

## **APPENDIX D**

### **TAB E**

## **SURVEY, LIAISON, AND RECONNAISSANCE PARTY CHECKLIST**

### **D.E.1 General**

This appendix aids the SLRP in evaluating and preparing the AAA.

### **D.E.2 Pre-Deployment Checklist**

#### **D.E.2.1 Personnel**

The SLRP determines or identifies the following **prior to deployment:**

- a. Uniform/civilian dress requirements for both on and off base and when personnel are traveling under separate orders.
- b. Cash requirements and method of currency exchange.
- c. Customs, and cultural & religious do's and don'ts.
- d. Camera restrictions for all personnel.
- e. Emergency leave and pay procedures.
- f. Requirements for in-country ID cards.
- g. Passport/visa requirements.
- h. Immunization requirements.
- i. Mailing address and mail procedures.
- j. Red Cross service and support.
- k. Plan for general administrative support.
- l. Diplomatic pouch/secure communication services available through U.S. Embassy.

#### **D.E.2.2 Public Affairs**

- a. Points of contact at the embassy/counsel and host nation
- b. Identification of operation/exercise public affairs officer
- c. U.S. and foreign interest in operation/exercise
- d. Approximate size of press corps/pool

- e. Press corps logistics requirements
- f. Host nation press corps/media concerns
- g. USMC/USN responsibilities for host nation requirements applicable to media
- h. MAGTF responsibility to establish a press center
- i. Press identification tags
- j. U.S. Embassy's press policies
- k. Embassy/press attaché plans for involvement
- l. MSE public affairs officer responsibilities established
- m. Photo restrictions from host nation for both still and video
- n. Photo processing facilities
- o. Satellite transmission facilities
- n. Communication support for the press corps
- p. Off-base billeting for press corps
- q. Procedures for obtaining the Stars and Stripes newspaper (1 per 5 service members)
- r. Hometown news release procedures
- s. Courier service availability to press corps

### **D.E.2.3 Legal**

Staff Judge Advocate (SJA) or Legal Officers will—

- a. Obtain copies of HNSA and contracts
- b. Review HNSA and contracts prior to signing
- c. Determine status of forces agreements (SOFA)
- d. Determine U.S. privileges and immunities for operation/exercise
- e. Determine procedures to obtain custody of service members incarcerated
- f. Determine tax liabilities for personnel entering/leaving host nation
- g. Determine duties/obligations the U.S. has regarding equipment brought into host nation
- h. Determine financial obligation to the host nation that the U.S. incurs through operation/exercise
- i. Establish procedures for claims brought against the U.S. Government
- j. Identify host nation restrictions concerning flow of motor vehicles

- k. Determine host nation requirements for passport/visa for both entering and leaving
- l. Obtain copies of all SOFA, MOU, protocols, or agreements applicable
- m. Establish procedures for the review of all contracting procedures/documents
- n. Report legal restrictions, such as Environmental Protection Agency restrictions, that may have a potential impact on the operation/exercise
- o. Determine host nation requirements concerning evacuation of human remains

#### **D.E.2.4 Intelligence**

Intelligence (G/S-2), counterintelligence, or security personnel will—

- a. Determine points of contact with host nation and U.S. security officials
- b. Determine maps, charts, geodetic, and aerial photo product requirements
- c. Obtain terrain analysis of AAA
- d. Gather meteorological/astronomical data for analysis
- e. Determine location of all U.S. federal agencies in the AAA
- f. Identify local intelligence agencies available to support MAGTF
- g. Develop a narrative summary concerning threat assessment

#### **D.E.2.5 Operations**

The MAGTF Operations (G/S-3) will—

- a. Identify area to be used for arrival and assembly
- b. Identify operation/exercise area
- c. Identify joint/combined operational/training requirements for U.S. and allied forces
- d. Identify all range requirements
- e. Determine all special equipment/uniform requirements for operation/exercise
- f. Identify training restrictions for weapons/ammunition, and tracked vehicles
- g. Obtain all maps and photographs of AAA and operational/training areas
- h. Determine supporting CINC deployment order requirements
- i. Obtain copies of OPLANs that the MAGTF may support
- j. Determine NBC threat
- k. Determine OPORD/OPLAN requirements of the supported CINC

- l. Determine translator/linguist requirements
- m. Obtain charts showing host nation service members rank structure
- n. Identify procedures for local EOD support
- o. Determine environmental restrictions within AAA that may affect the operation/exercise
- p. Determine environmental considerations/concerns for troop commanders

#### **D.E.2.6 Security**

Security personnel will—

- a. Identify security requirements for the SLRP, OPP and advance party in the AAA
- b. Determine who will provide security in the AAA (Host nation/U.S.)
- c. Identify points of contact for security
- d. Identify security forces ROE to include air defense and methods to disseminate ROE to all personnel
- e. Identify host nation security procedures within the AAA and the operation/exercise areas
- f. Determine U.S. personnel mobility within the entire AOR
- g. Determine security considerations for flag officers
- h. Determine requirements for host nation contracted worker ID cards
- i. Identify and report primary/alternate locations for air defense units

#### **D.E.2.7 Provost Marshal**

The Provost Marshal's representative will—

- a. Develop a law enforcement concept
- b. Determine special requirements due to host nation customs/values and merge those requirements into enforcement
- c. Determine customs procedures for arrival and departure
- d. Identify POC and location of local police, security and military agencies

#### **D.E.2.8 Logistics**

Logistics personnel are responsible for—

- a. Air transport facilities evaluation
  - AMC/TALCE requirements
  - MHE requirements

- Temporary passenger shelter
- Cargo storage areas (indoor and outdoor)
- Taxi service availability
- Bus availability
- Shuttle requirements
- Convoy routes from arrival airfield to AAA.
- Ammunition restrictions
- Dunnage/crate reclamation procedures

b. Determining availability/requirements for environmentally controlled structures for—

- LFSP, AAOGs, AAOEs
- Automated service centers
- MAGTF MSEs
- Communications centers

c. Billeting information, such as—

- Billeting requirements by MSE
- Billeting locations
- Distance from quarters to work spaces
- Cost of quarters
- Billeting/work space for nonmilitary personnel
- Tent camp locations

d. Determining water requirements, such as—

- Source of bottled water
- Potability of local water within operation/exercise area and AAA
- Water transportation
- Water storage capabilities in the operation/exercise area and AAA
- Water requirements for Medical, messing, personal hygiene for each MSE
- Availability of well water
- Whether drilling for water is possible/feasible

- Source/requirement for ice and dry ice

e. Petroleum, Oils, and Lubricants (POL)

- Understand POL requirements
- Analyze costs of shipping POL to AAA vice HNS
- Determine host nation and DLA/DSFC POL sources and availability to the MAGTF
- Determine host nation POL storage capacity
- Provide POL quality control measures
- Identify and report location for employment of AABFS and determine water depth for ship-to-shore fuel transfer sites

f. Ammunition

- Identify location of ASPs
- Determine whether host nation and U.S. safety requirements are compatible
- Determine ammunition security requirements
- Determine explosive arc for ASPs/MPS
- Determine host nation availability of explosive drivers/MHE operators

g. Personal hygiene services

- Laundry services
- Shower facilities

h. Transportation

- SLRP/Advance Party transportation requirements
- Convoy routes/escort requirements (U.S. and host nation)
- Host nation transportation to move troops from arrival airfield to UAAs within AAA
- All available information concerning MSRs, including—
  - Speed limits
  - Rest stops
  - Refueling points
  - Remaining overnight (RON) locations
  - Road conditions

- Road limitations, constraints, and restrictions
- Requirements for special permits (i.e. international licenses)
- SOFA rules governing U.S. forces in case of accident
- Vehicle support for VIPs
- Washdown points/USDA requirements
- Passenger, vehicle, and cargo processing areas
- Host nation wrecker support
- Host nation structural fire truck support
- Bus and shuttle route requirements
- Source and rules concerning rental vehicles
- Source and rules for use of host nation railroads
- Locations and other restrictive features of bridges/underpasses/tunnels

i. Determine availability of support for supply systems, such as—

- Sources, procedures, and stocks available through the nearest U.S. military base
- Procedures/authority for the purchase of all classes of supply from the host nation
- Storage areas (covered/uncovered) for supply personnel's use
- Facilities' capabilities to support supply functions

#### **D.E.2.9 Comptroller**

The comptroller or designated representative is responsible for the following:

a. Contract information, including—

- Determining all known contracting requirements
- Establishing funding procedures
- Identifying primary agent for finances
- Determining source for contracting agent

b. Criteria for contracts include—

- Cost
- Purpose

- Contractors involved
  - Contracting Officer Representative assignments
- c. Areas that may require contracts, such as—
- POL
  - Water/ice/dry ice
  - Electricity (MEP backup, commercial and hook-up prices)
  - Billeting (officer, enlisted, VIP, male/female)
  - Industrial services (trash, laundry, portable heads/sewage disposal)
  - Engineer services (prep of land, ditching, stump removal)
  - Messing/dining/catering services
  - Land/facility rental
  - Vehicle and other equipment rental
  - Vehicle maintenance support
  - Wrecker support
  - Host nation security personnel
  - Printing services (copiers/road maps)
- d. Determine anticipated costs
- e. Identify support requiring HNSA
- f. Identify support requiring other than HNSA
- g. In conjunction with higher HQ, negotiate HNSAs
- h. Establish methods for handling funds
- i. Identify agent(s) which have authority to certify availability of funds
- j. Indicate local purchase requirements
- k. Determine whether local transactions will be cash or charge
- l. Estimate and obtain imprest funds
- m. Identify source and procedures for fund conversion
- n. Identify contracting procedures
- o. Establish procedures for MAGTF contracting agent to write contracts during initial deployment of the main body



p. Determine host nation reimbursement requirements

#### **D.E.2.10 Medical**

Medical personnel are responsible for the following:

a. Only a qualified: plans, operations, and medical intelligence officer; environmental health officer; or preventive medicine technician, will be assigned to the SLRP to evaluate capabilities of the nearest medical facilities and support services. Evaluation criteria should include, but not be limited to—

- Location
- Distance from AAA
- Inpatient capacity
- Number of host nation physicians assigned to or on staff
- Number of nurses and ancillary personnel
- Types and numbers of medical specialties available
- Outpatient care capabilities
- X-ray capabilities including scope and range
- Laboratory services available
- Dental facilities available
- Number of dentists, hygienists and dental technicians available
- Dental lab/X-ray services available including range and scope
- Number of dental surgeons available and status of equipment
- Food service facilities within the hospitals and their sources of food supplies
- Sources for water, fuel, and storage facilities including electrical power
- Methods of disposal for all types of waste including bio-hazardous waste

b. Locate and evaluate local sources of medical supplies, to include timeline for request for delivery of supplies

c. Determine the number of ambulances available to include type, condition, maintenance support required and type(s) of fuel used.

d. Number of qualified ambulance drivers and EMTs available.

e. Determine if MEDEVAC is available and location(s) of landing zones(s) in relation to medical facilities.

f. Identify general medical information that may affect the general health of the MAGTF, including but not limited to—

- Topography
- Climate
- Prevalent insects
- Prevalent rodents
- Poisonous reptiles (land and water)
- Communicable diseases in the AOR, including history of disease prevalent in the area
- Domestic/wild animals prevalent, including veterinary assistance
- Special requirements

g. Evaluate the following socio-economic features of the local population and how those features may affect the general health of the MAGTF, such as—

- Living conditions
- Customs and religion(s)
- Addictions

h. Determine effectiveness of procedures employed to control insects and rodents

#### **D.E.2.11 Communications**

Communications personnel will—

- a. Determine frequency requirements.
- b. Determine available frequencies.
- c. Identify requirements to establish a communications link between the AAA and the U.S. Embassy.
- d. Determine whether the climate of the AAA may adversely affect operations/exercise communications.
- e. Determine requirements for the MAGTF processing/message center including facility availability and HNS.
- f. Determine location of closest classified material disposal facility (shredding facility).
- g. Cryptographic information:
  - Cryptographic account number and mailing address
  - Distribution procedures for cryptographic material
- h. Non-tactical radios available:
  - Non-tactical radio systems in use
  - Frequency and power/range

- Frequencies available
- i. Department of Defense (DOD) communications agencies:
- MARS
  - Describe local facility
  - Determine accessibility
  - Location of facility and name of point of contact
- j. Defense Switched Network (DSN)/Automatic Digital Network (AUTODIN). Determine common user military network availability:
- Availability on base
  - Circuits available
  - Alternate routing capability
  - Teletype equipment for duplex pony circuit
- k. Determine communications requirements to support training areas
- l. Determine tactical communications requirements to support:
- MEDEVAC operations
  - Local security within the AAA
  - Host nation/Multinational liaison parties

### **D.E.3 SLRP Responsibilities in the Arrival and Assembly Area**

This section aids the SLRP in evaluating and preparing the AAA once the SLRP arrives in country.

#### **D.E.3.1 Personnel**

The SLRP will determine the following:

- a. Restrictions for service members and civilians attached to the MAGTF
- b. Local regulations for casualty control procedures with specific emphasis on processing remains of deceased personnel
- c. Recreational facilities and cultural tours available
- d. Special Services support available
- e. ATM locations for direct deposit used by personnel
- f. Verify all personnel predeployment checks

### **D.E.3.2 Public Affairs**

Verify all public affairs predeployment checks

### **D.E.3.3 Legal**

- a. Determine jurisdiction rules over MAGTF personnel in the event of crimes or accident
- b. Determine necessary reports in the event U.S. personnel are detained by police
- c. Verify all legal predeployment checks

### **D.E.3.4 Intelligence**

- a. Conduct counterintelligence survey to assist commanders in establishing systems, procedures, and safeguards to protect military installations, personnel and organizations from espionage, sabotage, terrorism or subversion (see Appendix J)
- b. Verify all intelligence predeployment checks

### **D.E.3.5 Operations**

- a. Verify all ranges for joint and special/follow-on training
- b. Finalize plans to organize and mark the AAA to include areas for the SLRP
- c. Determine drop zone requirements for air delivery
- d. Finalize locations and numbers of landing zones and cushion landing zones (CLZs)
- e. Finalize CP locations that are for use by military units participating in the operation/exercise but are not part of the MAGTF or MPF operation
- f. Verify all operations predeployment checks

### **D.E.3.6 Security**

- a. Establish Joint/multinational security requirements
- b. Identify/verify all off-limits areas to U.S. forces
- c. Determine host nation escorts for movement outside the AAA and identify the following:
  - Who coordinates the escorts?
  - Do the escorts speak English?
  - Who briefs the mission to the escorts?
- d. Determine restrictions on U.S. personnel carrying weapons/ammunition outside the AAA
- e. Finalize the security plan overlay to cover the following areas (if applicable):
  - Airfield

- Port/Beach/Anchorages
- Roads/MSRs
- Billeting areas
- Assembly areas
- Ships

f. Verify all security predeployment checks

#### **D.E.3.7 Provost Marshal**

- a. Analyze effect that existing political agreements or SOFAs will have on law enforcement activities
- b. Determine off-limit areas/establishments and discuss distribution limits and methods
- c. Determine security requirements for ammunition, weapons and equipment, and establish plan to implement required controls
- d. Verify all provost marshal predeployment checks

#### **D.E.3.8 Logistics**

a. Camp services, engineer services and utilities requirements:

- Survey sites
- Determine areas affected by adverse weather
- Evaluate road networks on and off base
- Finalize requirements for construction projects and class IV information
- Finalize requirements for water supply and mobile electric power to include source and expected dependability
- Determine latrine capability, type, location, capacity, and balance against known requirements
- Verify plan for refuse disposal, including ecology procedures
- Determine shower capabilities, availability, capacities, and locations
- Determine vehicle washdown sites
- Verify fire protection information
- Finalize rules on construction projects performed by participants

b. Verify the following:

- Location of desalination plants
- Recommended locations of ROWPU/water points

- Location of ice/dry ice plants

c. Finalize messing information to include:

- Number of perspective areas
- Total number of personnel that require mess support
- Total number and frequency of hot meals versus MREs
- Existing dining facility capabilities
- Availability of local contractor support
- Availability of MRE supplements
- Refrigeration requirements
- Ration resupply cycle
- Construction support for required dining facility set-up
- Establishment of initial messing hours
- Identification of ration resupply point location
- Ration distribution system
- Ration storage capability
- Picnic supply request procedures for local/host nation support

d. Verify all logistics predeployment checks

**D.E.3.9 Comptroller**

- Finalize criteria for contracts
- Determine any costs not anticipated
- Verify all comptroller predeployment checks

**D.E.3.10 Medical**

- Verify general state of repair for all facilities and ancillary buildings
- Locate and evaluate local sources of medical supplies
- Determine adequacy of road nets for ambulance evacuation
- Establish liaison with government agencies (i.e. USAID), international organizations (i.e. United Nations and Red Cross) and non-government organizations (i.e. Catholic Relief Services and Save The Children) currently operating in the area

- e. Verify all medical predeployment checks

#### **D.E.3.11 Communications**

- a. Finalize recommendations to the communications plan for the MAGTF Commander
  - b. Determine requirements for peculiar communications equipment
  - c. Determine estimated cost for communications support including leased lines, batteries, and special installation and facilities
  - d. Obtain copy of the local phone book
  - e. Finalize host nation/commercial communications support capability
  - f. Locate and evaluate sites for commercial telephones within the following areas:
    - AAA telephone systems ability to support the MAGTF
    - AAA Cable Plant; determine—
      - Number of cable pairs available in the AAA
      - Number of cable pairs in use
      - Number of spare cable pairs available
    - Commercial or government-owned systems ability to support the MAGTF
    - Evaluate the following:
      - Type of teletype equipment
      - Tape preparation facility
      - Circuit layout
      - Data facility
      - Electric power source available
      - Cryptographic equipment (on/off line)
      - Message center operations
      - Distance between communications center and the AAA
      - Delivery procedures
- f. Verify all communications predeployment checks

#### **D.E.3.12 Navy Support Element**

#### **D.E.3.13 Naval Mobile Construction Battalion**

### **D.E.3.14 Fleet Hospital**

### **D.E.4 Force Protection Assessment Survey**

#### **a. Overview**

This Force Protection Assessment Survey (FPAS) is to be used as a guide by an SLRP and/or advance party to assess the overall force protection issues and assist in the development of a comprehensive force protection plan prior to the start of maritime prepositioning force (MPF) operations.

#### **b. Threat Assessment**

With threat assessment, assess the overall threat risk to U.S. personnel, equipment, and ships, including chemical, biological, and radiological attack. Threats can be classified as—

- High
- Medium
- Low
- Normal/Peacetime

Identify source documents for the threat assessment, such as the theater CINC's special intelligence summaries, NCIS and service counter-intelligence reports, U.S. embassy reports, etc.



c. Force Protection Organization Sample Form

Force Protection Officer (FPO) • Address • Telephone • Email/SIPRNET	
Air Security Officer (ASO) • Address • Telephone • Email/SIPRNET	
Seaward Security Officer (SSO) • Address • Telephone • Email/SIPRNET	
Landward Security Officer (LSO) • Address • Telephone • Email/SIPRNET	
NCW Units assigned • Address • Telephone • Email/SIPRNET	
U.S. Small Boats assigned • Address • Telephone • Email/SIPRNET	
USMC Landward Security Elements assigned • Address • Telephone • Email/SIPRNET	
Host Nation Seaward Security Elements • Address • Telephone • Email	
Host Nation Landward Security Elements • Address • Telephone • Email	
NAVFOR/Naval Component Commander • Address • Telephone • Email/SIPRNET	
MARFOR Commander • Address • Telephone • Email/SIPRNET	

d. Afloat Forces Sample Form

Class	Qty	Mission	Length & Draft	Crew Size	Endurance	Weapons	Sensor	Comms	Home Port

e. Air Assets Sample Form

Class	Qty	Mission	Length & Draft	Crew Size	Endurance	Weapons	Sensor	Comms	Home Port

f. Land Forces

- Mission
- Capabilities
- Command and Control
- Reporting relationships
- Augmentation and support requirements

g. Site Security

- Attach diagram of operating site(s)
- Site access
- Field of fire layouts (surveillance and weapons) (indicate on site diagram):
  - Coverage
  - Shadows/gaps
- Geographic/physical conditions
- ROE/terrorist conditions

- Forces assigned to site security
- Reporting relationships
- Communications
  - Landline
  - Radio (w/frequencies)
  - Data links to Command Center (FSOC):

h. Host Nation Ground Forces (Rear Area Command)

- Command
  - Address
  - Telephone
  - Agency Head/Chief/Commander
  - POC
- Communications
  - Landline
  - Message plain language address directory (PLAD)
  - Radio (w/frequencies)
  - Email
- Responsibilities/AOR
- Interface with civil authorities

i. Host Nation Military Installations Sample Form

	<b>Installation A</b>	<b>Installation B</b>	<b>Installation C</b>
Base Name/Command			
Mission			
Forces			
Address			
Commander			
POC			
Telephone			
Message PLAD			
Email			

j. Other/Multinational Military Installations Sample Form

	<b>Installation A</b>	<b>Installation B</b>	<b>Installation C</b>
Base Name/Command			
Mission			
Forces			
Address			
Commander			
POC			
Telephone			
Message PLAD			
Email/SIPRNET			

k. General Comments