



DEPARTMENT OF THE NAVY
COMMANDER NAVAL SURFACE FORCE
UNITED STATES PACIFIC FLEET
2841 RENDOVA ROAD
SAN DIEGO, CALIFORNIA 92155-5490

SOPASDIEGOINST 5000.1F
Code N32/WPC

30 Oct 95

SOPA SAN DIEGO INSTRUCTION 5000.1F

Subj: SOPA SAN DIEGO REGULATIONS

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 3120.32C
(c) CINCPACFLTINST 5440.3H
(d) CINCPACFLT OPORD 201
(e) NWP-16

1. **Purpose.** To promulgate Senior Officer Present Afloat (SOPA) Regulations to all ships present San Diego.
2. **Cancellation.** SOPASDIEGOINST 5000.1E.
3. **Revision.** Revisions to this directive are so extensive as to require complete review by addressees. Accordingly, additions, deletions and revisions are not individually marked by paragraph.
4. **General**
 - a. The authority and responsibilities of the SOPA are derived from references (a) through (e). Nothing in these instructions shall be construed as relieving SOPA of his responsibilities as set forth therein.
 - b. Nothing contained in these instructions shall be interpreted as curtailing the initiative or limiting the normal authority of any commanding officer.
5. **Issuance Control.** SOPA ADMIN San Diego (COMNAVBASE) shall make initial distribution of this instruction as specified below for further dissemination to all San Diego homeported ships/unit commanders. The Fleet Support Office (FSO) San Diego will provide loan copies to all non-San Diego homeported units upon their arrival. These copies must be returned to the FSO prior to the unit's departure from San Diego.


C. H. BUTT
Deputy and
Chief of Staff

Distribution: (For distribution to San Diego homeported ships/
unit commanders) COMNAVSURFPAC (500)
COMNAVAIRPAC (50)
COMSUBTRAGRU West Coast (100)
COMASWINGPAC (50)
SOPA ADMIN (75)

SOPASDIEGOINST 5000.1F

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Copy To:

CINCPACFLT

COMNAVLOGPAC

COMTHIRDFLT (5)

COMNAVBASE San Diego (15)

COMTRAPAC

COMFLETRAGRU San Diego (5)

COMNUWPNTRAGRUPAC

Environmental and Preventive Medicine Unit (San Diego only)

FCDSSA San Diego

FLEASWTRACENPAC (3)

FCTCPAC

FLETRACEN San Diego

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NTC San Diego

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NAVSTA San Diego

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COGARDAIRSTA San Diego

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NSC San Diego

NOSC San Diego

COMNAVBASE San Francisco/SOPA San Francisco (5)

NAVSUPPACT Long Beach

SOPA LOSA/Long Beach

SOPA Puget Sound

SUBSOPA Admin Bremerton

COMFITAEWWINGPAC

COMPATWINGSPAC

COMLATWINGPAC

COMMATVAQWINGPAC

NAS North Island (5)

NTCC San Diego (4)

NTCC San Francisco

NAVOCEANCOMFAC San Diego

NTCC NAS North Island San Diego

NAVPHIBASE Coronado

Shore Patrol Headquarters San Diego (3)

Fleet Support Office San Diego (100)

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LIST OF DUTY OFFICER TELEPHONE NUMBERS/ADDRESSESACTIVITY

AMERICAN NATIONAL RED CROSS	3650 5TH AVE., SDIEGO	291-2620
NAVAL STATION WATERFRONT OPERATIONS		556-3146
CMIO	BLDG. 3141, NAVSTA	556-7132
COMMANDER AFLOAT TRAINING GROUP, PACIFIC	3455 STURTEVANT ST., SUITE 1, SDIEGO	556-0900
COMNAVAIRPAC	NASNI	545-2017
COMNAVBASE		532-1828
COMNAVSURFPAC		437-3333
COMNUWPNTRAGRUPAC		545-6158
COMSUBTRAFAC WEST COAST	SUBBASE SDIEGO	553-7234
COMTHIRDFLT		437-2690
COMTRAPAC	ASW BASE	524-1443
DEPCOMOPTEVFORPAC	NASNI	545-2681
DEGAUSSING STATION	POINT LOMA	553-7062
DISPENSARY, DENTAL	BLDG. 3220, NAVSTA	556-8240
DISPENSARY, MEDICAL	BLDG. 3300, NAVSTA	556-8114
DISPENSARY, MEDICAL	BLDG. 601, NORIS	545-4306
FACSFAC		545-1777
FBI		231-1122
FLEASWTRACENPAC	ASW BASE	524-1689
FLEET SUPPORT OFFICE	BLDG. 209, NAVSTA	556-3134
FTC NAVSTA	BLDG. 3290, NAVSTA	556-8372
FUEL DISPATCHER CONTROL OFFICE	POINT LOMA	553-5215
IMMIGRATION AND NATURALIZATION SERVICE		557-5570
MARINE SAFETY OFFICE	USCG SDIEGO	557-5870
NAS NORIS		545-8123
NASNI WEAPONS DEPARTMENT		525-7779
NAVCOMMSTA SDIEGO		532-1046
NAVAL CRIMINAL INVESTIGATIVE SERVICE SDIEGO	BLDG 57, NAVSTA SDIEGO	
NAVAL LEGAL SERVICES OFFICE	DUTY AGENT	556-1364
NAVAL HOSPITAL, SDIEGO	NAVSTA SDIEGO	556-1684/5
NAVY FUEL DOCK		532-6400
NAVY RELIEF SOCIETY	POINT LOMA	553-5215
	NAVSTA	238-1587
		238-1588/1589
NAVY SUPPLY CENTER	COMNAVBASE HQ	556-8322
NAVSTA SDIEGO		556-1246
NAVPACMETOCFAC	BLDG. 516-2, NORIS	545-6033
NTC SDIEGO		524-5806
OIL RECOVERY TEAM/SPILL REPORTING		556-3138 (24 HRS)
PETROLEUM LAB	POINT LOMA	553-1327
PORT SERVICES		532-1542/2777
SAFETY OFFICER	NAVSTA SDIEGO	556-1266
SHIPS INFORMATION		556-3123
SHORE PATROL	BLDG 74, NAVSTA SDGO	556-1860/61
WATERFRONT COORDINATOR	NASNI	525-7585

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CHAPTER ISENIOR OFFICER PRESENT (SOP)/SOPA ORGANIZATION AND READINESS

100. Authority. The Senior Officer Present Afloat (SOPA) derives authority from reference (a), Articles 0929 through 0937. In order to more effectively administer to the vast and diverse concentration of U.S. Navy vessels and shore activities in the San Diego area, the SOP and the SOPA as addressed by reference (a) will be one and the same. The limits of the area under SOP/SOPA SAN DIEGO are as follows:

- a. All naval shore activities within San Diego County.
- b. San Diego Bay.
- c. Coronado Roads, including the offshore water area north of latitude 32 degrees 38' 12"N and east of longitude 117 degrees 13' 23"W.

101. Air Defense. See Annex C.

102. Alarms and Drills. Naval vessels shall not test whistles and sirens between the hours of 1800 and 0700 (local), unless such tests are deemed necessary by the commanding officer as part of preparations for getting underway. At other times, testing shall be conducted only to the extent necessary to ensure proper operations.

103. Ammunition Ship Berthing and Explosive Safety Policy. Policies pertaining to berthing in the San Diego area are in COMNAVBASESDIEGOINST 8023.4H and OPNAVINST 8023.2C. "Cold Iron" requirements and explosive safety criteria are in OPNAVINST 8023.2C. Station instructions are in the appropriate station 8023 series instruction.

104. San Diego SOP/SOPA Organization and Delegation of Authority

a. For the purpose of ensuring prompt and efficient administration of certain SOP/SOPA responsibilities, San Diego is hereby divided into four sub-areas: North, West, Central and East.

(1) The North sub-area contains two naval shore activities: NAS Miramar and Naval Ordnance Center, Pacific Division, Fallbrook Detachment.

(2) The West sub-area consists of all naval shore activities and afloat units within an area north of the harbor entrance at Ballast Point and west of a line intersecting channel buoy numbers 16 and 17.

(3) The Central sub-area consists of the following naval shore activities: NAS North Island, ASW Training Center and

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Naval Training Center. SOP/SOPA Sub-area Central is also responsible for all afloat units berthed at NAS North Island.

(4) The East sub-area consists of the following naval shore activities: Naval Station San Diego, Naval Amphibious Base Coronado, COMNAVBASE San Diego, Naval Supply Center and Naval Hospital. SOP/SOPA Sub-area East is also responsible for afloat units at anchorage in San Diego Harbor and Coronado Roads and all afloat units berthed at Broadway/NSC piers, Naval Station piers and commercial piers west and south of the Marine Terminal.

b. Each of the sub-areas addressed above is assigned under the permanent responsibility of a sub-area commander as follows:

(1) SOP/SOPA Sub-area North is Commanding Officer, Naval Air Station Miramar.

(2) SOP/SOPA Sub-area West is COMSUBGRU 5.

(3) SOP/SOPA Sub-area Central is Commanding Officer, Naval Air Station North Island.

(4) SOP/SOPA Sub-area East is COMPHIBGRU 3.

c. Each sub-area commander has administrative control over commands and activities within assigned area regarding applicable SOP/SOPA issues including all matters affecting pollution control and appropriate investigations of violations thereof, protection of ecology and personnel services and military standards for forces afloat. Specifically, this responsibility shall include maintaining pollution control watches as set forth in Annex P, ensuring strict compliance with established military standards governing the appearance of afloat units, ship's boats and personnel, supervision of pier cleanliness and forces afloat vehicle parking matters, establishment of medical and beach guards when required and pursuing corrective recommendations for disciplinary action to SOP/SOPA and the appropriate type commander(s). SOP/SOPA Sub-area Commanders have approval authority for all routine operations (diving, sonar transmissions, Hazards of Electromagnetic Radiation to Ordnance (HERO) restrictions, ammunition handling, cleanliness, colors, etc.) within their sub-areas. The foregoing delegation of authority in no way obviates the basic responsibilities of SOP/SOPA in these matters.

d. All units shall respond directly to SOP/SOPA on all operational matters.

e. SOP/SOPA ADMIN functions will be performed by SOP/SOPA staff personnel and will change when SOP/SOPA is changed.

105. Area Coordinator and SOP/SOPA Relationships. Because of the presence of two Type Commanders (TYCOMs) in the San Diego area, COMNAVBASE San Diego will generally be junior and per reference (a), subordinate to SOP/SOPA; however, COMNAVBASE San

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Diego is tasked by CINCPACFLT as direct representative on all matters of regional coordination (including San Diego commands). The duties and responsibilities of SOP/SOPA and COMNAVBASE San Diego (as regional coordinator) will therefore overlap. Consequently, there must be close collaboration and effective communications between the SOP/SOPA and the area coordinator.

106. KENT-RUNNER CPX. See SOPASDINST C5000.2B.

107. Classification of Ships' Movements. Classification of ships' movements shall be per current CINCPACFLT/COMTHIRDFLT OPOD 201. Guidance is provided in NWP 10-1-10 and COMSUBPAC OPOD 201-YR.

108. Communications. See Annex K.

109. Conditions of Readiness (DEFCON). See Article 122, Disabling Machinery.

a. When PACFLT DEFCON FIVE is prescribed, ships not under availability or upkeep, nor specifically exempted by SOP/SOPA San Diego, shall be prepared to assume any military and national condition of readiness directed within 24 hours.

b. Conditions of readiness are described in CINCPACFLTINST S3010.1K.

110. Destructive Wind Warning. See Annex H.

111. Drugs and Narcotics. Drug abuse cases in San Diego shall be processed per OPNAVINST 5350.4B.

112. Electronic Emissions

a. Operation of Radar. Commanding officers shall not assume that they may conduct unrestricted radar operations in harbor areas. COMTHIRDFLT OPOD 201 sets forth restrictions on the operations of naval radars. A thorough understanding and adherence to those restrictions are required. The following exceptions apply:

(1) Maintenance involving emissions during restricted hours which are considered "a military necessity" will be permitted if antennas are trained seaward.

(2) Operation of air-search radars within the harbor area (inside buoy "SD") except as authorized above is prohibited, to prevent interference with shore-based telephone and computer systems.

(3) In the event harmful interference is caused to radio services operating per the National Frequency Allocations Table, frequencies of the ship's equipment shall be shifted to prevent operation on the frequencies causing the interference. (NOTE:

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All SRC-22 equipped units should ensure subject equipment is sufficiently de-energized to preclude radiation of the confidence tone.)

(4) If reports of electronic interference are received, COMNAVBASE San Diego or SOP/SOPA will originate a message to "ALL SHIPS PRESENT SAN DIEGO AREA" delineating the type of interference. All vessels shall check for all possible sources of radiation and secure any equipment that could cause the interference.

b. Operation of Identifier, Friend or Foe (IFF) Transponder. Surface and sub-surface unit IFF transponders will normally not be radiated in port. Non-radiating transponder maintenance tests may be conducted in port per currently established Preventive Maintenance System (PMS) procedures. A vessel required to radiate an IFF transponder in port will submit a message request to NAVFRCOORD Western U.S. Point Mugu, CA; information copy to CINCPACFLT Pearl Harbor HI and SOP/SOPA San Diego CA. The request should include the type of equipment to be radiated, including the specific modes and codes, desired radiation times and the reasons for the requirement. Each IFF transponder radiation will be in strict compliance with COMTHIRDFLT OPOD 201, Annex C. All testing will be conducted in "dummy load only." SOP/SOPA San Diego will approve those requests that state unusual urgent requirements.

c. Electronic Emission During HERO Restrictions. Specific guidance for certain electronic emissions allowed during HERO restriction periods is provided in Article 116.

113. Emergency Control of Military Sealift Command (MSC) Shipping. All MSC nucleus ships, whether military, civil service or manned by civilian crews under contract shall, in emergencies, be responsible to orders and instructions directed to them by the SOP/SOPA. Vessels chartered by MSC and those obtained under General Agency Agreement will not be subject to control of the SOP/SOPA, except during emergencies on the high seas or in foreign ports. The U.S. Coast Guard (Captain of the Port) has emergency authority over U.S. merchant shipping (including MSC chartered vessels) in the United States territorial waters.

114. Emergency Sorties. See SOPASDINST C5000.2B.

115. Harbor Movements. Vessel movement within San Diego will be coordinated by the Port Services Office (PSO) San Diego. In order to ensure minimum congestion during sortie on Monday (Tuesday if Monday is a national holiday), the PSO will promulgate an order of sortie to include all vessels that will sortie on these specific days, both those requiring tug and/or pilot services and those requiring no services. Priority for services will be given to vessels cleared for sea, in the following order:

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- a. Navy Submarine Support Facility.
- b. NFD La Playa.
- c. ATG SDIEGO Anchorages 212, 213, 214 and buoys 15 through 21.
- d. ATG SDIEGO Berths.
- e. NAS NORIS Berths.
- f. NAVSTA Buoys and Berths.

Vessels departing as a tactical group for exercises, deployment, etc., will be given special consideration. The sortie message will be released by 1600 local each Thursday, for the following Monday's sortie. In order for PSO to coordinate requirements, desired underway time and tug/pilot requirements for all vessels, Immediate Superiors in Command (ISICs) shall advise PSO no later than 1600 each Wednesday of their requirements. With the exception of returning deployers, vessels returning to San Diego on Monday (Tuesday if Monday is a national holiday) will normally not be scheduled beyond Ballast Point until after 1100 local, unless they can arrive at berth prior to 0800 local.

116. HERO Restrictions

a. Purpose. The high intensity radio frequency fields produced by electronic equipment can cause the premature activation of sensitive Electro-Explosive Devices (EED). There may even be a remote possibility of warhead detonation.

b. Responsibility. In view of the detailed coordination required at NAVSTA San Diego between ships desiring to handle ordnance and ships required to transmit/radiate electronic equipment for Inspection and Survey (INSURV), Combat System Readiness Test (CSRT), SOP/SOPA Sub-area East is designated as the approving authority for HERO restrictions and electronic emissions for the eastern SOP/SOPA sub-area. SOP/SOPA San Diego will continue to act on requests from the western and central sub-areas.

(1) Ships desiring to handle ordnance will first ensure that they are assigned an authorized ordnance handling berth/anchorage per COMNAVBASESDIEGOINST 8023.4H and obtain permission to handle ordnance from NAVSTA San Diego Safety Department per NAVSTASDIEGOINST 8023.1S prior to submission of a HERO request (see Article 119c). Hero requests from units in the central and western sub-areas will be sent action to SOP/SOPA ADMIN San Diego, information copy to COMNAVBASE San Diego, TYCOM, NAS North Island, SOP/SOPA San Diego, PSO San Diego and NAVSTA San Diego. HERO requests from units in the eastern SOP/SOPA sub-area during non-automatic HERO restricted periods will be transmitted to SOP/SOPA Sub-area East initially by phone and then followed by

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message, with action to SOP/SOPA Sub-area East, information copy to SOP/SOPA San Diego, COMNAVBASE San Diego and Group Commander (GRUCOM). All requests should be received at least 96 hours in advance of requested handling times. Those that will not be received per this provision will indicate why sufficient lead time could not be provided. No information will be transmitted which is classified above Confidential.

(2) All requests for HERO restrictions will include the following:

- (a) Time and date the restriction is to be set.
- (b) Type of ordnance to be handled.
- (c) Ship's location during the handling evolution.
- (d) Frequencies to be excluded from the latest edition of OP-3565/NAVAIR-16-1-52, Volume 2.
- (e) Reason for delay in submission if less than 96 hours notice is provided.

(3) Upon permission being granted by SOP/SOPA or SOP/SOPA Sub-area East, as appropriate, the PSO will inform incoming vessels on the harbor OPS/ADMIN Net(s)/Tug Control, or the VHF-FM Bridge Circuit of the location and time of HERO restrictions. Commanding Officer, NAS North Island will likewise inform aircraft entering the NAS North Island flight pattern of the restrictions in effect. If at a pier, the requesting vessel shall inform all vessels within 600-yards radius and receive written acknowledgment of the restrictions in effect. If moored at Bravo Pier, NAS North Island, the requesting vessel shall inform all vessels within 1000 yards and receive written acknowledgment of the restrictions in effect. If moored or anchored in San Diego Bay, the requesting vessel shall fly the appropriate signal from ATP 1C, Volume II (USN Addendum).

(4) HERO restrictions will not normally be granted from 0800-1100 on Mondays (0800-1100 on Tuesday if Monday is a holiday), since they would interfere with the Monday (Tuesday) morning sortie. HERO restrictions will, likewise, not normally be granted on Thursday, since Thursdays are reserved for conducting inport training drills.

(5) All units shall ensure that HERO restrictions and Emission Control (EMCON) conditions are clearly understood by quarterdeck/OPS/weapons control personnel and that the Command Early Warning Net (CEWN) is guarded at all times.

117. Nuclear Reactor and Radiological Accidents

a. OPNAVINST 3040.5B provides specific guidance concerning nuclear reactor and radiological accident response and reporting.

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OPNAVINST 3100.6F provides specific instructions for reporting special incidents, including nuclear reactor and radiological accidents. CINCPACFLT OPOD 201, Annex G assigns COMSUBPACREP West Coast the area command responsibility for Ballast Point and San Diego Harbor.

b. COMSUBPACREPWESTCOASTINST 3040.2A provides additional guidance for action to take in event of a nuclear reactor or radiological accident in the San Diego area.

c. Operational commanders of nuclear-powered vessels are required to keep SOP/SOPA San Diego advised of movements of nuclear-powered vessels not homeported in San Diego. In the event of a nuclear reactor accident, the assigned area commander shall advise SOP/SOPA San Diego of the necessity for ship sortie.

d. In addition to the notification requirements of COMSUBPACREPWESTCOASTINST 3040.2A, the appropriate surface type commander representative (COMNAVAIRPAC (Code 734 or 3452) and COMNAVSURFPAC (Code N65 or N4211)) should be notified via the TYCOM Staff Duty Officer in the event of a nuclear reactor or radiological accident.

118. Oil Spills. See Annex P.

119. Ordnance Handling. The policy, procedures and safety guidance for ordnance handling in San Diego Bay are in COMNAVBASE-SDIEGOINST 8023.4H. Additional amplification or guidance can be obtained by contacting the District Ordnance Officer at COMNAVBASE Headquarters. Specific guidance and directives are in NAVSTASDIEGOINST 8023.1S and NASNIINST 8020.2E for vessels berthed at these activities. The above listed instructions are established by CNO and may be waived only by CNO after certification of operational necessity by CINCPACFLT. Unless modified by the above instructions, the following general guidelines apply:

a. NAVSTA San Diego is the approving authority for all ammunition movements in the Sub-area East region. Ammunition transfers are approved, contingent upon notification of all concerned commands, at least 96 hours in advance. Ships will first obtain approval from NAVSTA San Diego Safety Officer. After approval is granted, initial notification should be made by phone to SOP/SOPA Sub-area East, followed by message in the following format:

FM: (ORIGINATING COMMAND)
 TO: SOPA SUB-AREA EAST SAN DIEGO CA//CODE N7//
 INFO: NAVSTA SAN DIEGO CA//CODE 3//
 (Ships berthed at pier)
 NAS NORTH ISLAND CA//CODE 50// (If transferring by small
 boat from bravo pier)
 PSO SAN DIEGO CA//JJJ//

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SIMA SAN DIEGO CA//CODE 3000//

(ISIC)

C O N F I D E N T I A L //N08023//

SUBJ/AMMO MOVEMENT (U)//

MSG/GENADMIN/ (ORIGINATING COMMAND)//

REF/A/TEL/ (COMMAND) / (DATE OF PHONCON)//

REF/B/DOC/NAVSTASDIEGOINST 8023.1S//

NARR/ (GIVE AMPLIFYING DATA ON REFS A AND B)//

RMKS/

1. (C) USS _____ WILL CONDUCT AMMO ONLOAD/OFFLOAD ON _____ FROM _____ TO _____. AMMO MOVE COORDINATED WITH NAVSTA SAFETY OFFICE BY REF A.

2. (C) FOL AMMO WILL BE MOVED:

NALC QTY

3. (U) PER REF B, TOPSIDE HOT WORK AND TRANSFER OF FUEL, OTHER AMMO, GASOLINE OR COMPRESSED FLAMMABLE GASES ARE PROHIBITED WITHIN 500 FT OF NAVSTA PIER DURING AMMO TRANSFER.

4. (U) HERO NOT REQUIRED.

-or-

5. (U) REQUEST HERO RESTRICTIONS BE ESTABLISHED VICINITY PIER _____ FROM _____ TO _____.//

DECL/ _____//

In the case of HERO-restricted ammunition transfers, SOPA Sub-area East Representative will readdress the message to all vessels present.

b. Ordnance handling requests at Bravo Pier, NAS North Island will be made per Articles 116b and 116b(2). Each ship desiring to handle ordnance at NAVSTA San Diego berths will submit requests per this article.

(1) HERO-Restricted Evolutions. If HERO restrictions are required within Sub-area East, submit a request per Articles 116b(1) and 116b(2).

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(2) Non-HERO Evolutions. For evolutions such as ordnance handling, fueling and fast cruises not requiring HERO restrictions within Sub-area East, a ships notification message must be submitted to SOP/SOPA Sub-area East, NAVSTA San Diego, PSO San Diego, SUPSHIP San Diego, SIMA San Diego, NAS North Island (if transferring by small boat from Bravo Pier) and ships berthed at the same pier. Care must be taken to ensure ships which berth within the affected area subsequent to issuing the notification message are advised of the evolution.

c. Automatic HERO Restrictions. Unless otherwise directed by SOP/SOPA or SOPA Sub-area East, HERO restrictions will be automatically in effect to allow handling of HERO-susceptible weapons only in the San Diego Bay area south of the San Diego/Coronado Bay Bridge and at NAS North Island berths during the following periods:

Monday	1100-1700, except official holidays
Tuesday	0800-1700, except when Monday is an official holiday, then 1100-1700
Wednesday	0800-1100

(1) HERO-susceptibility weapons may be handled without further recourse to SOP/SOPA or SOPA Sub-area East during these times; all other provisions regarding weapons handling will remain in effect.

(2) All vessels present in the San Diego Bay area south of the San Diego/Coronado Bay Bridge, at NAS North Island berths and transiting San Diego Bay Channel shall comply with the following safety precautions one hour prior to and during the above periods:

(a) Silence all communication transmissions within the frequency range 2-32 MHZ.

(b) Silence all radar transmission in the frequency range 2.7 - 3.6 GHZ.

(c) Fire control radars shall not be beamed directly at HERO-susceptible weapons. In order to comply with this requirement and still allow fire control radiations for maintenance during HERO periods, the following specific restrictions apply:

1. Fire control radars may be radiated if positioned above plus 45-degree elevation or if operated in the radar silence/dummy load mode.

2. Tracking at any elevation angle by seaward fire control radars will be permitted only for those ships at the channel end of the pier and then only if preventive measures are instituted to restrict the train of fire control radars to plus

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or minus 60 degrees from the axis of the pier (as viewed from the shore toward the channel).

3. Collimation of directors during automatic HERO restrictions is not authorized. Commanding officers are enjoined to ensure the strictest compliance with the above regulations and to ensure complete notification of and cooperation with, all other commands in their vicinity.

(d) Ships transiting the San Diego Bay channel are required to observe automatic HERO requirements, particularly in the vicinity of Pier Bravo, NAS North Island.

d. Strict compliance with all restrictions, limitations and requirements imposed by the applicable station or authorized station personnel is required.

e. Ships undergoing a Restricted Availability (RAV) in San Diego may be directed to offload all ammunition and explosives. COMNAVBASE San Diego may waive the offload of certain ammunition under certain circumstances, provided the TYCOM certifies operational necessity, SUPSHIPS San Diego accepts the risk and agrees to the waiver, approval is obtained from Commanding Officer, NAVSTA San Diego and certain minimum requirements and safety precautions are met.

f. Ships offloading ammunition containers which are either empty or have inert components therein must obliterate the original container markings and re-mark as appropriate. The marking must include the originator of the shipment and the identification of the inspecting/certifying individual.

g. The NAS North Island Weapons Department, at Bravo Pier, will exchange limited amounts of conventional ammunition and stock small quantities of high-usage training ammunition. Because of limited storage facilities, ammunition handling at Bravo Pier should not exceed 20% of a ship's total load.

h. Ammunition MILSTRIP requisitions for commodities to be delivered at NAS North Island Weapons Department will be submitted per CINCPACFLTINST 8010.12A, information copy to NAS North Island, using the following lead times:

Gun Ammo/Pyro	30 Days
Torpedoes	60 Days
SAMs/Sparrow/Harpoon	90 Days

i. COMNAVSURFPAC (Code N31) will be the principal coordinator for scheduling NAVSURFPAC ships at Bravo Pier. Ships are responsible for requesting tugs/pilots via PSO San Diego. Logistics Requests (LOGREQs) addressing Bravo Pier require an information copy to COMNAVSURFPAC and NAS North Island.

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j. Exchange of ammunition via boat will be coordinated directly with NAS North Island Weapons Department. Commanding officers shall ensure that small boat deliveries are made by the most expeditious route and that other small boat requirements are deleted or postponed until the ammunition deliveries are completed.

k. Bravo Pier hours of operation are 0700-1530 Monday through Friday. NAS North Island Weapons Department uses a stop-shop-go concept and ships berthing will be limited to ordnance handling evolutions only. There are no shore services available, including telephone.

l. Because of stringent weapons compound security requirements and limited transportation assets, embarks/debarks for ships berthed at Bravo Pier are prohibited except in the most urgent emergency cases.

m. HERO restrictions and procedures are delineated in Article 116.

120. Permission to Get Underway. In order to decrease message traffic, SOP/SOPA does not require ships or units operating from San Diego, per approved schedules, to obtain permission to get underway or anchor.

121. Personnel Recall and Straggler Recall Plan. If necessary for vessels in port to sortie under emergency conditions, personnel shall be recalled or marshaled per Appendix III to SOPASDINST C5000.2B.

122. Request to Disable Machinery

a. During Scheduled Overhaul Periods. When assigned an overhaul period, or an RAV of seven or more days, vessels may disable any main propulsion machinery, missile batteries or other equipment per TYCOM instructions, without reporting to SOP/SOPA.

b. During Assigned Upkeep Periods and RAV Less Than Seven Days. Vessels in this category may disable main propulsion machinery and other major equipment to the extent that they will be able to get underway within 96 hours of notification. Vessels unable to meet this 96-hour underway criteria will, in addition to complying with operational/administrative requirements, include SOP/SOPA, COMNAVBASE San Diego, COMNAVSURFPAC, the emergency dispersal task group and appropriate task unit commanders as action addressees to their message. The amount of notification required to get underway should be included in this message.

c. During Periods when in Normal Operational Status. Vessels in commission and not under restrictions imposed by subparagraphs a or b above, are required to be ready on 24 hours notice for such operations as may be required (CINCPACFLTINST

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5440.3H). Accordingly, vessels in operational status desiring to disable weapons systems or other major equipment which would prevent them from becoming operationally ready within 24 hours should request permission for equipment disablement from their operational commander per current directives. SOP/SOPA, COMNAVBASE San Diego, COMNAVSURFPAC, the cognizant shore activity involved in repairs, if any and the emergency dispersal task unit commander should be included as information addressees in this request or notified by separate means. Requests should include the equipment to be disabled, the reason for the disablement, the number of hours notification required to again become fully operational and the estimated time of repair/inspection completion. When main propulsion equipment is involved, the notification time required for the ship to get underway on half power should also be included in the request. When again fully operational, the above addressees should be notified accordingly.

d. Casualty Report (CASREP)/Situation Report (SITREP). Compliance with the above requirements should eliminate the necessity for ships to include SOP/SOPA on CASREP/SITREP messages unless an unusual situation prevails.

123. Seismic Sea Wave Warning. See Annex H.

124. Speed within the Harbor/Traffic Regulations

a. Maximum speed within San Diego Harbor is 10 knots for all vessels; however, vessels shall regulate their speed so that no damage will be caused by their wash.

b. Vessels passing between Ballast Point and Buoy 14 shall proceed at their minimum safe speed (normally not in excess of five knots). Specific caution shall be taken to prevent hazard or damage by wake to the floating dry dock (ARD 30), permanently moored to the south side of the submarine pier (pier 5000), the submarine tender which may be MED-moored to pier 5003 and small craft moored alongside ships and floats. Particular attention should be given and appropriate action taken in response to submarine tender flag hoists indicating weapons handling or diving operations in progress.

c. All vessels shall proceed with caution when in the vicinity of vessels moored or anchored. Speed should likewise be reduced when passing small boat landings/repair facilities, dredges, diving boats, or other floating equipment.

d. In general, both inbound and outbound combatant vessels shall conform to the established channel. It is expected that consideration will be given each vessel's draft and maneuvering characteristics and to the draft and maneuvering characteristics of other vessels transiting the channel at the same time. Smaller vessels shall tend inshore of the special deep-draft channel whenever circumstances permit.

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e. Should recreational boating interfere with the right-of-way of naval vessels in San Diego channel, the following information should be provided to the Commanding Officer, Marine Safety Office, 2710 Harbor Drive, San Diego:

(1) A brief narrative description of the sequence of events.

(2) As complete as possible description of pleasure craft involved (registration numbers are particularly valuable).

(3) The accurate geographical position of the naval vessel involved.

(4) A simple graphic diagram of the relative positions of the vessels involved in the incident.

125. Sonar Hazards to Divers

a. The high-powered acoustical energy emitted by a vessel's sonar is a potential hazard to divers operating in the immediate vicinity of a sonar dome. The hazard to divers and swimmers is a function of distance from the transmitting sonar and the time over which they are exposed at a given distance. Therefore, commands desiring to dive or swim in the immediate vicinity of sonar-equipped vessels are directed to ensure that these vessels are informed of those operations and ensure that the safe distances and times are observed by divers and swimmers in the area. See the U.S. Navy Diving Manual and, NAVSEAINST 3150.1 for further information on sonar hazards for both hooded and unhooded divers. Specific notification to SOP/ SOPA San Diego, SOPA ADMIN and the appropriate SOP/SOPA Sub-area commander, via the following message format, of intent to operate echo ranging equipment/sonar is required at least 48 hours prior to commencing sounding activities. Resolution of conflicts between sonar transmission and diving operations is the responsibility of the command conducting the swimmer/diver operations.

FM: (ORIGINATING COMMAND)
 TO: (SOPA ADMIN OR SOPA SUB AREA EAST; whichever is the appropriate SOP/SOPA Sub-area commander)
 INFO: SOPA SAN DIEGO CA
 SOPA ADMIN SAN DIEGO CA (if not action addressee)
 PSO SAN DIEGO CA
 (OTHER COMMANDS AS NECESSARY)

BT

UNCLAS //N03500//
 MSGID/GENADMIN/(ORIG)//
 SUBJ/ACTIVE SONAR OPERATIONS//
 REF/A/DOC/SOPA SAN DIEGO CA/18APR90//
 REF/B/TEL/(BETWEEN ORIG AND APPROPRIATE SUB-AREA COMMANDER)
 NARR/
 POC/
 RMKS/

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1. PER REF A AND AS DISCUSSED REF B, _____ (ORIG) WILL CONDUCT _____ (SONAR OPERATIONS) VICINITY _____ (PIER, NAVSTA, ANCHORAGE, BUOY, ETC.) FROM _____ (LOCAL DTG) TO _____ (LOCAL DTG).

2. REASON FOR OPERATIONS: _____ (PMS, ETC.)

b. Sonar equipped vessels shall call PSO, Harbor Control, for status of diver activity in their area prior to echo ranging.

126. Diver/Swimmer Operations

a. All diver/swimmer operations must be coordinated through SOP/SOPA ADMIN San Diego and appropriate SOP/SOPA Sub-area commander. SOP/SOPA San Diego and PSO San Diego will be an information addressee on all diver/swimmer operation message traffic. Messages must include pier number and base, exact geographic location coordinates, anchorage number, or other suitable descriptive terminology to clearly define the diving operation area. The following message format shall be utilized:

FM: (ORIGINATING COMMAND)
TO: SOPA ADMIN SAN DIEGO CA
INFO: SOPA SAN DIEGO CA
SOPA SUBAREA COMMANDER
PSO SAN DIEGO CA
(ADDITIONAL COMMANDS AS NECESSARY)

BT

UNCLAS //N03150//
MSGID/GENADMIN/(ORIGINATING COMMAND)//
SUBJ/NOTIFICATION OF DIVING OPERATIONS//
REF/A/DOC/NATO/(ATP-1C VOL II)//
REF/B/DOC/SOPASANDIEGOINST 5000.1F//
NARR/
POC/
RMKS/

1. PER REF A AND B, FOL INFO PROVIDED:
(ALL TIMES LOCAL)

A. _____ (ORIG) WILL CONDUCT _____ (SWIMMER/DIVER) OPERATIONS VICINITY OF _____ (PIER NUMBER, VESSEL, BUOY, COORDINATES, ETC.) FROM _____ (LOCAL DTG) TO _____ (LOCAL DTG).

2. SAFETY PRECAUTIONS TO BE TAKEN (LIGHTS, FLAGS, SAFETY BOAT, ETC.)

3. DIVING SUPERVISOR (NAME, LOCATION, AVAIL COMMS, FREQS USED, ETC.)

4. SPECIFIC REASON FOR DIVER/SWIMMER OPERATIONS (IF UNCLAS)

5. REQUEST FOR MESSAGE DISTRIBUTION (ALL SHIPS PRESENT SAN DIEGO AREA, ALL SHIPS PRESENT SUB-AREA EAST, ALL SHORE ACTIVITIES, ETC)

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b. All messages must be submitted with applicable precedence to ensure notification of vessels/commands concerned.

c. Vessels having diver operations in progress shall ensure that appropriate signals per ATP 1C, Volume II are displayed at all times during actual operations. Ships berthed at NAVSTA and diving barge and tender divers, as applicable, shall inform the NAVSTA Waterfront Operations Office and COMNAVSURFPAC RSG of diving activity prior to commencement of operations. Ships berthed at NAS, North Island shall notify the Waterfront Coordinator prior to commencement of diving operations, giving area and expected completion time for long-term diver operations.

127. Topside Noise. Topside loudspeakers will not be used, except in an emergency, between the hours of 1800 and 0700. When loudspeakers must be used, the volume will be reduced as much as practicable.

128. Typhoons. See Annex H.

129. Warning Signals. See COMNAVBASE San Diego Disaster Preparedness Plan 1-77.

130. Degaussing and Deperming Services. Degaussing and deperming may be arranged by telephone. Complete details on facilities available are contained in the Fleet Guide San Diego, H.O. Publication 941, Chapter 5.

131. Naval Station Berthing Restrictions. Ships assigned to inner berths at NAVSTA piers are restricted to bow-in berthing to avoid prop action/prop wash undermining of quay walls. Exceptions for amphibious loadouts, necessary repairs or other evolutions may be requested from NAVSTA Berthing Officer. Amphibious ramp onloads/offloads are restricted to berths 62 south pier 6 and 81 north pier 8, with ships placed in berth by cold iron move.

132. Fire Aboard Ship at Naval Station. In addition to the ship's alarm, the NAVSTA fire alarm shall be sounded by telephone or by pulling the nearest fire alarm or auxiliary fire alarm box. If a fire alarm box has been pulled, one person shall be stationed at the box to direct the fire department with information concerning the ship's ammunition status and location of all explosives. Rescue and assistance crews of ships present shall be ready to assist in the fire fighting and in unmooring ships as may be required.

133. Inport Energy Conservation. All ships berthed at San Diego shore stations must adhere to strict energy conservation measures to reduce shore power demand. Shore supplied electricity used by vessels inport represents nearly 50% of the \$80 million in electricity consumed by naval activities in San Diego. By establishing an active shoreside energy management program, naval vessels can achieve tremendous reductions in utility costs.

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vessels can achieve tremendous reductions in utility costs. Energy management programs should emphasize the elimination of wasteful practices, the shift of power consumption to off-peak periods and a reduction of electrical demand during this period.

a. From 1 May to 30 September, power consumed during the premium rate period (1100-1800) costs nearly double that of power consumed during the remainder of the day. Testing/operating shipboard equipment such as sonar/combat systems should be avoided during the premium rate period whenever possible without adverse mission impact. HERO restrictions should be scheduled to take advantage of reduced testing/operating during this period.

b. Another cost avoidance initiative requires shedding power loads during the peak "demand" period each summer month (1 May to 30 September). San Diego Gas and Electric (SDG&E) charges premium rates for each kilowatt of "demand" during the 15 minute interval containing the SDG&E system peak each month. Approximately one third of the cost of electricity for ships inport at San Diego is a result of demand charges exacted during this 15 minute period each month. Public Works Center (PWC), San Diego can usually predict when the system peak is most likely to occur. A reduction in demand (reduce electrical load to a minimal usage) is called for during the two hour interval (normally 1300 to 1500) most likely to contain the system peak. An average of three load reductions are called each month; customers are notified in the morning (not later than 1030) and advised of the two hour demand reduction interval for that day.

c. For summer months, all inport vessels will maintain an active electrical demand reduction plan to be exercised when notified that a demand reduction has been declared. Demand reduction plans shall be designed to reduce electrical usage effectively, but not adversely affect any command's operational readiness. For example, the use of deck edge and weapons elevators, office, berthing and unnecessary air conditioning, electrically operated cranes and other non-essential electrically operated equipment should be curtailed during load shed periods. Ships are to actively participate in demand reduction declared over the CEWN or by activity representatives ashore to ensure maximum energy consumption reductions during peak "demand" periods.

d. For amplifying information, refer to Annex Y.

134. Boiler Feedwater

a. Boiler feedwater (demineralized) is provided to ships under a commercial contract. Delivery orders under this contract may be placed by calling READSUPPGRU (RSG) San Diego, CA at 556-2077/2040, citing document numbers and funding data. Requests should include quantity, date required, ship's location, requisition number and point of contact/telephone number. Orders should be submitted at least 24 hours in advance of required

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delivery date. Ships moored outboard other vessel must provide hoses to transport the water.

b. Emergency boiler feedwater requirements after normal working hours, and on Saturdays, Sundays and holidays, may be placed by following the above procedures and calling 556-2075. This should also be provided in Fleet Guide/SOPA Regulations.

135. Polishing Trailer (Nuclear Ships). Requests for delivery of polishing trailer can be obtained by calling PWC San Diego, CA at 556-1881. Requirements after normal working hours and on Saturdays, Sundays and holidays may be placed by calling the PWC Duty Desk at 556-7349. Ships requesting polishing trailer should do so in the initial LOGREQ. Port Services Office will set-up to be available on ship's arrival.

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CHAPTER IIMEDICAL201. Medical and Dental Supplies and Repair Facilities

a. Medical and Dental Supplies. Medical and dental material indicated in the Armed Services Medical Stock List as available at primary stock points may be requisitioned from the Fleet Industrial Supply Center (FISC), Code NCR, 937 North Harbor Drive, San Diego. Requisitions are to be submitted per current instructions. Routine depot working hours are from 0730 to 1600, Monday through Friday. Should emergency issues be required outside of routine working hours, the FISC Duty Officer may be contacted at (619) 556-0421/DSN: 526-0421.

b. Medical and Dental Repair Facilities

(1) Maintenance and repair service for medical equipment is available at the Naval Medical Center, San Diego and may be requested by telephone, (619) 532-8010/DSN: 522-8010, letter or message (Plain Language Address Directory (PLAD): NAVMEDCEN SAN DIEGO CA//BCA//). After hours, contact the Officer of the Deck (OOD) desk at (619) 532-6400 and have the duty Biomedical Repair Technician (BMET) paged.

(2) Maintenance and repair service for dental equipment is available at the Naval Dental Center (NDC), Naval Station, San Diego and may be requested by telephone, (619) 556-8208/8209/DSN: 526-8208/8209, letter or message (PLAD: NAVDENCENSAN DIEGO CA).

(3) When repair services are requested, the following information should be furnished:

(a) Type of equipment to be repaired (e.g., dental operating unit, X-ray, diatherm, autoclave, furnace, etc).

(b) Make and model of unit; availability of spare parts.

(c) Electrical characteristics.

(d) Brief description of defects or malfunctions.

202. Medical Guard

a. Ships Anchored Near NAS North Island. Personnel attached to ships anchored near NAS North Island requiring emergency medical care will be transported to the Branch Clinic, NAS North Island (Bldg. 601) for treatment. Ambulance service may be arranged for in advance by calling the Acute Care Area (ACA) at 545-0467 or the Federal Fire Dispatcher by dialing 9-911 or calling "San Diego Control ONE" on 2716 KHZ or channel 12 bridge to bridge.

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b. Ships Anchored Near NAVSTA San Diego. Personnel attached to ships anchored near NAVSTA San Diego requiring emergency medical care will be transported to the NAVSTA Landing, located between piers 2 and 3 for further transportation to the Branch Clinic, NAVSTA San Diego (Bldg. 3300) for treatment. Ambulance service may be arranged for in advance by calling the Acute Care Area (ACA) at 556-8114 or the Federal Fire Dispatch at 9-911 or "San Diego Control ONE", 2716 KHZ or channel 12 bridge to bridge.

c. Ships Located in the Vicinity of Broadway and Navy Piers. Ships located in the vicinity of Broadway and Navy piers may obtain limited medical assistance from the staff Dental Officer, Bldg. 1, second floor, U.S. Naval Supply Center, 937 North Harbor Drive, San Diego by calling 532-1183 or in true emergency, dial 9-911. After 1600 daily, on weekends and holidays, emergency medical service shall be obtained at the Naval Medical Center, San Diego.

203. Potable Water

a. YW (Water Barge) Schedules and Conditions

(1) Schedule

(a) The YW (non-self-propelled) is available for deliveries at anchor or buoy on a daily basis. Request for deliveries should be made by LOGREQ or message to Port Services Officer, San Diego at least 24 hours in advance.

(b) Emergency requests will be honored if submitted per subparagraph 203b. It is mandatory that the receiving and delivery vessels use the INDIA flag per ATP1, Volume II before the delivery vessel goes alongside. The receiving vessel will ensure that the side is clear and fenders rigged before closing up INDIA.

(2) Conditions

(a) The YW will work from the north end of the harbor to the south end. Ships not flying "TURN" pennant will be bypassed. Return calls will not be made.

(b) Ships flying "TURN" pennant must be ready in all respects to receive the YW alongside. This includes ample space to moor, line handlers and hoses ready. The YW will bypass any ship that delays bringing the barge alongside for a period of more than 15 minutes.

b. Feed Water. Requirements for boiler feed water should be submitted on a DD Form 1149 to NSC Customer Service Office (Code 1052), Bldg. 322, NAVSTA San Diego for procurement action. Requisitions should include quantity, date required and ship's location and should be submitted at least 24 hours in advance of required delivery date. Ships moored outboard from the pier must

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provide hoses to transport the water. Emergency boiler feedwater requirements after normal working hours and on Saturdays, Sundays and holidays may be placed by the NSC San Diego Duty Office. Requirements for procurement of boiler feedwater should be submitted on a DD Form 1149 (citing PACFLT Open Operating Budget for Ship's Fuel and Utilities per CINCPACFLTINST 7100.2E to the NSC Duty Officer, Bldg. 1, Broadway Compound or to the Customer Service Branch, Bldg. 322, NAVSTA).

c. Water Conservation. The Navy is the single largest user of water in the San Diego area using four billion gallons per year. San Diego is an arid area with insufficient rainfall and underground water to support its needs. When California experiences drought conditions, less water is available for import into San Diego. It is imperative that ships moored in San Diego carry out conservation measures at all times and be ready to implement more stringent measures during drought conditions. The following steps will be adhered to in order to conserve water on a daily basis:

- (1) Limit use of hoses for topside washdown (use of positive and/or automatic shut off nozzles).
- (2) Exercise economy in the use of water in washing vehicles, aircraft and in industrial processes.
- (3) Educate crew on the need to continue water conservation measures when in port.

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CHAPTER IIILEAVE AND LIBERTY

301. Cancellation of Liberty. All afloat commands shall maintain an emergency recall bill in order to terminate liberty if an increased condition of readiness requires such action. Amplifying information is contained in Appendix III to SOPASDIEGOINST C5000.2B.

302. Conduct Ashore. Personnel in a leave or liberty status are expected to conduct themselves in a manner which will reflect credit upon the naval service. All personnel will extend maximum cooperation to civilian law enforcement agencies.

a. Leave/Liberty in Mexico. Commands shall ensure that all personnel are aware of the information in COMNAVBASESDIEGOINST 5820.2B, pertaining to the conduct of U.S. Navy personnel in the Mexican border area, prior to the granting of their liberty in that area.

b. Drunken Driving. The attention of all commands to the seriousness of the drunken driving problem in the Navy and especially within the San Diego area, is solicited. A vigorous informational program should be established in each command to attract attention to the many pitfalls of overindulgence in alcoholic beverages.

303. Emergency Leave. Compliance with the MILPERSMAN and type commander instructions regarding the granting of emergency leave is enjoined. When emergency leave is granted and it is probable that leave alone will not suffice to alleviate the emergency situation, the individual shall be advised of the provisions of Chapter 18, Enlisted Transfer Manual, concerning requests for humanitarian reassignment while in leave status.

304. Leave and Liberty

a. Leave and liberty will be granted per U.S. Navy Regulations, U.S. Pacific Fleet Regulations and the MILPERSMAN.

b. The following factors should be considered by commanding officers in granting leave and liberty within the framework of the prescribed PACFLT DEFCON:

(1) Training level and overall combat readiness of individual units.

(2) Berthing status: Whether anchored, moored to buoy, or alongside pier, etc.

c. When liberty is granted to the crew, the commanding officer shall comply with the instructions contained in Chapter V herein regarding shore patrol.

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d. Leave and liberty for enlisted personnel and authority to send recreation parties ashore are functions delegated to commanding officers and are subject to the above, the rules and regulations governing the port and any special instructions that may be issued by SOP/SOPA SDIEGO to meet special situations.

e. Per MILPERSMAN 3030200, a liberty pass is required for personnel attached to afloat commands in pay grades E-3 and below.

305. Identification Cards

a. Required Possession of Identification Cards. Officer and enlisted personnel shall have on their person, at all times, a standard and duly authenticated Armed Forces Identification Card. Identification cards shall comply with the latest directives on the subject and must be of a permanent laminated type.

b. Improper Use of Identification Cards. In connection with Article 305a, the following usage of identification cards is strictly forbidden:

(1) Possession of more than one identification card or liberty pass.

(2) Possession of the identification card or liberty pass of another person.

(3) Possession of an identification card or liberty pass which has been mutilated, forged, counterfeited, altered or otherwise tampered with.

(4) Lending of identification card or liberty card to another person. Commanding officers are directed to take active steps to eliminate the improper use of identification cards or liberty cards by personnel under their respective command and to establish and maintain security and strict accountability for armed forces identification cards.

306. Off Limits Establishments. Establishments in the San Diego area can be placed "under curfew" by the Armed Forces Disciplinary Control Board per COMNAVBASESDIEGOINST 1620.5G. A list of "off limits" and "under curfew" establishments is promulgated periodically by COMNAVBASE San Diego.

307. Passport and Visa Requirements. COMNAVBASESDIEGOINST 5820.2B specifies passport and visa requirements for visits to Mexico.

308. Special Procedures for Organized Parties. Prior to holding a ship's party, dance, picnic or other organized recreation on a large scale ashore, the ship concerned will send an officer to contact the Shore Patrol Headquarters in San Diego and make arrangements to furnish sufficient shore patrol to maintain order

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and prevent property damage and otherwise meet the requirements of the senior shore patrol officer in connection therewith (see Chapter V for Shore Patrol requirements).

309. Uniforms. The uniform for liberty and leave shall conform to U.S. Navy Uniform Regulations and COMNAVBASESDIEGOINST 1020.8D.

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CHAPTER IVUNIFORMS

401. Civilian Clothing. Civilian clothing may be worn by naval personnel when off duty. No uniform part(s) shall be worn with civilian clothing, except articles which do not present a distinctive naval appearance. These items are listed in Uniform Regulations Article 12203. Windbreakers with the ship's name purchased from the ship's store are considered civilian clothing and are not to be worn with any Navy uniform. Commands are authorized to suspend the civilian clothing privileges of individuals who fail to comply with uniform regulations.

402. Dungarees and Foul Weather Clothing. Dungarees and foul weather clothing are authorized for line handlers, refueling parties, topside watchstanders in inclement weather, boat crews in heavy weather and others engaged in work which would unduly soil or damage other uniforms. Command ball caps may be worn with any working uniform.

403. Shore Patrol Uniform. The uniform for Shore Patrol will be prescribed by the senior shore patrol officer.

404. Uniform for Athletics. Participants (not spectators) may wear dress appropriate to the sport or event in which engaged while enroute to and from such events. The dress must be neat, clean and in good repair. For organized athletics, the dress shall be similar for all participants and they shall proceed together in a body under the control of the senior officer/petty officer present.

405. Uniform for Marine Corps Personnel. The uniform for Marine Corps personnel shall be prescribed by COMNAVBASESDIEGOINST 1020.8D.

406. Uniform of the Day. The uniform of the day is prescribed in COMNAVBASESDIEGOINST 1020.8D and Uniform Regulations.

407. Uniform while Traveling to and from Work

a. The following working uniforms may be worn:

- (1) Working Khaki (Wash Khaki)
- (2) Dungarees (with ball cap)
- (3) Camouflage Uniform
- (4) Utility Green Working Uniform
- (5) Winter Working Blues

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b. No stopping along the way is authorized. Wearing of working uniforms is not authorized while operating a motorcycle or bicycle.

c. Organizational clothing (CBR protective clothing, foul weather jackets, coveralls, etc.) are not authorized to be worn outside the parent command. The exception are the flight suits and flight jackets which may be worn during direct transit as and from work.

408. Wear of Ball Caps. Ball caps are authorized to be worn while on naval installations. Ball caps are not authorized to be worn with the following uniforms:

- a. Summer Khaki
- b. Camouflage Uniform
- c. Green Utility Working Uniform
- d. Winter Working Blues

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CHAPTER V

SHORE PATROL

501. Shore Patrol Organization

a. Shore Patrol is a force tasked by SOPA San Diego to maintain good order and discipline among military personnel on shore and to set up agencies, where necessary, for the orderly handling of certain local relations of the armed forces with the civilian population. Shore Patrol manning is accomplished by shore activities and vessels of the fleet providing personnel on a temporary basis to augment permanent party personnel. The attention of commanders/commanding officers of afloat units is directed to the following references:

- (1) CINCPACFLTINST 5440.3H (CINCPACFLT Regulations)
- (2) MILPERSMAN, Articles 2650240 and 3420340
- (3) PAYPERSMAN, Article 046376
- (4) NAVPERS 15106 (Navy Shore Patrol Manual)
- (5) COMNAVBASESDIEGOINST 1630.1K

b. The permanent Shore Patrol Headquarters is located at Building 74, NAVSTA San Diego, telephone 556-1860/1861. The headquarters is under the jurisdiction of the Senior Shore Patrol Officer, San Diego, who is under the administrative and operational control of Commanding Officer, NAVSTA San Diego and COMNAVBASE San Diego. When personnel for shore patrol are provided by forces afloat and ashore, they shall be directed to report to the Senior Shore Patrol Officer for Temporary Additional Duty (TAD). Personnel from forces afloat shall be assigned to augment the permanent Shore Patrol. A shore patrol substation is maintained at the international border at San Ysidro, telephone 428-2427/1318.

502. Assignment

a. County Shore Patrol, Field Courtesy/Custody Turnover Program and Housing Shore Patrol Personnel. In order to provide a continuing nucleus of County Shore Patrol, SOPA San Diego requires the following personnel to be assigned for a period of 90 days or longer by the afloat and ashore commanders:

	FIELD COURTESY TURNOVER PROGRAM	COUNTY SHORE PATROL
	E-5 - E-6	CPO PO
<u>COMMANDERS</u>		
COMSUBTRAGRU	1	1 1
WEST		

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COMNAVSURFPAC	15	2	9
COMNAVAIRPAC	8	3	8
MCRD	1		1

b. Housing Shore Patrol Personnel. SOPA San Diego will require the following number of personnel to be assigned for a period of 90 days or longer by the afloat and shore commanders indicated below (this requirement expires 1 January 1996):

<u>COMMANDER</u>	<u>E-5 - E-6</u>
COMNAVAIRPAC	5
COMNAVSURFPAC	4
NTC/SSC	1
COMTRAPAC	1
COMSUBPAC WEST COAST REP	2
MCRD	1

c. Additional Shore Patrol Requirements. If additional Shore Patrol personnel should be required, they shall be ordered to report for TAD by 1830 daily, to the Senior Shore Patrol Officer, Building 74, NAVSTA San Diego. Headquarters does not furnish meals. These additional augmenting personnel will be released at approximately 0300 for return to their respective commands.

d. Naval Security Force (NSF) Augmentation Requirements. Requirement for on-base shore patrol or NSF Augmentation shall be coordinated between the activity commanding officer and the SOPA SUB-AREA Commander.

503. Selection of Personnel for Shore Patrol Duty

a. Selection of Personnel. Personnel detailed for shore patrol duty will be selected with regard to experience, good conduct, sobriety and sound judgment. Emphasis is placed on the fact that shore patrol personnel are the principal representatives of the Navy for the maintenance of good order and discipline among service personnel ashore and, as such, should set a high standard of military conduct and appearance. To this end, personnel assigned as shore patrol will be responsible, mature petty officers. No person assigned to shore patrol duties shall have undergone Non-judicial Punishment (NJP), court-martial or have any civil charges pending or been convicted of any civilian charges in the past 12 months. Personnel assigned to shore patrol must possess a valid state driver's license. The Senior Shore Patrol Officer will return personnel found unsuitable for shore patrol duty to the command concerned. A statement of circumstances will immediately follow. A relief in such cases will be furnished promptly. Non-rated personnel will not be detailed to shore patrol duty.

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b. Shore Patrol Orders. Orders for shore patrol shall refer to reference (a), Article 0922.4. The use of intoxicating beverages by personnel assigned to shore patrol duty is prohibited during a period of at least eight hours prior to reporting for such duty. Personnel reported for intoxication or the use of intoxicating beverages while on shore patrol, will be recommended for disciplinary action. Whenever personnel assigned to shore patrol duty are recalled to their parent command for reason of operational commitment, the tasking group commander will furnish a replacement to fill the shore patrol billet.

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CHAPTER VILEGAL MATTERS

601. Automobile Accidents. OPNAVINST 5100.12F promulgates the Navy Traffic Safety Program for government and privately-owned motor vehicles. Commanding officers have the responsibility to enforce Navy motor vehicle safety rules and regulations. Disciplinary or corrective action, if warranted, should be per Civilian Personnel Instruction 752, UCMJ, OPNAVINST 11200.5C and Chapter II of the JAG Manual for line of duty/misconduct determination requirements.

602. Administration of Unauthorized Absentee Offenses. Unauthorized absence is a problem of constant concern to the armed forces. When an absentee surrenders or is delivered to an activity, inordinate delays are often caused by the need to verify the absentee's status, locate pertinent records and effects and determine the disposition to be made in each case. To ensure uniformity of processing of unauthorized absentees, the procedures prescribed in MILPERSMAN shall be followed.

603. Agricultural Inspections

a. SECNAVINST 6210.2A and COMNAVBASESDIEGOINST 6200.1E promulgate procedures and information concerning agricultural inspections.

b. It is the policy of the U.S. Government Agriculture Inspector, San Diego, to board U.S. Navy and USNS ships only after the ship has docked. However, consideration will be given to boarding by helicopter those vessels with certified flight decks. This procedure is not intended to interfere with dependents boarding, as they may board within a few minutes after the Federal Agricultural Inspectors. In order to expedite agricultural inspections, required key personnel such as the executive officer and supply officer, should be at the gangway when the agriculture inspectors arrive.

c. Ships Arriving from Foreign Ports

(1) Prohibited Agricultural Products. The following are prohibited and should be used either as provisions or as private purchases before arrival at U.S. ports:

(a) All foreign grown fruits and pulpy type vegetables such as cucumbers, eggplant, melons, peppers and tomatoes, with the exception of Hawaiian pineapple.

(b) Meat and meat products originating in or transiting any foreign country, except as noted in paragraph 603c(2)(d).

(c) Rice straw rope or rice straw packing.

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(2) Enterable and Restricted Agricultural Products. The following agricultural produce may be used aboard ship, but must not be off-loaded without inspection and specific permission from an agricultural quarantine inspector.

(a) Root type crops (potatoes, carrots, beets, turnips, etc.), allium crops (onions, leeks, shallots, scallions, etc.) and leafy vegetables (lettuce, cabbage, cauliflower, rhubarb, etc.)

(b) Dressed poultry and hermetically sealed, canned, boneless, shelf stable meats (fish is not a USDA regulated item).

(c) U.S. mainland grown fruits and vegetables laden in Continental United States (CONUS) ports that are still in unbroken or unopened cases with identity labels intact.

(d) Meat products originating/obtained from Canada, New Zealand, Iceland or Ireland.

d. General Regulations

(1) The USDA Animal and Plant Health Inspection Service (APHIS) or Plant Protection and Quarantine (PPQ) have invoked revised and strengthened regulations concerning the entry via ship or aircraft of foreign procured foods and/or garbage from such foods into the United States, its territories and possessions. Foreign source is defined as any country or port outside CONUS or Alaska, except Canada.

(2) Because of the Navy's precise food procurement, storage, handling and issuing practices and policies, USDA and the Navy have agreed on inspection specifications and disposal regulations which vary from the general and are administratively and economically beneficial to the Navy.

(3) The following guidelines shall be followed to preclude any misunderstanding with USDA inspectors at ports of entry for Navy ships or aircraft:

(a) Use only meats of U.S. origin in original packaging from U.S. government sources in CONUS or overseas.

(b) Foreign meats and meat products procured for special occasions overseas must be rapidly and entirely consumed or disposed of before returning to U.S. ports.

(c) Fresh fruits and vegetables procured in foreign ports must be entirely consumed or disposed of before returning to U.S. ports.

(d) All milk and milk products of foreign origin must be entirely disposed of prior to returning to U.S. ports.

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(e) All "wet" garbage from messes, galleys and sculleries, regardless of source, on ships returning to U.S. ports from foreign ports must be disposed of at sea prior to entry into the contiguous zone (12 miles) and any garbage, regardless of the source, generated within the contiguous zone to port must be disposed of in port by one of the following methods:

1. Cooking by steam or other heat source in a shore furnished container (dumpster type) for 30 minutes at 212 degrees F, followed by landfill burying.

2. Incinerating in an approved incinerator (EPA).

3. Grinding and flushing to a USDA-approved sewage system.

(f) The procedures in subparagraph (e) are one-time only, unless the ship is found to possess foreign source of foods aboard, in which case the disposal procedures will continue as long as required by the USDA inspector.

(g) The disposal methods in subparagraph (e) apply to aircraft returning from foreign places with any food products or garbage aboard.

(4) Full compliance with the USDA regulations (modified for Navy) and full cooperation with the USDA inspector is required. The decisions of the USDA inspector are to be considered final.

e. Ships Arriving from Hawaii. Ships arriving from Hawaii will be boarded in CONUS as if arriving from a foreign port. Plant products grown or purchased in Hawaii are subject to the same regulations as foreign grown or purchased products. The exception is pineapple, which may be used without restriction. Meat from Hawaii is also unrestricted.

f. Sample Letter of Certification of Agriculture Clearance to be Completed by Ships.

From: Commanding Officer, USS FAIRWINDS (AO 00)
To: U.S. Department of Agriculture, Plant Quarantine
Inspector, San Diego, CA

Subj: AGRICULTURAL CLEARANCE

1. This is to certify to the best of my knowledge, through inspection, that the crew has no plants or prohibited agricultural material onboard. A thorough inspection has been made of crew lockers, all pantries, galleys, refrigerators and reefer boxes.

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g. Units requiring agricultural inspection upon arrival CONUS should request this service in their LOGREQ.

604. Casualties. OPNAVINST 5102.1C promulgates requirements and procedures for reporting accidents, near accidents, injuries and deaths of Navy personnel and civilian employees of the Navy ashore or afloat. In each case in which a member of the naval service incurs an injury which results in physical inability to perform duty for a period exceeding 24 hours, as distinguished from a period of hospitalization for evaluation or observation, a determination whether such injury was incurred in the line of duty and as the result of the member's own misconduct must be made. Procedures and authority for making such findings are in JAGMAN Chapter II.

605. Confinement of Personnel. Forces afloat in San Diego shall comply with COMNAVBASESDIEGOINST 1640.2A in transferring personnel ashore for confinement or to await disposition of their cases.

606. Customs Regulations

a. Tax-Free Importation of Alcoholic Beverages. Current U.S. customs regulations permit military personnel returning from "extended duty" (more than 120 days aboard ship or more than 140 days if on overseas shore duty) outside the customs territory of the United States to bring one gallon of alcoholic beverage with them or with their personal household effects, provided three quarts are of domestic origin. The adult requesting tax free entry into California must be returning by common carrier, which has been defined as not including automobiles and taxicabs, but which does include armed forces ships or planes and privately-owned aircraft under contract to the armed forces for the particular trip. The duty free allowance for liquor for returning adult nonresidents (an individual on leave or Temporary Duty (TDY), who is returning to CONUS for a short visit or limited assignment from an overseas extended duty station may enter as a "nonresident") is one quart, the same as for residents.

b. Regulations Concerning Tax-Free Tobacco Products

(1) In order to maintain and protect the benefits granted to the Navy by state and local governments and to further the cooperation with taxing authorities, it is essential that existing controls on the purchase and transportation of tax-free tobacco products be strengthened.

(2) Federal and state laws and regulations concerning the purchase and transportation of tax-free tobacco products are specific.

(a) California state legislation, outlawing the large-scale smuggling of untaxed cigarettes into California, states that transportation of more than TWO cartons of untaxed

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cigarettes is a misdemeanor and carries a fine of up to \$1,000.00. The fine would be in addition to the penalty of up to one year in jail. The penalty for sale of any untaxed cigarettes, which is also a misdemeanor, is a \$500 fine plus \$25 for each carton being held for sale and up to one year in jail. This legislation applies both to cigarettes sold in Navy Exchanges and to cigarettes sold in ship's retail stores.

(b) NAVSUP PUB P-487 (paragraph 1152.2) should be consulted regarding restrictions on sea stores tobacco products. The following article should specifically be stressed: "When a ship loads tax-free cigarettes in the United States and proceeds beyond the three-mile limit on maneuvers or otherwise, but without touching any port outside the customs territory of the United States before returning to a port in the United States, the policing of the landing of the cigarettes upon the ship's return to a U.S. port is primarily the responsibility of naval authorities. Upon the ship's return to a port, Naval authorities may permit two opened packs of cigarettes to be taken ashore by a crew member for personal use while on liberty, without duty or tax liability and without customs entry."

(c) The limit for importation of duty free cigarettes is one carton.

(3) Afloat commands in the San Diego area will monitor the landing of tax-free tobacco products and ensure compliance by:

(a) Vigilant quarterdeck watches to ensure that illegal quantities of tax-free cigarettes are not transported from their commands.

(b) Wide dissemination of the penalties for violation of state and federal statutes concerning illegal transportation of tax-free tobacco products.

c. U.S. Customs from Mexico

(1) Personnel will be questioned by U.S. Customs officials as to articles acquired on their visit to Mexico and date of their departure from the United States. Personnel are required by law to make a true declaration at the customs border station each time they enter the United States from Mexico. If an article in question was incident to your trip and for your own personal use, declare it as being so. DECLARE ALL YOUR MERCHANDISE AT THE ACTUAL PRICE PAID. Failure to declare will result in seizure of merchandise and the assessment of a personal penalty equal to the domestic value.

(2) One quart of alcoholic beverage by personnel 21 years of age or older, every 30 days, may be imported into the state of California duty-free.

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(3) Fruits, vegetables and plants are either prohibited or may be entered only under special permit by the Department of Agriculture.

(4) Dogs, cats, monkeys and birds are subject to special regulations of the Public Health Service. Inquiries should be made prior to departure from the United States if a person plans to take pets into Mexico.

(5) Certain importations such as perfume, cameras, cigarette lighters, watches, phonograph records, etc., bearing American trademarks are either prohibited or limited in quantity. Information regarding such imports may be obtained from border customs houses or from a pamphlet titled "Tourist's Trademark Information," available at the U.S. Government Printing Office.

(6) Customs violations involving attempted importation of undeclared dutiable articles, particularly alcoholic beverages, have resulted in severe penalties against individuals involved, including possible criminal action in civil courts. These offenses not only detract from the integrity of the Naval service, but jeopardize the privileges presently enjoyed. All hands must cooperate with customs officials.

607. Immigration. The following is provided concerning immigration from Mexico:

a. Immigration Requirements. Reports from the immigration officers and our consul in Tijuana indicate many service personnel do not understand Mexican immigration regulations. In most cases, unless you are a U.S. or Canadian citizen, although you can enter Mexico without one, you are required to have a visa to reenter the United States. There are many cases of visiting relatives or friends of naval personnel who are not U.S. or Canadian citizens accompanying Navy personnel across the border and being embarrassed when they are refused reentry. All hands should be aware of the following information:

(1) U.S. citizens should be able to establish that they are citizens for reentry into the United States.

(2) Aliens who are members of the armed forces are required to have proof of status for reentry into the United States.

(3) Canadian citizens are required to have proof of citizenship (similar to that required of U.S. citizens) for reentry into the United States.

(4) Resident aliens of the United States are required to have a valid Alien Registration Card (Form I-151) for reentry into the United States.

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(5) Resident aliens of Canada who are British subjects are required to have proof of citizenship and proof of residence in Canada to reenter the United States.

(6) Resident aliens of Canada who are not British subjects must have a valid passport and valid visitor's visa.

(7) Alien wives of service personnel who are not resident aliens must have a valid passport and valid visa to reenter the United States.

(8) Philippine citizens, who are not dependents of Philippine citizens enlisted in the Navy and who are not resident aliens, are required to have valid passport and a valid visa with multiple entry for reentry into the United States. When Philippine citizens whose visas have expired without renewal are placed on docket control by the Immigration Service, they no longer have authority to reenter the United States from Mexico.

(9) Foreign military personnel in the United States for training are required to have proof of status for reentry into the United States.

(10) Military personnel of North Atlantic Treaty Organization (NATO) nations are required to have proof of status for reentry into the United States.

(11) Foreign military personnel who are not in the United States for training and are not in the armed forces of NATO nations (i.e., crews of visiting ships) are not permitted re-entry into the United States unless an advance waiver of non-immigration documents by a United States Consul and Immigration Officer has been executed.

(12) A visa must be renewed at the office of a U.S. Consul. The Immigration and Naturalization Service (INS) cannot renew a visa.

(13) The INS, located at 880 Front Street, San Diego (open from 0800 to 1700, Monday through Friday) and at the Port of Entry, San Ysidro (open 24 hours every day), will furnish information and answer any questions concerning immigration into the United States.

b. Tourist Permits

(1) No permit is required for a visit of 72 hours or less by U.S. citizens who cross the border at Tijuana, as long as their visit does not go beyond Ensenada.

(2) Generally, all other border entry locations have an immigration checking point, approximately 30 miles south of the border, at which personnel desiring to journey below that point must be in possession of either a courtesy permit or tourist card.

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(3) Military personnel and their dependents are granted a free 29 day courtesy permit to Mexico. Permits may be obtained from the Mexican Consulate or at ports of entry from Mexico Immigration Officers, upon presentation of military identification cards. Mexican immigration offices are open only between 0900 and 1400, Monday through Friday.

(4) Tourist cards must be obtained from the Mexican Consulate if the visit is to exceed 29 days.

(5) All naval personnel who visit Mexico should ensure their conduct is beyond reproach while in Mexico. Visitors are completely subject to the laws of that country and Mexican laws are different from those of the United States. Personnel are subject to confinement in Mexican jails for extended periods of time without bail. All commands will ensure their personnel are aware of visit information about Mexico.

608. Incidents, Actions and Reporting. In order to provide necessary guidance and assistance, commanding officers shall keep SOPA San Diego and SOPA ADMIN San Diego informed as to any event, incident or action (and the reporting thereof) which is, or could become, a matter of significant military, political or press interest. (See Annex S)

609. Investigations

a. The several types of fact-finding bodies described in the JAGMAN have been prescribed to accommodate the variety of situations which must be investigated in the naval service. Thus, the type of fact-finding to be ordered should be determined in large measure by the powers which the fact-finding body will require, paramount purposes of the inquiry relative to the seriousness of the subject of the inquiry, probable complexity of the factual issues involved and other such factors. This must be left to the judgment and discretion of officers in command. In general, however, the following guidelines should be considered in the selection of the type of fact-finding body to be employed. Where it appears that the incident under investigation involves substantial loss of life, or where significant international or legal consequences may be involved, either a court of inquiry or an investigation requiring a hearing, depending generally upon whether the power to subpoena civilian witnesses is involved, should be considered. Other serious incidents requiring investigation, such as grounding of ships, collisions, flooding and other major afloat casualties, particularly if significant loss of life resulted, should ordinarily be investigated by an investigation not requiring a hearing. In less serious cases, an investigation not requiring a hearing will ordinarily be adequate. In any case in which there is doubt as to the type of fact-finding body which should be ordered, the matter should be referred to a superior in command for determination.

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b. Detailed guidance as to the need, type, scope, reporting, forwarding, etc., of JAGMAN investigations is set forth in JAGMAN Chapter II, which should be consulted prior to any investigatory action.

610. Legal Services. Naval Legal Services Office Southwest at NAVSTA San Diego has been established to provide a complete range of legal services and assistance to Fleet and shore activities, their assigned personnel and dependents. In San Diego, in addition to the main office, there is the Naval Legal Service Office Detachment at NAS North Island, Building 610. All of the above offices are available to serve activities located in their respective geographic areas. Outlines of available services are in NAVLEGSVCOFFSWINST 5800.1H. In the absence of TYCOM instructions or directives, forces afloat may submit necessary requests for legal services by message or letter, as appropriate, addressed to Commanding Officer, Naval Legal Service Office Southwest, Naval Station, Box 368138, 3205 Senn Road, San Diego, CA 92136-5090, or by telephone 235-1465/6 (DSN: 958-1465/6), or Officer in Charge, Naval Legal Service Office Detachment Naval Air Station, North Island, Box 357042, San Diego, CA 92135-7042, Telephone 545-6278 (DSN: 735-9335). (See Article 611 below.)

611. Command Responsibility for Courts-Martial Processing. All commanders and commanding officers requesting naval legal service office assistance for courts-martial will designate an officer command representative for the case and require that said command representative to:

a. Effect, in person, liaison with appropriate naval legal service office personnel as soon after submission of request as is practical.

b. Assure the continuing availability of all necessary personnel and logistical support until completion of the courts-martial.

612. Admiralty Incidents

a. Any casualty or other incident which may give rise to an admiralty claim of litigation for or against the U.S. Government shall be reported immediately by message addressed to JAG (Admiralty Division), per JAGMAN Chapter XII and Chapter 2 of CINCPACFLTINST 5440.3H. COMNAVBASE San Diego, SOPA San Diego and SOPA ADMIN San Diego shall be made information addressees on all such other correspondence as may be required by appropriate authorities.

b. In addition to collisions, the following are examples of admiralty incidents that should be reported:

(1) Damage caused by U.S. naval vessel to non-U.S. naval vessel or private property.

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(2) Damage caused by non-U.S. naval vessels or floating objects to U.S. naval vessels or property.

(3) Personal injury or death of civilians occurring on naval vessels or in connection with naval operations. Other examples and detailed guidance as the appropriate actions to be taken are set forth in the JAGMAN.

613. Naval Criminal Investigative Service (NCIS). NCIS has the primary responsibility for investigating actual, suspected or alleged major criminal offenses committed against a person, the U.S. Government or private property, including attempts or conspiracies to commit such offenses within the Department of the Navy. A major criminal offense (felony) is defined as one punishable under the UCMJ by confinement for a term of more than one year, or similarly framed federal statutes, state, local or foreign laws or regulations.

614. Delivery of Personnel, Service of Process and Subpoenas. JAGMAN Chapter VI, contains the basic regulations and reporting requirements regarding delivery of Naval personnel to civil authorities and service of process and subpoenas upon personnel. As a general policy, personnel subpoenaed as a defendant or defense witness shall be authorized to attend scheduled trials and be granted necessary liberty or leave. Witnesses subpoenaed on behalf of the U.S. Government shall be issued TAD orders either on a no-cost or a reimbursable basis, depending on the circumstances. Units will not deploy or leave port with subpoenaed witnesses or defendants without the approval of the group or type commander. Whenever personnel are subpoenaed into civilian courts as witnesses the commanding officer shall ensure the necessary cost of travel and expenses will be borne by the state or other party subpoenaing the witness. The person subpoenaed may be entitled to demand the tender of necessary fees in advance, at the time of service.

615. Review of Special Courts-Martial and Summary Courts-Martial. Records of special courts-martial and summary courts-martial cases shall be forwarded for review per the JAGMAN and directives and instructions issued by the commander of the command concerned.

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CHAPTER VIIBOATING AND SMALL CRAFT

701. Boat Operations. The U.S. Navy has traditionally taken great pride in the smartness of boat operations. Boat operations in the San Diego area shall conform with U.S. Navy standards, rules of the road, boat etiquette and good seamanship.

702. Boat Regulations

a. Each ship's boat(s) operating in the San Diego area shall:

(1) Be equipped with a course record book containing the magnetic courses necessary to conduct normal harbor boating at night or in fog.

(2) Carry a Personnel Qualification System (PQS) qualified commissioned boat officer under the following conditions:

(a) When large groups of civilians are being carried.

(b) When large liberty parties are being handled.

(c) During fog or reduced visibility.

(d) During heavy weather.

(3) Have a lifejacket available for each person embarked.

(4) Observe the rules of the road with due regard to giving a wide berth to ships underway in order to avoid embarrassment to less maneuverable ships or craft.

(5) Be equipped with pyrotechnic distress signals and flashlights to indicate their position in event of breakdown.

(6) Be operated smartly, at all times, in strict conformance with rules of the road, boat etiquette and good seamanship.

(7) Have boat fenders rigged inboard when clear of landings. Fenders shall not be put over until just prior to making an approach.

(8) Not be loaded greater than the authorized boat capacity. If weather or sea conditions are adverse, the loading of boats must be reduced and all personnel required to wear life-jackets or boating must be stopped.

(9) Carry a charged fire extinguisher.

(10) Carry Harbor Chart 18773.

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b. The senior shore patrol officer shall be kept constantly advised as to sea and weather conditions whenever there is danger of loss of life or property due to bad boating conditions. When conditions warrant, a message may be sent by SOPA San Diego requiring the cessation of boating in the day.

703. Boat Schedules. Forces afloat are responsible for the promulgation and administration of ship's boat schedules. Information concerning boat schedules may be obtained by contacting the respective duty officers at NAVSTA San Diego; NAS North Island and Naval Amphibious Base. Attention is invited to Article 704 for availability of Fleet Boat Pool to augment ships' boats.

704. Fleet Boat Pool. The Fleet Boat Pool, located at NAVSTA San Diego, telephone 556-3151, is organized to service the Pacific Fleet units in San Diego Harbor. Increasing demands, combined with limitations of boats and personnel of this activity, require strict compliance with the regulations established in order to obtain maximum service from available facilities.

a. Although Fleet Boat Pool operates on a 24 hour basis, boats are issued from 0730 to 1100 and from 1300 to 1530, Monday through Friday. Small boats may be returned any time.

b. Requests for boats may be made in person, by message or by telephone. Requests will be honored on a first come, first serve basis with boats assigned as they become available. When practicable, boats should be requested at least 24 hours in advance.

c. A complete crew consisting of qualified coxswain, engineer, and bow hook, is required for the proper operation of these boats. Failure to provide a complete, fully qualified and indoctrinated crew is a major factor in many casualties that render boats inoperative with resultant reduction in services available.

d. Boats will proceed at minimum speed (500 RPM maximum) in the boat pool area to avoid damage to moored boats and possible injury to persons working onboard.

e. A tow boat is maintained at the pool. Its services may be obtained at any time to assist boat pool boats.

f. Boats assigned to units shall be retained as long as the unit remains in San Diego. Prior to the unit's departure, boats will be returned to the boat pool. However, an exception may be made in case of a short absence. Custody of the boat may be retained if it is dispatched to the boat pool with crew, for temporary duty awaiting the unit's return. The crew shall be provided with written orders (Standard Transfer Order, NAVPERS 563), personal gear and required uniforms. Special instructions (not to conflict with current NAVSTA instructions, notices and

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policy) may be indicated on the orders. A message request to NAVSTA San Diego will enable the boat to meet the unit upon arrival at her mooring. Boats may not be taken out of San Diego Bay and should not be hoisted other than in an emergency.

g. LCM type boats are available for issue. When conditions require, ships nested will be expected to make joint use of boats assigned. More efficient and economical use of personnel and equipment may be achieved by issuing, on a squadron level, one boat for personnel, one for stores and, if available, a unit commander's boat. Details may be worked out with the boat pool officer.

h. LCMs will normally be issued only to ships of greater tonnage than a DDG 51/FFG 7; however, they are available to any ship for heavy stores loads on a one day basis and may be reserved not more than two days in advance.

i. Boats will normally be issued to an officer, warrant officer, or petty officer, accompanied by a qualified boat crew of three personnel. They will be issued with fuel and oil supply. Additional fuel, if unavailable aboard ship, may be obtained at the fueling station at the entrance of Los Chollas Creek during working hours Monday and Wednesday mornings and Friday afternoons.

j. Boat equipment will be included, as follows:

(1) Life jackets for the boat crew only. Jackets for passengers must be furnished by the ship.

(2) A boat anchor is furnished. Anchor line will be provided by the ship.

(3) Boat compass. The user is responsible for establishing the accuracy of a compass before it is used for navigation. No facilities exist at the Fleet boat pool to compensate or check these instruments.

k. Boats must be turned in by a commissioned officer, warrant officer or petty officer who will verify the condition of the boat and the absence of transportation to return crews to their ships.

l. Accountable gear (e.g., fenders, boat hooks) that have been lost, destroyed or irreparably damaged must be replaced by the custodian ship. A notation slip is furnished the ship each time a boat is checked out and checked in, listing any discrepancy or deficiency. Should the check-in discrepancies not be corrected within reasonable time, the commanding officer may be notified by letter, with a copy to the immediate supervisor. Flagrant violations of these instructions or other abuse of boats will be reported by the port services officer to the TYCOM concerned.

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m. Should a boat be significantly damaged or be involved in a collision with another craft or object while in custody of a ship or unit, Commanding Officer, NAVSTA San Diego, will be notified by letter, copy to COMNAVBASE San Diego, SOPA and SOPA ADMIN San Diego, giving particulars of the incident and results of the investigation. Should any naval craft be involved in a collision or cause damage to any civilian craft or damage civilian property in any way, the command concerned must immediately notify the Legal Officer, COMNAVBASE Headquarters, telephone 532-1418. SOPA San Diego should also be informed. (See also Article 612.)

n. Fuel for ship's boats may be obtained at NSC, Building 185, from a tank truck, on the Los Chollas Creek Channel near the northern border of the naval station. The tank truck will be available to fuel boats on Monday and Wednesday mornings and Friday afternoons.

705. Heavy Weather Bill. See Annex H.

706. Lost Boats. Any Navy boat discovered adrift and unmanned shall be taken into custody by the discovering activity until the rightful custodian can be determined.

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CHAPTER VIIIADMINISTRATIVE MATTERS801. Air Operations

a. Engine Turn-ups. Jet aircraft engines which are undergoing turn-up for test and evaluation purposes have periodically interfered with changes of command and other civil ceremonies in the past. Commanders are requested to notify SOPA ADMIN or the appropriate SOPA Sub-area Commander of a date/time of an event which requires quiet hours in order that a request to the proper authority may be made to preclude such interference.

b. Helicopter Flight Operations

(1) All helicopter flight operations within the bay area should be coordinated with NAS North Island Operations, or by contacting Tower (voice call "North Island Tower") via pri-336.4, sec-340.2 MHZ prior to commencement of flight operations.

(2) Helicopter operations to/from ships berthed at NAS North Island are governed by NASNIINST 3710.7Q.

(3) To facilitate limited helicopter operations to/from ships berthed at NAVSTA San Diego, the following guidelines are provided:

(a) Landings and takeoffs are authorized only to/from single-berthed ships and ships nested outboard.

(b) Flight patterns will remain over water as much as practicable, consistent with aircraft safety. Vehicles, parking lots, deck cranes and construction crews/sites shall be avoided.

(c) Helicopter touch-and-go, Vertical Replenishments (VERTREPs) and Helicopter In-Flight Refueling (HIFR) training is prohibited.

(d) Helicopter operations concurrent with ceremonies are prohibited without authorization of Commanding Officer, NAVSTA San Diego.

(e) Prior to issuing authorization for helicopter flight operations, ships shall notify all other ships at the pier of planned helicopter operations.

(f) Ships berthed at NAVSTA shall notify SOPA Sub-area East, the NAVSTA Duty Officer, Chief of Police, Fire Chief and Water-front Operations Department not less than 24 hours in advance of intended flight operations.

1. A fire truck shall be positioned in a ready status at the head of the pier during flight operations.

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2. Vehicular pedestrian traffic in vicinity of ship shall be curtailed as feasible.

(g) Foreign Object Damage (FOD) checks of the area about the ship and pier shall be completed by ship's force prior to sounding flight quarters. Ships shall notify personnel on the pier that flight operations are pending and direct all personnel to secure loose gear and remain clear of the area. A call to remain clear of the area shall be repeated as the aircraft approaches the ship for landing.

(h) Ship's flight quarters shall be in effect for all flight operations.

(4) Broadway Pier. Helicopter/Vertical Short Take-Off/Landing (VSTOL) operations to/from air capable ships are prohibited at the pier. When necessary, landing/takeoffs should be made while these ships are away from the pier. For amphibious aviation ships (LPH/LHA/LHD), the guidance in subparagraphs (a), (c), (e) and (h) of Article 801(3) are applicable. Standby fire equipment may be provided by San Diego Fire Department with coordination of the NAVSTA Fire Chief.

c. VSTOL Operations at NAVSTA San Diego

(1) Only vertical operations with LPH/LHA/LHD class ships berthed at the seaward end of the piers are authorized.

(2) Aircraft track must remain over water.

(3) Provisions of Articles 801b(1) and 801b(3)(b), (e), (f), (g) and (h) are applicable.

d. Aircraft Electronic Interference. Ships having aircraft aboard in port shall ensure that Identifier, Friend or Foe (IFF) interrogation/transponder equipment is secured in the event of required engine checks or engine turn-ups.

e. Flight Demonstration/Air Show and Static Displays

(1) Participation of naval aircraft in any public demonstration flight/air show or display in connection with public gatherings, demonstrations, ceremonies or similar events is governed by SECNAVINST 5720.44A.

(2) Non-public participation of Navy/Marine Corps aircraft (except Marine Corps AV8) in any demonstration flight/air show which is not in connection with public gatherings, but which is conducted for the benefit of military personnel and/or their dependents and official or invited guests, is not authorized without permission of CINCPACFLT/FMFPAC. Marine Corps AV 8 participation is not authorized without permission from Commandant of the Marine Corps (CMC).

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(3) Routine maneuvers shall not be conducted in a manner that could be misconstrued as a flight demonstration/air show.

802. All Ships Present Messages

a. Only a Fleet Commander or SOP/SOPA may originate and authorize transmission of messages addressed to "ALL SHIPS PRESENT SAN DIEGO AREA." The address "ALL SHIPS PRESENT SAN DIEGO AREA" shall be construed to include "All Afloat Units/Commands Present San Diego." SOPA San Diego hereby delegates authority to the following commands to originate "ALL SHIPS PRESENT SAN DIEGO AREA" messages:

(1) NAVPACMETOCFAC San Diego for weather of immediate concern to vessels in the San Diego area.

(2) CTG 31.8.3/TYCOM/TYCOM REPS for matters pertaining to emergency dispersal/KENT RUNNER exercise, including task organization changes (see SOPASDINST C5000.2B).

(3) NTCC San Diego for origination of an electronic interference message upon receipt of a report of electronic interference (see also Article 112) and for promulgation of information in the following messages: distinguished visitors, Combined Federal Campaign, Navy Relief, biweekly items of interest, summary of street crime incidents, public affairs and community calendar.

(4) FACSFAC San Diego for promulgation of Southern California (SOCAL) daily ship/submarine synopsis.

(5) NAVSTA and PSO San Diego for Monday (Tuesday, if Monday is a holiday) morning sortie message and for Friday harbor entry order and mooring assignments.

(6) Afloat Training Group (ATG) Pacific for promulgation of available ATG instructors/observers.

(7) COMTRAPAC San Diego for promulgation of school quota availability notices.

(8) SOPA ADMIN as required.

b. The following are examples of messages which will be addressed to "ALL SHIPS PRESENT SAN DIEGO AREA:"

(1) SOP/SOPA shift.

(2) EMCON/HERO restrictions.

(3) Weekly emergency dispersal task organization.

(4) Storm warning.

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(5) Harbor dredging and navigational changes.

(6) Requirements to dress/full dress ship and approved gun salutes.

(7) Local diving operations.

c. Commands having information suitable for dissemination to "ALL SHIPS PRESENT SAN DIEGO AREA" which does not fall under the criteria listed above, should address their message to SOP/SOPA ADMIN San Diego CA, requesting that SOP/SOPA ADMIN pass to "ALL SHIPS PRESENT SAN DIEGO AREA." Parties, luncheons, changes of command, school availabilities, special programs and other administrative messages will be addressed to COMNAVBASE San Diego in sufficient time to be included in the COMNAVBASE weekly "Items of Interest" message.

d. Matters of interest only to ships within SOP/SOPA Sub-area East (e.g., diving operations, sonar transmissions and fast cruises wholly within the sub-area) will be directed to SOPA Sub-area East ADMIN for action, information copy to SOPA ADMIN San Diego.

803. Casualty Assistance Calls Program (CACP). The broad purpose of the CACP is to assure the Navy member and his/her Next-of-Kin (NOK) of the Navy's concern for the welfare of the next-of-kin in the event of a service member's death, or his/her duty status is determined to be unknown "DUSTWUN", missing, captured, besieged, or interned in a foreign country and to help the survivors and next-of-kin adjust to the new conditions that tragic circumstances have imposed upon them. The Navy seeks to accomplish this through personal visits of the Casualty Assistance Calls Officer (CACO). The CACP in San Diego shall be carried out per COMNAVBASESDIEGOINST 1770.5C.

804. Chaplain Assistance

a. During normal working hours, personnel and dependents of commands will receive assistance from their station, ship or squadron chaplain. In the event the assigned chaplain is not available, assistance through the Type Command Chaplain is available as follows:

COMNAVSURFPAC - Command Chaplain's Assistance Team (CCAT)
(619) 556-8478

COMNAVAIRPAC - NAS North Island Chapel, Bldg. 650
(619) 545-2842

SUBBASE San Diego - Ballast Point Chapel, Bldg. 140
(619) 553-7201/2

b. After normal working hours, personnel and dependents may receive assistance by contacting the station OOD.

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805. Communications. See Annex K.

806. Disbursing Services

a. All matters concerning disbursing for afloat units should be referred to the Defense Accounting Office - Cleveland Center, San Diego, 937 North Harbor Drive, San Diego, telephone 532-1557, 0730-1600, Monday through Friday.

b. Afloat units and aviation squadrons without assigned disbursing officers may obtain regular disbursing services from the Personnel Support Activity, San Diego, by contacting the military pay director, telephone 532-3244. Activities desiring such service will assign all disbursing clerks to the Personnel Support Activity Detachment on TAD orders.

c. Afloat disbursing officers homeported/visiting Naval Station should arrange for cashing ex-cash disbursement checks either via LOGREQ or by contacting USA Federal Credit Union, Building 55, telephone 234-7637. Disbursing officers will present their checks to obtain cash funds from USA Federal Credit Union two days prior to actual cash disbursal.

807. Decedent Affairs

a. General. When remains of deceased personnel are delivered to the Naval Medical Center for disposition, articles of uniform and requirements, as listed below, shall be furnished to the Naval Medical Center without delay to ensure early disposition of remains (BUMEDINST 5360.1, Chapter 6, refers).

(1) Suit of dress blues (or dress uniform of service to which decedent belonged), complete with rank or rating devices and appropriate ribbons. If unavailable, or not suitable for burial, notify the Naval Medical Center promptly so that it may provide articles from small stores.

(2) Suit of underwear.

(3) Proper shirt and tie.

(4) Pair of black socks.

(5) Proper cover.

(6) Authorization for Post-Mortem (if required). Naval Medical Center will provide a signed copy of the Civil Death Certificate, certifying the cause of death.

(7) If JAG Manual requires, a fact-finding body should be appointed by the commanding officer to identify remains and release same (in writing) without delay, to the Naval Medical Center in order that disposition may be made per desires of the NOK (see also Article 609).

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(8) Additional decedent affairs information may be obtained through Naval Hospital Decedent Affairs Office.

b. Burial of the Dead/Scattering of Ashes at Sea. Naval Base Commanders and TYCOMS have authority delegated to them by the Chief of Naval Operations (CNO) to authorize burial/scattering ashes at sea. Naval Medical Center San Diego has assumed overall coordination for most burials/scattering of ashes at sea (off San Diego) and shall request the nomination of a ship from the appropriate TYCOM/TYCOM Rep to conduct the burial/scattering of ashes. Ships should be provided by the TYCOM on an as available basis, from where the appropriate service can be conducted and which causes a minimum of interference with scheduled operations. In view thereof and except in unusual circumstances, escorts and members of the family of the deceased will not be embarked for burial at sea services.

808. Divine Services. The COMNAVSURFPAC Force Chaplain is the representative of SOP/SOPA San Diego in matters pertaining to divine services. A message is promulgated weekly listing both divine services to be held at shore activities in the vicinity of moored vessels and onboard designated vessels present. Upon arrival and/or prior to 1000 each Wednesday, while in the San Diego area, ships or commands with chaplains attached will report the following information to the CCAT:

- a. Time and date of the services to be held.
- b. Religious denomination of the services.
- c. Vessel's berth on the dates services are to be held.
- d. Specially scheduled occasional, obligatory and seasonal religious observances falling within the coming week.

809. Honors and Ceremonies. Chapter 12, U.S. Navy Regulations provides basic guidance for conduct and observance of honors and ceremonies within the U.S. Navy.

a. When mustering the crew at quarters upon entering or leaving port, commanding officers shall ensure that the crew is paraded at divisional quarters stations and not dispersed evenly along the rail, giving the impression of manning the rail. The latter formation is an honor reserved for heads of state and will be used only for this purpose.

b. Morning and Evening Colors

(1) For ships berthed at NAVSTA San Diego, SOP/SOPA Sub-area East will coordinate morning and evening colors via the CEWN. ALL SHIPS berthed at NAVSTA San Diego MUST comply with the CEWN coordination message to ensure continuity. Message will be as follows:

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(a) "ALL SHIPS PRESENT SOP/SOPA Sub-area East, this is SOP/SOPA Sub-area East, FIRST CALL TO COLORS."

(b) "ALL SHIPS PRESENT SOP/SOPA Sub-area East, this is SOP/SOPA Sub-area East, standby to execute colors in ten seconds."

(c) "Execute."

(d) "Carry on."

(2) The actions of the senior vessel berthed at NAS North Island and Ballast Point will be followed during morning and evening colors at those sites respectively.

(3) At all stations, the vessel responsible for the conduct of colors shall coordinate the timing of colors with the station duty office.

c. Official Visits and Calls

(1) Official visits and calls will be conducted per Chapter 12, U.S. Navy Regulations.

(2) SOP/SOPA is pleased to receive official calls but does not require that such calls be made unless special circumstances dictate. Advance arrangements for calls should be made by telephone.

(3) Except in the case of flag officers, calls made per subparagraph (2) above shall be considered returned, unless otherwise notified.

d. Gun Salutes. (Chapter 12, U.S. Navy Regulations)

(1) Returning Salute to the Nation Fired by Foreign Warship, Article 1216. COMNAVBASE San Diego, upon receiving information of the arrival of a foreign warship and/or the notification of a request to fire a gun salute, will immediately pass the information to SOPA ADMIN San Diego, who will reply as appropriate. Gun salutes to the nation by a foreign warship are matters of international courtesy and, unless exemption is specifically requested by the foregoing ship, will normally be fired and returned, including Sundays and holidays, if required.

(2) Authority to Fire Gun Salutes to Officers in the U.S. Naval Service, Article 1219. Message requests to fire salutes of 15 guns or less should be addressed to SOPA ADMIN San Diego sufficiently in advance of the proposed ceremony. Requests should include the reason for the salute, for whom fired and the time, date, location and firing unit. Information on the preliminary test firing of the saluting battery should also be included, if scheduled.

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(3) Gun Salutes to the SOP, Article 1220. The salute required by paragraph 1, Article 1220, shall be dispensed of within the San Diego area.

(4) The following specific articles should also be reviewed with regard to gun salutes: 1222/1226/1261.

e. Passing Honors. Passing honors are rendered per U.S. Navy Regulations Articles 1227 through 1233. Within San Diego harbor, passing honors shall be exchanged between vessels underway.

f. Dispensing with Side Boys. Particular attention is drawn to Article 1250 which prohibits parading side boys in honor of officers of the armed services of the United States, except for official visits or other formal occasions.

g. Side Honors for Vehicles. Upon sighting a vehicle displaying a flag, pennant or distinguishing license plate, the OOD shall call attention in the immediate area of the quarterdeck, step to a conspicuous position and salute the passing officer or official. When the salute is returned or the vehicle has passed, the OOD shall signal carry on. It is not necessary to suspend topside work or call attention on the vessel's general announcing system. The foregoing in no way modifies the provisions of officers/officials making an official visit.

h. Dressing and Full Dressing Ship. See Article 1279 U.S. Navy Regulations.

i. National Holidays and Ceremonies. Articles 1283 and 1284 U.S. Navy Regulations provide guidance on the procedures for appropriate honors to be observed on specific holidays.

j. Conduct of Ceremonies. The ceremony and color of a military evolution, correctly carried out, is an important factor in the maintenance of discipline and, consequently, contributes to the morale, loyalty and esprit de corps. In order to be consistent with the practices within the COMNAVBASE San Diego area, the following procedures will be followed:

(1) The National Anthem. See Article 1204 U.S. Navy Regulations. When the National Anthem is played at any military function or ceremony, the official U.S. Navy arrangement shall be used. The official arrangement does not contain words; therefore it shall not be vocalized.

(2) Music at Military Evolutions. During formations such as inspections, parades, drills, changes of command and ship commissionings, only martial music shall be played. Other music, no matter how it is produced, is foreign to a military evolution and is in poor taste.

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(3) Headgear During Religious Portions of Military Ceremonies. Naval Orientation (NAVPERS 16138-F) states that "in general, a military man/woman uncovers during a religious ceremony but remains covered during a military ceremony. Church services, civilian funerals and burial services which the officer or man/woman attends as a friend or relative rather than as a representative of the Navy, are religious ceremonies. Military funerals and burials at sea are regarded as primarily military ceremonies." Changes of command, vessel commissionings and decommissionings are military ceremonies by reason of their very purpose. These events should be characterized by appropriate military procedures and actions on the part of all military personnel and, since the cap or hat is part of the military uniform, all personnel shall remain covered during all parts of military ceremonies. The Chief of Naval Operations and Chief of Chaplains have agreed that it is permissible and proper for military personnel to remain covered during prayers rendered by the chaplain at a military ceremony.

810. Mail and Courier Services. See Annex K.

811. Passing SOP/SOPA. A shift of SOP/SOPA San Diego will be signaled by message. The following commands will be included as addressees: COMTHIRDFLT, COMNAVSURFPAC, COMNAVAIRPAC, COMSUBGRU MTD, COMNAVBASE SAN DIEGO, COMAFLOATRAGRUPAC SAN DIEGO, CG MCRD, COGARD AIRSTA SAN DIEGO, SOPA ADMIN, SOPA Sub-areas, present afloat CRUDESGRU/CARGRU, ALL SHIPS PRESENT SAN DIEGO AREA, ALL SHOREACTS SAN DIEGO AREA and NAVCRIMINSERV WESTREG SAN DIEGO CA.

812. Public Affairs. Release of information to the public on incidents occurring in San Diego harbor and involving ships of two or more commands not under a single operational commander will be coordinated by SOP/SOPA. TYCOMs of ships involved in such incidents will expeditiously forward information proposed for release to SOP/SOPA. When shore commands are involved, coordinate release of information with COMNAVBASE San Diego (Code N5).

813. Recurring Reports. During the periods of local "MINIMIZE," the following reports, except those marked with an asterisk, will be submitted by telephone/fax:

<u>REPORT</u>	<u>ORIGINATOR</u>	<u>TO/INFO</u>
Oil/HS Spill	Command causing/ sighting	TO: COMNAVBASE INFO: APP. NOSCDR TYCOM, TYCOM SOPA ADMIN
Spill Investigation	ISIC of Command responsible	TO: TYCOM INFO: TYCOM REP, SOP/ SOPA, SOPA ADMIN, APP. SUB-AREA SOPA

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<u>REPORT</u>	<u>ORIGINATOR</u>	<u>TO/INFO</u>
		COMMNADER and COMNAVBASE
After Hours Fueling Activities	Command/TYCOM, (TYCOM REP)	TO: ISIC, SOPA, SOPA ADMIN, APP SUB- AREA COMMANDER INFO: COMNAVBASE
*Unit SITREP	Command involved	TO: ISIC INFO: CINCPACFLT, TYCOM, TYCOM REP, SOP/ SOPA, SOPA ADMIN, SUB-AREA, COMNAVBASE
*VIOLENT CRIME UNIT SITREP	Command involved	TO: CINCPACFLT INFO: CHAIN OF COMMAND, SOP/SOPA, SOPA ADMIN, COMNAVBASE, NCIS, DIRNAVCRIM- INSERV
*OPREP 3	Command involved	TO: (see OPNAVINST 3100.6F) INFO: Chain of Command, SOP/SOPA, SOPA ADMIN, COMNAVBASE
*Harbor movement (Mon/ Tues after holiday sortie)	Ship concerned	TO: PSO (by message or telephone)
*SOP/SOPA SHIFT	SOPA	TO: ALL SHIPS PRESENT, ALL SHOREACTS, ETC
Disabled Machinery	Command involved	TO: SOP/SOPA, SOPA ADMIN INFO: TYCOM, TYCOM REP COMNAVSURFPAC, COMNAVBASE
Notification of ships with Divine Services Chaplains		TO: COMNAVSURFPAC (FORCE CHAPLAIN)
Public Visit Ship Scheduling	TYCOM/TYCOM REP (less COMTRAPAC)	TO: COMNAVSURFPAC INFO: COMNAVBASE, SOP/ SOPA, SOPA ADMIN

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<u>REPORT</u>	<u>ORIGINATOR</u>	<u>TO/INFO</u>
Post-public visiting	Public Visit Ship	TO: COMNAVBASE INFO: SOP/SOPA, SOPA ADMIN, COMNAVSURF- PAC//N01P//
Foreign Ship helpful hints	HOST SHIP, COMNAVBASE	TO: SOP/SOPA, SOPA ADMIN, COMNAVBASE, INFO: COMNAVSURFPAC

814. Ship Requests for Vehicles

a. Requests for transportation, other than those made in a LOGREQ, should be made by the ship's transportation officer or OOD.

(1) Vessels berthed at NAS North Island make requests to the waterfront coordinator. LOGREQs must be received in sufficient time during normal working hours to allow for arrangements if arrival is after normal working hours or on holidays/weekends.

(2) Vessels berthed at NAVSTA San Diego and adjacent facilities make requests to the PWC Transportation Officer (U-Drive Service) (556-7607).

b. Applicable instructions for additional information:

(1) NAS North Island - NASNIINST 11240.2R

(2) NAVSTA San Diego

(a) NAVSTASDIEGOINST 5450.8M.

(b) PWCSIEGOINST 11200.3E.

815. SOPA ADMIN Duties

a. SOPA ADMIN will take action on those routine matters with the functioning of SOPA San Diego as delegated by the SOPA.

b. SOPA ADMIN will carry out specific duties, as follows:

(1) Promulgate messages of general interest to "ALL SHIPS PRESENT SAN DIEGO AREA" (see Article 802).

(2) Maintain a complete file of all SOPA SDIEGO messages and provide a turnover file, if requested, when SOPA shifts.

(3) Make requests to All Ships Present for urgently needed repair parts after the TYCOM of the vessel requiring the part has exhausted all other local means of procurement. Squadron/group commanders, TYCOM/TYCOM's representative, the local tender and SOPA should be included in such requests.

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(4) Prepare SOPA San Diego instructions/notices/messages for approval by SOPA, if requested.

c. SOPA ADMIN San Diego will be included as an addressee on all correspondence and message traffic addressed to SOPA San Diego.

816. Pier SOPA Guidance. The SOP at each pier is automatically designated as Pier SOPA for that pier and in addition to security responsibilities identified in Chapter X, shall be responsible for pier cleanliness, parking in assigned command parking area and the proper observance of all visual evolutions. The following guidance is provided to assist commands designated as pier SOPA in carrying out their administrative duties and responsibilities.

a. Contact relief of Pier SOPA is required. Liaison shall be conducted between relieving officers to ensure continuity, at which time the Pier SOPA turnover file will be made available. Upon completion of the turnover, the relieving Pier SOPA will notify via telephone the appropriate SOP/SOPA Sub-area and other ships at the pier, reporting assumption of Pier SOPA and status of discrepancies found. Promulgate pier security and cleanliness detail separately. (Pier SOPAs at NAVSTA San Diego berths will include NAVSTA San Diego as information addressee.) If departing Pier SOPA is the only ship at the pier, conduct turnover with host activity. A ship arriving at an empty pier assumes Pier SOPA and will conduct turnover with host activity.

b. Pier SOPA will observe all visual evolutions (sunrise, sunset, colors) to ensure they are carried out in a smart, military manner. A daily report of visual evolution violations will be made to the appropriate SOP/SOPA Sub-area, information copy to ships committing violations. Negative reports are not required.

c. Congestion and cleanliness of host activity piers require continuous attention. Host activity pier supervisors will inspect the piers weekly and submit reports to appropriate SOP/SOPA Sub-area. Pier SOPA should ensure the following guidelines are adhered to by all vessels:

(1) Vehicle Access

(a) During non-THREATCON situations commercial contractor, public works center, supply center or vendor vehicles essential to ongoing vessel/pier maintenance or repair may be parked unattended on piers for the duration of their essential use. For this purpose, essential is defined as those vehicles physically attached to vessels via hoses or cables (e.g., tank trucks, compressors, generators) and those vehicles carrying similar equipment for pier maintenance.

(b) Other commercial contractor, public works center, supply center or vendor vehicles with a valid pier pass will be

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authorized access to the pier only to deliver parts, equipment or supplies which cannot be carried by hand and will be removed from the pier as soon as delivery is complete.

(c) Personal vehicles are not authorized access to the pier. Exceptions to this policy may be granted only by SOPA area commanders for ships returning from deployment, opportune lift requirements or ships changing homeport on a not-to-interfere with operations basis. Access will be requested in writing by the ship's commanding officer to SOPA area commander in sufficient time to allow orderly planning or operations associated with the request. Normally, holidays, weekends and other non-working hours (1700-0600) will be used for evolutions.

(d) Pier sentries shall limit the total number of vehicles, regardless of status on any pier to no more than ten. This does not include the designated official vehicle parking. Once the safe capacity is reached, flow control will be established by a vehicle for vehicle turnover.

(e) Vehicles shall be parked clear of fire lanes and crane tracks, parallel to the edge of the pier. Double and triple parking is not allowed.

(f) Supplies will be stacked clear of fire lanes and crane tracks when delivered and expeditiously removed by the applicable vessel.

(g) Large vehicles will back down the pier so they may clear out quickly in the event of an emergency.

(h) Dumpsters shall be kept clear of fire lanes, mooring lines and vessel service attachments. Cardboard and paste-board boxes are to be broken down and placed in dumpsters. Trash shall not be placed outside of or on top of dumpsters. Retain all trash aboard until an empty dumpster is available. Overflowing dumpsters shall be brought immediately to the attention of PWC Transportation.

(i) Any spills of hazardous material will be cleaned up immediately. Call PWC Hazardous Waste Pickup for assistance (556-8002).

(j) For removal, place hazardous material on the hazmat berm, complete a DD Form 1348 describing the material and call PWC Hazardous Waste Pickup. Hazardous material must not be allowed to remain on the pier. Ensure that the DD Form 1348 is prepared and PWC notified simultaneously with the material staging on the pier.

(k) Pallets are to be stacked neatly at the foot of the pier, clear of all fire lanes and crane tracks at maximum of nine pallets high.

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(l) In addition to daily sweepdowns, Pier SOPAs shall conduct a concerted field day at least once per week. Ensure all debris and hazards are removed.

(m) Unless directed otherwise by host activity or SOP/SOPA Sub-area, all piers will be swept/policed daily at 0700 and 1600 and Sunday and holidays at 0730 and 1600, or other times as required. Command parking at the head of each pier will be considered as part of the pier and will be policed accordingly.

(n) For NAVSTA San Diego the following also applies:

1. On Piers 2, 7 and 13, up to 10 official vehicles may be parked in designated parking spots. On all other piers, official vehicles, including command sedans, may be driven onto the pier for pick up/delivery only and must be parked at the quay wall when not in use.

2. The total number of vehicles on any pier, regardless of status, shall be limited to 10. However, in the case of Piers 2, 7 and 13, this does not include the official vehicles parked in designated parking. Flow control will be established by a vehicle for vehicle turnover once the safe capacity is reached.

3. No vehicle, unless physically attached to a vessel as defined above or in a designated parking spot on Piers 2, 7 and 13, shall be left unattended on the pier at any time.

4. All wooden crates must be broken down and neatly stacked on pallets. NAVSTA San Diego will arrange for removal.

5. Wet garbage will be placed in the silver dumpster located on the pier.

(o) For NAS North Island, the following also applies:

1. There will be one Pier SOPA who is responsible for quay wall berths Lima through Papa and one Pier SOPA who is responsible for Pier Juliet. Duties and responsibilities are the same as those delineated above. Reference (a), Article 1064 shall be observed in the hoisting and lowering of the National Ensign.

2. General parking is not permitted on the quay wall and ship's personnel will park only in the lot adjacent to their berth. Overflow parking for ships berthed at the quay wall is designated as the parking lot south of building 652 and the public parking lot west of building 68 for berth Juliet. Vehicles are not permitted to be left on quay wall parking lots after ship's departure.

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817. **Reserved Parking.** Reserved parking for special events at NAVSTA San Diego will be approved by NAVSTA San Diego SOP/SOPA on a case by case basis. Commands desiring reserved parking should make request, by message, two weeks in advance of date desired. The following message format shall be utilized:

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FM           //
TO    NAVSTA SAN DIEGO CA//486P//
INFO  SOPA SUB-AREA EAST ADMIN SAN DIEGO CA//N7//
UNCLAS //N_____//
SUBJ/RESERVED PARKING//
MSGID/GENADMIN/ (ORIGINATING COMMAND) //
RMKS/
1.  REQUEST FOR RESERVED PARKING FOR CHANGE OF COMMAND CEREMONY
    SKED ____ (TIME AND DATE) ____ AT PIER ____ .
2.  USS _____ POC: ____ (NAME) ____ PHONE
    _____ .//

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818. **SOP/SOPA Regulations Distribution**

a. Initial distribution of SOP/SOPA San Diego Regulations is made as listed in the distribution list. TYCOMs and other commands receiving copies of these regulations are charged with appropriate dissemination of these copies among their subordinates. These major recipients of SOP/SOPA Regulations must ensure that any follow-on changes to the regulations likewise receive the appropriate dissemination.

b. Fleet Support Office (FSO) San Diego is provided a limited number of copies of SOP/SOPA Regulations. These copies are provided exclusively for the use of non-homeported units visiting San Diego. They should be returned to the FSO prior to departure from San Diego. (Vessels and staffs homeported in San Diego should receive appropriate distribution from their TYCOM and should not request additional copies from the FSO.) Vessels are to include FSO on LOGREQs.

c. An FSO representative will board, shortly after arrival, all San Diego homeported units returning to San Diego after an absence of six months or more and those returning from deployment. The FSO representative will provide copies of all current changes to SOP/SOPA regulations, serialized messages, instructions and notices, as well as other items of specific interest to returning vessels and staffs. (Vessels should ensure that any embarked staff is informed of the arrival of the FSO representative.)

d. Vessels operating in EASTPAC should check with their TYCOM/TYCOM representatives upon return to port to ensure that they have the latest changes to SOP/SOPA Regulations.

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CHAPTER IXOFFICIAL VISITS901. Honors and Ceremonies

a. Military honors will be rendered to visiting dignitaries when directed by SOPA using guidelines in Chapter 12, U.S. Navy Regulations. Commands should notify COMNAVSURFPAC Protocol Officer (Code N00AA) as soon as possible concerning future visits by Distinguished Visitors (DVs).

b. Upon determination of an appropriate honors ceremony by SOPA, COMNAVSURFPAC (Code N00AA) will coordinate and if necessary, publish a memorandum to all concerned announcing the details of the ceremony. This will include liaison with the band, honor guard, saluting battery and base security as required.

c. Additional guidance is provided in Article 809 of this instruction and Chapter 10, U.S. Navy Regulations.

902. Distinguished Visitors

a. The impression created by San Diego military members on important visitors is often a decisive influence in shaping the opinion of the visitors not only about the San Diego area, but about the Fleet itself, the Navy and even the entire U.S. defense establishment. Many of the guests have visited other similar organizations; they are certain to make comparisons. Well planned, effective, successful VIP visits rarely occur spontaneously or by happenstance. Careful attention is required to assure a good schedule and proper accommodations. Thoughtful planning must go into the events of the visit and ensuring that useful presentations are made. Detailed planning guidance is given in OPNAVINST 1710.7, Chapter 11.

b. The COMNAVSURFPAC Protocol Officer (Code N00AA) is the focal point for DVs to the San Diego area and is responsible for managing the support of DVs. Code N00AA will establish priorities when necessary due to the number of visitors and will provide appropriate protocol support to each DV.

c. Protocol Support

(1) Coordinate a formal itinerary for the visitor and party prior to arrival.

(a) Itineraries

1. Proposed Itinerary (Protocol Staff Summary Sheet)

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a. A proposed schedule of events is required for all DVs visiting the San Diego area.

b. Prepared by protocol officer in conjunction with COMNAVBASE for approval by either the commander or deputy.

c. Should include full details on the visitor and the purpose of visit, to include:

(1) Who should meet the visitor upon arrival at airport.

(2) If an office call is appropriate.

(3) Type of briefing/roundtable/ discussion appropriate and who should host and attend, if necessary.

(4) If the commander/deputy should host a breakfast/luncheon/reception or a dinner in honor of the visitor.

2. Final Detailed Itinerary

a. Prepared by the protocol officer based on updates and decisions made by the commander/deputy on the proposed itinerary.

b. Should address any unique or country peculiar requirements of the visitor, to include any gift exchanges.

c. Finalizes times/locations and briefings for the visitor.

d. Should be included in the daybook for the commander/deputy prior to the visit, prepared by the project officer.

(2) Expedite processing visitors through Customs and Immigration, if arriving from a foreign country.

(3) Ensure DV is met by escort officer and transport to DV quarters, one of the military installations or local hotel.

(4) Arrange billeting for the DV and party in advance.

(5) Arrange for escort officer and dedicated transportation for the DV.

(6) Coordinate with other area commanders to see how they can support the visit.

(7) Render appropriate honors and courtesies as dictated by position and rank.

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(8) Schedule meetings, briefings and socials for DV. Ensure seating charts are made for meetings, briefings and socials hosted by SOPA.

(9) Provide all DVs and their party with an official itinerary upon arrival.

(10) Coordinate with federal/state and military security agencies to support the visits of key governmental and foreign dignitaries.

(11) A checkoff list is provided at the end of this chapter.

d. The Escort Officer. The local escort officer should be carefully chosen and briefed on all facets of the local schedule, including potential problems and probable solutions. The officer assigned escort duty must maintain liaison with the protocol officer regarding itinerary and other information concerning the visitor. A written or oral brief should also be provided to the escort officer. To ensure a successful visit, each escort officer will:

(1) Prior to the visit:

(a) When assigned as an escort officer, immediately contact the protocol officer to obtain details of the visit.

(b) Arrange a meeting with the protocol officer to review the schedule and coordinate details of transportation, billeting and uniform requirements.

(c) Coordinate arrival arrangements to ensure the least possible confusion and inconvenience to the visitors while checking into their quarters.

(d) On the day before the visitor's arrival, monitor weather and travel conditions. If it appears conditions will be unfavorable and arrival delays are probable, consult the protocol officer to establish alternate plans as required.

(e) Attend any pre-briefs or practice briefs scheduled for the visitor(s).

(f) Know the correct pronunciation of the names and titles of the visitor(s) and the official party.

(g) Confirm arrival time, date, carrier and place. Any changes will be passed to all individuals known to be meeting the visitor(s).

(h) Reconfirm berthing reservations/accommodations. Inspect the quarters for readiness and preregister the visitor and/or the official party.

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(i) Contact the assigned motor pool driver prior to the visit. Ensure the driver's understanding of the itinerary, driving requirements and military courtesy.

(j) Reconfirm barge, helo and/or other transportation.

(2) During the visit:

(a) Be at the designated place of arrival at least 30 minutes prior to the scheduled arrival time. Ensure the required transportation is present, including baggage vehicles if scheduled and all drivers have been briefed and understand the schedule. Report discrepancies immediately to the protocol officer if on scene corrections cannot be made.

(b) When the dignitary and party arrive, present yourself to him/her and welcome him/her to the San Diego area. If there is a flag officer or other senior representative present, they will greet the senior visitor.

(c) Brief the visitor and the official party on details of the visit.

(d) Escort the visitor to all official calls, meetings and briefings. In general, the escort officer acts as the aide to the dignitary during the course of the visit.

(e) Carry out the schedule of events. Control and coordinate the use of vehicles provided. Inform the protocol officer of significant deviations from the schedule so all concerned may be notified.

(f) Whenever possible the escort officer should participate in the events scheduled for the dignitary since he/she is the personal representative of the U.S. host and his/her status in the visitor's eyes should be preserved. Occasionally, space may preclude the escort's inclusion in certain social events. Then, other provisions for the escort's entertainment should be made.

(g) Assist in check out at departure times. Ensure the dignitary's baggage is present unless other arrangements have been made. Accompany the dignitary to the point of departure. If departing by military aircraft, the other members of the party should board the plane first. Assist the dignitary in boarding the plane and ensure the baggage is loaded. Remain at the point of departure until the visitor is airborne. If the SOPA or other senior representative bids farewell to the visitor, standby to assist until dismissed.

(h) Provide debrief of visit to CNSP Code N00AA noting any problems, irregularities, comments of visitors and recommended changes to visit procedures.

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(i) Escort officers for VIPs are expected to show initiative and thoroughness in making the visit a success. Assignment as an escort officer can be an interesting, rewarding professional experience, providing an opportunity to observe and accompany senior visitors on an official visit.

(j) To assist the escort officer in carrying out his/her duties a checklist is provided at the end of this chapter.

e. Vehicle Protocol. The place of honor in a motor vehicle is on the right. When entering a vehicle from the left side, a dignitary can be expected to take the right side, with the escort on the left. When a dignitary enters from the right side, the escort should close the door, walk around the car and take the seat on the left side. If there is a third party with the dignitary, such as an aide or another senior official, that person can be expected to take the left seat by the visitor and the escort officer should sit in the front.

(1) If the foreign visitor is a military official, the visitor's personal flag, if provided, may be flown for honors and ceremonies and from automobiles. If no flag is provided by a foreign official, the appropriate flag of a U.S. Navy officer with star equivalent to the foreigner's grade may be flown from the car.

(2) Flags for specific positions (i.e., SECNAV, CNO, VCNO, etc.) are not to be used for visitors. In these cases, either the military rank equivalent flag (for officers) or national ensign (for civilians) should be used.

(3) Flagstaff topping for personal flags on cars is an acorn. (See reference (a) section 1273, and NTP-13(B) Chapters 9 and 14 for further guidance.)

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DISTINGUISHED VISITORS CHECK OFF LIST FOR PROTOCOL OFFICER

Visit of: _____

Type of Visit: Social _____ Military _____ Other _____

Executive Agent/POC

Service: _____
Name: _____
Phone: Work _____ Home _____

Baggage Handler(s): _____
Phone: _____

Arrival

Departure

Date: _____
Time: _____
Location: _____
Mode: _____
Met by: _____
Marine Sideboys: _____

Date: _____
Time: _____
Location: _____
Mode: _____
Met by: _____
Marine Sideboys: _____

Spouse: _____

Language: _____

Biography: _____

Dietary restrictions: _____

Uniform for visit: _____

Accommodations: _____ Room numbers received: _____

Flags displayed: _____ Meals REQ: _____

Baggage handlers: _____ Date Briefed: _____

Marines at gate in Blues: _____ Date Briefed: _____

Transportation: _____

TYCOM pretasking phone calls

	CNSP	CNAP	CNB
Who:	_____	_____	_____
When:	_____	_____	_____
What:	_____	_____	_____
	_____	_____	_____

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Brief

Type: _____	Nameplates: _____
Host: _____	Security Badges: _____
Location: _____	Coffee/Water: _____
Time: _____	Translator: _____
Briefer: _____	
Security Info Received: _____	
Briefing Memo: _____	

Tour/Ship Visits

	#1	#2
Command:	_____	_____
Date:	_____	_____
Time:	_____	_____
POC:	_____	_____
	#3	#4
Command:	_____	_____
Date:	_____	_____
Time:	_____	_____
POC:	_____	_____

Travel to Mexico (yes/no)

Schedule: _____
 Transportation: _____
 Time: _____
 POC: _____

Escort Officer:

Date of Memo Requesting: _____
 Name, Code, Phone #: _____
 Brief on Duties: _____

Gifts:

Plaque Exchange (yes/no)
 Plaque Ordered: _____
 Presentation Time & Location: _____
 Personal (yes/no)
 Gift: _____
 Presentation Time & Location: _____

Photographer

Date Scheduled: _____
 Copy of 5050/5062/Briefed: _____

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Luncheon (yes/no)

Host: _____
Date: _____
Location: _____
Time: _____
Budget: _____

Dinner (yes/no)

Host: _____
Date: _____
Location: _____
Time: _____
Budget: _____

Folders

Schedule of Events/Booklet: _____
Biographies: _____
To Reminds: _____
Guest Lists: _____
Room #: _____
Keys: _____
Phone: _____
Exchange Passes: _____
Gate Passes: _____
Security: _____
Train: _____

Welcome Letters: _____

Fruit Basket: _____

Who Prepares: _____
Date Notified: _____

Booklet

Cover Ordered: _____
Body Printed: _____
Distribution: _____

Wive's Schedule (yes/no)

Schedule: _____
Transportation: _____
Gift: _____
Host: _____
Escort: _____

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Honors Ceremony (yes/no)

Date: _____
Time: _____
Location: _____
Officiating Officer: _____
Participants: _____
Band: _____
MARDET: _____
Doorhandlers: _____
Met on QDeck by: _____

Military Rank Equivalents

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Military Rank	SES/GS Rating	DV Code	FSO	Diplomatic Title	Executive Level
		DV 2			Level I
		DV 2			Level II
		DV 2			Level III
General/Admiral	* SES Level	DV 3	Career Ambassador	Ambassador	Level IV
Lieutenant General/Vice Admiral	* SES Level	DV 4	Career Minister	Ambassador/Counselor	Level V
Major General/Rear Admiral (Upper Half)	* SES Level	DV 5	FSO-1	Ambassador/Counselor	
Brigadier General/Rear Admiral (Lower Half)	* SES Level	DV 6	FSO-2	Conselor/1st Secretary	
Colonel/CAPTAIN	GS-15	DV 7	FSO-3	Conselor/1st Secretary	
Lieutenant Colonel/Commander	GS-13/14		FSO-4	2nd Secretary	
Major/Lieutenant Commander	GS-12		FSO-5	2nd Secretary	
Captain/Lieutenant	GS-10/11		FSO-6	2nd Secretary	
1st Lieutenant/Lieutenant (JG)	GS-8/9		FSO-7	3rd Secretary	
2nd Lieutenant/Ensign	GS-7		FSO-8	3rd Secretary	

* Senior Executive Services (SES) indicates pay grade only. Military equivalent rank is based on the DV Code of the office the individual currently holds. All SES level individuals are General/Flag Officer equivalents.

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DO'S AND DON'TS OF PROTOCOL1. DO'S

a. Ensure continuous coordination is done with a Point of Contact (POC) at the visitor's parent headquarters to ensure all scheduled visitors are still coming and that the visitor is satisfied with the itinerary.

b. Always double check billeting and transportation the day before the visitors are scheduled to arrive.

c. When a visitor arrives with spouse, ensure a separate itinerary is prepared for the spouse's visit, while the principal is performing official calls. For most of the foreign visitors, the local Consulate (Los Angeles) normally hosts spouses.

d. Always anticipate visitors will come with plenty of baggage; for DVs with more than four in the party, always schedule a luggage van.

e. For calls on the commander/deputy always take the DV and party to the Flag Reception Area prior to the office call. This will allow the DV to freshen up before the office call and also allows you to preclude uninvited aides and escort personnel from going into the office. Let the commander/deputy know the DV is there.

f. Be flexible! Be prepared for last minute changes. Visitors may stay longer than planned. Keep the executive offices informed of delays to the schedule affecting the commander/deputy.

g. When notified of a visit, escort officers must contact COMNAVSURFPAC Code N001 or N00AA before they begin any coordination on the itinerary, this will ensure no duplication of effort.

h. Coordinate with your drivers regularly and keep them informed of daily changes.

i. Contact NAS North Island Operations at least three hours prior to the arrival time to confirm flight arrival time and gate numbers.

j. Keep your party centrally billeted if at all possible; this will ease the burden on transportation and escort requirements.

k. Regardless of the hour, protocol and/or project officers will meet visitors in uniform at San Diego International Airport/ NAS North Island.

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l. Coordinate with POCs of a foreign visitor's party to confirm whether the DV will present a gift upon conclusion of the visit.

m. Project officers should again confirm with the DV upon arrival as who the DV would like to have accompany him/or her during the office call with the commander/deputy. In most cases the Commander prefers to do a one on one, unless an interpreter is needed or other arrangements are requested by the DV.

n. When escorting, always lead the way. Never allow the visitor to appear lost or disoriented.

o. Protocol/project officers should ascertain social, religious, food and beverage preferences or restrictions and any other special requirements. DIA includes most of this information in the message announcing the visit.

p. Project officers should include a current biography of the visitor in the daybook.

q. Ensure protocol and NAS North Island Operations are aware of all passengers arriving at DV-1 (imperative for flights from outside Continental U.S.).

2. DON'TS

a. Never send just a driver to the airport to pickup a visitor upon arrival.

b. Drivers will not be asked to make personal runs for the escorts who accompany many of the foreign dignitaries and legislative members to San Diego and surrounding area.

c. Never assume something is being done by another agency, always check and double check specifics.

d. Never have a visitor show up with a gift for the commander/deputy without having notified their office in advance.

903. Host Ship

a. In order to facilitate the visit of foreign ships and embarked staffs and ensure that their visit is enjoyable, it is desirable for U.S. ships of similar type and appropriate staffs to act as hosts. The duties of the host ship and staff are varied, depending upon the type of visit, length of visit and the need and desires of the visiting ship or command. COMNAVBASES-DIEGOINST 3128.1K provides general information for officers acting in liaison with foreign commands visiting San Diego. In general, representatives of the host ship should meet the visiting ship on arrival, maintain contact with them during the visit and, where appropriate, entertain as feasible. No appropriated funds are available for these visits; however, funds

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for official entertainment may be made available by COMNAVBASE San Diego as delineated in paragraph 5.1 of COMNAVBASESDIEGOINST 3128.1K.

b. No shore patrol is required of foreign ships. The visiting ship should provide a bilingual officer or petty officer to join the detachment at Shore Patrol Headquarters during liberty hours to act as interpreter for members of the visiting ship's crew.

c. Once information is received of a pending visit, COMNAVBASE is authorized direct liaison with the appropriate TYCOM representative for the appointment of a host ship/staff. SOPA and SOPA ADMIN will be included as information addressees on all message traffic generated as a result of the visit. Information including type and period of visit and name of the commanding officer/unit commander will be passed to the designated host unit. COMNAVBASE San Diego POC is Code 310 at 532-1800.

d. Although no formal report of the visit is required, helpful hints generated by the visit which may be of assistance to future host activities should be forwarded to SOPA, SOPA ADMIN, COMNAVBASE San Diego (Code 310) and COMNAVSURFPAC (Code N002/N01P).

904. Public Visit Ship

a. A public visit ship provides for good community relations and positive recruiting aspects. Accordingly, a ship, when available, will be designated by COMNAVSURFPAC as public visit ship at Broadway Pier for weekends and holidays.

b. On special/specific occasions, as may be requested, public visit ship(s) will also be assigned if available. COMNAVBASE San Diego is hereby authorized direct liaison with TYCOM/TYCOM representatives, keeping SOPA and SOPA ADMIN advised of these specific requests.

c. When operating schedules or other commitments necessitate a change or deletion in the list of ships previously designated, COMNAVSURFPAC will forward a notification of such change, together with the name of a substitute ship, if available, direct to COMNAVBASE San Diego, with information copy to SOPA ADMIN, NAVSTA San Diego and Port Services Office. Notification of these changes can be made by telephone to all concerned. COMNAVSURFPAC will then promulgate a change to the quarterly visit ship schedule.

d. Ships designated for general visiting shall provide a ship's history and two 8x10 glossy prints of the ship directly to COMNAVBASE San Diego (Code OD), to arrive not later than Thursday of the week prior to the week in which visiting is to occur. COMNAVBASE San Diego will be responsible for all publicity for visiting, including the furnishing of data for local news media.

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e. Sentries posted on the pier to assist the control of visitors shall be neat and military in appearance.

f. Ships are encouraged to prepare exhibits of general interest for these visits.

g. The day following public visiting (see subparagraph h below), visited ships shall submit directly to COMNAVBASE San Diego, INFO SOPA ADMIN, COMNAVSURFPAC and chain of command, the following report via letter:

- (1) The total number of visitors aboard each day.
- (2) Special dignitaries, if any.
- (3) Any unusual incidents.

h. Ships which are assigned general visiting over weekends/holidays shall submit a single record of visiting for the entire period; however, the report will include specific figures for each day. The report shall be submitted via message to COMNAVBASE San Diego, INFO SOPA ADMIN, COMNAVSURFPAC and chain of command, the day following the last visiting day.

i. Ships shall immediately report any emergencies or unusual incidents to the port services officer or COMNAVBASE San Diego Duty Officer and the SOPA duty officer (see Article 609). Additionally, in the event of severe difficulties with civilian visitors onboard, assistance may be obtained from the City Marshal.

j. In view of the high visibility of Navy ships at berths such as Navy or Broadway Pier and the potential positive effect on public relations and recruiting, commanding officers shall take extraordinary measures to ensure pier cleanliness and maintenance of good order and discipline at all times while alongside.

k. Ships shall notify SOPA, SOPA ADMIN, COMNAVSURFPAC and COMNAVBASE San Diego by message in the event cleanliness of assigned berth is unsatisfactory upon arrival.

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CHAPTER XPHYSICAL SECURITY

1001. Scope. This chapter provides for the coordination, standardization and compliance with physical security directives and procedures within SOPA San Diego's area of responsibility. Specifically, it establishes minimum standards for: flight line security, pier security and addresses contractor/vendor access control procedures

1002. Discussion. Due to the vast interchange of military and civilian personnel at the various naval activities in San Diego, physical security issues present clear requirements which require standardization among the many activities. This is required not only to facilitate common physical security objectives and reduce redundancy of effort, but also to provide continuity to those military and civilian personnel who frequent naval facilities as well. COMNAVBASE San Diego shall act as SOP/SOPA's agent responsible for oversight and administration of SOP/SOPA security matters as identified in this chapter.

1003. SOP/SOPA Security Organizational Relationships. The SOP/SOPA's and COMNAVBASE San Diego security relationship is not intended to reorder the enclave approach for physical security of San Diego based installations/ships or infringe on the authority of commanding officers, nor is it designed to conflict with or impede the Regional Commander's function regarding coordination issues or anti/counter-terrorism. COMNAVBASE San Diego shall act as SOP/SOPA's agent to administer/ensure compliance with prescribed SOP/SOPA procedures and provide support for standardization efforts throughout San Diego. As such, the focus of this directive is upon common physical security issues that have impact on other San Diego activities or require significant coordination. These issues will be directed to COMNAVBASE San Diego who as Regional Coordinator is SOP/SOPA agent for physical security and anti/counter-terrorism. In all other situations, San Diego based security detachments shall report normally via their chain of command to their respective ISIC. In the event that COMNAVBASE San Diego Emergency Operations Center is activated, COMNAVBASE San Diego will assume operational control of all San Diego based security detachments.

1004. Quay Wall/Pier Security. San Diego naval installations with quay walls or piers for berthing of Naval vessels shall comply with Restricted Area procedures established by reference (f). Additionally, in order to ensure effectiveness and standardization within San Diego, the following minimum requirements are directed:

a. Installation Commanders shall:

(1) Identify quay wall/pier sentry post requirements as appropriate and include them in their physical security plans.

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This shall include Auxiliary Security Force (ASF) posts for increased THREATCONS.

(2) Identify and provide liaison as necessary with the SOP (Pier SOPA) at each pier/quay wall. Pier SOPAs shall promulgate a sentry watch bill assigning responsibility so that applicable sentry posts are filled by watch personnel from berthed units.

(3) Establish procedure and provide means for rapid, effective communication between sentry/vessel and station's Naval Security Force (NSF). If a situation could potentially result in a loss of life or significant damage to ship(s), ensure that NSF is able to respond within five minutes of notification.

(4) Provide overview of vessels' quay wall/pier sentry watchstanding qualifications/professionalism and report deficiencies to appropriate ISIC and COMNAVBASE San Diego.

(5) Establish uniform for quay wall/pier sentries consistent with working environment and weather considerations.

b. Quay Wall/Pier SOPA shall:

(1) Be senior to all other berthed commanders.

(2) Ensure compliance with minimum standards of this instruction and requirements established by host installation and COMNAVBASE San Diego.

(3) Provide on scene supervision of sentries in the execution of their responsibilities.

(4) Report any deficiencies in support from host installation to appropriate ISIC and COMNAVBASE San Diego.

c. Berthed ships shall:

(1) Train and equip sentries per Annex W and appendices to this instruction. Minimum equipment required will be guardbelt, straight baton and whistle. Straight baton is considered by reference (g) as a potentially deadly weapon and compliance with Annex W, Appendix IV is mandatory.

(2) Assign sentries to watches as directed by Quay Wall/Pier SOPA.

d. Quay Wall/Pier Sentries shall: Comply with Annex W to this instruction.

e. COMNAVBASE San Diego shall:

(1) Provide continuous oversight of entire quay wall/pier security program.

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(2) Perform periodic evaluations (in conjunction with TYCOM Rep) of quay wall/pier security posture and report results to all concerned. Direct corrective actions as appropriate.

(3) Solicit and make recommendations to SOP/SOPA regarding changes/updates to this directive as necessary.

f. Increased THREATCONS. During increased THREATCONS, refer to Annex S of this instruction.

1005. Flight Line Security.

a. Naval Air Stations within SOP/SOPA's authority shall comply with Restricted Area procedures as established in reference (f) and those explicit procedures contained in reference (h). Additionally, flight line sentries shall complete training as contained in annex W, appendices II through IV.

b. COMNAVBASE San Diego shall ensure that NAS/NAF/OLF installations, as appropriate, which fall within their geographical authority are evaluated (in conjunction with TYCOM REP) periodically to ensure compliance with reference (h). SOP/SOPA San Diego shall be apprised in writing regarding the results of each evaluation.

1006. SUPSHIP Contractor/Sub-contractor Access Procedures. Due to the difficulty inherent to monitoring the large number of SUPSHIP contractor and sub-contractor personnel who routinely access San Diego based naval vessels and shore activities, more definitive guidance is necessary to ensure that such access has been properly authorized. This needs to be accomplished in a Mstandardized fashion without creating undue delay at gates and brows. Reference (f) provides minimum criteria for access to naval vessels and shore activity and discusses several personnel control systems. Consistent with these procedures, access to vessels and shore activities under SOP/SOPA San Diego authority will be controlled by badge and access list. Badges will be developed and issued by contractors and shall comply with reference (f), paragraphs 0504 and 0505. Access lists or boarding letters shall be provided by SUPSHIP San Diego in advance to both the vessel and shore activity where access is required. Contractor personnel who request access without appropriate badge (for whatever reasons) will be processed as visitors per reference (f), paragraph 0505.

a. Minimum Procedure for Granting Access

(1) Shore activities shall:

(a) Grant access based on a picture to person match utilizing contractor issued badge. Ensure badge satisfies minimum requirements of reference (f). Personnel who require temporary access (issued badge without picture) must be escorted per reference (g).

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(b) Conduct thorough access list checks when traffic permits or situation dictates. In cases where traffic is heavy, random spot checks are authorized.

(c) Station access via contractor (company) owned vehicle may be expedited by providing option to contractor to certify in writing (for each entry) that all personnel onboard the vehicle are authorized/cleared for work on a particular contract and a particular vessel. This certification may be approved in lieu of individual badge and access list checks. Written certification which is presented will be retained by security personnel.

(d) Contractors seeking access via their own private vehicles will be processed utilizing normal pass/access procedures.

(e) Random vehicle searches will be conducted of all contractor utilized vehicles.

(2) Naval vessels shall:

(a) Subject to stipulations in reference (f) regarding restricted areas, grant access on a picture to person match utilizing contractor issued badge. Personnel requiring temporary access (issued badge without picture) will be escorted per reference (f). Access via ship identification decals is prohibited. Random checks against access lists will be conducted whenever the situation permits.

(b) Conduct random search of hand carried items as well as crane/conveyer loaded items. If situation dictates, the commanding officer may authorize more stringent procedures.

(3) Vessels and shore activities shall:

(a) Maintain liaison with SUPSHIP San Diego to ensure availability of current access lists and boarding letters.

(b) Report security violations by contractors to SUPSHIP San Diego, COMNAVBASE San Diego and SOP/SOPA in addition to normal chain of command.

(4) SUPSHIP San Diego shall coordinate with contractors as necessary to ensure compliance with this instruction in regards to badging and forwarding of sufficient copies of access lists or boarding letters.

1007. Naval Criminal Investigative Service (NCIS). NCIS is located in Building 57 at NAVSTA San Diego (556-1364). SECNAVINST 5520.3B delineates NCIS jurisdiction and responsibilities.

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1008. Subversive Activities. Any information concerning subversive activities should be reported to NCIS San Diego, keeping SOPA and SOPA ADMIN San Diego informed. (See Annex S for further amplification.)

1009. Ship Sentries. Commanding officers shall ensure that ship sentries are posted between sunset and sunrise and are PQS qualified per Annex W.

1010. Vessels Permitted Alongside. Approaching boats shall be hailed or otherwise challenged when within appropriate distance of the ship. If illumination is needed to determine if an approaching small craft is innocent, it should be used judiciously. Continued illumination to the point of blinding the operator is not necessary and is hazardous. Suspiciously acting unidentified boats should be kept under constant observation to determine if an actual threat to the ship exists. However, keep in mind that innocent small boat movements can be expected and they should not be unduly harassed.

1011. Vendor Visits. Visits to ship by commercial activities for the purpose of promoting sale to members of the crew are discouraged. Commanding officers shall closely monitor all such visits.

1012. Post Security Alert. Although San Diego is not one of the U.S. ports that are currently open to Communist/Communist Bloc shipping, occasions may arise where Communist-controlled merchantmen and/or public vessels may be granted authorization to enter or anchor off San Diego. In such cases, SOPA San Diego will provide a port security alert message to "ALL SHIPS PRESENT SAN DIEGO AREA." This will supplement notification provided to ships copying Address Information Group (AIG) 9552 and alerts put out by TYCOMs. Ships should constantly practice appropriate security safeguard procedures as a part of normal everyday business. However, the following minimum actions must be taken upon receipt of an alert for the San Diego area:

a. Review and implement precautions outlined in CINCPACFLT-INST S3430.9C and COMTHIRDFLT/COMSEVENTHFLT OPORD 201 (Book II), Annex C, Appendix 3.

b. Used covered circuits when possible. Ensure classified information is never passed over unsecured telephone circuits and do not attempt to "talk around" classified information.

c. Avoid excessive use of bridge-to-bridge radio transmissions, especially those that provide specific movement information, operational information and unit identity by name.

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ANNEX C

AIR DEFENSE PLAN

Reference: (a) COMTHIRDFLT OPORD 201, ANNEX C

1. Forces afloat in San Diego shall comply with the procedures set forth in Appendix 8 to reference (a).

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ANNEX G

CIVIL AFFAIRS

Reference: (a) CINCPACFLT OPORD 201, Annex G
(b) COMTHIRDFLT OPORD 201, Annex G
(c) COMNAVBASESDIEGO OPLAN 185

1. Forces afloat in San Diego shall comply with provisions of references (a), (b) and (c), in matters of domestic emergencies and civil disturbances.
2. COMTHIRDFLT is tasked by reference (a) to provide support for domestic emergencies when available and deemed necessary, on the basis of non-interference with essential military missions.
3. COMNAVBASE San Diego is tasked to carry out responsibilities as area coordinator within the San Diego area in matters involving civil disturbances as outlined in SECNAVINST 5400.12.
4. Requests for civil authorities in the San Diego area for military assistance in connection with domestic emergencies (including natural disasters and civil disturbances) will be referred to COMNAVBASE San Diego for coordination. Such assistance will normally be rendered, if appropriate, by shore installations. However, when requested by COMNAVBASE San Diego, the operating forces of the U.S. Navy will, if feasible, provide assistance per current directives of their respective fleet and type commanders.

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ANNEX HHEAVY WEATHER PLAN

1. Heavy Weather. Southern California is blessed with one of the most benign and enjoyable climates in the world. However, even in San Diego there are periods of severe weather that must be respected in order to prevent hazards to personnel and equipment. High winds and seas; high surf, tsunami and seiche; tropical cyclones and thunderstorms; all pose a significant threat to operational safety in the Southern California OPAREAs. This Annex describes potential weather conditions and delineates basic recommended actions.

a. High Winds

(1) Cold Fronts. High winds are often encountered during the winter season (December-February) when cold frontal passages occur on the average of once every six days. These passages are accompanied by showers and gusty surface winds of up to 30 knots.

(2) Santa Ana. The Santa Ana, a hot, dry desert wind that blows down the mountain passes and canyons of Southern California toward the Pacific Ocean can be potentially destructive for activities in the mountain and desert regions. Santa Anas usually form during the months of September through April and may have gusts in excess of 70 knots in the mountains and deserts.

b. Thunderstorms. Thunderstorm activity in Southern California is usually confined to the inland areas, particularly the mountains. Thunderstorm activity generally occurs during two periods: late summer to early fall and mid to late winter. Within these seasonal occurrences, thunderstorms have diurnal preference for the period from late afternoon until midnight. Lightning and wind gusts of more than 75 knots are the primary hazard.

c. Tropical Storms. Hurricanes rarely affect Southern California. Those that have affected the area occurred in August and September, the most active months for tropical storm development in the Eastern Pacific. Previous tropical storms in the region have generated winds in excess of 60 knots and have caused extensive damage due to flash flooding. Hurricanes have the potential to generate 100+ knot winds.

d. Sea Conditions

(1) Sea and Swell. Small craft operations in San Diego and Long Beach Harbors and amphibious landings at Camp Pendleton and the Silver Strand are halted or reduced due to seas generated by high winds. Hazardous surf conditions are normally the result

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of winter storms that generate heavy swell in the Eastern Pacific.

(2) Tsunami. Ships tied up in harbors and shore installations can be severely damaged by a tsunami. Not all such waves are dangerous and not all earthquakes cause tsunami wave actions. Tsunami warnings/watches are issued by the Pacific Tsunami Warning Center and the Alaska Tsunami Warning Center.

(3) Seiche. Seiche is the term which describes the periodic back and forth wave movement within a landlocked or semi-enclosed body of water. The period of this oscillation can vary from 1 minute to 1 hour. Ships and submarines moored at Ballast Point, San Diego are susceptible to potential damage during the winter when significant harbor surge events occur. Long Beach based ships moored alongside of the Mole Pier have experienced violent seiche action with a southerly swell of only 2-4 feet in SOCAL.

2. Heavy Weather Conditions. There are four general conditions of readiness (Conditions I-IV) that correspond with the period of time remaining before a heavy weather event is expected. Condition IV equates to 72 hours, Condition III to 48 hours, Condition II to 24 hours and Condition I to 12 hours. Additionally, each condition is characterized by a particular event, (i.e., Thunderstorm Condition II, Tropical Cyclone Condition IV, etc). Heavy weather events include gales (35-49 knots), storms (50+ knots), tornadoes, thunderstorms, tropical depressions (25-33 knots), tropical storms (34-63 knots) and hurricanes (64+ knots). Note: The previous setting of a lower condition of readiness is not a prerequisite for the setting of any condition.

3. Heavy Weather Preparations

a. Gale/Storm/Tropical Cyclone - Condition IV: Destructive winds of force indicated expected within 72 hours.

(1) General - Shore facilities, aircraft and ships in port review appropriate heavy weather plans, procedures and bills. Make preliminary plans for placing a higher condition of readiness into effect.

(2) Specific - Be alert to sudden changes in weather conditions.

b. Gale/Storm/Tropical Cyclone - Condition III: Destructive winds of force indicated are expected within 48 hours.

(1) General - Ships begin preparations either to get underway within 24 hours or to shift to a protected berth or anchorage. Prepare to implement appropriate portions of the command heavy weather bill. Initiate sortie plans if so ordered.

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(2) Specific - Refuel as necessary in order to get underway. Stop all unnecessary boating and hoist all boats not required. Increase mooring lines to pier and drop anchor under foot as necessary. If anchored, be prepared to veer chain and/or drop additional anchor.

c. Thunderstorm/Tornado/Gale/Storm/Tropical Cyclone - Condition II: Destructive winds of force indicated are anticipated within 24 hours.

(1) General - Ships in port be prepared to get underway on four hours notice or as ordered. Form tropical cyclone evasion groups and standby to sortie. Commence securing of ships and craft to remain in port.

(2) Specific - Restrict shore leave and liberty to a maximum of 50 percent of the crew; all hands are to be notified to standby for immediate recall.

d. Thunderstorm/Tornado/Gale/Storm/Tropical Cyclone - Condition I: Destructive winds of force indicated are expected within 12 hours or less.

(1) General - Ships in port make immediate preparations for getting underway; get underway if ordered by SOPA or other competent authority. Complete all sortie of ships capable of evading the disturbance areas at sea.

(2) Specific - Retain all personnel onboard and recall those on liberty. Complete securing of ships remaining inport, including readying ground tackle, refueling, running additional mooring lines and setting steaming watches and anchor details.

4. Seismic Sea Wave (Tidal Wave) Warning

a. The Honolulu Observatory (HO), located at Ewa Beach, Oahu, HI, is the control station of the Pacific Warning System. Information on tidal waves from HO falls into the following classes:

(1) An advisory report that an earthquake has occurred, with epicenter at a location expressed in latitude and longitude and other pertinent information.

(2) An amplifying report indicating the estimated time of arrival of the first wave at various geographical positions and other pertinent information.

b. Since it is impossible to accurately predict when and of what magnitude a sea wave will develop (if any), or the effect that will be indicated in different harbors, ships and units should take necessary action to avoid loss of life and minimize property damage within their commands (close watch on brows,

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lines, boats in the water and loose equipment which could be cast adrift), without further direction from SOPA San Diego.

5. Heavy Weather Support

a. Responsibilities of Commanding Officers. COMNAVBASE San Diego will promulgate all heavy weather conditions of readiness for commands located in Southern California. Commanding Officer, NAVPACMETOCFAC San Diego will make meteorological recommendations to the COMNAVBASE. All Commanding Officers are reminded that they are ultimately responsible for the safety of their vessel and should take all necessary precautions to ensure the safety of their ship. Nothing should preclude a command from setting a higher condition of readiness or taking other precautions consistent with the rules of good seamanship.

b. Meteorological and Oceanographic (METOC) Support. NAVPACMETOCFAC San Diego (located at NASNI) is available for around the clock METOC support. The primary support departments are Operations, Fleet Support, Staff Liaison and the Mobile Environmental Team. The Operations Department maintains a Forecast Duty Officer who is available 24 hours a day for up to date weather conditions, forecasts and technical support. The Fleet Support Department will provide heavy weather, tropical cyclone evasion and quartermaster training upon request. The Mobile Environmental Team is a deployable asset available for underway METOC support for periods of a day to six months. NAVPACMETOCFAC phone numbers:

Commanding Officer:	(619) 545-6027
Forecast Duty Officer:	(619) 545-6033
Staff Liaison/Support:	(619) 545-9163
Fleet Support:	(619) 545-6030
Mobile Environmental Team:	(619) 545-2217

6. References:

a. OPNAVINST 3140.24E - Types of storms and conditions of readiness defined.

b. CINCPACFLT OPORD 201 - Provides information on seismic sea wave (tidal wave) warnings.

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ANNEX KCOMMUNICATIONS PLAN

Reference: (a) SOPASDIEGOINST C5000.2B

1. Policy. Communications for naval ships and other Pacific Fleet units in the San Diego area shall be per NWP-4 (current edition) and appropriate Joint, Allied and Navy Department publications. NWP-4 is effective throughout as applicable to the existing situation unless modified or amplified by this annex. Paragraph numbering conforms to normal administrative procedures and does not follow the numbering of related material in NWP-4.

2. Relationship of Command to Communications

a. The authority of SOPA prevails over communications afloat. Similarly, the authority of the SOPA prevails over communications ashore. Necessary communication coordinated between the two shall be effected by the senior officer, whether afloat or ashore.

b. "All Ships Present" Messages. Article 802 covers procedures and policy.

3. General Instructions

a. Radio communications shall be kept to an absolute minimum consistent with operational requirements and the speed with which the intelligence must be transmitted. U.S. mail and visual signaling will be used in lieu of radio communication, whenever possible.

b. Radio transmitters in use for local area communications are to be adjusted to limit output power to maximum of 50 watts. This maximum power limit may be exceeded on those rare occasions where additional power output is required to provide requisite communications.

c. The use of "dummy" circuits for intra-ship communication drills is authorized. In arranging equipment for dummy circuit use, the transmitting equipment shall be isolated from all antennas and loaded into a radiation-absorbing dummy load. Ships should use normally assigned call signs on all dummy circuits.

d. Distress or warning frequencies are not to be used for drills under any circumstances.

e. COMTHIRDFLT-coordinated radio frequency employment is to be used by all afloat commands in EASTPAC (east of 160 degrees east longitude). Inport/ashore frequencies are coordinated with appropriate TYCOM. Requests for frequency usage other than those

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previously assigned will be submitted per COMTHIRDFLT OPORD 201, Annex K.

f. JANAP 119 and AKAI-6 call signs will not be used on tug, harbor operations/admin or CEWN nets. Plain language ship names/command titles will be used on these nets, in lieu of call signs. An exception to this policy is in Tab B of Appendix II to SOPASDIEGOINST C5000.2B.

g. In the event of a civil catastrophe or an emergency imposed by surprise enemy action, either actual or anticipated, communications shall be per Appendix II to SOPASDIEGOINST C5000.2B.

h. Inter-type radio circuits may be established by TYCOMs/TYCOM representatives within the San Diego Harbor. Use of these circuits and guardship requirements will be directed by the appropriate commander.

i. Adequate coverage of emergency and distress frequencies is provided by shore radio stations in the San Diego area. Ships are, therefore, authorized to secure their watch on emergency and distress frequencies upon entering port.

4. Minimum Communication Requirements

a. Ships not underway (except ships in Command Assessment Readiness Training (CART) and under the operational control of COMAFLOATRAGRU San Diego):

(1) Continuous listening watch on the CEWN (328.2 MHZ 6KOOA3E). (COMSUBTRAGRU West Coast maintains a listening watch for all submarines in port.)

(2) Visual watch per paragraph 6.

(3) Copy the appropriate fleet broadcast or shift guard to NTCC San Diego or NTCC North Island, as appropriate.

b. Ships underway within San Diego Harbor (except ships in Command Assessment Readiness Training (CART) and under the operational control of COMAFLOATRAGRU San Diego):

(1) Continuous guard on Harbor Ops/Admin Net (P).

(2) Continuous guard on Port Control/Harbor Ops/Admin Net (S).

(3) Copy appropriate fleet broadcast.

(4) Visual watch per paragraph 6.

(5) Continuous guard on Island Waters Emergency Channel 13 (156.65) MHZ, Bridge-to-Bridge VHF FM radio.

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c. Ships underway in local operating areas within 50 miles of Point Loma (except ships in Command Assessment Readiness Training (CART) and under the operational control of COMAFLOATRAGRU San Diego):

(1) Continuous guard on port control/harbor ops/admin net (S) tug control (2717.4 KHZ 2KBOJ3E). The Officer in Tactical Command (OTC) may designate one ship to guard for all ships in company under operational control.

(2) Continuous guard on Fleet Tactical/Warning Net unless otherwise directed by OTC.

(3) Guard or cover emergency and distress frequencies per NWP-4.

(4) Copy appropriate fleet broadcast.

(5) Visual watch.

(6) Continuous guard on THIRDFLT Secure Common (TA 200Z2).

5. Radio Communications. (Neither SOPA nor SOPA ADMIN have the capability to guard any of the below listed nets. Traffic for SOPA/SOPA ADMIN must, therefore, be passed by other means.)

a. Harbor Ops/Admin Net (P) (359.4 MHZ, 37K5 P2D)

(1) This net will be guarded by CTU 31.8.3 and ships underway in the San Diego Harbor.

(2) Upon mooring, and after establishing a listening watch on the CEWN, this net may be secured.

(3) This net will function as a free net except when otherwise directed by CTU 31.8.3.

(4) The Crypto Keylist for this net is contained in SOPASDIEGOINST C5000.2B.

b. Port Control/Harbor Ops/Admin Net (S) 2717.4 2K8OJ3E

(1) This net will be guarded per paragraphs 4b(2) and 4c(1), when underway.

(2) Guard on this net may be secured when either of the following conditions are met:

(a) Upon mooring when a listening watch has been established on the CEWN.

(b) When more than 50 miles from Point Loma.

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(3) Units will check in and out of this net with the Net Control Station, Port Service San Diego (voice call - "San Diego Control One").

c. Command Early Warning Net (328.2 MHZ 6K00A3E)

(1) This is an uncovered, voice broadcast net which provides a means to notify ships when an emergency situation exists or when high precedence traffic is being held for them at the Naval Telecommunications Center (NTCC). (Normal transmit stations are CTU 31.8.3 and NTCC. Additionally, SOPA Sub-area East and SOPA Sub-area East ADMIN are authorized to transmit in connection with weather warnings and morning/evening colors.)

(2) Net Control Station (NECOS) is CTU 31.8.3.

(3) Authorized transmissions are limited to those which:

(a) Promulgate unclassified emergency action/notification information.

(b) Direct ship(s) to activate/guard the Harbor Ops/Admin Nets (P)/(S).

(c) Notify ships when high precedence traffic (including "BEARD IRON") is being held at the local message center.

(d) Notify ships of the setting of harbor EMCON conditions.

(e) Conduct hourly communications tests.

(f) Execute morning and evening colors.

(4) Circuit procedures will be per existing communications publications and directives.

(5) Ship responsibilities:

(a) All ships in port San Diego will maintain a continuous listening watch on the net. Guard ship arrangement will not be made except for submarines whose guard has been assumed by COMSUBTRAGRU West Coast or for ships unable to maintain watch on CEWN during overhaul/dry docking or when no communications equipment is available. An UNODIR message will be sent SOPA San Diego, information to NTCC San Diego and chain of command, stating guard arrangements and reason for inability to guard CEWN.

(b) Ships not receiving the hourly communications test by 55 minutes past the hour will notify NECOS by phone.

(6) Net Control Station responsibilities:

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(a) NECOS will conduct hourly communications tests at 50 minutes past the hour, using the ship's name/administrative title and will direct a minimum of one ship to acknowledge receipt of the test by phone. Ships berthed where no phone service exists will acknowledge receipt of the test on the Harbor Ops/Admin Net, (P) or (S). Example: "ALL SHIPS PRESENT SAN DIEGO AREA, THIS IS COMCRUDESGRU FIVE: TESTING ONE, TWO, THREE, FOUR, FIVE; FIVE, FOUR, THREE, TWO, ONE; USS _____, ACKNOWLEDGE THIS TEST BY PHONE, NUMBER 235-1724. OUT."

(b) NECOS will notify appropriate ISIC of ships not acknowledging receipt of test.

(c) Upon assuming CTU 31.8.3 or when shifting flagships, CTU 31.8.3 will ensure that:

1. NTCC San Diego, 532-1046, is kept informed of all shifts.

2. Delivery of CEWN logs/turnover folder to relieving CTU is accomplished immediately following shift of NECOS on CEWN.

(7) NTCC San Diego responsibilities:

(a) When high precedence traffic is received and addressed to NTCC, NTCC will provide notification through the CEWN or by the telephone, whichever is appropriate. Initial notification for ships will be made by CEWN unless there is no response, or other arrangements have been made.

1. Example of CEWN transmission for all ships and commands having high precedence traffic at the NTCC:

"ALL SHIPS AND COMMANDS SAN DIEGO, ALL SHIPS COMMANDS SAN DIEGO, THIS IS NTCC SAN DIEGO. WE HOLD IMMEDIATE TRAFFIC TO BE PICKED UP AT THIS STATION. SUBJECT LINE IS (will be read if unclassified). USS _____ THIS IS NTCC SAN DIEGO OUT."

2. Example of CEWN transmission for one or more ships having high precedence traffic at the NTCC:

"USS _____, USS _____, THIS IS NTCC SAN DIEGO. WE HOLD IMMEDIATE TRAFFIC TO BE PICKED UP AT THIS STATION. SUBJECT LINE IS (will be read if unclassified). USS _____, USS _____, ACKNOWLEDGE THIS TRANSMISSION BY DIALING FIGURES 21046 OR 23170. THIS IS NTCC SAN DIEGO OUT."

(b) The NTCC will provide similar notification for subscribers receiving emergency action messages and priority American Red Cross messages.

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(c) NTCC will conduct communications checks every six hours. Example: "ALL SHIPS SAN DIEGO, THIS IS NTCC TESTING ONE, TWO, THREE, FOUR, FIVE; FIVE, FOUR, THREE, TWO, ONE; USS _____ ACKNOWLEDGE THIS TEST BY DIALING FIGURES 21046 OR 23170, THIS IS NTCC SAN DIEGO OUT."

d. Ship/Shore Circuits (Various)

(1) Ships in San Diego Harbor desiring to pass traffic over CUDIX or fleet primary ship/shore will do so per NAVCAMS EASTPAC Honolulu, HI Communications Information Bulletin (CIB) Two and NTP-4.

(2) Prior to the operation of single or multi-channel on-line, full-period, ship/shore terminations by units in port, units should ensure compliance with automatic HERO conditions.

(3) Landlines are available at the below listed berths at NAS NORIS and NAVSTA SDIEGO for on-line termination. Black patch-through capability exists between NTCC SDIEGO and SFRAN. Use of the facilities should be requested from NAVCAMS EASTPAC Honolulu per NTP-4 and should also be included in the LOGREQ.

<u>LOCATION</u>	<u>PIERS</u>	<u>LANDLINE SERVICE AVAILABLE</u>
NAS North Island	J, K, L, M	Two FDX Audio L/L Patchable to any berth
NAVSTA	1 through 8	One FDX Audio L/L Patchable to any berth

e. Degaussing Circuits

(1) The degaussing station signal tower (voice call "DEGAUSSING CONTROL") guards the following radio circuits for passing degaussing information:

- (a) 356.2 MHZ 6K00A3E
- (b) Bridge-to-bridge, channel 13.

f. SOPA Command Net (TA 204 314.4 MHZ). In the event of a major communication catastrophe disrupting the fleet broadcast and/or shore communication facilities, this circuit will be activated among CTU 31.8.3 and all afloat flag rank commanders in the San Diego area. (See also Appendix II to SOPASDIEGOINST C5000.2B.)

g. Special Circuit (291.4 MHZ 6K000A3E). This net must be guarded by all ships berthed at or departing the submarine pier at Ballast Point when COMSUBTRAGRU West Coast and the flagship are also berthed there. COMSUBTRAGRU West Coast guards 359.4 MHZ

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(Harbor Ops/Admin Net (P) and the CEWN) for units on the guard list.

h. VHF-FM Bridge-to-Bridge Radio Telephone Circuit (156.65 MHZ, 16KOF3E). A continuous guard on this circuit is required to be maintained at the conning station while operating within U.S. waters where inland or pilot rule apply. "No person may use the frequency designated by the FCC under Section 8 of Act 33 USCA Section 1207(A) to transmit any information other than information for the safe navigation of vessels or necessary tests; further, the radio telephone required by this act is for the exclusive use of the commanding officer or person-in-charge to pilot or direct the movement of the vessel, who shall maintain a listening watch on the designated frequency."

6. Visual Communications

a. Ships located in San Diego Harbor will maintain visual watches as prescribed by their TYCOM or local operational commander.

b. Ships shall display their international call sign when underway within the harbor, hoisting the call sign upon getting underway or upon entering inland waters. If other ships are underway within the harbor, speed flags are to be shown per ATP-1, Volume I.

c. Morning and Evening Colors - See article 809.

d. The only manned signal tower in the San Diego Harbor is the degaussing station.

e. Bunting may be aired at the discretion of the commanding officer during normal working hours, Monday through Friday, holidays excluded.

7. Emergency Sortie Communications. Appendix II to SOPASDIEGO-INST C5000.2B sets forth the communications plan to be used in the event of emergency sortie from San Diego Harbor or during a KENT RUNNER exercise.

8. Loss of Communications Support from NAVCOMTELSTA San Diego

a. If communications support from NAVCOMTELSTA San Diego is lost, CTU 31.8.3 will notify ships via CEWN to "SET COMMUNICATIONS SUPPORT CONDITION."

b. Upon notification of "SET COMMUNICATION SUPPORT CONDITION," all ships will commence copying and submit a communications shift message via primary ship/shore.

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9. Communications Security (COMSEC)

a. Communications security is the responsibility of every commander having cognizance of communications. The security of communications on all circuits (radio and telephone) can be realized only when each commander institutes and continuously pursues a dynamic COMSEC education program within his command. Careless or excessive use of uncovered circuits is a serious hazard to COMSEC. Each person, who in the performance of his/her duties may reasonably be expected to operate one or more non-secure radio circuits, should be required to receive communications security training in applicable security criteria such as Essential Elements of Friendly Information (EEFI).

b. Secure voice terminals which interface with the world-wide AUTOSEVOCOM Network and local wideband secure terminals are operated by NAVCOMTELSTA San Diego. This secure voice service is available to the fleet and shore commands on a 24 hour basis through NAVCOMTELSTA San Diego.

c. The NAVSECGRU COMSEC components of NAVCOMTELSTA SDIEGO at Radio Receiving Facility, Imperial Beach, is available upon request to perform all functions delineated in NWP-4 and, in general, to assist commands in maintaining strict adherence to all established COMSEC procedures. All commands within the Pacific Fleet are required to have at least one COMSEC training visit and COMSEC briefing, annually. The COMSEC component at Imperial Beach may be contacted by calling 437-9318, DSN: 577-9318, ask for NAVRADEWFAC Imperial Beach, or by writing to the following address:

Commanding Officer
Naval Computer Telecommunications Station San Diego
San Diego, CA 92132

Attn: SIGSEC DIV

10. Electronic Intelligence (ELINT) Technical Guidance Unit (TGU) Services

a. The ELINT TGU provides technical assistance and training designed to improve the overall electronic warfare effectiveness of individual Naval sea and air units along the Pacific coast on CONUS. Emphasis is specifically directed toward increasing each unit's capability to conduct Electronic Warfare Support Measures (ESM) and ELINT collection. Guidance is primarily designed for Electronic Warfare (EW) officers and CIC tactical action officers. Services include, but are not limited to, instructions in the following:

(1) Evaluation of passive ESM information in support of tactical operations.

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(2) Potential hostile electromagnetic environment, emphasizing threat emitters and their associated platforms and weapons systems.

(3) Current publications, instructions and directives relative to ESM/ELINT.

b. The TGU administrative spaces are located at the Radio Receiving Facility, Imperial Beach. However, most of the training is conducted either onboard the requesting unit (underway during local operations or at pier side) or in a specially outfitted 16-seat, air-conditioned trailer at NAVSTA San Diego. Most visits require from two hours to one full day. The classification level of the aforementioned services is Secret and proof of appropriate clearance must be provided. TGU services may be requested by message to NAVCOMTELSTA SDIEGO, by letter to Commanding Officer, Naval Computer Telecommunication Station San Diego, 937 North Harbor Drive, San Diego, CA 92132, or by telephoning 437-9407 (DSN: 577-9407) ask operator for NAVRADRECFAC, Imperial Beach.

11. Facilities for the Destruction of Classified Material. A pulverizer facility is available at NAVSTA San Diego. For appointments or information, call 556-8554 (NAVSTA).

12. Cryptographic Repair. Naval Electronics Systems Engineering Center, San Diego, maintains a cryptographic repair facility. Call 556-1886 for information.

13. U.S. Mail and Courier Service

a. U.S. Mail. The Postmaster San Diego, provides mail service Monday through Saturday from 0100-0900 to Fleet units and shore establishments through the Military Mail Section, located in the U.S. Post Office at 7th and E Street (phone 232-5097), as well as through units and/or stations located at military and naval installations throughout the San Diego area. Branch post offices are located at Naval Station, San Diego; Naval Training Center, San Diego; Naval Air Station North Island and Naval Amphibious Base, Coronado. The Naval Station Dockside Mail Delivery Division delivers mail daily, Monday through Friday, to NAVSTA piers. Mail will be delivered on Saturday upon request from ship's postal clerk (556-8950/8951). There is no mail delivery to ships berthed at NAS North Island. NAS North Island Post Office is open Monday through Friday, 0830-1630, telephone 545-4380. The CINCPACFLT Postal Assistance Team/Postal Finance Officer Pacific, located at Building 3410, NAVSTA should be contacted at 556-8950/8952 when problems or questions regarding postal matters arise.

b. Defense Courier Service (DCS). DCS Station is located at Building 720, NAS North Island, telephone 545-0099. DCS SDIEGO is open from 0730-1530, Monday through Friday (excluding holidays). Outside of working hours, the DCS Duty Courier may be

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reached through NTCS North Island Watch Supervisor at 545-6052. Commands are notified by telephone (when feasible), or by message when material is received at the courier station. The command's designated recipient should call for the material the same day notified. In order to issue courier material, the transfer station must have on file a current Authorization Record (DCS Form 10). Commands based or homeported in San Diego should submit three copies of the completed Form 10 to the courier station. Form 10s are good for one year and must be renewed annually or whenever changes occur in personnel assigned as DCS recipients. Units temporarily in the area that have a DCS account may receipt for or enter mail into the DCS system as long as they possess a DCS Form 10 that has been validated by any DCS station.

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ANNEX FENVIRONMENTAL COMPLIANCE - GENERAL

1. **Background.** The policy of the Navy Department, provisions of federal and state law and strong public concern make it necessary that all hands review, understand and abide by the policies to control environmental pollution promulgated by OPNAVINST 5090.1A. Water pollution caused by the accidental or deliberate discharge of petroleum products or hazardous materials is of primary concern of SOPA San Diego. Oil and hazardous material spills in San Diego Harbor are not only a violation of law, but also cause adverse public relations that impact upon the Navy's reputation. They also require utilization of limited resources for cleanup, investigations and possible litigation. It must be noted that shore stations are particularly prone to inspections by numerous local, state and federal environmental regulatory agencies. In many cases, violations resulting from these inspections are directly linked to inappropriate actions taken by shipboard personnel. It is therefore imperative that all Navy ships comply with the environmental procedures and regulations established by the respective shore station.

2. **Policy.** Precautions shall be taken to prevent environmental pollution by naval ships and other Pacific Fleet units in San Diego Harbor and Coronado Roads area. Surveillance shall be maintained over all air, liquid and solid waste discharge to assure compliance with local, state, regional and/or federal environmental control rules, regulations and standards. Leadership at all levels shall be demonstrated in pollution control by initiating positive actions to eliminate pollution at its sources.

3. **Pollution Control Watch**

a. A pollution control watch shall be maintained during daylight hours to ensure that timely corrective action is taken by individual ships and craft observed to be making excessive smoke, littering or causing other pollution within San Diego Harbor/ Coronado Roads. The establishment of and functioning of this watch will be the responsibility of each Sub-Area SOPA (see article 104).

b. The pollution control watch shall, by visual message, notify each naval vessel or craft in his sector that is observed to be making excessive smoke, spilling oil or hazardous material or littering.

(1) Entries shall be made in a visual log, indicating the name and/or number of the offending vessel or craft, location, type of pollution and time observed. The log shall subsequently be annotated to note the time of observed correction. These logs shall be reviewed periodically for indications of trend or possible areas for corrective action.

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(2) If the offending ship or craft continues to cause pollution, the pollution control watch shall direct the offender to cease the pollution discharge immediately. If the offender cannot eliminate the discharge in a timely manner due to conditions beyond their control, a message shall be sent to the Sub-SOPA advising the cause, action being taken and estimated time of correction. Further distribution of this information will be at the discretion of the respective SOPA Sub-Area Commander.

(3) Report all incidents of Petroleum-Oil Lubricants (POL) or hazardous substance releases by naval facilities and vessels per COMNAVBASESDIEGOINST 5090.1A.

4. Environmental Inspections of Navy Ships

a. Recent changes in California law may result in more aggressive enforcement of environmental regulations and more requests from local inspectors for access to Navy ships. Access is to be permitted pursuant to environmental regulations in the same manner and to the same extent as any non-government entity. Access is to be permitted pursuant to regulations to the maximum extent practical, taking into consideration the Navy's need to protect the sensitive military information balanced against the inspectors need to inspect Navy equipment in order to enforce local regulations.

b. Generally, the following procedures will be followed:

(1) Confirm the inspector's credentials.

(2) The inspector shall identify spaces or work sites to which access is required.

(3) The inspector shall make known the nature of the activity to be examined and its relationship to regulations to ships.

(4) If the issue is a result of contractor actions aboard ship, a representative from the contractor shall accompany the inspector and ship representative.

(5) If practical, the ship shall recommend off-ship alternatives that involve similar operations or training demonstrations conducted ashore.

(6) If off-ship alternatives are not practical, the commanding officer shall approve inspections which do not involve access by inspectors to classified or restricted information, equipment, technology or operations.

c. Any request to inspect a Navy ship should be coordinated with the respective ISIC or TYCOM JAG. Additional assistance may be coordinated through COMNAVBASE San Diego at 532-2210.

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ANNEX PAPPENDIX IAIR POLLUTION1. Making Smoke

a. Commanding officers of ships in San Diego Harbor shall make all practicable efforts to minimize smoke. Prior to entering port, ships will complete blowing tubes. Command attention is necessary to ensure that only minimum essential blowing of tubes inport is authorized and that each instance so authorized is fully evaluated concerning prevailing wind conditions and their effect on the adjacent communities and privately-owned water craft. Due regard shall also be given to use of proper procedures when lighting off boilers to minimize smoke. Emissions produced within San Diego Bay and Coastal waters shall not exceed an opacity of greater than 20% (Ringleman Scale Level 1) for more than three (3) minutes in any given hour. The following circumstances are exempted from this rule:

- (1) During emergency boiler shutdowns
- (2) Safety and operational tests
- (3) Maneuvers required to avoid hazards

b. After having been cold iron and prior to initial boiler/engine light-off when smoke generation is likely, a responsible ship's representative shall directly inform the San Diego Air Pollution Control District at (619) 694-3340. The following information shall be provided:

- (1) Ship's name and hull number
- (2) Time
- (3) Date
- (4) Projected light-off time and duration
- (5) Name of caller
- (6) Caller phone number
- (7) Pier location

c. If an answering machine is activated, a message including the above information shall be provided. In all cases of producing smoke exceeding 20% (Ringleman Scale Level 1) opacity for more than three minutes (including exempted circumstances), appropriate entries shall be entered in both the ship's Engineering and Deck Logs.

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2. Use of Shipboard Incinerators. Use of shipboard incinerators shall be limited to occasions when use of shore facilities is not practical.

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5. Processing Notices of Violation

a. Various environmental laws subject federal facilities to federal, state and local substantive and procedural requirements. In general, federal facilities must comply with substantive and procedural requirements imposed by federal, state, interstate and local authorities. Where regulators detect suspected violations of those requirements, Federal EPA officials may issue Notices of Non-Compliance (NON); state and local officials may issue Notices of Violations (NOV). As a matter of policy, the Federal EPA does not request money penalties from federal facilities. State and local regulatory agencies sometimes request penalty payment. Requests for payment of fines and penalties for violation of environmental laws and regulations shall not be met without first seeking the advice of legal counsel.

b. Upon receipt of any verbal, informal, or formal notice of non-compliance, the commanding officer shall seek technical and legal support through the ISIC or major claimant. Specific notification procedures are contained in OPNAVINST 5090.1A. Follow-up messages are required to report updated information and final resolution of the matter. It must be noted that NONs and NOVs will remain active in the CNO database regardless of any correspondence between the respective command and regulatory agency. NOVs and NONs will only be cleared from this database after receipt of a final follow-up message per OPNAVINST 5090.1A.

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ANNEX PAPPENDIX IIWATER POLLUTION1. Fueling, Defueling, Lube Oil

a. The Fuel Services Office, 556-8123, is responsible for scheduling fuel services in San Diego. Diesel Fuel Marine (F-76) and JP-5 (F-44) fuels are available from Yard Oilers (YO) and the Naval Supply Center fuel pier. Requirements will be submitted to port services via LOGREQ prior to arrival. This will afford maximum opportunity and flexibility in scheduling fueling evolutions. Alternately, voice communications may be used after arrival. Scheduling opportunity and flexibility will be restricted unless desired refueling is to be accommodated more than five working days after the request. Refueling at the fuel pier may be accomplished from 0715 to sunset, Monday through Friday. Although fuel is not chargeable to ship's OPTAR, replenishment must be accounted for by ship's requisition (DD Form 1149). Replenishment will not begin until the craftmaster or pier personnel have been provided such a requisition. In the case of refueling by YO/YON, DD 1149 requisition should be ready prior to craft arrival alongside. Additionally, YO/YON employ only standard eight inch eight-bolt flanges (10.5 inches center-to-center on bolt-holes). Receiving ships are responsible for providing any necessary flange and/or reducer fittings. Ships must be ready to begin fueling/defueling operations within 15 minutes of YO/YON mooring alongside. Any further delay may result in rescheduling of operations.

b. When the need to offload F-44 or F-76 arises, ships will contact the Fleet Industrial Supply Center (FISC) Fuel Department, 553-1330, at least 10 working days in advance of desired offload date to arrange for sampling of all ship's fuel system tanks by FISC Fuel Department personnel. NSC must receive satisfactory fuel samples prior to accepting fuel. Port Services will also be contacted to arrange for necessary YO services to receive the fuel. On the scheduled sampling date, all tanks tops must be open to permit proper sampling. Offloads will not be taken from vessels if the tanks were sampled more than five working days in advance of offload date.

c. NSC Fuel Department stocks lube oil symbols 9250 and 2190 TEP in bulk and delivers shipside via mike boat. Ships requiring bulk lube oil service will make arrangements with fuel department personnel, 553-5215. Seven days advance notification is required. The cost of lube oil is chargeable to the ship's OPTAR and pumping will not begin until the craftmaster is provided a proper requisition. Two copies of the DD 1348 must be provided to fuel department personnel.

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d. The Naval Supply Center Fuel Department Pier is 948 feet long and has a depth of at least 36 feet alongside at Mean Lower Low Water (MLLW).

e. Scheduling of ships to the pier for fuel is coordinated by the Port Services Officer, 432-1542 and ships are forbidden to come alongside the pier or quay wall until such scheduling has been arranged or permission granted. Ships must leave the pier immediately after receiving or discharging fuel.

f. Requests for overnight stay for convenience will not be considered. Other requests must be cleared with the director of the fuel terminal during normal working hours or with the NSC Duty Officer during other than normal working hours. If granted, the commanding officer of the ship will be informed of the specific hazards of fire or explosion and requested to furnish a shore patrol during liberty hours to patrol the area from the dock to Rosecrans Street, to ensure that the **NO SMOKING** regulations are obeyed and that the liberty parties proceed in an orderly manner to and from the pier.

g. Fueling, defueling and internal fuel transfers are restricted to weekday, normal working hours (0800-1600). These evolutions are to be conducted only by well-trained fueling details under continuing qualified supervision. Prior to authorization to continue fueling, defueling or internal fuel transfer evolutions beyond normal working hours or when unusual circumstances dictate, on weekends, but before sunset, may be granted by the ISIC (information to SOPA San Diego and COMNAVBASE San Diego). However, TYCOM (or TYCOM rep) certification of operational necessity of SOPA is normally required for the initiation of such evolutions outside of normal working hours on continuing after sunset. Such certification will be by "UNODIR" message to SOPA San Diego, INFO COMNAVBASE San Diego, SOPA ADMIN San Diego and PSO San Diego. In situations where the time element precludes obtaining such prior authorization, the commanders will also report to their ISIC and TYCOM (TYCOM rep). Telephone certification of operational necessity requiring fueling/defueling after dark by TYCOM/TYCOM rep to SOPA is satisfactory in emergency situations only.

h. Requirements for aviation gasoline (AVGAS 115/145) may be submitted to NSC San Diego Fuel Department or to Naval Air Station, North Island.

i. Ships berthed at the fuel pier must maintain a condition of readiness to get underway immediately and shall not disable engines.

j. The simultaneous loading or discharging of fuel oil and ammunition or explosives is prohibited. Ships must comply with all applicable safety regulations concerning fuel oil and ammunition handling while berthed at the pier.

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k. Smoking is prohibited on fuel department property. Commanding officers of ships are required to prohibit their personnel from smoking on weather decks and from throwing lighted cigarettes, matches, etc., from portholes into the water or onto the pier.

l. Radar equipment must be secured while ships are approaching, berthed at or leaving the fuel pier.

m. All cutting and welding equipment must be secured while ships are berthed at the fuel pier.

n. Ship's stores will not be loaded at the fuel pier. All material handling operations must be cleared with the director of the fuel terminal: 553-1315 during working hours (0730-1600), 553-5215 outside of working hours.

o. Refueling, Defueling, Lube Oil at Naval Air Station, North Island

(1) Refueling of Ships Berthed at Piers. Fueling of ships at NAS North Island is on a first-come, first-served basis. Requests for fuel must be made 24 hours in advance. Fueling times are from 0800 through 1530, unless other times are arranged in advance. The ship receiving fuel will complete Standard Form DD 1149 and present it to the contractor on the pier prior to the commencement of fueling. Both ship's personnel and contractor personnel will follow all NASNIINST/SUPINST for safety and fuel handling.

(2) Defueling of Ships Berthed at Piers. The contractor will defuel ships through pipeline facilities and/or contractor-furnished tank trucks. Products defueled will be stored at the tank farm until tested. If the product is on test, credit will be given for the quantity of product defueled.

(3) Lube Oil Issued to Ships Berthed at Pier. Aviation lube oil will be issued to ships at the piers by contractor-operated tank truck. Twenty-four hours advance notice is required. DD Form 1149 is required at time of delivery.

2. Oils and Oily Wastes

a. OPNAVINST 5090.1A provides general guidance for oils and oily waste. COMNAVBASE San Diego 6240.4D establishes the rules and procedures for use of oil disposal rafts (donuts). It is imperative donut users comply fully with the provisions of this instruction. In particular, closed-bottom donuts are to be used only for non-emulsified oily waste. Detergent-contaminated oily waste, oily waste contaminated with Aqueous Film-Forming Foam (AFFF) and large volumes of chemically treated boiler waste water and engine cooling water must be disposed of properly through PWC HAZWASTE disposal department, 556-8002.

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b. Since the pumping of bilges into the bay is absolutely forbidden, ships must otherwise provide for removal of oily water from bilge areas. While good engineering practices and continuing maintenance program to repair leaks can reduce this water to a minimum, good maintenance procedures dictate that every opportunity should be taken to keep bilges clean and dry. Proper and frequent utilization of donuts in port is required to preclude the accumulation of oily waste collected during extended inport periods, for disposal at sea. The hours for donut utilization shall be 30 minutes prior to sunrise to 30 minutes after sunset unless the ship has a stationed donut watch with communications to Damage Control Center (DCC) and sufficient light is provided to detect any leaking oil or sheen that may appear. Discharge of slop oil or contaminated oil from ship's tanks is restricted to weekday, normal working hours (0800-1600), per guidance provided in paragraph 2 above, for fueling, defueling and internal fuel transfers. If equipped with an oily water separator which is functioning properly, pumping of the bilges using the separator is authorized, provided the following conditions are met:

(1) The bilges pumped contain no water soluble hazardous waste, no detergent or emulsifying agents (AFFF, bilge cleaning chemical, etc).

(2) The discharge is monitored and secured if an oily sheen appears on the water or the system otherwise becomes inoperative.

(3) Pumping occurs during daylight hours only.

c. Ships desiring the removal of waste oil from tanks and donuts should contact their nearest waterfront coordinator for arrangements. Waterfront coordinators are located as follows:

<u>LOCATION</u>	<u>COORDINATOR</u>
Naval Station	Naval Station Waterfront Operations 556-3147/3148
Naval Air Station North Island	NAS Waterfront Coordinator 545-7585/7587
Naval Submarine Base	SUBASE Port Services 553-7577

d. NAVSUBASE has a bilge and oily water treatment system with riser connections at pier mooring stations. Pumping of bilges to pier risers is authorized when the following conditions are met:

(1) The bilges contain no water soluble hazardous waste, detergent, or emulsifiers commonly contained in cleaning agents.

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(2) Watches are posted to monitor hose connections and overboard discharge points for leaks.

3. Sewage Disposal

a. Current DOD directives state that either Marine Sanitation Devices (MSD) or Collection, Holding and Transfer (CHT) systems shall be installed and operated on existing and new ships to prevent the overboard discharge of untreated or inadequately treated sewage into navigable waters. All ships are required to comply with this directive. If the CHT system is inoperative due to repairs and discharge overboard is required, a responsible ship's representative shall inform COMNAVBASE San Diego Duty Officer, telephone 532-1828, of the timeframe during which discharge is expected to occur. COMNAVBASE San Diego, as the Regional Environmental Coordinator, will then notify the Regional Water Quality Board if the discharge is 1000 gallons or more. NAVSTA San Diego has a limited ability to accept sewage. Contact Berthing Services to schedule sewage Ship Waste Offload Barge (SWOB) services at 556-3147.

b. If the shipboard CHT system is inoperative due to repairs and discharge overboard is required, prior to discharge a responsible ship's representative shall inform COMNAVBASE San Diego Staff Duty Officer, 532-1828, of the timeframe during which discharge is to occur.

4. Oil Spills/Hazardous Substance Releases

a. All Oil Spills and Hazardous Substance (OHS) releases, regardless of significance, must be reported using either a standard Oil Spill Report or Hazardous Substance Release Report, as appropriate. Only environmentally significant OHS spills shall be reported via the appropriate OPREP-3. A follow-up standard Oil Spill Report or Hazardous Substance Report, as appropriate, shall also be transmitted. This endures all specific information identified by OPNAVINST 5090.1A is provided to all interested commands.

b. Environmental Significant Spills. No specific amount of oil or hazardous substance defines a spill as "environmentally significant." Rather the following qualitative criteria are used per OPNAVINST 5090.1A:

- (1) Resulting from catastrophic events.
- (2) Creates significant adverse public reaction.
- (3) Subject to geopolitical implications.
- (4) Other causes warranting OPREP-3 special incident reporting.

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c. OHS Spill/Release Response in SOPA San Diego jurisdiction:

(1) Notify the appropriate shore-side Federal On-Scene Coordinator (MSO San Diego (557-5870)), Navy On-Scene Coordinator (NOSC) and Navy On-Scene Commander as identified in COMNAVBASE-SANDIEGOINST 5090.1A.

(2) Notify the Coast Guard National Response Center (NRC) by telephone at (800) 424-8802 or (202) 267-2675. A six digit case number will be assigned by NRC which shall be cited in all further correspondence.

(3) Take, insofar as practicable, immediate actions to mitigate the effects of the spill. Immediate employment of shore-based oil recovery teams is highly encouraged.

(4) Follow-up by transmitting a standard oil spill or hazardous substance report via IMMEDIATE precedence naval message. Format is provided in appendices G and H of OPNAVINST 5090.1A.

d. Spill Containment and Cleanup. NAVSEA Publication 7-029 (Oil Spill Contingency and Reporting Procedures) provides detailed guidance with respect to containment, countermeasures, cleanup and disposal procedures. Of particular concern is use of prop wash. Prop wash from available craft can push oil toward a skimmer and is particularly useful in flushing oil from beneath open piers. The craft should be kept at least 100 feet away from any boomed area to avoid excessive turbulence which may drive oil under the containment boom. Use of prop wash to break-up the spill (i.e., driving through spilled oil), however, is counter-productive and is not authorized per State of California and Federal regulations. This method churns the oil-water mixture and simply drives the oil deeper into the water column and aggravates the long-term pollution problem. If the spilled oil cannot be recovered using dip type skimmers and/or absorbent materials, a boom should be deployed and natural evaporation permitted to take its course.

e. Mystery Pollution. If responsibility for a spill cannot be determined, the first Navy command that determines a reportable quantity spill has occurred shall notify the National Response Center by telephone, followed by a standard oil spill or hazardous substance report via IMMEDIATE precedence naval message. The standard Oil Spill Report/Hazardous Substance Release Reports are formatted such that the activity/ship originating the release may clearly be reported as "unknown."

f. UNIT SITREPS. Historically, UNIT SITREPS have been submitted to report OHS spills. These reports are appropriate, but do not satisfy the requirement to submit standard OHS spill reports. Standard OHS spill reports are pre-formatted to provide

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the appropriate agencies with specific information in a timely manner.

g. Investigations. The ISIC of any command causing an oil spill shall conduct an informal, follow-on inquiry into the circumstances surrounding the incident, providing a report to SOPA San Diego (Code N46) within 72 hours.

5. Paint Removal. Shipboard paint removal is not authorized for cosmetic reasons. Paint should only be removed to ensure preservation of surfaces or to conduct hotwork. Every practicable effort shall be employed to prevent paint, paint chips, dust and other debris from falling into the water. It is highly recommended that plastic sheets be rigged to the bottom of hydraulic manlifts extending outward (3 to 4 feet) from the front and sides of the manlift base. Paint floats should be shrouded to contain paint and other particulate matter.

6. Fresh Water Washdowns. Freshwater washdowns may be performed, in moderation, on a non-routine basis. All loose debris must be thoroughly scraped, collected, swept and disposed of in appropriate pier-side dumpsters prior to applying freshwater. Under no circumstances shall this debris be swept overboard. Various "environmentally-sound" biodegradable cleaners are available on the market and are authorized for use.

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ANNEX SSPECIAL EVENTS/INCIDENTS

References: (a) OPNAVINST 3100.6F
(b) CINCPACFLTINST 3480.6F
(c) PACADMIN 048/92
(d) CINCPACFLTINST 5530.4A
(e) COMNAVBASESANDIEGOINST 5530.2A
(f) NAVADMIN 061/95
(g) PACADMIN 019/95
(h) COMNAVSURFPAC 161320Z May 95
(i) COMNAVSURFPAC 210809Z Jun 95
(j) OPNAVINST 5090.1A
(k) COMNAVSURFPACINST 5090.1C
(l) COMNAVBASESANDIEGOINST 5090.1B

1. Concept. This appendix establishes reporting requirements and emergency procedures to be used in the event of special incidents, such as bomb threats or other dissident activities, which occur within San Diego area commands. Special incidents that affect one or several commands and not necessarily known by others in the area, may require an emergency sortie.

2. Action

a. OPREP-3/Unit SITREP. Special incidents involving forces in San Diego for which reports are required by reference (a) (OPREP-3) and reference (b) (Unit SITREP) will include as info addressees, at a minimum, CINCPACFLT, the TYCOM/TYCOM REP, SOP/SOPA San Diego, appropriate SOP/SOPA Sub-area Commander and COMNAVBASE San Diego. Special incidents involving forces in San Diego for which reports are required by reference (c) (Violent Crime Unit SITREP) will also include the local NCIS field office, NAVCRIMINSERV WESTREG San Diego and DIRNAVCRIMINSERV Washington D.C. as information addressees. Violent Crime Unit SITREPs will be formatted as indicated in paragraph 2f.

b. Bomb and Bomb Threat Incidents. In the event of any bomb or similar threat directed toward a ship or a number of ships in San Diego Harbor, the following apply:

(1) A ship receiving a bomb threat or finding a suspected bomb shall immediately sound security alert and notify appropriate station security, fire department, Explosive Ordnance Disposal (EOD) and Pier SOPA, where applicable. A shore command/pier sentry receiving a bomb threat or finding a suspected bomb shall immediately secure the building/pier and notify appropriate station security, fire department, EOD and station Command Duty Officer (CDO)/Pier SOPA.

(2) Pier SOPA/station CDO shall take charge to evacuate and search the area with the assistance of appropriate agencies

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(e.g., EOD, fire department). SOPA Sub-area East or SOPA (as appropriate) shall be notified and periodically updated in the status of the situation.

c. Terrorist Threat. Per references (d) and (e), terrorist THREATCONS may be declared by an installation commanding officer for a particular base, COMNAVBASE San Diego for the Regional Commander's area of responsibility or CINCPACFLT for all areas within the Fleet Commander's area of responsibility. In the event a threat condition is established, the following minimum measures will be implemented.

(1) THREATCON NORMAL. A general threat of possible terrorist activity exists, but warrants only a routine security posture.

(2) THREATCON ALPHA. Continue normal security measures with the following modifications:

(a) Notify all mail/supply receiving points to increase vigilance for letter/parcel bombs.

(b) SOP/SOPA and appropriate sub-area commanders coordinate with CTU 31.8.3 for directing ships to initiate preparations for "immediate sortie" as defined in SOPASDINST C5000.2B.

(c) SOP/SOPA sub-area commanders will establish communications with all quay wall/pier SOPAs.

(d) Vessels will rig waterline security lights per ISIC/TYCOM guidance.

(e) Sentries will visually inspect interior of all private vehicles.

(f) Identification cards of all personnel in vehicles, including government vehicles, will be inspected.

(3) THREATCON BRAVO. Continue THREATCON ALPHA procedures with the following additions:

(a) All government vehicles will be visually inspected.

(b) Auxiliary Security Force (ASF) posts on piers and quay walls will be manned.

(c) Increase package/parcel inspections.

(4) THREATCON CHARLIE. Continue THREATCON ALPHA and BRAVO procedures, with the following modifications:

(a) Ships will report "CONDITIONS NORMAL" to Pier SOPA by telephone, radio or messenger at 30 minute intervals.

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Failure to report on time will result in Pier SOPA putting all ships at that pier at security alert until the security situation has been clarified.

(b) Installation commanding officers shall require arming of qualified pier sentry as appropriate.

(c) All civilians, including dependents, and all vehicles will be denied access to piers and quay walls.

(d) Remove previously authorized vehicles from piers, allowing no access except for emergency vehicles, immediately required service vehicles (e.g., cranes) and other PWC and contract vehicles required (as determined by pier SOPA) to get ships underway.

(e) Limit pier access to personnel necessary for getting ships underway. Contractor personnel will be provided with direct escorts by ships involved.

(f) Attempt to limit vessel access to a single brow.

(g) Capable vessels will prepare to get underway on one-hour notice. Cycle rudders and screws as an anti-swimmer measure.

(h) All vessels set material condition ZEBRA below decks.

(i) Cease all inport drills.

(j) Post armed qualified pier sentry.

(k) Mount and man belt fed machine guns if available.

(5) THREATCON DELTA. Continue THREATCON ALPHA, BRAVO and CHARLIE procedures, with the following modifications:

(a) Crews will remain on vessels. Only emergency and/or operational access will be permitted.

(b) When directed by SOP/SOPA, commence "immediate sortie" per SOPASDINST C5000.2B.

(c) Ships will report "CONDITIONS NORMAL" to pier SOPA by telephone radio or messenger at 30 minute intervals. Failure to report on time will result in pier SOPA putting all ships at that pier at security alert until the security situation has been clarified.

d. Rape and Sexual Assault (RASA) Reports.

(1) Reference (f) sets forth the Rape and Sexual Assault reporting requirement. Reference (g) tasks PACFLT direct

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reporters with responsibility for collecting and forwarding quarterly reports for commands under their cognizance. It includes the reporting format and clarifies Violent Crime Unit SETREPS are not required for these cases. References (h) and (i) provided further clarification on reporting requirements including which cases do not fall under RASA reporting, reporting timelines and how to route the report.

(2) Commands are responsible for identifying a Data Collection Coordinator who will report cases of suspected rape and sexual assault for the command. Reportable cases are:

(a) Victims who are family members with exception of cases identified under paragraph 2(d).

(b) Victims and alleged perpetrators who are active duty naval service members or reservists on active duty, or are active duty members of another service assigned to the command.

(c) Victims and alleged perpetrators, regardless of their duty status, military affiliation, or nationality when the incident occurred in an area under Navy control of jurisdiction.

(d) The following cases do not fall under RASA reporting requirements and should be reported via Violent Crime SITREP and local referral to the Family Advocacy Center: cases involving suspected sexual assault and rape where the victim and alleged offender are married, or when the victim is under age 18.

(3) Reports are to be submitted via message in the format provided in Example 1 following this annex within ten days of receiving the report. Status reports are to be submitted monthly when new information is available. Status reports, including reports of no new information, are required on all open cases by the 25th of the month preceding the end of the quarter.

(4) Per references (h) and (i), reports will be sent to COMNAVSURFPAC N461 and N00J with INFO copy to CINCPACFLT N163 and the local Family Service Center, (e.g., NAVSTA San Diego//12//NAS North Island//93//NAS Miramar//230//SUBASE San Diego//07//).

(5) Sexual Assault Victim Intervention Coordinators are located at Navy Family Service Centers in the San Diego area and can assist with referrals for the victim, and command training on sexual assault prevention.

e. Violent Crime Unit SITREP

(1) Any incident falling within local military jurisdiction and characterized as an assault on an individual, or a more serious crime, which does not meet the criteria for reporting as specified in references (a) and (b) will be reported per reference (c) via a Violent Crime Unit SITREP message to the unit's ISIC, with CINCPACFLT, the appropriate TYCOM/TYCOM Rep,

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COMNAVBASE San Diego, SOP/SOPA San Diego, SOPA Admin San Diego and the appropriate Sub-area Commander as information addressees.

(2) Violent Crime Incident Reports will be submitted within 24 hours of the incident being reported in the format indicated in Example 2 following this annex.

(3) This report is to cover only those incidents meeting the above criteria of an assault against an individual or a more serious crime which would not be reported under the guidance of references (a) or (b) or subparagraph 2(e) above.

f. Oil and Hazardous Substance Pollution Incident Reports

(1) All oil discharges and Hazardous Substance (HS) releases that meet or exceed the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) "reportable quantities" as identified in reference (g) shall be reported immediately to the National Response Center (NRC) at U.S. Coast Guard Headquarters. Notification shall be made by telephone (1-800-424-8802) and shall report as much of the information requested per references (j) through (l).

(2) All Oil and Hazardous Substance (OHS) pollution incidents shall be reported immediately to the appropriate Navy On Scene Commander (NOSCDR) (the designated authority immediately responsible for that area) and the Navy On Scene Coordinator (NOSC) (COMNAVBASE San Diego) by telephone or the quickest means possible. The originator of the spill will then send an Oil Spill or HS Release Report by message, with an After Action Report message per references (j) through (l). Contact COMNAVBASE San Diego if the NOSCDR cannot be determined. USCINCPAC HONOLULU HI (CODE J4), CINCPACFLT, the TYCOM/TYCOM REP, SOPA San Diego, SOPA ADMIN San Diego and the appropriate SOP/SOPA Sub-area commander shall be included as information addressees on all message reports.

(3) Any pollution incident of oil, gasoline, jet fuel or any HS which results from catastrophic events or other causes, or is subject to geo-political implications shall be immediately reported via OPREP-3 in addition to the Oil and Hazardous Spill report.

(4) If a release occurs while transferring fuel or HS and the responsibility cannot be readily determined or agreed upon, the delivering unit shall submit the initial O/HS pollution incident report to preclude excessive delay.

(5) If the source of a pollution incident is unknown, the first Navy unit on the scene at the location shall make the initial pollution incident report.

g. Precedence for the above reports will be assigned as determined by the circumstances.

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h. SOPA ADMIN/COMNAVBASE San Diego will readdress above reports if they are considered to be of benefit to other local commands.

i. Follow-up reports will be required only if additional information develops. However, violent crime reports will be clearly identified in the subject line as "INITIAL" or "FOLLOW-UP" as appropriate. The statement "FINAL REPORT THIS INCIDENT" may be indicated in Line I of the SITREP if no further reports are anticipated.

j. Public Affairs Considerations. See Article 813.

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EXAMPLE 1

RAPE AND SEXUAL ASSAULT REPORTING FORMAT

FM (Name of Originator)
 TO COMNAVSURFPAC SAN DIEGO CA//N461/N00J//
 INFO CINCPACFLT PEARL HARBOR HI//N163//
 SUBJ/RAPE AND SEXUAL ASSAULT REPORT (RASA)//
 REF/A/RMG/CINCPACFLT/072233ZMAY95//
 REF/B/RMG/COMNAVSURFPAC/161320ZMAY95//
 REF/C/RMG/COMNAVSURFPAC/210809ZJUN95//

NARR/REF A IS PACADMIN 019/95 WHICH DELINEATES REPORTING FORMAT FOR RASA DATA COLLECTION; REFS B AND C PROVIDE COMNAVSURFPAC CLARIFICATION FOR RASA REPORTING//

RMS/1. PER REFS A, B, AND C, THE FOLLOWING IS SUBMITTED:

A. GENERAL INFORMATION

- (1) DATE OF REPORT: (DAY, MONTH, YEAR)
 (2) TYPE OF REPORT: INITIAL, CONTINUATION (STATUS), FINAL
 (3) POC AND COMMAND SUBMITTING REPORT:
 COMMAND/FSC AFFILIATION: USN USMC
 (4) INCIDENT REPORT NUMBER: CONSISTING OF REPORTING COMMANDS UIC; LAST TWO DIGITS OF THE FISCAL YEAR IN WHICH RAPE/ASSAULT OCCURRED; SEQUENTIAL NUMBER CORRESPONDING TO THE NUMBER OF SEXUAL ASSAULTS REPORTED BY UIC IN THAT FISCAL YEAR. (UIC-YR-CASE#; I.E. 00070-95-0011)

NOTE: AN INCIDENT WILL RETAIN ITS INCIDENT REPORT NUMBER EVEN IF REPORTING RESPONSIBILITY IS TRANSFERRED TO ANOTHER INSTALLATION.

B. VICTIM INFORMATION

- | | |
|------------------------------------|---------------------------|
| (1) (A) AFFILIATION: | (B) STATUS: |
| USN, USMC, USAF | ACTIVE DUTY, RETIRED |
| USA, USCG | RESERVIST ON ACTIVE DUTY |
| DOD EMPLOYED CIVILIAN | FAMILY MEMBER ACTIVE DUTY |
| CIVILIAN (NO MILITARY AFFILIATION) | FAMILY MEMBER RETIRED |
| | CIVILIAN FAMILY MEMBER |
- (2) AGE
 (3) GENDER M/F
 (4) RACE: WHITE, BLACK, HISPANIC, AMERICAN INDIAN/ALASKAN NATIVE, ASIAN/PACIFIC ISLANDER, OTHER
 (5) (A) INITIAL CONTACT/ENTRY INTO NAVAL SYSTEM: MEDICAL TREATMENT FACILITY, FSC, CHAPLAIN, OTHER, BASE/COMMAND SECURITY/MP'S, DUTY OFFICE/QUARTERDECK CIVILIAN LAW ENFORCEMENT AGENCY

(B) DATE OF INITIAL CONTACT: (DAY, MO, YR)

- (6) (A) USE OF ALCOHOL? YES/NO/UNKNOWN
 (B) USE OF DRUGS? YES/NO/UNKNOWN
 (C) USE OF WEAPON? YES/NO/UNKNOWN IF YES-TYPE

C. ALLEGED OFFENDER INFORMATION (IF KNOWN) (IF MORE THAN ONE, RESTATE C.1 THROUGH C.8 FOR EACH ALLEGED OFFENDER IDENTIFYING ALLEGED OFFENDER NUMBER X OF X AND INSERT PRIOR TO SECTION D)

- (1) (A) NUMBER OF ALLEGED OFFENDERS
 (B) ALLEGED OFFENDER NUMBER X OF X

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- (2) AGE
- (3) GENDER M/F
- (4) RACE: WHITE, BLACK, HISPANIC, AMERICAN INDIAN/ALASKAN NATIVE, ASIAN/PACIFIC ISLANDER, OTHER
- (5) RELATIONSHIP TO VICTIM: EX-SPOUSE, FAMILY MEMBER (OTHER THAN SPOUSE), ACQUAINTANCE/FRIEND, GIRL/BOYFRIEND, SHIP-MATE/CO-WORKER, NO KNOWN RELATIONSHIP; I.E. STRANGER, OTHER
- (6) (A) USE OF ALCOHOL? YES/NO/UNKNOWN
(B) USE OF DRUGS? YES/NO/UNKNOWN
(C) USE OF WEAPON? YES/NO/UNKNOWN
- (7) TYPE OF ASSAULT: RAPE, FORCIBLE SODOMY, FORCIBLE SODOMY (SAME GENDER), INDECENT ASSAULT, INDECENT EXPOSURE
- D. ASSAULT DYNAMICS/CIRCUMSTANCES
 - (1) DATE OF ASSAULT: (DAY, MO, YR) & LOCAL TIME OF INCIDENT
 - (2) LOCATION OF ASSAULT: (CHECK ALL THAT APPLY)
 - ON-BASE, US
 - ON-BASE, OVERSEAS
 - ABOARD SHIP, AT SEA
 - OFF-BASE, US
 - OFF-BASE, OVERSEAS
 - ABOARD SHIP, AT PORT
- E. INVESTIGATION/RESOLUTION (IF MORE THAN ONE ALLEGED OFFENDER, RESTATE E.1 THROUGH E.8 FOR EACH OFFENDER IDENTIFYING AS NUMBER X OF X AND INSERT PRIOR TO SECTION F)
 - (1) LEAD CRIMINAL INVESTIGATION AGENCY: NCIS, U.S. CIVILIAN LAW ENFORCEMENT, FOREIGN CIVILIAN LAW ENFORCEMENT COMMAND SECURITY/MILITARY POLICE, OTHER
 - (2) CRIMINAL INVESTIGATION RESULTS:
 - (A) WAS INVESTIGATION INITIATED? YES/NO
 - (B) STATUS: IN PROGRESS, COMPLETED
 - (C) RESULTS: RESOLVED/SUBSTANTIATED; UNFOUNDED/UNSUBSTANTIATED; UNRESOLVED; FALSE REPORT
 - (3) ALLEGED OFFENDER DISPOSITION:
 - (A) ADMINISTRATIVE
 - SANCTIONS
 - NON JUDICIAL PUNISHMENT (NJP),
 - ADMINISTRATIVE SEPARATION
 - NO ACTION TAKEN
 - OTHER (I.E. EMI, P-13, COUNSELING, ETC.)
 - (B) JUDICIAL
 - SUMMARY, SPECIAL, GENERAL COURT-MARTIAL, CIVILIAN TRIAL
 - (4) RESULTS OF COURT-MARTIAL/CIVILIAN TRIAL:
 - GUILTY, NOT GUILTY/ACQUITTED, MISTRIAL/CASE DISMISSED ON MOTION PRIOR TO TRIAL ON MERITS
 - (5) RESULTS OF ADMINISTRATIVE BOARD:
 - (6) CHARGES CONVICTED OF:
 - RAPE, FORCIBLE SODOMY, FORCIBLE SODOMY (SAME GENDER), INDECENT ASSAULT, INDECENT EXPOSURE, ASSAULT WITH INTENT TO COMMIT RAPE, ASSAULT WITH INTENT TO COMMIT SODOMY, OTHER
 - (7) IF ALLEGED OFFENDER WAS FOUND GUILTY RESULTS:
 - (A) MILITARY
 - DISCHARGED (SPECIFY IN COMMENTS)
 - FORFEITURE/FINE (SPECIFY IN COMMENTS)
 - CONFINEMENT/IMPRISONMENT (SPECIFY IN COMMENTS)
 - REDUCTION IN PAYGRADE

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LOSS OF LINEAL NUMBER (SPECIFY IN COMMENTS) OTHER
(B) CIVILIAN COURTS
CONFINEMENT (SPECIFY IN COMMENT)
FINE (SPECIFY IN COMMENTS)
MANDATORY COUNSELING/OTHER

F. COMMENTS: (AMPLIFYING/ADDITIONAL INFORMATION)

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EXAMPLE 2

VIOLENT CRIME REPORTING FORMAT

FM: (Reporting command)//
TO: ISIC
INFO: CINCPACFLT PEARL HARBOR HI//N01/N468//
(TYCOM/TYCOM REP)//
COMNAVBASE SAN DIEGO CA //N3//
SOPA SAN DIEGO CA//
SOPA ADMIN SAN DIEGO CA//N30//
SOPA SUB-AREA (as appropriate)
NAVCRIMINSERVFO SAN DIEGO CA//11SD//
NAVCRIMINSERV WESTREG SAN DIEGO CA//11HQ//

RUWDXFG/(Reporting command)//Code//
BT
UNCLAS //N05500//
MSGID/UNIT SITREP/(Reporting command)/(Message No.)/(Month)//
SUBJ/VIOLENT CRIME REPORT - INITIAL (or FOLLOW-UP as appropriate)//
REF/(Initial SITREP or other reference as appropriate)//
NARR/(Reference narrative as appropriate)//
POC/(Command representative with knowledge of incident)//
GENTEXT/FOLLOWING VIOLENT CRIME UNIT SITREP IS PROVIDED:
A. LOC/DTG (Local time, date and exact location of incident)
B. CATEGORY (Specific Offense/Crime)
C. VICTIM 1: (Rank/grade, sex, race and age)
VICTIM 2: (Rank/grade, sex, race and age)
SUSPECT 1: (Rank/grade, sex, race and age)
SUSPECT 2: (Rank/grade, sex, race and age)
D. DRUG/ALCOHOL USE:
VICTIM 1: (Yes/No/Suspected/Unknown)
VICTIM 2: (Yes/No/Suspected/Unknown)
SUSPECT 1: (Yes/No/Suspected/Unknown)
SUSPECT 2: (Yes/No/Suspected/Unknown)
E. GANG RELATED:
VICTIM(S): (Yes/No/Suspected/Unknown)
SUSPECT(S): (Yes/No/Suspected/Unknown)
F. FIRST REPORT: (Local time, date, and agency/command)
G. WEAPONS: (Description of weapons used)
H. SUMMARY: (All available details of incident)
I. ADDITIONAL: (Press interest, mission impact, pending investigation, pending charges, reason drug/alcohol use or gang activity is suspected, date of last crime & awareness training etc).//

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ANNEX WSAN DIEGO SECURITY SENTRY PROCEDURE AND TRAINING

Reference: (a) OPNAVINST 5530.14B

1. Background. This annex establishes San Diego wide standardized policies for quay wall/pier security sentry watchstanding procedures and training consistent with the intent of reference (a).

2. Quay Wall/Pier Sentry Responsibilities and Duties

a. Duties of the Pier Sentry

(1) The primary duty of the pier sentry is security of the pier.

(a) Sentries provide early warning for all ships at the pier.

(b) Sentries shall sound security alert immediately upon any unauthorized intrusion or attempted intrusion of the pier by:

1. Sound four blasts on whistle and immediately energize duress light/siren as available.

2. Send messenger to notify ships of security alert.

3. Call base police.

4. Notify Pier SOPA or nearest ship's quarter-deck.

5. Do not leave your post unattended.

6. Use available personnel at the scene to secure the area and detain suspects.

7. Do not become distracted, thereby jeopardizing gate security.

(c) Sentries shall check all pedestrians, drivers and occupants of vehicles for identification.

(d) Sentries shall detain any person, regardless of rank, who does not display proper identification.

(e) Sentries shall use gates to control access of vehicles entering the pier area. Gates are to remain in a closed position and all vehicles will be stopped outside the gate area, the driver and occupants will be checked for proper identifica-

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tion and reason for access. No vehicle will be allowed to follow another vehicle onto the pier.

(f) Sentry shall ensure any Privately-Owned Vehicle (POV) has a valid pier pass as required by local instructions, clearly visible in windshield before allowing access to the pier.

(2) Ensure fire lanes are kept clear and notify pier SOPA if vehicular congestion becomes excessive. Call base police for removal of unauthorized/unattended vehicles reported by rover or other competent authority.

(3) The pier sentry is responsible for notifying pier SOPA in any situation other than normal.

(4) The pier sentry is responsible for complying with all posted directives.

(5) The pier sentry is responsible for condition of the pier sentry shack and installed alarm systems and protecting government property from damage/defacing.

(6) Ensure the safety of returning crewmembers.

(7) Maintain an accurate log of all vehicles on the pier, remembering to stay within the vehicle limits allowed on the pier.

(8) Test installed alarm systems, if applicable, on a daily basis as specified by local instructions.

(9) Ensure pier is secured to vehicle traffic, as applicable with local instructions.

(10) Monitor pier activities and prevent any attempt to place hazardous material/waste into recycle bins or trash dumpsters.

(11) Pier cleanliness - Ensure no activity, Navy or civilian set/leave any disposed material of any description on the pier.

b. Duties of the Roving Patrol (if assigned). Assist pier sentry as directed.

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ANNEX W

APPENDIX I

ORDERS TO SENTRIES

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from the post more distant from the quarter-deck than my own.
5. Quit my post only when properly relieved.
6. Receive, obey and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, Pier SOPA and petty officer of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the Pier SOPA in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night and during threat conditions. When challenges are required, challenge all persons on or near my post and allow no one to pass without proper authority.

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ANNEX WAPPENDIX IICONDITIONS FOR THE USE OF DEADLY FORCE

References: (a) SECNAVINST 5500.29B
(b) OPNAVINST 5530.14B
(c) OPNAVINST 5580.1

1. Specific guidance on the use of deadly force is contained in references (a) and (b). Applicable portions are included herein. Deadly force is that force which a person uses with the purpose of causing death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed and only under one or more of the following conditions:

a. Self-Defense. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

b. Property Involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. Threatened theft of, damage to or espionage aimed at property or information specifically designated in writing by a commander or other competent authority as vital to the national security; to prevent the actual theft of, damage to or espionage aimed at property or information which, though not vital to the national security, is of substantial importance to the national security; or to apprehend or prevent the escape of an individual whose unauthorized presence in the vicinity of property or information vital to the national security reasonably appears to present a threat of theft, sabotage or espionage. Property will be specifically designated as vital to the national security only when its loss, damage or compromise would seriously prejudice national security or jeopardize the fulfillment of an essential national defense.

c. Assets Not Involving National Security but Inherently Dangerous to Others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which is inherently dangerous to others (i.e., property which in the hands of an unauthorized individual presents a substantial potential danger of death or serious bodily harm to others).

d. Serious Offenses Against Persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (such as murder, armed robbery, or aggravated assault).

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e. Apprehension. When deadly force reasonably appears to be necessary to apprehend or prevent the escape of a person reasonably believed to have committed an offense of the nature specified in paragraphs 1b and 1d above.

f. Escapes. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner.

2. In order to comply with local law, a commander may impose further restrictions on the use of deadly force if, in the commander's judgment, such restrictions would not unduly compromise important security interests of the United States.

a. An order to halt will be given before a shot is fired.

b. Firing a warning shot is a safety hazard and is prohibited.

c. Shots will not be fired if they are likely to endanger the safety of innocent bystanders.

3. No individual will be permitted to perform security duties until they have received instructions on applicable regulations relating to the use of force. Use of force training shall be repeated periodically for personnel assigned these duties ensuring knowledge of governing directives.

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ANNEX WAPPENDIX IIIPERSONNEL QUALIFICATION STANDARDS (PQS)
FOR RESTRICTED AREA SENTRY/ROVER

References: (a) SECNAVINST 5500.29B
(b) OPNAVINST 5530.14B
(c) OPNAVINST 3120.32C

1. Discussion. In order to ensure a standardized method in accomplishing overall training for San Diego area naval sentries, the following PQS regimen is directed.

2. Action. Completion is required before assigning personnel to duty. This training is required on a one time basis only and shall be documented by page 13 entry in order to maintain continuity. Entry shall state that sentry training has been accomplished per this instruction.

3. Sentry Fundamentals

a. Discuss procedure for checking identification cards.

- (1) Proper photograph.
- (2) Correct expiration date.
- (3) All information filled in on both sides.

b. Discuss proper identification accepted for restricted area access.

- (1) Military I.D. card.
- (2) Military dependent I.D. card.
- (3) Public Works Center I.D. card.
- (4) Commercial contractor I.D. card.
- (5) Naval Station/Naval Shipyard I.D. card.
- (6) Photograph I.D. required in all cases.

c. Discuss procedures for unacceptable identification.

(1) Personnel with other than acceptable I.D. (escorted by host ship).

(2) Personnel with questionable I.D. (tampered, expired, etc.) (call station police and notify chain of command).

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d. Discuss regulations for vehicle orders for sentries/rovers as listed in references (a) and (b) and in this instruction.

e. Discuss sentry responsibilities and duties.

f. Complete training as prescribed in Annex W, Appendix IV of this instruction.

g. Discuss required watchstander equipment.

(1) Whistle.

(2) Guardbelt.

(3) Straight baton (see Annex W, Appendix IV).

h. Discuss use of available duress and emergency procedures and equipment.

(1) Whistle (four blasts).

(2) Messenger.

(3) Telephone.

(4) Station police.

(5) Other officers/petty officers in area.

i. Discuss the rules that apply to all watchstanders when relieving the watch as listed in reference (c), Article 414.

j. Discuss the orders to the sentries in reference (c), Article 405.

k. Discuss the circumstances under which force may be used (references (a) and (b)).

l. Emergency Conditions. There will be many situations that may confront the sentry. Some examples are:

(1) Discuss watch station responsibilities and initial actions during the following drills/emergencies:

(a) Unauthorized restricted area access.

(b) Hostage situation.

(c) For pier sentries: unknown swimmer/diver near ship/pier.

(d) Bomb or bomb threat.

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- (e) Explosion.
- (f) Forceful entry to restricted area by vehicles or personnel.

(g) Photographs being taken by person(s).

(2) In all cases initial response is the same:

- (a) Sound four blasts on whistle.
- (b) Call station police.
- (c) Contact chain of command.

n. Systems. There are no systems to be discussed for this watch station.

o. Watch Station - Sentry. Estimated completion time: one week. Before starting your assigned tasks, complete the following:

Fundamentals: (20% of watch station)

(1) Tasks

- (a) What are the steps of this procedure?
- (b) What are the reasons for each step?
- (c) What communications must be established?
- (d) Perform the task.
- (e) Check I.D. of personnel entering pier.

Signature Date

(f) Screen vehicles entering restricted area.

Signature Date

(g) Demonstrate proper duress whistle blasts.

Signature Date

NOTE: Completion of tasks comprises 15% of watch station.

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(2) Infrequent Tasks

(a) Demonstrate proper method of detention of individuals.

Signature Date

(b) Demonstrate proper methods of reporting emergency /intruder conditions.

Signature Date

(c) Discuss location of emergency phone #'s.

Signature Date

(d) Discuss unauthorized, unattended vehicles.

Signature Date

NOTE: Completion of infrequent tasks compromises 15% of watch station.

(3) Abnormal Conditions. None to be discussed.

(4) Emergencies

(a) What immediate action is required?

(b) Perform or simulate the immediate action for this emergency.

(c) Unauthorized pier relationships.

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ANNEX W

APPENDIX IV

SOP/SOPA SAN DIEGO SECURITY SENTRY TRAINING GUIDELINES

1. Discussion. In order to provide standardization and effectiveness of naval sentries in the San Diego area, Tabs A, B and C are provided. This training will provide the minimum preparedness necessary for sentries to defend themselves and their posts should the need arise.

2. Action. Tabs A through C to this appendix are to be provided to each sentry before assignment to post. Training is required on a one time basis only and should be indicated as a page 13 entry in member's service record for continuity. Training shall be conducted by E-5 or above of the Master-at-Arms rating.

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ANNEX W

APPENDIX IV

TAB A

USE AND APPLICATION OF THE STRAIGHT POLICE BATON

INSTRUCTORS GUIDE

****SAFETY NOTICE****

WARNING

The attention of instructions is directed to the "Minimum Force" concept. Even though the techniques which are taught are restricted to those that would immobilize or temporarily disable an adversary, close observation by the instructor is required in order to minimize injuries to students.

NEVER ATTEMPT THE PHYSICAL PORTION OF THE POLICE BATON TECHNIQUES BEFORE UNDERGOING A PERIOD OF "LOOSENING UP" EXERCISES WITH COMPLETE STUDENT PARTICIPATION.

In any physical confrontation there must be a winner and a loser. The intent of this instruction is to afford prospective physical security sentries a decided advantage, in these situations, which they didn't have before.

****SAFETY NOTICE****

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SOPA SAN DIEGO SECURITY TRAINING SYLLABUS

Topic: Use and Application of the Straight Police Baton

Time: Classroom 0.5 Hours
Laboratory 4.5 Hours

INSTRUCTIONAL MATERIALS:

A. References:

1. The Koga Method: Police Baton Techniques, KOGA/NELSON.

B. Training Aids:

1. Human Body Chart.
2. Guard Belt.
3. Baton.
4. Baton Speed Ring.

C. Training Aid Equipment:

1. Pointer.
2. Chalkboard, chalk and eraser.

TERMINAL OBJECTIVE:

When the students complete this course, they will be able to:

IDENTIFY and DEMONSTRATE the proper use of physical restraint, self defense, apprehension and search techniques while applying the concept of minimum force per applicable publication.

ENABLING OBJECTIVES:

When the students complete this course, they will be able to:

GIVEN standard police baton and following the correct steps of procedure, DEMONSTRATE the basic movements of the Koga Method of police baton utilization per applicable publications.

DEMONSTRATE the correct striking areas of the human body in relationship to the use of the standard police baton as specified in applicable publications. A score of 70% must be attained on a final written comprehensive test.

CRITERION TEST:

- A. Comprehensive written final examination at end of course.

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OUTLINE OF INSTRUCTION

I. Introduction

- A. Establish contact.
- B. Establish readiness.
- C. Establish effect.
- D. Overview.

1. When the students complete this lesson topic, they will be able to:

a. Given a standard police baton and following the correct steps of procedure, they will DEMONSTRATE the basic movements of the Koga Method of police baton utilization.

b. DEMONSTRATE the correct striking areas of the human body in relationship to the use of standard police baton and the levels of force pertaining to each striking area.

c. IDENTIFY the non-striking areas of the human body in relationship to the use of the standard police baton.

INSTRUCTOR ACTIVITY

- A. Introduce yourself and the topic.
- B. Get students ready.
- C. Bring out the need and value of the material being presented.
- D. State information necessary to guide the student conduct during the lesson regarding:
 1. Notes.
 2. Questions.
 3. Information testable.

II. PRESENTATION

- A. Characteristics of the Standard Police Baton (Hour 1).
 1. 26 inches in length.
 2. 1 1/4 inches in diameter.
 3. Approximately 18 oz. in weight.

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4. Does not have a handle.
5. Does not have a lanyard.
6. Has rounded ends.
7. Made of hardwood.
 - a. Ash.
 - b. Oak.
8. Grommet to keep baton in speed ring.

B. LEVELS OF FORCE

1. Verbal.
2. Physical Apprehension and Restraining Techniques (PART).

STRESS MINIMUM FORCE: only that force that is reasonable and "necessary."

C. NON-STRIKING AREAS

1. Head.
2. Heart.
3. Spine.

INSTRUCTOR ACTIVITY

Display straight baton and discuss characteristics.

D. STRIKING AREAS

1. Collarbone
 - a. Medium
2. Shoulder tip
 - a. Light
3. Bicep
 - a. Heavy
4. Elbow
 - a. Light

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5. Forearm
 - a. Medium
6. Hand
 - a. Light
7. Ribs
 - a. Medium
8. Kidneys
 - a. Light
9. Groin
 - a. Light
10. Thigh
 - a. Heavy
11. Knee
 - a. Front - light
 - b. Back - medium
12. Shin
 - a. Light
13. Calf
 - a. Medium
14. Ankle
 - a. Light
15. Foot
 - a. Light
16. Shoulder blade
 - a. Medium
17. Buttocks
 - a. Heavy

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INSTRUCTOR ACTIVITY

Instructor will demonstrate what is meant by a heavy, medium or light blow. (Position of hand before baton is snapped.)

NOTE: If student is right handed, the left side of the body is considered to be the weak side, for left handed people, it is just the opposite.

1. Minimum Force

E. WEAK HAND MOVEMENTS

1. Interrogation position. Use when talking to a subject not in custody.

a. Stop approximately four feet from the suspect.

b. Place your weak foot forward with you toes aimed at the suspect.

c. Place your strong foot to the rear and side approximately 18 inches from the weak foot; the strong foot should be at an angle of 45 to 90 degrees to the weak foot.

d. Turn your upper body away from the suspect.

e. Place your weak hand on your baton.

(1) The baton is held between your thumb and index finger.

(2) The weak hand is holding the baton approximately an inch above the speed ring.

(3) The baton is held straight up and down position along the seam of your weak leg.

f. Your strong hand is kept free to accept the suspect's I.D. card or to defend yourself against attack.

2. Slide step

a. Used to take up distance between you and the suspect.

b. Pick up forward foot just enough to clear ground, step forward about 12 inches.

c. Drag rear foot.

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3. Blow from the ring

a. The blow from the ring is aimed at the suspect's solar plexus area.

b. The baton is brought straight forward from the ring striking the suspect in the solar plexus.

c. Bring the baton back into your strong hand.

d. The baton is now in the ready position.

(1) The weak hand is under the front of the baton; the strong hand is over the rear of the baton.

(2) While you are using the baton with the weak hand movements, the position of your hands on the baton will not change.

4. High U-Turn

a. The high U-turn is aimed at the suspect's pectoral muscle.

b. The baton is held in a two finger grip in both hands. The baton is held between the thumb and index finger of each hand.

c. The baton is brought to the rear and then upward from a sideways U pattern. The open side of the U is towards the suspect.

d. Just before the baton strikes the suspect, grip the baton with all fingers of each hand.

e. At point of impact, your wrists should be straight and under the baton, your elbows are into your side, the baton is held parallel to the deck just under your chin level; the baton will not travel past your body.

5. Low U-Turn

a. The low U-turn is aimed at the suspect's lower torso area.

b. The baton is held in a two finger grip in both hands. The baton is held between the thumb and index finger of each hand.

c. The baton is brought to the rear and then downward to form a sideways U pattern. The open side of the U is always toward the suspect.

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d. Just before the baton strikes the suspect, grip the baton with all fingers of each hand.

e. At the point of impact your wrists should be straight, your elbows are into your side; the baton is held parallel to the deck at approximately belt level, the baton will not travel past your body.

6. U-Turns to the Rear

a. The high U-turn to the rear is aimed at the suspect's pectoral muscle; the low U-turn to the rear is aimed at the suspect's lower torso. The U-turns to the rear are used against a suspect attacking you from your rear.

b. The baton is held in a two finger grip in both hands. The baton is held between the thumb and index finger of each hand.

c. The baton is either in the high or low U-turn position.

d. Pivot your feet so that you are in a balanced position toward the suspect. Short slide step is necessary to close the distance. For balance and protection against groin attack.

e. Drive the baton straight from its U-turn position to its aiming point on the suspect attacking you from your rear.

f. If necessary, bring the baton through a U-turn movement either to the high or low U-turn position as practical to subdue the suspect.

(1) This movement is a "mirror image" of the high or low U-turn to the front.

(2) The open side of the U will always be towards the suspect you are attempting to strike.

7. Chop to the rear

a. The chop stroke is aimed at the suspect's collar-bone area or pectoral muscle. It is used against a suspect attempting to attack you from the rear.

b. You are in the ready position with the baton held in a two finger grip. The baton is held between the thumb and index finger grip.

c. Look to your rear; locate your attacker.

d. Turn your body stepping toward the suspect with your weak foot while bringing the baton down in a chopping motion

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onto the suspect's collarbone. Keep the web between your thumb and index finger over the top of the baton. To prevent the baton from breaking loose and striking you.

e. The baton should finish the chop in a position 45 degrees across the front of your body.

f. As soon as you finish the chop to the suspect, quickly pull the baton to a 45 degree angle across and close in to your body.

8. Butt Stroke

a. The butt stroke is aimed at the center of the suspect's solar plexus area. It is generally used against a suspect attacking you from your rear. The butt stroke is generally used directly after a chopping stroke.

b. You are in the finishing position of the chop stroke. Weak foot forward, strong foot to the rear with the baton held close in to the body at a 45 degree angle.

c. Step forward with your strong foot.

d. Bring the butt end of the baton forward into the center of the suspect's solar plexus area.

e. After hitting the suspect, pull the baton back to your body at a 45 degree angle.

Instructor will demonstrate each movement and will then lead the class through each movement correcting each student as necessary.

F. STRONG HAND MOVEMENTS

1. Baton Snap Technique

a. Baton is held in open hand between thumb and index finger.

b. Baton is snapped by bending the wrist forward and closing the last three fingers of your hand on the baton.

2. Baton Fighting Position

a. The baton fighting position is utilized whenever violent action has taken place or you have reasonable cause to believe violent action will immediately occur.

b. Stop approximately four feet from the suspect.

c. Place your strong foot forward with your toes aimed at the suspect.

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d. Place your weak foot to the rear and side approximately 18 inches from the strong foot; the weak foot should be at an angle of 45 to 90 degrees to the strong foot.

e. Turn your upper body away from the suspect.

f. The baton is held in your strong hand behind your strong knee. The baton is held between your thumb and index finger.

g. Your weak hand is held with the fingers spread approximately 8 to 12 inches in front of your face. Your arm and elbow are held down next to your body to protect against the suspect's attack.

3. Knee Shots

a. Knee shots are utilized to break up fighting groups and to move unruly crowds back. Knee shots are done from the baton fighting position.

b. The baton is snapped forward from behind your knee at the suspect's lower torso and legs.

4. Distraction Movement

a. The distraction movement is used to, as its name implies, distract the suspect. The distraction movement is done from the baton fighting position.

b. Bring the baton quickly upward in circular movement from behind your strong knee, past the suspect's facial area and then quickly back behind your knee or into another movement.

5. Disarming Blow

a. The disarming blow is used to allow you to disarm an armed suspect quickly with minimum force. The disarming blow is done from the baton fighting position.

b. The disarming blow is aimed at the center of the suspect's forearm.

c. Bring the baton from behind the knee in a rapid sideward motion against the suspect's movements.

d. Either return the baton to behind your knee or go to another movement.

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6. Forehand Blow

a. The forehand blow is used whenever it is to your advantage to strike the suspects from above. The forehand blow is done from the baton fighting position.

b. Bring the baton from behind your strong knee in a upward motion around your head in a two finger grip. The baton is held between your thumb and index finger in your strong hand.

c. As soon as the baton has gone around your head, strike downward at the suspect's body from the stronger shoulder. Use the slide step as necessary to close distance to suspect.

d. Snap the baton over properly just prior to striking the suspect.

e. Either return the baton to behind your knee or begin another movement.

7. Back-hand Blow

a. The back-hand blow is usually used against a suspect's lower torso area. The back-hand blow is done from the baton fighting position.

b. Bring the baton from behind the strong knee.

c. Roll your strong hand palm up.

d. Cradle the baton between your thumb and index finger.

e. Roll your hand over the baton.

f. Bring your strong hand back to your weak hand bicep, palm up.

g. Bring the baton forward in an arc.

h. Snap the baton over properly just prior to striking the suspect. Use slide step as necessary.

i. As soon as your baton has struck the suspect, either return it to the baton fighting position or begin another movement.

INSTRUCTOR ACTIVITY

Instructor will demonstrate each movement; he will then lead the class through each movement; correct each student as necessary.

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G. BREAK-AWAY TECHNIQUES

1. Rotation

a. The twist-away technique is utilized whenever the sentry has one of his/her hands on the baton and the baton is grabbed by a suspect with one or both of his/her hands.

b. Procedure:

(1) Trap one or both of the suspect's hands to the baton.

(2) Twist the baton against the suspect's wrist until the suspect is forced to the deck.

(3) After you have forced the suspect to the deck, make the suspect release the baton by continuing your twisting motion with the baton.

INSTRUCTOR ACTIVITY

Demonstrate each technique.

III. Application

- A. Questions from the students.
- B. Questions to the students.
- C. Have the students line up and individually demonstrate the proper use of the police baton (utilizing the encounter dummy as the suspect).

IV. Summary

- A. Characteristics of standard police baton.
- B. Level of force.
- C. Non-striking areas.
- D. Striking areas.
- E. Weak hand movements.
- F. Strong hand movements.
- G. Break-away techniques.

V. Evaluation

- A. Comprehensive written final examination.

VI. Homework

- A. None.

INSTRUCTOR ACTIVITY

Ask questions to assure student understanding. Reteach if necessary.

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ANNEX W

APPENDIX IV

TAB B

INTRODUCTION TO IDENTIFICATION, APPREHENSION AND
SEARCH TECHNIQUES

INSTRUCTORS GUIDE

****SAFETY NOTICE****

WARNING

The attention of instructions is directed to the "Minimum Force" concept. Even though the techniques which are taught are restricted to those that would immobilize or temporarily disable an adversary, close observation by the instructor is required in order to minimize injuries to students.

NEVER ATTEMPT THE PHYSICAL PORTION OF THE POLICE BATON TECHNIQUES BEFORE UNDERGOING A PERIOD OF "LOOSENING UP" EXERCISES WITH COMPLETE STUDENT PARTICIPATION.

In any physical confrontation there must be a winner and a loser. The intent of this instruction is to afford prospective physical security sentries a decided advantage, in these situations, which he or she didn't have before.

****SAFETY NOTICE****

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SOP/SOPA SAN DIEGO SENTRY TRAINING SYLLABUS

Topic: Introduction to Identification, Apprehension and Search Techniques

Time: Classroom 1.0 hours
Laboratory 3.0 hours

INSTRUCTIONAL MATERIALS:

A. References:

1. Manual for Courts Martial
2. Shore Patrol Manual (NAVPERS 15106B revised 1973)
3. Chief of Naval Personnel (Message) M-843/Pers-84b-mg Ser 84 120 (5 February 1979)

B. Training Aids Equipment:

1. Chalkboard, chalk and eraser.
2. Pointer.

TERMINAL OBJECTIVE:

When the students complete this course, they will be able to:

IDENTIFY and DEMONSTRATE the proper use of physical restraint, self defense, apprehension and search techniques while applying the concept of minimum force per applicable publications.

ENABLING OBJECTIVES:

When the students complete this course, they will be able to:

IDENTIFY the identification, apprehension and search techniques necessary to perform the basic duties of a Restricted Area Sentry as specified in applicable publications. A score of 70 percent must be attained on a written comprehensive test.

DEMONSTRATE the identification, apprehension and search techniques necessary to perform the basic duties of a Restricted Area Sentry per applicable publications.

CRITERION'S TEST:

- A. Comprehensive written final examination at end of course.

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OUTLINE OF INSTRUCTION

I. INTRODUCTION

- A. Establish contact.
- B. Establish readiness.
- C. Establish effect.
- D. Overview.

1. When the students complete this course, they will be able to:

a. IDENTIFY the Identification, Apprehension and Search techniques necessary to perform the duties of a Restricted Area Sentry.

b. DEMONSTRATE the Identification, Apprehension and Search techniques necessary to perform the duties of a Restricted Area Sentry.

INSTRUCTOR ACTIVITY

- A. Introduce yourself and topic.
- B. Get students ready.
 - 1. Provide motivation,
- C. Bring out need and value of material being presented.
- D. State information necessary to guide student conduct during lesson, regarding:
 - 1. Notes.
 - 2. Questions.
 - 3. Information testable.

II. PRESENTATION

A. Steps of Procedure

- 1. Identification
 - a. Stopping subject for questioning.
 - (1) Stop approximately four feet from subject.
 - (2) Sentry approach subject in a triangle fashion; 45 degree angle to suspect.

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(3) The sentry will identify him/herself as a Restricted Area Sentry.

(4) The sentry instructs the subject to keep his hands open and in plain view.

(5) The sentry will request the subject's I.D. card per MILPERSMAN 4620150.1.

NOTE: If there are two sentries, the most senior will be positioned on the right and do all the talking.

b. Position of the Sentry

(1) Depending on the physical location and reason for stopping the subject, the sentry will position him/herself in one of two positions.

Instructor point out why two different stopping positions. Use chalkboard to demonstrate positions.

(a) If two sentries: One sentry to the left and one sentry to the right of subject at 45 degree angles to suspect about four feet away.

(b) Or: The right sentry to the front of the suspect about four feet away. The second sentry moves to the right of suspect at 45 degree angle or to the right rear of the suspect at a distance of maximum kicking distance (four feet).

(2) In either position, take the interrogation position.

NOTE: Maintain class participation through effective oral questioning.

c. Tact and Firmness

(1) All sentries must use tact combined with firmness. This will avoid much trouble in apprehension.

d. Asking for, holding and reading suspect's I.D. card.

(1) Ask for suspect's military I.D. card; if he/she refuses, then apprehend at once.

(a) MILPERSMAN 4620150, Paragraph 1, UCMJ, Article 92.

2. Female Identification and Apprehension

a. Treat her as a lady as long as she acts as a lady.

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b. If under apprehension, keep a minimum of two sentries with her at all times.

c. If available, use another woman to search suspect.

3. Search of Female Suspects/Prisoners

a. Search of females

(1) Male sentry personnel may search a female suspect's handbag, overcoat or luggage; however, female suspects are not normally subjected to bodily searches except by another woman of the military service, female law enforcement personnel or a physician.

DEMONSTRATE PROPER METHOD OF SEARCHING HANDBAG

(2) If search is deemed appropriate and there is no indication of danger to the apprehending male Restricted Area Sentry, the apprehended female will be transported to a suitable location for a thorough search by female personnel or a physician.

b. Male sentry personnel may perform a "simple frisk" for weapons on a female suspect incident to apprehension, by pulling loose clothing to follow contour of body; use knife edge of hand on top, center and underneath breast; may use knife edge of hand on waist (INSTRUCTOR WILL DEMONSTRATE ON STUDENT) if:

(1) No female military member, female law enforcement personnel or physician is immediately available.

(2) The situation is of such urgency that it warrants a frisk to prevent decreasing security of endangering the Restricted Area Sentry performing the apprehension.

c. In any situation where a male Restricted Area Sentry must perform a frisk of a female suspect, he will advise his immediate supervisor and law enforcement personnel of the situation. A military member can act as a witness to the frisk if law enforcement personnel are not on scene to perform the frisk. Following the frisk, the female suspect will be removed from the scene to a suitable location for a thorough search by female personnel or a physician.

4. Search of Males by Females

a. The policy as set forth in the preceding paragraph applies to the female Restricted Area Sentry in their dealing with male suspects.

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5. Importance of Proper Procedure

a. Remember that in all search situations, Restricted Area Sentries must consider their actions and attitudes or deviation from established procedures during this critical phase of an apprehension can not only endanger the reputation of the military, it can physically endanger personnel.

B. Apprehension

1. When apprehension is decided on, the sentry must plainly state to the suspect, "YOU ARE UNDER APPREHENSION."

INSTRUCTOR STRESS THE MINIMUM FORCE NECESSARY TO EFFECT THE APPREHENSION.

2. May only use minimum force necessary to effect an apprehension.

3. Use whatever method available to you to notify your supervisor and/or law enforcement personnel of your situation (radio, telephone, whistle or personnel standing around).

C. Frisks

DEMONSTRATE EACH POSITION AND ITS STEPS OF PROCEDURE

a. Standing Position

(1) Suspect is ordered to turn his/her back to sentry, interlace fingers on top of head and spread his/her feet wide to the sides of his/her body.

(2) The sentry will approach the suspect from the rear, take control of suspect's fingers with his/her right hand and pat down suspect's body on the left side for weapons.

(3) Sentry will now change control of suspect's fingers to the sentry's left hand and pat down the suspect's body on the right side for weapons.

(4) If the sentry finds a weapon during the frisk, he/she will place the suspect under apprehension, notify law enforcement personnel immediately and continue to maintain control of the suspect until law enforcement personnel arrive.

b. Wall Position

(1) The suspect is ordered to place his/her hands on the wall with the palms outward and to spread his/her feet wide to the sides of his/her body; the suspects feet should be far enough from the wall so that the suspect is in an off balance position.

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(2) Sentry will approach the suspect from the rear, place his/her hand between the suspect's shoulders and place the matching knee into the suspect's knee from behind on the side of the suspect's body the sentry is going to frisk.

(3) Sentry will frisk the suspect's body on that side; he/she will then change hands between the suspect's shoulders, step to the opposite side of the suspect's body, place the matching knee into the suspect's knee from behind and proceed to frisk this side of the suspect's body.

(4) If the sentry finds a weapon during the frisk, he/she will place the suspect under apprehension, notify law enforcement personnel immediately and continue to maintain control of suspect until law enforcement personnel arrive.

D. Class Practice

Students will work in pairs.

- a. Arrange class for best supervision.
- b. Instructor will supervise closely as each student searches his/her partner.

(1) Correct errors.

III. Application

- A. Questions from student.
- B. Questions to students.

IV. Summary

- A. Identification.
- B. Female identification.
- C. Search of female suspects/prisoners.
- D. Apprehension.
- E. Frisks.

V. Evaluation Period

- A. Comprehensive written final examination.

VI. Homework

- A. None.

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ANNEX W

APPENDIX IV

TAB C

PHYSICAL APPREHENSION AND RESTRAINING TECHNIQUES (PART)

INSTRUCTORS GUIDE

****SAFETY NOTICE****

WARNING

The attention of this instruction is directed to the "Minimum Force" concept when teaching the Defense Tactics Unit. Even though the techniques which are taught are restricted to those that would immobilize or temporarily disable an adversary, close observation by the instructor is required in order to minimize injuries to students.

NEVER ATTEMPT THE PHYSICAL PORTION OF THE PHYSICAL APPREHENSION AND RESTRAINING TECHNIQUES BEFORE UNDERGOING A PERIOD OF "LOOSENING UP" EXERCISES WITH COMPLETE STUDENT PARTICIPATION.

In any physical confrontation there must be a winner and a loser. The intent of this instruction is to afford prospective restricted area sentry personnel a decided advantage, in these situations, which he didn't have before.

****SAFETY NOTICE****

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SOPA SAN DIEGO SENTRY TRAINING SYLLABUS

Topic: Physical Apprehension and Restraining Techniques (PART)

Time: Classroom 0.5 hours
Laboratory 6.5 hours

INSTRUCTIONAL MATERIALS:

A. Reference:

1. Defensive Tactics: Manual for Law Enforcement Officers (FBI).

B. Training Aids Equipment:

1. Chalkboard, chalk, eraser.
2. Pointer.

TERMINAL OBJECTIVE:

When the students complete this course, they will be able to:

IDENTIFY and DEMONSTRATE the proper use of physical restraint, self defense, apprehension and search techniques while applying the concept of minimum force per applicable publications.

ENABLING OBJECTIVE:

DEMONSTRATE the basic techniques of unarmed self defense and physical apprehension techniques per applicable publications.

CRITERION TEST:

- A. Comprehensive written final examination.

OUTLINE OF INSTRUCTION

- I. Introduction to the lesson.
 - A. Establish contact.
 - B. Establish readiness.
 - C. Establish effect.

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D. Overview.

1. When the student completes this lesson topic, he/she will be able to:

a. DEMONSTRATE the basic techniques of unarmed self defense and physical apprehension techniques.

INSTRUCTOR ACTIVITY

A. Introduce self and topic.

B. Get students ready to learn.

1. Provide motivation.

C. Bring out the need and the value of the material being presented.

D. State information necessary to guide student conduct during lesson regarding:

1. Notes.

2. Questions.

3. Information testable.

4. SAFETY.

a. Canvass students for injuries/problems which may be aggravated by this class.

b. Emphasize to students undivided attention required to ensure SAFETY.

II. Presentation

NOTE: Always consider suspect stronger than yourself; pain is the controlling factor in almost all PART situations.

A. PART

1. Interrogation Stance (position)

NOTE: This stance should be used whenever you are talking to a subject or suspect.

a. Stand approximately four feet from subject or suspect.

b. Face subject at about a 45 degree angle.

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c. Feet should be reasonably spread and staggered, the knees slightly bent and the hands at waist level, free to accept subject's I.D. card or to defend yourself against attack.

Instructor will demonstrate each technique.

2. Come-Along/Take Down Techniques

a. Bent wrist come-along

(1) Suspect is in a sitting or kneeling position.

(a) May be used for passive, drunk, sleeping or violent suspects.

(b) Place your inside leg next to the suspect's upper arm.

1. Keep your knees flexed.

(c) Place your other leg slightly to the outside and rear for balance and to protect against groin attack.

(d) With your outside hand, grasp the suspect's forearm nearest to you from above to prevent the suspect from pulling his/her arm from you or striking you.

(e) By reaching under the suspect's armpit, take control of the suspect's hand.

1. Place the palm of your hand over the suspect's knuckles holding fingers and thumb together.

2. Wrap your fingers around the little finger edge of the suspect's hand.

(f) Bend the suspect's hand down and twist the suspect's wrist and hand toward the suspect's body.

(g) Tuck the suspect's arm and elbow between your ribs and arm.

(h) Apply pressure on the suspect's hand and wrist until the suspect comes to his/her feet.

(i) Keep the suspect's fingers pointed at the deck.

(3) Transport and Control

(a) As the suspect comes to his/her feet immediately transport.

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(b) While moving the suspect walk in step with the suspect's inner leg with your inner leg to prevent the suspect from kicking you.

(c) Do not release or relax pressure on the suspect's hand and wrist while moving suspect in this technique.

b. Reverse Wrist Hold

(1) This technique may be used whenever the suspect attempts to push, grab or strike you.

(2) Steps of procedure:

(a) Grab the suspect's hand with your matching hand.

1. Example: If the suspect uses his/her right hand to push, grab or strike you, you will grab him/her with your right hand.

2. Wrap fingers around the little finger edge of the suspect's hand.

3. Place thumb at the base of the suspect's knuckle.

(b) Rotate the suspect's hand so that the suspect's little finger is rotated towards his body and his elbow is turned upward and locked.

(c) Match your fingers and thumbs on the suspect's hand.

(d) Keep the suspect's fingers pointed straight upward.

(3) Control

(a) While performing this technique remain to the front or side of the suspect, this prevents the suspect from kicking you.

c. Reverse Wrist Hold Into a Come-Along

(1) The suspect is in a reverse wrist hold.

(2) Steps of procedure:

(a) Trap the suspect's thumb and forefinger with your thumb and forefinger that is closest to suspect's thumb. Maintain pressure on the suspect's wrist and elbow.

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(b) Slide your other hand up to the suspect's upper arm.

(c) Apply pressure with your fingers between the large muscles of the suspect's upper arm.

(d) Keep suspect's fingers pointed upward while keeping arms under and forward of his/her own armpit.

(e) As soon as the suspect's arm comes up in front of his/her body, twist the hand and wrist of the suspect towards his/her body to retain control of the suspect.

(f) Move outside hand to suspect's elbow and push in and down for control.

(3) Control

(a) Do not release or relax pressure on the suspect's hand or wrist during this technique.

(b) Keep the suspect's fingers pointed upward while moving the suspect.

(c) Walk in step with the suspect's inner leg to prevent being kicked by the suspect.

(d) While performing this technique, remain to the front or side of the suspect.

d. Reverse Wrist Hold Into a Take-Down

(1) The suspect is in a reverse wrist hold.

(2) Steps of procedure:

(a) Force suspect to the deck. Apply pressure to the suspect's wrist and elbow by pulling towards your body with your fingers and push outward and downward with your thumbs in a rapid movement.

(b) Tell the suspect to lay face down on the deck with his/her free hand behind his/her back, palm up and his/her feet crossed.

(c) Hold the suspect's arm directly upward from the suspect's shoulder.

(3) Control

(a) If the suspect offers a resistance, apply more pressure on the suspect's arm and shoulder. Pull upward with your fingers while pushing downward with your thumbs.

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e. Reverse Wrist Take-Down Position Into the Prone Handcuffing Position.

(1) The suspect is in the reverse wrist take-down position.

(2) Steps of procedure:

(a) With the hand that is towards the suspect's head, reach down to the suspect's upper arm.

(b) Apply pressure between the large muscles of the suspect's upper arm.

(c) Fold the suspect's arm, tucking it between your rear leg calf and thigh.

(d) Place your other leg shin on the center of the suspect's neck. The center of your shin is on the center of the suspect's neck.

(e) Apply most of your weight to the center of the suspect's neck.

(3) Control

(a) If law enforcement personnel have arrived they will now handcuff the suspect.

(b) If the suspect offers resistance, pull the suspect's trapped arm towards the suspect's neck with your leg while placing more weight on the suspect's neck with your shin.

f. Reverse Wrist Throw

(1) This technique may be used against a suspect who is attempting to push, grab or strike you.

(2) Steps of procedure:

(a) Reach out and take control of the suspect's hand.

1. You will use the opposite hand of that used by the suspect. For example, if the suspect uses his/her right hand, you will use your left hand.

2. Wrap your fingers around the thumb edge of the suspect's hand with your thumb placed at the base of the suspect's knuckles.

(b) Rotate the suspect's hand to the outside of his/her body.

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1. The suspect's thumb should be to the outside.

2. The suspect's palm should be towards his/her body.

(c) Match your fingers and thumbs on the suspect's hand.

(d) Push the suspect's hand sideward and downward in a rapid motion to force the suspect to the deck. Retain possession of the suspect's hand.

(e) Straighten the suspect's arm.

1. Keep the suspect's arm and hand directly above his/her shoulder.

2. Apply pressure on the suspect's hand by pushing downward with your thumbs and pulling upward with your finger.

(f) Step around the suspect's head.

(g) Place your foot against the suspect's upper bicep of free arm to prevent the suspect from striking you.

(h) Roll the suspect over onto his/her feet.

(i) Tell the suspect to place his/her free hand in the small of his/her back with the palm up and to cross his/her feet.

(j) With your hand that is towards the suspect's head reach down to the suspect's upper arm.

(k) Apply pressure between the large muscles of the suspect's upper arm with your fingers.

(l) Fold the suspect's arm between your thigh and calf, as you kneel down.

(m) Place your other leg's shin on the back of the suspect's neck.

(3) Control

(a) Do not release or relax pressure on the suspect's arm.

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(b) If the suspect offers resistance, pull the suspect's trapped arm toward the suspect's neck with your rear leg while placing more weight on the suspect's neck with your shin.

g. Rear Arm Lock

(1) This technique may be used against any standing suspect.

(2) Steps of procedure:

(a) Approach the suspect from the front or side. Slide step forward slightly to your left of the suspect.

(b) Push suspect's left arm away from his body with your left hand.

(c) Grasp the suspect's left elbow with your right hand.

(d) Pull suspect's arm towards you until the wrist rests in your left elbow.

(e) Slide your left lower arm up and in back of suspect's right arm and slide your hand down to rest in the crook of the suspect's elbow.

(f) Step in close to suspect while lifting up on your left elbow and down on your hand putting pressure on suspect's arm/shoulder.

(g) With your free hand grasp suspect's chin, pull up and back to straighten and control suspect.

(3) Control

(a) Do not release or relax pressure on the suspect's arm.

h. Rear Arm Lock Into a Kneeling or Prone Position.

(1) The suspect is in an arm bar.

(2) Steps of procedure:

(a) Force the suspect to a wall through pressure on the suspect's arm.

(b) Force the suspect to his/her knees by placing your foot into the back of the suspect's knee and pushing inward and downward.

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(c) Or, force the suspect to the deck into prone position.

(3) Control

(a) Do not release or relax pressure on the suspect's arm.

i. Application of the Come-Along/Take-Down Techniques.

(1) Applicate the students in the performance of the come-along/take-down techniques.

INSTRUCTOR ACTIVITY

The instructor will have each student and his/her partner walk through each of the come-along/take-down techniques as necessary to ensure retention of instructional material and correct as necessary.

3. Extraction Holds

INSTRUCTOR WILL DEMONSTRATE EACH TECHNIQUE

a. Double Mastoid

(1) The suspect may be in a sitting position or kneeling position, usually used for passive, drunk or sleeping suspect's.

(2) Steps of procedure:

(a) Approach the suspect from the side or rear.

(b) Place your forward knee against the suspect's back.

(c) Place your other leg slightly to the opposite side and to the rear for balance and for protection against a groin attack.

(d) Place your judo knuckles into the suspect's mastoid depressions.

(e) Push inward and upward with your knuckles until the suspect comes to his/her feet.

(3) Control

(a) Keep your body turned away from the suspect while performing this technique.

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b. Nose Bridge

(1) The suspect may be in a sitting or kneeling position, usually used for passive, drunk or sleeping suspects.

(2) Steps of procedure:

(a) Approach the suspect from the side or rear.

(b) Place your forward knee against the suspect's back.

(c) Place your other leg slightly to the opposite side and to the rear for balance and for protection against groin attack.

(d) Place your rear hand on the back of the suspect's head just to the rear of the suspect's ears to prevent the suspect from moving his/her head to the rear.

(e) Form a bridge with your forward hand. Hand is held with the fingers straight and tightly together.

(f) Place the first knuckle of your front hand at the base of the suspect's nose at a 45 degree angle to prevent the suspect from biting you.

(g) Push inward and upward at the base of the suspect's nose until the suspect comes to his/her feet.

(3) Control

(a) Keep your body turned away from the suspect's nose until the suspect comes to his/her feet.

c. Lip Twist

(1) The suspect may be in a sitting or kneeling position, usually passive, drunk or sleeping suspects.

(2) Steps of procedure:

(a) Approach the suspect from the side or rear.

(b) Place your forward knee against the suspect's back.

(c) Place your other leg slightly to the opposite side and to the rear for balance and for protection against groin attack.

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(d) Place your rear hand on the back of the suspect's head just to the rear of the suspect's ears. To prevent the suspect from moving his/her head to the rear.

(e) Grip the suspect's upper lip between your forward hands thumb and forefinger.

(f) Twist the suspect's upper lip and apply upward pressure until the suspect comes to his/her feet.

(3) Control

(a) Keep your body turned away from the suspect while performing this technique.

AFTER YOU HAVE BROUGHT THE SUSPECT TO HIS/HER FEET UTILIZING THE PROCEEDING TECHNIQUES, YOU MAY EITHER PUSH THE SUSPECT AWAY FROM YOU AND IDENTIFY YOURSELF AS A RESTRICTED AREA SENTRY TO THE SUSPECT OR IF IT'S REQUIRED BY THE SUSPECTS ACTIONS, PLACE THE SUSPECT INTO A COME-ALONG TECHNIQUE, PLACE THE SUSPECT UNDER MILITARY APPREHENSION AND REMOVE THE SUSPECT TO AN AREA OF SAFETY.

d. Application of Extraction Holds

(1) Applicate students in the performance of the extraction holds.

INSTRUCTOR ACTIVITY

Instructor will have each student and partner walk through each of the extraction holds as necessary to ensure retention of instructional material and correct the students as necessary.

4. Break-Away Techniques

INSTRUCTOR WILL DEMONSTRATE EACH TECHNIQUE

a. Front Strangle

(1) When you are held in a front strangle by a suspect you may break the hold by attacking the following areas of the suspect's body:

- (a) Trachea.
- (b) Fingers.
- (c) Main torso.
- (d) Groin.
- (e) Legs.

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(f) Feet.

b. Rear Strangle

(1) When you are held in rear strangle by a suspect you should immediately turn your airway into bend of the suspect's elbow to clear your airway then attack the following areas of the suspect's body:

- (a) Head.
- (b) Fingers.
- (c) Arm.
- (d) Main torso.
- (e) Groin.
- (f) Legs.
- (g) Feet.

c. Bear Hug With Arms Trapped

(1) When you are held in a front bear hug with your arms trapped you may break the hold by attacking the following areas of the suspect's body:

- (a) Head.
- (b) Fingers.
- (c) Main torso.
- (d) Groin.
- (e) Legs.
- (f) Feet.

d. Chest Grab

(1) Whenever the suspect attempts to push or grab you, you may use the following techniques:

- (a) Reverse wrist come-along/take-down.
- (b) Reverse wrist throw.
- (c) Hip throw.
- (d) Leg throw.

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(2) You may force the suspect to his/her knees
by:

(a) Hold the suspect's hand to your chest
with your hands.

(b) Bend forward quickly.

e. Arm Grab

(1) You may break a hold on your lower arm by
rotating your arm outward in a forceful manner.

f. Application of Break-Away Techniques

(1) Applicate the students in the performance of
the break-away techniques.

INSTRUCTOR ACTIVITY

The instructor will have each student and his/her partner walk
through each of the break-away techniques as necessary to ensure
retention of instructional material.

6. Blocking Techniques

INSTRUCTOR WILL DEMONSTRATE EACH TECHNIQUE

a. Single Block Kick

(1) When a suspect attempts to kick you, you may
block the kick with a single arm by swinging your arm downward
against the suspect's leg.

(2) When a suspect attempts to kick you, you may
trap the suspect's leg and place him/her on the deck by swinging
your arm towards the suspect's leg, trap the suspect's leg on top
of your elbow and quickly lift the suspect's leg while stepping
towards the suspect.

b. Double Kick Block

(1) When the suspect attempts to kick you, you
may block the kick with your arms by crossing your arms at the
wrist and catching the suspect's leg in the X formed by your
arms.

(2) When a suspect attempts to kick you, you may
trap the suspect's legs and place him/her on the deck by forming
a web with your hands, trapping the suspect's leg in the web
formed by your hands and quickly lifting the suspect's leg while
stepping towards the suspect.

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c. Single Arm Block

(1) When a suspect attempts to strike you, you may block the blow by swinging your arm against the suspect's arm.

(2) When a suspect attempts to strike you, you may block the blow and apply one of the following techniques:

(a) Reverse wrist come-along/take-down

(b) Reverse hand throw

(c) Hip roll

(d) Leg roll

d. Double Arm Block

(1) When a suspect attempts to strike you, you may block the blow by crossing your arms at the wrist and catching the suspect's arm in the X formed by your arms.

(2) When the suspect attempts to strike you, you may block the blow and apply one of the following techniques:

(a) Reverse wrist come-along/take-down

(b) Reverse hand throw

III. Application

A. Questions from the students.

B. Questions to the students.

1. The instructor will ask questions of the student involving the material covered.

IV. Summary

A. Interrogation Stance.

B. Come-Along/Take-Down Techniques.

C. Extraction Holds.

D. Break-Away Techniques.

E. Blocking Techniques.

V. Test

A. Comprehensive written final examination.

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VI. Homework

A. None.

30 OCT 1995

ANNEX YELECTRICAL DEMAND REDUCTION IN SAN DIEGO

1. Background. PWC San Diego purchases electricity from SDG&E for all Navy activities in San Diego. In order for SDG&E to generate/supply enough power to meet peak demand requirements, a unique rate structure has been implemented. This rate structure imposes a very large "demand service charge" on the Navy for the amount of electricity used during peak demand periods. This demand service charge is assessed once per month and is based on the amount of power being consumed by the Navy over a 15 minute interval when SDG&E peaks for the month. The normal 15 minute interval peak for the summer months (1 May to 30 Sep) occurs between 1200-1600. The demand service charge is approximately \$17.74/kw. As an example, on 02 Aug 1993, SDG&E peaked between 1430 and 1445. During that 15 minute interval, ships berthed at Naval Station used 26,447 kw, resulting in a demand service charge of \$469,186. This demand service charge can be reduced through sound energy conservation practices and top management commitment.

2. Discussion. PWC San Diego has established a service contract which predicts when SDG&E will peak during the month. If the probability of occurrence is sufficiently high, PWC alerts the activities that morning. The activities then notify the tenants to reduce demand (reduce electrical load to a minimal usage) during the period indicated (which is a 2 hour period, normally between 1200-1530). To prevent the contractor from being overly conservative, he is limited in predicting the peak period to an average of three times per month.

3. Action

a. Demand Reduction Awareness Training. For ships homeported in San Diego, COMNAVAIRPAC, COMNAVSURFPAC and COMSUBRON 11 will provide load reduction awareness training and strengthen internal controls to ensure compliance with demand reduction requirements.

b. Demand Reduction Plans. All ships homeported in San Diego will develop a demand reduction plan and implement that plan when notified.

c. Formal demand reduction notification procedures. The Public Works Center, San Diego will notify SOPA Sub-area East and the Staff Civil Engineers at NAS North Island and NAVSUBASE of pending demand reduction by telephone. The Staff Civil Engineer at NAS North Island and SUBASE will notify each ship directly by telephone. At NAVSTA, SOPA Sub-area East will notify Pier SOPA for each pier by telephone to implement loadshed procedures. Pier SOPA will then direct each ship on that pier to demand reduction.