC Port Operations Program Director (N31) is responsible for:

(1) Establishing policy, guidance, management and oversight of the Shore Installation Management Basic Boat Coxswain (SIMBBC) program.

(2) Delivering the SIMBBC course (CIN: S-540-1007).

(3) Maintaining and updating the Shore Installation Management Basic Boat Coxswain and crew member PQS (NAVEDTRA) 43606.

f. CNIC Director of Assessments (N3E) is responsible for:

(1) Maintaining the overarching standardized NSF certification program.

(2) Assessing and making recommendations to improve installation defensive measures and planning to reduce vulnerability to terrorist acts.

(3) Collaborating with AT stakeholders (USFF, NCCs and REGCOMs) to develop and implement a seamless installation certification process designed to integrated ashore training requirements with fleet readiness plans.

(4) Oversight of the mobile training team's (MTT) to improve ashore NSF training and operational execution.

(5) Monitor force protection readiness within the CNIC enterprise through assessment data collection. Maintain three years of assessment data and, based on analysis of the data and trends, make recommendations to CNIC (N3) to improve security resourcing.

g. CNIC Training and Exercises Program Director (N36) is responsible for:

(1) Scheduling, coordination and delivery of training via the Emergency Operations Center MTT.

(2) Shore enterprise force protection exercise planning and coordination (e.g., Solid Curtain and CNIC Citadel series exercises).

(3) Training/assessing the Emergency Operations Center/Region Operations Center (ROC) watch team's during formal EOC/ROC course deliveries.

(4) Developing ITO training curriculum which supports the validation of response plans.

h. REGCOMs are responsible for:

(1) Adhering to requirements set forth in this manual, utilizing references (a) through (ai).

(2) Overall coordination and direct oversight of installation unit level training to include basic, intermediate and advanced NSF qualification and proficiency from self-assessment (SA) to FEP/Certification.

(3) Requiring COs to execute established plans, policies and procedures and implement lessons learned and best practices.

(4) Ensuring installation NSF SAs occur annually and are reported during off-cycle years. Installations are required to conduct at least one comprehensive program review annually, which the SA fulfills, to verify:

(a) Incorporation of mandatory program elements, placing special emphasis on reviewing the effectiveness and thoroughness of the risk management process and its alignment with all-hazards assessments, physical security and other risk assessment programs.

(b) Security programs and response plans are viable and executable with local operational environment constraints and conditions considered.

(c) Comprehensive program reviews address the affected GCCs AT plans and guidance.

(5) Annual monitoring and oversight of NSF training to ensure program compliance, tactical proficiency and overall readiness.

(6) Supporting assessments, including CART and FEP/Certification, by having at least one Region representative present to take action on identified deficiencies and report back to REGCOM.

(7) Coordinating and executing a comprehensive mid-cycle assessment, Region assessment (RASS), resulting in a recommendation to CNIC that the installation's NSF is either "ready to certify" or "not ready to certify" (at FEP) using the assessment guides, shortfalls and the locally generated command improvement plan IP to assess capabilities.

(8) Notify CNIC, with info to their respective NCC, of the RASS results for all installations within their AOR.

(9) Ensure Navy installations unable to implement all aspects of this manual request a deviation as required per reference (a) and provide reasonable mitigations to offset additional operational gaps.

(10) If an installation fails to certify, ensure an effective mitigation plan is implemented to include direct Region oversight and manning, as appropriate, until the situation is remedied.

i. Installation Commanding Officers are responsible for:

(1) Maintaining a trained and certified security force capable of protecting resources, facilities, mission critical assets, critical infrastructure and personnel under their authority (including family members and civilians when applicable) and providing access control consistent with HQ directives and current threat, risk, vulnerability, criticality, assigned roles, missions and resources.

(2) Maintaining a comprehensive watch bill/duty roster of qualified NSF personnel and certified watch teams, per this manual. Installation NSF watch bills will be approved by the CO at small installations (installations with no flight line or port facility) or their designee (Security Officer) at large, more complex installations (installations with a flight line, port facility or both), to ensure a balanced distribution of duty assignments of assigned NSF supervisory personnel at all times, per the MPV-P model.

(3) Ensuring the ITT is trained, designated in writing and capable of assisting the ATTT in executing all integrated drills/exercises. The ITT will attend all NSF MTT sessions to maintain consistency in the NWTs.

(4) Reporting to the REGCOM on matters relating to the training status of assigned NSF. This includes, during off-cycle assessment years, conducting and reporting the completion of annual SAs using the assessment check sheets outlined in this manual.

(5) Ensuring reserve force NSF units are manned, trained and equipped to meet mission readiness requirements as set forth in this manual.

(6) Ensuring the leadership triad (CO, Executive Officer (XO), Senior Enlisted Advisor) conduct post checks at NSF posts on a recurring basis to verify material condition of the post, receive sentry post report's and conduct level of knowledge inquiries, in an effort to maintain the highest standards and consistency from post to post and shift to shift. Ensure all triad post checks are logged into the post log with appropriate time and date.

(7) Adhering to requirements set forth in this manual and utilizing references (a) through (ai). COs will work with their human resources office (HRO) to ensure union notification and I&I bargaining of appropriate arrangements (if applicable) is completed prior to manual implementation. Installation COs will ensure all bargaining unit and I&I requirements are complete prior to implementing the requirements of this manual.

j. Installation Security Officers (SO)/Security Director (SECDIR). For the purposes of this manual, the title and responsibilities are the same for the SO and SECDIR and consist of:

(1) Maintaining a trained, qualified and certified security department.

(2) Complying with all requirements of this TRAMAN and immediately commence preparation for NSF certification.

(3) Ensuring NSF members, including assigned reserve NSF personnel, receive required individual and unit level training as stipulated herein.

(4) Identifying deficiencies during the SA and CART and developing a command improvement plan IP to track and rectify all verified weaknesses.

(5) Establishing an annual comprehensive installation NSF training plan, from the installation's initial SA through FEP/Certification. Maintaining three years of records for comprehensive program reviews, completed training and unit level training required to support mission effectiveness.

(6) Verifying completion of training and ensure training is correctly documented in DHART. Conduct spot checks to verify objective quality evidence (OQE) exists for documented training. The SO will conduct spot checks on 10 percent of all NSF training records on a quarterly basis.

(7) Conducting post checks at all NSF posts on a recurring basis to verify material condition of the post, receive sentry post report and conduct level of knowledge inquiries, to maintain the highest standards and consistency from post to post and shift to shift.

(8) Notifying the CO anytime there is a degradation in NSF readiness, to include personal protective equipment.

(9) Encouraging NSF personnel under their charge to attain the highest level of qualification possible. Personnel will continue to pursue qualifications until the highest possible qualification is attained and documented in DHART.

(10) Working with the HRO during the bargaining process as the subject matter expert of this manual.

k. ITO (or that individual charged with installation integrated training responsibilities, hereafter referred to as ITO) are responsible for:

(1) Supporting and coordinating integrated training as it relates to NSF and certification.

(2) Facilitating the integrated ATTT exercise component for the NSF assessment at CART and FEP/Certification.

(3) Ensuring ATTT requirements are effectively coordinated at the planning board for training (PB4T) and integrated with installation-wide training.

(4) Assisting the ATTT in meeting training NWTS standards, providing independent advice to the SO and ATTT leader regarding drill development, execution and assessment to ensure compliance with installation, Region and higher authority guidance.

(5) Attending NSF drill development, execution and assessment MTTs when conducted for the installation.

(6) Providing leadership and coordinating with other programs and stakeholders on and off the installation to develop a comprehensive approach improving the effectiveness of emergency management response across the full spectrum of potential incidents aimed at “most likely” and “most dangerous” scenarios.

l. Installation ATO is responsible for:

(1) Managing AT program requirements on the installation.

(2) Completing training and be qualified and designated in writing to perform functions of the ATO, to include working with installation MAA SMEs on the risk management process and as the ATTT leader.

(3) Providing annual AT awareness training and education to assigned personnel, which includes, military staff, DoD employees, contractors and accompanying family members traveling or transferring to locations outside of the United States.

(4) Ensuring all NSF unit level training is presented to the PB4T and considered in installation long range training plans.

m. Tenant Command COs and Officers-in-Charge (OIC) are responsible for:

(1) Providing Sailors who are able to be trained and qualified as a member of the ASF, according to staffing levels and per reference (c).

(2) Participating in drills and exercises as they pertain to the mission of the installation.

(3) Supporting the installation CO for all AT matters germane to both the installation and the tenant.

(4) Developing and maintaining a tenant command specific AT plan and support the installation in executing the random antiterrorism measures (RAM) plan.

0105. NSF Core Capabilities. The NSF ashore core capabilities (AT, LE and PS) complement, integrate with and support the Chief of Naval Operations (CNO) core lines of effort of critical infrastructure protection (CIP), continuity of operations (COOP), force protection (FP), as well as mission assurance (MA) and consequence management (CM).

a. Reference (a) provides PS and LE policy for safeguarding personnel, property, material and the enforcement of rules and regulations at Navy installations and activities. Reference (e) provides overarching Navy policy, guidance, information, procedures and responsibilities for the AT core capability. Other GCC and NCC plans may levy additional requirements on these core capabilities.

b. NSF will use approved Navy Tactics, Techniques And Procedures (NTTPs) and Navy Tactical Reference Publications (NTRPs) to carry out NSF core requirements. These are found in references (f), (g), (h), (i), (s) and (ad).

0106. Training Cycle. The NSF is a continually operating force with no maintenance phase and will maintain a constant state of sustained readiness throughout the year. Therefore, the NSF training cycle must follow a continuous sustainment phase with periodic assessments of both administrative and operational programs to remain ready to respond to all hazards. The 36-month training and certification cycle is supported by annual and reportable installation comprehensive program review SA utilizing assessment check sheets. The 15 to 18-month period of formal outside assessments begins with CART and culminates with a FEP and the certification of the installation’s NSF C3 as depicted in (figures 1-1 and 1-2). Throughout the entire training and certification cycle, new personnel are “on-ramped” (join the training cycle when they report) into the NSF through individual training and qualification utilizing the FTP and PQS. Generally, junior or less experienced NSF members are mentored and trained by more experienced collateral duty Field Training Officers (FTOs) or qualified personnel on post, until ready for independent professional watch-standing. Additionally, the FTO ensures PQS items are completed and the watch stander has demonstrated the capability to stand a proper watch through oral boards and level of knowledge testing.

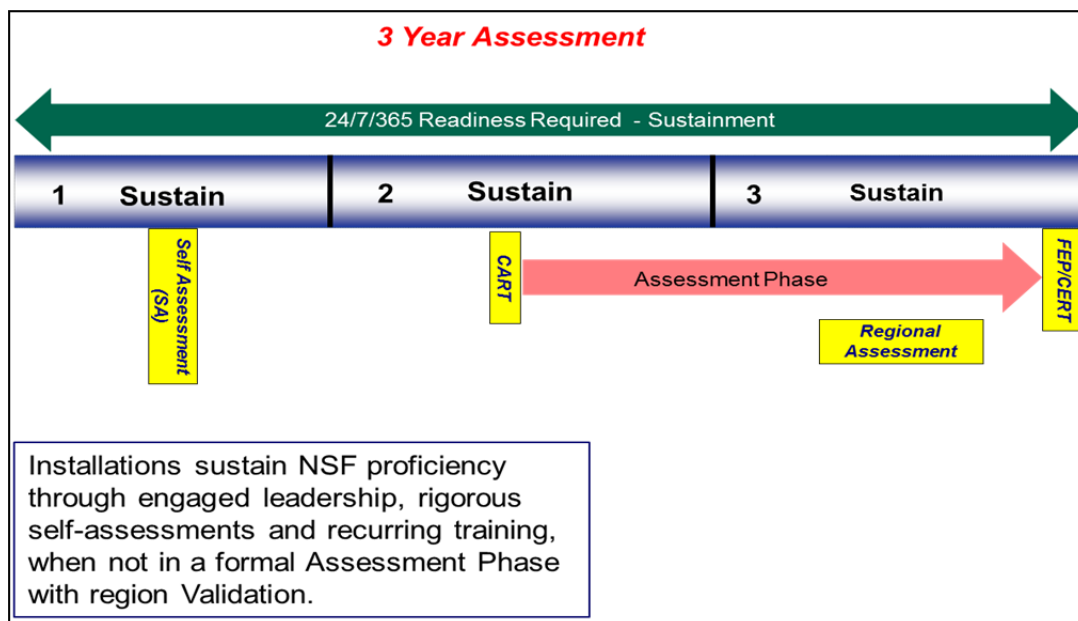
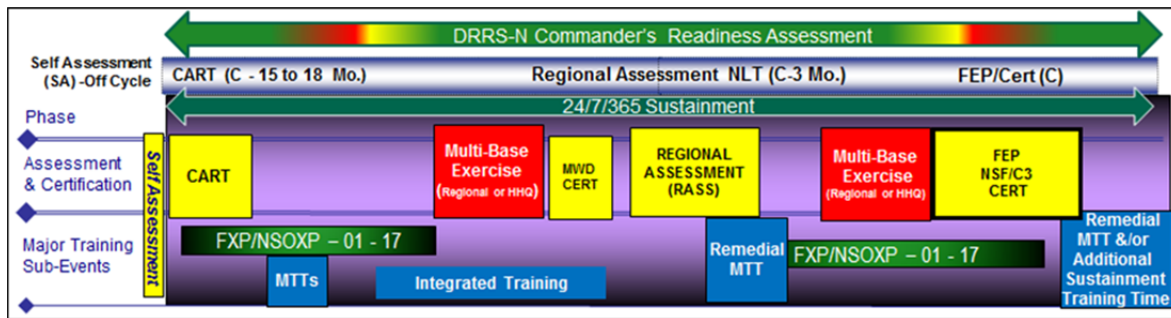


Figure 1-1. Three-Year NSF Training and Certification Cycle



**Figure 1-2. NSF Assessment Phase of the Training & Certification Cycle
(Begins 15-18 months after previous FEP)**

NOTE: Multi-Base Exercise includes CITADEL SHIELD and SOLID CURTAIN.

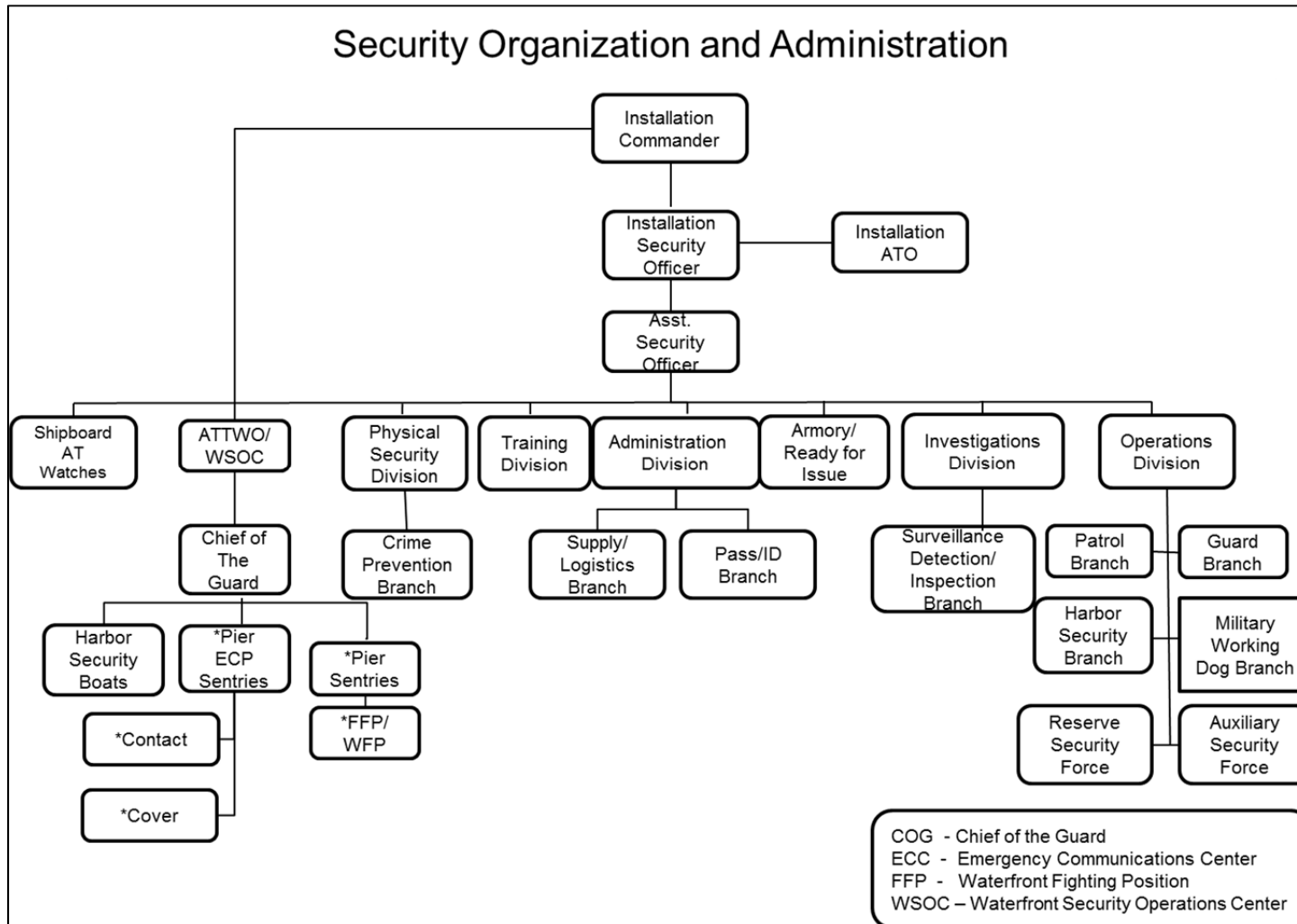
a. Installation SA. The installation conducts an administrative and operational assessment of its NSF to determine shortfalls in NSF core capabilities and gaps in defense readiness reporting system – Navy (DRRS-N) readiness. The unit self-identifies deficiencies utilizing assessment check sheets and works both internally and with the REGCOM staff to solve deficiencies and prepare for a successful CART. SA results will be reported annually to the respective REGCOM, including status of readiness for CART and any plans/mitigations required to sustain NSF readiness.

b. Command Assessment for Readiness and Training. CART is primarily an administrative program assessment with an operational component designed to evaluate post checks, evolutions and drills during the weeklong event. CART is led by CNIC (N3) and is used as the basis to determine if the NSF is ready to conduct unit level training during the high operational tempo (OPTEMPO) of daily force protection operations. The assessment phase of the training and certification cycle will include watch teams demonstrating proficiency in evolutions (e.g., ECP turn around procedures, guard mount, preplanned response (PPRs)) and cascading Navy security operations exercise program (NSOXP) drills, with one of the drills being a cascading installation-wide integrated event to evaluate NSF ability to respond to more than one event simultaneously in succession with other installation programs and off-installation support. The CART assessment team will also certify the ATTT readiness to train and assess the installation NSF. Following the CART, the installation will confer with their Region and use the CART results to develop a detailed command IP to address and correct any administrative program, ATTT or watch team deficiencies and identify any follow-on training requirements (including standardized and aligned shore enterprise MTTs/courses) in preparation for the upcoming RASS. The CART also provides the NCC an opportunity to validate an installation's adherence to NSF operational requirements. The command IP will address any doctrine, organization, training, material, leadership, education, personnel and facility (DOTMLPF) issues discovered during the SA program review and develop a plan of action in order to properly address the mitigation and correction of the finding.

c. Unit level training. Unit level training will occur continuously. During the assessment phase, installation and headquarters training and assessment teams will pay particular attention to evolutions (standard operating procedures (SOP) and PPRs) and drills (NSOXP). Figure 1-3 is an example of a quarterly drill schedule. Installation NSF conducts collective training in assigned Navy tactical tasks (NTAs), as a stand-alone unit (notional NSF organization in Figure 1-4). Training is accomplished through drills using the USFF-developed and approved NSOXP and LE sustainment training. This phase also may include outside assist visits and MTTs, as identified during CART. These training opportunities will not only focus on watch stander's proficiency, but also the validation and improvement of response procedures and plans.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
NSO-01-AT Surveillance	NSO-01-AT Surveillance	NSO-01-AT Surveillance	NSO-01-AT Surveillance
NSO-02-AT Protest	NSO-02-AT Protest	NSO-02-AT Protest	NSO-02-AT Protest
NSO-03-AT Entry Control Point	NSO-03-AT Entry Control Point	NSO-03-AT Entry Control Point	NSO-03-AT Entry Control Point
NSO-05-AT Vehicle Borne Improvised Explosive Device (VBIED)	NSO-05-AT Vehicle Borne Improvised Explosive Device (VBIED)	NSO-05-AT Vehicle Borne Improvised Explosive Device (VBIED)	NSO-05-AT Vehicle Borne Improvised Explosive Device (VBIED)
NSO-09-AT Active Shooter	NSO-09-AT Active Shooter	NSO-09-AT Active Shooter	NSO-09-AT Active Shooter
NSO-10-AT Small Boat Probe	NSO-10-AT Small Boat Probe	NSO-10-AT Small Boat Probe	NSO-10-AT Small Boat Probe
NSO-11-AT Small Boat Attack	NSO-11-AT Small Boat Attack	NSO-11-AT Small Boat Attack	NSO-11-AT Small Boat Attack
NSO-17-AT Armed / Barricaded / Hostage Situation	NSO-17-AT Armed / Barricaded / Hostage Situation	NSO-17-AT Armed / Barricaded / Hostage Situation	NSO-17-AT Armed / Barricaded / Hostage Situation
NSO-04-AT Pedestrian Carried Improvised Explosive Device (PCIED)	NSO-07-AT- Suspicious Package	NSO-04-AT Pedestrian Carried Improvised Explosive Device (PCIED)	NSO-07-AT- Suspicious Package
NSO-06-AT Alarm Response	NSO-08-AT Bomb Threat (Written / Verbal)	NSO-12-AT Floating Object - Improvised Explosive Device (IED) Floating Object	NSO-13-AT Swimmer Attack
NSO-14-AT Standoff Attack	NSO-15-AT Light Aircraft Attack	NSO-16-AT Chemical Biological Radiological Nuclear (CBRN) Assault	

Figure 1-3. Example of NSOXP Drill Scheduling



1-13

Figure 1-4. Notional NSF Organizational Chart.
 (Construct will vary based on installation mission, size and size of NSF.)

NOTE: Per reference (f), figure 3-2, the following excerpt is provided: “In some organizations, the ATO may be subordinate to the SO. In other organizations, the ATO and the SO may be the same person. The ATO must have direct access to the CO for AT matters.”

d. Integrated Training. For integrated training events, the EOC must be activated, all events must be assessed and forces from two or more mission areas will participate. The unit conducts training with other departments, tenants and outside organizations. The XO (ITT leader) and ITO (ITT coordinator) work closely with the ATO/security training leadership (ATTT leader), and members of the ITT, to ensure NSF requirements are incorporated in integrated installation training planning. This includes training to mitigate all hazards and threats involving fire, medical, emergency management and safety where the incident scope mandates EOC activation, incident command post (ICP) establishment and tactical NSF response. This phase of training is used to train and assess the NSF’s ability to operate effectively utilizing the national incident management system (NIMS) and will prepare the NSF for certification. The goal of integrated training is to develop C3 proficiency (which will be demonstrated during FEP) during an integrated complex (two or more NSOXPs) and unified command post (UCP) field training exercise (FTX) which involves the activation of the EOC, an LE-led ICP (utilizing NIMS/ICS to provide tactical incident C3) and proper tactical NSF response with at least one other mission area involved. The security drills should include cascading drill sets which allow security leadership to train on and employ NIMS concepts and principles without the assistance of the emergency operations center during the initial response. Refer to chapter 10 for additional information on certification.

(1) ATTT and ITT drills will be used to validate the command AT plan, evaluate response procedures, post orders and SOPs and to train the watch standers.

(2) Three years of detailed lessons learned, record of drills, changes to command AT plan, response procedures, post orders and SOPs must be retained in command turnover files and by the ATO.

(3) COs and SOs will conduct drills at a sufficient periodicity to ensure personnel are highly trained and proficient in notification, response and evacuation of critical areas as required.

e. Region Assessment. The Region staff will conduct a mid-cycle operationally-focused assessment to determine the installations readiness to certify. Region assessors will review the IP developed during CART, NSF unit training plans and NSF watch bills in order to assess watch stander and watch team proficiency with evolutions and drills. Additionally, the Region assessors will assess the ATTT, installation C3 (first responder to EOC) and NSF during a complex FTX, using the assessment checklist. This assessment serves to verify command IP progress, refine the unit training plan (UTP), identify any additional MTT requirements and ultimately provide CNIC with a “readiness to certify” status and recommendation. The Region staff will provide the CNIC senior assessor the completed RASS guide used during the RASS on

the first day of the FEP. The assessment check sheet is located at <https://g2.cnic.Navy.mil/public/hq/CART/SECO%20TOOLBOX/Forms/AllItems.aspx>.

f. Final Evaluation Problem/NSF certification/C3 assessment. The FEP is an operational assessment of the NSF in an evaluation mode and is the culminating event in the NSF assessment cycle. The CNIC-led FEP assessment team will review CART results, spot-check administrative programs (based on CART results) and assess evolutions (SOP and PPRs) and drills. Upon the successful completion of evolutions and drills, the FEP will culminate in a graded complex C3 integrated FTX. The FEP will include watch teams demonstrating proficiency in NSOXPs with one of the events resulting in a cascading integrated drill to evaluate operational readiness between the EOC, ICP and tactical NSF response assets. A successful final exercise demonstrates effective command leadership at the EOC, execution of the AT plan and supporting PPRs, ICP establishment and incident management and NSF incident response.

g. Additionally, the effectiveness of the ATTT (primary focus) and ITT (EOC and other mission area integration) will be evaluated. A successful FEP results in CNIC HQ certifying the installation NSF in all related Navy mission essential tasks (NMET), Navy Tactical Tasks (NTA), C3 and the installation's incident management team demonstrating proficiency. The Region staff will provide the CNIC senior assessor the completed assessment guide used during the RASS on the first day of the FEP.

CHAPTER 2 INITIAL INDIVIDUAL TRAINING

0201. General. CNIC shares a vision with the Office of the Chief of Naval Operations (OPNAV), USFF, Navy Education and Training Command (NETC) and Center for Security Forces (CENSECFOR) for a unified, consistent training program with commonality of training and resources. This is an ongoing, iterative process which constitutes the NWTS used for all operational Navy training and further captures the potential for consolidating resources and training efficiencies. A key to this training continuum is a mutual goal of standardization and efficiency.

a. Per references (a) and (b), all NSF personnel are required to complete initial training prior to assuming their duties and receiving annual sustainment training. When additional requirements are levied for specialized positions, training will be per OPNAV, NCC, CNIC established requirements and in some cases state and local requirements. Examples of specialized training include, but are not limited to, HSB/harbor patrol unit (HPU), the military working dog (MWD) program, criminal investigators, etc.

b. Per reference (a), all NSF personnel who regularly perform LE and armed PS duties, including installation entry control and patrols, will be armed and per reference (j) will qualify with their duty weapons before they are authorized to carry weapons. Training in the use of force, including the use of deadly force, will be required **quarterly** for all NSF personnel. At no time will a sentry be posted in an unarmed status, unless specifically stated otherwise in policy (e.g., USFF OPOD). See paragraph 1007d(1)(c) for specific weapons qualification policy.

c. An amendment to the Gun Control Act of 1968 (18 U.S.C.922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.

d. Prior to any NSF member being armed, they must complete and sign a DD Form 2760, "Qualification to Possess Firearms or Ammunition" and upload to DHART. This is a one-time requirement.

0202. Navy Civilian Police (NCP) GS-0083. NCP perform LE, PS and AT duties in support of installation security plans. They are armed, trained and qualified per DoD, OPNAV, CNIC policy and NTPPs.

a. Newly hired NCPs are required to attend the Uniformed Police Training Program (UPTP) at the Federal Law Enforcement Training Center (FLETC) prior to being assigned LE duties. NCP will not be assigned duties which require them to be armed until all initial training, assigned position PQS, use of force training and weapons qualifications have been successfully completed, except as outlined in paragraph 1007d(1)(c).

(1) The UPTP is the only course authorized for initial training of NCP within CNIC. The course of instruction (COI) is 12 weeks in length. Failure to pass this COI will result in dismissal as an NCP officer; however, reclassification through human resources (HR) is an option. Priority of attendance will be new hires followed by the least senior NCP who has not attended the UPTP or the Navy Security Forces Training Course (NSFTC) S-540-1006. Following completion of the UPTP, all NCPs will report to the installation, where qualified Trainers (qualified in duty/position) will deliver the CNIC Police Basic Training Program (PBTP) in order to complete the required DoD and Department of the Navy (DON) minimum individual training for NCP. The PBTP curriculum is located at:
<https://g2.cnic.Navy.mil/public/hq/CART/SECO%20TOOLBOX/Forms/AllItems.aspx>.

(2) Non-lethal weapons (NLW), weapons qualification, CPR/first aid and emergency vehicle operators course (EVOC) training received at UPTP meets Navy standards and will be accepted.

b. Continuing service agreements (CSA). References (af), (ag) and (ai) authorize agency heads to determine the conditions for requiring employees to agree to work in the agency after completing government or non-government training. For CNIC NCP, failure to complete the UPTP or to remain with CNIC through the end of the CSA period will result in the NCP reimbursing the government for all costs associated with this training, except pay or other compensation.

(1) All CNIC GS-0083 NCP hired after 1 October 2013 will attend the UPTP, conducted at the FLETC in Glynco, GA. Prior to departing their assigned installation for attendance at the UPTP, the installation staff, with assistance from the Region staff, will ensure each officer has completed the CNIC SF-182 and CSA, in its entirety, including the signature of the NCP.

(a) The payback service requirement for a CNIC GS-0083 NCP is 24 months from date of graduation.

(b) The graduation date will be furnished by the UPTP program manager prior to the NCP departing for school.

(2) There are two categories of NCP the above cited references affects. NCP's:

(a) Who graduate from the UPTP and voluntarily separate from federal service, voluntarily leave CNIC for service in another DON Command, DoD Component or other organization in any branch of the federal government before completing their 24 month payback period or are involuntarily separated for cause or poor performance before completing their 24 month payback period. These officers are required to reimburse the government for their training.

(b) Who do not graduate from UPTP and leave training are required to reimburse the government for their training. However, those who suffer an injury or medical issue while attending the UPTP will be returned to their installation pending medical review. NCP cleared by a medical doctor, must successfully complete the physical ability test (PAT) prior to resuming UPTP. The NCP will return and resume class at the same point as they were prior to leaving and will update the expected graduation date and re-acknowledge the CSA.

(3) Per reference (ii), CNIC (N00) is authorized to waive any part of a police officer's obligation to pay training expenses when a waiver is deemed in the best interest of the government or when recovery would be contrary to equity and good conscience or the public interest. This authority has been delegated to the CNIC N3 who will notify the region of determination and brief CNIC N00 on waiver request circumstances and decision. Denial of a waiver request may be appealed to the next higher level of management in the chain-of-command where a final DON decision must be rendered.

(4) Supervisors will deny attendance at UPTP to any NCP refusing to sign the CSA. Supervisors will consult their HR Office on appropriate steps to take in the event a NCP refuses to sign the CSA.

(5) Travel is centrally funded by CNIC. Each NCP needs a defense travel system (DTS) account and a government travel charge card (GTCC). Lodging and meals are provided by the FLETC.

(6) The UPTP curriculum provides a study of the basic law enforcement concepts that a new NCP should understand and be able to perform upon employment in the DON/DoD. The program is designed to provide a new NCP with the specific knowledge and skills necessary to perform at the entry level at a Navy installation.

(7) The SO will ensure all NCPs graduate from the UPTP and complete the CNIC PBTP prior to assignment of duties.

(8) In the event there is a backlog of officers pending attendance at UPTP, newly hired NCP will receive training in order to be qualified to perform the duties as an armed sentry. For a NCP to be qualified as an armed sentry and maximize the available time prior to attending the UPTP, the following will be accomplished:

- (a) Qualify with firearms required for the post the NCP will stand.
- (b) Attend the Navy Security Guard Training Course (NSGTC/CIN: S-540-1012).
- (c) Qualify with all NLWs assigned.

(d) Attend the CNIC PBTP at the assigned installation or at a Region training academy (RTA).

(e) Maintain all sustainment requirements until the officer attends the COI.

c. Regions will coordinate with CNIC (N3AT) for available quotas at FLETC.

d. Reference (b) establishes the minimum training standards for NCP, which must be completed prior to the assumption of duties as an NCP.

e. Initial training of NCP will not be grandfathered; however, for officers hired PRIOR to 7 July 2011, attendance at UPTP and PBTP may be waived per the standards compliance validation and accounted for by earning graduation certification from the Standards Compliance Course (SCC) (CIN: S-540-1016). The course is administrative in nature and serves to record, document and ensure minimum training standards are met per reference (b). Refer to the SCC procedure in paragraph 0213 of this manual.

(1) The only circumstance that warrants a waiver from UPTP and PBTP is if the officer can demonstrate completion of all training requirements per reference (b).

(2) The officer must provide verifiable documentation, request waiver authority from the SO and receive concurrence for the waiver from the Region Security Officer (RSO). All waiver requests must be forwarded to CNIC (N3AT) as the final approval authority to waive any CNIC officer from attendance at the UPTP.

f. For NCP hired after 7 July 2011 and prior to 1 October 2013, attendance at a RTA delivered NSFTC, (CIN: S-540-1006), was required and must be annotated in DHART. In the absence of attending the NSFTC, the officer must complete the SCC per paragraph 0213.

g. Physical Ability Test (PAT). The PAT serves to provide a measure of the individual's preparedness to successfully accomplish the essential functions of the position. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the two elements of the PAT. All PAT documents are contained on <https://g2.cnic.Navy.mil/public/hq/CART/SECO%20TOOLBOX/Forms/AllItems.aspx>.

(1) The U.S. Navy has directed the implementation of a PAT for NCP and NSG per reference (b). CNIC has implemented the U.S. Army PAT. The U.S. Army is the executive agent for establishing minimum training standards for the Department of Defense (DoD) civilian police and security guards. The purpose of the test is to ensure the capability of our NCP and NSG to satisfactorily perform the physical aspect of the full range of essential job duties.

Minimum physical agility standards relate to the individual's job requirements by providing relative measures of the individual's preparedness to perform physically demanding tasks in unusual or emergency situations.

(2) All NCP and NSG personnel will meet the minimum standards of the performance-based PAT for NCP and NSG. The PAT is based on occupational tasks. Tests will be conducted at least annually. Personnel require medical screening and clearance prior to testing.

(3) The procedures below and in the PAT Guide located on CNIC G2, direct the conduct and administration of the PAT for NCP and NSG.

(a) A minimum of four months must elapse before an individual who passed the PAT in one calendar year is required to take the PAT again in the next calendar year. The PAT is typically conducted during their anniversary month of being hired or during their birth month. Job descriptions and performance plans/performance standards will contain the PAT requirement.

(b) New hires must be advised in writing at the time of initial employment they are required to pass a PAT within 30 days of being medically screened and cleared to initially take the PAT. New hires must pass the PAT prior to attendance at UPTP. New hires must sign a statement acknowledging they have been advised of the initial PAT and that it will also be required annually as a condition of their employment.

(c) Current NCP and NSG employees must pass the PAT within one year of medical screening and clearance (will not exceed 12 months prior to PAT).

(d) NCP/NSG employees who indicated a change in their health or identify an issue or concern will be referred to occupational health for additional exam/clearance.

(e) The RSO/SO will designate physical screening personnel to schedule NCP and NSG for their medical physical at the installation medical treatment facility (MTF). Upon satisfactory completion of the physical and when proper documentation is forwarded to the training department, they will conduct the PAT for all NCP/NSG personnel. The medical physical will ensure personnel are cleared to participate in the PAT.

0203. Navy Security Guards (NSG) GS-0085. The purpose of NSGs is to protect and prevent loss of materials or processes which are important to national defense and public health and safety. Unlike NCP and Master-at-Arms, NSG are prohibited from performing law enforcement functions. They are armed, trained and qualified to operate per DoD, OPNAV and CNIC policy and both the LE/PS and AT NTTPs.

a. Prior to assignment, each individual who performs NSG tasks or duties will be trained and qualified to perform assigned duties. NSG will not be assigned duties which require them to

be armed until all initial training, PQS, use of force training and weapons qualification have been successfully completed.

b. CNIC has developed a standardized curriculum for CNIC NSGs. The four-week Navy Security Guard Training Course (NSGTC) (S-540-1012) is the only course authorized for initial training of NSG within CNIC. Failure to successfully complete this COI will result in dismissal as a NSG. All NSG new hires will be required to attend NSGTC. Priority of attendance will be new hires followed by junior NSG who have never attended the course. This course will not be grandfathered; however, Regions that have previously conducted security guard training will conduct a review of previously provided initial training compared against the DoD and DON standards. This is accomplished via the CNIC SCC. Those current NSG who have received training equal to or greater than the established SCC requirements may request a waiver from attendance at NSGTC. The RSO is the approval authority for this waiver.

c. Reference (b) establishes the minimum training standards for NSGs, which must be completed prior to the assumption of duties as a NSG.

d. The NSGTC will be taught at either the installation or Region, depending on resources and scheduling of required instructors.

e. Refer to paragraph 0202g, for PAT requirements and direction for the conduct on the PAT for all NCP and NSG within CNIC.

f. Course materials for the NSGTC are located on the CNIC G2 portal at: <https://g2.cnic.navy.mil/tscnichq/N3/N3AT/RTA/SitePages/Home.aspx>.

0204. Master-at-Arms (MA). MAs perform LE, PS and AT duties in support of installation security plans. They are armed and will be trained to the same standard as NCP as directed in reference (b), qualified and certified per this TRAMAN and references (f) and (g).

a. MA "A" School is designed to teach the knowledge and skills needed to perform security duties and responsibilities. This course is taught at NTTC Lackland AFB, San Antonio, TX, in support of fleet and shore enterprise requirements. This course is designed as a voluntary high risk course of instruction which includes training and small arms live fire of the 9mm pistol, M500 shotgun and M4/16 rifle.

b. Trainees will receive training in AT, security reaction force-basic and security procedures including, but not limited to: pier sentry, harbor security, force protection conditions, physical security safeguards, apprehension, search and seizure, use of force or deadly force, confrontation management as they pertain to the duties of the NSF and minimal LE training.

c. Reference (b) establishes the minimum law enforcement training standards for all active duty security force members and must be completed prior to the assumption of duties as a member of the NSF.

0205. Contract Guards. Public law mandates contract guards are no longer permitted to be utilized to provide security functions of the NSF. However, in a few locations, where grandfathered, these guards perform a limited scope of duties, primarily standing fixed post watches at entry control points (ECP) and mobile security checks.

a. Where still present, contract guards will be trained to the same level as NSG personnel, per references (a) and (b).

b. RSOs/SOs must verify language in current contracts to ensure all training requirement verbiage is accurate per references (a) and (b) and will hold contracting companies to this standard.

0206. Auxiliary Security Force (ASF). The ASF is prohibited from performing law enforcement duties. The ASF augments the installation's permanent security force during increased Force Protection Conditions (FPCON) levels or when directed by the installation CO. The main purpose of the ASF, when activated, is to augment the NSF by standing fixed post watches, typically at ECPs. ASF members are not permitted to stand post by themselves until fully qualified.

a. Installation AT Training Supervisors (TRASUP) or RTAs, where still in operation, will deliver NSF sentry (NSFS) (A-830-2216) and security reaction force team member basic (SRFTM-B) (A-830-2217) courses within their respective AOR to maintain adequate security and ASF end-strength. Installations must have sufficient qualified instructors to deliver NSFS and SRFTM-B COIs according to the student to instructor ratios outlined in each course control document.

b. NSFS and SRFTM-B are the only authorized courses for armed sentry Region and installation "between the lifelines" (BTL) delivery. Students will receive classroom and hands-on instruction in NLW, firearms, watch standing, basic reaction force tactics and communications. Graduates will possess knowledge of proper baton employment techniques, be able to perform as a force protection team member, be certified to carry and employ NLWs, be qualified to carry the service pistol and qualified on the rifle and shotgun, according to the arming matrix resident within the installation AT plan. Training must be conducted and reported per paragraph 0206f(1) below.

c. Prerequisites. Tenant commands are responsible for validating prerequisites and screening students prior to course convening. They include:

(1) No domestic violence convictions and no current FAP cases.

(2) Physically fit or has passed last physical fitness assessment.

(3) No light duty.

(4) Must be medically prescreened to participate in NLW training

d. Equipment. Per reference (x), the NSF authorized equipment list (AEL) will include equipment and materiel required for ASF. The CNIC table of allowance (TOA) lists the CNIC-approved equipment and material based on the AEL for specific NSF units at CNIC Regions or installations. The TOA is based on operational requirements and authorized manning as identified in the mission profile validation-protection (MPV-P). Installations are encouraged to maximize existing resources within the security training program.

e. Prior to instructing a course, the AT TRASUP will check My Navy Portal (MNP) to verify the most current curriculum is being taught. Course material for NSFS and SRFTM-B can be found on the CENSECFOR curriculum web page on MNP.

f. Reporting requirements for NSFS and SRFTM-B.

(1) Upon completion of NSFS (A-830-2216)/SRFTM-B (A-830-2217), Regions and installations will report course completion via a Navy message to Training Support Center (TRASUPPCEN) Hampton Roads (TSC HR). TSC HR is the Navy's central repository for all course completion reporting for these courses. Messages will info the following addresses: CNIC/N3, REGCOM/N3 and CENSECFOR NORFOLK VA/N5.

(2) An example of the required routine graduation message can be found in Exhibit A of this chapter ("Report of Training NSFS and SRFTM-B").

g. For personnel who indicate they have attended but do not show attendance in their electronic training jacket (ETJ) for armed sentry training, RTA and installation AT TRASUP (E-6 and above or CIV equivalent) will verify student attendance by having the individual provide a copy of their graduation certificate from any of the COIs listed above. The RTA or installation AT TRASUP is then required to submit a course attendance message to update verification in personnel ETJs per the "report of training BTL armed sentry training" template, Exhibit B of this chapter. Under no circumstances will an ASF member be permitted to perform NSF duties until all required courses have been verified or attended.

NOTE: Personnel who are not able to provide valid documentation for course attendance will be scheduled for the next available NSFS and SRFTM-B courses.

0207. Navy Reserve (NR) NSF. Per reference (a), NR NSF units are established at Navy installations with the intent to meet additional NSF manning requirements in support of major events, incidents and heightened or prolonged FPCON. Manning for NR NSF units is determined per installation AT Plans. NR force personnel are not authorized to fill MWD handler billets due to inability to maintain proficiency watches in a reserve status.

NR NSF members may not qualify for service in an HPU and will not be assigned to HPU duties, except as outlined below.

a. Due to significant manning shortfalls, NR NSF personnel who are already crewmember qualified and obtain all required weapons qualifications and 2nd class swim qualifications may be utilized when on orders of 30 days or longer to supplement the loss of personnel or loss of qualifications. The NR NSF COs also receive direction from the RSO via the Region Reserve Security Coordinator (RSC). COs are responsible for ensuring their NR NSF units are manned, trained and equipped to meet mission readiness requirements as set forth in this manual.

NOTE: Reservists assigned to NOSCs as armed watch standers do not fall into this category and are not required to be trained to this standard. The requirements in this TRAMAN are specifically for those MAs assigned to NR NSF billets at the installation level.

b. NR NSF MAs are required to have identical training accession paths as active duty MAs, receiving training in LE, PS, AT and security reaction force-basic and security procedures to include, but not limited to: pier sentry, force protection conditions, physical security safeguards, apprehension, search and seizure and use of force and deadly force as they pertain to the duties of the NSF. NR NSF unit COs are responsible to the SO for ensuring NR NSF members under their cognizance are fully trained, qualified and certified per this manual and for maintaining copies of all reserve training records in a manner that is accessible to SOs and their staff.

c. All NR NSF must complete Master-at-Arms "A" school prior to being assigned to a position within the security department.

d. Trained and qualified NR NSF may also be utilized to assist in enterprise NSF training and certification of NSF operational forces and physical security requirements wherever assigned (e.g., Navy Operational Support Centers (NOSCs) and installations).

e. NR NSF MAs will have NSF training documented in their individual training record maintained by their assigned security department. Installation trainers are required to add NR NSF MAs to their installation DHART account and track reserve training and qualifications using DHART.

0208. Antiterrorism Officer (ATO). The primary purpose of the ATO is to maintain an updated, signed, validated AT plan and to advise the SO and CO in all matters related to AT. The ATO is responsible for having a signed and executable AT plan at all times and serves as the ATTT leader in exercising the command's AT Plan. The SO may assign another person to assist with the ATTT leader duties as necessary, but the ATO remains the ATTT Leader with overall responsibility. The installation ATO will coordinate with tenant command ATOs for unity of effort per reference (e) and will meet following minimum requirements:

- a. Be a commissioned officer, Chief Petty Officer (E-7 or above) or civilian (GS-11) equivalent or higher physical security specialist (PSS) (GS-0080) designated in writing by the CO. This position is inherently governmental in nature and may not be assigned to a contractor.
- b. Attend the CENSECFOR ATO Ashore COI (A-830-0032) within three years prior to assuming ATO duties. This course includes an overview of the process for development of comprehensive antiterrorism plans, management and execution of the AT program, and conducting AT risk assessments using various IT systems.
- c. Refresher training will be completed at least once every three years via the same ATO Ashore COI (A-830-0032) or by completing the CBT 35-hour Antiterrorism Planning (ATP) course (CSF-ATP-010-2.0).

0209. Security Officer/Security Director. SO's are Limited Duty Officers (with a 649X designator)/ Chief Warrant Officers (with a 749X designator). Civilians filling this position are referred to as "Security Directors" (SECDIR). The SO/SECDIR is the CO's most senior subject matter expert (SME) in all aspects of force protection. This individual is the department head of the installation security department and operates in conjunction with the ATO to ensure the AT Plan is executable.

- a. A SO or SECDIR will be assigned to every installation within the shore enterprise.
- b. All SOs will attend the Navy Security Force Officer (NSFO) (A-7H-0007) course at the CENSECFOR prior to being assigned. All SECDIRs are highly encouraged to attend the NSFO based upon available funding.

0210. Antiterrorism Training Supervisors (AT TRASUP)

- a. AT TRASUPS' primary responsibility is to train the ASF in watch standing duties.
- b. AT TRASUPS will assist in all other NSF training as directed by the SO.
- c. In order to be qualified to train the ASF, TRASUPS must be a graduate of the Antiterrorism Training Supervisor (A-830-0034) (NEC 804A) COI.
- d. AT TRASUPS may also attend the small arms marksmanship instructor (SAMI) (A-041-0148) COI (NEC 0812) to conduct range operations.
- e. Appropriately qualified government civilian employees meeting the instructor training requirements delineated in reference (j) may be used as range safety officers and line coaches during range operations and to assist the AT TRASUPS in qualifying the ASF.

0211. Required Schools. The below table outlines the formal school requirements by position which must be attended. These schools will be verified during CART, RASS and FEP based on the complexity and the operation of the installation.

a. Critical required schools are defined as those schools and formal training which have been mandated by policy. Attendees must have 100 percent completion.

b. Essential required schools are driven by installation department requirements and attendees must complete at least 80 percent of the training.

REQUIRED SCHOOLS				
CIN	Course Title	Remarks	Critical	Essential
A-1B-0500	AT Level III/ COAT	CO and XO	X	
A-830-0032	ATO Ashore	ATO	X	
Local Command	Flightline Drivers CRS	AS Required By Command		X
A-830- 0011C	MA "A" School	Required for ALL MAs, active and reserve	X	
A-041-0148	Small Arms Marksmanship Instructor	NEC 0812	X	
A-830-2215	Crew Served Weapons Instructor	NEC 0814	X	
A-041-0013	Crew Served Weapons Operations And Maintenance	Pre-Req TO CSWI	X	
None	CPR/First Aid	All Hands		X
TOA Specific	Speed Device (Factory Instructor)	TOA Specific		X
TOA Specific	Alcohol Detection Device (Factory Instructor)	TOA Specific		X
ATV Course	ATV Operators	AEL Specific		X

Figure 2-1. NSF Required Schools

NOTE: Where Regions have additional required schools based on mission, location, etc., The Region staff must submit a list of those additional required schools by installation to CNIC HQ. CNIC will update authoritative databases with enterprise validated requirements via fleet training management and planning system (FLTMPS).

0212. Required Navy Security Force NECs

NEC	NEC Name
0190	HPU Level II Coxswain
0812	Small Arms Marksmanship Instructor
0814	CSW Instructor
2001	CMAA
2002	Military Police Investigator
2003	HPU Supervisor
2004	HPU Training Supervisor
2005	MWD Handler
2006	MWD Kennel Master
2009	Personal Protective Specialist
2011	Navy Special Agent (NCIS)
2012	Criminal Investigator (NCIS)
9501	AT TRASUP
P11A	Physical security Specialist

Figure 2-2. NSF Required NECs

NOTE: Requirement established by activity manpower document (AMD) and MPV-P.

0213. Standards Compliance Course (SCC) Process. The SCC was developed as a means by which CNIC ensures NCP, NSG and MAs meet the minimum training standards prescribed in references (a) and (b). As stated in paragraph 0202, all newly hired NCP must attend the UPTP and PBTP and therefore are not required to have the SCC annotated in their training record. The SCC is a process designed to account for initial training per reference (b), for NCP and NSG hired prior to 7 July 2011 and those officers hired prior to 1 October 2013 if they did NOT attend the NSFTC. Once all training objectives in the SCC have been satisfied, their training will be annotated in DHART. The SCC also applies to all MAs as current initial training at MA “A” School does not meet the requirements of reference (b). Once MA initial training COI meets the requirements of reference (b), the SCC will no longer be required for MAs.

a. The standards compliance course is NOT for GS-0083 new hires (hired after 1 October 2013) as they must attend initial training at FLETC through the UPTP and complete the PBTP once back at their assigned installation.

b. The following outlines the requirements of the SCC:

(1) All NCP (hired prior to 7 July 2011), NSG and ALL MAs must document their initial training utilizing Figure 2-3.

(a) Figure 2-3 outlines initial training topics which align to the required annual sustainment training and if attended/completed, will satisfy these minimum training standards. The remaining subjects not covered by annual sustainment training must be completed within one year from the date of reporting for duty at a CNIC installation.

(b) An alternate method is to develop a separate COI or conduct training periods devoted to these training standards.

(2) All NSG who have NOT attended the NSGTC (S-540-1012) MUST complete the SCC.

(3) Once all training is complete, this information will be annotated in DHART to document the requirement of reference (b) have been fulfilled.

c. Completion and documentation of the SCC will ensure all NSF meet the initial training requirements and are adequately prepared to take the Peace Officer Standards And Training (POST) Commission Law Enforcement Exam (LEX) when it comes on line. (Emerging requirement) .

d. Completing and documenting SCC is a one-time requirement for those personnel who require it. Once each NCP, NSG and MA have their training annotated in the SCC and entered into DHART, they meet the intent of ensuring all NSF are initially trained per reference (b).

REQUIRED TRAINING STANDARDS				EQUIVALENCY DATA				
Topic No.	Type	Topic	Hrs	Type	Topic	Hrs	Date Completed	Justification Verified
1.1	CLASS	Orientation	1.5					
1.2	CLASS	Guard Mount	1					
1.3	CLASS	Functions of U.S. Navy Security Force	1.5					
1.4	CLASS	Navy Security Force History	1					
1.5	CLASS	Navy Police/Security Values, Ethics and Code of Conduct	2					
1.6	CLASS	Navy Security Force Mental Conditioning and Survival	3					
1.7	CLASS	Military and Federal Justice System	1					
1.8	CLASS	Authority and Jurisdiction	3					
1.9	CLASS	Record Navy Security Force Information Class	1					
1.10	CLASS	Rights Advisement	1					
1.11	CLASS	Search and Seizure	3					
1.12	CLASS	Interpersonal Communication Skills	2					
1.13	CLASS	MWD/CPWD Capabilities	1					

ALL CP / MA / SG MUST COMPLETE

Figure 2-3. Standards Compliance Course Requirements

REQUIRED TRAINING STANDARDS				EQUIVALENCY DATA			
1.14	CLASS	Crowd Behavior and Dynamics	1				
1.15	CLASS	Use of Force	3				
1.16	CLASS	Watchstanding Procedures	1				
1.17	CLASS	Personnel Identification and Entry / Access Control	2				
1.18	CLASS	Drug Identification	3				
1.19	CLASS	Vehicle Inspection	1				
	PE	Rights Advisement / Search & Seizure	2				
	PE	Personnel Identification and Entry / Access Control	3				
2.0 (NSFS)	CLASS	NLW Safety and Operational Risk Management	1				
2.1	CLASS	NLW Subject Communication Skills	2				
2.2	CLASS	NLW Use of Force / Deadly Force	1				
2.3	CLASS	NLW Unarmed Individual Self Defense Skills	1				
2.3	PE	NLW Unarmed Individual Self Defense Skills	2				
2.4	CLASS	Expandable Baton	1				
2.4	PE	Expandable Baton	3				
2.5	CLASS	Mechanical Advantage Control Holds (MACH) and Takedowns	2				
2.5	PE	Mechanical Advantage Control Holds (MACH) and Takedowns	2				
2.5	PE	Mechanical Advantage Control Holds (MACH) and Takedowns	5				

ALL CP / MA / SG MUST COMPLETE

REQUIRED TRAINING STANDARDS				EQUIVALENCY DATA			
ALL CP / MA / SG MUST COMPLETE	2.6	CLASS	Mechanical Advantage Control Holds (MACH) Team Control	2			
	2.6	PE	Mechanical Advantage Control Holds (MACH) Team Control	4			
	2.6	PE	Mechanical Advantage Control Holds (MACH) Team Control	2			
	2.7	CLASS	Inert Oleoresin Capsicum (OC) Employment	2			
		PE	OC Level 1 / 2 Contamination PE	5			
	3.1	CLASS	Firearms Range Safety	1			
	3.2	CLASS	M9 Pistol Operations	2			
	3.2	PE	M9 Pistol Operations PE	1			
	3.3	CLASS	M9 Pistol Marksmanship Fundamentals and Presentation	1			
	3.3	PE	M9 Pistol Marksmanship Fundamentals and Presentation	3			
	3.3	PE	M9 Pistol Marksmanship Fundamentals and Presentation	4			
	3.3	PE	M9 Pistol Marksmanship Fundamentals and Presentation	4			
	NSFS 4.5	CLASS	Weapons Retention	1			
	3.4	CLASS	M16 Rifle Operations	2			
	3.4	PE	M16 Rifle Operations PE	1			

REQUIRED TRAINING STANDARDS				EQUIVALENCY DATA			
3.5	CLASS	M16 Rifle Marksmanship Fundamentals and Presentation	1				
3.5	PE	M16 Rifle Marksmanship Fundamentals and Presentation PE	4				
3.5	PE	M16 Rifle Marksmanship Fundamentals and Presentation PE	4				
3.5	PE	M16 Rifle Marksmanship Fundamentals and Presentation PE	4				
3.6	CLASS	M500 Shotgun Operations	2				
3.6	PE	M500 Shotgun Operations PE	1				
3.7	CLASS	M500 Shotgun Marksmanship Fundamentals and Presentation	1				
3.7	PE	M500 Shotgun Practical Weapons Course Live Fire	4				
4.1	CLASS	Terrorism Awareness / AT Level One	3				
4.2	CLASS	Force Protection	2				
4.3	CLASS	Navy Security Force Communications	2				
4.4	CLASS	Crime Scene Security and Processing	2				
4.5	CLASS	Building and Area Searches	2				
	PE	Building and Area Searches PE	4				
4.6	CLASS	CBRNE-HAZMAT Response	3				
4.7	CLASS	Navy Security Force Liability	1				
4.8	CLASS	Bloodborne Pathogens	2				

ALL CP / MA / SG MUST COMPLETE

REQUIRED TRAINING STANDARDS				EQUIVALENCY DATA			
4.9	CLASS	Traffic Control	1				
	PE	Traffic Control PE	1				
4.10	CLASS	Explosive Threats	3				
	PE	Vehicle Preventive Maintenance PE	1				
4.11	CLASS	CPR/AED/First Aid	4				
5.1	CLASS	EVOC	40				
	PE	Vehicle Preventative Maintenance PE	1				
6.1	CLASS	Physical Fitness and Nutrition	1				
6.2	CLASS	Stress and Stress Management	1				
6.3	CLASS	Community Policing	1				
6.4	CLASS	Constitutional Law	2				
6.5	CLASS	Criminal Law	3				
6.6	CLASS	Police Information Systems	1				
6.7	CLASS	Interviews and Interrogations	2				
	PE	Interviews and Interrogations PE	4				
6.8	CLASS	Intro to Calls for Service	1				
6.9	CLASS	Building Checks	1				
6.1	CLASS	Intro to Emergency Response Protocols	1				
6.11	CLASS	Escort Procedures	1				

ONLY CP & MAs NEED TO ACCOMPLISH

REQUIRED TRAINING STANDARDS				EQUIVALENCY DATA				
ONLY CP & MAs NEED TO ACCOMPLISH	6.12	CLASS	Field Interview / Frisk	1				
		PE	Field Interview / Frisk PE	2				
	6.13	CLASS	Alarm Response	3				
		PE	Building Checks / Alarm Response / Explosive Threats PEs	4				
	6.14	CLASS	Crimes Against Persons	2				
	6.15	CLASS	Crimes Against Property	3				
	7.1	CLASS	Rules of Evidence	2				
	7.2	CLASS	Evidence Collection, Packaging and Marking	2				
	7.3	CLASS	Evidence Room Procedures	1				
		PE	Evidence Collection, Packaging and Marking / Crime Scene Security and Processing / Crimes Against Persons / Crimes Against Property PE	4				
	7.4	CLASS	Child Abuse, Neglect and Sexual Offense Response	2				
	7.5	CLASS	Sexual Offenses and Response	2				
	7.6	CLASS	Domestic Disturbance Response	2				

REQUIRED TRAINING STANDARDS				EQUIVALENCY DATA			
	PE	Domestic Disturbance Response PE	2				
7.7	CLASS	Traffic Stops	2				
	PE	Traffic Stops PE	6				
7.8	CLASS	Victim/Witness Assistance Program	1				
7.9	CLASS	Courtroom Testimony	1				
7.1	CLASS	Report Writing	1				
	PE	Report Writing PE	3				
7.11	CLASS	Accident Investigation	3				
	PE	Accident Investigation PE	4				
8.1	CLASS	Dealing with Emotionally Disturbed Persons (EDP)	2				
8.2	CLASS	Juveniles	2				
8.3	CLASS	National Incident Management	1				
8.4	CLASS	Riot Control Operations	1				
	PE	Riot Control Operations PE	2				
	PT	Handcuff Refresher	1.5				

ONLY CP & MAS NEED TO ACCOMPLISH

ONLY CP & MAs NEED TO ACCOMPLISH	REQUIRED TRAINING STANDARDS				EQUIVALENCY DATA			
		PE	Use of Force Scenarios	4				
	8.5	CLASS	Apprehension and Transport Offender	1				
		PE	Apprehension and Transport Offender PE	3				
		PT	MACH Refresher	1.5				
	8.6	CLASS / PE	DUI Enforcement	24				
	9.1	CLASS	Active Shooter	8				
		PE	Active Shooter PE	8				
		PE	EOCCT	2				
		PE	EOCCT	4				
	PE	EOCCT	4					
	PE	EOCCT	4					
TOTAL HOURS OF INSTRUCTION			331	TOTAL HOURS OF INSTRUCTION	0			
<p>* THIS FORM IS TO BE USED ONLY TO CAPTURE PRIOR TRAINING EQUIVALENCY</p> <p>**The "Total Hours of Intruction" is NOT the total number of hours for the NSFTC, but the total hours of INSTRUCTION & Practical Exercises (The following have been removed: Tests, PT, PAT, GuardMount, & NLW Refresher)</p> <p>*** GRAY Highlighted Topic Numbers indicate those lessons which are required to be taught as sustainment each year and shall be used for completion of REQUIRED initial training for Veteran Officers (GS Series 0083s, 0085s) and MAs</p> <p>PE = Practical Exercise</p>								

EXHIBIT A TO CHAPTER 2
REPORT OF TRAINING NSFS/SRFTM-B – COI COMPLETION

R XXXXXXXZ JAN 18
FM NAS NEVERSAIL VA//
TO TRASUPPCEN HAMPTON ROADS DAM NECK VA//
INFO CNIC WASHINGTON DC//
COMNAVREG XXXXX//
CENSECFOR NORFOLK VA//
UNCLAS FOUO
PASS TO OFFICE CODES:
COMNAVREG XXXXXX//N36//
CNIC WASHINGTON DC//N3AT//
CENSECFOR NORFOLK VA//N5//
MSGID/GENADMIN/NAS NEVERSAIL VA/-JAN//
SUBJ/FOUO-PRIVACY SENSITIVE-REPORT OF TRAINING NAVY SECURITY FORCE
SENTRY (NSFS) (A-830-2216)/SECURITY REACTION FORCE TEAM MEMBER BASIC
(SRFTM-B) (A-830-2217)//
REF/A/DOC/CNIC/6MAY2016//
AMPN/CNICINST 5530.14A CH-2 Ashore Protection Program //
POC/DOE, JOHN/MAC/PUBLIC SAFETY STOREFRONT NEVERSAIL/-/
TEL: 999-999-9999//

RMKS/1. Per reference (a), the following command level delivery of Armed Sentry training is submitted:

- a. Corse Identification number (CIN)/ Corse data processing (CDP)/class convening:
A-830-2216/08m5/5-9 Dec 2017
- b. CIN/CDP/class convening: A-830-2217/ 08m6/12-23 Dec 2017
- c. TRASUP and SAMI conducting course: GS-12 John Doe/MAC Jane Smith
- d. Student graduation/command info:

Command	Unit Identification Code	Name	Rate
NAS NEVERSAIL	99999	Jones, Davey	BMC

Department of Defense Identification (DODID) # (Common Access Card)
9999999999

e. FOUO - privacy sensitive: any misuse or unauthorized disclosure may result in both civil and criminal penalties.//

Released by Captain I. M. Sailor, NAS Neversail, Virginia

BT
NNNN

Message Explanatory Notes:

1. Convene/graduation date: Course delivery will be a minimum of three weeks for class sizes greater than 10 students. (Course delivery may be reduced to two weeks for class sizes of less than 10 personnel.)

2. TRASUPPCEN Hampton Roads will enter course completions into the corporate enterprise training activity resource system (CeTARS) for Navy-wide tracking and entry into personnel electronic training jackets (ETJ). For additional information, contact TRASUPPCEN Hampton Roads at 757-421-8105/8109.
3. Commands will conduct ASF training during a consecutive three-week period in an uninterrupted training environment to facilitate completion of training requirements. Students should be in a non-duty status during delivery of this training. A fourth week of on-watch under instruction training should be utilized to increase watch stander proficiency and an understanding of security operations.
4. Additionally, each student scheduled to attend NSFS (A-830-2216)/SRFTM-B (A-830-2217) will have their ETJ screened utilizing the fleet training and management planning system (FLTMPs). If the student has already attended NSFS and SRFTM-B or any of the following courses, they meet requirements for armed sentry training and are not required to repeat the course:
 - a. Graduate of MA "A" School (A-830-0011) after September 2006. All MA "A" School students who graduated MA "A" School prior to September 2006 must complete armed sentry training to be qualified for watch standing assignments while performing force protection or law enforcement duties.
 - b. AS/SRF-B armed sentry/security reaction force basic (A-830-0018).

EXHIBIT B TO CHAPTER 2
REPORT OF TRAINING BETWEEN THE LIFELINES (BTL) ARMED SENTRY
TRAINING – VERIFICATION OF PRIOR GRADUATION

R XXXXXXXZ JAN 18
FM NAS NEVERSAIL VA//
TO TRASUPPCEN HAMPTON ROADS DAM NECK VA//
INFO CNIC WASHINGTON DC//
COMNAVREG XXXXX//
CENSECFOR NORFOLK VA//
UNCLAS FOUO
PASS TO OFFICE CODES:
COMNAVREG XXXXXX/N36//
CNIC WASHINGTON DC/N3AT//
CENSECFOR NORFOLK VA/N5//
MNSGID/GENADMIN/NAS NEVERSAIL VA/-/JAN//
SUBJ/FOUO-PRIVACY SENSITIVE-REPORT OF TRAINING BETWEEN THE LIFELINES
(BTL) ARMED SENTRY TRAINING//
REF/A/DOC/CNIC/6JUNE2016//
AMPN/ CNICINST 5530.14A CH-2 Ashore Protection Program //
POC/DOE, JOHN/LT/PUBLIC SAFETY STOREFRONT NEVERSAIL/-/TEL:999-999-9999//
RMKS/1. The following personnel have been verified as graduates of BTL Armed Sentry
Training:
a. Security personnel verifying course attendance: LT John Doe/GS-07 Jane
Anderson/MAC Bill Cody
b. (read in five columns: rank/name/DODID/course/grad date)
MA1/Davey Jones/1067899999/A-830-2216/07Dec2016
MA1/John Smith/1234569999/A-830-2217/12Dec2016
CS2/Mike Baker/0987657777/A-830-0018/15Mar2017
c. FOUO - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in
both civil and criminal penalties.//
d. Released by Captain I. M. Sailor, NAS Neversail, Virginia
BT
NNNN

CHAPTER 3 WATCHSTATIONS

0301. Qualifications for Position. Once NSF personnel have completed their PQS for watch stations as identified in Figure 3-1, they must be able to pass an oral board, as indicated in Figure 3-1. In the case of the NR NSF, the NR NSF CO may chair boards for the NR NSF patrolmen and make a recommendation for qualification to the installation CO via the installation SO. Additionally, the installation SO may chair boards for NR NSF in the event the NR NSF CO is unavailable or otherwise cannot conduct these boards. **All qualifications must be documented in DHART system.** Upon transfer to another command, the individual must requalify at the gaining command.

0302. PQS Requirements by Watch Station

a. COs serve as the final authority for all qualifications achieved under the PQS program per reference (1) and can delegate this authority, but no lower than Department Head (SO). Precinct Commanders, Assistant SOs and select Chief Petty Officers, when designated in writing by the installation CO, may chair the oral boards. ROC 2 installations where multiple SOs are assigned can have multiple designation letters based on watch sections and the tactical capability of the officer.

b. All installations will have an active and effective NSF PQS program per references (k) and (l).

c. PQS is intended to qualify NSF personnel to perform assigned duties as they relate to watchstations, as well as related systems and equipment.

d. NSF personnel will complete the appropriate PQS for their assigned position, including all pre-requisite PQS and training.

0303. NSF PQS. The following PQS will be completed by NSF personnel as required by assigned position:

a. LE/PS Operations (NAVEDTRA 43387)

b. Security Force Weapons (NAVEDTRA 43466)

c. Antiterrorism Common Core (NAVEDTRA 43387-2F)

d. Antiterrorism Tactical Watch Officer (NAVEDTRA 43385-9)

e. Shore Installation Management Basic Boat Coxswain Course (SIMBBC) PQS NAVEDTRA 43606.

- f. Harbor Security Boat Operations (NAVEDTRA 43467-1).
- g. Shore Training Team Member/Leader (NAVEDTRA 43468-A).
- h. Antiterrorism Training Team (NAVEDTRA 43387-2).

NOTE: NR NSF members may not qualify for service in the HPU and will not be assigned to HPU duties except in cases where there is a significant manning shortfall, NR NSF personnel who are already crewmember qualified and obtain all required weapons qualifications and 2nd class swim qualifications can be utilized when on orders of at least 30 days or longer to supplement loss of personnel or qualifications.

0304. Final Qualification

a. Once NSF personnel have completed the PQS for their assigned position, the SO will ensure an oral board is conducted for specific watchstations identified in Figure 3-1. The installation CO will be the final qualification and approval authority for the SO and ATO.

(1) The RSO will conduct the oral board for the SO/SECDIR and report completion of the board to the installation CO who will approve and designate the SO as qualified. Due to geographical constraints, the oral board for the SO may be accomplished virtually.

(2) The SO/SECDIR will conduct the oral board for the ATO and report completion of the board to the installation CO who will approve and designate the ATO as qualified.

(3) Due to the significance of the ATO, Operations Officer, Watch Commander and ATTT leader, the SO/SECDIR or assistant SO will conduct the oral boards for these positions.

(4) The SO may delegate responsibilities of chairing other PQS oral boards. However, this will not be delegated lower than the E-7/GS-10 SME level and as indicated in Figure 3-1.

(5) For those installations where the SO has delegated this responsibility, the SO / SECDIR will observe at least one board per quarter.

- b. The procedures for conducting an oral board are found in paragraph 0505c.

0305. PQS Re-Qualification. Upon reassignment or transfer, the NSF member is required to re-qualify on all PQS watchstations for duty at the new command. The level and depth of the re-qualification is at the discretion of the SO, but at a minimum, all 300 level line items relative to that installation will be completed per Figure 3-1 below. Re-qualification includes the completion of:

- a. A written test.
- b. An oral board.
- c. PQS watchstation requirements for those areas specific to the new location (e.g., air field, controlled industrial area (CIA), waterfronts, etc.)
- d. Demonstration of knowledge, skills and abilities through practical exercise.

NOTE: All PQS re-qualification's must be annotated in DHART with the new qualification date, despite the manner in which re-qualified, as outlined above.

0306. PQS Qualifiers. The installation CO is the final approval authority of NSF qualifications, unless delegated to the SO in writing. The CO will designate a "PQS Qualifier List" in writing which will be updated annually or as personnel moves occur and list those installation SMEs deemed competent to "sign PQS" for prospective NSF positions, watch stations and teams. As the most likely individual to discover discrepancies or inconsistencies in a standard, the qualifier should bring such matters to the attention of the supervisor. Qualifiers should:

- a. Keep abreast of revisions and changes to equipment, systems and policies that affect assigned areas of responsibilities.
- b. Notify the supervisor of changes to standards.
- c. Be available for sign-offs and assist trainees as needed.
- d. Maintain program integrity.
- e. Never become complacent and remain vigilant towards safety. Qualifiers will ensure trainees are knowledgeable of PQS-related safety requirements.
- f. PQS qualifiers will normally be E-5 or above and, at a minimum, have completed the PQS they are assigned.

0307. Interim Qualification. Situations may arise when it is necessary to qualify watch standers on an interim basis prior to the completion of a PQS to meet mission requirements. Examples of such situations are:

- a. When it is necessary to utilize a watch stander who has not achieved final qualification to fill an emerging requirement or during an unexpected increase in the installations force protection conditions.

b. When a newly reported individual must be utilized as a watch stander and has not been qualified in the particular watchstation or has a prior qualification from another command but has not achieved final qualification at his/her present command due to staffing shortfalls.

c. When school prerequisites cannot be met because of school throughput and limited quotas are available.

d. SOs should complete the following to qualify an individual on an interim basis:

(1) Identify specific PQS items and prerequisites to be accomplished by the individual for the interim qualification. Upon accomplishment of the required PQS item, administer oral and written examination to determine if a satisfactory knowledge level of watchstation requirements has been attained prior to granting the qualification.

(2) During the interim qualification period, ensure the individual continues to progress towards completion of final qualification through weekly updates by leadership.

(3) Determine a deadline date by which the individual must achieve final qualification or lose interim qualification. Interim qualifications will not exceed one year if awaiting a school seat. Any interim qualification which exceeds one year will require the approval of CNIC (N3AT).

(4) Recommend to the CO that an individual be granted interim qualification for a specific watchstation. Ensure that the deadline is briefed to the chain of command and annotated in the individual's training record.

(5) Ensure an individual's interim qualification status is reflected on formal watch bills and noted in PQS progress records with a "I" listed after the individual/s name.

(6) Document the interim qualification through a letter to the CO. A sample interim qualification letter can be found in reference (1).

REQUIRED INDIVIDUAL QUALIFICATIONS		Oral Board Required and Chaired by:
SECURITY OFFICER / SECURITY DIRECTOR		
43387	321 Security Officer	RSO
ICS-300	Intermediate ICS for Expanding Incidents	
ICS-400	Advanced ICS for Command and Staff	
ANTITERRORISM OFFICER		
43387-2F	307 Antiterrorism Officer	SO/PC*/ASO**
ICS-300	Intermediate ICS for Expanding Incidents	
ICS-400	Advanced ICS for Command and Staff	
PHYSICAL SECURITY OFFICER		
43387	313 Key and Lock Custodian	
43387	316 Crime Prevention Officer	
43387	317 Physical Security Officer	
SECURITY OPERATIONS OFFICER		
43387	320 Security Operations Officer	SO/PC*/ASO**
WATCH COMMANDER		
<i>All Qualifications for FIELD TRAINING OFFICER</i>		
43387	318 Watch Commander	SO/PC*/ASO**
ICS-300	Intermediate ICS for Expanding Incidents	
ICS-400	Advanced ICS for Command and Staff	
PATROL SUPERVISOR		
<i>All Qualifications for REACTION FORCE</i>		
43387	311 Patrol Supervisor	
43387-2F	303 Reaction Force Team Leader	
43387-2F	305 Chief of the Guard	
COMMAND INVESTIGATOR		
NEC 2002	Command Investigator	
43387	309 Surveillance Detection Team member	
43387	310 Evidence Custodian	
43387	315 Investigator	***E-7/GS-10
43466-D	Weapons (As assigned)	

Figure 3-1. Required Individual Qualifications

KENNEL MASTER		
NEC 2006	Kennel Supervisor Course	
NR NSF PERSONNEL ARE NOT ELIGIBLE		
MWD HANDLER		
<i>All Qualifications for PATROLMAN</i>		
NEC 2005	MWD Handler Course	
43387	In Rate Qualifications Commensurate with Paygrade	***E-7/GS-10
43466-D	Weapons (As assigned)	
NR NSF PERSONNEL ARE NOT ELIGIBLE		
FIELD TRAINING OFFICER		
<i>All Qualifications for PATROL SUPERVISOR</i>		
43387	308 Field Training Officer	
Local Course	Field Training Officer Academy	
ANTITERRORISM TRAINING TEAM LEADER		
43387-2F	306 Antiterrorism Training Team Member	
43468-A	302 Training Team Leader (Shore)	SO/PC*/ASO**
ANTITERRORISM TRAINING TEAM MEMBER		
43387-2F	306 Antiterrorism Training Team Member	
43468-A	301 Training Team Member (Shore)	
SECURITY FORCE TRAINER		
43387	312 Security Force Trainer	
IS-120.a	An Introduction to Exercises	
IS-130	Exercise Evaluation on Improvement Planning	
IS-139	Exercise Design	
Local Course	EVOG Instructor	
Local Course	CPR/First Aid Instructor	
NEC 9501	Antiterrorism Training Supervisor	
NOTE 1: Watch, Quarter and Station Bill requirements are dictated by current validated MPV-P		
WEAPONS TRAINER		
43466-D	324 Line Coach	
43466-D	325 Small Arms Marksman Instructor	
43466-D	326 CSWI	
43466-D	327 Grenadier Instructor	
43466-D	328 Range Safety Officer	***E-7/GS-10

LINE COACH		
43466-D	324 Line Coach	
HARBOR SECURITY BOAT TRAINING SUPERVISOR		
<i>All Qualifications for COXSWAIN</i>		
43467-1	303 Harbor Security Boat Training Supervisor	***E-7/GS-10
NR NSF PERSONNEL ARE NOT ELIGIBLE		
COXSWAIN		
<i>All Qualifications for CREWMAN</i>		
43467-1	302 Harbor Security/Patrol Boat Coxswain	***E-7/GS-10
NEC 0190	Force Protection Boat Coxswain	
CBT	SPAWAR-EHSSOT-1.0	
CREWMAN		
<i>All Required Qualifications for SENTRY</i>		
43467-1	301 Craft Crewman/Gunner	
	2nd Class Swimmer	
CBT	SPAWAR-EHSSOT-1.0	
ELECTRONIC HARBOR SECURITY SYSTEM (EHSS) OPERATOR		
<i>All Qualification for SENTRY</i>		
43605	301 EHSS Operator	***E-7/GS-10
CBT	SPAWAR-EHSSOT-1.0	
IS-242.B	Effective Communications	
IS-0700.A	NIMS Communication and Information Management	
IS-702.A	National Incident Response Management System (NIMS) Public Information System	
REACTION FORCE		
<i>All Qualifications for PATROLMAN</i>		
43387-2F	302 Reaction Force Member	
PATROL OFFICER		
<i>All Qualifications for SENTRY</i>		
Local	Naval Safety Center Airfield Vehicle Operator Course (AVOIC)	
43387	301 Emergency Vehicle Operator	
43387	307 Patrol Officer	
43387	303 First Responder	
SENTRY		
43387-2F	301 Sentry	
43387	302 Crowd Control	

43466-D	301 M9 Pistol	
43466-D	305 M-500 Shotgun Operator	
43466-D	308 M16 Rifle Operator (As required)	
43466-D	313 M240 MMG (As required)	
COUNTER SURVEILLANCE TEAM		
43387	309 Surveillance Detection Team Member	
DISPATCHER		
<i>All Qualifications for SENTRY ** FOR OCONUS ACTIVE DUTY ONLY</i>		
43387	306 Dispatcher/ESS Monitor	
IS-702.A	National Incident Response Management System (NIMS) Public Information System	
IS-0700.A	NIMS Communication and Information Management	
IS-242.B	Effective Communications	
PASS and ID TECHNICIAN		
43387	305 Pass and ID Technician	
DUTY ARMORER		
43466-D	323 Duty Armorer	***E-7/GS-10

- * Precinct Commander
- ** Assistant Security Officer
- *** E-7/GS-10 requirement must be the most qualified NSF SME in that area.

NOTE: Regions that employ GS-0085 NSGs beyond ECP operations may add training Requirements (e.g., First Responder) to ensure their force is meeting mission requirements.

0308. Job Qualification Requirements (JQR)

a. Title locally produced PQS-type booklets "Job Qualification Requirements (JQR)" to distinguish them from the fleet-wide mandatory PQS and to allow greater flexibility in tailoring the format, content, use and revision to the particular needs of the user.

b. JQRs are an interim solution to provide commands the flexibility to satisfy a specific qualification requirement where PQS does not currently exist. NSF related JQRs developed at the installation will be routed to CNIC (N3E) within 30 days of being developed or signed by the CO for retention and applicability enterprise-wide. Installation and Region staffs must be able to demonstrate OQE the JQR has been submitted by the installation through the Region for approval by CNIC (N3) during the CART process.

c. CNIC (N3AT) will analyze the JQR, determine potential for enterprise-wide application and, if approved, coordinate with CENSECFOR for developing a PQS. If not appropriate for enterprise-wide implementation, CNIC N3AT will approve or disapprove, provide feedback to Region or installation and archive the JQR.

0309. National Incident Management System (NIMS)/Incident Command System (ICS). NSF personnel will complete required NIMS and ICS training. Per reference (m), the minimum NIMS and ICS training is as follows (Figure 3-2):

Training Requirement	Installation Security Officer (SO)	Navy Security Force (NSF)
IS-15, Special Events Contingency Planning for Public Safety Agencies	Recommended	
IS-100.LEb, Introduction to Incident Command System (ICS) for Law Enforcement	Required	Required
IS-120, An Introduction to Exercises	Recommended	
IS-130, Exercise Evaluation and Improvement Planning	Recommended	
IS-200, ICS for Single Resources and Initial Action Incidents	Required	Required
IS-240, Leadership and Influence	Recommended	
IS-241, Decision Making and Problem Solving	Recommended	
IS-242, Effective Communication	Recommended	
ICS-300, Intermediate ICS for Expanding Incidents	Required (Note A)	Recommended
ICS-400 Advanced ICS	Required (Note A)	Recommended

IS-546, Continuity of Operations Awareness Course	Recommended	
IS-547, Introduction to Continuity of Operations	Recommended	
IS-700, National Incident Management System (NIMS) An Introduction	Required	Required
IS-703, NIMS Resource Management	Recommended	Recommended
IS-706, NIMS Intrastate Mutual Aid - An Introduction	Recommended	
IS-775, EOC Management and Operations	Required	
IS-800, National Response Framework, An Introduction	Required	Recommended
IS-813, Emergency Support Functions (ESF) #13 - Public Safety and Security Annex	Recommended	
IS-906, Workplace Security Awareness	Recommended	
IS-907, Active Shooter: What You Can Do	Recommended	Recommended
COOP Plans (Provided by EM or EMO)	Required	
HAZMAT Level I – DoD International Fire Service Accreditation Congress (IFSAC) Awareness	Required (Note B)	Required
HAZMAT Level II – National Fire Protection Association (NFPA) 472 Operations Level		Recommended (Note C)
FEMA E/L 950 - Incident Commander	Recommended (Note D)	
FEMA E/L 958 - Operations Section Chief	Recommended (Note D)	
Respirator User Training and Protection Fit Testing		Required (Note E)
Symbol Key		
A - ICS 300 and ICS 400: Required position-specific training for Incident Commander position assignment; listed as recommended for all others.		
B - The Hazmat Awareness Level 1 course is located on Total Force website http://totalforcevlc.golearnportal.org/portal.php .		
C - HAZMAT Level II – NFPA 472 Operations Level - Donning/Doffing Respirator and Personal Protective Equipment (PPE) ONLY.		
D - FEMA E/L Courses: Recommended position-specific training based on Operations Center position/assignments.		
E - Refer to CNIC Safety Program Office.		
Note: Federal Emergency Management Agency (FEMA) Independent Studies (IS) courses are updated frequently; completion requirement is one time only, regardless of series or equivalency; unless specified otherwise. Changes to the Duty Task List will be promulgated via notices or change transmittals.		

Figure 3-2. NSF Individual NIMS/ICS Training Requirements

CHAPTER 4 NSF INDIVIDUAL SUSTAINMENT TRAINING

0401. Sustainment Training for Individual NSF Members

a. A fundamental principle in the training process is to reinforce perishable knowledge, skills and abilities through repetition and leadership involvement. This is accomplished within CNIC through annual sustainment training. CNIC has developed a sustainment training package using approved training materials (Figure 4-1) to achieve standardized training for all NSF. Unlike other programs, NSF readiness must be effectively sustained throughout the year.

b. All CNIC NSF, which includes the ASF, must satisfactorily complete individual sustainment training requirements set forth by OPNAV and CNIC. Failure to satisfactorily complete sustainment training annually by the anniversary of the initial or previous sustainment training, will result in the removal of the individual from assigned duties until such time that the training can be satisfactorily completed.

c. Changes and deviations from training material content is not authorized without CNIC (N3AT) approval. However, instructors should take every opportunity to link training materials to practical experiences or drills and exercises to help reinforce the teaching point. In the event installation or Region trainers determine there is a need to update a lesson or portion thereof the Region trainer will make contact with CNIC (N3AT) Training Assistant Program Manager (APM) for resolution.

d. Document completed sustainment training in DHART, and maintain the class roster as the OQE that the sustainment training has been completed.

e. The sustainment training materials are available on the CNIC G2 portal at: <https://g2.cnic.Navy.mil/tscnichq/N3/N3AT/RTA/Sustainment%20Training/Forms/AllItems.aspx>.

f. The LE Exercise Administrator's Guide can be located on the CNIC G2 portal at: <https://g2.cnic.navy.mil/tscnichq/N3/N3AT/TRAMAN/Forms/AllItems.aspx>

g. Figure 4-1 links required sustainment training topics to the CNIC NSF LE exercise guide, which may be used to enhance annual sustainment training.

CNIC ANNUAL SUSTAINMENT TRAINING LESSON TOPICS			
Categories - OPNAVINST 5530.14 (series)	Topic No.	Topic Name	Delivery Method
Standards of Conduct	1.5	Navy Police/Security Values, Ethics and Code of Conduct	Classroom
UCMJ	1.7	Military and Federal Justice System	Classroom
Jurisdiction and Authority	1.8	Authority and Jurisdiction	Classroom
Watch Standing Procedures	1.9	Record Navy Security Force Information	Classroom
Self Incrimination/Admissions and Confessions	1.10	Rights Advisement	Practical Exercise
Search and Seizure	1.11	Search and Seizure	Practical Exercise
Watch Standing Procedures	1.12	Interpersonal Communication Skills	Classroom
Crowd Control / Protestors / Demonstrations	1.14	Crowd Behavior and Dynamics	Classroom
Use of Force	1.15	Use of Force	Practical Exercise
Watch Standing Procedures	1.16	Watch standing Procedures	Classroom
Vehicle and Personnel Movement Control	1.17	Personnel Identification and Entry / Access Control	Practical Exercise
Illegal Drugs / Drugs of Abuse Identification	1.18	Drug Identification	Classroom
1) Vehicle Inspection 2) Vehicle Stops / Evidentiary Search of Vehicles	1.19	Vehicle Inspection	Practical Exercise
FPCONs and Measures	4.2	Force Protection	Classroom
Tactical Communications	4.3	Navy Security Force Communications	Classroom
Crime Scenes / Preservation of Evidence / Chain of Custody	4.4	Crime Scene Security and Processing	Practical Exercise
Traffic Control	4.9	Traffic Control	Practical Exercise
	7.5v2	Sexual Offenses and Response	Classroom
	7.6	Domestic Disturbance Response	Practical Exercise
Vehicle Stops / Evidentiary Search of Vehicles	7.7	Traffic Stops	Practical Exercise
Legal Testimony / Captains Mast / Courts Martial	7.9	Courtroom Testimony	Classroom
Apprehension and Arrest	8.5	Apprehension and Transport Offender	Practical Exercise
Active Shooter Response	9.1	Active Shooter	Practical Exercise
Response to Suicide Incidents	9.2	Response to Suicide Incidents	Classroom
	9.3	Fingerprint Collection/Submission	Classroom
The above lessons DO NOT include time for Practical Exercises (PEs), only classroom training. Topics which benefit from the inclusion of PEs are outlined above and will be included in the installation/department annual exercise plan.			
The following REQUIRED sustainment training lessons/material are not included: NLW, Weapons, EVOC, CPR/First Aid, PPRs, SOP/Post Orders and Status of Forces Agreements (SOFA).			
NOTE 1: The following Sustainment Topics will use the initial training lesson plan AND PRACTICAL EXERCISE in its entirety: 7.6 - Domestic Disturbance Response and Topic 7.7 - Traffic Stops.			
Use currently existing systems (MNP) to accomplish AT Level 1 Training.			

Figure 4-1. Annual Sustainment Training for Individual NSF Members

0402. ASF Individual Sustainment Training Requirements. For training and qualification sustainment purposes, each member of the ASF is required to perform two sustainment watches and one training day for a maximum of 24 hours monthly, per reference (x).

a. Make post and training assignments with the intent of qualifying and familiarizing individuals with the posts and duties they are expected to stand and perform when actually recalled. Annual participation in an integrated exercise is a requirement and part of a member's ongoing training and qualification program. Any use of ASF beyond the monthly sustainment training requirement will be reported to the REGCOM and CNIC (N3AT) as actual workload.

b. The ASF sustainment topics contained in this manual are derived from references (a) and (b). Although there are topics that appear to be LE centric, as an important support element in the NSF, all ASF need to have a basic understanding of these fundamentals.

c. CNIC recognizes not all installations are resourced correctly all the time and management of ASF training may not be exactly as outlined here. In such cases, ensure all sustainment training requirements, weapons qualifications, NLW, etc., are occurring on training days to minimize down time.

CHAPTER 5

FIELD TRAINING PROGRAM (FTP)

0501. Purpose

a. To establish, promulgate guidance and outline procedures for the establishment of a Field Training Program (FTP) to assist in training NSF patrol and reaction force personnel. The FTP is designed to be a qualification process for MAs and NCP in order to establish the initial certification and minimum level of competency required prior to being assigned patrol or reaction force duties.

b. The purpose of using Navy AT and LE PQS is to standardize and facilitate operator watchstation qualifications. Additionally, PQS have been developed to ensure afloat and ashore forces can work together during all hazard incidents. The PQS program is not designed as a training program or a certification program. PQS will be used as an integral part of a well-structured and dynamic unit training program within the security department.

0502. Policy

a. This policy pertains to all NSF personnel within the CNIC enterprise.

b. Despite a departure from typical field training programs, including the initial CNIC FTP, this updated policy uses terminology germane to most programs (e.g., FTO). Due to the dynamic and continuous unit level and sustainment training program NSF units must maintain, this program is designed to assist the officer in meeting all requirements while under the constant supervision of a qualified officer. Additionally, CNIC will use the FTP to meet all requirements necessary to obtain POST certification and to assist all NSF in passing the POST LEX (emerging requirement).

c. The CNIC FTP has been modified from traditional FTPs and is more of a PQS qualification program and less of pairing trainees and FTOs for a specified period of time. The time a trainee must be partnered with a qualified officer will vary depending on how quickly the new officer grasps the concepts, obtains the required signatures and passes an oral board, if required. The PQS is an established program within all Navy activities ashore and will be used during the FTP. PQS is intended to provide a measurable standard for individuals' qualifications and should not be considered as a separate program with its own distinct managerial system, but rather as an integral part of the command's existing training program. Leadership is required to set goals for qualification timelines and will conduct constant monitoring of each of the individuals assigned to the program.

d. All prospective NSF personnel will be assigned to a trained and qualified NSF member (FTO) for the PQS in which they are pursuing to ensure the trainee has the

opportunity to successfully complete all PQS assigned. PQS is a compilation of minimum knowledge, skills and abilities necessary to qualify for NSF Patrol.

e. FTP trainees and FTOs will team up at all times. At no time should a trainee be assigned to a post without a FTO until fully qualified to stand the watch independently. In the event there are a limited number of FTOs to support every trainee, there must be a fully qualified NSF member on the post with the trainee at all times. The trainee will be considered under instruction during this period of time.

f. The training venue for the FTP and trainees includes mobile and fixed posts.

0503. Responsibilities

a. The SO will:

(1) Set standards and monitor the department's FTP and PQS programs.

(2) Designate PQS qualifiers and provide a list to the unit coordinator, as approved by the CO.

(3) Review training division's recommendations for tailoring FTO and NSF PQS and forward for approval.

(4) Approve NSF personnel selected as FTOs to ensure only the most qualified and professional personnel are assigned duties as an FTO.

(5) Remove personnel and FTOs from the program for performance and disciplinary reasons.

(6) Monitor and evaluate overall program success.

(7) Intercede when problems occur concerning a trainee's inability to successfully complete a phase or any portion of the FTP.

(8) Chair the departmental oral examining boards.

(9) Provide the unit coordinator with tailored and commander-approved PQS.

b. Watch Commander and Shift Supervisors will:

(1) Recommend personnel for assignment to FTO duties, Ensure trainees meet all prerequisites prior to being assigned to the program.

(2) Recommend removal of trainees from FTP.

- (3) Recommend removal of FTOs from the program.
- (4) Ensure FTOs are assigned to trainees in watch stations for which the FTO is qualified.
- (5) Verify trainees are making progress weekly.
- (6) Indoctrinate the trainee to the FTP program while assigning timeline requirements and PQS goals to individual trainees per departmental guidance.
- (7) Assist designated qualifiers and trainees as required.
- (8) Recommend PQS qualifiers to the SO.

c. The FTO will:

- (1) Provide one-on-one training, direction and guidance to assigned trainees. Ensure the trainee has an understanding and can articulate and demonstrate the process for qualifying in the PQS.
- (2) Provide progress feedback to the trainee during each shift.
- (3) Provide in-service instruction and demonstrate the various NTTP's per reference (g) to the trainee.
- (4) Evaluate the various NSF functions the trainee is performing.
- (5) Communicate trainee advancement problems and work with the Watch Commander to address remedial and alternative training methods.
- (6) Provide recommendations and documentation concerning trainee's failure to progress.
- (7) Make initial recommendation for qualification or removal from the FTP.
- (8) Keep abreast of revisions and changes to equipment, policies and program changes that affect the installation security department's FTP.
- (9) Notify the training supervisor of changes to standards based on new tactics, techniques and procedures.
- (10) Be available for PQS sign-offs and assist trainees as needed.
- (11) Maintain program integrity.

0504. FTO Selection and Qualification Criteria. Ensure the following selection and qualification criteria are met prior to personnel being selected as FTOs:

a. Have a minimum of two years of NSF patrol and sentry experience, one year of which must have been completed at the selectee's current installation.

NOTE: Overseas assignments with one year tours should refer to selectee's past experience as a qualified patrol officer and then make the actual assignment once the member has completed all assigned watch standing qualifications and passes an oral board.

b. Be highly recommended by the immediate supervisor and endorsed by the second level supervisor.

c. Possess a high degree of oral and written communications skills and be at least a fully qualified E5 or GS-0083-06 NCP.

d. Possess personal character traits consistent with Navy core values as demonstrated by prior evaluations and a lack of citizen complaints or formal disciplinary actions, including documented discussions for negative behavior or conduct.

e. Complete all basic requirements for assigned watch station (initial training, all sustainment training, weapons qualifications, etc.)

f. Must not have received any disciplinary actions within the previous year and must have a positive professional demeanor.

g. Must be qualified in all watchstations for which member is authorized to sign.

0505. FTP Trainee Qualifications

a. Prospective patrol trainees must have successfully completed the below training and education (commensurate with their position/status) prior to starting the FTP:

(1) FLETC UPTP and PBTP or Standards Compliance Course (SCC) (NCP-GS-0083)

(2) MA "A" School (Active and Reserve MAs) or Standards Compliance Course (SCC).

(3) Navy Security Guard Training Course (NSGTC) (NSG-GS-0085) or Standards Compliance Course (SCC)

(4) Basic defensive tactics training (including OC certification).

- (5) Basic ethics course for police officers.
 - (6) Approved use of force training.
 - (7) Weapons qualification course.
- b. The trainee will be expected to follow all direction given by the FTO and staff.
- c. Oral Boards: The only CNIC mandated oral boards for watch stations are outlined in Figure 3-1. However, if recommended by the FTO, the Watch Commander, Operations Officer or Precinct Commander, should conduct an oral board.
- (1) Oral boards are a pass or fail evolution. Each question or scenario will be evaluated by the board with the trainee receiving either a pass or fail rating.
 - (2) Questions, answers and scenarios must be objectively based with clearly identified benchmarks for correctly answering questions and passing or failing scenarios. The security department is required to develop their own exam questions or use already established questions from the appropriate PQS.
 - (3) Trainees who pass the board will be graduated to independent patrol duties. Trainees who fail the board will be given ample opportunity to retrain and then given a second oral board. If the trainee fails a second time, the member will be temporarily removed from the FTO program until a determination about re-training and appropriate administrative actions have been taken.
 - (4) Whenever practical, the trainee's assigned FTO will be present for the oral board.
 - (5) The oral examining board will determine the scope of the board and questions from applicable PQS to ascertain the trainee's qualification. Oral boards will include the trainee's demonstration of watch standing procedures and evolutions when appropriate. Questions should be developed based on the geographical location of the installation and/or posts and the equipment issued to the command.

SAMPLE - ORAL BOARD RESULTS AND RECOMMENDATIONS LETTER

Date:

From: (Senior Board Member) _____

To: _____
(Final Certifying Authority)

Subj: ORAL BOARD RESULTS

1. Candidate: _____
Watchstation: _____

2. Board members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Board format: Oral/Written/Equipment Demonstration

Items Covered

_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT

4. Comments/Recommendations:

Senior Board Member

Figure 5-1. Sample - Oral Board Results and Recommendations Letter

CHAPTER 6 HARBOR PATROL UNIT (HPU) TRAINING

0601. Harbor Patrol Unit Organizational Overview. Harbor Patrol Units (HPU) are task-organized to support installation force protection requirements including high value units (HPU), other Navy units and assigned assets within an installation's AOR. A qualified HPU leader (refer to paragraph 0606 below) will be designated in writing by the installation CO, accountable to the installation SO and have overall responsibility for the performance, training and readiness of all HPU equipment and personnel. Assisting the HPU leader is the harbor security boat training supervisor (HSB TRASUP) who is responsible for training and recommending final qualification of HSB coxswains and crewman.

0602. Individual Crew Qualification Standards. HPU coxswains and crew will complete basic and advanced level training per references (n), (p), (s) and (y). The training curriculum for coxswains and crew follows CNIC policy, formal courses and PQS.

- a. Only qualified coxswains and crewmembers are authorized to operate HSBs.
- b. Personnel under instruction will be under the direct supervision of a TRASUP or coxswain as directed and will not be assigned a watchstation for which they have not yet completed training and received final qualification.
- c. All personnel assigned to the HPU conducting security operation missions will be qualified in the advanced tactical skills necessary to conduct waterborne security missions per references (n) and (s).

NOTE: NR NSF members may not qualify for service in the HPU and will not be assigned to HPU duties except in cases where there is a significant manning shortfall, NR NSF personnel who are already crewmember qualified and obtain all required weapons qualifications and 2nd class swim qualifications can be utilized when on orders of at least 30 days or longer to supplement personnel loss or loss of qualifications.

0603. Harbor Security Boat Coxswain. Harbor Security Boat Coxswains are responsible for providing COs mission ready, rapid response forces fully capable of executing security patrols, interdiction, perimeter, harbor defense and defense of high value assets.

- a. Level I/Basic Boat Coxswain qualification is attained using the following method:
 - (1) Be a graduate of SIMBBC (CIN: S-540-1007) per reference (y) and complete SIMBBC basic boat coxswain PQS under the instruction of a qualified HSB TRASUP. In the absence of a qualified HSB TRASUP, the CO may designate another seasoned LVL II qualified coxswain for the purpose of training and signing HPU members SIMBBC and

HPU Level II PQS. All PQS qualifiers must be designated in writing by the CO per reference (l).

(2) Pass a final qualification consisting of a rules of the road written examination, an oral board and personal observance of underway performance.

b. Level II/HSB Coxswain qualification will be attained using the following method:

(1) Attend Level II Coxswain Operations and Tactics COI earning NEC 0190 and complete the corresponding HSB operations PQS watchstation in reference (o) under the instruction of a qualified HSB TRASUP.

(2) Pass a final qualification consisting of a written examination and oral board.

(3) Pass an underway check ride as part of the final qualification.

(4) Be second class swimmer qualified.

(5) Have normal color vision. Color blindness and night blindness are disqualifying conditions for this position.

c. Interim Level II Coxswain may be approved by the CO as outlined below:

(1) Interim HSB LVL II Coxswain qualification candidates MUST be qualified as a basic boat coxswain through watchstation 302 per NAVEDTRA 43606 SIMBBC PQS.

(2) Individuals may be interim HSB coxswain qualified without completion of Level II Coxswain Operations and Tactics COI, provided they complete NAVEDTRA 43467-1 HSB operations PQS through watchstation 302 under the instruction of a qualified HSB TRASUP.

(3) Prior to approval of an interim qualification for HSB coxswain, the candidate will have an approved scheduled date to attend the Level II Coxswain Operations and Tactics course.

(4) COs will approve, in writing, all interim HSB coxswain qualifications. This authority will not be delegated.

(5) All interim qualified HSB coxswains will be assigned a qualification expiration date per NAVEDTRA 43100-1K PQS unit coordinator's guide not to exceed one year or completion date of scheduled Level II Coxswain Operations and Tactics course.

d. Must be qualified on all assigned craft weapons systems per reference (j).

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0604. Harbor Security Boat Crewmember. To be a qualified HSB crewmember, personnel must be qualified per references (j), (o), (q), (z) and (ab), on all assigned craft weapons systems, qualified as a 2nd class swimmer per paragraph 0611a and have normal color vision.

0605. Harbor Security Boat Training Supervisor (HSB TRASUP). The HSB TRASUP must possess the level of knowledge, skills and abilities required for planning, managing and assessing daily HSB training for the NSF. The HSB TRASUP will ensure coxswain training is conducted on time and documented, with reports made and routed to the SO.

a. All HPUs will have at least one HSB TRASUP with the NEC 2004 on board and qualified. Additional HSB TRASUPs will be manned to accommodate a standard 50:1 training ratio.

b. To be qualified as a HSB TRASUP, personnel must complete the requirements below:

(1) Be a fully-qualified Level I and Level II HSB coxswain per references (o), (y), (z) and (ab).

(2) Have a minimum of 100 documented underway hours of experience as an HSB coxswain.

(3) Be a graduate of the Center for Security Forces (CENSECFOR) HSB TRASUP COI (A-062-0049) per references (o) and (z).

(4) In order to teach SIMBBC COI, must be a SIMBBC installation training specialist as per reference (y) and complete reference (z). To be qualified to teach the SIMBBC COI, HPU TRASUPs must:

(a) Attend the SIMBBC COI at least every three years.

(b) Be prepared for assessment by the SIMBBC Model Manager.

(c) Be designated in writing as having met all qualifications per reference (y).

NOTE: HPU TRASUPs are ONLY permitted to teach the SIM BBC COI in Diego Garcia, Bahrain, Souda Bay and Rota, Spain. Other remote locations may be approved on a case-by-case basis by CNIC (N3AT) and CNIC (N31). Criteria includes locations who do not have a SIM BBC Region or installation Specialist, have a significant turnover rate or severe manpower shortages beyond their control and where mission accomplishment would be compromised.

(5) Qualified as an ATTT member.

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c. In order to attend the CENSECFOR HSB TRASUP COI, an attendee must hold the rank of E-5 or above.

d. Must be qualified on all assigned craft weapons systems per reference (j).

0606. Harbor Patrol Unit (HPU) Leader. The HPU leader must have NEC 2003, be a qualified second class swimmer per paragraph 0611a and be PQS qualified per references (o) and (p). The HPU leader is responsible to the SO for the training and performance of the HPU.

0607. HPU Individual Sustainment Training. HSB coxswains and crewmembers will maintain individual sustainment training per Figure 6-1, in addition to the NSF sustainment requirements contained in chapter 4 of this manual.

CNIC HPU SUSTAINMENT TRAINING	PERIODICITY	PASSING GRADE	DELIVERY METHOD	DAY & NIGHT TRAINING
Rules of the Road Exam	Monthly	85 percent **	Written Exam	N/A
AOR Familiarization Refresher Training	Semi-Annually		Practical	YES
Aids to Navigation	Quarterly		Classroom or Practical	YES
Pier Approaches	Semi-Annually		Practical	YES
Basic Chart Reading	Quarterly		Classroom	N/A
Electronic Navigation (Radar, FLIR & GPS)	Quarterly		Practical (on boat)	YES
Emergency Casualty Control - FIRE	Quarterly		Practical (on boat)	YES
Emergency Casualty Control - FLOODING	Quarterly		Practical (on boat)	YES
Emergency Casualty Control - LEAKS	Quarterly		Practical (on boat)	YES

Figure 6-1. HPU Sustainment Training

** - If failing score is achieved (<85%), member must remediate to 100 percent.

0608. HPU Crew Training Standards. HSB crews will be trained by completing and documenting the following small craft evolutions and drills (Figure 6-2) and by demonstrating the tactics in reference (s) under the supervision of the HSB TRASUP. Each HSB crew must successfully complete the required drills in the periodicity of Figure 6-2.

REQUIRED HSB EVOLUTIONS		
Exercise Number	Name	Periodicity
HSB-01	Man overboard	Monthly
HSB-02	Small Craft Lube Oil/Fuel Leak	Monthly
HSB-03	Small Craft Tow/Be Towed	Monthly
HSB-04	Low Visibility	Monthly
HSB-05	Small Craft Weapons Malfunction	Monthly
HSB-06	Loss of Communications	Annually
HSB-07	Loss of Electrical Power	Annually
HSB-08	Loss of Steering	Annually
HSB-09	Loss of Propulsion	Annually
HSB-10	Engine Overheat/High Water Temperature	Annually
HSB-11	Loss of Lube Oil Pressure	Annually
HSB-12	Major leak/Flooding	Annually
HSB-13	Damage Control	Annually
HSB-14	Fire	Annually
HSB-15	First Aid and Injuries	Annually
HSB-16	Collision	Annually
HSB-17	Capsized	Annually
NSOXP-10-AT	Small Boat Probe Drill	Quarterly
NSOXP-11-AT	Small Boat Attack Drill	Quarterly
NSOXP-12-AT	Floating Object - Improvised Explosive Device (IED) Drill	Annually
NSOXP-13-AT	Swimmer Attack Drill	Annually

Figure 6-2. Required HSB Crew Evolutions

NOTE: HSB-01 – Man overboard is required to be conducted during both day and night and is a practical exercise, not a table top exercise (TTX).

0609. HPU Crew Certification Standard. Each HSB crew must be certified against NSO-11-AT small boat attack during the FEP.

a. All installations with a HPU will participate in either a CITADEL PROTECT, or HPU training assist visit every two years.

b. CITADEL PROTECT exercises are scheduled by CNIC N36 who will coordinate this effort with CNIC N3AT and N3E, the affected installation, numbered fleet, Region and host ship.

c. All NSOXP listed below will be evaluated during CART and certified during FEP:

- (1) NSOXP-10-AT Small Boat Probe.
- (2) NSOXP-11-AT Small Boat Attack.
- (3) NSOXP-12-AT Floating Object – Improvised Explosive Device.
- (4) NSOXP-13-AT Swimmer Attack.

0610. Crew-Served Weapons (CSW) Qualifications. Personnel assigned to the HSB as a gunner will be CSW qualified on weapons assigned per the command's AT plan, and per references (j), (o) and (q).

0611. Other HPU Crew Qualifications

a. Swim Qualifications

- (1) Be second class swimmer qualified.
- (2) Consider practical swimmer training when developing long and short range training plans.
- (3) The Region will ensure the NSF has access to a sufficient number of personnel qualified to administer the second class swimmer test, per reference (r).

b. Crewmembers will undergo semi-annual operating area familiarization refresher training. Training is intended to maintain awareness to changes in the waterfront operating environment, including updates to standing installation and Region AT plans and modifications to the harbor security posture.

c. Qualified coxswains who have not performed coxswain duties for a period of three months will attend refresher training per reference (y). Refresher training will consist of:

- (1) Verifying Coxswain is a graduate of SIMBBC and is PQS qualified.
- (2) Two day refresher training including seamanship training, underway boat handling and passing the rules of the road examination.

0612. HPU Training Continuum Management

a. HPU training program and the HSB TRASUP will be evaluated during CART, RELIANT and CITADEL series exercises by ATTT, ITT and Region training team (RTT) in order to ensure standardization, synchronization and alignment of HSB training. Additionally, commands are responsible for scheduling individuals to attend the necessary training and for ensuring nominations are submitted in a timely manner.

b. HPU will be certified during FEP as outlined in chapter 10 of this manual.

c. The above are minimum requirements. REGCOMs or COs may direct additional qualifications.

d. Report the number of qualified HSB coxswains and TRASUPs in the quarterly operations training and exercises summary (QOTES).

0613. Navy Small Craft Insignia (SCI). Assigned personnel are encouraged to attain Navy Small Craft qualification. This program provides crewmembers with relevant professional expertise to enhance mission performance and career progression.

a. Per reference (i), the CO is authorized to award the SCI to junior officers and petty officers in the rank of E5 or above who complete all qualification requirements.

b. At a minimum, the following requirements must be completed prior to awarding the insignia:

(1) Level I Coxswain and PQS.

(2) Level II Coxswain course and PQS.

(3) Minimum six months in a billet serving as an HSB coxswain.

(4) Completion of Small Craft Designation Board (all members of the board must possess the insignia).

(5) Oral Board (membership designated by the CO).

CHAPTER 7 TRAINING TEAMS

0701. Purpose. CNIC installations will have a trained and qualified ATTT based on installation mission, functions and tasks. Training teams are comprised of experienced and highly qualified SMEs whose purpose is to train individuals and watch teams. The ATTT is one of the installation training teams which collectively comprise the ITT. The ATTT's role during the installation training and certification process is critical to NSF readiness and performance. The ATTT's effectiveness in training, assessing and improving readiness will be routinely evaluated throughout the entire cycle.

0702. Goal. The goal of the ATTT is to effectively assess and train individuals and watch teams to increase NSF proficiency in the performance of the force protection mission. Additionally, the ATTT must possess the ability to integrate with other functional areas (on and off the installation) and execute the AT plan and all requirements and tasks specifically defined in the installation's Navy mission essential tasks (NMETS). The ATTT also aids in identifying NSF resources, installation response plans, AT plans and training deficiencies.

0703. Responsibilities. CNIC has formalized and standardized training and exercises for all Navy programs ashore. CNIC training requirements and guidance are found in the SRTP, reference (p) and the STTHB, reference (t).

0704. Training Team Requirements

a. The STTHB, reference (t), is CNIC's primary resource for integrated training planning, execution and assessment. It is the enterprise standard for integrated training, including drill packages, safety time-outs, training time-outs and other critical training benchmarks to ensure the NWTS process is followed for continuous process improvement. NSF leadership and personnel will use the CNIC STTHB for planning, briefing, executing and debriefing unit level training events ashore throughout the NSF training and certification cycle. ATTT will be evaluated during self-assessments, CART, Region Assessments and FEP and certification per the STTHB standard. As the training requirements in this TRAMAN are specific to the NSF, only ATTT-related training guidance and information will be discussed here. For all other training and exercise standards, refer to the STTHB located on the G2 portal at:
<https://g2.cnic.navy.mil/tscnichq/N3/N3AT/TRAMAN/Forms/AllItems.aspx>.

b. Training Teams

(1) The RTT will conduct C3 mission area training at the installation level and assess integrated C3 mission area training conducted by the Region and the installations. The RTT assesses integrated training events involving ATTT and other functional mission areas (e.g., Emergency Management, Fire and Emergency Services). RTTs ensure ashore training is consistent with GCC and NCC operational requirements. RTTs provide

evaluation and validation of resources and requirements to ensure subordinate installations are manned, trained and equipped to meet mission readiness.

(2) The ITT, led by the installation XO and assisted by the ITO, if assigned (ITT Coordinator), plans, coordinates, executes and assesses installation integrated training events involving multiple mission areas per CNIC and Region guidance/direction. Additionally, the ITT captures lessons learned for continuous process improvement across all mission areas. The ATTT is a critical component of the ITT during both AT-related training events as well as all hazards training. The ITT is pivotal in ensuring quality and realistic integrated training at the EOC and the Incident Command Post (ICP) locations where multiple departments/organizations must train and execute duties collaboratively. In this context, the ITT and ATTT must work closely together to ensure ATTT-related training events and exercise injects are integrated and coordinated safely and effectively to provide optimal and realistic NSF training and meet all training and certification cycle operational requirements as well as real-world sustained readiness expectations. The ITT's effectiveness at conducting integrated training is assessed during the RASS and FEP.

(3) The ATTT, with assistance from the ITT, is responsible for the planning, coordination, training, assessment and proficiency of an installation's NSF, capable of training individual watch standers and watch teams and operating in an integrated training environment.

(4) Utilizing the training guidance and standards herein, the ATTT provides high-quality, safe and realistic training with as few simulations as possible to optimally prepare the NSF for real-world incidents. The ATTT should be utilized extensively during installation self-assessments, post checks, level of knowledge training, sustainment training, evolutions and the development of new response procedures.

(5) The ATTT's effectiveness is assessed during CART, RASS and FEP. ATTT performance during FEP is critical to a successful grade during the NSF/C3 certification (see ATTT assessment) criterion for CART and FEP in paragraph 1009a(2).

(6) The ATTT is responsible for assessing real-world NSF response, including the capture of lessons learned in support of continuous process improvement.

c. The installation ATO will be assigned as the ATTT leader and is responsible and accountable for integrating NSF/ATTT training and exercise requirements. The ATO coordinates, plans, executes, assesses and provides continuous improvement training objectives to the CO/XO for incorporation in future training events. The ATO is required to participate in PB4T and the emergency management working group (EMWG). ATTT members are responsible for:

(1) Ensuring drills and exercise events are thoroughly planned, briefed, executed, assessed and debriefed per references (p) and (t).

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(2) Conducting the highest-quality individual and team training for the command's security forces and unit personnel.

(3) Providing support and subject matter expertise to installation integrated training exercises and the ITT.

(4) Collecting performance data, observations and recommendations and continuously assessing the command's AT program, plans and exercises.

(5) Ensuring exercises are conducted safely per the NMETs and operational risk management (ORM).

(6) Collecting lessons learned and providing training, materiel, policy and Navy tactics, techniques and procedures (NTTP) deficiency feedback and recommendations for improvement to the Antiterrorism working group (ATWG).

(7) ATTT members will be present at ALL ITT pre and post-event briefings. This is contrary to how many afloat training teams operate, but this insures all members of the ATTT are fully engaged and receive consistent direction from the ITT leader. This has been identified as a best practice and yields the best possible results during execution of integrated training events.

d. ATTT size and composition will depend on the most complex evolution or exercise to be evaluated and will consist of both military and civilian police officers, but at a minimum, ATTT members must be the most knowledgeable SMEs assigned to the department. Although not a requirement, use of selection and qualification criteria for FTOs may be used in detailing members to the ATTT. These traits can be found in paragraph 0504 above.

e. The personnel assigned to the ATTT must be 100 percent qualified in the following areas to be designated as a member of the ATTT:

(1) ATTT PQS qualified.

(2) PQS qualified in the watchstation they intend to evaluate.

(3) PQS qualified in shore training team member/leader at their respective level of responsibility per reference (aa).

f. The ATTT will be validated at CART by the assessment team, per requirements of chapter 10 and the assessment guide.

g. The ITT will be evaluated at the RASS by the RTT, per reference (t).

h. Installations will assign sufficient safety observers to cover all areas as discussed in the ORM section of the drill package. The safety observers are separate and distinct from the ATTT and must be identified specifically as safety observers.

CHAPTER 8 NSF EXERCISES AND DRILLS

0801. Scope. NSF related exercises coordinated by the ATTT and led by the ATO help improve NSF readiness and validate the installation response plans by utilizing the NWTS process. Properly planned, executed and assessed exercises, whether solely ATTT-related or part of a larger integrated installation exercise, help articulate, revise and improve requirements, thereby increasing NSF readiness through continuous process improvement. An effective ATTT that enforces thorough hot wash standards and after-action reporting (AAR) procedures following all drills and exercises will also ensure the real-world executability of the installation AT Plan, NSF standard operating procedures (SOP) and PPRs.

0802. Goal. To properly drill and exercise in support of enhancing NSF readiness by increasing proficiency and validating/exercising response plans and capability required to properly prepare for, mitigate, respond to and initiate recovery from all hazards incidents identified during vulnerability and hazard assessments. Training will focus on most dangerous and most likely scenarios, including environmental hazards, such as earthquakes and storms, which are exercised through various CNIC CITADEL-series exercises.

0803. Purpose. To demonstrate and assess NMET performance and integration across all functional areas.

0804. Exercise Planning. The SO and ATO are responsible for ensuring all NSF related NMETS are completed per Figure 8-1. To that end, exercise planning is critical. All NSF training requirements should be staffed during recurring installation PB4T, ATTT and ATWG. Once training objectives are identified, they are either executed by ATTT or, if an integrated drill requirement, incorporated into the ITT drill package. Additional exercise planning assistance is available in references (p) and (t).

0805. Exercise Types. This section will outline the different types of exercises available to the NSF. The ATO, as the ATTT leader, should determine which of these is best suited for the objectives being exercised or a combination of two or more to facilitate the requisite training of the force.

a. Table top exercises (TTX) are designed to elicit discussions and facilitate analysis of various situations or challenges in an informal, stress-free environment. TTX participants examine and resolve problems based on existing operational plans with the goal of refining those plans for future testing and ultimately improved readiness. A TTX is most appropriate when determining if a plan will have the intended outcome.

(1) Situation manuals (SitMans) are provided for discussion-based exercises (TTX) as the core documentation that provides the textual background for a facilitated

exercise. The SitMan supports the scenario narrative and serves as the primary reference material for all participants conducting or involved with the TTX.

(2) The introduction provides an overview of the exercise including scope, objectives and core capabilities, structure, rules and conduct as well as an exercise agenda. The next section of the SitMan is the scenario, which may be divided up into distinct, chronologically sequenced modules. Each module represents a specific time segment of the overall scenario, based on exercise objectives and scenario requirements.

(3) Each module is followed by discussion questions, usually divided by organization or discipline. Responses to the modules' discussion questions are the focus of the exercise and reviewing them provides the basis for evaluating exercise results. These discussion questions should be derived from the exercise objectives and associated core capabilities, capability targets and critical tasks. The SitMan generally includes the following information:

- (a) Exercise scope, objectives and core capabilities.
- (b) Exercise assumptions and artificialities.
- (c) Instructions for exercise participants.
- (d) Exercise structure (i.e. order of the modules).
- (e) Exercise scenario background (including scenario location information).
- (f) Discussion questions and key issues.
- (g) Schedule of events.

(h) SitMan reference appendices may include, but are not limited to: relevant documents regarding plans, SOPs, etc., jurisdiction or organization-specific threat information, safety data sheets and a list of reference terms.

(4) TTXs do not meet the NSOXP drilling or exercise requirements contained in Figure 8-1.

b. Drills are a routine test designed to demonstrate or evaluate a specific operation or function, provide training on new equipment or practice and maintain current skills. With a drill, coordination with higher or lower support organizations is generally not necessary, as these are primarily focused on the NSF. Routine drills are primarily used as practice events which provide leadership a chance to validate one small part of the response plan. For the purposes of this TRAMAN, the terms NSOXPs and drills are synonymous, are performed continuously throughout daily,

monthly and quarterly schedules and are building blocks to more extensive exercises in which several functions will be coordinated and tested.

c. Evolutions (Blocking and Tackling) are those functions the security department conducts on a routine basis, which must be exercised to preserve the NSF skills necessary to discharge their duties. Examples of some evolutions are:

- (1) ECP turnaround procedures.
- (2) Clearing Barrel Procedures.
- (3) Final Denial Barrier Operations.
- (4) Accident Investigations.

d. Command post exercises (CPX)/Functional Exercises are simulated interactive exercises that are designed to test strategic planning capability and the organization's operational plans across multiple functions and functional areas. A well designed CPX will test a response to a situation/incident in a time-pressured, realistic simulation without impacting operations or the need to stage/move resources.

e. Field training exercises (FTX) are large scale events with the goal of evaluating an entire organization's operational and response capability and all associated systems. The FTX is designed to simulate a real-world environment as closely as possible in which all resources, leadership and strategic assets are used to validate each supporting agency's performance capabilities. The exercise should closely resemble the high stress environment and simulate actual response conditions an installation would face in a large scale incident. The planning, coordination and mobilization of actual personnel, equipment and resources are required to ensure FTX success. An integrated FTX will be assessed during CART, Region Assessment and FEP/CERT. The successful execution of a complex FTX (activation of EOC, Incident Command Post and multiple response agencies to the incident, including NSF) is a requirement for a successful Region assessment and FEP NSF C3 certification.

0806. CNIC Full-Scale Exercise Series

a. CITADEL SHIELD (CS) is the annual capstone AT event in the execution phase of the Navy Warfare Training System (NWTS). CITADEL SHIELD is a key event in the CNIC shore response plan (SRP) and will engage other primary mission areas (fleet and family readiness, fire and emergency services, emergency preparedness, safety, air/port operations, Naval Facilities (NAVFAC), public affairs, etc.) serving to integrate the response and recovery organizations subsequent to a criminal or terrorist incident or attack.

b. SOLID CURTAIN (SC) is an annual USFF force protection exercise and the means by which USFF assesses Navy AT program command and control (C2) capabilities and

evaluates the readiness and effectiveness of fleet and Region AT programs throughout the U.S. Northern Command (USNORTHCOM) AOR. Exercise scenarios stimulate command-level decision making and lead to the actual escalation of FPCON levels for all Navy commands in the USNORTHCOM AOR. During SC, C2 processes and procedures will be evaluated to identify gaps and seams within the AT program C2 architecture and, in particular, ashore/ afloat integration.

NOTE: Both CITADEL SHIELD and SOLID CURTAIN are CONUS-only.

c. CITADEL PACIFIC is an annual capstone AT event in the execution phase of NWTS. It is the means by which PACFLT and CNIC exercise and assess Navy AT C2 capabilities and evaluate the readiness and effectiveness of each numbered fleet, Region and installation AT program throughout the United States Pacific Command (PACOM) AOR. CITADEL PACIFIC is a key event in the CNIC SRP and engages other primary mission areas (fleet and family readiness, fire and emergency services, emergency preparedness, safety, air/port operations, NAVFAC, public affairs, etc.) serving to integrate the response and recovery organizations subsequent to a criminal or terrorist incident or attack.

d. CITADEL PROTECT is a fully integrated ashore and afloat exercise conducted in a training environment that closely approximates the real-world operational environment that address systemic vulnerabilities identified in USFF AT program reviews and assessments of post real-world events. These exercises are assessed to exacting standards and evaluate training in small unit tactics and tactical decision making, integrated ashore/afloat AT plans, PPRs, directed in-port security plans and SOPs. These integrated drills directly support CNO strategic Antiterrorism guidance, USFF and PACFLT enabling objectives to reiterate rules of engagement and rules for the use of force down to the lowest level. In addition, they train personnel in promulgated TTPs and assess shortfalls in execution and AT C2.

e. RELIANT (Followed by Region-specific exercise name) is a series of CPX events, where Regions are either the sponsor or a participant in a non-CNIC sponsored exercise.

0807. Navy Security Operations Exercise Program (NSOXP)

a. The USFF NSOXP is comprised of scenarios designed to validate personnel knowledge, abilities, equipment use and performance in achieving and completing critical tasks. Figure 8-1 outlines the NSOXP exercises which must be completed and the periodicity for each, by each member of the NSF. Based on emerging protection requirements and an increased threat, these periodicities will be updated via an N3AT advisory and an update to the assessment grade sheets.

b. The requirement is for each installation ATTT to evaluate at least one NSF watch section during the periodicities mandated in Figure 8-1.

c. This does not preclude the installation from conducting additional NSOXPs and exercises in order to further improve watch stander proficiency.

d. In addition to the NSOXPs required by USFF, all installations with HPU's will exercise the USFF promulgated directed in-port security plan (DISP) utilizing reference (f), including supplemental's one (1) and two (2) which mandate integrated training and coordination between ashore and afloat assets.

Exercise Number	Name	Periodicity Months
NSO-01-AT	Surveillance	Quarterly
NSO-02-AT	Protest	Quarterly
NSO-03-AT	Entry Control Point Penetration	Quarterly
NSO-04-AT	Pedestrian Carried Improvised Explosive Device (PCIED)	Semi-Annually
NSO-05-AT	Vehicle Borne Improvised Explosive Device (VBIED)	Quarterly
NSO-06-AT	Alarm response	Annually
NSO-07-AT	Suspicious Package	Semi-Annually
NSO-08-AT	Bomb Threat (Written/Verbal)	Annually
NSO-09-AT	Active Shooter	Quarterly
NSO-10-AT	Small Boat Probe	Quarterly
NSO-11-AT	Small Boat Attack	Quarterly
NSO-12-AT	Floating Object - Improvised Explosive Device (IED)	Annually
NSO-13-AT	Swimmer Attack	Annually
NSO-14-AT	Standoff Attack	Annually
NSO-15-AT	Light Aircraft Attack	Annually
NSO-16-AT	Chemical, Biological, Radiological Nuclear (CBRN) Assault	Annually
NSO-17-AT	Armed/Barricaded/Hostage Situation	Quarterly
Installations will participate in four installation-wide integrated training events (ITE) each year, one of which must be NSF-related. Beyond the requirements listed above, an ITE involving NSF is required during the installation self-assessment and FTXs are required during CART, region Assessment and FEP. The CART FTX should be planned based on current ATTT and NSF level of qualification and proficiency.		
REQUIRED MAJOR EXERCISES		
Exercise Number	Name	Periodicity Months
AT-I1	All Hazards Exercise (Ex: HURREX) or equivalent	Annually
AT-I2	Citadel Shield / Solid Curtain or equivalent	Annually
AT-I3	Antiterrorism Exercise (Ex: Citadel Shield) or area equivalent	Annually

Figure 8-1. Require AT Integrated FTXs and Exercise Series Periodicity Requirements

0808. High Risk Training. High risk training requires additional safety mitigation measures when planning and executing NSF training evolutions, drills and exercises. Reference (u) provides a definition of high-risk training as well as the procedures to follow. A few important components required of all high-risk training include:

a. Emergency action plan (EAP) development and execution. The standardized drill package contains tabs for safety ORM matrix and ORM worksheet which, if completed correctly, can be used as an EAP for the exercise being accomplished. Installations with harbor patrol units and small arms ranges will develop EAPs that address personnel injuries, to include rendezvous locations for the emergency services and first responders so as not delay the immediate response due to confusion.

b. A thorough understanding of the difference between training and safety time-out procedures, as well as a command environment conducive to all personnel being allowed and encouraged to request a safety time-out.

c. Strict compliance with ORM. If during the ORM process, a portion of the exercise produces a risk assessment code (RAC) 2, an EAP is required. However, if the drill package ORM section contains sufficient detail and mitigation, an EAP may not be necessary. For questions when a EAP is required, refer to reference (u).

CHAPTER 9 ASSESSMENT TEAMS

0901. Policy. All assessors supporting the NSF training and certification cycle will be qualified per the TRAMAN.

0902. Process. CNIC (N3E) will ensure all CART and FEP assessors are qualified per the guidance stipulated herein. Region N3s will ensure all Region assessors are qualified to the same standard.

0903. Qualifications

a. Assessment Team. The CNIC team leader for the CART and FEP will be a post-major shore command CO. The team leaders of RASS teams must be designated by the REGCOM and be a SME for the area under evaluation and are not required to be a post major shore command CO.

b. All assessment team members evaluating the NSF must be Shore Training Team Member PQS qualified.

c. Individual assessors must be an SME, formal course graduate and/or PQS qualified in the position assigned to assess.

d. Assessors evaluating the ICP should also have attended ICS 300/400.

NOTE: Ideally, ICP assessors will have real-world IC experience.

CHAPTER 10 OPERATIONAL FORCE CERTIFICATION

1001. Certification Authority

a. CNIC is the certifying authority (CA) for NSF ashore. The term CA refers to the command/organization responsible for certifying designated NSF that have satisfactorily completed all training requirements and have the requisite capabilities to support NSF operational missions. CNIC (N3E) will assign a Training Liaison Officer (TLO) at least 90 days prior to the CARTs. The TLO will perform the following duties:

(1) Assign drills to be demonstrated during the CART, based on the ROC levels and the complexity of the installation.

(2) Schedule pre and post CART MTTs and answer questions about the schedule.

(3) Answer any technical questions about the certification process.

(4) Communicate logistical requirements for the assessment team.

b. During the mid-cycle Region Assessment (RASS), the REGCOM will assess installation NSF and make a “Ready To Certify” or “Not Ready To Certify” recommendation to CNIC. In the event the REGCOM staff determines the installation is “Not Ready To Certify,” they will develop a detailed POA&M with very clear timelines to get to FEP (NTE 60 days) and report to CNIC (N3) the actions taken and ramifications if not ready within prescribed timelines promulgated by the REGCOM staff. The CNIC assessment team can provide specifics on options available for those installations who are “not ready to certify.”

c. CNIC certifies NSF during FEP per the guidelines stipulated herein and per GCC and NCC operational requirements validated by NCC assessors during CART or FEP.

1002. Assessment Authority (AA). The term AA refers to the command or organization responsible for conducting training evaluations and assessments (e.g., CART, FEP). The AA (i.e., installation ATTT, Region RTT, CNIC Assessment Team) conducts evaluations and assessments based on criteria established by HHQ directive. COs are responsible for training plan execution. The REGCOMs are responsible for assessing subordinate units; therefore, they will designate and identify AA roles and responsibilities and establish assessment criteria within their individual training instructions. AA evaluators and assessors will be experienced subject matter experts (SMEs), designated in writing by the REGCOM and be PQS qualified for the positions and functional areas which they are evaluating or assessing.

1003. Joint Basing. Joint bases led by the Navy will adhere to AT training requirements as delineated herein. The Navy’s EA for AT is USFF. Joint basing NSF training and certification

will be based on joint basing DoD policy and ISSAs. Where NSF shore TRAMAN requirements may be in conflict with joint/ISSA policy, defer to DoD joint basing policy.

1004. Installation Self-Assessment. Installations are required to conduct an annual SA using the assessment guide check sheets and to report SA results to their REGCOM. Additionally, CNIC (N3E) will be notified of completion on the first day of the CART. Installations will use their SA results as well as any deficiencies noted during periodic vulnerability assessments or force-wide exercises and work with their REGCOM to resolve shortfalls. The installation will generate a command improvement plan IP and track all items to resolution. The IP will ensure readiness for CART.

1005. Command Assessment for Readiness and Training (CART). The CART is primarily a NSF programmatic review and is used as the basis to determine if the NSF and the ATTT are ready to conduct unit level training during the higher operational tempo (OPTEMPO) assessment phase of the training and certification cycle. The CART will also include an operational assessment of two watch teams demonstrating proficiency in NSOXPs with one of the events resulting in a cascading integrated drill to evaluate operational readiness between the EOC, ICP and tactical NSF response assets. Results of CART identify readiness deficiencies and lead to the development of an installation's command IP, scheduling of needed training and a broad POA&M to have a successful Region assessment and FEP certification.

CART is scheduled at the beginning of the NSF's assessment phase (approximately 15-18 months before FEP) and follows the installation SA. CART provides an opportunity to validate ATTT and ITT and determine the installation's "ready to train" status. CART is an administrative spot-check assessment of the installation's PS and LE programs; however, its primary assessment focus will be on the AT program. Additionally, CART will assess the personnel, equipment, supply, training ordnance and facilities (PESTOF) pillars of DRRS-N to ensure that the NSF possesses the requisite material, personnel and individual skills to properly conduct increasingly more integrated unit level training during the assessment phase. CART is usually five days in length.

NOTE: Numbers of drills and evolutions will be provided to the installation prior to the CART.

a. CART assessment areas:

(1) Core Capabilities – Evolutions and drills. (Primary drill assessment focus is AT).

(2) DRRS-N Readiness Review.

(3) Level of Knowledge.

b. Assessment Guide. The Assessment Guide is used to evaluate the NSF for administrative and core capability requirements. Each section will be scored individually. In each area there are "critical" items. If these "critical" items are "no-go" this results in an unsatisfactory score

for the entire area. To be scored satisfactory in each area, the score must be 80 percent or greater and no critical items must be marked “no-go” A composite score will be based on a weighted average of all areas. To satisfactorily meet “ready to train” criteria during CART, a unit must have a composite score of 80 percent or better. Failure to meet a 80 percent composite score at the end of the CART assessment will result in CNIC scheduling a mandated MTT and will require the installation to develop a detailed command IP that specifically addresses all findings to include a date of completion for each item.

c. The Assessment Guide is located at:

<https://g2.cnic.Navy.mil/public/hq/CART/SECO%20TOOLBOX/Forms/AllItems.aspx>.

d. ITT/ATTT Planning. No later than 90 working days prior to CART, the assessment team will provide the installation evolution, drill and FTX planning guidance. The ITT and ATTT must demonstrate proficiency in the development of the complex integrated drill involving EOC activation, ICP establishment and tactical NSF response. Additionally, the ATTT must demonstrate proficiency in the coordination of evolutions and drills. Finally, the ATTT will be graded during FEP and is a critical component of a successful certification.

1006. Core Capabilities. Each NSF unit will be assessed to ensure that plans, policies and procedures are in place to ensure compliance with references (a), (e), (x) and (ab). The core capabilities are evaluated using the assessment guide.

a. Antiterrorism (AT) Program. AT measures are defensive in nature and are used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military and civilian forces. The AT program requirements encompass resources, risk management, planning, administration and logistics in support of an overall protective posture against terrorist threats and actions. Scoring criteria for certification of the AT program is 100 percent of ALL critical tasks and 80 percent of all tasks overall.

NOTE: AT check-sheets will be completed during SA, validated during CART and spot-checked during RASS/FEP.

b. Law Enforcement (LE) Program. LE personnel are military and civilian personnel assigned and responsible for the enforcement of laws and regulations within specific DoD jurisdictions. The LE program requirements address organizational, administrative and resource issues focused on the optimal employment of LE assets within a protection environment. Scoring criteria for certification of the LE Program is 100 percent of all critical tasks and 80 percent of all tasks overall.

NOTE: LE check-sheets will be completed during SA, validated during CART and spot-checked during RASS/FEP.

c. Physical Security (PS) Program. PS is that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment,

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installations, materiel and documents; and to safeguard them against espionage, sabotage, damage and theft. PS program requirements focus on those actions necessary to ensure optimal physical security within a Navy installation. Scoring criteria for certification of the PS Program is 100 percent of ALL critical tasks and 80 percent of all tasks overall.

NOTE: PS check-sheets will be completed during SA, validated during CART and spot-checked during RASS/FEP.

1007. DRRS-N Readiness. The second part of the CART is an administrative evaluation of the NSF's readiness under the DRRS-N PESTOF pillars.

a. Personnel. The first pillar is an evaluation to ensure NSF are properly manned, possess the correct Navy enlisted classification (NEC) and are properly task organized to conduct the core capabilities.

(1) Manning. The NSF must have the correct manning to execute core capabilities as dictated by the AMD and MPV-P and to fully support the installation AT Plan.

(2) Critical Billets. The NSF must have 100 percent of critical billets filled.

(3) Critical NECs. The NSF must have 100 percent of critical NECs filled.

(4) Task Organization. The NSF must be task organized and must have a watch bill that reflects validated posts according to MPV-P and the CO's risk assessment. Any discrepancies should be immediately communicated to the REGCOM and CNIC (N3AT) for resolution.

(5) ASF Manning. The NSF must correctly calculate "fair share" per reference (x). ASF manning should be at 100 percent of FPCON Charlie requirements per the command AT Plan and not MPV-P.

b. Equipment. Materiel readiness refers to the proper accountability for and maintenance of all assigned equipment.

(1) Table of allowance (TOA). Each unit is required to maintain and account for all assigned equipment and systems. The AEL is outlined in reference (x). The Security Department must maintain 100 percent accountability of all equipment. Installations will have a tracking system to track missing or damaged equipment that is reviewed weekly by the SO.

(2) Emergency vehicles (EV). Each EV will be inspected prior to each operation to ensure that they are in good mechanical condition, have no damage which would affect the safe operation and handling in normal and emergency situations, are clean and that all installed equipment is functioning properly.

(3) Harbor security boat (HSB) material inspection. Each assigned HSB will be inspected prior to each operation for material condition and to ensure installed systems operate correctly. Additionally, required safety equipment will be inventoried and inspected for functionality.

(4) Weapons. NSF must possess and properly maintain sufficient weapons and associated ammunition to outfit the entire NSF based on the requirements in the installation AT plan, to include the ability to support the deployable Region Security Force (RSF) per reference (x). Further, weapons must be maintained utilizing the planned maintenance system/maintenance and material management (PMS/3M) procedures per reference (hh).

(5) Communications. NSF must have the requisite number of radios per the AEL for all FPCONs according to their AT plan.

c. Supply. Although supply management is a function of the installation at large, the NSF manages a counter terrorism (CT) budget as well as plan for AEL replacement. Careful analysis of the resource requirements in the installation AT plan is necessary to ensure the installation has the required budget resources to execute the AT Plan.

(1) Budget. The NSF must have a financial management plan for the current fiscal year to demonstrate how CT funds will be expended, to include a tracking mechanism for ordering replacements for damaged and/or missing equipment.

(2) Phased Replacement Plan. NSF must plan and budget for phased replacement of AEL and other equipment based on wear and tear.

(3) Unfunded Requirements. All NSF must maintain a list of those items that need funding but were not covered under the phased replacement plan.

d. Training. Prior to being ready to conduct unit level training (ULT), the NSF must possess the requisite amount of individual knowledge, skills and abilities (KSA) to be able to successfully train itself. This includes having qualified watch sections, ASF and C2 element, as well as a qualified and capable training team.

(1) Individual qualifications. This refers to those requisite PQS and schools that qualify an individual to perform the duties of the assigned watch station.

(a) Personnel qualification standards (PQS). PQS requirements by watchstation are outlined in chapters 3 and 4. The number of PQS qualified NSF is dictated by the MPV-P validated posts. All MPV-P validated posts will be manned with PQS qualified NSF members to maintain a fully manned and qualified watch bill.

(b) Schools. School requirements are outlined in chapter 2 of this manual. The number of individual schools that are required is dictated by watchstation requirements. At

a minimum to be “ready to train,” the NSF must complete 100 percent of the critical schools and 80 percent of essential schools.

(c) Weapons qualifications. Weapons qualification requirements are outlined in reference (j). The NSF must have a sufficient amount of qualified personnel on the various weapons systems to meet 100 percent of installation AT plan requirements through all FPCONs as outlined on the arming matrix. Additionally, no more than 183 days will lapse between initial weapons qualification and sustainment. Further, no more than 183 days will lapse between sustainment and the next annual qualification, for all weapons, including crew served weapons, used by the NSF. There is no grace period for weapons qualifications and as such, failure to sustain or re-qualify within the 183 days will result in the qualification being revoked and the NSF member must complete the entire annual qualification. As an example: Member qualifies with M9 resulting in sustainment being due no more than 183 days. In the event the NSF member does not shoot the sustainment within the 183 days or fails the sustainment requirements, member must requalify on all phases, Navy handgun qualification course (NHQC) , practical weapons course (PWC) and low-light (LL) courses of fire. Finally, weapons sustainment will be conducted no less than 4 and a half (4.5) months from last annual qualification. For example, if the NSF member shoots the annual qualification courses of fire on 1 January, they should not shoot the sustainment course until at least 15 May and not later than 2 July of that same year.

(d) Non-Lethal Weapons. NLW requirements are outlined in reference (a). All watch standers (including ASF) must be qualified on the required NLW systems.

(e) All NSF must be in periodicity with annual sustainment training as outlined in chapter 4 of this manual.

(2) The ATTT qualification requirements are outlined in Chapter 7. The NSF must have a fully qualified and proficient ATTT of sufficient size to properly train and evaluate watch section and watch stander performance. ATTT effectiveness will be assessed during CART and Region assessment and is a critical requirement during FEP for NSF/C3 certification. If ATTT is ineffective or deficient, a post-CART MTT may be required.

(3) Training administration. DHART is the required method of documenting individual training. DRRS-N is the required method of reporting unit readiness. Chapter 11 details requirements for the use of these systems. Procedures for the use of each must be in place and both systems must be used effectively to manage training and report training readiness.

(4) HPU check ride. The purpose of the HPU check ride is to verify assigned boat crews can safely operate and navigate their harbor security boat. This will be accomplished by demonstrating the semi-annual AOR familiarization refresher training. The criteria for the HPU check ride is “Go/No Go” for ALL boat crews. The HPU check ride will be accomplished by a qualified HSB TRASUP or HPU leader. During CART the installation HSB TRASUP

will demonstrate at least two HPU check rides; CNIC will select the coxswains for the check ride demonstration.

(5) Range Operations. The security department must be able to demonstrate the ability to safely conduct range operations and have a sufficient amount of qualified personnel to conduct range operations. The security department must have and comply with a range SOP. The range training must be effective and must be conducted per reference (j). Range operations will be conducted during the installation self-assessment and the result presented to the CART assessment team on day one of the assessment.

e. Ordnance. NSF must properly store and account for small arms ammunition, per reference (ee).

f. Facilities. Although facilities is a function of NAVFAC under base operations support, the NSF must have and must properly maintain office spaces, storage, ready for issue and armories as assigned.

1008. Watch stander Level of Knowledge (LOK). The next phase of the CART is to evaluate the watch standers' level of knowledge through written testing and oral interview (post checks, etc.). Each NSF member being tested must attain a minimum score of 80 percent. The installation will remediate to 100 percent each time a LOK is given to a NSF member.

1009. Initial NSF Assessment

a. The final portion of CART is a practical evaluation of the ATTTs ability to effectively plan, brief, execute, debrief and train the NSF. It will include two watch teams demonstrating proficiency evolutions (SOPs, PPRs) and drills (NSOXPs), with one of the drills resulting in a cascading drill to evaluate operational readiness. The cascading integrated drill will be an FTX with the following objectives:

(1) Activate and Assess:

(a) The Emergency Operations Center– **ONLY EVALUATED BY ITT.**
NOT AN N3AT EVENT.

(b) Incident command (IC).

(c) NSF – tactical response to incident.

(2) Assess the ATTT in their ability to:

(a) Develop training scenarios that validate both NSF proficiency and the installation response plans.

(b) Develop effective, relevant and appropriate drill packages and master scenario events list (MSEL).

(c) Plan drill.

(d) Brief drill.

(e) Execute drill.

(f) Assess drill.

(g) Debrief drill.

(h) Record findings and apply lessons learned in the CNIC command IP format (see exhibit C to Chapter 10) taught during the MTT.

(i) Minimize risk and hazards by adhering to all applicable ORM and safety standards while conducting training.

1010. CART End State

a. CART Report. The CNIC assessment team provides assessment feedback in all administrative programs, ATTT and the cascading integrated FTX. If satisfactory, a “ready to train” recommendation will be provided by CNIC. If “not ready to train” due to deficiencies, including ATTT ineffectiveness, the installation will work with their REGCOM to develop a command IP to address deficiencies (IP Example: Exhibit C to this chapter)/POA&M. Once corrected, a follow-on assessment may be required to certify the installation as having completed CART and being “ready to train.” This is critical as post-CART OPTEMPO includes increasingly challenging, integrated and more complex training and exercises. Installations must be ready to continue the assessment phase. An installation demonstrating extraordinary proficiency during CART, may qualify for an interim certification if able to achieve a composite score of 90 percent or greater in all areas, no significant administrative deficiencies and C3 proficiency during the FTX.

b. NSF Training Plan. “Road to Certification.” Following CART, the NSF revises the training plan to address shortfalls found during CART. The training plan is developed to prepare for the Region assessment and FEP. During the NSF assessment phase, the NSF training plan will be forwarded to REGCOM for review and approval. The REGCOM will then be better postured to assist in installation training and request CNIC MTTs to ensure installation success during both the Region assessment and FEP/CERT.

1011. Region Assessment (RASS). The Region assessment is both an administrative and operational assessment. The Region should conduct a CART-like assessment using the approved assessment guide in all applicable functional areas. REGCOM will verify command IP completion status, review the NSF training plan, using the assessment guide to validate all NSF administrative programs, validate ATTT effectiveness, assess drills and evolutions and assess a complex FTX involving EOC activation, ICP establishment and tactical NSF response. REGCOM will also verify NSF is meeting continuous training requirements (CTR) and continuous certification requirements (CCR), Exhibit A. The REGCOM will determine “readiness to certify.” This assessment will refine the NSF training plan in preparation for FEP and may identify further command IP action items which the installation will need to track and complete. REGCOM provides a “readiness to certify” recommendation to CNIC via the RASS message template (Exhibit D). REGCOM assessment team’s ability for ascertaining readiness to certify will be evaluated by CNIC during FEP. On the first day of FEP, the Region staff will provide the CNIC senior assessor both the installation’s self-assessment as well as their own completed assessment guide used during the RASS. The objectives of RASS that the Region Program Directors are responsible for are:

- a. Re-evaluating the training and readiness standards, to include the "as found" findings during the CNIC conducted CART assessment in preparation for the FEP.
- b. Ensuring all NSF unit level training and assessment events are planned and executed as prescribed by this manual with the goal of continuous process improvement.
- c. Operationally and administratively evaluate the installation NSF/C3 in unit level training per the assessment guides.
- d. The RASS meets the requirements for the installation’s annual comprehensive AT program review identified in DoD and CNO Standard 31 (first program review conducted during the CART). The RASS final report provides a record of the annual review (i.e., date and results) and it will be retained for a minimum of three years to be included in command turnover files. This review is the systematic assessment of the AT program against the standards defined by associated higher headquarters references.

1012. Final Evaluation Problem (FEP). FEP is a CNIC led, operational assessment of an installation NSF’s ability to meet all core competencies stipulated in this TRAMAN as well as NCC/GCC operational requirements. A successful FEP will result in NSF/C3 certification. The CNIC HQ / Region staff assessment team will include a core of trained and qualified security and Antiterrorism SME assessors (see chapter 9) and may be joined by NCC Assessors / observers as well. NCC assessors may participate to validate that all operational and geographic NSF requirements are met. FEP is scheduled at the end of the assessment phase of the NSF training and certification cycle. Upon conclusion of FEP, the CNIC assessment team lead will either recommend certification or non-certification. If certified, the installation will continue sustainment training until the next assessment phase, conducting self-assessments annually and reporting results to the REGCOM. If non-certified, more direct REGCOM staff support, NSF

oversight and MTTs may be needed before certification is attempted again. The FEP event is usually three to five days in duration, depending on the size of the installation or NSF. The Region staff will provide the CNIC senior assessor the completed assessment guide used during the RASS on the first day of the FEP.

a. FEP Objectives

- (1) Ensure NSF meets CTR, located at Exhibit A of this chapter.
- (2) Ensure NSF meets CCR, located at Exhibit A of this chapter.
- (3) Evaluate EOC, IC and NSF C3.
- (4) Verify the NSF training plan.
- (5) Assess NSF administration via spot checks based on CART, Region assessment validations and the installation command IP status.
- (6) Assess NSF training and qualification records.
- (7) Assess ATTT training, qualification and effectiveness.
- (8) Assess NSF in “most likely” scenarios and drills (installation specific).
- (9) Assess NSF in installation specific “most dangerous” scenarios and drills, culminating in a complex integrated FTX involving EOC activation, ICP establishment and a coordinated tactical NSF response.
- (10) Assess NSF in accomplishment of evolutions (SOPs and PPRs).
- (11) Certify installation NSF/C3 while simultaneously validating GCC/NCC operational requirements.

b. FEP Standards. The NSF must:

- (1) Have a qualified watch bill with an even balance of senior and experienced personnel distributed across all watch teams and during all shifts.
- (2) Have a qualified ASF.
- (3) Have an effective Watch Team Replacement Plan.

- (4) Have all critical billets and NECs filled.
- (5) Meet all NSF related commander's critical information requirements (CCIRs).
- (6) Meet all DRRS-N readiness requirements (see paragraph 1007).

(7) Have a qualified and effective ATTT capable of planning, training, briefing, executing, assessing, debriefing and ensuring installation NSF readiness is meeting all requirements while continuously improving. Furthermore, the ATTT will be capable of developing realistic scenario based exercises with minimum simulations (only where safety or operations would be disrupted) while always ensuring safety of watch standers and the protected populace

(8) Have an approved AT plan, SOPs, PPRs and post orders with required OQE for record keeping requirements outlined in DoD and CNO standards.

(9) Demonstrate the ability to respond to and mitigate AT threats.

(10) Demonstrate requisite LOK at all watch stations including:

- (a) General orders of the sentry.
- (b) Post orders.
- (c) PPRs and SOPs.
- (d) FPCON posture and measures.

(11) Have a minimum of two watch teams demonstrate proficiency in conducting evolutions and drills with one of the events resulting in a cascading integrated drill to evaluate operational readiness between the EOC, ICP and tactical NSF response assets. In order to pass an evolution or drill a score of 80 percent is required. Watch section selection as well as drill or evolution events will be made by the FEP assessment team.

NOTE: Numbers of drills and evolutions will be provided to the installation prior to the FEP.

(12) Maintain all NSF programs and be prepared for program spot checks at all times by higher authority (includes PS and LE).

c. Actions Prior to FEP. Once the RASS is completed and the REGCOM recommends installation NSF "Ready to Certify," the CNIC assessment team will issue FEP planning guidance and commence coordination. The guidance will include the provision of some

administrative read aheads and include instruction to the ATTT and ITT for the planning and execution of FEP.

d. Prerequisites. On the first day of FEP, the SO will present the assessment team leader the following:

(1) NSF organizational chart.

(2) Qualified ATTT. The ITO will ensure the ITT qualifications are presented.

(3) Qualified watch bill.

(4) Approved AT Plan.

(5) Approved SOPs, PPRs and Post Orders.

(6) Command IP with corrective actions taken, including progress on any deficiencies noted during the Region assessment (should be completed prior to FEP).

(7) Approved drill packages.

(8) Approved watch team replacement plan (WTRP). A WTRP provides NSF leadership with a means of projecting gains and losses which impact the watch team. Additionally, a WTRP facilitates required individual training. A copy of the WTRP is also posted on

<https://g2.cnid.navy.mil/public/hq/CART/SECO%20TOOLBOX/Forms/AllItems.aspx>

e. Administrative spot check on day one of FEP. During FEP, the assessment team will assess the AT plan, SOP, PPRs and post orders, for completeness, accuracy and approval. Additionally, the department will be required to demonstrate an effective and qualified watch bill. The assessment team will verify the CART command IP has been completed or significant progress has been made to correct the findings prior to certification; however the composite score must be at least 80 percent at the completion of FEP to allow certification.

f. Training Validation. During FEP, the assessment team will validate the unit meets all CTR and CCR and DRRS-N compliance in P-pillar (personnel) and the T-pillar (training). In addition, the NSF training plan will be reviewed.

g. ITT/ATTT Planning. No later than 90 days prior to FEP, the assessment team will provide the installation with evolution, drill and FTX planning guidance. The ITT and ATTT must demonstrate proficiency in the development of the complex integrated drill involving EOC activation, ICP establishment and tactical NSF response. Additionally, the ATTT must demonstrate proficiency in the coordination of evolutions and drills. Installations

will forward their watch bills to CNIC TLO at least 20 days prior to the FEP and CNIC will then select the sections to be evaluated and provide notification at least 10 days prior to the FEP. Finally, the ATTT will be graded during FEP and is a critical component of a successful certification.

h. The FEP will culminate in a complex integrated FTX scenario which will result in the activation of the EOC, establishment of an NSF-led ICP and the deployment of NSF.

(1) EOC Assessment. The EOC will be assessed on how well the team supports the incident commander (IC); the ability to gain, maintain and transmit situational awareness; use of a common operating picture; coordination with agencies involved with the incident; development of an incident action plan; ability to provide emergency public information (EPI) via mass warning and notification; and the ability to effectively provide financial, administrative, logistical, operational and planning support during a complex security incident.

(2) IC Assessment. The NSF IC will be assessed on ICP effectiveness and his/her ability to execute tactical control of NSF response forces per NIMS/ICS. If a unified command is established, the NSF IC will still be the primary position assessed.

(3) NSF response unit assessment. Responders will be assessed based on NSOXP grading criteria located in the assessment guide and the NSOXP guide.

(4) The complex FTX will serve as the comprehensive FEP for the NSF-led C3 operational certification.

i. To satisfactorily pass the scenario-based operational assessment the watch sections must pass all critical tasks and 80 percent of other tasks. In addition, the unit as a whole must pass the “most dangerous” scenario (one of the four required to pass) with a score of 80 percent or better.

j. The CNIC assessment team leader will provide FEP and certification performance scores as follows:

(1) Above average/certified: installation earned an average composite score of 90 percent or greater on all evolutions, drills and administrative spot-checks, ATTT and the complex integrated FTX.

(2) Average/certified: installation earned a composite score of 80 to 89 percent on all evolutions, drills and administrative spot-checks, ITT, ATTT and the complex integrated FTX.

(3) Below Average/Not-Certified: installation earned a composite score of 79 percent or less.

k. Certification criteria is located in the assessment guide (appendix D). In order for the unit to pass FEP and become certified, the unit must pass the administrative, training and scenario based operational assessments with a grade of 80 percent or better, with no failures of critical tasks and no major safety incidents.

1013. Final Certification. Installation NSF C3 certification is the culmination of the NSF training and certification cycle and validates installation NSF C3 compliance of all requirements delineated herein. The CNIC assessment team leader recommends certification (or non-certification) to CNIC (N00).

a. Failed to certify. An installation who does not pass FEP certification has not met minimum standards per this TRAMAN, FEP assessment guidebooks and NSOXP guide or GCC/NCC operational requirements. A grade of “Below Average/Not Certified” requires the development of a detailed IP which will be provided to CNIC N3. The installation NSF will continue its mission, however, the following steps will be taken to ensure certification within 90 to 180 days following the failure to certify:

(1) REGCOM will place a Region security SME within the security department until certification is achieved.

(2) Installation CO will report to the REGCOM weekly on status of remediation efforts.

(3) REGCOM will review remediation plans and provide an update to CNIC (N3) monthly.

(4) All watch bills, qualifications, training, drill plans and the command improvement plan IP will be reviewed by the Region N3 weekly and forwarded to CNIC (N3), via e-mail.

(5) A minimum of two drills per section will be run at least two times per week for each section until certification.

(6) Follow-on RASS will be scheduled at least six months after certification is achieved.

(7) If certification is not achieved within 24 months of the initial CART, a second CART assessment will be conducted by CNIC.

**EXHIBIT A TO CHAPTER 10
NSF ASHORE (NSF) CERTIFICATION CRITERIA**

1. NSF Ashore References:

OPNAVINST 5530.14	Navy Physical Security and Law Enforcement Manual
OPNAVINST F3300.53C	Navy Antiterrorism Program
NTTP 3-07.2.1	Antiterrorism/Force Protection
NTTP 3-07.2.3	Law Enforcement and Physical Security
NTTP 3-20.6.29M	Tactical Boat Operations
OPNAVINST 3591.1	Small Arms Training and Qualification
CNICINST 5530.5	CNIC Harbor Patrol Unit Operating Instructions
DoD Instruction 2000.16	DoD Antiterrorism Standards
CNICINST 5530.14	Ashore Protection Program
NTTP 3-07.3.2	Tactical Employment of Non-lethal Weapons

2. Continuous Training Requirements (CTRs). An installation NSF must satisfy the following CTRs at all times:

	Proficiency CTRs	Methodology/Criteria
1	Training Team Performance	Requires proficiency from ATTT to plan, brief, execute, assess and debrief properly. The following training objectives will be used: Established and qualified training teams Exercise planning, preparation for mission/team focused training events(s) Brief mission/team focused training event(s)
2	Deter, detect, defend against and mitigate Terrorist Activities	NSF demonstrates proficiency in the execution of their PPR per their Antiterrorism AT Plan (including transitions through FPCONs) to deter, detect, defend against and mitigate terrorist activities.
3	Surveillance	NSF demonstrates proficiency in detecting surveillance activity on unit. Collecting as much information as possible and disseminating information through the unit. NOTE: In order for CTR to be met, each drill score will be at least 80 percent.

4	Entry Control Point (ECP) Penetration	NSF will demonstrate defensive capability in integrated use of barriers, access control and response force to the threat, collecting as much information and/or deterring any further action until arrival of additional security forces and/or host nation. NOTE: In order for CTR to be met, each drill score will be at least 80 percent.
5	Pedestrian Carried Improvised Explosive Device (PCIED)	Deterring (ECP, defense in depth, etc.), detecting (vapor tracer, if available, metal detectors, visual inspections, etc.) and mitigating (standoff distance, no use of radio within 300 feet, preventing further access, etc.) against a pedestrian carried IED.
6	Vehicle Borne Improvised Explosive Device (VBIED)	Deterring (ECP, defense in depth, etc.), detecting (vapor tracer, if available, metal detectors, visual inspections, etc.) and mitigating (standoff distance, no use of radio within 300 feet, preventing further access, etc.) against a vehicle borne IED.
7	Suspicious Package	Deterring (mail procedures, etc.), detecting (vapor tracer, if available, metal detectors, visual inspections, etc.) and mitigating (standoff distance, 300 feet, preventing further access, etc.) against a suspicious package.
8	Small Boat Attack	NSF demonstrates proficiency in detecting small craft action (terrorist scenario). Watch team will deter further action from small craft with small boat crew, announcements from ashore, etc. Watch team will demonstrate knowledge of Rules of Engagement (ROE) and integrated fields of fire from the HSB, pier and afloat units.
9	Armed/Barricaded/Hostage Situation	NSF demonstrates capability of watch standers responding to a hostage situation. Proficiency in tactical movement, securing area, initial communication and proper notification.
10	Bomb Threat (Written/Verbal)	NSF demonstrate proficiency in reporting, searching, detecting, creating a perimeter around and mitigating a bomb threat situation.
11	Protest	NSF demonstrates proficiency to secure perimeter and maintain situational awareness. Set additional watch standers to deter entrance of crowds on board the installation. Proper notification of appropriate authorities.

12	Floating Object – Improvised Explosive Device (IED)	NSF demonstrates detection and reporting procedures of unauthorized floating devices alongside piers, ships or within the NSF’s AOR.
13	Swimmer Attack	NSF detects, reports and defends against swimmer attack.
14	Active Shooter	NSF demonstrates proficiency to secure perimeter and maintain situational awareness. Set additional watch standers to secure building, prosecute active shooter and protect/evacuate casualties or first responders.
15	Standoff Attack	NSF demonstrates proficiency in identifying the situation is a standoff attack. Watch team utilize preplanned responses, Reaction force is deployed to defend against the threat or follow-on attack. Watch team’s focus is extended beyond the immediate area in order to assess the threat. Proper notification of appropriate authorities.
16	Small Boat Probe	NSF demonstrates proficiency in detecting small craft surveillance (terrorist scenario). Watch team will deter further action from small craft with small boat crew, announcements from ashore, etc. Watch team will demonstrate knowledge of ROE.
17	Watch team Level of Knowledge (LOK)	NSF will administer LOK exams for all applicable watch stations listed on the CART guidance. The minimum acceptable average score for this mission area is 80 percent.
18	Sustainment Training	NSF personnel will satisfactorily complete sustainment training for the topics listed in reference (a) and this manual.
19	HPU individual and crew training	HPU will demonstrate proficiency in crew training and will complete all required individual sustainment training.

NOTE: Real world armed watches and situational awareness will be maintained. Real world armed watches (includes NLWs) will be easily identifiable from exercise watch standers and exercise watch standers will have a safety observer assigned to him/her. Safety observer will have knowledge of the certification package, timeline and have communication with ATTT leader. Real world watches will not be involved in any drills.

3. Continuous Certification Requirements (CCRs). The installation NSF must satisfy the:

follo	Personnel CCRs	Methodology/Criteria
1	Meet 100 percent required schools	100 percent completion of critical schools and NECs as listed in FLTMPs. If 100 percent completion requirement is not met, certification is achievable if requirements of TRAMAN chapter 2 are met. NSF will also present a long-range schools management plan projecting four quarters.
2	PQS Qualified Antiterrorism training team (ATTT) capable of training all watch	A PQS qualified training team designated in writing, signed by the current CO and qualified in the position they are assessing and with sufficient members to observe all applicable watch stations.
3	PQS Qualified installation training team (ITT)	100 percent shore training team member PQS qualified. Capable of training and assessing the EOC.
4	Antiterrorism Officer (ATO)	ATO will be designated in writing by the CO. ATO will be Level 2 graduate per (reference (e))
5	PQS Qualified	100 percent PQS qualified watch section for each section. Qualified personnel in special equipment (i.e. vapor tracers, metal detectors, etc.) per current directives.
6	PQS Qualified Harbor Security Boat Crews	All personnel will be qualified in the position they are standing to include 2nd class swimmer qualifications.
7	Weapon Qualifications	All armed watch standers will be small arms qualified and current with the weapon(s) required for the position that they are standing per the AT Plan, including training in: Weapon condition Levels of force training (use of force cards) Quarterly use of deadly force training. ROE: All crew served weapon watch standers will be PQS qualified. The CSWI will conduct quarterly classroom sustainment training for all category II weapons operators using the topics provided in OPNAVINST 3591.1F, enclosure (8). All topics must be covered over the course of one year. Semi-annual sustainment training as outlined in reference (j) may be accomplished using simulators (i.e., PRISim, FATS, etc.). Weapons qualifications will not exceed 183 days between qualification and sustainment.

8	NLW Qualifications	All armed watch standers (minus crew served weapons personnel) will be NLW qualified per reference (dd), at a minimum including: Hand/flex cuffing Baton Oleoresin Capsicum (OC) pepper spray Hard controls (i.e. PPCT, EHCT) NOTE: These NLW qualifications are earned during the armed sentry course (school or between the lifelines (BTL)).
9	Antiterrorism	CO and XO will be Level 3 (ICOAT) graduate. OCONUS CO will be an AT level IV graduate. AT training supervisor (NEC 9501). HSB training supervisor (NEC 2004). 90 percent of assigned personnel will be current in annual Level 1 AT training. (Reference (E))

	Management CCRs	Methodology/Criteria
1	Completion of CART /FEP Check sheets	At least 80 percent of all items met with full compliance and a plan to correct all deficiencies.
2	Watch Team Replacement Plan (WTRP)	Effective WTRP for all AT watch teams and the antiterrorism training team. WTRP will project out four quarters at a minimum.
3	AT Plan	The Pre-planned responses in the AT Plan must be approved by the CO and will be used as the standard to ascertain the watch team's ability to execute AT. The AT Plan must be signed by the CO. AT Plan will meet the minimum requirements outlined in reference (v) and NCC guidance.
4	NSF Standard Operating Procedures (SOP)	NSF must have SOP approved by CO. SOP must comply with reference (x).
5	Short / Long Range Training Plans	Documented training based on short/long range training plans: Quarterly AT scenarios for each duty section. Semi-annual small arms sustainment training to maintain qualification. Annual NLW training. Exercise periodicity

	Material CCRs	Methodology/Criteria
1	AEL Equipage	100 percent PRI 1 AEL items on hand or on order and sufficient functioning equipment on hand to completely equip assigned AT watch standers.
2	Small Boat(s)	Small boat(s) to support the AT plan will be operational, manned and available for required exercise.
3	Emergency vehicle(s)	Emergency vehicle(s) to support the AT plan will be operational, manned and available for required exercise.

4. NSF Final Evaluation Problem.

- a. Assess NSF check sheet.
- b. Review training records and management programs requirements per this TRAMAN.
- c. Verify personnel, management and material CCR compliance.

d. Assess proficiency CCRs. SAT completion is defined as a minimum of two watch sections satisfactorily completing the randomly selected HHQ provided evolutions and drills per grading criteria. All CCRs not met will require remediation by the Region whether or not SAT completion was obtained. The simulation during the exercise should be minimized to effectively assess the NSF's ability to deter, detect, defend against and mitigate a terrorist event, with consideration to overall safety.

- e. LOK will be assessed via written testing and post checks.

f. ATTT Proficiency. NSF assessment team assessed proficiency of the watch teams must be within plus or minus 10 of proficiency as reported by ATTT.

**EXHIBIT B TO CHAPTER 10
NSF ASHORE COMMAND ASSESSMENT FOR READINESS AND TRAINING**

1. NSF Ashore References

OPNAVINST 5530.14	Navy Physical Security and Law Enforcement Manual
DoD Instruction 5525.15	Law Enforcement (LE) Standards and Training in the DoD
OPNAVINST F3300.53C	Navy Antiterrorism Program
NTTP 3-07.2.1	Antiterrorism/Force Protection
NTTP 3-07.2.3	Law Enforcement and Physical Security
OPNAVINST 3591.1	Small Arms Training and Qualification
CNICINST 5530.5	CNIC Harbor Patrol Unit Operating Instructions
NTTP 3-20.6.29M	Tactical Boat Operations
DoD Instruction 2000.16	DoD Antiterrorism Standards
CNICINST 5530.14	Ashore Protection Program
NTTP 3-07.3.2	Tactical Employment of Non-lethal Weapons
OPNAVINST 5530.13	Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition and Explosives (AA&E)

2. Core Capability Program Compliance. An installation NSF must comply with program requirement in core capabilities at all times:

	Core Capability	Methodology/Criteria
1	Antiterrorism (AT) Program	Comply with program requirements in reference (e) - CNO Standards 1-3).
2	Law Enforcement (LE) Program	Comply with program requirements in references (a) and (g).
3	Physical Security (PS) Program	Comply with program requirements in references (a) and (k)

3. Personnel Readiness (P-Pillar)

	Personnel Readiness	Methodology/Criteria
1	Manpower	80 percent of authorized billets as found on most recent Mission Profile Validation – Protection (MPV-P).
2	Critical Billets	100 percent of critical billets filled.
3	NEC Requirements	100 percent of critical NEC and 80 percent of NEC requirements met.
4	Task Organization	NSF organized per most recent MPV-P. No un-validated requirements being staffed.

5	Auxiliary Security Force (ASF)	ASF fair share calculated per reference (x). ASF 100 percent staffed and trained.
---	--------------------------------	---

4. Equipment Readiness (E-Pillar)

	Equipment Readiness	Methodology/Criteria
1	Authorized Equipment List (AEL)	Material Condition. 100 percent accountability. Shortfalls identified. Reference (x).
2	Emergency Vehicles (EV)	Material Condition. Installed systems functioning. EV AEL in EV. Reference (x).
3	Harbor Security Boat (HSB)	Material Condition. Installed systems functioning. HSB AEL in HSB. Reference (n).
4	Weapons	100 percent inventory accuracy per CRANE inventory. Material condition. Reference (ae).
5	Communications	100 percent inventory accuracy per AEL.

5. Supply Readiness (S-Pillar). Although supply is a function of the installation, NSF must plan for and program budget.

	Supply Readiness	Methodology/Criteria
1	Budget	Budget in place. Expenditures tracked per REGCOM policy.
2	Phased Replacement Plan	Phased replacement of AEL and other equipment and systems programed through Program Objective Memorandum (POM) submission per REGCOM policy.
3	Unfunded Requirements	Unfunded priority list generated and current.

6. Training Readiness (T-Pillar)

	Training Readiness	Methodology/Criteria
1	Personnel Qualification Standards (PQS)	All MPV-P validated posts will be manned with PQS qualified NSF members to maintain a four section watch bills.
2	Schools	100 percent of critical and 80 percent of essential schools
3	Weapons Qualifications	100 percent qualification to support AT plan (ALL FPCON). Ref (a).
4	Non-lethal Weapons (NLW)	100 percent qualification.

5	Antiterrorism Training Team (ATTT)	Fully qualified, sufficient size. **Certified at CART through integrated drill.
6	Training Administration	Full compliance with CNIC policy (DHART, CeTARS, FLTMS).
7	HPU Check Ride	Safe navigation all boat crews (GO/NO-GO). Reference (n).
8	Range Operations	In compliance with range safety. Range operations SOP in place and approved. Qualified weapons trainers.
9	Sustainment Training	100 percent within periodicity. Reference (a) and this training manual.

7. Ordnance Readiness (O-Pillar)

	Ordnance Readiness	Methodology/Criteria
1	Storage and Accountability	100 percent accountability. Storage per reference (ae).
2	Non-Combat Expenditure Allocation (NCEA) Expenditures	Properly reported and documented (as required. Command specific).
3	NCEA Requirements	Sufficient NCEA to meet training requirements.

8. Facilities Readiness (F-Pillar)

	Facilities Readiness	Methodology/Criteria
1	NSF Facilities	Sufficient office spaces, storage, ready for issue and armories as assigned. Material condition.

9. NSF Command Assessment for Readiness and Training (CART)

- a. Utilize CART assessment guide.
- b. Review records and management program requirements.
- c. Verify core capabilities program compliance.
- d. Verify personnel, equipment, supply, training ordnance and facility readiness.
- e. NSF will demonstrate proficiency in evolutions (SOPs, PPRs) and drills (NSOXPs) with one of the drills resulting in a cascading integrated drill to evaluate operational readiness between the EOC, incident command post ICP and tactical NSF response assets. The CART assessment team will provide a standardized scenario for the ITT/ATTT to plan and execute.
- f. Certify ATTT.
- g. Assess C3 proficiency. Satisfactory (SAT) completion is defined as the watch section completes the exercises identified above grading criteria minimum standards. Simulation during the exercise should be minimized to effectively assess the NSF's ability to deter, detect and counter a terrorist event, with consideration to overall safety. Schedule follow-on EOC IMT courses, as necessary.
- h. LOK exams required. The minimum average score for the mission area is 80 percent.
- i. ATTT Proficiency. HHQ assessed proficiency of the watch teams must be within plus or minus 10 of proficiency as reported by ATTT.
- j. Develop NSF training plan "Road to FEP."

**EXHIBIT C TO CHAPTER 10
COMMAND IMPROVEMENT PLAN IP SAMPLE FORMAT**

Capability	Observation Title	Recommendation	Corrective Action Description	Capability Element	Primary Responsible Agency	Agency POC	Start Date	Completion Date
[Capability 1: Capability Name]	1. Observation 1	1.1 Insert Recommendation 1	1.1.1 Insert Corrective Action 1	Planning	State X EMA	EMA Director	Dec 1, 2006	Sep 1, 2007
			1.1.2 Insert Corrective Action 2	Planning	State X EMS System	EMS System Director	Dec 1, 2006	Feb 1, 2007
		1.2 Insert Recommendation 2	1.2.1 Insert Corrective Action 1	Training	State X EMA	EMA Director	Dec 1, 2006	Jan 1, 2007
			1.2.2 Insert Corrective Action 2	Systems/ Equipment	State X EMA	EMA Director	Dec 1, 2006	Mar 15, 2007
	2. Observation 2	2.1 Insert Recommendation 1	2.1.1 Insert Corrective Action 1	Planning	State X EMS System	EMS System Director	Dec 1, 2006	Jan 15, 2007
			2.1.2 Insert Corrective Action 2	Systems/ Equipment	State X EMA	EMA Director	Dec 1, 2006	Jan 1, 2007

**EXHIBIT D TO CHAPTER 10
SAMPLE REGION ASSESSMENT REPORT**

Date:

From: Commander, Navy **Region X**
To: Commander, Navy Installations Command (N3)

Subj: REGION ASSESSMENT COMPLETION REPORT ON NAVAL STATION X
NAVY SECURITY FORCE COMMAND, CONTROL AND COMMUNICATION ON
(insert date completed)

Ref: (a) CNIC M-3502.2
(b) CNIC Assessment Guide
(c) USFFC NSOXP Guide

1. Executive Summary. As directed in reference (a), per references (b) and (c) and in support of the Commander, Navy Installations Command (CNIC) Navy Security Force (NSF) shore training and certification cycle, a Region Assessment of Naval Station X Navy Security Force (NSF)/Command, Control and Communication (C3) was conducted on **(INSERT DATE)** in preparation for the Final Evaluation Problem (FEP) and certification. **Region X (recommends/does not recommend)** "Ready to certify."

2. Findings:

a. Administration

(1) Command Improvement Plan IP progress assessment. Satisfactory (SAT)/
Unsatisfactory (UNSAT)

(2) X out of X programs spot-checked. Grade:___

(3) Comments

b. Watch stander/watch team proficiency

(1) Evolutions. Grade: ____

(2) Drills. Grade: ____

(3) Level of Knowledge. SAT/UNSAT

(4) Comments:

Subj: REGION ASSESSMENT COMPLETION REPORT ON NAVAL STATION X
NAVY SECURITY FORCE COMMAND, CONTROL AND COMMUNICATION ON
(insert date completed)

c. Complex Integrated Field Training Exercise (FTX) Results. Grade: _____

(2) Comments

d. Installation Training Team (ITT)

(1) Effectiveness. SAT/UNSAT

(2) Comments

e. Antiterrorism Training Team (ATTT)

(1) Effectiveness. SAT/UNSAT

(2) Comments:

3. Senior Assessor summary comments and recommendations.

REGION SENIOR ASSESSOR
CAPT, USN

EXHIBIT E TO CHAPTER 10
SAMPLE FEP NSF/C3 CERTIFICATION MESSAGE

R XXXXXXXZ JAN 17
FM CNIC WASHINGTON DC
TO INSTALLATION

INFO COMNAVREG "LOCATION ASSESSED"/N3//
COMUSFLTFORCOM NORFOLK VA/N042//
COMPACFLT PEARL HARBOR HI/N3//
DIRNAVCRIMINSERV QUANTICO VA/N3//

BT

UNCLAS

SUBJ/"INSTALLATION" FINAL EVALUATION PROBLEM (FEP) REPORT

REF/A/DOC/ CNIC M-3502.2/(Date of CNIC M-3502.2)//

NARR/REF A IS CNIC M-3502.2, Navy Security Force Training Manual.//

POC/JONES J.P./CAPT/SHIP/-/COMM:(757) 433-0395/DSN: 288-00395//

1. (installation name) conducted a FEP on xx day-xx month-yyyy and has met certification criteria in all functional areas and core competencies. The FEP was conducted xx months post-CART completion and xx months after the last FEP. The senior assessor was (name/rank/organization and title).

2. The following is a summary of proficiency scores for the administrative and operational areas assessed during the FEP process:

- a. Administrative score (percentage of functional areas a through aa): 80 percent
- b. Watch stander level of knowledge score (percentage of functional areas bb through cc): 80 percent
- c. Exercise evaluation score (percentage of functional areas dd through ff): 80 percent
- d. Overall score (percentage of all function areas): 80 percent

3. Continuous certification requirements (CCR) not maintained: list CCRs not met during the assessment if any. Provide intended ISIC/CO remedial actions for all CCRs not maintained and estimated date of completion.

- a. (example) schools/NEC completion rate: critical – xx percent, essential – xx percent

4. Our installations must continue to operate in an environment of continuous readiness and certification. Navy Security Force (NSF) training and skills should be maintained throughout the training cycle and not have to be rebuilt prior to the next CART. Our NSF must be ready and able to respond to all hazard incidents throughout the training continuum.

5. Released by Vice Admiral M. M. Jackson, Commander, Navy Installations Command

BT

#0001

CHAPTER 11 DATA MANAGEMENT

1101. Training Execution and Documentation. This process involves the delivery, accomplishment and documentation of all completed training events. These activities include:

- a. Accomplishing training events as planned in long range training plans (LRTPs), quarterly training plans (QTPs) and monthly training plans (MTP).
- b. Documenting training event completion in the applicable reporting system. The absence of a single comprehensive Navy training reporting system necessitates the requirement to record completion of training in one or more systems. The selection of the reporting system is dependent on the category of training and the training audience. The training audience includes any combination of CNIC's workforce. The primary inventory of reporting systems includes those listed below.

1102. Data Housing and Reporting Tool (DHART). DHART was created and designed in support of the security community throughout CNIC to provide up to date training data for the NSF enterprise-wide. DHART is the ONLY training repository authorized for the CNIC NSF to track all training and qualifications. Specific functionality include:

- a. Each installation will create monthly training schedules. DHART has the functionality to create training schedules and should be used to the maximum extent possible.
- b. DHART is the repository for all training provided or completed by an individual NSF member throughout assignment or employment at CNIC.
- c. DHART has the functionality to generate both comprehensive and concise reports providing management and commands multiple inquiry and oversight capabilities via dashboards, matrices, printable training records and rosters.
- d. Installation and Region DHART administrators will ensure compliance with DHART policy to ensure DHART is being used as designed.
- e. Each installation and Region will designate DHART administrators as shown below in Figure 11-1.
- f. Region Program Directors may require completed training documentation be scanned and uploaded to DHART as OQE to substantiate DHART entries. However, this practice should be limited to only those documents required and will correspond to the training completed. Scanning and uploading documents into DHART is not required by this or any other policy document.

NSF Position:	DHART Role:
CNIC HQ STAFF	
Training Assistant Program Manager (APM)	Administrator
Reserve APM	Account Manager
REGION STAFF	
RSO	Approver & Inquiry
Region DHART Manager	Account Manager (Region & installation)
Admin Staff, Reserve Security Coordinator	Inquiry (Region)
Director, Region Training Academy	Trainer Approver & MTT Oversight
Region Training Staff	Trainer & MTT Oversight
INSTALLATION STAFF	
Security Officer	Approver & Inquiry (installation)
Installation DHART Manager	Account Manager (installation)
Precinct Commander NR NSF Unit CO	Inquiry (installation)
Department LCPO	Inquiry (installation)
Watch Commander	Inquiry (installation)
Operations Chief/Officer	Inquiry (installation)
Lead Training Staff	Trainer Approver (installation)
Installation Training Staff NR NSF Unit Training Staff	Trainer (installation)
<u>DHART ACCESS ROLES:</u>	
<p>Account Manager. This approver role will manage and approve requests for user accounts based on individual user requirements. Will manage all personnel at their Region or installation and approve new users, update user accounts with information and permissions, assist users with password changes, conduct personnel transfers into and out of the installation and manage any other security changes allowed at the Region or installation level.</p>	
<p>Trainer Role. Will add and modify personnel, as well as add (completed) and modify (open) training. Will work mostly in the training menu and monitor/manage all training activity applicable in the DHART tool.</p>	
<p>Trainer Approver Role. Will approve pending training, modify open training and add completed training. Will also add and modify personnel. Trainer Approver is responsible for monitoring and giving final approval on all training entered at the installation level.</p>	
<p>Inquiry Role. Has command oversight role, can view personnel and information associated within assigned site. Solely used for monitoring. No data entry is allowed.</p>	
<p>Approver Role. Can view personnel and approve pending training. Can view information associated with assigned site.</p>	

Figure 11-1. DHART Administration

1103. Enterprise Safety Applications Management System (ESAMS). ESAMS was instituted by CNIC to provide a mechanism for management to address safety issues before they lead to incidents or accidents, including the ability to deal effectively with near misses so that valuable lessons are applied to improve safety and efficiency. It allows employees, supervisors, and departmental, command, Region or installation administrators to create, view or edit data at their access level. Safety professionals can manage their job hazard analysis, metrics, medical surveillance, mishaps, training records and inspection and hazard abatement data at multiple levels. Within ESAMS, multiple modules each have unique applications for the user. The personnel administrative area within ESAMS allows:

- a. Ability to view career progression data through the numerous tabs located in the access to roles, duties and tasks to be assigned to designated personnel.
- b. Creation of duties and tasks including training requirements, medical surveillance programs and personal protective equipment.
- c. Formation of classroom training schedules, personnel training enrollment and training record management.
- d. Injury/illness reporting and tracking system.

NOTE: ESAMS will continue to be used to enter and track all safety related training mandated by policy. To avoid duplicity, safety training will not be entered into DHART.

1104. Corporate Enterprise Training Activity Resource System (CeTARS). CeTARS provides the corporate database for formal (CIN courses) training information and ensures the timely collection and dissemination of information to meet the demands of various echelons of the Navy, other DoD departments, agencies, services and contractors and authorized foreign governments. CeTARS is also the automated information system designed to support the management and administrative functions of the Navy training activity or schoolhouse, learning center, training support center, etc. It also includes personnel management, student training management, classroom support management, class event resource scheduling, publication and equipment management, system utilities, student testing and evaluation, user feedback reporting and related administrative support. A description of the functionality of CeTARS is provided on the CeTARS Homepage at: <https://cetarsweb.cnet.Navy.mil>. CeTARS provides for the exchange of information with a number of Navy personnel and other Navy training systems.

NOTE: CeTARS data management for all CNIC delivered NSF formal CIN courses is the responsibility of CNIC (N3AT). Data management for all other CNIC program managed CIN course deliveries will be the responsibility of that specific CNIC N-Code.

1105. Fleet Training Management and Planning System Ashore (FLTMPS). FLTMPS is a shore-based, low-bandwidth, fleet-centric web application that integrates MPTE information in a single reporting system. It enables users to access numerous MPTE based reports to assist in

monitoring and managing training requirements, unit manning and personnel and training status. FLTMPs leverages the integrated data from Navy Training Management and Planning System (NTMPS) Data Warehouse (DW)/Operational Data Store (ODS) to provide standardized reports to fleet users. FLTMPs includes information concerning activity training requirements and deficiencies, modules to locate personnel with certain skill sets and training, activity billets and personnel assigned, projected gains and losses, leadership development program statistics, class convening schedules, available class quotas, catalog of Navy training (CANTRAC) data and learning event completion form (LECF) submodule that supports eLearning completion entry for designated course. FLTMPs users may view selected reports online, print reports or download reports into Microsoft excel documents for viewing at a later date. FLTMPs provides fleet users with instant access to information critical to making sound training management decisions. The benefits of FLTMPs include:

- a. Business reports are available for a single activity, customized Unit Identification Code (UIC) groupings at the budget submitting office (BSO) or all-Navy level.
- b. Ability to track and manage critical manpower and training data against readiness requirements using FLTMPs command summary reports.
- c. Ad hoc reports can be requested and provided within minutes for almost any manpower, personnel or training data call via an email or telephone request.
- d. Ability to view career progression data through the numerous tabs located in the personnel module under the individual data search option.

1106. Defense Readiness Reporting System – Navy (DRRS-N). DRRS-N is designed to track detailed information on what Navy installations and individuals can do on a near real-time basis. DRRS-N uses a suite of applications to provide leaders and managers at all levels the tools and information to respond to emerging crises and the ability to assess the risks of conducting operations. DRRS-N is a major transformation in readiness thinking and reporting, moving the focus from reporting installation resources and training to managing installation capabilities. DRRS-N establishes a Navy readiness management system focused on missions and the capabilities an installation or organization is expected to execute using a mission essential task list (METL) construct. DRRS-N enables commanders and planners to improve information sharing by looking vertically and horizontally across the Navy for desired capabilities. The DRRS-N suite provides the commander access to near real-time assessments of an organization's ability, availability and readiness to provide a desired capability.

CHAPTER 12 TRAINING AIDS/EQUIPMENT

1201. NSF Training Equipment. Regions and installations will procure NSF equipment by submitting an “equipment request form” (ERF) with supporting justification for the equipment, utilizing the ERF process (see Figure 12-1 below). Based on changing requirements and technology advances the CNIC AEL, which includes training equipment requirements, is reviewed annually and refined as needed. To effect changes to the training AEL, an allowance change request (ACR) form is required to be submitted to CNIC (N3AT) for review and approval, utilizing the ACR process depicted in Figure 12-2.

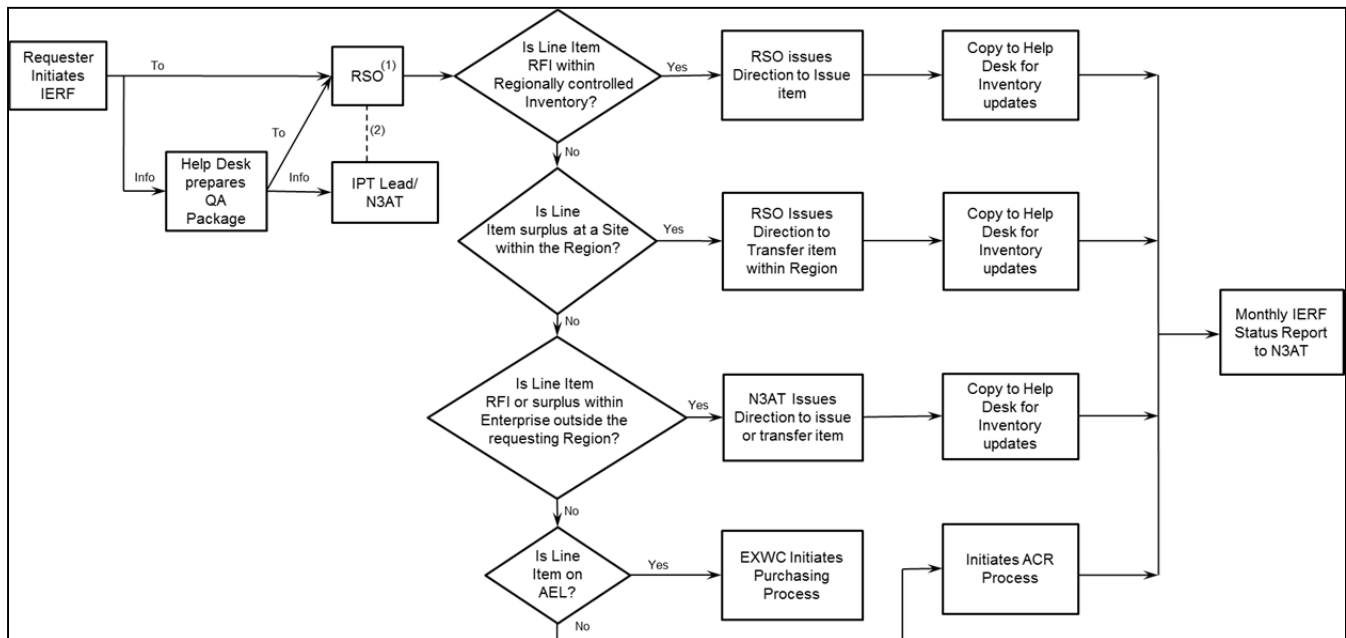


Figure 12-1. Equipment Request Process

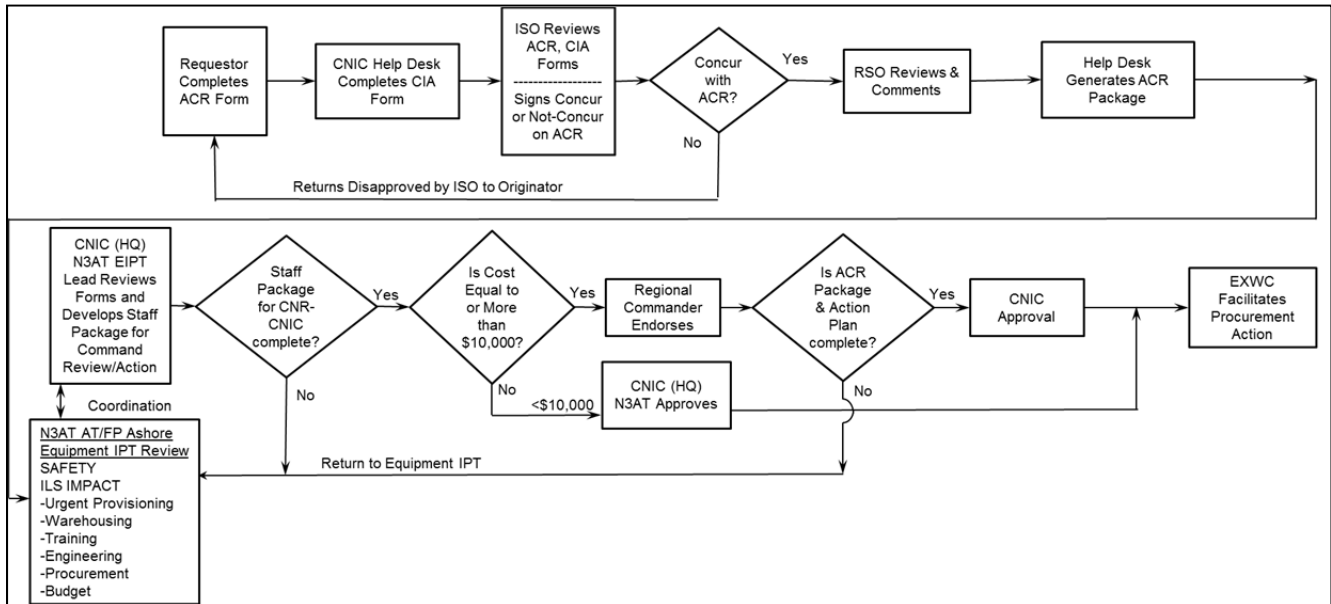


Figure 12-2. Allowance Change Process

For specific part numbers updates and ordering, use the latest NSF AEL/TOA request located on the CNIC G2 at

<https://g2.cnic.Navy.mil/tscnichq/N3/N3AT/Shared%20Documents/Forms/AEL%20TOA.aspx>.

Installations and Regions will be responsible for the procurement of NSF training consumables, which are located on the NSF AEL and TOA consumables tab.

1202. Active Shooter Enhancement Training (ASET) Kits. Sixteen ASET kits (Figure 12-3), which include the stress vest system, have been purchased by CNIC (N3AT) and distributed to each of the Regions. Sites must request the use of the ASET kits from the Region training academy (RTA) or assigned Region coordinator. Regions will be responsible for the procurement of ASET consumable items which are located in the approved AEL/TOA. For specific part numbers updates and ordering, use the latest NSF AEL/TOA located on the CNIC equipment G2 website:

<https://g2.cnic.Navy.mil/tscnichq/N3/N3AT/Shared%20Documents/Forms/AEL%20TOA.aspx>
[tps://g2.cnic.Navy.mil/tscnichq/N3/N3AT/Sharedpercent20Documents/2015_03_20_v2_AEL_TOA.pdf](https://g2.cnic.Navy.mil/tscnichq/N3/N3AT/Sharedpercent20Documents/2015_03_20_v2_AEL_TOA.pdf).

DESCRIPTION	NOMENCLATURE
ACTIVE SHOOTER EQUIPMENT TRAINING	EQUIPMENT SET,ACTIVE SHOOTER
VEST, LASER SENSOR, FEEDBACK PROVIDED ON HITS, NEEDS STRESS X PRO BELT TO PROVIDE SHOCK OR VIBRATION TO WEARER	VEST,STRESS
STRESS VEST INSTRUCTOR TABLET	COMPUTER,TABLET
SIDE PANELS, SET OF TWO, REGISTERS HITS ON THE SIDE OF THE BODY	VEST,STRESS,SIDE PANEL
HEAD SENSOR, BASEBALL CAP DESIGN, CAPTURES LASER HITS TO UPPER FACIAL REGION	SENSOR,HEAD
GREEN RUBBER BURST, 250 PER BAG	DISCS,RUBBER
SHOCKNIFE KNIFE FIGHTER	KNIFE,ELECTRONIC,TRAINING
BATON, PLASTIC, TRAINING, BLUE	BATON,TRAINING,BLUE
WRENCH PIPE, RUBBER	WRENCH,PIPE,TRAINING
RUBBER MATERIAL, USED FOR TRAINING	AXE,TRAINING
RUBBER MATERIAL, USED FOR TRAINING	BAT,BASEBALL,TRAINING
EMULATES FUNCTIONAL FEATURES OF REAL FIREARMS, CANNOT LOAD LIVE AMMO, BATTERY OPERATED, LASER GUIDED	GUN,TRAINING,M9
RECHARGEABLE BATTERY POWER, WALL CHARGER PROVIDED, INFRARED BEAM MAX 300 FEET	GUN,TRAINING,M16/M4
SMARTMAG, BATTERY OPERATED, VALVE, STATUS AND VENTING WINDOW, REQUIRES 12 GRAM CO2 CARTRIDGE	MAGAZINE,M16/M4/AR15
9MM STRESS VEST UTM, BLOCKED BARREL BLANKS TOXIC FREE (1,000 PER CASE)	AMMUNITION BLANKS,9MM
5.56MM, UTM BLANKS, TOXIC FREE, (1,000 PER CASE)	AMMUNITION BLANKS,5.56MM
BLANK FIRE LONG BARREL MOUNT W/ LASER INSERT	MOUNT,BARREL,LASER INSERT
LASER ACTIVATES THROUGH VIBRATION, DRY/BLANK FIRE, HAND TIGHTEN	PISTOL,BLANK FIRE,LASER INSERT
VEST, SUICIDE, SMALL PIPE BOMB CAN BE USED ON IT, USES A TRIGGERING UNIT	VEST,TRAINING,SUICIDE
TRIP WIRE, CADDY, MULTI-FUNCTIONAL IED ADAPTOR, CAN BE FILLED WITH POWDER FOR ASSITIONAL EFFECT	PIPE BOMB,TRAINING,SMALL
CLEANS .38, .357CALIBUR, 9MM PISTOL	KIT,CLEANING
12 GRAM CO2 CANISTERS	CANISTER,CO2
STORAGE CASE, IMPACT RESISTANT, PICK AND PLUCK FOAM	CASE,STORAGE

Figure 12-3. ASET Kit

1203. Training Aid Markings. ALL INERT TRAINING DEVICES WHICH RESEMBLE EXPLOSIVES MUST COMPLY WITH THE FOLLOWING POLICY:

a. Each serialized inert training device must be handled as follows:

(1) A log record must be kept and the inert training device must be logged out and back into inventory before and after each use.

(2) Each must be inspected by Explosive Ordnance Disposal (EOD).

(3) Each must be certified and labeled as “INERT” by the local EOD detachment.

(4) They may be commercially manufactured or procured or constructed by the local EOD detachment.

(5) Each must be in compliance with NCC policy. Where CNIC training aid marking policy differs from the NCC requirements, follow NCC guidance.

CNIC M-3502.2

16 Mar 2018

- b. For additional details, consult the local EOD detachment or the RSO for assistance

CHAPTER 13 AWARDS

1301. Installation Awards

a. Navy Security Force of the Year:

(1) Large – Any installation with an assigned CNIC population of 500 or more.

(2) Small – Any installation with an assigned CNIC population of 499 or less.

b. Requirements for eligibility

(1) Above average installation NSF/C3 certification.

(2) Installation must have participated in the assessment phase and received a satisfactory grade during the submission year in question.

(3) Zero NSF-related safety mishaps where NSF was at fault.

c. Ideal nominees should have scored an “above average/certified” during FEP, indicative of a grade of 90 percent or higher on drills/evolutions; an effective ATTT, with satisfactory execution of a complex FTX involving EOC activation, ICP establishment and NSF response; and validated coverage of all GCC/NCC operational requirements.

1302. Submission Protocols

a. Installations should submit a one to two page submission package no later than December 31 to Region N3 for consideration or endorsement.

b. Regions should submit a single nominee for each category (as applicable) to CNIC (N3) Assessments no later than 15 January.

c. CNIC (N3) will chair a board and recommend to CNIC one awardee for each category announcing winners no later than 31 January. Winning installations may then submit their NSF award as part of their overall installation excellence award package.

APPENDIX A
REFERENCES

- (a) OPNAVINST 5530.14E (CH-2)
- (b) DoD Instruction 5525.15 of 22 December 2016
- (c) OPNAVINST 3120.32D
- (d) SECNAV M-5214.1
- (e) OPNAVINST F3300.53C
- (f) NTTP 3-07.2.1 of Jun 2010, Antiterrorism
- (g) NTTP 3-07.2.3 of August 2011, Law Enforcement and Physical Security for Navy Installations
- (h) NTRP 3-07.2.2 of August 2003, Force Protection Weapons Handling Standard and Guidelines
- (i) MILPERSMAN 1200-030 (CH-18) of 15 Feb 2007, Small Craft Insignia
- (j) OPNAVINST 3591
- (k) OPNAVINST 3500.34G
- (l) NAVEDTRA 43100-1M
- (m) CNICINST 3440.17
- (n) CNICINST 5530.5
- (o) NAVEDTRA 43467-1
- (p) CNICINST 3000.1
- (q) NAVEDTRA 43466
- (r) NETC P1552/16 (07/07) of July 2007, Navy Swimming and Water Survival Manual
- (s) NTTP 3-30.29M of February 2008, Tactical Boat Operations
- (t) CNIC Shore Training Team Handbook of 1 Jul 2012
- (u) OPNAVINST 1500.75
- (v) DoD Instruction 2000.16 of 11 November 2016
- (w) SECNAVINST 3300.2B
- (x) CNICINST 5530.14A
- (y) CNICINST M-3500.
- (z) NAVEDTRA 43606
- (aa) NAVEDTRA 43468-A
- (ab) NAVEDTRA 43387-2F
- (ac) NAVSEA OP-5
- (ad) NTTP 3-07.3.2 of October 2007
- (ae) OPNAVINST 5530.13C

- (af) 5 CFR 410.309 of Jan 2002, Agreements to Continue in Service
- (ag) 5 U.S.C. 4108(a)(1) of Jan 2012, Employee Agreements, Service After Training
- (ah) NAVSEAINST 8370.2D
- (ai) SECNAVINST 12410.25A

APPENDIX B
LIST OF ACRONYMS

AA	Assessment Authority
AA&E	Arms, Ammunition and Explosives
AAR	After-Action Report
ACR	Allowance Change Request
AEL	Authorized Equipment List
AMD	Activity Manpower Document
AOR	Area of Responsibility
ASET	Active Shooter Enhancement Training
ASF	Auxiliary Security Force
AT	Antiterrorism
ATO	Antiterrorism Officer
ATTT	Antiterrorism Training Team
BSO	Budget Submitting Office
BTL	Between the Lifelines
C2	Command and Control
C3	Command, Control and Communications
CAC	Common Access Card
CART	Command Assessment for Readiness and Training
CBRN	Chemical Biological Radiological & Nuclear
CCIR	Commander's Critical Information Requirements
CCR	Continuous Certification Requirements
CENSECFOR	Center for Security Forces
CeTARS	Corporate enterprise Training Activity Resource System
CIA	Controlled Industrial Area
CIP	Critical Infrastructure Protection
CM	Consequence Management
CNIC	Commander, Navy Installations Command
CNO	Chief of Naval Operations
CO	Commanding Officer
COI	Course of Instruction
CONUS	Continental United States
COOP	Continuity of Operations
CPX	Command Post Exercise
CS	CITADEL SHIELD
CSA	Continued Service Agreement
CSF	Center for Security Forces
CSW	Crew Served Weapon
CTR	Continuous Training Requirements
CVAMP	Core Vulnerabilities Assessment Management Program
DHART	Data Housing and Reporting Tool
DoD	Department of Defense
DON	Department of the Navy

DOTMLPF	Doctrine, Operations, Training, Management, Logistics, Personnel, Facilities
DRRS-N	Defense Readiness Reporting System-Navy
DTS	Defense Travel System
EA	Executive Agent
EAP	Emergency Action Plan
ECP	Entry Control Point
EM	Emergency Management
EMO	Emergency Management Officer
EMSLC	Emergency Management Senior Leaders Course
EMWG	Emergency Management Working Group
EPI	Emergency Public Information
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
ERF	Equipment Request Form
ESAMS	Enterprise Safety Application Management System
ESF	Emergency Support Functions
ESS	Electronic Surveillance/Detection System
ETJ	Electronic Training Jackets
EV	Emergency Vehicle
EVOC	Emergency Vehicle Operator Course
FAP	Family Advocacy Program
FEMA	Federal Emergency Management Agency
FEP	Final Evaluation Problem
FLETC	Federal Law Enforcement Training Center
FLIR	Forward Looking Infrared
FLTMPS	Fleet Training and Management Planning System
FOUO	For Official Use Only
FP	Force Protection
FPCON	Force Protection Condition
FTO	Field Training Officer
FTP	Field Training Program
FTX	Field Training Exercise
GCC	Geographic Combatant Commander
GTCC	Government Travel Charge Card
GPS	Global Positioning Satellite
HHOA	Higher Headquarters Operational Assessment
HHQ	Higher Headquarters
HVU	High Value Units
HQ	Headquarters
HPU	Harbor Patrol Unit
HR	Human Resources
HRO	Human Resources Office
HSB	Harbor Security Boat
HSEEP	Homeland Security Exercise and Evaluation Program

HURREX	Hurricane Exercise
IC	Incident Commander
ICOAT	Installation Commanding Officer AT
ICP	Incident Command Post
ICS	Incident Command System
IDC	Instructional Delivery Continuum
IED	Improvised Explosive Device
IFSAC	International Fire Service Accreditation Congress
IFTPC	Installation Field Training Program Coordinator
I&I	Impact and Implementation
IMT	Incident Management Team
IP	Improvement Plan
IPAC	Installation Protection Assessment Cell
IS	Independent Studies
ISSA	Intra Service Support Agreement
ITO	Installation Training Officer
ITT	Installation Training Team
JMAA	Joint Mission Assurance Assessment
JQR	Job Qualification Requirement
JTFEX	Joint Task Force Exercise
KSA	Knowledge, Skills and Abilities
LE	Law Enforcement
LOK	Level of Knowledge
L RTP	Long Range Training Plan
MA	Master-at-Arms
MAS	Mission Assurance
MAA-N	Mission Assurance Assessment - Navy
MACS	Multi Agency Coordinating System
METL	Mission Essential Task List
MPV-P	Mission Profile Validation-Protection
MSEL	Master Scenario Events List
MTT	Mobile Training Team
MWD	Military Working Dog
NAVEDTRA	Naval Education and Training
NAVFAC	Naval Facilities Engineering Command
NAVSEA	Naval Sea Systems Command
NCC	Naval Component Commanders
NCEA	Non-Combat Expenditure Allocation
NCIS	Naval Criminal Investigative Service
NCP	Navy Civilian Police
NEC	Navy Enlisted Classification
NETC	Navy Education and Training Command
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NIPRNET	Non-Secure Internet Protocol Router Network

MNP	My Navy Portal
NLW	Nonlethal Weapon
NMET	Navy Mission Essential Task
NOSC	Navy Operational Support Center
NR NSF	Navy Reserve Navy Security Force
NSF	Navy Security Forces
NSFO	Navy Security Force Officer
NSFS	Navy Security Forces Sentry
NSFTC	Navy Security Force Training Course
NSG	Navy Security Guard
NSGTC	Navy Security Guard Training Course
NSOXP	Navy Security Operations Exercise Program
NTA	Navy Tactical Tasks
NTTP	Navy Tactics, Techniques and Procedures
NTRP	Navy Tactical Reference Publications
NWTS	Navy Warfare Training System
OC	Oleoresin Capsicum
OCONUS	Outside the Continental United States
OIC	Officer in Charge
OPNAV	Office of the Chief of Naval Operations
OPTASK	Operational Tasking
OPTEMPO	Operational Tempo
OQE	Objective Quality Evidence
ORM	Operational Risk Management
PACFLT	Pacific Fleet
PACOM	Pacific Command
PAT	Physical Ability Test
PB4T	Planning Board for Training
PBTP	Police Basic Training Program
PCIED	Personnel Carried Improvised Explosive Device
PESTOF	Personnel, Equipment, Supplies, Training Ordnance and Facilities
POA&M	Plan of Action and Milestones
POC	Point of Contact
POM	Program Objective Memorandum
PPR	Preplanned Response
PQS	Personnel Qualification Standards
PS	Physical Security
PSS	Physical Security Specialist
QA	Quality Assurance
QTP	Quarterly Training Plan
RASS	Region Assessment
REGCOM	Region Commander
ROC	Region Operations Center
ROE	Rule(s) of Engagement
RSC	Reserve Security Coordinator

RSO	Region Security Officer
RTA	Region Training Academy
RTT	Region Training Team
SA	Self-Assessment
SAT	Satisfactory
SAMI	Small Arms Marksmanship Instructor
SC	SOLID CURTAIN
SCC	Standards Compliance Course
STTHB	Shore Training Team Handbook
SIMBBC	Shore Installation Management Basic Boat Coxswain Course
SIPRNET	Secret Internet Protocol Router Network
SME	Subject Matter Expert
SO	Security Officer
SOP	Standard Operating Procedure
SOTG	Shore Operations Training Group
SRFTM-B	Security Reaction Force Team Member Basic
SRP	Shore Response Plan
S RTP	Shore Response Training Plan
STAAT	Security Training, Assistance and Assessment Team
STTT	Shore Training Team Trainer
TOA	Table of Allowance
TRAMAN	Training Manual
TRASUP	Training Supervisor
TRM	Training Requirements Manager
TTP	Tactics, Techniques and Procedures
TTX	Tabletop Exercise
UCP	Unified Command Post
ULT	Unit Level Training
UPTP	Uniformed Police Training Program
USFF	U.S. Fleet Forces
UTP	Unit Training Plan
USNORTHCOM	United States Northern Command
VBIED	Vehicle Borne Improvised Explosive Device
WTRP	Watch Team Replacement Plan
XO	Executive Officer

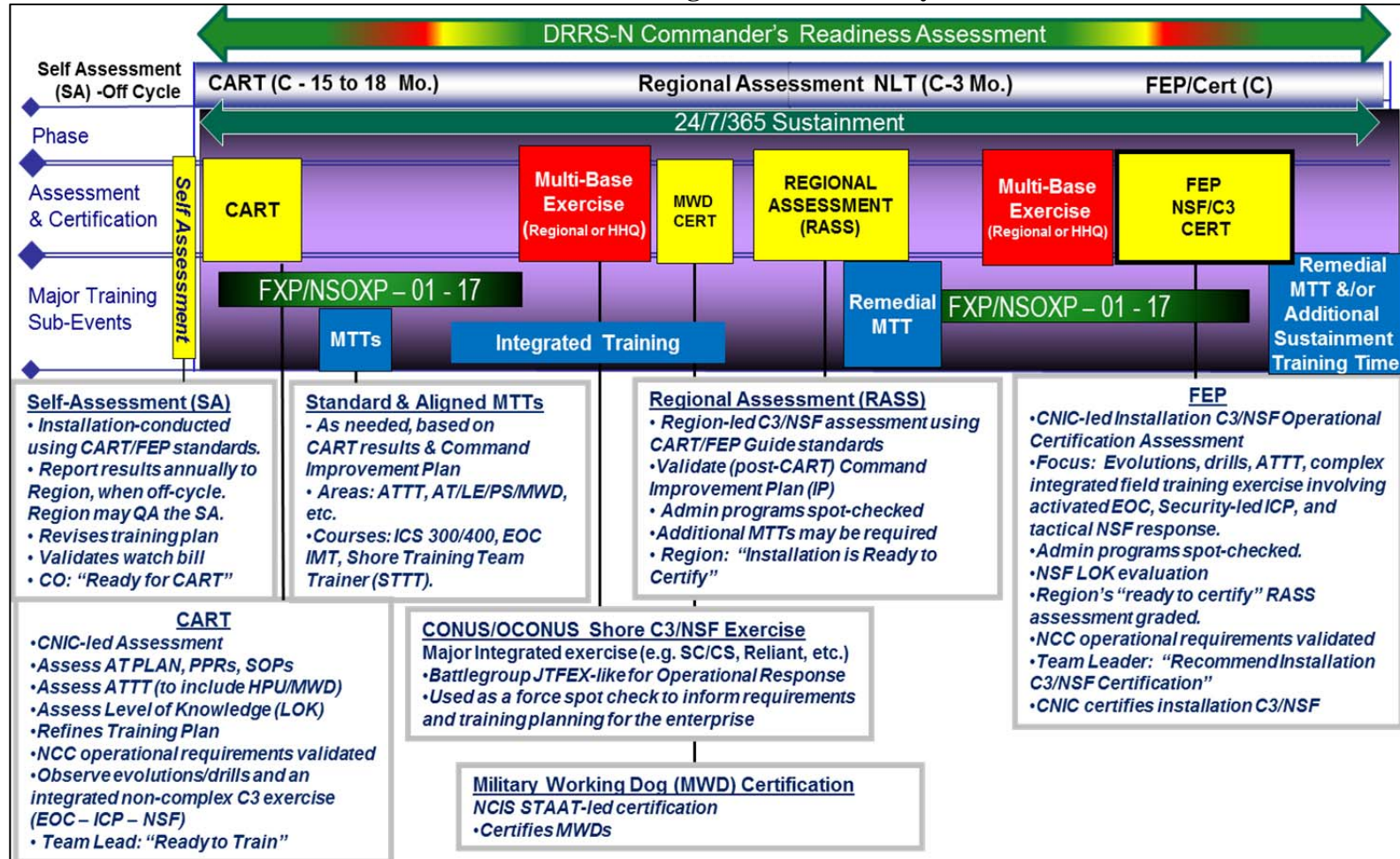
APPENDIX C
ASSESSMENT CHECK SHEETS

The Assessment Check Sheets can be found at the following link:

<https://g2.cnic.Navy.mil/public/hq/CART/SECO%20TOOLBOX/Forms/AllItems.aspx>

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APPENDIX D
NSF Shore Training & Certification Cycle



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