

Sea Port Assessment Request for Information (RFI) Checklist

The information requested below is to assist the analyst in preparing risk assessments/DARADs/Secretarial Certificates, etc. The majority of the requested information can be found by performing a *Google* search. Commercial ports generally have websites that can provide information needed. Information on the local area can also be found. Here are a few examples of the requested information that can be obtained from the internet, but not limited to:

- Construction costs (per square foot or square meter)
- Average household size
- Average number of stories (homes and businesses)
- Local businesses/restaurants in the area
- Schools and colleges
- Port photos
- Port infrastructure (i.e. facility layouts, berth/pier layouts, rail, type of storage facilities, etc.)
- Work hours/# of shifts/weekends/holiday schedules
- Port assets (i.e. material handling equipment)
- Number of vessels (30 day period/12 month period)
- Average arrivals and departures per hour
- Type of vessels
- Cruise ship schedules

General Information	
Date of Request:	
ACOMs, ASCCs, DRUs:	
Technical POC: <i>(Name of person on the ground collecting info.)</i>	
Technical POC Phone: <i>(Commercial and/or DSN)</i>	
Technical POC Email:	
Site Map: <i>(1"/400' scale)</i>	Yes or No <i>(if yes, enclose)</i>
Area Photos: <i>(port facilities)</i>	Yes or No <i>(if yes, enclose)</i>
Aerial Image:	Yes or No <i>(if yes, enclose)</i>
Port Facilities Layout: <i>(berth locations/berth #s, facility locations/#'s)</i>	
U.S. Commercial Port or DoD Port or Host Nation Military Port or Host Nation Commercial Port:	
Are other Service Branches, Coalition Forces or Host Nation Forces located in the Area?	Yes or No or N/A <i>(circle one) List all that apply</i>
Has coordination been made? <i>(are all exposed parties aware of the risk?)</i>	Yes or No or N/A <i>(circle one)</i>
When coordination was made: <i>(day/month/year)</i>	
Coordination through? <i>(U.S. Embassy, Chain of Command, etc.)</i>	
Coordination with? <i>(POC Name)</i>	
POC Phone: <i>(Commercial or DSN)</i>	
POC Email:	
Risk Acknowledged? <i>(verbal, email, memorandum, etc.) see Note 2</i>	Yes or No or N/A <i>(if yes, enclose)</i>
Risk Assessment Completed <i>(DD Form 2977)</i>	Yes or No <i>(if yes, enclose)</i>

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Risk Analysis Information	
<p>Description of the situation that requires a deviation:</p>	
<p>Reoccurring Operation or One Time Event?</p>	
<p>If reoccurring what is the duration of mission? <i>(1 to 31 days, 1 month to 12 months, 1 year to 5 years, Permanent or greater than 5 years. If greater than 5 years but not permanent state # of years)</i></p>	
<p>Control Measures: <i>(measures taken, or will take, to reduce hazards of risk being accepted)</i></p>	
<p>Permanent Corrective Actions (with milestones): <i>(estimated cost, military construction project number, etc.)</i></p>	<p>Yes or No or N/A <i>(if yes, enclose)</i></p>
<p>Alternatives Considered: <i>(what alternatives were considered and why were they not chosen?)</i></p>	
<p>Host Nation Dictated Location? <i>(if applicable):</i></p>	<p>Yes or No or N/A</p>

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Potential Explosion Site (PES) Information	
PES Name: <i>(Ammunition Supply Point (ASP), Ammunition Holding Area (AHA), Basic Load Ammunition Holding Area (BLAHA), Building 190, Forward Arming and Refueling Point (FARP), etc.)</i>	
PES Description: <i>(U.S. Military Seaport, U.S. Commercial Seaport, Host Nation Military Seaport, Host Nation Commercial Seaport, etc.)</i>	
PES Photos: <i>(provide photos when possible for existing sites)</i>	Yes or No or N/A <i>(if yes, enclose)</i>
PES Function? <i>(explosives pier, explosives berth, staging area, etc.)</i>	
PES Occupancy: <i>(maximum # of personnel at shift change, etc.)</i>	
PES Equipment/Facility (Value): <i>(US Dollar or host nation currency, be specific) see example</i>	\$ (Example) US Dollar - USD
Dimensions of Facility/Site: <i>(PES foot print and associated staging/lay down yard/storage warehouse, etc)</i>	
Site Located Near Installation Boundary?	
Barricaded?	Yes or No or N/A <i>(circle one)</i>
Barricade Type(s): <i>(HESCO, Steel Bin, Earthen Berms, etc.) identify the facility and the associated barricade type. If N/A state as such.</i>	
Barricade(s) Dimensions: <i>(Length, Width, Height) If N/A state as such.</i>	
Front, Side and Rear Barricade(s):	
Hazard Division (HD) 1.1 Net Explosives Weight (NEW):	
HD 1.2.1 NEW:	
HD 1.2.2 NEW:	
HD 1.2.3 NEW:	
HD 1.3 NEW:	
HD 1.4 NEW/Mission Essential Quantities (MEQ):	

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Related Facilities to PES	
<p>Related Facilities to PES Description(s): <i>(AE staging area, AE container lay down yard pending transport, storage warehouse, etc.)</i></p>	
<p>Dimensions of Related Facility/Site: <i>(related facilities foot print(s))</i></p>	
<p>Related AE Mission Description: <i>(storage, surveillance workshop, operating site, Combat Aircraft Parking Area (CAPA), etc.)</i></p>	
<p>Hazard Division (HD) 1.1 Net Explosives Weight (NEW):</p>	
<p>HD 1.2.1 NEW:</p>	
<p>HD 1.2.2 NEW:</p>	
<p>HD 1.2.3 NEW:</p>	
<p>HD 1.3 NEW:</p>	
<p>Related Facility/Site Barricaded? <i>(identify which sites are barricaded)</i></p>	<p>Yes or No or N/A <i>(circle one)</i></p>

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<p>Related Facility/Site Barricade Type(s): <i>(HESCO, Steel Bin, Earthen Berms, etc.) identify the facility and the associated barricade type. If N/A state as such.</i></p>	
<p>Related Facility/Site Barricade Dimensions: <i>(Length, Width, Height) identify the facility and the associated barricade(s) length, width and height. If N/A state as such.</i></p>	
<p>Related Facility/Site Front, Side and Rear Barricade(s): <i>(if N/A state as such) identify the facility and where the barricade(s) is placed.</i></p>	
<p>If barricades were used are there any line of sight exposures: <i>(from related facilities/sites can you see the PES?)</i></p>	
<p>On-Installation Exposed Site(s) (ES) Information <i>(Note: HD and NEW will dictate # of exposed sites)</i></p>	
<p>Inhabited Areas: <i>(school, hospital, prison, DFAC, restaurant, MWR, other administrative facilities, bus stop, train station, airport, etc.) Be as specific as possible (DOD (service branch), Coalition forces (country), host nation forces, etc)</i></p>	

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# of Personnel: <i>(maximum # for each facility exposed)</i>			
# of Staff Personnel: <i>(maximum # at shift change)</i>			
Multi-story: <i>(# of stories for each home/facility)</i>			
Square Footage (sq ft) or Square Meter (sq m): <i>(of each exposed site)</i>	Feet or Meters <i>(circle one)</i>		
Average Household Size:			
Average # of Floor Levels per home:			
Average # of Vehicles per home:			
Average Square Footage (sq ft) or Square Meter (sq m) per home:	Feet or Meters <i>(circle one)</i>		
Construction Cost: <i>(per square feet (sq ft) or square meter (sq m)) (US Dollar or host nation currency, be specific)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none; text-align: center;">\$</td> <td style="border: none; text-align: right;">(Example) Qatari Riyal - QAR</td> </tr> </table>	\$	(Example) Qatari Riyal - QAR
\$	(Example) Qatari Riyal - QAR		

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Parking Lot(s): <i>(related and non-related to PES)</i>	
Roads: <i>(provide street names and numbers, interstates, toll roads, highways, etc.)</i>	
Controlled Access Roads? <i>(i.e. on-base roads)</i>	Restricted or Open to Public <i>(circle one)</i> If both restricted or open to public is exposed identify the road by name and whether it's restricted or open to public.
Approximate # of cars per hour: <i>(during peak traffic times)</i>	
Approximate # of passengers per car per hour: <i>(during peak traffic times)</i>	
Waterways: <i>(rivers, lakes, gulfs, seas, oceans)</i>	
Controlled Access Waterways: <i>(restricted access or open to public?)</i>	Restricted or Open to Public <i>(circle one)</i> If both restricted or open to public is exposed identify the waterway by name and whether it's restricted or open to public.
Approximate # of water vessels per hour: <i>(during peak times)</i>	
Approximate # of passengers per personal water craft per hour: <i>(during peak times)</i>	
Approximate # of personal per freighter per hour: <i>(during peak times)</i>	
Railways: <i>(passenger or freight or both)</i>	
Approximate # of trains per hour: <i>(during peak times)</i>	
Approximate # of passengers per passenger train per hour: <i>(during peak times)</i>	

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Approximate # of passengers per freight train per hour: <i>(during peak times)</i>	
Recreational Areas: <i>(camping, hunting, fishing, sports, playgrounds, etc.)</i>	
Off-Installation Exposed Site(s) (ES) Information <i>(Note: HD and NEW will dictate # of exposed sites)</i>	
Inhabited Areas <i>(school, hospital, prison, restaurant, businesses, bus stop, train station, airport, apartment buildings, etc.)</i> Be as specific as possible:	
# of Personnel: <i>(maximum # for each facility exposed)</i>	
# of Staff Personnel: <i>(maximum # at shift change)</i>	

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Multi-story: <i>(# of stories for each home, business, etc.)</i>			
Square Footage (sq ft) or Square Meter (sq m): <i>(of each exposed site)</i>	Feet or Meters <i>(circle one)</i>		
Average Household Size:			
Average # of Floor Levels per home:			
Average # of Vehicles per home:			
Average Square Footage (sq ft) or Square Meter (sq m) per home:	Feet or Meters <i>(circle one)</i>		
Construction Cost: <i>(per square feet (sq ft) or square meter (sq m)) (US Dollar or host nation currency, be specific)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">\$</td> <td style="border: none;">(Example) Colombian Peso - COP</td> </tr> </table>	\$	(Example) Colombian Peso - COP
\$	(Example) Colombian Peso - COP		
Parking Lot(s):			
Roads: <i>(provide street names, numbers, interstates, toll roads, highways, etc.)</i>			
Controlled Access Roads? <i>(restricted public highway?)</i>	Restricted or Open to Public <i>(circle one)</i> <i>If both restricted or open to public is exposed identify the road by name and whether it is restricted or open to public.</i>		
Approximate # of cars per hour: <i>(during peak traffic times)</i>			

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Waterways: <i>(river, lake, gulf, sea, ocean, etc.)</i>		
Controlled Waterways: <i>(restricted access or open to public?)</i>		
Approximate # of water vessels per hour: <i>(during peak times)</i>		
Approximate # of passengers per personal water craft per hour: <i>(during peak times)</i>		
Approximate # of personal per freighter per hour: <i>(during peak times)</i>		
Railways: <i>(passenger or freight or both)</i>		
Approximate # of trains per hour: <i>(during peak times)</i>		
Approximate # of passengers per passenger train per hour: <i>(during peak times)</i>		
Approximate # of passengers per freight train per hour: <i>(during peak times)</i>		
Recreational Areas: <i>(camp ground, hunting, fishing, sports, playground, etc.)</i>		
Live Stock: <i>(sheep, camels, horses, goats, mules, etc.)</i>		
Live Stock Market Price: <i>(US Dollar or host nation currency, be specific)</i>	\$ \$ \$ \$ \$ \$ \$	(Example) Japanese Yen - JPY

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Note 1: If explosives arcs do not exceed installation boundary then choose N/A. If a land use agreement is in progress state such and provide once agreement has been established.

Note 2: If verbal acknowledgement “Only” provide memorandum for record stating such.

Note 3: For large data files send via AMRDEC Safe Access File Exchange (SAFE) File Transfer at <https://safe.amrdec.army.mil/SAFE/>.

Note 4: Provide any supporting research documentation that can be used as supporting documents or as reference.