

12 FAH-7 APPENDIX VIII PROGRAM MANAGEMENT REVIEW

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

12 FAH-7 APPENDIX VIII-1 GENERAL

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

The following items are indicative of the areas surveyed during a Local Guard Program (LGP) Program Review:

- Country
- Post reviewed
- Dates of review
- Date of last review
- Threat levels
- Name(s) of reviewer(s)
- Reason for review (provide summary only if needed):

_____ Length of time since last review

_____ Financial issues ((FBP), cost distribution, funding, etc.)

_____ Specific issues (contractor claims, work stoppage, etc)

_____ Preparation of a new contract

_____ Change in threat rating

_____ Ensure compliance with security standards

_____ Address office of the Inspector General (OIG) compliance

_____ Part of a regional review

_____ Other (provide details below)

12 FAH-7 APPENDIX VIII-2 FUNDING

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

- a. Review International Cooperative Administrative Support Services (ICASS) and non-ICASS funding levels:
 - (1) Is the current funding level sufficient?
 - (2) Does cost appear to be correctly distributed between ICASS and non-ICASS?
 - (3) Is funding distributed correctly under security supplemental cost centers?
 - (4) LGP costs proportionately distributed to each agency?
 - (5) Is each agency proportionately billed for LGP supervisory costs?
 - (6) Is each agency proportionately billed for LGP equipment and vehicle costs?
- b. FMO records of 5827-x106 expenditures for this fiscal year.
 - (1) Field Budget Plan submitted?
 - (2) Mid-Year Review submitted and accurate?
 - (3) Post maintaining separate records for Local Guard Force (LGF) and Surveillance Detection (SD)?
 - (4) SD funds separated by sub-cost categories?
- c. Address any outstanding claims, which may effect the funding levels.

12 FAH-7 APPENDIX VIII-3 SURVEILLANCE DETECTION PROGRAM

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

- a. Personnel:
 - (1) Number of surveillance detection personnel;
 - (2) Personal service agreement (PSA) or contract_____
 - (3) Other (identify and/or describe)_____

- (4) Personnel dedicated to SD (including supervisor, analyst, admin)?
- (5) How many 24 x 7 positions? Other positions?
- (6) Have all SD specialists and supervisors received initial training?
- (7) What was the date surveillance detection training was completed?
- (8) Does RSO or contractor maintain training records?
- (9) Do team members speak the local language?
- (10) Does the supervisor speak and/or write English?

b. Deployment and/or Operations:

- (1) Date program was activated?
- (2) Number of compounds?
- (3) Number of hours of coverage for main compound?
- (4) Any off-site offices or OPs?
- (5) Have rotating SD teams? Deployment controlled and verified?
- (6) Describe interaction with LGF.
- (7) Provide deployment details.
- (8) Reporting procedures and chain-of-command.
- (9) Maintaining a SD database?
- (10) Reporting significant sightings to DSS/ITA and DS/CIS/FPD/SD?
- (11) Explain SD arrangements with host country.
- (12) Attach copy of SD guard orders.
- (13) Do they personally challenge suspects?
- (14) Attach a copy of a typical SD end-of-shift report.

c. Equipment:

- (1) Provide list of SD equipment (including radios, cellular phones and computers, bikes).

- (2) Type and number of vehicles (including motorcycles, scooters)? VIN?
- (3) Are any SD personnel armed? Attach special protective equipment (SPE) inventory.
- (4) If SD personnel have cell phones, what safeguards are in place to minimize personal calls?

12 FAH-7 APPENDIX VIII-4 GUARD FORCE OPERATIONS

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

a. Personnel:

- (1) Number of contract guards: _____
- (2) Number of PSA guards: _____
- (3) Number of Foreign Service national (FSN) guards: _____
- (4) Number of police and/or military: _____
- (5) Other (identify and/or describe): _____

b. Security supplemental positions (post and/or personnel):

- (1) Number of perimeter security guards: _____
- (2) Number of vehicle inspection guards: _____
- (3) Number of post standers: _____
- (4) Other (identify and/or describe): _____
- (5) Identify all U.S. Government agencies represented at post:
- (6) Identify any U.S. Government agency, which is not part of the embassy contract or not being provided guard service through the embassy? Explain?
- (7) Identify all compounds, facilities and residencies, which are covered by guards:

- (8) If guard force personnel are utilized as bodyguards describe deployment?

c. Access control and/or perimeter security:

- (1) Are guards assigned to perimeter positions to augment setback?
- (2) Are vehicle inspections being carried out at all facilities?
- (3) Is explosive detection equipment being used?
- (4) If no, is there a date of anticipated delivery?
- (5) Are guards properly trained in vehicle searches?
- (6) Are drills being done to assess their effectiveness?
- (7) Does each post have guard orders? (English and host nation)
- (8) Are guard orders complete and address surveillance awareness?
- (9) Do guards project a professional image? If no, provide details.
- (10) Are guards properly equipped for assigned posts?
- (11) Does the Exhibit A or guard schedule reflect current posting?
- (12) Do guards conduct package and/or bag inspections?
- (13) Are walk through and/or hand held metal detectors available?
- (14) Is x-ray equipment being used?

d. Response capabilities of the guard force:

- (1) Do guards know what to do in emergency situations?
 - Fire
 - Bomb Threat
 - Demonstration
 - Intruder Attack
 - Natural Disaster
- (2) Do guards participate in drills?

e. Vehicles:

- (1) How many vehicles are available? React? Mobile Patrols? Surveillance Detection? Protective Detail?
- (2) Are vehicles U.S. Government-issued or contractor provided?
- (3) Identify year, make, model and VIN Number?
- (4) Provide operational details. Staffing? Armed? Mobile? Stationary?
- (5) Is this sufficient for post's requirements?
- (6) Any vehicles that should be replaced?

f. Guard Electronic Monitoring System (GEMS):

- (1) U.S. Government and/or contractor furnished? Operational?
- (2) Are the GEMS being utilized as stipulated by the contract?
- (3) Would this program benefit by having a GEMS?

g. Weapons and/or firearms:

- (1) Does Host Government prohibit or allow firearms?
- (2) Is any part of the guard force armed? Police? Military?
- (3) What types of weapons are used? Basic load of ammunition?
- (4) Are guards (PSA and/or commercial guards) properly licensed to carry firearm?
- (5) Does the RSO maintain a copy of the firearms training requirements to include recertifications?
- (6) Do records (PSA guards and/or NPS guards) indicate the initial qualification and subsequent recertification of guards?
- (7) Has the RSO reviewed the records, when?
- (8) How are weapons and ammunition secured when not issued?
- (9) How are rifles and/or shotguns secured when on post or in a vehicle?
- (10) If NPS contract Review Exhibit G – Firearms

h. Radios:

- (1) How many guard radios are available and what type is used?
- (2) Is this sufficient for post's requirements?
- (3) Are the radios U.S. Government furnished equipment or contract provided?
- (4) Are guard force radios compatible with MSG and RSO radio nets?
- (5) Describe LGP radio net integration with post emergency communications plan.

i. Training:

- (1) Review training records for type and/or amount of training that guards receive?
- (2) Basic training
 - Basic Firearms qualification
 - Annual recertification
 - GEMS training
 - Explosive detector and/or X-ray inspection equipment operators
- (3) Is the contractor maintaining training records in accordance with the requirements of the contract?
- (4) Are guard training records available? If contractor maintains records, has the RSO reviewed the records?
- (5) Date when Mobile Security Division (MSD) last trained guard force?

j. Guard recruitment:

- (1) Are guard's files reviewed by RSO prior to employment?
- (2) Background check including police and U.S. Government records checks?

k. Supervision and management:

- (1) Is contractor management responsive to the RSO and/or PSO?
- (2) Is the day-to-day supervision by the contractor or chief of PSA

- guard force adequate? Superior? Unacceptable? Briefly describe.
- (3) Do guard postings meet or exceed standards for the threat rating assigned to post? Provide details?
 - (4) Are there any areas where guard posts or guard hours should be added or deleted? Provide details.
 - (5) Have any areas been identified where technical equipment could be used to replace a static guard? Identify and describe.

12 FAH-7 APPENDIX VIII-5 RESIDENTIAL SECURITY PROGRAM

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

- Does the RSO maintain residential security files?
- Has the RSO conducted physical security surveys of all residences?
- Are residences in compliance with applicable FAH standards? (Grills, locks, Alarms, doors, door viewer, etc.)
- Number of residences at post?, U.S. Government-owned, short-term, long-term (Obtain Real Estate Management System (REMS) report for post)
- Is there a residential security coordinator at post?
- Are guards assigned to residences? Hours? (Review Exhibit A.)
- Residential security equipment and supplies. Review stock, inventory and procedures for control and issue of items.
- Is there shatter resistant window film (SRWF) for residences on-hand?
- Are residential security items (locks, grilles etc) recovered from property no longer leased?
- Are mobile patrols being used to support residential security? How many? Frequency? Staffing?
- Who is performing residential security upgrades?

12 FAH-7 APPENDIX VIII-6 CENTRAL ALARM MONITORING SYSTEM (CAMS)

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

- Are CAMS being utilized as stipulated by the contract?
- If provided under a separate contract, provide details?
- Is a reaction force used in support of CAMS? How many? Frequency? Staffing?
- Would this program benefit by having CAMS?
- Are react vehicles being used to support CAMS? How many? Frequency? Staffing?

12 FAH-7 APPENDIX VIII-7 NPS CONTRACT GUARD OPERATIONS

12 FAH-7 Appendix VIII-7.1 Contract Compliance

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

- What is the name of the guard company?
- If joint venture, explain.
- If guard services are provided for under more than one contract, provide details.
- What is the effective date of the present contract?
- How many options does the contract contain?
- What is the current option?
- What is the exact date that the current option expires?
- Review Exhibit A - Guard Posts and Schedule of Guard Coverage.
 - Is the exhibit up to date
 - Does the exhibit accurately reflect the current guard post and postings?

- Does the exhibit match the hours described in Section B of the contract.
- Review Exhibit D, Contractor Furnished Property.
 - Is the exhibit up to date
 - Is the contractor providing all the equipment, materials, supplies, clothing, etc., listed in Exhibit C?
 - Is the contractor providing replacements when necessary in a timely fashion?
- Review Exhibit E, U.S. Government Furnished Property (GFP).
 - Is the exhibit up to date?
 - If the U.S. Government furnishes vehicles in accordance with the exhibit, who is responsible for maintaining the vehicles?
 - Is the responsible party properly maintaining the vehicles?
 - Is an inventory conducted annually of all GFP provided to the contractor?
 - Is a copy of the inventory on file?

12 FAH-7 Appendix VIII-7.2 Contract Administration

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

- Does the RSO maintain a contract file?
 - Contract file checklist
 - Current copy of contract to include current Exhibit A
 - Contracting Officers Representative (COR) designation letter
- Documentation backup for additional or emergency services. File should document each occasion when additional or emergency services were requested. File should contain evidence that RSO confirmed oral requests for additional or emergency services in writing within 48 hours of the oral request (see C.2.2.2).

- Documentation supporting any deductions for deficient service. File should contain evidence that contractor is notified in writing of deductions for deficient service?
- Documentation that RSO periodically performs a headcount (number of approved guard positions by hours worked matched against the time cards)?
- Documentation that RSO periodically examines time cards and sign-in sheets.
- Does COR review time cards or time sheets to determine if employee hours exceed the 12 hour tour length (or other length established in the contract)? If there are such occurrences, has the COR determined an emergency situation exists and the contracting officer authorized the contractor in writing to work its employees more than 12 continuous hours.
- Address any outstanding contractual issues, which may impact the guard program.

12 FAH-7 Appendix VIII-7.3 Invoices (see attached invoice checklist)

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- If the hours contracted do not match the hours billed, has the contract been modified to reflect the increase or decrease?
- Is the invoice received after the work has been performed and reviewed for completeness and signed by the COR?
- Is the invoice submitted on monthly basis? If less than once a month, does the contract provide for such billings?
- Are deducts in accordance with Exhibit C and applied to next month's invoice pursuant to Section E (normally, E.4) of the contract?
- Has the RSO coordinated a letter through the Contracting Officer to notify the contractor of any deducts to be taken?

12 FAH-7 APPENDIX VIII-8 PERSONAL SERVICE AGREEMENT (PSA)

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

Develop a profile of job series FSN 710 by position level and staffing:

- Are guard companies (foreign and domestic) prohibited from operating in country?
- If no, briefly explain why post utilizes PSA guards.
- When did post last have a NPS guard contract?
- Does RSO maintain updated guards schedule much like that of the Exhibit A?
- If not, what does RSO use?
- Are the PSA guard contracts administered for all agencies from state Human Resources and Budget and Fiscal (B & F)? If not, has RSO management of personnel been hindered?

- Is number of PSA guards within the Diplomatic Security (DS) approved PSA ceiling?
- Obtain and attach a copy of post compensation plan:
- Does post use exception rate(s) for PSA guards?