

U.S. NAVY MEDICINE READINESS AND TRAINING COMMAND ROTA

MASTER-AT-ARMS FORCE

PERSONNEL QUALIFICATION STANDARDS

NAME (Rate/Rank): _____

DISTRIBUTION STATEMENT A: Approved for public release; distribution is limited to U.S. NAVY
MEDICINE READINESS AND TRAINING COMMAND ROTA.

TABLE OF CONTENTS

Introduction:

Personnel Qualification Standards.....	3
Master-at-Arms Force	3
100. Establishment of the Master-at-Arms Force.....	4
101. Force Protection Conditions.....	5
102. Random Antiterrorism Measures	7
103. Captain's MAST/Disciplinary Review Board Procedures	8
104. Weapons Policy	8
105. Lost and Found Procedures.....	9
106. Good Order and Discipline.....	10
107. Travel Security	10
108. Parking Procedures	11
109. Command Codes Procedures.....	12
Final Qualification.....	13

REFERENCES

- (a) NAVHOSPROTAINST 6000.80M, Firearms and Other Weapons Onboard
U.S. Naval Hospital Rota
- (b) Force Protection Conditions of U.S. Naval Hospital Rota
- (c) Manual of Navy Enlisted Manpower and Person Classifications and Occupational
Standards (NAVPERS 18068F) Chapter 49 Volume I, Part B
- (d) NAVMEDREADTRGCMDROTAINST 5560.1, Motor Vehicle Parking
- (e) NAVMEDREADTRGCMDROTAINST 5530.1, Physical Security Instruction
- (f) NAVMEDREADTRGCMDROTAINST 3300.1, Antiterrorism Plan

INTRODUCTION

PERSONNEL QUALIFICATION STANDARDS PROGRAM

This Personnel Qualification Standards (PQS) Program is a qualification system for qualifying the members of the Master-at-Arms (MAA) Force of U.S. Navy Medicine Readiness and Training Command (NAVMEDREADTRGCMD) Rota, where certification of a minimum level of competency is required prior to performing specific duties. The purpose of the Introduction Section supports the knowledge development of the:

MASTER-AT-ARMS FORCE

Description: Team of senior hospital corpsman that assist the Commanding Officer (CO), Physical Security Officer (PSO), Antiterrorism Officer (ATO), and Chief MAA (CMAA)/Senior MAA (SMAA) in the implementation of the security plan, per installation and command security protocols.

REQUIREMENTS:

(1) E5, or above Service members, not serving on their first tour. *E4 with waiver from the SMAA/CMAA.

(2) Strong military bearing

(3) No Physical Fitness Assessment failures

(4) Passed most recent advancement exam

(5) Letter of Recommendation from department head or senior enlisted leader in standard memorandum format

(6) Forklift license

(7) Code Green/Patient Restraint training

DUTIES AND RESPONSIBILITIES:

(1) Conduct internal and external Random Antiterrorism Measures (RAM)

(2) Conduct and participate in command drills and provide onsite physical security services secondary to medical first responder duties.

(3) Assist in Captain's mast, Executive Officer Inquiry (XOI), and Extra Military Instruction (EMI).

(4) Assist in restricted personnel procedures and inspections.

- (5) Manage the lost and found inventory.
- (6) Ensure good order and discipline throughout the Command.
- (7) Ensure adequate implementation of travel security measures.

APPLICABILITY:

This PQS is applicable to the members of the command's MAA Force.

PQS QUALIFIERS:

PQS Qualifiers are designated in writing by the CMAA/SMAA and assigned to sign off individual watch stations. PQS Qualifiers will normally be an E5, or above Service member, and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated PQS Qualifiers should be made known to all members of the MAA Force. The means of maintaining this listing is at the discretion of SMAA/CMAA.

100 Establishment of the MAA Force

100.1 CMAA/SMAA and MAA Force

The CMAA/SMAA and MAA Force will aid the Command in all matters regarding physical security, to include Force Protection Condition (FPCON) measures, the processing, report, and disposition of offenses, and in maintaining good order and discipline throughout the Command. The positions of CMAA/SMAA and members of the MAA Force will be assigned as a collateral duty.

As a command member of the MAA Force, we are proudly given the authority to provide good order and discipline as well as ownership under the direction of the CO, U.S. NAVMEDREADTRGCMD Rota. We abide by the rules and regulations of the MAA rating, as well as the Code of Conduct, General Orders, and Uniform Code of Military Justice (UCMJ).

The CMAA/SMAA and the MAA Force will be serve as special assistants to the CO and will report to the command's PSO. If a chief petty officer is assigned to lead the MAA Force, his/her title will be CMAA. If an E5, or above, Service member, is assigned to fulfill this position, his/her title will be SMAA. The members of the MAA Force will consist of qualified E4, or above, Service members. E4s will be under direct supervision of the CMAA/SMAA. There will be one CMAA/SMAA and between six to 10 MAA personnel on the Force. The CMAA/SMAA/MAA will execute their positional authority, per reference (a), as defined by the CO.

[.1] Able to summarize who the MAA Force is.

(Signature and Date)

100.2 Purpose

The command's MAA Force PQS is designed to equip motivated corpsmen with the knowledge, skills, and attitudes needed to function efficiently as a member of the command's MAA Force.

[.2] What is the purpose of the PQS?

(Signature and Date)

100.3 How to Complete

The orientee will work one-on-one with the PQS Qualifier during his/her orientation to the MAA Force responsibilities. The orientee will learn the roles and responsibilities expected of him/her to perform. The PQS will be used to guide the content and direction of the orientation process. Once the orientee acknowledges he/she is fully comfortable with being a member of the command's MAA Force, and the PQS Qualifier has verified that the PQS was completely signed off, the package may be submitted to the PSO via the SMAA/CMAA. The package will then be routed to the CO for final approval. The CO will serve as the approving authority as to whether or not a member may fill the role of member of the command's MAA Force.

[.3] Who is the final approver for CMAA assignment?

(Signature and Date)

101 FPCON Conditions

FPCON Normal:

Applies at all times as a general threat of terrorist attacks, hostile acts, or other security threats always exist in the world.

MAA ACTIONS:

Conduct and document RAMs.

[.1] Discuss actions performed during FPCON Normal.

(Signature and Date)

FPCON ALPHA:

Applies to a non-specific threat of a terrorist attack, or hostile act, directed against Department of Defense (DoD) elements and personnel.

MAA ACTIONS:

Randomly conduct baggage inspections when assigned through RAM Program.

[.2] Discuss actions performed during FPCON ALPHA.

(Signature and Date)

FPCON BRAVO:

Applies when an increased, or more predictable threat, of a terrorist attack, or hostile act, exists and is directed against DoD elements and personnel.

MAA ACTIONS. Conduct:

(1) Random walkthrough of different areas within U.S. NAVMEDREADTRGCMDD Rota and implement RAMs as directed.

(2) 100% identification checks within different block of U.S. NAVMEDREADTRGCMDD Rota at various times.

[.3] Discuss actions performed during FPCON BRAVO.

(Signature and Date)

FPCON CHARLIE:

Applies when a terrorist or hostile act incident occurs within the commander's area of interest (AOI), or intelligence is received indicating a hostile act, or some form of terrorist action or targeting, against DOD elements, personnel, or facilities is likely.

MAA ACTIONS:

(1) Conduct random walkthrough of facilities and implement additional RAMs, as directed by command duty officer (CDO)/ATO.

(2) Standby for ATO instruction on implementing the Barrier Plan, per the local plan.

[.4] Discuss actions performed during FPCON CHARLIE.

(Signature and Date)

FPCON DELTA:

Applies when a terrorist attack, or hostile act, has occurred, or is anticipated, against specific installations or operating areas.

MAA ACTIONS. By direction of the CDO/ATO:

(1) Conduct 100% inspections on all packages, briefcases, and baggage entering and exiting U.S. NAVMEDREADTRGCMD Rota.

(2) Conduct 100% ID inspections for personnel attempting to gain entry into U.S. NAVMEDREADTRGCMD Rota.

(3) Standby for ATO instruction on implementing the Barrier Plan, per the local plan.

[.5] Summarize FPCON DELTA.

(Signature and Date)

102 RAMs

RAMs are integral components to the overall AT/Force Protection Plan. To maximize the effectiveness and deterrence value, RAMs will be implemented at a minimum of 5 times per month.

[.1] How many times will RAMs measures be implemented a month?

(Signature and Date)

RAMs will be created by the ATO every month per the command's Antiterrorism (AT) Plan. The members of the command's MAA Force must check their e-mails to see assigned RAMs every month. The day prior to the scheduled RAMs, the members of the MAA Force will report to the CMAA/SMAA for assignment details.

[.2] Who must the member of the MAA Force report to prior to conducting assigned RAMs?

(Signature and Date)

103 Captain's MAST/Disciplinary Review Board Procedures

Two members of the MAA Force will be available during Captain's Mast or Disciplinary Review Board proceedings to ensure that good order and discipline is maintained during the events. Additionally:

(1) The first MAA Force member will:

(a) Perform a uniform inspection.

(b) Ensure the accused is aware of the proper procedures and discipline required during the proceeding.

(c) Escort the individual into and out of the proceeding.

(2) The second MAA Force member will:

(a) Be located inside of the room where the proceeding is taking place.

(b) Open and close the door for the accused.

(c) Call the commands.

(d) Ensure good order and discipline is maintained.

[.1] Summarize the roles of the members of the MAA Force roles during the above proceedings.

(Signature and Date)

104 Weapons Policy

If a situation arises when an item is brought into the Hospital that may be deemed a weapon, the staff should contact the CDO and a member of the MAA Force for determination whether the item is indeed a weapon. Only the members of the Security Department of U.S. Naval Station (NAVSTA) Rota, when acting in an official duty status, are permitted to carry issued weapons onboard U.S. NAVMEDREADTRGCMD Rota.

U.S. NAVSTA Rota Security personnel are not permitted to carry their weapon if entering the Hospital for medical care.

The following items are never allowed onboard U.S. NAVMEDREADTRGCMD Rota grounds:

- (1) Firearms, except for U.S. NAVSTA Rota Security personnel on official business
- (2) Weapons which expel gases
- (3) Bayonets
- (4) Rubber, wire, or lead objects intended as weapons
- (5) Daggers or knives, except folding knives less than 3 inches in length
- (6) Blackjacks/clubs
- (7) Metal knuckles
- (8) Throwing stars or metal martial arts weapons
- (9) Any object intended to be used as a weapon by providing a mechanical advantage.

[.1] Who may carry weapons onboard U.S. NAVMEDREADTRGCMD Rota?

(Signature and Date)

105 Lost and Found Procedures

The MAA Force will be responsible for the Lost and Found Locker at the command's Quarterdeck. A Lost and Found Log will be established at the Quarterdeck. The log will detail the date and time an item is found, finder's name, and the description of the item.

[.1] Who is responsible for the Lost and Found Log?

(Signature and Date)

After 30 days all unclaimed items will be transferred to the Security Department of U.S. NAVSTA Rota. A memo will be generated to list the items being transferred. Individuals inquiring about lost property that has been transferred will be directed to the Security Department of U.S. NAVSTA Rota during normal working hours.

[.2] After how many days will Lost and Found items be turned over to the Security Department of U.S. NAVSTA Rota?

(Signature and Date)

106 Good Order and Discipline

The CMAA/SMAA will be responsible to take action, as necessary, to promote good order and discipline throughout the Command. This may take the form of in-service training classes, counseling, and promoting sound lines of communication. It is imperative that each member of the MAA Force presents a positive military image for the Force to remain viable and effective within the Command.

[.1] Summarize Good Order and Discipline

(Signature and Date)

If verbal/informal methods are unable to ensure that good order and discipline are maintained, then the members of the MAA Force will have the authority to write an individual of their respective directorate a Report Chit. The Legal Officer will investigate all "report chits" to ensure that they are justified and that all information is correct. The individual cited in the offense(s) will submit the Report Chit written utilizing the NAVPERS 1070/613 Administrative Remarks. Once a Report Chit reaches this level, the individual accused of committing the infraction will be read his/her 3IB rights, per the UCMJ. Then, the CMAA/SMAA or member of the MAA Force will provide assistance/advice, as necessary, for the individual regarding his/her rights. Upon receipt of all supporting information and investigations, the Legal Officer will review the case. If the individual is an enlisted Service member, the Command Master Chief will schedule a Chief Petty Officers' Disciplinary Review Board.

[.2] Who should a member of the MAA Force turn a Report Chit in to?

(Signature and Date)

107 Travel Security

All active duty personnel will be required to receive a country-specific AT brief before leaving the Kingdom of Spain on leave, liberty, or official temporary assigned duty (TAD), provided the selected country requires brief per the Foreign Clearance Guide (FCG). A security brief is highly encouraged for U.S. civilian employees. The CMAA/SMAA will identify a member of the MAA Force to serve as the command's

Travel Security Coordinator.

[.1] When must the members of the MAA Force conduct a country specific AT brief?

(Signature and Date)

All members travelling to foreign countries outside of the Kingdom of Spain must submit an Out Of Bounds (OoB) chit, or leave request, through the chain of command. Ideally, the assigned directorate member of the MAA Force should be the first individual listed on the routing chit. Upon receiving an OoB or leave chit, the member of the MAA Force will enter the individual's name in the OoB Tracker once all requirements for that specific country have been verified as met in the FCG.

[.2] Who must members submit an OoB chit to?

(Signature and Date)

The MAA Force will be well versed in the use of the FCG. The FCG is the U.S. Government's Web site used to notify whether or not official, leave, or other travel statuses have additional requirements needed prior to an individual can travel to said country. FCG.pentagon.mil is the official Web site. Individuals may not submit leave before the approved Aircraft and Personnel Automated Clearance System (APACS) request is received.

[.3] Can a member go on leave before they have an approved APACs?

(Signature and Date)

108 Parking Procedures

The PSO is in charge of maintaining the motor vehicle parking regulations as follows:

- (1) Parking is permitted in designated areas only
- (2) Base passes must be displayed on the dashboard of privately owned vehicles on U.S. NAVMEDREADTRGCMDD Rota grounds
- (3) No parking:
 - (a) Within 20 feet of a crosswalk
 - (b) Within the fire or emergency lanes

(c) Adjacent to the command's loading dock for any purpose other than loading and unloading of supplies and equipment

(d) Adjacent to any curb, unless marked for parking

(e) In the ambulance parking areas

(f) On any grass area

(g) In any designated space for specific command personnel

(h) In any area marked "Fire Lane"

[.1] Summarize the no parking areas.

(Signature and Date)

Parking violations will be referred to the CMAA/SMAA for appropriate action. Members of the MAA Force may issue parking violation citations in which the cited individual must report to the Command Master Chief for disciplinary action.

[.2] Who must a member report to after receiving a parking citation?

(Signature and Date)

109 Command Codes Procedures

Per reference (b), the MAA force is expected to respond to any and all codes/code drills to which they have the ability to respond to. The MAA Force is not expected to drop patient care services of their own to respond to code/code drills, but whenever possible, they should appropriately hand-off patient care and then respond. Upon arriving to the scene of code/code drill, the members of the MAA Force will be responsible for clearing the area of unnecessary spectators, maintaining open passageways for the effective transport of equipment and necessary personnel, and acting as physical security, as needed.

[.1] Summarize MAA Force responsibilities during individual drills, e.g., Code Pink, Code Black, Code Green, etc.

(Signature and Date)

FINAL QUALIFICATION

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the PQS. Only specified supervisors listed below may signify completion of the applicable sections either by written or oral examination, or by observation of performance. The examination, or checkout, must cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page must be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified U.S. NAVMEDREADTRGCMD ROTA MEMBER OF THE MAA FORCE.

RECOMMENDED _____ DATE _____
Chief/Senior Master-at-Arms

RECOMMENDED _____ DATE _____
Physical Security Officer

RECOMMENDED _____ DATE _____
Antiterrorism/Force Protection Officer

TRAINING RECORD ENTRY _____ DATE _____

ANNUAL REVIEW _____ DATE _____
Chief/Senior Master-at-Arms