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ADS Chapter 563

Armored Vehicle Program

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**Functional Series 500 - Management Services
ADS 563 - Armored Vehicle Program**

***This chapter has been substantively revised in its entirety**

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Functional Series 500 - Management Services ADS 563 - Armored Vehicle Program

563.1 OVERVIEW

Effective date: 11/17/2006

This chapter establishes the policy directives and required procedures for the USAID overseas Armored Vehicle Program. This chapter is primarily applicable to armored vehicles purchased directly or funded by USAID. Certain sections of this chapter apply to purchases by USAID contractors and subcontractors, as noted in paragraphs 563.3.1(b) and 563.3.3 through 563.3.5. This chapter does not apply to USAID recipients making purchases under assistance instruments. See ADS 536, Use and Control of Official Vehicles, for information on such topics as fleet size, type of gasoline to use, liability insurance, etc.

563.2 PRIMARY RESPONSIBILITIES

Effective date: 11/17/2006

a. The Office of Security, Physical Security Programs Division (SEC/PSP) has overall responsibility for the USAID Armored Vehicle Program. The program is implemented in coordination with the Department of State's Bureau of Diplomatic Security (DS) and the USAID Bureau for Management, Overseas Management Staff (M/OMS).

SEC/PSP provides USAID Headquarters oversight and coordination of all technical matters that pertain to the Armored Vehicle Program. SEC/PSP establishes policy and implementing instructions for all USAID armored vehicles deployed to support both Mission and Program requirements.

b. The Bureau for Management, Overseas Management Staff (M/OMS) is the principal USAID Headquarters unit responsible for maintaining the Agency's centralized database inventory of worldwide armored vehicles.

c. Department of State's Bureau of Diplomatic Security (DS) is the principal agent of the Armored Vehicle Program (12 FAM 380) supporting all Agencies under Chief of Mission (COM) diplomatic authority.

d. USAID Missions are responsible for the shipment, maintenance, care and disposal (with SEC approval) of armored vehicles.

USAID Missions are responsible for the oversight of the disposition of contractors' armored vehicles.

563.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective date: 11/17/2006

Planning is critical to the success of the Armored Vehicle Program. At the earliest opportunity, Bureaus/Offices and Missions must consider the potential need for armored vehicle support in Mission operations, to include implementing partner activities. Armored vehicle requirements must be addressed in the pre-planning phase for deployments to regions expected to elicit USAID involvement. Pre-planning will better enable armored vehicle vendors to meet the needs of USAID, considering the time required to outfit an approved armored vehicle. USAID Program Officers are strongly encouraged to consult with SEC/PSP prior to drafting contract Statements of Work and/or government estimates that involve planned procurement of armored vehicles.

563.3.1 Armored Vehicle Procurement and Assignment

Effective date: 11/17/2006

a. Bureau/Office and Mission Budgeting, Funding, and Procurement

- USAID Mission armored vehicles must be procured and assigned to USAID Missions based on threat and in accordance with [12 FAM 380](#), **12 FAH-6**, and the policy directives and required procedures in this chapter. Threat levels are determined by the Department of State (DOS). Determinations of threat levels for each category at each post are contained in the DOS Security Environment Threat List (SETL), issued semi-annually by the Department of State, Bureau of Diplomatic Security, Office of Intelligence and Threat Assessment (DS/DSS/ITA). Access to the SETL may be obtained through the Regional Security Officer (RSO) or SEC/PSP.
- USAID Bureaus/Offices and Missions must inform SEC/PSP of their projected Level C or Level D Armored Vehicle requirements during the formulation of the annual budget. Missions must include their armored vehicle requirements in the Annual Report process. (See [ADS 202.3.7.4](#) and each year's Annual Report Guidance.) This ensures that the requirements are incorporated into the SEC annual budget submission. The cable must identify the make, type, and model of the vehicle(s) required.
- Missions must obtain RSO and post Emergency Action Committee (EAC) concurrence prior to submitting requests for approval or purchase of any armored vehicle to SEC/PSP. Missions must report this approval by cable to SEC/PSP.

- Requests for unbudgeted armored vehicle requirements will be considered by SEC/PSP only when warranted by exceptional circumstances that are beyond USAID control.
- Procurement and shipment of armored vehicles by USAID Missions must be coordinated with SEC/PSP prior to purchase. The notification to SEC must include the level of armoring, manufacturer, type of vehicle, source of armoring, and expected date to be placed in service. Missions will provide armored vehicle information to M/OMS via the Financial Management Data Collection Tool.
- SEC must fund the cost of armoring of Level C Armored Vehicles purchased directly by USAID Bureaus/Offices or Missions.
- SEC must fund the procurement, armoring, and shipment of all Level D Armored Vehicles.
- Missions must fund the procurement of the basic vehicle platform for Level C Armored Vehicles.
- Missions must fund the shipment, maintenance, and disposal of Level C Armored Vehicles.
- USAID Missions must purchase DS-Passed Armored Vehicles through DS Vendors.
- Missions must fund the maintenance and disposal of Level D Armored Vehicles.
- Missions must send SEC/PSP copies of the purchase orders and shipping notices for each armored vehicle procurement action. This enables SEC/PSP to identify the vehicle and to arrange for its timely armoring and onward shipment.
- In the event Bureaus/Offices or Missions wish to procure an armored vehicle using funding mechanisms or procedures that differ from those outlined above, Bureaus/Offices or Missions must coordinate with SEC/PSP prior to arranging the purchase.

Agency policy on preparation of purchase orders for procuring and armoring Level C Armored Vehicles is contained in [ADS 536.3.5.7](#).

Issues and questions concerning the Armored Vehicle Program must be directed to SEC/PSP.

b. Funding and Procurement by Contractors

Contractors must purchase DS-Passed Armored Vehicles through **DS Vendors** [**Note: This document is only available on the USAID Intranet. Please contact ads@usaid.gov if you need a copy.**] When purchasing these vehicles with USAID funds. Contractors must consult with SEC/PSP prior to the purchase of armored vehicles. SEC/PSP will ensure these vehicles are entered into the DS inspection cycle and will provide information regarding any unique operational or maintenance considerations for the area in which the vehicle will be deployed. Diplomatic Security will conduct quality assurance checks on the vehicles during construction.

Contracts involving armored vehicle procurements must include language reserving vehicle title to the U.S. government. Title to these armored vehicles will remain with the respective Bureau/Office or Mission until the threat no longer justifies armored vehicle usage. At that time, SEC may reassign or transfer the armored vehicle to another USAID Bureau/Office or Mission based on operational and security requirements.

In certain limited instances, unanticipated factual circumstances in the field will render impractical a contractor's ability to procure armored vehicles in accordance with the general DS Vendor requirement stated above. In such instances, the contractor must

- provide a detailed written justification to the Contracting Officer stating why purchasing from the approved DS List is not feasible (based on the urgency of the demand, etc.),
- provide details regarding the vendor(s) identified, and the specifications of the vehicles being considered for purchase,
- review the contractor's justification and consult with SEC/PSP and the Mission Director prior to granting subcontract approval, and
- document the contract file to explain his/her basis for approving the contractor's purchase request.

The Contracting Officer may waive the requirement to procure vehicles from the approved DS list, if, after consultation with SEC/PSP and the Mission Director, the contractor's justification is determined to be justified.

NOTE – This waiver process must not be a substitute for poor planning. Contracting Officers, Cognizant Technical Officers, and contractors must work together to allow adequate lead time when planning for procurement of DS-passed armored vehicles.

563.3.2 Usage of USAID Mission Controlled Armored Vehicles

Effective date: 11/17/2006

Armored vehicles are for official purposes only. Requests for exceptions to this policy must be submitted to the RSO for approval. All armored vehicles are USAID assets and must not be assigned for other purposes, except under the approval of the Director of SEC.

Missions must ensure that drivers of armored vehicles are schooled in defensive driving techniques and trained in the unique handling and special characteristics of armored vehicles.

- Armored vehicle drivers and personnel assigned to drive the Mission Director must attend the SEC-sponsored Defensive Driver Training and Surveillance Detection Training, which is conducted biannually. The driver nominees for this course are solicited from Missions by separate cable prior to the course offering.
- Drivers of Level D Armored Vehicles are not permitted to operate the armored vehicle without supervision until they have received the requisite Defensive Driver Training and Surveillance Detection Training.
- Missions must select personnel assigned to operate all armored vehicles based upon their skill, knowledge of local geography, and ability to communicate in English.
- Drivers who have attended the SEC sponsored course will be used to help train other vehicle operators in basic skills and techniques.

All armored vehicles operated beyond the coverage area of the Department of State's Emergency and Evacuation (E & E) radio network must have appropriate long-range communications available. SEC/PSP will provide technical assistance in determining appropriate systems.

563.3.3 USAID Mission and Contractor Armored Vehicle Protection

Effective date: 11/17/2006

USAID Mission and contractor armored vehicles must not be left unattended when they are outside their respective controlled motor pool. USAID Mission armored vehicles must be stored in secured, United States Government (USG) controlled, protected areas.

Prolonged exposure to direct sunlight delaminates the ballistic glass on the armored vehicle, causing air bubbles and/or milky discoloration. Therefore, Missions and contractors must plan for storage/parking areas or other countermeasures, such as window covers that provide protection from direct sunlight.

USAID Missions must immediately report any loss or theft of armored vehicles to the RSO, followed by immediate reports to SEC/PSP and Mission Executive Officers.

Contractors must immediately report any loss or theft of armored vehicles to the RSO, followed by immediate reports to Mission Contracting Officers and Mission Cognizant Technical Officers.

Loss and theft reporting to the RSO is critical to mitigating use of the vehicles by adversaries.

563.3.4 USAID Mission and Contractor Armored Vehicle Maintenance
Effective date: 11/17/2006

USAID Missions and contractors are responsible for the maintenance of their armored vehicles. They must perform maintenance on armored vehicles in accordance with [ADS 536.3.12.2](#) and [ADS 536.3.12.3](#), respectively. Additional mandatory information can be located on the SEC's **Overseas Security Program** [Note: This document is only available on the USAID Intranet. Please contact ads@usaid.gov if you need a copy.] Intranet Web site.

Mission personnel and contractors must implement procedures to meet manufacturers' specifications for all preventive maintenance supplies, materials, fluids, and schedules.

Missions must purchase an anticipated year's supply kit of consumable/common replacement parts with each vehicle.

USAID Missions must report to SEC/PSP any damage to an armored vehicle that may affect its ballistic protection. USAID contractors must report to the Cognizant Technical Officer (CTO) any damage to a Contractor Armored Vehicle that may affect its ballistic protection. The CTO will then report this damage to SEC/PSP.

Reportable damage or incidents include, but are not limited to, cracked or otherwise damaged glass, shooting incidents, traffic accidents, or other situations affecting the structure or mechanical operation of the armored vehicle. Upon receipt of this report, SEC/PSP will provide suggestions to the Mission or the CTO regarding remedial actions.

USAID Missions and contractors must not alter the ballistic integrity of armored vehicles, such as removing ballistic glass, drilling through the armored plating or other changes to protection devices. Missions and contractors may install security communications devices in the vehicles as long as the installation does not alter the protection of the vehicle as stated above.

563.3.5 USAID Mission and Contractor Armored Vehicle Disposition

Effective date: 11/17/2006

USAID Bureaus/Offices and Missions must dispose of USAID Mission and contractor armored vehicles as authorized by SEC/PSP.

Missions must dispose of armored vehicles in accordance with the policy directives and required procedures outlined below and in [ADS 536.3.8](#), [12 FAM 380](#), and **12 FAH-6**.

Level D Armored Vehicles purchased with SEC funds remain the property of SEC while they are in the custody of USAID Missions. SEC retains title to the vehicles and has the authority to reassign or transfer them between USAID posts based on operational and security requirements. For reporting purposes, Level D Armored Vehicles are considered part of the Mission fleet for reporting purposes.

Level D Armored Vehicles purchased with Bureau/Office or Mission funds for Mission use and those procured by contractors remain the property of the USAID Bureau/Office or Mission until the threat no longer justifies Level D usage. At that time, SEC/PSP will have the authority to reassign or transfer the armored vehicle to another USAID mission based on operational and security requirements.

If SEC/PSP determines that a Mission will arrange for the destruction of an armored vehicle, the Mission must remove all salvageable radios, usable security alarms, and any other security equipment before disposal. Where feasible, the Mission must also remove any ballistic window inserts from Level C Armored Vehicles prior to disposition.

563.4 MANDATORY REFERENCES

Effective date: 11/17/2006

563.4.1 External Mandatory References

Effective date: 11/17/2006

- a. [12 FAM 380, Armored Vehicle Program](#)
- b. **12 FAH-6, OSPB Security Standards and Policy Handbook**

563.4.2 Internal Mandatory Reference

Effective date: 11/17/2006

- a. [ADS 202.3.7.4, Achieving](#)
- b. [ADS 536, Use and Control of Official Vehicles](#)
- c. **Annual Report Guidance [Note: This document is only available on the USAID Intranet. Please contact ads@usaid.gov if you need a copy.]**

- d. **DS Vendors** [Note: This document is only available on the USAID Intranet. Please contact ads@usaid.gov if you need a copy.]
- e. **Overseas Security Program** [Note: This document is only available on the USAID Intranet. Please contact ads@usaid.gov if you need a copy.]

563.5 ADDITIONAL HELP
Effective date: 11/17/2006

563.6 DEFINITIONS
Effective date: 11/17/2006

The terms and definitions listed below have been included in the ADS Glossary. See the [ADS Glossary](#) for all terms and definitions used throughout the ADS.

armored vehicle

An armored vehicle is an official vehicle that has been modified to carry specific types of opaque and transparent protective material. The armor systems are designed to defeat multiple impacts of ballistic rounds. The armor is designed for placement in the vehicle without noticeably changing its outward appearance. Armored vehicles are classified either Level C or Level D. (Chapters [562](#), [563](#))

ballistic resistance

The capacity of security barriers to defeat a variety of handgun, shotgun, and rifle rounds. (Chapters [562](#), [563](#))

Contractor Armored Vehicle

An armored vehicle purchased by a USAID contractor, using USAID funds, for the purpose of transporting contractor personnel. (Chapter [563](#))

DS-Passed Armored Vehicle

A vehicle which has been inspected throughout the armoring process by Diplomatic Security, Physical Security Programs, Defensive Equipment and Armored Vehicles Division (DS/PSP/DEAV) Quality Assurance/Quality Control (QA/QC) personnel and passed by them as appropriately constructed and without significant structural flaw, or a factory armored vehicle which, due to stringent local government controlled QA/QC requirements, is accepted by DS as the functional equivalent of a DS Passed Armored Vehicle. (Chapter [563](#))

DS Vendor

An established American based and owned vehicle armoring vendor who is either currently producing armored vehicles for the Diplomatic Security, Physical Security Programs, Defensive Equipment and Armored Vehicles Division (DS/PSP/DEAV) OR an established American based and owned armoring vendor who has a facilities clearance and agrees to provide unlimited access to, and fully cooperate with,

DS/PSP/DEAV QA/QC armored vehicle inspectors, with the understanding that if the vendor is not responsive to making any/all changes directed by the DEAV QA/QC personnel the vehicle will not be passed as ready for service by DS OR Mercedes/BMW when purchasing factory armored vehicles. (Chapter **563**)

emergency & evacuation network (E&E Net)

A radio channel designated specifically for security of personnel at the U.S. Mission. (Chapter [562](#))

level C Armored Vehicle

Level C Armored Vehicles are treated with ballistic resistant opaque and transparent armor materials to afford the occupants' protection against 7.62/AK 47 level ballistic threat. (Chapters [562](#), **563**)

level D Armored Vehicle

Level D Armored Vehicles are treated with ballistic resistant opaque and transparent armor which afford the occupants' protection against 5.56 M-16/M-4 level ballistic threat. (Chapters [562](#), **563**)

Mission Armored Vehicle

An armored vehicle purchased for the purpose of transporting USAID personnel. (Chapter **563**)

platform

Base vehicle capable of supporting the applied level of armor. (Chapter **563**)

threat level

DOS (Department of State) has developed six threat categories for use in defining the nature of threats at overseas posts: 1) Transnational Terrorism; 2) Indigenous Terrorism 3) Political Violence 4) Human Intelligence; 5) Technical; and 6) Crime. Within these six categories there are four threat levels indicating the frequency of violent threats directed against the U.S. official community: 1) Critical; 2) High; 3) Medium; and 4) Low. Determinations of threat levels for each category at each post are based on the DOS Security Environment Threat List (SETL), issued semi-annually by Department of State Bureau of Diplomatic Security, Office of Intelligence and Threat Assessment (DS/DSS/ITA). (Chapters [562](#), **563**)

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