

## **12 FAH-7 H-500 LOCAL GUARD TRAINING AND SECURITY AWARENESS**

### **12 FAH-7 H-510 CONTRACTOR PROVIDED TRAINING**

*(TL:LGP-01; 08-10-2001)*

### **12 FAH-7 H-511 GENERAL OBSERVATIONS**

*(TL:LGP-01; 08-10-2001)*

- a. Missions will usually draw guard personnel from the general labor pool available in the country. The suitability of candidates and their availability will be influenced by:
  - (1) The rate of unemployment;
  - (2) Local attitudes regarding the attractiveness of the position; and
  - (3) The conditions of work offered by the position (including the salary offered).
- b. Care must be exercised to assure that the guard force performs work in a satisfactory manner and that turnover is not an indicator of controllable problems in factors such as rates of pay, workload, training or morale. Training is an important element in ensuring proper performance along with constant security awareness.

### **12 FAH-7 H-512 GUARD LOYALTY**

*(TL:LGP-01; 08-10-2001)*

Missions desire that the guard force represent a security resource that can be counted upon under all circumstances to protect the assets and interests of the mission. The mission should be able, through the manner in which guards are selected, trained, and managed, to assure a measure of dependability and loyalty to the job. There are many instances where guards

have been prepared to risk physical injury to protect U.S. facilities and personnel.

## 12 FAH-7 H-513 GUARD TRAINING

### 12 FAH-7 H-513.1 Sources of Guard Training

*(TL:LGP-01; 08-10-2001)*

- a. Local guard training responsibilities and programs vary according to the sources of the guards.
  - (1) **Non-Personal Services (NPS)**—Under a NPS contract, the contractor is responsible for providing training and ensuring that only qualified and approved guards are assigned to the mission.
  - (2) **Host Government Forces**—When the host government provides guards for a mission's local guard force (LGF), the host government usually does all of the training, but the Department or post may have to provide some supplemental training for mission specific needs or equipment. The post should also attempt to evaluate the qualifications of the forces assigned to protect official facilities.
  - (3) **Personal Service Agreements (PSA)**—When the LGF has been hired and is operated using PSAs, the RSO is responsible for ensuring that all guards have received appropriate training and have been certified as qualified for whatever positions and responsibilities they will have.
- b. Security awareness and its maintenance are universal goals with a shared responsibility among participants regardless of the source of the guards. Good two-way communication is necessary to establish and maintain a high level of individual guard and supervisor ability to correctly apply both their training and their security awareness to the current security situation. The ultimate goal is a proactive and LGF not merely one which only reacts to a terrorist or criminal's initiative.

### 12 FAH-7 H-513.2 Types of Guard Training

*(TL:LGP-01; 08-10-2001)*

- a. The types of training required to be provided to guards by contractors include:

- (1) Basic training;
  - (2) Firearms qualification training;
  - (3) Annual recertification training; and
  - (4) Guard electronic monitoring system (GEMS) training.
- b. Training requirements apply to all employees assigned a position listed in Exhibit A. The contractor is required to maintain employee-training records to document the training each employee receives. These records shall be part of the administrative files and available for inspection by the contracting officer's representative (COR). For more information, see C.1.5.9.2 of the sample LGP solicitation.

## 12 FAH-7 H-513.3 Basic Training

*(TL:LGP-01; 08-10-2001)*

Prior to assigning an employee to a position, the contractor is required, at the contractor's expense, to have the employee satisfactorily complete a program of basic training approved by the COR. This program shall be for no less than 80 hours. Where guards are armed, the training shall include an additional 40 hours of firearms training as discussed in 12 FAH-7 H-522. This basic training requirement may be waived by the CO, in coordination with the RSO and/or PSO, for incumbent employees rehired by a successor contractor. The training program must cover at least the following subjects:

- (1) **Orientation**—Introduction to the training program, training objectives, and the role of the guard force in the mission security plan. The post RSO shall participate in this block of instruction.
- (2) **U.S. Government Assets**—This includes a description of U.S. assets to be protected, their names, locations, and functions. The RSO shall provide this information.
- (3) **Local Law and the Power of Arrest**—The powers and legal limitations of the guard to use force and arrest offenders and the relationship of the guard force to the host government security forces.
- (4) **Terrorism and Criminality**—A description of the nature of the threat to U.S. assets with examples should be provided by the RSO and/or PSO.
- (5) **Fires and Explosions**—A description of the threat to assets caused

by fire and explosions with examples of attacks in the past.

- (6) **Emergency Action Plans**—The role of the guard force in cases of fire, explosions, bomb search and building evacuation. The RSO shall provide this information based upon the post's emergency action plan (EAP).
- (7) **Physical Security Measures Employed by the Mission**—A description of the access control systems employed and of alarms used (anti-intrusion and fire).
- (8) **Basic Guard Duties**—A general description of guard actions for protection of facilities and residences. The denial of access to unauthorized persons, maintenance of guard force records, logs and the preparation of reports.
- (9) **Guard Force Communications**—The procedures to be used in case of incident; the chain of notification and the use of radio equipment.
- (10) **General Orders and Post Orders**—Details of the approved Exhibit B—U.S. EMBASSY and/or CONSULATE GUARD INSTRUCTIONS—GENERAL ORDERS AND POST ORDERS, must be in training programs for the guards and supervisors. Emphasis should be placed on guard responsibilities, department, penalties for violations of orders.
- (11) **Maintenance of Post Logs and Preparation of Incident Reports**—The procedures for preparation of daily logs of incident reports must be covered.
- (12) **Unarmed Defense and Restraint of Disorderly Persons**—The procedures for defending against physical attack, procedures for restraining others and guidance on the use of force.
- (13) **Use of Personal Equipment**—The procedures for the use of the baton, handcuffs, and mace, as appropriate, must be taught.
- (14) **Access Control Equipment Use and Procedures**—The use of electronic body (magnetometer and hand-held devices) and package search equipment (X-ray or physical); manual body search, vehicle search, building search for suspected bombs; and visitor control systems, including badge issuance and control. General coverage of this subject is for all guard personnel, with special hands-on training to be provided to those to be assigned to access control duties.

- (15) **Observation Techniques**—The use of observation techniques for static guards, mobile patrol units, and foot patrols to identify, report and record suspicious acts and persons, with special emphasis on surveillance detection techniques for all guards.
- (16) **U.S. Government Employees and General Public**—The procedures to be used when dealing with U.S. Government employees and the general public; actions to be taken when confronted by hostile individuals and mentally disturbed persons.

## **12 FAH-7 H-513.4 Annual Recertification Training**

*(TL:LGP-01; 08-10-2001)*

- a. Each employee must successfully complete a total of 16 hours of annual recertification training. The purpose of this training is to re-enforce and verify continued understanding of the material covered during the initial basic training. The recertification training shall include any new material bearing on the performance of local guard duties.
- b. The annual retraining time of an employee is computed from the completion date of the previous training for that particular employee. Employees are prohibited from providing services under the contract if they are not certified on all required training.

## **12 FAH-7 H-514 THROUGH H-519 UNASSIGNED**