



DECLARATION OF [REDACTED]

I, [REDACTED], make the following declaration in accordance with 28 USC § 1746. I am aware that this declaration is the legal equivalent of a statement under oath.

1. I am currently the Program Manager for Department of the Army Civilian Police, Security Guards (DACP/SG), and Contract Security Guards in the Office of Provost Marshal General (OPMG), Headquarters Department of the Army (HQDA). I have held this position since November 2007. Previously, I was employed as contractor support for the same program from March 2006 through October 2007. My job responsibilities include writing and publishing policy to enhance and improve the program and validating resources to support the program. I am a retired Military Police officer and have previously held Provost Marshal positions at Fort George G. Meade, MD, and New Cumberland Army Depot, PA. I have over ten years experience in policy and operations on the Army staff.

2. Senior Commanders have an inherent responsibility to protect Army personnel, their Families, equipment, information, and critical facilities. Trained and proficient DACP/SG provide commanders a credible resource that can be integrated with law enforcement and force protection efforts to reinforce ongoing protection, antiterrorism, physical security and law enforcement missions. As professional first responders, DACP/SG provide a proactive deterrent to criminals and terrorists targeting Army installations, personnel, and facilities. This was validated in November 2009 at Fort Hood when two Army Civilian Police Officers responded to an active shooter situation and incapacitated the shooter within minutes. Additionally, in September 2010, a DA Security Guard neutralized an active shooter at Fort Bliss, TX.

3. Army OPMG has been working to increase the professionalism of Department of the Army Civilian Police and Security Guards (DACP/SG) since 2003. The catalyst was two-fold: 1) the increasing reliance on DACP/SG at U.S. Army installations due to the deployment of Military Police (MP) to Afghanistan and Iraq and 2) a report by the Department of Defense (DoD) Inspector General that described the training and fitness of police and guards in the Department as substandard and not uniform across the Department. As mentioned previously, the 2006 revision of the AR established minimum standards for training, fitness, and management of DA police and security guards to enhance the professionalism, quality, and effectiveness of civilian police and security guards. The Army intended to facilitate the overall security of Army installations and activities by employing civilian personnel to perform security and law enforcement services in the absence of MPs. The regulation was updated in 2009 with reinforcing policy to mandate that DACP/SG successfully graduate from a USAMPS accredited academy.

4. In September of 2006, the HQDA issued a major revision to Army Regulation (AR) 190-56, The Army Civilian Police and Guard Program, replacing the regulation published in 1995. The primary purpose of this new regulation was to "professionalize" both the security guard and police officer positions within the Army. This was

TABI

accomplished through the establishment of policy guidelines for medical screening, physical fitness standards, minimum training standards, and the Individual Reliability Program (IRP). The IRP provides a means to assess the reliability and suitability of individuals being considered for employment and provides for continuous assessment of personnel assigned to DACP/SG positions. Personnel who are assigned to DACP/SG positions are required to maintain a high standard of conduct at all times. The updated regulatory requirements applied to all existing DACP/SG and went further in requiring that newly hired personnel receive initial training in order to be qualified to work the positions. Annual in-service training at installations was also a new requirement to ensure officers and guards maintain proficiency in their law enforcement and guard skills and remain current in state of the art doctrine. The Field Training Programs (FTP) for police and guards were also new requirements in this revision. Installation FTP were designed to be on the job training type programs with senior supervisors at the installation providing the instruction.

5. In further support of this effort to professionalize the force, the U.S. Army Military Police School (USAMPS) established the U.S. Army Civilian Police and Guard Academy and has trained over 700 officers since its start up in July 2007. The guard portion of the academy has been approved by HQDA, however, resourcing has not yet been provided by the U.S. Army Training and Doctrine Command. In the interim, USAMPS provides training support packages (TSP) to Army installations that trainers use to train guards locally. The TSP has been updated and will be re-published later this year. The Army plans to have the guard academy operational in 2012. Although the police academy started with a nine week program in Summer 2007, the concept plan was submitted by USAMPS in 2009 to obtain official recognition by Headquarters Department of the Army (HQDA) and the U.S. Army Training and Doctrine Command (TRADOC) of this critical training mission to provide standardized law enforcement and security initial training for all DACP/SG and receive approval for execution of the proposed resourcing plan. The concept plan was approved by TRADOC and HQDA in 2010 although resourcing is still provided by OPMG and USAMPS due to funding constraints in the Army and not by TRADOC as envisioned in the concept plan. The police academy was established at Fort Leonard Wood, Missouri, and has the capacity to train up to 360 new students annually. It obtained accreditation by the Federal Law Enforcement Training Accreditation Agency in 2010 and is the only one of its kind in DoD. The academy is a world-class law enforcement training center that includes modern facilities, ranges, key doctrinal support structures and professional outreach opportunities. Its facilities are considered state of the art and all instructors are certified by TRADOC.

6. Although an important aspect on the emphasis of professionalism in AR 190-56 was to establish "one job, one standard" for DA guards and DA civilian police officers, the regulation was not designed to dictate to local commanders how to structure their force. The expectation is that commanders, with the assistance of his or her professional staff, will consider all applicable Office of Personnel Management rules, regulations, and guidelines in classifying and grading positions. Once a local commander determines whether to have guards, police, or both, the commander must follow AR 190-56 in

affording medical screening, training, professional development, and physical ability testing as prescribed, as well as uniform and other administrative requirements.

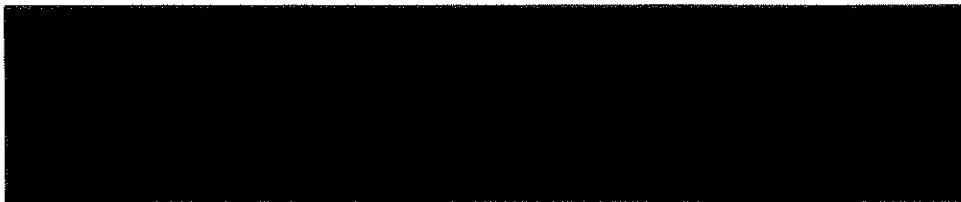
7. A separate and unrelated issue to the professionalism of the Security Guards and Police Officers is the issue of whether it is appropriate for Detectives to be issued badges. OPMG Law Enforcement Branch (proponent for AR 190-30) and I agree that Detectives carry credentials and no badge, pursuant to AR 190-30, paragraph 3-1. Badges are authorized for wear on the uniform while DA Civilian Police are working (as DACPs) or traveling to/from work. The badge must be marked "Police"; the term "Detective" is not authorized to be engraved or otherwise written on the badge. Hence, individuals who wear uniforms also are authorized to wear badges. Since the detectives at ANAD wear civilian (street) clothes, they are not authorized to wear badges but to carry credentials.

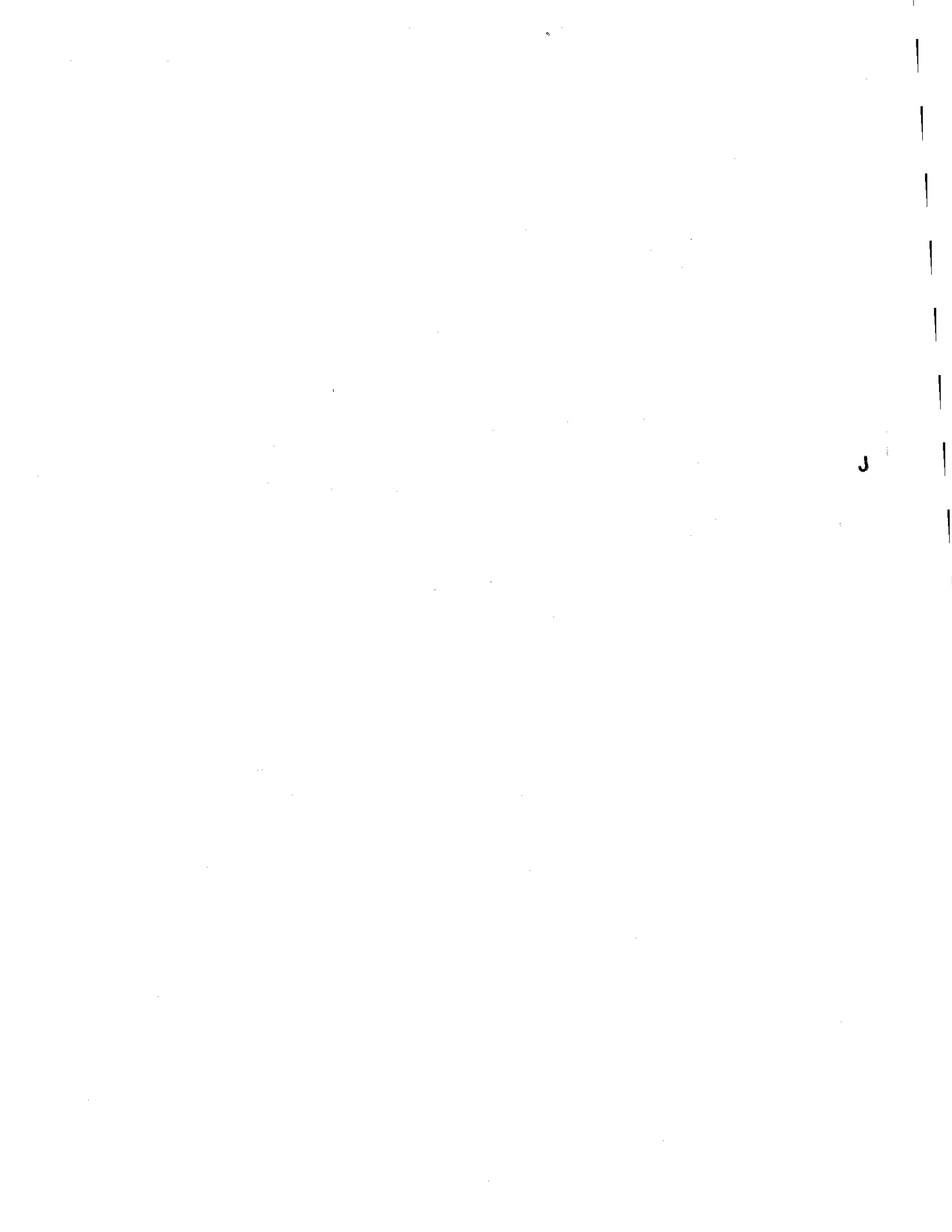
8. Regarding another issue, with respect to Detectives carrying badges, I do not agree with the IO's recommendation that "the word "Detective" be removed from the two police officers' badge and it be replaced with "Police." The only authorized badge is the "Police" badge. "Detective" badges are not authorized by regulation. Accordingly, the OPMG Law Enforcement Branch (the proponent for AR 190-30) and I agree that Detectives carry credentials and no badge. Badges are authorized for wear on the uniform while DA Civilian Police are working (as DACPs) or traveling to/from work. The badge must be marked "Police"; the term "Detective" is not authorized to be engraved or otherwise written on the badge. This is in accordance with AR 190-56, paragraph 6-13d(1) that states that with respect to Badge and hat insignia:

"(1) The DA badge, as approved by the U.S. Army Institute of Heraldry, is the required badge for wear by all DACP/SG...No other badge is authorized. Sergeants and above will wear gold in color badges that will identify the rank of the individual and be marked either "Guard" or "Police." Other DACP/SG personnel will wear silver in color badges, with assigned badge number and be marked either "Guard" or "Police." Directly underneath the DA scroll will be the name of the installation/activity/stand-alone facility. The badge will be worn on the left breast of the outer garment."

9. I declare under penalty of perjury that the foregoing is true and correct.

Executed this 9<sup>th</sup> day of September, 2011.





MEMORANDUM OF AGREEMENT

This agreement entered into by and between Anniston Army Depot ("Depot") and Local 1945, American Federation of Government Employees ("Union") to resolve one of the issues between the parties regarding implementation of Army Regulation (AR) 190-56 as applied to the Anniston Army Depot (ANAD).



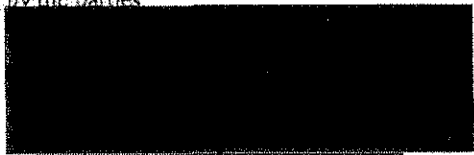
The parties acknowledge that AR 190-56 changes the requirement regarding uniforms for Directorate of Emergency Services (DES) personnel at ANAD. The regulation requires that Guards (job series 085) and Police (job series 083) wear distinctive uniforms, a change in the current practice. In order to effectuate this change, the parties agree as follows:

1. All Guards and Police who enter on duty after the date of this agreement will wear their distinctive Guard or Police uniform as prescribed in AR 190-56.

2. For current Police, no change is required as they are already wearing Police uniforms and insignia IAW AR 190-56. The parties agree to comply with AR 190-56 and all agreements between the parties regarding Police uniform and insignia.

3. For current Guards, they must change their uniform insignia to reflect their status as required by AR 190-56. To accomplish this, the Depot will acquire the requisite insignia (9 large patches (for each Guard: 4 long sleeve shirts/4 short sleeve shirts/1 Jacket), 1 small patch (hat)) and pay to have the insignia affixed to the current uniform in place of the Police insignia (an additional \$16 per Guard with the first uniform allowance amount for FY12). After the date the Guard insignia is affixed, it will be a violation of AR 190-56 for any Guard personnel to wear the Police insignia and vice versa

This agreement is effective the last date signed by the parties

 Local 1945, AFGE	President 	Date 8-5-11	 Chief Depot Counsel Anniston Army Depot	Date 8-5-11
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TAB J

DECLARATION OF [REDACTED]

I, [REDACTED], make the following declaration in accordance with 28 U.S.C. § 1746. I am aware that this declaration is the legal equivalent of a statement under oath.

1. I am currently the [REDACTED] at the Anniston Army Depot. I have occupied this position since March 2, 2009.

2. The first Police Officer graduated from the Academy in March, 2009 (see attached Table), and according to the 2006 version of Army Regulation (AR) 190-56, a Field Training Program (FTP) normally should have been administered upon completion of that requirement in accordance with paragraph, 4-2c.; DES attempted to fulfill that requirement by hiring a qualified employee to serve as the Field Training Officer (FTO). He was unable to fulfill the requirements of the program and because of that issue, implementation of the program was delayed.

3. The first FTP was administered beginning August 6, 2010.

4. No Police Officer was enrolled in an FTP with an unqualified FTO. The FTP is administered in accordance with AR 190-56, and all other training requirements are tailored to meet local needs as required by AR 190-56.

5. The Depot did not have any Police Officers until October 2008 and no Police Officer completed the required academy training until March of 2009.

6. Also, since the date the FTOs were appointed (July, 2010), the FTP has been administered completely in accordance with AR 190-56.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 6<sup>th</sup> day of September 2011.

[REDACTED]

TABK

As of 03-Mar-11

LAST NAME	FIRST NAME	MI	DIVISION	SERIES/ GRADE	Date Hired	DES New Officer Academy	ACADEMY/ GRADUATION WAIVER	FTO PROGRAM	Notes
Bailey	Charles	E.	SC1	GS 083	14-Sep-09	14-Sep-09 09-Oct-09	Graduate 13-Aug-10	20-Aug-10 19-Sep-10	
Barnhill	Brenton	M.	SC1	GS 083	14-Sep-09	14-Sep-09 09-Oct-09	Graduate 08-Apr-11	18-Apr-11 this week	
Battle	Kelvin	B.	SC1	GS 083	13-Sep-09	14-Sep-09 09-Oct-09	Approved Waiver	04-Nov-10 07-Dec-10	
Baxter	Angela	D.	SC1	GS 083	01-Feb-10	01-Feb-10 26-Feb-10	Graduate 28-May-10	07-Aug-10 28-Aug-10	
Beavers	Robert	L.	SC1	GS 083	14-Sep-09	14-Sep-09 09-Oct-09	Graduate 25-Jun-10	06-Aug-10 29-Aug-10	
Bell	Richard	D.	SC1	GS 083	08-Dec-08	08-Dec-08 02-Jan-09	Graduate 22-May-09	06-Aug-10 31-Aug-10	
Cofield	Robert	E.	SC1	GS 083	14-Sep-09	14-Sep-09 09-Oct-09	Graduate 09-Apr-10	06-Aug-10 28-Aug-10	
Criswell	Matt	A.	SC1	GS 083	14-Sep-09	14-Sep-09 09-Oct-09	Graduate 09-Apr-10	06-Aug-10 23-Aug-10	
Drain	Kenneth	B.	SC1	GS 083	14-Sep-09	14-Sep-09 09-Oct-09	Graduate 25-Jun-10	06-Aug-10 06-Sep-10	
Edmondson	Joshua	P.	SC1	GS 083	14-Sep-09	14-Sep-09 09-Oct-09	Graduate 09-Apr-10	06-Aug-10 24-Aug-10	
Ellis	Mark		SC1	GS 083	13-Sep-09	14-Sep-09 09-Oct-09	Approved Wavier	04-Nov-10 09-Dec-10	
Farthing	Shane	R.	SC1	GS 083	14-Sep-09	14-Sep-09 09-Oct-09	Graduate 09-Apr-10	06-Aug-10 25-Aug-10	
Freeman	Jacob	R.	SC1	GS 083	08-Dec-08	08-Dec-08 02-Jan-09	Graduate 16-Mar-10	06-Aug-10 29-Aug-10	
Glenn	Ricarlos	L.	SC1	GS 083	27-Oct-08	27-Oct-08 21-Nov-08	Graduate 22-May-09	06-Aug-10 03-Sep-10	
Jenkins	Reggie	M.	SC1	GS 083	26-Oct-08	27-Oct-08 21-Nov-08	Graduate 07-Aug-09	06-Aug-10 30-Aug-10	
Neff	James	W.	SC1	GS 083	08-Dec-08	08-Dec-08 02-Jan-09			Been twice no graduation
Nicholson	Toby	E.	SC1	GS 083	27-Oct-08	27-Oct-08 21-Nov-08	Graduate 22-May-09	06-Aug-10 04-Sep-10	
Price	Jonathan	L.	SC1	GS 083	08-Dec-08	08-Dec-08 02-Jan-09	Graduate 07-Aug-09	09-Aug-10 04-Sep-10	



DIVISION 2 083 DA POLICE FTO STATUS ROSTER

9/6/2011 10:13 AM

Last Name	First Name	MI	Division	Series/ Grade	Date Hired	DES New Officer Academy	Academy/ Graduation Waiver	FTO Program	Notes
ANDREWS	ANTONIO		SC2	83 GS-06	1-Feb-10	1-Feb-10 26-Feb-10	Graduate 28-May-10	15-Aug-10 13-Oct-10	FTO LT. ENZENBACHER
ASHMORE	ALLYN	R.	SC2	83 GS-06	27-Oct-08	27-Oct-08 21-Nov-08	Graduate 10-Mar-09	15-Aug-10 13-Oct-10	FTO LT. ENZENBACHER
BALLINGER	KEITH	N.	SC2	83 GS-06	27-Oct-08	27-Oct-08 21-Nov-08	Graduate 22-May-09	15-Aug-10 13-Oct-10	FTO LT. ENZENBACHER
BUTLER	TRAVIS	L.	SC2	83 GS-06	8-Dec-08	8-Dec-08 2-Jan-09	Deployed		
COLLINS	DANNIS		SC2	83 GS-06	24-May-10	24-May-10 18-Jun-10	Submitted Waiver		
FREEMAN	BRIAN	L.	SC2	83 GS-06	1-Feb-10	1-Feb-10 26-Feb-10	Pending Medical		Knee Injury incurred at Academy
GONZALEZ	CARLOS		SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Graduate 9-Apr-10	15-Aug-10 23-Oct-10	FTO LT. HORTON
GRIZZLE	FRANK	E	SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Graduate 9-Apr-10	15-Aug-10 13-Oct-10	FTO LT. ENZENBACHER
HALE	GERMANIA	K	SC2	83 GS-06	8-Dec-08	8-Dec-08 2-Jan-09	Deployed		
HART	DAVID	H	SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Pending Medical		Wrist injury incurred at Academy
HAYNES	BRANDON	L.	SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Graduate 9-Apr-10	15-Aug-10 23-Oct-10	FTO LT. HORTON
HUGHES	JERRE	W.	SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Submitted Waiver		
LANE	EDWARD	R.	SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Graduate 9-Apr-10	15-Aug-10 26-Nov-10	FTO LT. MOORE
MASTERS	JERRY	L.	SC2	83 GS-06	27-Oct-08	27-Oct-08 21-Nov-08	Graduate 27-Oct-09	15-Aug-10 26-Nov-10	FTO LT. MOORE
MATTHEWS	JEFFREY	K	SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Pending Medical		Shoulder injury incurred at Academy
MCDANIEL	ROBERT	M	SC2	83 GS-06	27-Oct-08	27-Oct-08 21-Nov-08	Graduate 22-May-09	14-Oct-10 Pending	FTO LT. MOORE; Unable to complete phase 3 and 4 until Officer qualifies with pistol.

DIVISION 2 083 DA POLICE FTO STATUS ROSTER

9/6/2011 10:13 AM

Last Name	First Name	MI	Division	Series/Grade	Date Hired	DES New Officer Academy	Academy/Graduation Waiver	FTO Program	Notes
MCKAY	KRISTY		SC2	83 GS-06	27-Oct-08	27-Oct-08 21-Nov-08	Pending Medical		2 x return from Academy Knee Injury
OSBORNE	BRIAN	M	SC2	83 GS-06	27-Oct-08	27-Oct-08 21-Nov-08	Graduate 16-Mar-10	15-Aug-10 7-Dec-10	FTO LT. MOORE
PHILLIPS	EDWIN	G	SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Submitted Waiver		
REAGAN	LAURA	O	SC2	83 GS-06	14-Sep-09	14-Sep-09 9-Oct-09	Graduate 28/05/10	15-Aug-10 12-Dec-10	FTO LT. WOOLFOLK
TRUSS	TINA	M	SC2	83 GS-06	1-Feb-10	1-Feb-10 26-Feb-10	Pending Medical		Wrist injury incurred at Academy
WEST	BRADLEY	E	SC2	83 GS-06	27-Oct-08	27-Oct-08 21-Nov-08	Graduate 16-Mar-10	15-Aug-10 18-Oct-10	FTO LT. WOOLFOLK
WORKMAN	MITCHELL	S	SC2	83 GS-06	27-Oct-08	27-Oct-08 21-Nov-08	Pending Medical		Post Knee Surgery Workman's Comp Packet







DEPARTMENT OF THE ARMY  
OFFICE OF THE  
DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS  
400 ARMY PENTAGON  
WASHINGTON DC 20310-0400



DAMO-ODL

10 DEC 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Shoulder Sleeve Insignia and Badge for Department of the Army Civilian Police

1. Enclosed for implementation is information pertaining to the Department of the Army civilian police and security guard shoulder sleeve insignia (SSI) (encl 1); the Department of the Army civilian police badge and hat insignia (encl 2); and a list of certified manufacturers that are authorized to manufacture the SSI and the police badge (encl 3). When ordering from the authorized manufacturers identify to the manufacturer the following: MIL-DTL-3628/225, TIOH Drawing B-5-158, Badge ID, Police, Department of the Army, the type of badge requested (patrolman or supervisor), your installation name, number of patrolman badges (required for numbering purposes) and ranks of supervisors, required for supervisor badges. MACOM commanders will ensure that all Department of the Army civilian police agencies under their command purchase and wear the new Army police patch and Army badge by 1 Mar 03. After that date, all police badges and/or patches not in accordance with this memorandum are not authorized for wear.

2. The standardization of the Army civilian police SSI, badge, and hat insignia was necessary as Army civilian police and security guards performing duties at Army installations are identifying themselves as Department of Defense (DOD) civilian police and/or DOD security guards. Badges and shoulder sleeve insignia to reflect DOD police and in some cases Department of the Army police have been locally designed and purchased utilizing Army funds (either small purchase buys or by each individual using funds provided for their uniform allowance). The continued use of various locally designed badges and SSI is not authorized and is confusing to the soldiers, family members, and civilian employees, the police and guards serve. All civilian police and security guards performing duties on Army installations are U.S. Army police and security guards. The design of military insignia to include Army civilian police SSI and the badge can only be accomplished by the Institute of Heraldry, Fort Belvoir, VA with approval for wear authorized by HQDA (DAMO-ODL). The civilian police SSI and badge and hat depicted in this memorandum have been designed and approved by the required organizations.

TAB L-1

DAMO-ODL

SUBJECT: Shoulder Sleeve Insignia and Badge for Department of the Army Civilian Police

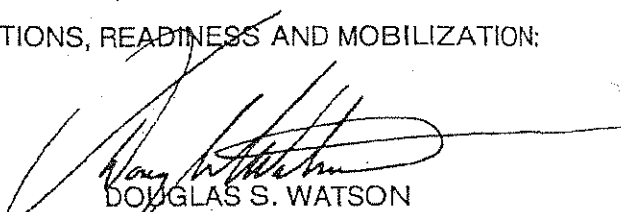
3. A new badge for Army security guards is in the design phase awaiting completion of the metal dye by the contractor for the Institute of Heraldry. Once this process is complete and HQDA approves, implementing instructions will be forwarded by separate correspondence. Installations can get a head start on this process as far as the guard SSI (encl 1) is concerned by substituting the police identification for guard in the drawing. The wear date for the SSI will be established when implementing instructions for wear of the guard badge is provided.

4. Some installations have already purchased badges and hat insignia that were manufactured utilizing the Institute of Heraldry design. The Institute of Heraldry has determined that these badges and hat insignia are authorized for wear as long as they were purchased through a certified manufacturer (encl 3).

5. POC for this action is Mr. Patrick, comm. (703) 614-2597 or DSN 224-2597.

FOR THE DIRECTOR OF OPERATIONS, READINESS AND MOBILIZATION:

Encls



DOUGLAS S. WATSON  
Colonel, GS  
Chief, Security, Force  
Protection, and Law  
Enforcement Division

DISTRIBUTION:

ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT (DAIM-MD) ✓  
CHIEF, NATIONAL GUARD BUREAU (NGB-ARO-OMS)  
CHIEF, ARMY RESERVE (DAAR)

COMMANDER

U.S. ARMY, EUROPE, AND SEVENTH ARMY (AEAPM-PS)  
EIGHTH U.S. ARMY (FKPM-FP)  
U.S. ARMY SOUTH (SOPM)  
U.S. ARMY PACIFIC (APPM)  
U.S. ARMY MATERIAL COMMAND (AMCPE-S)  
U.S. ARMY TRAINING AND DOCTRINE COMMAND (ATBO-JP)

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DAMO-ODL

SUBJECT: Shoulder Sleeve Insignia and Badge for Department of the Army Civilian  
Police

U.S. ARMY MEDICAL COMMAND (MCPM)

U.S. ARMY MILITARY DISTRICT OF WASHINGTON (ANPM-Z)

U.S. ARMY CORPS OF ENGINEERS (CEPH-ZA)

U.S. ARMY SPACE AND MISSILE COMMAND (ASMC-ZA)

U.S. ARMY SPECIAL OPERATIONS COMMAND (AOP-PPF)

U.S. ARMY MILITARY DISTRICT OF WASHINGTON (ANOP-OP)

U.S. ARMY INTELLIGENCE AND SECURITY COMMAND (IASEC-FP)

U.S. ARMY CRIMINAL INVESTIGATION COMMAND (CIOP-OP)

U.S. ARMY TEST AND EVALUATION COMMAND (CSTE-OP-TSS)

SUPERINTENDENT, U.S. MILITARY ACADEMY (MAPM)

COMMANDANT, U.S. ARMY MILITARY POLICE SCHOOL (ATZN-MP)

**REQUIREMENTS FOR SUBDUED INSIGNIA**

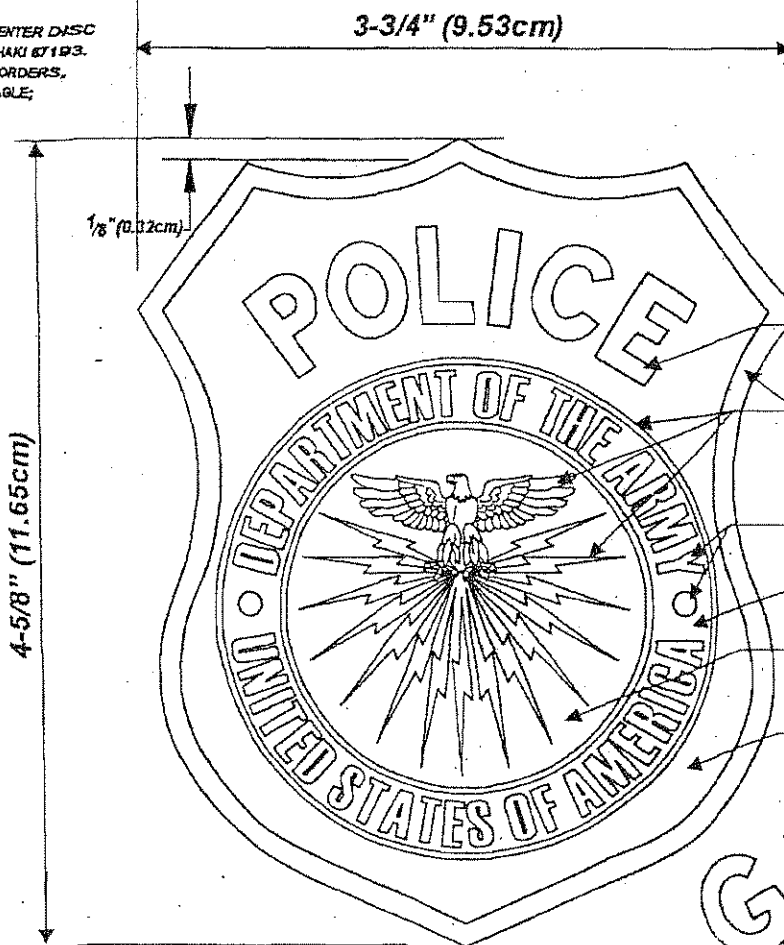
BACKGROUND OF SHIELD, CENTER DISC  
 DESIGNATION BAND; OLIVE DRAB CABLE 67133.  
 LETTERING, BULLETS, BORDERS, LIGHTNING  
 FLASHES AND EAGLE; BLACK CABLE 67138.

**REQUIREMENTS FOR SUBDUED**

BACKGROUND OF SHIELD, CENTER DISC  
 DESIGNATION BAND; KHAKI 67193.  
 LETTERING, BULLETS, BORDERS,  
 LIGHTNING FLASHES AND EAGLE;  
 BROWN 67196.

**REVISIONS**

LTR	DESCRIPTION	DATE	APPROVED
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- WHITE CABLE 67101
- YELLOW CABLE 67108  
BORDERS ON BAND,  
EAGLE AND FLASHES
- WHITE CABLE 67101  
LETTERING AND BULLETS
- OLD GLORY BLUE CABLE  
67178, DESIGNATION BAND
- BLUEBIRD CABLE 67117  
CENTER DISC
- BLACK CABLE 67138

**GUARD**  
 ALTERNATE DESIGNATION

DESIGNED FOR OVEREDGE STITCHING

**Police**  
 14,585 Stitches (Minimum)  
 Bluebird, Old Glory Blue & Black  
 150/2 Denier  
 White & Yellow  
 100/2 Denier  
 16/4 Span

**STITCH COUNT**

**Guard**  
 14,604 Stitches (Minimum)  
 Bluebird, Old Glory Blue & Black  
 150/2 Denier  
 White & Yellow  
 100/2 Denier  
 16/4 Span

SUPERSEDES Dwg. Number A-1-778 dated 21 August 2001

EXAMINED CHECKED PREPARED APPROVED MANUFACTURED IN ACCORDANCE WITH MIL-14652	EXAMINED <i>[Signature]</i>	THE INSTITUTE OF HERALDRY, U.S. ARMY 9326 GUNSTON RD. S-112 FORT BELVOIR, VA 22060-6679		
	CHECKED <i>[Signature]</i>	SHOULDER SLEEVE INSIGNIA <b>DEPARTMENT OF THE ARMY</b> <b>POLICE/GUARD</b>		
	PREPARED <i>[Signature]</i>	SIZE <b>A</b>	CONTROL IDENT. NO. <b>22571</b>	<b>A - 1 - 778</b>
	APPROVED <i>[Signature]</i> FRED N. EICHORN			





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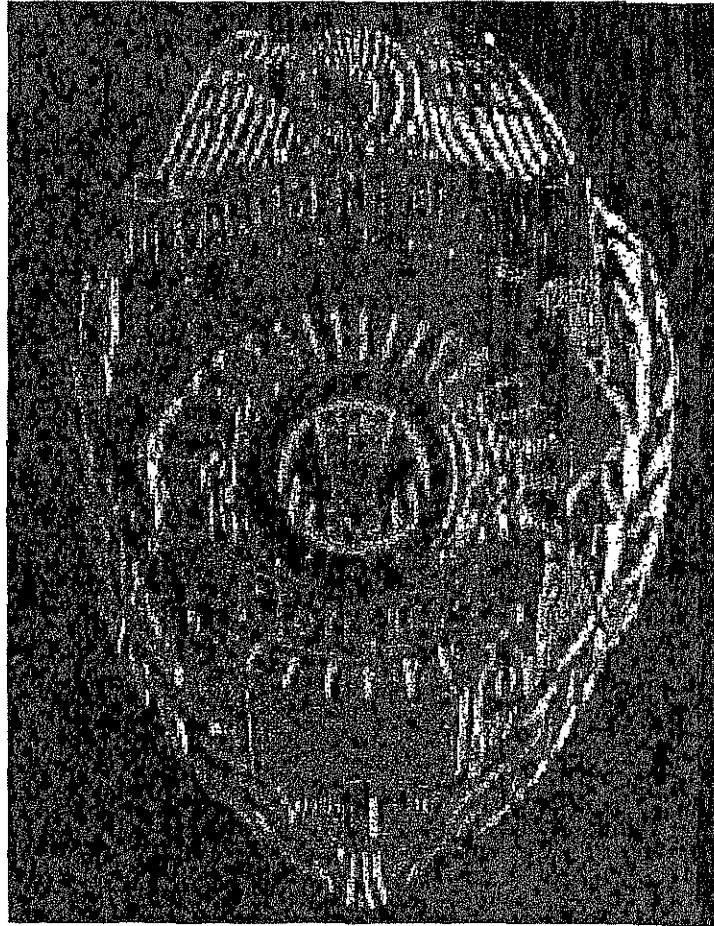
## DEPARTMENT OF THE ARMY CIVILIAN POLICE BADGE AND HAT INSIGNIA

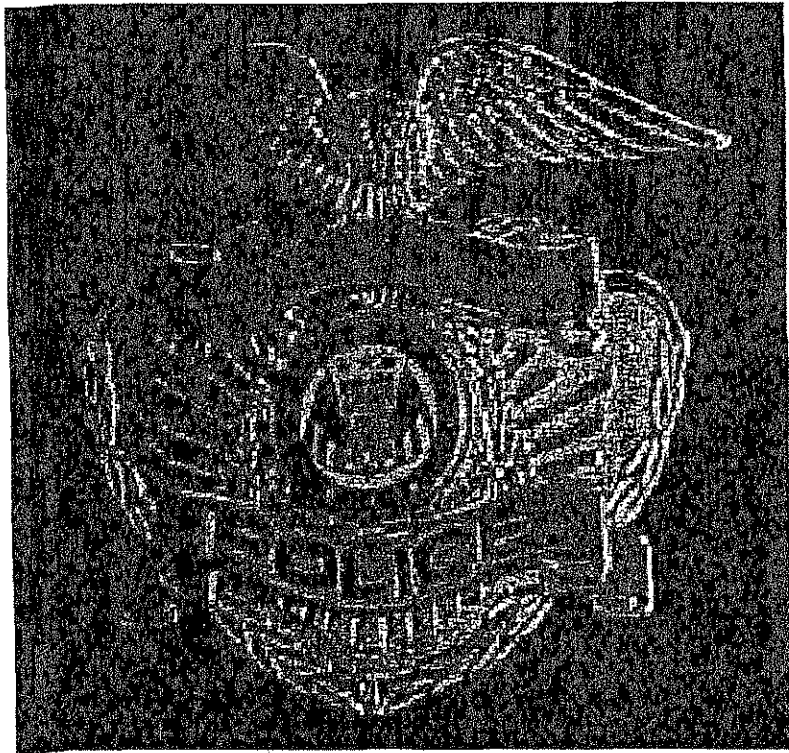
The Army civilian police badge has been designed for both patrolman and supervisor. The patrolman badge and hat insignia are silver in color while the supervisory badge and hat insignia are gold in color.

1. The patrolman's and supervisor's badge has been designed so that the installation name will be engraved on a scroll located directly below the scroll containing "Department of the Army. On the patrolman's badge a badge number will be engraved on the scroll directly below the "Police" scroll while on the supervisor's badge the rank of the supervisor (SGT, LT, CPT, etc.) will be engraved on the scroll directly below the "Police" scroll (Tab A).

2. The patrolman's hat insignia has been designed so that the installation name will be engraved on the top scroll (Tab B).

3. A fully engraved supervisor badge "Walter Reed" "SGT" is provided for comparison purposes (Tab C).







**PROCEDURES FOR THE  
LOCAL PROCUREMENT OF INSIGNIA**

1. Authorization for local procurement of insignia as specified in paragraph 3 below is contained in AR 710-2 and AR 670-1. Distinctive Unit Insignia (DUI) and regimental collar insignia (RCI) are locally procured. In addition, authorized shoulder sleeve insignia (SSI) may be locally procured until it is centrally procured and stocked through the Defense Personnel Support Center (DPSC). After shoulder sleeve insignia has been stocked by DPSC, local purchase is unauthorized.

2. After an insignia item has been approved by The Institute of Heraldry (TIOH), one of the following actions will be taken based upon the type of funds used for procurement:

a. Use of Appropriated Funds. Requisitions will be submitted through supply channels and purchased by local command servicing procurement officers for Active Army and Army Reserve units and by the USP&FO for Army National Guard units. A purchase request for local procurement will be prepared and submitted to the contracting officer in accordance with local procedures. The contracting officer will provide the manufacturer with the official manufacturing drawing for bidding purposes. Upon obtaining an acceptable bid, the contracting officer will advise the selected manufacturer to contact TIOH for loan of government tools to be used in manufacturing metal insignia items. A drawing is not required for RCI.

b. Use of Nonappropriate Funds. AR 670-1 permits use of nonappropriated funds (Unit Fund) for purchase of DUI when appropriated funds are not available. Unit funds may not be used to purchase SSI or RCI. A manufacturer must be selected from the list of manufacturers certified by TIOH for unit fund and other types of nonappropriated purchases, such as group purchases.

3. All insignia must be manufactured by firms certified by TIOH in accordance with AR 672-8. Procurement of insignia from non-certified manufacturers or from foreign or offshore sources is not authorized. Manufacturers who are interested in becoming certified manufacturers will be referred to the Director, The Institute of Heraldry for certification. All invitations for bids or contracts should include a statement that the insignia will be made in accordance with the specifications and tools provided by TIOH.

a. Distinctive Unit and Regimental Collar Insignia. DUI and regimental collar insignia must have the hallmark of the manufacturer stamped on the reverse. In addition, all DUI must have "Made in USA" stamped on the reverse. DUI will be manufactured in accordance with MIL-I-14654(IH). Regimental collar insignia will be manufactured in accordance with MIL-I-3575 for officers and MIL-I-15665 for enlisted personnel. Purchase request for DUI should include unit designation and the motto contained on the DUI, if applicable. Requests for regimental collar insignia or DUI should include unit designation and the motto contained on the DUI, if applicable. Requests for regimental collar insignia should include the name of the branch and the regimental number. Note:

The battalion numerical designation will not be placed on Infantry, Armor, Cavalry, Field Artillery, Air Defense Artillery, or Aviation regimental collar insignia. Hubs and/or dies will be loaned to the contractor by TIOH.

b. **Shoulder Sleeve Insignia.** Shoulder sleeve insignia will be manufactured in accordance with MIL-I-14652. The contractor will be advised that a "cartoon" (pattern) showing the placement and the number of stitches for the SSI may be obtained from TIOH.

c. **ROTC Shoulder Loop Insignia.** Solicitations for ROTC shoulder loop insignia should indicate that the insignia will be manufactured in accordance with MIL-I-14654(IH) and the contractor will be responsible for making any hubs and dies necessary for manufacturing. The design will be in accordance with the TIOH approved drawing.

d. **Beret Flashes, Background Trimmings and ROTC Institutional SSI.** The solicitation should indicate the insignia will be manufactured in accordance with MIL-I-14652 from the approved TIOH drawing. A "cartoon" (pattern) is not provided for these items.

4. The manufacturer is required to submit preproduction samples of all insignia to TIOH regardless of whether appropriated or nonappropriated funds are used for procurement. Once samples are approved, TIOH will issue a letter to the manufacturer authorizing manufacture of the insignia item. National Guard regulations currently require that a copy of the letter be forwarded by the manufacturer to the USP&FO prior to completion of the order. This procedure is recommended for inclusion in contracts by Regular Army and US Army Reserve procurement officers to insure that samples have been approved by TIOH.

TIOH FACT SHEET  
NUMBER 5  
Revised 2 Aug 91

DEPARTMENT OF THE ARMY  
THE INSTITUTE OF HERALDRY  
9325 GUNSTON RD, RM S112  
FT BELVOIR, VA 22060-5579  
OFFICIAL BUSINESS

## CERTIFIED MANUFACTURERS

5  
M  
37

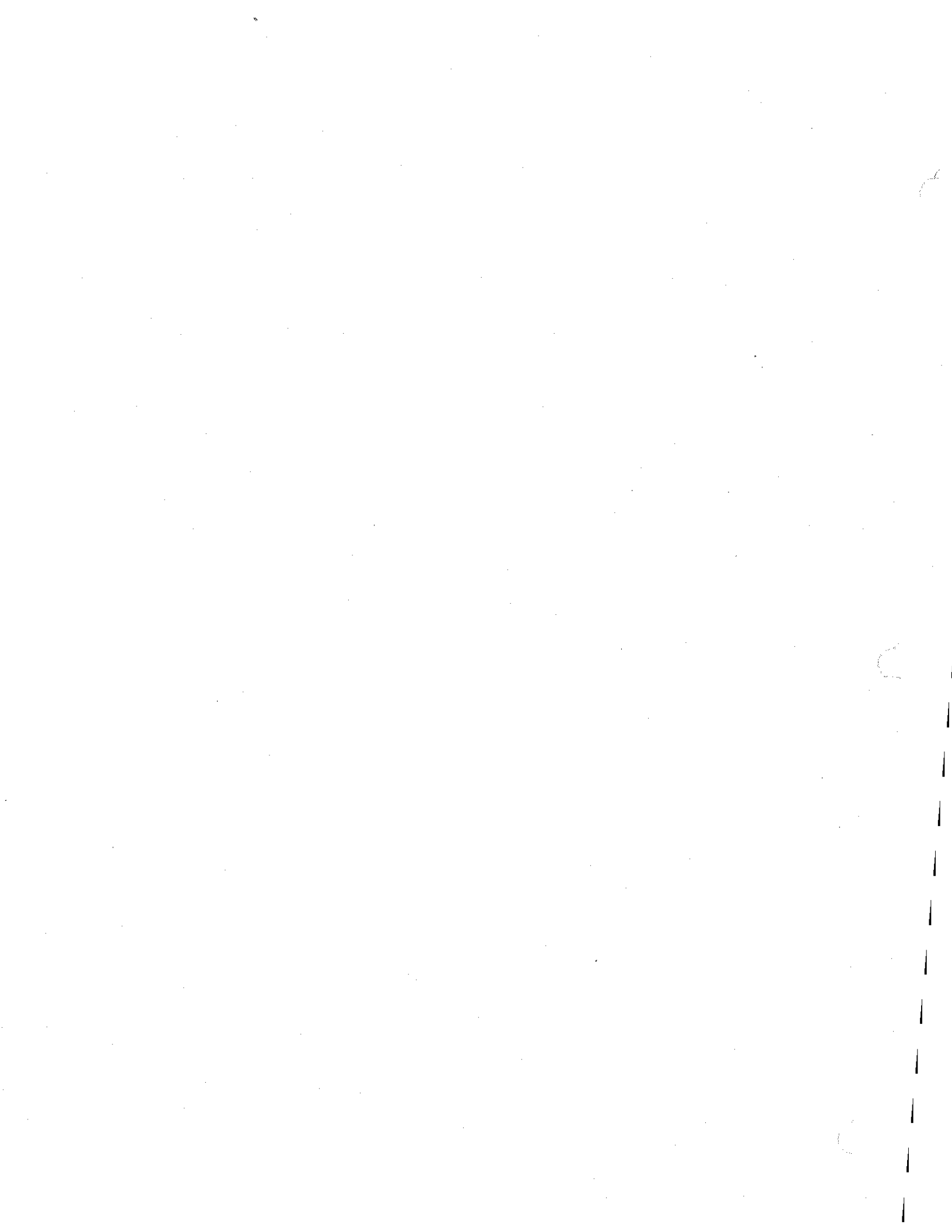
COMPANY NAME	STREET	CITY/STATE/ZIP	EMBLEM	MANUFACTURE	TELEPHONE	TELEPHONE	E-MAIL
ACTION EMBROIDERY CORP	1325 WEST BROOKS ST	ONTARIO, CA 91762	A25	1#	800-638-7223	909-983-2755	ljnewman@actionemb.com
A B EMBLEMS & CAPS	291 MERRIMON AVENUE	WEAVERVILLE, NC 28787	A35	1#	828-645-3015	828-658-3581	saless@abemblem.com
AWARD CRAFTERS, INC	14110 SULLYFIELD CIRCLE	CHANTILLY, VA 20151	A37	7	703-818-0500	703-818-0500	awcrafters@aol.com
BALLY RIBBON MILLS	23 NORTH SEVENTH ST	BALLY, PA 19503	B22	1	610-845-2211	610-845-8013	
V. H. BLACKINTON & CO, INC	221 JOHN DIETSCH BLVD	ATTLEBORO FALLS, MA 02763	B24	2	508-699-4438	508-695-5349	badges@blackinton.com
BENDE & SONS, INC	180 AUTUMN ST	PASSAIC, NJ 07055	B28	1	973-777-8700	973-777-7715	
C & P EMBROIDERY CO, INC	8602 SMITH AVE	NORTH BERGEN, NJ 07047	C27	1#	201-854-0388	201-854-8092	
CLASSIC MEDALLICS, INC.	2-15 BORDON AVE	LONG ISLAND CITY, NY 11101	C31	2*	800-221-1348	800-541-3821	
DONDERO, INC	STATE RT 710 WEST	FAIRFIELD, VA 24435	D21	2/6/7	800-344-0958	540-377-6418	
DENMARK'S MILITARY EQUIP CORP	37-11 35TH AVE	ASTORIA, NY 11101	D22	5*#	800-237-8382	718-392-7336	denmark@dmeindustries.co
EVEREADY EMBROIDERY, INC	235 ORIENT AVE	JERSEY CITY, NJ 07305	E26	1#	800-682-5155	201-433-9588	EEI@DMEINDUSTRIES.CO
ERFFMEYER & SON CO, INC	5300 W. CLINTON AVE	MILWAUKEE, WI 53223	E27	2*	414-354-7800	414-362-7287	info@escoinc.com
EISEMAN-LUDMAR CO, INC	56 BETHPAGE DRIVE	HICKSVILLE, NY 11801	E31	6	516-932-6330	516-932-3304	EISELUD@AOL.COM
IRA GREEN, INC	177 GEORGIA AVE	PROVIDENCE, RI 02905	G23	5*#	800-663-7487	800-738-8522	mmcallis@iragreen.com
GENERAL DISPLAY CO.	9801 HYNSON DRIVE	MANASSAS, VA 22111	G25	7	703-335-9292	703-335-9292	GDISPLAY@AOL.COM
GRACO AWARDS, INC	PO BOX 27	TOMBALL, TX 77377-0027	G27	2	800-421-0227	281-255-6951	saless@gracolnd.com
HILBORN-HAMBURGER, INC	122 DAYTON AVE	PASSAIC, NJ 07055	H24	5	800-526-7475	973-773-0593	
INTERNATIONAL INSIGNIA CORP	1280 EDDY STREET	PROVIDENCE, RI 02905	I21	2*	401-784-0000	401-941-8400	IIC@IDS.NET
JACQUELINE EMBROIDERY CO	2119 WHITESVILLE RD	TOMS RIVER, NJ 08755	J23	1	732-886-0955	732-905-5323	
KREW INCORPORATED	101 DUNHAM STREET	ATTLEBORO, MA 02703	K21	2	508-222-4433	508-228-7436	murph151@ibm.net
MIDWEST TROPHY COMPANY	3501 SOUTHEAST 29TH ST	DEL CITY, OK 73115	M29	2*	800-324-5997	405-672-0964	
MOTEX INC	6210 MONROE PLACE	WEST NEW YORK, NJ 07093	M36	1#	201-854-8808	201-453-0703	
E.P. INDUSTRIES, INC	1725 PONTIAC AVE	CRANSTON, RI 02920	P23	2*	800-875-1190	401-463-5522	epind@sprintmail.com
PECAS EMBROIDERY CORP	1204 67TH STREET	NORTH BERGEN, NJ 07047	P25	1#	201-854-1320	201-854-7674	
RAINBOW EMBROIDERY	10 RACE STREET	PLAINFIELD, NJ 07060	R27	1#	908-756-7355	908-756-7336	RAINBOW786@AOL.COM
SCHREYER EMBROIDERY CO	50 INDUSTRIAL DR	FAIRVIEW, NJ 07022	S33	1#	201-943-6221	201-943-0827	chris.boss@worldnet.att.net
SIMBA AWARDS, LTD	46-44 11TH ST (3D FLOOR)	LONG ISLAND CITY, NY 11101	S35	2*	718-482-7822	718-729-1031	
THE SUPPLY ROOM	1409 SENTINEL DR	ANNISTON, AL 36207	S38	3*#	800-458-5180	800-521-5027	supplyroom@ntl.net
VANGUARD MILITARY EQUIP CORP	1172 AZALEA GARDEN RD	NORFOLK, VA 23502	V21	5*#	800-221-1264	757-857-0222	VANGUARD@LIVENET.NE
WARWICK EMBLEM SUPPLY	141 INEZ AVE	WARWICK, RI 02886	W30	2*	401-738-0702	401-739-9237	WarwickEmblem@aol.com



THE FOLLOWING CODES ARE USED TO INDICATE TYPE OF MANUFACTURE:

- 1 TEXTILE MANUFACTURER
- 2 METAL MANUFACTURER
- 3 METAL AND TEXTILE MANUFACTURER
- 4 DECAL MANUFACTURER
- 5 5 AAFES OPEN ORDER CONTRACTOR/ALL ITEMS
- 6 HAND EMBROIDERED BULLION MANUFACTURER
- 7 PLAQUE MANUFACTURER
- \* DISTINCTIVE INSIGNIA MANUFACTURER
- # SHOULDER SLEEVE INSIGNIA MANUFACTURER

UNITED STATES ARMY  
THE INSTITUTE OF HERALDRY  
TECHNICAL AND PRODUCTION DIVISION  
9325 GUNSTON ROAD ROOM S112  
FORT BELVOIR, VIRGINIA 22060-5579  
TELEPHONE 703-806-4982  
FAX 703-806-4989





DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF G-3  
400 ARMY PENTAGON  
WASHINGTON DC 20310-0400

DAMO-ODL

04 JUN 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Shoulder Sleeve Insignia and Badge for Department of the Army Security Guards

1. Enclosed for implementation is information pertaining to the Department of the Army security guard shoulder sleeve insignia (SSI) (Encl 1); the Department of the Army security guard badge and hat insignia detail specification sheet; (Encl 2); a list of certified manufacturers that are authorized to manufacture the SSI and the security guard badge (Encl 3). When ordering from the authorized manufacturers provide the manufacturers the detail specification sheets and the type of badge requested (guard or supervisor), your installation name, number of guard badges (required for numbering purposes) and ranks of supervisors, required for supervisor badges. The Army security guard badge has been designed for both patrolman and supervisor (security guard badge and hat insignia are silver in color; supervisory badge and hat insignia are gold in color). MACOM commanders will ensure that all Department of the Army security guards (GS-085 only, not contracted for security guards) under their command wear the new Army security guard patch and Army badge by 1 Sep 03. Installations should purchase the badges and patches for their security guards utilizing small purchase buys as manufacturers offer discounts for larger orders. After that date, all security guard badges and/or patches not in accordance with this memorandum are not authorized for wear.

2. The standardization of the Army security guard SSI, badge, and hat insignia was necessary as Army security guards performing duties at Army installations are identifying themselves as Department of Defense (DOD) security guards. Badges and shoulder sleeve insignia to reflect DOD security guards and in some cases Department of the Army security guards have been locally designed and purchased utilizing Army funds (either small purchase buys or by each individual using funds provided for their uniform allowance). The continued use of various locally designed badges and SSI is not authorized and is confusing to the soldiers, family members, and civilian employees, the police and guards serve. The design of military insignia to include Army civilian police and security guard SSI and the badge can only be accomplished by the Institute of Heraldry, Fort Belvoir, VA, with approval for wear authorized by HQDA (DAMO-ODL).

TAB  
L-2

DAMO-ODL

SUBJECT: Shoulder Sleeve Insignia and Badge for Department of the Army Security Guards

The security guard SSI, badge and hat depicted in this memorandum have been designed and approved by the required organizations.

3. Some installations have already purchased badges and hat insignia that were manufactured utilizing the Institute of Heraldry design. The Institute of Heraldry has determined that these badges and hat insignia are authorized for wear as long as they were purchased through a certified manufacturer (Encl 3).

4. POC for this action is Mr. Patrick, COMM (703) 614-2597 or DSN 224-2597.

FOR THE DIRECTOR OF OPERATIONS, READINESS AND MOBILIZATION:



CHARLES F. LUCE

Colonel, GS

Acting Chief, Security, Force

Protection, and Law

Enforcement Division

3 Encls

DISTRIBUTION:

ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT (DAIM-MD)

CHIEF, NATIONAL GUARD BUREAU (NGB-ARO-OMS)

CHIEF, ARMY RESERVE (DAAR)

COMMANDER

U.S. ARMY, EUROPE, AND SEVENTH ARMY (AEAPM-PS)

EIGHTH U.S. ARMY (FKPM-FP)

U.S. ARMY SOUTH (SOPM)

U.S. ARMY PACIFIC (APPM)

U.S. ARMY MATERIAL COMMAND (AMCPE-S)

U.S. ARMY TRAINING AND DOCTRINE COMMAND (ATBO-JP)

U.S. ARMY MEDICAL COMMAND (MCPM)

U.S. ARMY MILITARY DISTRICT OF WASHINGTON (ANPM-Z)

U.S. ARMY CORPS OF ENGINEERS (CEPH-ZA)

DAMO-ODL

SUBJECT: Shoulder Sleeve Insignia and Badge for Department of the Army Security  
Guards

DISTRIBUTION CONT

U.S. ARMY SPACE AND MISSILE COMMAND (ASMC-ZA)

U.S. ARMY SPECIAL OPERATIONS COMMAND (AOOP-PPF)

U.S. ARMY MILITARY DISTRICT OF WASHINGTON (ANOP-OP)

U.S. ARMY INTELLIGENCE AND SECURITY COMMAND (IASEC-FP)

U.S. ARMY CRIMINAL INVESTIGATION COMMAND (CIOP-OP)

U.S. ARMY TEST AND EVALUATION COMMAND (CSTE-OP-TSS)

SUPERINTENDENT, U.S. MILITARY ACADEMY (MAPM)

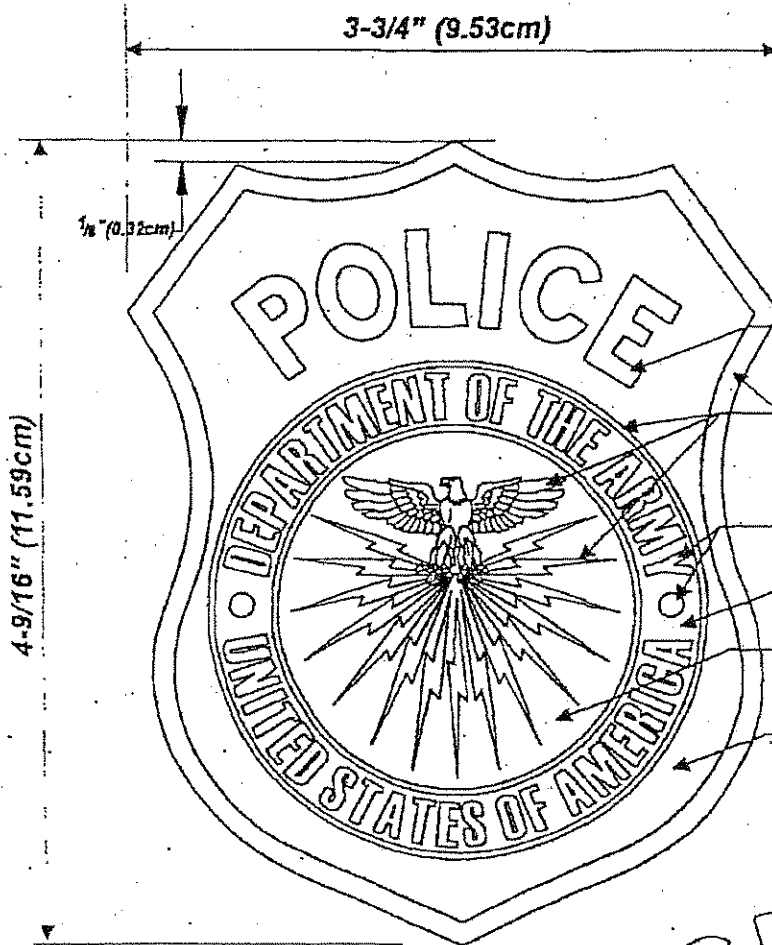
COMMANDANT, U.S. ARMY MILITARY POLICE SCHOOL (ATZN-MP)

**COLORS FOR SUBDUED INSIGNIA**

BACKGROUND OF SHIELD, CENTER DISC AND DESIGNATION BAND; OLIVE DRAB CABLE 67133.

ALL LETTERING, BULLETS, BORDERS, LIGHTNING FLASHES AND EAGLE; BLACK CABLE 67138.

LTR	DESCRIPTION	DATE	APPROVED
-----	-------------	------	----------



- WHITE CABLE 67101
- YELLOW CABLE 67108  
BORDERS ON BAND,  
EAGLE AND FLASHES
- WHITE CABLE 67101  
LETTERING AND BULLETS
- OLD GLORY BLUE CABLE  
67178, DESIGNATION BAND
- BLUEBIRD CABLE 67117  
CENTER DISC
- BLACK CABLE 67138

color

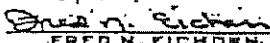
# GUARD

ALTERNATIVE DESIGNATION

**DESIGNED FOR OVEREDGE STITCHING**

**STITCH COUNT**

SUPERSEDES Dwg. Number A-1-778 dated 21 MAY 1991

UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES TOLERANCES ON FRACTIONS DECIMALS ANGLES  MATERIALS: TO BE MANUFACTURED IN ACCORDANCE WITH MIL-DTL-14852	EXAMINED		<i>SMH</i>	BSH	THE INSTITUTE OF HERALDRY, U.S. ARMY 9326 GUNSTON RD. S-142 FORT BELVOIR, VA 22060-661  SHOULDER SLEEVE INSIGNIA <b>DEPARTMENT OF THE ARMY</b> <b>POLICE</b>
	CHECKED		<i>pu</i>		
	PREPARED		<i>JAS</i>		
	APPROVED		 FRED N. EICHORN DIRECTOR		
SIZE CONTROL IDENT. NO		A 22571		A-1-778	
SCALE FULL		DATE 21 AUGUST 2001			

Enc

## PROCEDURES FOR THE LOCAL PROCUREMENT OF INSIGNIA

1. Authorization for local procurement of insignia as specified in paragraph 3 below is contained in AR 710-2 and AR 670-1. Distinctive Unit Insignia (DUI) and regimental collar insignia (RCI) are locally procured. In addition, authorized shoulder sleeve insignia (SSI) may be locally procured until it is centrally procured and stocked through the Defense Personnel Support Center (DPSC). After shoulder sleeve insignia has been stocked by DPSC, local purchase is unauthorized.

2. After an insignia item has been approved by The Institute of Heraldry (TIOH), one of the following actions will be taken based upon the type of funds used for procurement:

a. **Use of Appropriated Funds.** Requisitions will be submitted through supply channels and purchased by local command servicing procurement officers for Active Army and Army Reserve units and by the USP&FO for Army National Guard units. A purchase request for local procurement will be prepared and submitted to the contracting officer in accordance with local procedures. The contracting officer will provide the manufacturer with the official manufacturing drawing for bidding purposes. Upon obtaining an acceptable bid, the contracting officer will advise the selected manufacturer to contact TIOH for loan of government tools to be used in manufacturing metal insignia items. A drawing is not required for RCI.

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3. All insignia must be manufactured by firms certified by TIOH in accordance with AR 672-8. Procurement of insignia from non-certified manufacturers or from foreign or offshore sources is not authorized. Manufacturers who are interested in becoming certified manufacturers will be referred to the Director, The Institute of Heraldry for certification. All invitations for bids or contracts should include a statement that the insignia will be made in accordance with the specifications and tools provided by TIOH.

a. **Distinctive Unit and Regimental Collar Insignia.** DUI and regimental collar insignia must have the hallmark of the manufacturer stamped on the reverse. In addition, all DUI must have "Made in USA" stamped on the reverse. DUI will be manufactured in accordance with MIL-I-14654(II). Regimental collar insignia will be manufactured in accordance with MIL-I-3575 for officers and MIL-I-15665 for enlisted personnel. Purchase request for DUI should include unit designation and the motto contained on the DUI, if applicable. Requests for regimental collar insignia or DUI should include unit designation and the motto contained on the DUI, if applicable. Requests for regimental collar insignia should include the name of the branch and the regimental number. Note:

INCH-POUND

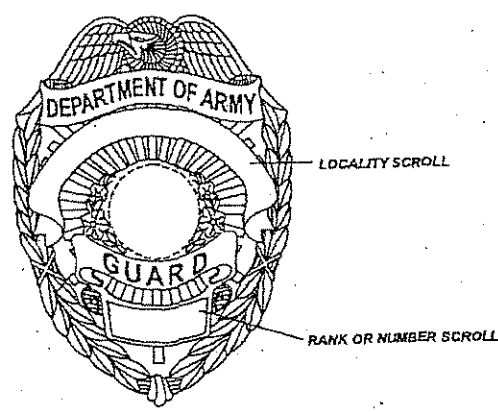
MIL-DTL-3628/226  
18 December 2002

DETAIL SPECIFICATION SHEET

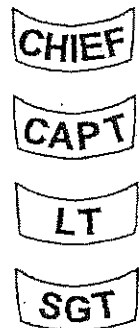
BADGE, IDENTIFICATION, GUARD, DEPARTMENT OF THE ARMY.

This specification is approved for use by all Departments and Agencies of the Department of Defense.

The requirements for acquiring the product described herein shall consist of this specification sheet and MIL-DTL-3628.



BASE



RANKS



DEVICE

DASH NO.  
-1 Guard  
-2 Supervisory Guard

MATERIAL: Red Brass

FINISH:

- 1: Hard Enameled or Epoxied, Nickel Plated, Mirror-like Polished, and shall match The Institute of Heraldry (TIOH) Metal Finish Chip Number 16.
- 2: Hard Enameled or Epoxied, Gold Plated, Mirror-like Polished, and shall match The Institute of Heraldry (TIOH) Metal Finish Chip Number 6.

DIMENSIONS:

BASE:  
 WIDTH: 2 inches (REF)  
 HEIGHT: 3-1/8 inches (REF)  
 THICKNESS (at thickest point): 0.120 ± 0.010 inch





MIL-DTL-3628/226

Custodian:  
Army - IH

Preparing activity:  
Army - IH

Review activity:  
DLA - CT

(Project No. 8455-0103/005)

INCH-POUND

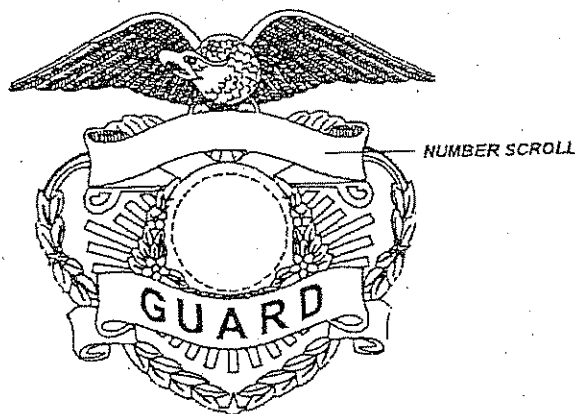
MIL-DTL-15665/101  
18 December 2002

DETAIL SPECIFICATION SHEET

INSIGNIA, CAP, GUARD, DEPARTMENT OF THE ARMY

This specification is approved for use by all Departments and Agencies  
of the Department of Defense.

The requirements for acquiring the product described herein shall consist of this specification  
sheet and MIL-DTL-15665.



BASE



DEVICE

MATERIAL: Red Brass

FINISH: Enameled or Epoxied, Nickel Plated, Mirror-like Polished, and shall match The  
Institute of Heraldry (TIOH) Metal Finish Chip Number 16.

DIMENSIONS:

BASE:

HEIGHT: 2-1/2 inches (REF)

WIDTH: 2-1/2 inches (REF)

THICKNESS (at thickest point): 0.120 ± 0.010 inch

DEVICE:

DIAMETER: 3/4 inch (REF)

THICKNESS (at thickest point): 0.075 ± 0.005 inch

ASSEMBLED THICKNESS: 0.135 ± 0.010 inch



INCH-POUND

MIL-DTL-15665/102  
18 December 2002

DETAIL SPECIFICATION SHEET

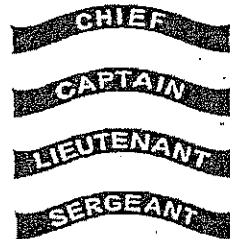
INSIGNIA, CAP, SUPERVISORY GUARD, DEPARTMENT OF THE ARMY

This specification is approved for use by all Departments and Agencies  
of the Department of Defense.

The requirements for acquiring the product described herein shall consist of this specification  
sheet and MIL-DTL-15665.



BASE



RANKS



DEVICE

MATERIAL: Red Brass

FINISH: Enameled or Epoxied, Gold Plated, Mirror-like Polished, and shall match The  
Institute of Heraldry (TIOH) Metal Finish Chip Number 6.

DIMENSIONS:

BASE:

HEIGHT: 2-1/2 inches (REF)

WIDTH: 2-1/2 inches (REF)

THICKNESS (at thickest point): 0.120 ± 0.010 inch

DEVICE:

DIAMETER: 3/4 inch (REF)

THICKNESS (at thickest point): 0.075 ± 0.005 inch

ASSEMBLED THICKNESS: 0.135 ± 0.010 inch

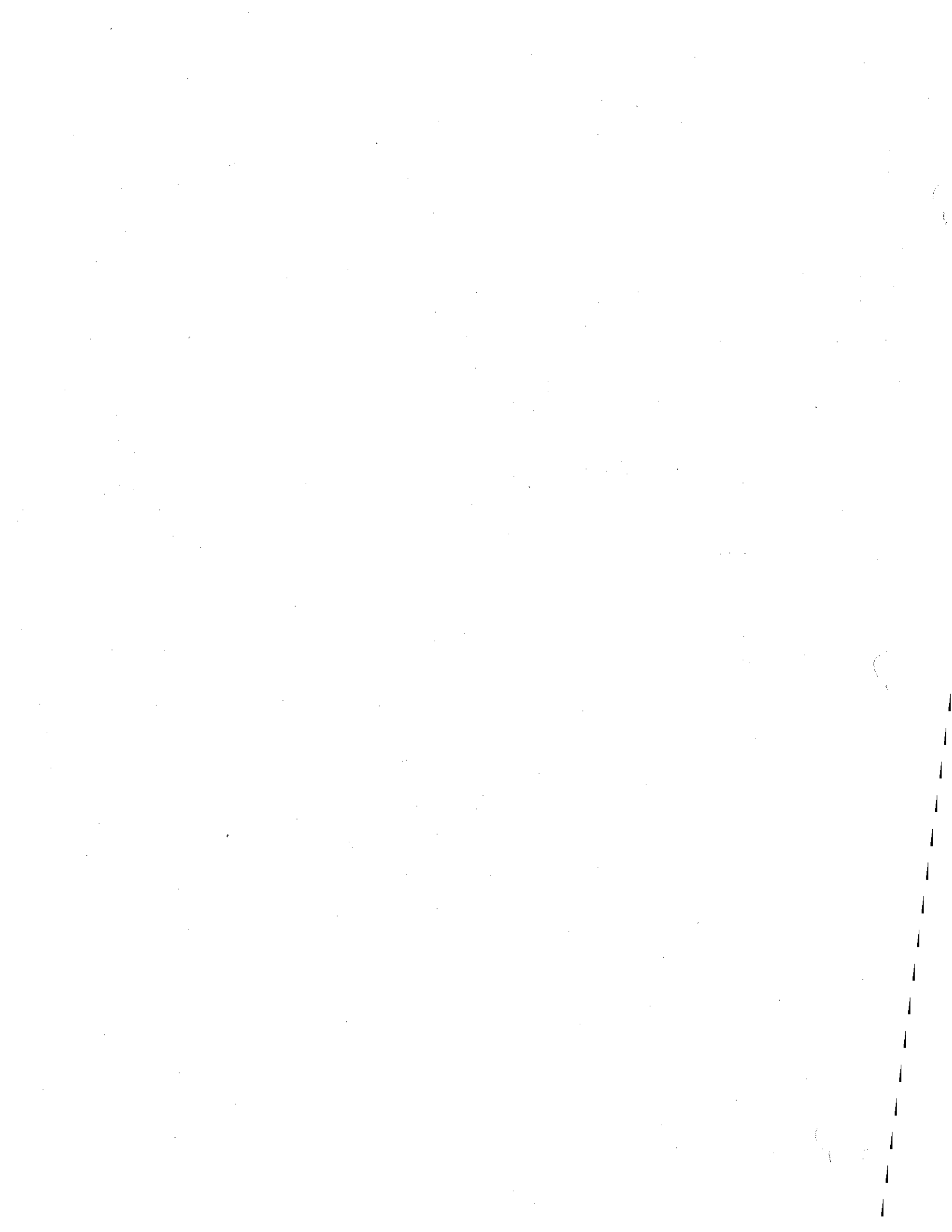


ACTIVE LIST OF CERTIFIED MANUFACTURERS 03/06/03  
 THE INSTITUTE OF HERALDRY, 9325 GUNSTON ROAD, ROOM S112, FORT BELVOIR, VIRGINIA 22060-5579  
 -703-806-4985

NAME	STREET	LOCATION	HMK	MANU	TELEPHONE	FAX NO
ACTION EMBROIDERY CORP	1325 WEST BROOKS ST	ONTARIO, CA 91762	A25	1#	800-638-7223	909-983-2755
A B EMBLEMS/CONRAD	291 MERRIMON AVENUE	WEAVERVILLE, NC 28787	A35	1#	828-645-3015	828-658-3581
AWARD CRAFTERS, INC	14110 SULLYFIELD CIRCLE	CHANTILLY, VA 20151	A37	7	703-818-0500	703-818-0500
BALLY RIBBON MILLS	23 NORTH SEVENTH ST	BALLY, PA 19503	B22	1	610-845-2211	610-845-8013
BENDE & SONS, INC	180 AUTUMN ST	PASSAIC, NJ 07055	B26	1	973-777-8700	973-777-7715
C & P EMBROIDERY CO, INC	6602 SMITH AVE	NORTH BERGEN, NJ 07047	C27	1#	201-854-0388	201-854-8092
CLASSIC MEDALLICS, INC.	2-15 BORDON AVE	L.I. CITY, NY 11101	C31	2*	800-221-1348	800-541-3821
DONDERO, INC	STATE RT.710 WEST	FAIRFIELD, VA 24435	D21	2/6/7	540-377-6753	540-377-6418
DENMARK'S MILITARY EQUIP CORP	37-11 35TH AVE	ASTORIA, NY 11101	D22	5*#	800-237-8362	718-392-7336
EVEREADY EMBROIDERY, INC	235 ORIENT AVE	JERSEY CITY, NJ 07305	E26	1#	800-682-5155	201-433-9588
ERFFMEYER & SON CO, INC	5300 W. CLINTON AVE	MILWAUKEE, WI 53223	E27	2*	414-354-7800	414-362-7287
EISEMAN-LUDMAR CO, INC	56 BETHPAGE DRIVE	HICKSVILLE, NY 11801	E31	6	516-932-6330	516-932-3304
IRA GREEN, INC	177 GEORGIA AVE	PROVIDENCE, RI 02905	G23	5*#	800-663-7487	800-738-8522
GENERAL DISPLAY CO.	9801 HYNSON DRIVE	MANASSAS, VA 22111	G25	7	703-335-9292	703-335-9292
GRACO AWARDS, INC	PO BOX 27	TOMBALL, TX 77377-0027	G27	2	800-421-0227	281-255-6951
GREAT AMERICAN WEAVING CORP	20 NORTH FRONT STREET	BALLY, PA 19503	G31	1	610-845-9200	610-845-7147
INTERNATIONAL INSIGNIA CORP	1280 EDDY STREET	PROVIDENCE, RI 02905	I21	2*	401-784-0000	401-941-8400
MEDALS OF AMERICA	114 SOUTHCHASE BLVD	FOUNTAIN INN, SC	M37	5	800-308-0849	800-407-8640
PECAS EMBROIDERY CORP	1204 67TH STREET	NORTH BERGEN, NJ 07047	P25	1#	201-854-1320	201-854-7674
RAINBOW EMBROIDERY	10 RACE STREET	PLAINFIELD, NJ 07060	R27	1#	908-756-7355	908-756-7336
SCHREYER EMBROIDERY CO	50 INDUSTRIAL DR	FAIRVIEW, NJ 07022	S33	1#	201-943-6221	201-943-0827
SIMBA AWARDS LTD	46-44 11TH STREET (3RD FLOOR)	L.I. CITY, NY 11101	S35	2*	718-482-7822	718-729-1031
THE SUPPLY ROOM	1409 SENTINEL DR	ANNISTON, AL 36207	S38	3*#	800-458-5180	800-521-5027
UNIVERSAL SPECIALITY AWARDS	58 WASHINGTON STREET	PAWTUCKET, RI 02860	U23	2*	401-727-0083	401-727-4592
VANGUARD INDUSTRIES, INC	1172 AZALEA GARDEN RD	NORFOLK, VA 23502	V21	5*#	800-221-1264	757-857-0222
WARWICK EMBLEM SUPPLY	141 INEZ AVE	WARWICK, RI 02886	W30	2*	401-738-0702	401-739-9237

CODES USED TO INDICATE TYPE OF MANUFACTURER:

1 TEXTILE 2 METAL 3 METAL AND TEXTILE 4 DECALS 5 AAFES OPEN ORDER CONTRACTOR/ALL ITEMS 6 HAND EMBROIDERED BULLION  
 7 PLAQUES \* DISTINCTIVE UNIT INSIGNIA # SHOULDER SLEEVE INSIGNIA







## Tab M

Witness Listing for Army Report --DI-10-1952—*copy only in unredacted Army Report version*



SECURITY GUARD REPORT ANNISTON ARMY DEPOT ANNISTON, ALABAMA 36201-4199		DATE:		SECURITY DIVISION ONE COST CENTER X4000	
		SHIFT START: 0700 hrs			
		SHIFT END: 1945 hrs			
CAR 10					
CAR 60		RF			
CAR 80					
POST 1					
POST 7					
POST 9					
POST 11			OFF DAYS	ANNUAL LEAVE	SICK LEAVE
POST 12					
POST 12A					
POST 9A/B					
CAR 14					
CAR 15					
CAR 16					
CAR 61		RF			
CAR 62		RF			
CAR 63		RF			
CAR 64		RF			
CAR 65		RF			
CAR 66		RF			
CAR 67		RF			
CAR 68		RF			
CAR 81					
CAR 82					
CAR 83		RF			
CAR 84		RF			
CAR 85		RF			
CAR 86		RF			
CAR 87		RF			
CAR 12					
CAR 13					
POST 3					
POST 5					
POST 5A					
CP 5					
CP 5 A					
CP 6					
POST 6					

EXHIBIT Exh1

DAY  
**X4000 JOB ASSIGNMENTS 1 OCT 09 - 14 MAY 10**

NAME	SERIES	POST/CP	PATROL	LEAVE	STATUS	REMARKS
[REDACTED]	85	31	26	12	PRP	GW
[REDACTED]	83	47	60	14		11-Oct
[REDACTED]	83	40	55	14		11 OCT / SCHOOL
[REDACTED]	85	42	54	33	PRP	EXT LEAVE
[REDACTED]	83	50	61	13		11 OCT / SCHOOL
[REDACTED]	83	N/A				28 FEB / SCHOOL
[REDACTED]	83	54	56	3		14 OCT / SCHOOL
[REDACTED]	83	54	59	15		
[REDACTED]	85	37	48	42	PRP	MEDICAL
[REDACTED]	85	52	57	20	PRP	
[REDACTED]	85	54	62	14	PRP	
[REDACTED]	85	29	31	16	PRP	DEPLOYED / 6 JAN
[REDACTED]	85	N/A				TEMP MEDICAL
[REDACTED]	85	58	60	12	PRP	
[REDACTED]	85	56	61	12	PRP	
[REDACTED]	85	N/A				ORDERS 3 YEARS
[REDACTED]	85	51	53	21	PRP	
[REDACTED]	85	49	57	20	PRP	
[REDACTED]	85	57	56	15	PRP	
[REDACTED]	83	39	41	6		11 OCT / SCHOOL
[REDACTED]	85				PRP	DEPLOYED
[REDACTED]	85	45	48	14	PRP	MEDICAL / 11 NOV
[REDACTED]	83	40	44	3		11 OCT / SCHOOL
[REDACTED]	85	56	57	15	PRP	
[REDACTED]	85	51	58	20	PRP	
[REDACTED]	83	53	50	7		11 OCT / SCHOOL
[REDACTED]	83	39	46	3		11 OCT / SCHOOL
[REDACTED]	85	19	20	1	PRP	TDA / 9 MAR
[REDACTED]	83	37	46	39		11 OCT / SCHOOL
[REDACTED]	83	34	44	7		11 OCT / SCHOOL
[REDACTED]	85	54	63	11	PRP	
[REDACTED]	85	51	62	16	PRP	
[REDACTED]	83	37	39	18		SCHOOL
[REDACTED]	85	51	60	18	PRP	
[REDACTED]	85	50	63	17	PRP	
[REDACTED]	85	48	55	24	PRP	
[REDACTED]	85	45	61	22	PRP	
[REDACTED]	85	54	67	10	PRP	
[REDACTED]	83	52	68	7		
[REDACTED]	85	50	64	14	PRP	
[REDACTED]	85	54	66	10	PRP	
[REDACTED]	85	N/A			PRP	ENLISTED
[REDACTED]	85	49	66	14	PRP	
[REDACTED]	83	49	65	15		
[REDACTED]	85	50	62	18	PRP	

## X4000 JOB ASSIGNMENTS 1 OCT 09 - 14 MAY 10

[REDACTED]	85	55	57	18	PRP		
[REDACTED]	85	58	62	9	PRP		
[REDACTED]	85	54	56	18	PRP		
[REDACTED]	85	53	66	10	PRP		
[REDACTED]	83	N/A				TEMP MEDICAL	
[REDACTED]	85	54	59	15	PRP		
[REDACTED]	83	52	66	12			
[REDACTED]	83	49	52	27			
[REDACTED]	85	52	58	14	PRP		
[REDACTED]	85	59	52	19	PRP		
[REDACTED]	85	48	53	27	PRP		
[REDACTED]	85	N/A				TEMP MEDICAL	
[REDACTED]	85	48	65	16	PRP		
[REDACTED]	85	54	52	21	PRP		
[REDACTED]	85	50	58	20	PRP		
[REDACTED]	85	N/A				TEMP MEDICAL	
[REDACTED]	85	33	46	27	PRP	MEDICAL / 12 OCT	
[REDACTED]	85	48	60	18	PRP		
[REDACTED]	85	53	71	6	PRP		
[REDACTED]	85	56	62	8	PRP		
[REDACTED]	85	43	55	16	PRP		

NIGHT

X6000 JOB ASSIGNMENTS 1 OCT 09- 14 MAY 10

NAME	TOTALS					CHEM QUAL	NON CHEM QUAL
	POST/ CP	PATROL	CHM POST	CHM PATR	DYS WKD		
85							
[REDACTED]	14	25	13	33	85	Temp DCO 120 days	
[REDACTED]	16	51	18	61	146		
[REDACTED]	146				146	085 No Weapon Assigned Post 5	
[REDACTED]	21	34	13	57	125		
[REDACTED]	18	38	18	68	142		
[REDACTED]	17	37	16	61	131		
[REDACTED]	47	43	6	30	126	085 No Weapon Assigned Post 5/6	
[REDACTED]	24	35	17	67	143		
[REDACTED]	14	23	17	52	106		
[REDACTED]	17	33	17	50	117		
[REDACTED]	19	36	11	56	122		
[REDACTED]	21	31	13	54	119		
[REDACTED]	9	13			22	085 Not PRP Qualified Returned from Military Deployment	
[REDACTED]	23	107	15	74	219		
[REDACTED]	18	59	19	72	168		
[REDACTED]	20	66	14	62	162		
[REDACTED]	20	57	17	53	147		
[REDACTED]	17	57	11	49	134		
[REDACTED]	15	40	14	50	119		
[REDACTED]	23	36	12	50	121		
[REDACTED]	21	29	9	39	98		
[REDACTED]	19	42	18	74	153		
[REDACTED]	6	24	8	25	63	Temp DCO 120 days	
[REDACTED]	21	44	16	56	137		
[REDACTED]	18	79	16	64	177		
[REDACTED]	17	38	14	60	129		
[REDACTED]	10	17	6	28	61		
[REDACTED]	2	9	7	19	37	Temp DCO 120 days	
[REDACTED]	18	67	19	65	169		
[REDACTED]					0	085 Sick Leave pending Retirement	
[REDACTED]	19	45	12	60	136		
[REDACTED]	51	43	11	38	143		
[REDACTED]	13	42	18	64	137		
[REDACTED]	18	74	13	60	165		
[REDACTED]	16	38	13	72	139		
[REDACTED]	20	32	12	52	116		

EXHIBIT

# X6000 JOB ASSIGNMENTS 1 OCT 09- 14 MAY 10

NAME	TOTALS					CHEM QUAL	NON CHEM QUAL
	POST/ CP	PATROL	CHM POST	CHM PATR	DYS WKD		
83							
[REDACTED]	16	4			20	083 New Hire at Accademy	
[REDACTED]	54	46	9	34	143	083	
[REDACTED]	80	54			134	083	
[REDACTED]					0	083 Deployed Military	
[REDACTED]	24	3			27	083 New Hire injured at Accademy Assigned Post 6	
[REDACTED]	34	30	3	9	76	083 Graduated Accademy during this period	
[REDACTED]	58	42			100	083 Graduated Accademy during this period	
[REDACTED]					0	083 Deployed Military	
[REDACTED]	89	42			131	083 New Hire injured at Accademy Assigned Post 6	
[REDACTED]	48	32	0		80	083 Graduated Accademy during this period	
[REDACTED]	89	42			131	083	
[REDACTED]	62	39			101	083 Graduated Accademy during this period	
[REDACTED]	53	65			118	083	
[REDACTED]	62	31			93	083 New Hire injured at Accademy Assigned Post 6	
[REDACTED]	42	33			75	083 Deployed Military	
[REDACTED]	37	27			64	083	
[REDACTED]	86	47			133	083	
[REDACTED]	54	38			92	083 Graduated Accademy during this period	
[REDACTED]	89	45			134	083	
[REDACTED]	54	38			92	083 New Hire at Accademy	
[REDACTED]	75	58			133	083	
[REDACTED]	12	1			13	083 New Hire injured at Accademy Assigned Post 6	
[REDACTED]	61	45			106	083 Graduated Accademy during this period	
[REDACTED]					0	083 Out on Workmans Comp post Knee Surgery	

EXHIBIT 12







Exhibit

Exh 2

Army Regulation 190-58

Military Police

# Personal Security

Headquarters  
Department of the Army  
Washington, DC  
22 March 1989

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 190-58

Personal Security

This regulation--

- o Outlines planning, objectives, selection, certification, credentialing, and equipping of protective service personnel.
- o Specifies mission, training, and equipment for special reaction teams.
- o Directs contingency planning, training, and equipment for hostage negotiations.

Effective 21 April 1989

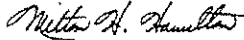
Military Police  
Personal Security

By Order of the Secretary of the Army:

CARL E. VUONO

General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON

Administrative Assistant to the  
Secretary of the Army

services, special reaction teams, and hostage negotiations. This regulation implements DOD Directive 2000-12.

**Applicability.** This regulation applies to the Active Army and the U.S. Army Reserve (USAR). It applies to the Army National Guard (ARNG) only when on active Federal service.

**Proponent and exception authority.**  
Not applicable

**Impact on New Manning System.**  
This regulation does not contain information that affects the New Manning System.

**Army management control process.**  
This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of

this regulation and establishment of command or local forms are prohibited without prior approval from HQDA (DAMO-ODL) WASH DC 20310-0440.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes upon their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Operations and Plans. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO-ODL) WASH DC 20310-0440.

**Distribution.** Active Army, USAR, and ARNG: C.

**History.** This UPDATE printing publishes a new Army regulation.

**Summary.** This regulation establishes Army policy on personal security. It provides guidance for personal protective

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Responsibilities • 1-4, page 1

Coordination • 1-5, page 1

**Chapter 2**

**Protective Services, page 2**

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Planning • 2-2, page 2

Full-time protective service • 2-3, page 2

**Chapter 3**

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Crime Records Center • 3-2, page 3

Credentials • 3-3, page 3

Uniform • 3-4, page 4

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### **Chapter 4**

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### **Chapter 5**

**Hostage Negotiations, *page 8***

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**Glossary**

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation establishes policies and responsibilities for personal security during combatting terrorism and other major disruptions on military installations. It also provides guidance for protective service operations both on and off military installations. It is an adjunct to AR 525-13.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

*a.* The Deputy Chief of Staff for Operations and Plans (DCSOPS) will provide overall staff responsibility for the security of the Army. The DCSOPS will develop policies, standards, and procedures for protective services, special reaction teams (SRTs), and hostage negotiations.

*b.* The Deputy Chief of Staff for Personnel (DCSPER) will—

(1) Ensure combatting terrorism policies and procedures are incorporated in personnel and travel regulatory guidance.

(2) Administer the civilian clothing allowance program for full-time protective service personnel.

*c.* The Commanding General, U.S. Army Criminal Investigation Command (CG, USACIDC) will—

(1) Provide protective service operations for individuals designated by the Department of Defense and the Department of the Army per AR 10-23. This includes the planning and execution of close-in protection for the principal, and the coordinating every phase of the mission to include the middle and outer cordons of security with the major Army command (MACOM) responsible for the geographical area. Selection, certification, and other requirements for full-time protective service personnel explained in chapter 3 are not applicable to USACIDC assigned personnel. USACIDC elements will not conduct protective service missions without the consent of the CG, USACIDC.

(2) Screen criminal and intelligence records and refer adverse information on file with the Crime Records Center for full-time protective service candidates to Commander, U.S. Total Army Personnel Command (PERSCOM) for evaluation.

(3) Provide technical advice and assistance to commanders on protective service operations. This includes the conduct of personal security vulnerability assessments as requested by commanders within the capability of USACIDC.

(4) Provide trained hostage negotiators and technical hostage negotiation equipment in strategic locations throughout the world in support of installation commanders.

*d.* MACOM commanders assigned the responsibility for designated geographical areas will provide for the personal safety and security of personnel assigned to or traveling within these areas. These commanders will—

(1) Designate Level 1 high risk personnel assigned or traveling within their areas of responsibility. Tenant units will submit names of nominees for high risk designation to the applicable MACOM exercising geographical responsibility for consideration.

(2) Provide qualified personnel and equipment to perform full-time protective services for Level 1 high risk personnel. Full-time protective services will be provided until the Level 1 high risk person permanently departs the geographical area or the Level 1 high risk designation is removed.

(3) Designate Level 2 high risk personnel. This responsibility may be delegated to installation commanders.

(4) Organize, train, and equip full-time protective service teams for designated Level 1 high risk personnel. Tenant units authorized by the applicable MACOM commander to establish full-time protective service teams using organic resources will coordinate their actions with the MACOM provost marshal (PM) or security officer.

(5) Provide administrative, logistical, and personnel support to USACIDC protective service personnel tasked to protect designated personnel, and direct the outer cordons of security in support of the protective service mission.

*e.* Commanders of MACOMs will—

(1) Ensure installations assigned to their command maintain a special reaction team capability and hostage negotiators in accordance with chapters 4 and 5.

(2) Identify needs and program resources to meet these needs for these teams.

#### **1-5. Coordination**

Every phase of a protective service mission must be carefully coordinated with appropriate military, Federal, State, local, and host country agencies. Questions with regard to the interpretation of statutes or international agreements will be referred to the servicing judge advocate. Visiting protective service personnel accompanying high risk persons will

ensure coordination of their protective service mission and operations with the MACOM exercising geographical area of responsibility. Administrative, logistical, and personnel support will be provided as required by the MACOM.

## **Chapter 2**

### **Protective Services**

#### **2-1. General**

Protective service operations are the commander's principal resource in protecting high risk personnel.

*a.* Protective service operations will be conducted in accordance with U.S. laws and regulations and international agreements to which the United States is a party. Unless authorized by statute or international agreement, soldiers performing personal protective services off military installations will not identify themselves as law enforcement agents or wear uniform accoutrements that project military law enforcement authority. Military personnel may not enforce civil law; however, they will always act to defend the high risk person or themselves wherever they may be.

*b.* Conduct of protective services, organization of the protective service force, the number of personnel employed, and the duration of the mission will be determined based on the status of the principal, threat, vulnerabilities, location, and other conditions that may present a danger to the principal being secured.

*c.* The mission of protective services is to protect the principal from assassination, kidnapping, injury, and embarrassment. Protective service personnel must be able to react instantly by covering and evacuating the principal in case of attack.

*d.* Full-time protective services will be provided only for personnel designated as Level I high risk by the MACOM commander exercising the geographical area of responsibility, or as directed by higher authority.

*e.* If high risk personnel decline protective services, the MACOM commander will be notified.

#### **2-2. Planning**

*a.* Protective services should be based upon a defense in depth employing concentric cordons or rings of security.

(1) The inner cordon normally consists of dedicated full-time protective services personnel assigned to protect a principal.

(2) Subsequent outer cordons to the immediate area surrounding the principal located at varying distances depending on situational factors are outlined in paragraph 2-1*b.* This would include uniformed and nonuniformed security personnel (military, U.S. Federal, State, local, or host country), physical barriers, or a combination of both, controlling movement within the area.

*b.* Responsibilities must be clearly defined throughout the protective mission. Project and protocol officers, security personnel, and hosts will be identified and assigned responsibilities.

#### **2-3. Full-time protective service**

*a.* The objectives of the full-time protective service team are as follows:

(1) Deter possible harm to the principal through protective service operations.

(2) Detect threatening situations affecting the personal safety and security of the principal.

(3) Defend the principal from physical harm or embarrassing situations.

(4) Quickly and safely remove the principal from the threatening environment to a more secure location.

*b.* Duties may include—

(1) Advance security coordination and surveys preceding the principal.

(2) Accompanying the principal when away from place of residence and work office.

(3) Residence watch.

(4) Accountability of the principal's property during travel.

(5) Protective countersurveillance of the principal.

*c.* Standard Army weapons and equipment should be used to perform protective service missions. However, execution of full-time protective service missions may require use of special equipment and materials. If items are not provided by table of organization and equipment (TOE) and table of distribution and allowances (TDA) authorization, or through routine supply channels, commanders will consider local purchase, procurement, or lease of the equipment.

(1) Full-time protective service teams are authorized use of unmarked vehicles of commercial design and colors in performance of their official duties. TDA authorities will provide a minimum of two vehicles for team use for each principal being protected. Vehicles should be similar to those available on the local economy in order to blend with the local environment; however, they will not exceed the class II designation for a compact sedan unless approval for a larger class vehicle has been granted by the Secretary of the Army in accordance with AR 58-1.

(2) Effective communications are vital to protective service operations. Hand-held and portable base station frequency modulated (FM) radios equipped with surveillance packages will be available. All hand-held radios should have



hands-free operation capability and all nets should be securable in accordance with Federal Standard 1027 and AR 530-2. All vehicles will be equipped with mounted radios.

*d.* Contingency limitation .0015 funds are available for extraordinary and emergency expenditures in excess of Joint Federal Travel Regulation authorizations to support full-time protective service requirements. These funds are administered by USACIDC in compliance with AR 195-4. The local Criminal Investigation Command element will be coordinated with prior to obligation or expenditure of .0015 funds.

## **Chapter 3**

### **Full-Time Protective Service Personnel**

#### **3-1. Selection and certification**

The inherent danger and diverse demands of full-time protective services dictate the need to ensure that personnel meet the highest standards and proficiency of technical skills.

*a.* Personnel nominated to perform full-time protective service duties will meet the following prerequisites:

- (1) Qualified in primary military occupational specialty (MOS) 95B, military policeman, or 95D, Criminal Investigation Division (CID) special agent.
- (2) In pay grade E5 through E7. Personnel in grade E4 with a minimum of 1 year military or civilian police experience may also be considered for selection.
- (3) Possess a SECRET clearance.
- (4) Free of any record reflecting civilian or military offenses other than minor violations such as those listed in AR 601-210, tables 4-1A and 4-1B, and other conduct or behavior not in the best interest of Army law enforcement.
- (5) Cleared by a favorable Crime Records Center name check.
- (6) In excellent physical condition, pass the most recent Army Physical Fitness Test, and conform to height and weight standards in AR 600-9.

*b.* Personnel selected for full-time protective service duties must successfully complete the U.S. Army Military Police School (USAMPS) Protective Services Training Course or a USAMPS approved equivalent. Before personnel may perform on-the-job-training (OJT) protective service duties, they must have a valid DA Form 4187 (Personnel Action) which states they will attend the course. They must also be screened and cleared in accordance with paragraph 3-1a. All OJT duties will be performed in the accompaniment of a qualified Protective Services Training Course graduate.

*c.* Personnel performing full-time protective service duties must maintain proficiency of their technical skills. As a minimum, personnel will receive individual and team training, to include evasive driver training. They will be periodically tested under varied scenarios, qualify quarterly with their assigned weapons, and receive advanced first-aid training to include cardiovascular pulmonary resuscitation (CPR) qualification.

#### **3-2. Crime Records Center**

*a.* Commanders desiring to nominate an individual for full-time protective service duties will dispatch an electrical message to DIR USACRC USACIDC BALT MD//CICR-ZA// requesting a name check.

*b.* The request will include the following information:

- (1) Candidate's full name (to include former names and maiden names, if applicable).
- (2) Social security number (SSN).
- (3) Date of birth.
- (4) Place of birth.
- (5) Primary military occupational specialty.
- (6) Pay grade.
- (7) Expiration term of service (ETS).
- (8) Security clearance.

*c.* Requests will include the applicable MACOM provost marshal or security officer, and Commander, U.S. Total Army Personnel Command (TAPC-PDS), 2461 Eisenhower Ave. ALEX, VA 22331-0475 as information addresses.

#### **3-3. Credentials**

*a. Authorization.*

(1) The only authorized credential for full-time protective service personnel is DA Form 5703 (Protective Service Agent). (See figs 3-1 and 3-2 for completed samples of this form.) Reproduction of these credentials or use of locally produced protective service credentials is prohibited. Unless authorized by statute or international agreement, soldiers performing personal protective services off military installations will be provided with protective service credentials; they will not use law enforcement credentials.

(2) Full-time protective service credentials are numbered serially with a letter and four-digit number. They will be completed with the name, SSN, full facial photograph in uniform, and signature of the full-time protective service person to whom issued.

(3) Identifying data will be entered, and DA Form 5703 will be signed by the full-time protective service person, authenticated by the issuing PM or security officer, and laminated. Credentials that have not been laminated are not valid. Overseas MACOM commanders may place host country translation of data on the DA Form 5703 as appropriate.

(4) Credentials will not be except as stated above. Altered, marred, or defaced credentials will be recovered and destroyed.

(5) Unissued credentials will be afforded the same degree of security provided other DA controlled forms. Credentials will be transferred as stated in AR 190-30 for military police investigator (MPI) credentials.

*b. Issue.*

(1) Full-time protective service credentials will be issued in bulk by serial numbered lots to MACOM commanders. MACOM commanders desiring credentials will submit requests to HQDA (DAMO-ODL) WASH DC 20310-0440.

(2) MACOM commanders will develop procedures for the issue, control, accountability, and destruction of credentials. This will include maintenance of a control log and monthly physical inventories of credentials.

(3) Credentials will only be issued to full-time protective service personnel meeting the qualification requirements of paragraph 3-1 and performing full-time protective service duties.

(4) Credentials will be issued for a period not to exceed 48 calendar months from the date of issue. The expiration date will be typed on the line provided on DA Form 5703.

(5) Issue and control procedures for credentials will be identical to those procedures prescribed for MPI credentials as outlined in AR 190-30.

*c. Withdrawal.*

(1) Credentials will be permanently withdrawn and destroyed by the MACOM commanders or designee because of—

(a) Adverse conduct by the individual warranting relief from full-time protective service duties.

(b) Final revocation of personnel security clearance by the Commander, U.S. Army Central Personnel Security Clearance Facility, Bldg 4552A, Fort Meade, MD 20755-5250.

(c) Any illness or mental condition that, in the opinion of competent medical authority, may cause significant defect in the judgment or reliability of the person.

(d) The individual departing the command on permanent change of station, ETS, or being assigned to other duties.

(e) Any other conduct that would preclude the individual's continued performance of protection services duties.

(2) Credentials may be temporarily withdrawn by the MACOM commander or designee because of—

(a) Conduct of an investigation for criminal or other actions that might result in permanent withdrawal for cause.

(b) Authorized absences such as leave, hospitalization, or other duties not associated with full-time protective service details.

(c) Any other conduct that would preclude the individual's temporary performance of protective services duties.

*d. Loss of credentials.* Loss of credentials will be investigated and a report will be submitted to HQDA (DAMO-ODL) WASH DC 20310-0440 containing a brief synopsis of the loss within 15 days of the loss.

### **3-4. Uniform**

*a.* Full-time protective service personnel will wear the duty uniform or civilian clothing appropriate to the specific mission. They should consider clothing worn by the principal being protected and the location of the mission. Unless authorized by statute or international agreement, soldiers performing personal protective services off military installations will not wear uniform accoutrements that project law enforcement authority.

*b.* Wearing of U.S. brass instead of grade insignia may be authorized by the appropriate MACOM commander for the utility uniform.

*c.* Requests for civilian clothing allowances will be submitted as prescribed in AR 700-84 through the MACOM concerned to Cdr, U.S. Total Army Personnel Command, ATTN: TAPC-PDS, ALEX VA 22331-0475. Requests will not be submitted until the individual concerned has been screened and cleared in accordance with paragraph 3-1a. A separate request will be submitted for each individual and will include the individual's date of certification, ETS, and date eligible for return from overseas (DEROS) (if appropriate). A format for submitting clothing allowance requests is provided at figure 3-3.

### **3-5. Weapons**


*a.* The basic weapon for full-time protective service personnel is the 9 millimeter (mm) or caliber (cal) .38 pistol. Carrying of concealed weapons will be governed by AR 190-14.

*b.* Use of non-Government issued weapons for protective service missions will be determined by the applicable MACOM commander responsible for the mission.

*c.* Personnel will be fully trained and qualified quarterly with all the weapons they carry.

*d.* Weapons will be controlled in accordance with AR 190-11.

**UNITED STATES ARMY**



THIS IS TO CERTIFY THAT  
**Samuel G. Tucker**  
WHOSE SIGNATURE AND PHOTOGRAPH APPEAR HEREON  
HAS BEEN APPOINTED  
**PROTECTIVE SERVICE AGENT**

*Samuel G. Tucker*

\_\_\_\_\_  
SIGNATURE OF AGENT

*Leonard R. Parker*

\_\_\_\_\_  
SIGNATURE OF PROVOST MARSHAL

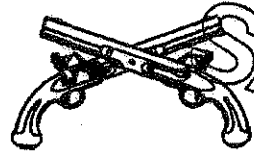
**A9979**

DA FORM 5703, OCT 88

Figure 3-1. Sample of a completed DA Form 5703

A protective service agent is authorized to conduct security coordination and surveys at activities, facilities and installations in accordance with the provisions of AR 190-58 and will be granted access to Army facilities and information based on a need to know.

These credentials are issued for the official use of the holder designated hereon. Use or possession by any other individual will make this offender liable to penalty 18 U.S.C. 486, 506, and 701. If found return to Headquarters Department of the Army, ATTN: DAMO-ODL, Washington, D.C. 20310-0440. Postage Guaranteed.



**PROVOST MARSHAL**

ISSUING AGENCY

**10-31-90**

EXPIRATION DATE

HEIGHT **6' 1"**      WEIGHT **185 lb**

EYES **BLUE**

HAIR **DARK/BROWN**

BIRTH **12-19-58**

SSAN **213-66-7690**

*Samuel G. Tucker*

\_\_\_\_\_  
SIGNATURE OF AGENT

**A9979**

DA FORM 5703, OCT 88

Figure 3-2. Sample of a completed DA Form 5703—Continued

---

(Letterhead)

(Office symbol) (Marks number)

(Date)

MEMORANDUM THRU Commander, (MACOM), ATTN: (MACOM PM Office symbol), (Address)

FOR Commander, U.S. Total Army Personnel Command, ATTN: TAPC-PDS 2461 Eisenhower Avenue, ALEX, VA 22331-0475

SUBJECT: Request for Authority to Wear Civilian Clothing in the Performance of Official Duties

1. Under AR 190-58, paragraph 3-4c, and AR 700-84, chapter 8, request the following individual be granted *(an initial) (a special continuing)* allowance to purchase civilian clothing for use in the performance of official duties in full-time protective service:

- a. (Name)
- b. (Grade)
- c. (SSN)
- d. (ETS)
- e. (DEROS) (if not overseas, indicate N/A)
- f. (Credential number)
- g. (Date credential issued)
- h. (Date and amount of previous civilian clothing allowances authorized)

2. The wearing of civilian clothing is essential to the successful completion of this individual's investigative assignment. The climatic conditions of *(his) (her)* duty station necessitate the purchase of *(summer or winter clothing only) (clothing for both summer and winter)*. The civilian clothing purchased will be a style appropriate to the investigative assignment.

3. Recommend payment of *(an initial) (a special continuing)* civilian clothing allowance. Upon receipt of approval authorizing the wearing of civilian clothing and payment of a civilian clothing allowance, the required garments will be obtained by local purchase within 30 days.

4. The individual for whom this request is submitted *(does) (does not)* replace an individual who has previously been granted a civilian clothing allowance. *(He) (She)* has at least 1 year of obligated service remaining at the present duty station, and is expected to continue to serve in this full-time protective service assignment for at least 1 year.

FOR THE COMMANDER:

Encl

(Signature of requesting official)

Figure 3-3. Request for civilian clothing allowance

---

## Chapter 4 Special Reaction Teams (SRTs)

### 4-1. General

SRTs are one of the commander's principal resources in response to a major disruption or special threat to an installation.

a. Installation commanders will maintain an SRT capable of responding to a terrorist incident or other disruption on the installation within 2 hours or less from the time of notification. The SRT may be from installation resources; nearby U.S. Army or other service installations; or Federal, State, local, or host country authorities in accordance with

applicable laws, regulations, and Status of Forces Agreements. Memorandums of Agreement or other documentation outlining mutually agreed upon procedures and actions will be maintained with the agency providing the SRT.

b. The SRT is the installation commander's principal response force in the event of a major disruption or threat situation on the installation. The primary goal of the SRT is to preserve human life and restore normal activity on the installation. Situations involving SRT deployment may include barricaded criminals and mentally disturbed persons with or without hostages, sniper incidents, threatened suicides, combatting terrorism operations, drug raids, warrant apprehension of dangerous individuals, and protective service missions. The SRT could also be included in contingency planning in the event of combat hostilities and sabotage.

c. The installation PM or security officer normally is responsible for organizing, training, equipping, and certifying the SRT.

d. Installation SRT organization, training, equipment, and operational procedures will be outlined in writing. Installations employing SRT response from other than installation resources will ensure that initial response contingencies using installation resources are maintained to isolate, contain, and evaluate an incident prior to SRT arrival.

#### **4-2. SRT training**

a. Individual and team training is essential to the mission performance of the SRT in responding to crises. SRT members must be afforded adequate time to conduct training and will be tested at least semiannually using varied scenarios in day and night operations. Evaluations will include an alert assembly, issue of equipment, an operational briefing, a practical exercise, and a debriefing. Evaluation results will be maintained on file for 1 year.

b. All SRT members will be familiarized monthly and qualified quarterly with their assigned weapons. Periodic use of stress courses in the firing of weapons is required. This will include running, firing rapidly, and firing from varied and difficult firing positions.

c. SRT marksmen (snipers) will be familiarized monthly and qualified every 60 days. Qualification will be at 100 meters using match grade M118 ammunition hitting a 4-inch bull's-eye a minimum of 9 times out of 10 shots. The off round may be no more than 2 inches off the edge of the bull. All rounds will be fired from a cold and fouled bore. Marksmen qualification will be documented by the SRT leader and certified by the installation PM or security officer.

#### **4-3. SRT uniform and equipment**

a. The SRT uniform will include—

- (1) Battle dress uniform with soft cap or other appropriate attire approved by the installation commander.
- (2) Combat boots or other appropriate footwear approved by the installation commander.
- (3) Lightweight body armor with minimum threat level 2A or higher.
- (4) Protective mask.
- (5) Illuminating wristwatch.

b. The SRT equipment will include—

(1) Hand-held and portable base station FM radios with a surveillance package to include an ear piece and a lapel mike, hand- or voice-activated. All hand-held radios should have hands-free operation capability and all nets should be securable in accordance with Federal Standard 1027 and AR 530-2.

- (2) Weapons and ammunition.
- (3) Pyrotechnics.
- (4) Night vision devices (AN/PVS-5).
- (5) Binoculars.
- (6) Telephone sets to establish communications with barricaded individuals.
- (7) A 35mm camera with a zoom lens (200mm/300mm).
- (8) Telescope observation (M49) with case (M164).
- (9) First aid kit.

c. Special reaction team weapons will include—

- (1) One 9mm pistol, cal .38 revolver, or cal .45 pistol per team member.
- (2) Two M21 or M24 sniper rifles with night vision scopes per team.
- (3) One M16A1 or M16A2 rifle per team member (excluding marksmen).
- (4) Two 12-gauge shotguns per team.
- (5) Two M203 or M79 grenade launchers per team.

d. All equipment will be accounted for in accordance with AR 710-2. Weapons will be controlled in accordance with AR 190-11.

## Chapter 5 Hostage Negotiations

### 5-1. Contingency plans

- a. Installation commanders will maintain contingency plans for response to hostage situations. Planning will outline specific guidance on command and control of the hostage situation and coordination of the operation.
- b. Contingency planning will include coordination with applicable Federal, State, local, and host country officials outlining movement, security, negotiator, and jurisdictional responsibilities on the installation and in the event of a mobile hostage situation moving off the installation.
- c. Hostage negotiators will be identified and designated in contingency plans. Commanders may elect to use USACIDC hostage negotiators based on their availability, or other personnel who have successfully completed the USAMPS Hostage Negotiation Course or other basic hostage negotiator course consisting of at least 80 training hours. More than one hostage negotiator should be identified since a hostage situation may extend over a long period of time and the negotiation process is mentally exhausting.
- d. Installation commanders may approve the monitoring and recording of hostage negotiations to maintain an accurate record of the communications. Monitoring will be conducted in accordance with AR 190-30.
- e. Negotiation means the willingness to establish dialogue for arriving at a settlement; it does not imply yielding to demands.

### 5-2. Procedures for Responding to a Hostage Incident

- a. Respond to the hostage incident with a Threat Management Force. Keep the situation confined and contained, and cleared of all personnel except those specifically authorized in the area.
- b. Summon required assistance and establish a location for the command post. The command post should provide observation of the incident and afford protection from direct fire.
- c. Clear the entire line of fire completely around and outside the hostage incident.
- d. Establish a perimeter around the incident and enclose it with necessary vehicles and personnel.
- e. Deploy the Public Affairs Officer to brief news media representatives. If appropriate, establish a press center.
- f. Summon medical, engineer, and explosive ordnance disposal (EOD) support personnel that have appropriate equipment and vehicles.
- g. Interview people who have knowledge of the situation to establish the—
  - (1) Number and identity of abductors and weapons.
  - (2) Number and identity of hostages.
  - (3) Personal, criminal, and medical histories of abductors and hostages.
- h. Interview the spouse, parents, and siblings of the abductor, if possible, to gain further insight into the abductor's behavior and reasoning process.
- i. Have professional practitioners available for consultation (psychologists, members of the clergy, lawyers, or probation or parole officers) especially if they have previously dealt with the abductor.
- j. Ensure that the lighting at the scene of action is adequate.
- k. Establish communications with the abductor as soon as possible. Communicate by telephone or provide the abductor with a communications device.
- l. Attempt to establish multiple observation points from which to view the location, behavior, and movements of the hostage and the abductor.
- m. If possible, set up a listening system in the abductor's area of control.
- n. Assign an individual to communicate and negotiate with the abductor and make certain the abductor knows with whom he or she is negotiating.
- o. Ensure audio communication with the abductor is maintained.
- p. Set no demands, other than to agree to trade the release of the hostage for the abductor's safety.
- q. Accept no deadlines from the abductor.
- r. Obtain anything within reason the abductor requests, except for ammunition and weapons, drugs, and alcoholic beverages.
- s. Establish appropriate liaison to provide food and beverages to the abductor and hostages.
- t. Establish, with the abductor, a way of making food and beverages available.
- u. Make certain that nourishment provided is ample and attractive, reflecting a concern for the abductor's physical condition.
- v. Do not put drugs into food or beverages without the approval of the MACOM commander.
- w. Do not permit anyone to enter the barricaded area. In response to terrorist demands, exceptions might include—
  - (1) A doctor who is volunteering to treat injured or stricken individuals.
  - (2) A few news media representatives on a "pooled" basis.

- x. Ask to see the hostages so an assessment of their well-being and movement potential can be determined.
- y. Do not show overconcern for the welfare of the hostages.
- z. Be prepared to assault the abductor if he or she becomes irrational, destructive, or begins to seriously harm hostages. Weigh the decision of moving in against the chance the abductor will kill hostages.
  - aa. Conduct, on a continuing basis, assessments on the abductor's willingness and ability to negotiate and on his or her rationality.
  - ab. Note the following indicators of the abductor's willingness and ability to negotiate:
    - (1) The abductor's continued participation in the negotiating process and lessening of demands.
    - (2) The uneventful passage of deadlines set by the abductor.
    - (3) Considerate treatment of the hostage.
  - ac. Keep the abductor talking as long as possible.
  - ad. Recognize that as long as the abductor is talking, the opportunity remains for a successful resolution of the event.
  - ae. Do everything possible to consume time in the hope that the abductor will be led to miscalculations, which could result in bringing about his or her capture, or be worn down into agreeing with the negotiator.
  - af. Settle with the abductor on his or her negotiable demands by convincing the abductor to yield hostages for his or her own safety during surrender.
  - ag. Agree to arrange a meeting with media personnel if the abductor insists and if the meeting may cause the abductor to yield the hostages and surrender.
  - ah. In incident planning, address a mobile contingency, even though allowing an incident to go mobile is not recommended. This will include liaison with neighboring jurisdictions.
  - ai. Equip the escape vehicle, provided to the abductor, with electronic tracking devices. Mark the rooftop of the vehicle. If at night, consider knocking out a rear tail light to ease ground tracking in case the electronic device fails.
  - aj. Do not release any individuals from your custody unless directed by a high authority. Negotiators, when pressured, will indicate that this decision is beyond local authorities to decide.
  - ak. Conduct advance coordination with the host country or with Federal and State officials in the event the jurisdiction of the incident changes.

### **5-3. Training and equipment**

- a. Hostage negotiation teams must be afforded adequate time to conduct training and will be tested at least semiannually using varied scenarios in day and night operations. Evaluations will include establishing communications with hostage takers and role playing of various hostage incidents. Some training and exercises should be conducted in conjunction with SRT exercises since both the hostage management teams and SRTs are principal members of the threat management force.
  - b. Equipment at a minimum will include—
    - (1) Telephone sets to establish communications with hostage takers.
    - (2) Visual and audio surveillance and recording equipment.
    - (3) Tape recorders.
    - (4) A bullhorn.
    - (5) Hand-held FM radios.
    - (6) Lightweight body armor with a minimum threat level 2A or higher.
  - c. All equipment will be accounted for in accordance with AR 710-2.

## **Appendix A References**

### **Section I Required Publications**

**AR 10-23**

United States Army Criminal Investigation Command. (Cited in para 1-4c.)

**AR 58-1**

Management, Acquisition and Use of Administrative Use Motor Vehicles. (Cited in para 2-3.)

**AR 190-11**

Physical Security of Arms, Ammunition, and Explosives. (Cited in paras 3-5 and 4-3.)

**AR 190-14**

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties. (Cited in para 3-5.)

**AR 190-30**

Military Police Investigations. (Cited in paras 3-3 and 5-1.)

**AR 195-4**

Use of Contingency Limitation .0015 Funds for Criminal Investigative Activities. (Cited in para 2-3.)

**AR 525-13**

The Army Terrorism Counteraction Program. (Cited in para 1-1.)

**AR 530-2**

Communications Security. (Cited in paras 2-3 and 4-3.)

**AR 600-9**

The Army Weight Control Program. (Cited in para 3-1.)

**AR 601-210**

Regular Army and Army Reserve Enlistment Program. (Cited in para 3-1.)

**AR 700-84**

Issue and Sale of Personal Clothing. (Cited in para 3-4 and fig 3-3.)

**AR 710-2**

Supply Policy Below the Wholesale Level. (Cited in paras 4-3 and 5-3.)

**Federal Standard 1027**

Telecommunications: Federal Security Requirements Using the Data Encryption Standard. (Cited in paras 2-3c and 4-3.)

### **Section II Required Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

**AR 5-3**

Installation Management and Organization.

**AR 195-2**

Criminal Investigation Activities.

**AR 380-67**

Personnel Security Program.



**FM 19-20**  
Law Enforcement Investigations.

**FM 19-30**  
Physical Security.

**The Joint Federal Travel Regulations, Volume I**  
Uniformed Service Members.

**Section III**  
**Prescribed Forms**

**DA Form 5703**  
Protective Service Agent. (Cited in para 3-3.)

**Section IV**  
**Referenced Forms**

**DA Form 4187**  
Personnel Action.

## **Glossary**

### **Section I Abbreviations**

**cal**  
caliber

**CID**  
Criminal Investigation Division

**CPR**  
cardiovascular pulmonary resuscitation

**DCSOPS**  
Deputy Chief of Staff for Operations and Plans

**DCSPER**  
Deputy Chief of Staff for Personnel

**DEROS**  
date eligible for return from overseas

**EOD**  
explosive ordnance disposal

**ETS**  
expiration term of service

**FM**  
frequency modulated

**MACOM**  
major Army command

**mm**  
millimeter

**MOS**  
military occupational specialty

**MPI**  
military police investigator

**OJT**  
on-the-job-training

**PERSCOM**  
U.S. Total Army Personnel Command

**PM**  
provost marshal

**SRT**  
special reaction team

**TDA**  
table of distribution and allowances

**TOE**  
table of organization and equipment

## **USACIDC**

U.S. Army Criminal Investigation Command

## **USAMPS**

U.S. Army Military Police School

## **Section II**

### **Terms**

#### **Full-time protective service team**

Trained personnel assigned the mission of accompanying the principal and providing interface between the principal and all security forces. The size of the team and the duration of the mission will be determined by the commander responsible for the principal's security.

#### **High risk personnel**

Personnel who are more likely to be terrorist or criminal targets because of their grade, assignment, symbolic value, vulnerabilities, location, or specific threat.

*a.* Level 1 high risk personnel have such a significantly high potential as terrorist or criminal targets as to warrant assignment of full-time protective services. This would include long-term protective services based on assignment location, or short-term protective services based on a specific threat.

*b.* Level 2 high risk personnel do not warrant assignment of full-time protective services but require such additional office, residential, and travel security measures as deemed appropriate based on local conditions.

#### **Hostage**

Any person held against his or her will as security for the performance of specific actions.

#### **Major disruptions on installations**

Examples include the following acts, threats, or attempted acts which have the potential for widespread publicity and which require special response, tactics, and management:

*a.* Major weapon or other threats.

*b.* Kidnapping, extortion, bombings, ambushes, arson, assassination, and hostage taking.

#### **Negotiations**

A dialogue between authorities and offenders which has as the ultimate goal the safe release of hostages and surrender of the offenders.

#### **Principal**

The individual for whom protection is provided.

#### **Protective services**

Those security measures taken to provide security for the principal, which include personal security, site and conference security, and appropriate application of physical security.

#### **Residence watch**

Security and surveillance of the living quarters and adjacent grounds where the principal is residing.

#### **Special reaction team**

A specially trained and equipped team of military and civilian security personnel serving as the installation commander's principal response force in the event of a major disruption or threat situation on the installation. The SRT will be deployed to preserve human life and restore normal activity on the installation.

#### **Tenant unit**

A unit or activity of one Government agency, military department, or command that occupies facilities on an installation of another military department or command and that receives supplies or other support services from that installation.

#### **Terrorism**

The calculated use of violence or the threat of violence to attain political, religious, or ideological goals. Terrorists intimidate, coerce, and instill fear. Terrorism involves a criminal act that is often symbolic in nature and intended to influence an audience beyond the immediate victims.

**Section III**  
**Special Abbreviations and Terms**

There are no special terms.

**UNCLASSIFIED**

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**OFFICIAL INQUIRY  
EMPLOYEE INFORMATION AND ACKNOWLEDGMENT FORM**

Please read carefully and initial each section:

[REDACTED]

I have been informed and I understand this is an official inquiry involving matters related to my official duties as a federal employee.

[REDACTED]

I have been informed and I understand, as a federal employee, I am required to cooperate with this official inquiry and provide truthful answers.

[REDACTED]

You are hereby directed not to discuss your statements or testimony with other witnesses or persons.

[REDACTED]

SIGNATURE  
PRINTED NAME

20 Apr 2010 DATE

*I do not work a Union  
Representative at this  
Interview*

*Exh3*



SWORN STATEMENT

For use of this form, see AR 190-45; the proponent agency is PMG.

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, USC Section 301; Title 5, USC Section 2951; E.O. 9397 Social Security Number (SSN).
PRINCIPAL PURPOSE: To document potential criminal activity involving the U.S. Army, and to allow Army officials to maintain discipline, law and order through investigation of complaints and incidents.
ROUTINE USES: Information provided may be further disclosed to federal, state, local, and foreign government law enforcement agencies, prosecutors, courts, child protective services, victims, witnesses, the Department of Veterans Affairs, and the Office of Personnel Management.
DISCLOSURE: Disclosure of your SSN and other information is voluntary.

1. LOCATION: BLDG 7, Room 318, 3rd Floor
2. DATE (YYYYMMDD): 2010/11/20
3. TIME: 0930
4. FILE NUMBER: 15-6 Whistleblower
5. LAST NAME, FIRST NAME, MIDDLE NAME: [Redacted]
6. SSN: [Redacted]
7. GRADE/STATUS: GS-301-14
8. ORGANIZATION OR ADDRESS: DES, ANAD.

9. [Redacted] WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH:

1. Statement. I am a GS-0301-14 (OPM Career Field and Grade) who was hired in 7 July 1990 (day, month, year) and I'm currently assigned to the Directorate of Emergency Services, Anniston Army Depot as the Director.
2. Q: To the best of your recollection what security force training did you receive prior to being hired at ANAD?
A: Served as a US Army MP for 16 years (1971-1987) on active duty, attained the rank of Master Sergeant (E8), and served as a Master Instructor subject matter expert at the MP School for seven years. Other training included: Military Police Basic, Non Commissioned Officer Basic, Non Commissioned Officers Advance, Officer Basic, Counter Terrorism, Protective Services, Special Weapons Assault Team (SWAT now SRT), Security Manager, Physical Security, Nuclear Security, Special Weapons, Advanced weapons, Sniper, DoD security institute, Investigations.
3. Q: What shift do you work?
A: Day shift compressed work schedule 5 days on, 2 days off, 4 days on, 3 day off, 9 hours+ schedule.
4. Q: Are you certified in the Chemical Personnel Reliability Program (CPRP)?
A: Yes, I am a certifying official for the CPRP.

UNIFORMS:
5. Q: What insignia do DA Guards and Police Officers wear that are assigned to DES, ANAD?
A: DoD Police
6. Q: Since your hiring, have DA Guards and DA Police worn the same insignia? If no, when did it change and what changed?
A: In 2002 the DoD police insignia was replaced with the DA Police and in 2009/2010 the US Flag was added to the right shoulder.
7. Q: Did you make the initial decision for DA Guards and DA Police to wear the same insignia? If No, who did, if known, or when was that decision made?
A: The decision was formulated in the 1960 time frame. The Military Provost Marshall at HQ AMC determined the mission leaned toward police over guards. When I was assigned to the MP school, the AMC Provost Marshall tasked the MP school to conduct a courtesy review of all of the AMC special installations. I personally visited nearly all of them and the majority of the security forces were made up of DA Guards and they wore the DoD Police patch and insignia.
8. Q: What regulatory guidance has been cited by ANAD that supports the DA Guards wearing DA Police Insignia?
A: AR 670-10 has been the guidance. This was validated during the Security Force inspection by AMC during a 2002 inspection which evaluated all aspects of the security force administration, training and processes involved. The only recommendation was to switch from the DoD Police Patch and Badge to the DA Police Patch and Badge [Redacted]

10. EXHIBIT: 15. Interview
11. INITIALS OF PERSON MAKING STATEMENT: [Redacted]
PAGE 1 OF 11 PAGES

ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF [Redacted] TAKEN AT [Redacted] DATED [Redacted]"
THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT, AND PAGE NUMBER MUST BE INDICATED.

STATEMENT OF [REDACTED]

TAKEN AT 0930

DATED 2011/11/20

9. STATEMENT (Continued)

9. Q: Has the insignia DA Guards wear within DES, ANAD been the subject of inspections and what were the results of these inspections?

9. A: All inspections which equates to approximately 70 over the last 15 years and anywhere from 1-10 per year, conducted by DoD, HQ DA, AMC, DESCOM/TACOM (IGs, Provost Marshall, Chemical Management Activity, Joint Staff Vulnerability Assessments (JSIVA), and General Officer Lead Teams) have looked into all areas of the Security Forces to include Job Descriptions, hiring actions, uniforms, as well as utilization and authority and jurisdiction. Each inspection has left ANAD with exceptional comments and ratings citing DES for best business practices. Inspections were 1-2 weeks long and involved 3-10 inspectors. Only on two occasions has the DA Police Badge and Insignia Issue emerged and that was in 2002 and 2005. In both instances, the current practice was validated.

10. Q: Has any documentation been signed by a previous commander in response to an inquiry or finding during an inspection as to why DA Guards were wearing police Insignia? If yes, when, what inspection, and who signed the memorandum?

10. A: A question was raised during the 2005 AMC Surety/Chemical Security Inspection as to the designation of police vs guards. The inspectors were shown the AR 670-10 they asked if this was a decision supported by the Current Commander. [REDACTED]

[REDACTED] prepared a designation letter stipulating that his evaluation showed that the Security Forces at ANAD were performing functions closer related to law enforcement. As such he as other commanders exercised the option provided by AR 670-10 to insert the terminology Police for Guards on the DA Patch and Insignia.

11. Q: In your capacity as a leader within DES, how many commanders and which commanders have you briefed with regard to DES uniform related issues, including but not limited to the continuation of DA Guards wearing DA Police insignia?

11. A: [REDACTED] through Chief of Staff [REDACTED] and Chief Executive Officers (CEA), ANAD; [REDACTED] and [REDACTED] Deputy to the Commander).

12. Q: Were there any operational, esprit de corps, or financial reasons which supported DA Guards wearing DA Police insignia?

12. A: Personnel have been performing the law enforcement mission on the installation on a continual basis. They are recognized through the law enforcement community for performing this function and are a chartered chapter of the Fraternal Order of Police. The use of NCIC which enhances the capabilities of the mission at ANAD is aided by the designation of Law Enforcement within the Desk Control Operators. Additionally to change the badges would not change the mission requirements. In the early 90s all AMC installations went away from GS-083's and were nearly all GS-085's based upon directions from [REDACTED] DESCOM Commander. This is why all SRT and Security Guard Positions within AMC job descriptions included law enforcement functions and missions.

13. Q: Based on your professional experience, of the two regulations (AR 670-10 and AR 190-56), which do you believe takes precedence with regard to the wearing of DA Guard and DA Police insignia? Why?

13. A: While it is true that AR 190-56 addresses Law Enforcement/Security Guards requirements, the authorization and standards for uniforms and reimbursement originates in AR 670-10. While it is also true that the updated AR 190-56 in 2006 in the summary of changes section noted the following, "Prescribes DACP/SGT uniform requirements; chapter 6, Uniforms and Equipment replaces AR 670-10, Chapter 2 (Para 6-1)," no where in the 2006 or 2009 versions of AR 190-56 does it actually state that DA Guards must wear DA Guard patches or insignia. It is paragraph 2-25, of AR 670-10, that states, "Commanders may substitute the word "Police" for "Guard" on shoulder insignia (fig 2-12), when such is considered appropriate to the duties performed." It is the provisions of this regulation that has been cited by successive commanders at ANAD for DA Guards within DES to wear the DOD Police Patch and insignia. Chapter 6 of AR 190-56 (2006) refers the reader back to AR 670-10; which indicates many of its provisions remain valid, though the 2009 version makes no reference to AR 670-10 except in the references.

Training:

14. Q: Who is responsible for establishing DES, ANAD's security force Training Program?

14. A: Director Emergency Services in combination with the Commander, ANAD and other tenant Commander's design the contents of DES training IAW AR 50-6, AR 190-11, AR 190-13, 190-14, AR 190-56, AR 190-58, AR 190-59, and AR 525-13.

15. Q: Does DES's security training include formal classroom training and hands-on training?

15. A: A combination of classroom instruction and hands on training (Exercises, CAIRA, ranges, immediate action drills, capture and recovery operations, battle books, vehicle searches, etc.) [REDACTED]

INITIALS OF PERSON MAKING STATEMENT [REDACTED]

16. What are the local and external components of the DES, ANAD's Security Training Program for DA Guards and DA Police? Are they different? If so how and why?

16. A: The 160 hours of training for all new hired Police/Guards is the same course and it was started around 2003. Prior to that time there was a two-week 80 hour block of training (did not include ranges). This is not a required training course but one which has been in existence at ANAD to make sure the officer's are ready to perform the tasks assigned to them prior to starting work. The main training that any DES employee must receive before assuming a post/patrol includes: Weapons qualification, Use of force/deadly force, safe vehicle operations, authority and jurisdiction, and first aid.

17. Q: How soon do DA Guards and DA Police receive local security training after an individual starts working for the Directorate of Emergency Services at ANAD?

17. A: Normally the individual reports for work on Sunday at the beginning of the pay period and training starts the next morning.

18. Q: How long is the local initial security force related training?

18. A: 160 hours approximately 4 weeks.

19. Q: Who manages, presents, and documents the security force training for individual DA Guards and DA Police Officers?

19. A: The DES training Officer has overall responsibility for the class presentation. He uses senior officers (LTS and above), the Special Reaction Team, a legal representative and others as the requirements surface.

20. Q: Does each DA Guard and DA Police Officer have a Training Officer and have they had more than one? Why?

20. A: Each DA Police Officer has a Field Training Officer designated by the Director of Law Enforcement. Based upon the shift schedule and day off schedule it requires more than one FTO to accomplish this portion of the mission. One FTO may only be able to physically be with one individual during his/her shift. So other FTOs using the individually issued manual (FTP binder on each Police Officer) give training and completes the required observation reports. All senior DES positions are currently filled by DA Guards who have been here for a long time and virtually all have prior DA or civilian Police experience. DA Police and DA Guards also receive recurring training some of which is included in the FTP, on a quarterly basis, from their Division Level Training Officers or supervisor.

21. How long is an individual DA Guard or DA Police Officer assigned the same Training Officer

21. A: For the duration of their field training plan until completed. Each division has a training officer assigned that documents all recurring training (paper records and TEDS). That position rotates between 6 months to a year. Any LT or above, or the SRT can present training.

22. Q: Prior to being posted to their first security assignment or post by themselves, what security training does a DA Guard or DA Police Officer receive? Is the training the same or different for a DA Guard or DA Police Officer serving at the same post?

22. A: Each individual is given 160 hours of Job related training upon their arrival. This incorporates use of force, weapons qualification and authority and jurisdiction. Depending upon the post the individual man's, they may also receive specialized training and certification based on unique requirements and specific standards for that task.

23. Q: Does the training include being paired with an experienced DES security force member who has performed the security duties at that location?

23. A: During the 160 hours the individuals are given orientation tours of duty. Most of the installation access control points are two man positions. The personnel are assigned to post with an individual with seniority.

23. a. Q: Are DA Guards paired with New DA Police Officers? If yes, why?

23. a. A: ANAD is in the process of transitioning to 083 DA Police from an all 085 DA Guard force. During this transition as agreed with Command and Union concerns no one will lose their position to simply change the position from 085 to 083, so the change will come through attrition. Those with the knowledge and longevity on the installation will be 085s for the near term. Additionally until vacancies are created and filled, the leadership will be 085. Upon vacancies in the 7, 8, 10 and 12 grade levels they will be replaced with 083s. The individuals who occupy the current 085 grades may compete for these positions but will be converted to the 083 if selected. This will change the dynamics of the leadership positions.

23. b. Q: Are DA Police Officers paired with New DA Guards? If yes, why?

23. b. A: No, there are no current or expected "new" DA Guards.

23. c. Q: Are DA Police Officers paired with other DA Police Officers? If yes, why?

23. c. A: There are DA Police who have been here over a year. They may be paired with any new DA Police as experienced officers.

24. Q: Do you believe DA Guards and DA Police Officers received adequate security training to perform the required tasks at a security post prior to being assigned to that post? Why or why not?

24. A: Yes, the local training of 160 hours, while not required is a necessity in the preparation of officers to prepare for their missions. This is the same training that ANAD put into place prior to any OPMG sanctioned academies for DA Police or Guards. The Academies were only in place after 2007. ANAD has trained, prepared and executed the mission through this internal training. During the last 15 years as the Director, ANAD has not failed one of the estimated 70 inspections which were conducted by DoD, DA, AMC, JMIC, TRADOC, DESCOM, SBCCOM, TACOM, and special inspections by Triple A, DoD IGS and the DoD Joint Staff. Each of these inspections are heavily weighted towards Security Force Composition, Training and Performance. Each of these inspections have not only validated the ANAD program, but have been highly complementary and deemed more than one DES, ANAD procedure as an Army Best Practice. ANAD has been one of the few installations not to have failed any DA Chemical Inspections. This was due to the management, training and leadership within the DES, ANAD. Winning the AMC award for best Inspection results for 2006 and 2008 award reads "Best Performance on a Force Protection Assessment Anniston Army Depot was selected as having the Best Performance on a Force Protection Assessment for Calendar Year 2008. The recipient of this award is selected by the Headquarters, AMC Force Protection Team, which conducted a Higher Headquarters Force Protection Program Review in August, 2008. The AMC Team conducts a comprehensive evaluation of an installation's performance in nine Force Protection Critical Tasks covering all related Force Protection security, intelligence and operational disciplines. ANAD's selection for the award was based on the team's numerous positive observations and very limited findings". ANAD was the only installation to be rated at Green for Force Protection for a 6 year period straight. Again a situation, where, police and security guards, are extensively evaluated. ANAD rated Green in the Joint Staff Vulnerability Assessment (JSIVA) which is the highest level of Force Protection Assessment, another unusual situation as most installations are not in compliance.

25. Q: What should a DA Guard or DA Police Officer do if they were confronted with a task or situation, while at their security post, and they were unsure on how to proceed?

25. A: There is a supervisor assigned to each area of the installation, Car 60 Chemical Area, Car 80 Ammunition and Demilitarization Areas. Car 70 SRT and East/West Areas. If an individual has an issue or question as to a situation back up is within minutes to include the Director or Deputy Director to respond. All personnel have radio communication and most have phone capability.

Initials of person making statement

26. Q: Has DES, ANAD established a Field Training Program (FTP), IAW 190-56)?

26. A: Yes, In the 2006 version of AR 190-56, it required that the FTO be an 083. ANAD was required to hire a 083 with the required training background. This was accomplished in 2008. However the 083 hired was unable to qualify with his weapon and lacked the ability to give platform instruction. The individual left ANAD in 2009. The 2009 version of AR 190-56, did not stipulate the 083 requirement. As Director, I assigned all First Line Supervisors to be the FTOs. They established an individual Training Plan for each individual and have operated under the requirements of AR 190-56 and ST 19-083.

27. Q: Can you describe in your own words what the Field Training Program is?

27. A: FTO is the 2<sup>nd</sup> level after the academy where the principles and procedures learned in the academy are evaluated for the individual's capability to execute same in the field. This is accomplished through evaluation, one on one interaction between FTO and individual and the observation of the individuals performance in various scenarios. Evaluation of individual's performance and capability to execute.

28. Q: Who is required to receive security training as part of the FTP?

28. A: All DA Police upon completion of the academy.

29. Q: When and why did DES, ANAD establish a FTP?

29. A: Established the FTO program in 2009, but was not able to get same off the ground based upon the FTO who was unable to complete the requirements for the position. With the change of the regulation in Oct 2009, which allowed for other than 083s to be FTO the Director on July 6, 2010, signed the orders for FTOs.

30. Q: Prior to establishing the FTP did DES, ANAD have a published Security Training Program for Police and Guards? If yes, for how long, and describe it.

30. A: Yes, for over 20 years ANAD DES published a training plan each year. This training plan in the past included initial training, specialized training and annual training. Currently it has that plus the field training requirements.

31. Q: Are DA Guards and DA Police Offices both enrolled in the FTP?

31. A: DA Police only as this is a required follow-on on to the Academy.

32. Q: What is included and how do you present FTP related training?

32. A.

Basic Skills

Law Enforcement Security

Supervisory Skills

Initials of person making statement

Page 2 of 11 Pages

Skills (Basic Skills)

- \* First Aid
- \* Weapons
  - \* M9 Pistol
  - \* M249 Machine Gun
  - \* M 16A/A2 Rifle
  - \* 12-Gauge Shotgun
- \* NBC
- \* Unarmed Self-Defense
- \* Searches
- \* Law Enforcement and Security Operations
  - \* Reports and Forms
  - \* Patrol Activities
  - \* Patrol Incidents
- \* Traffic Operations
- \* Physical Security
- \* Civil Disturbance
- \* MP Station Operations
- \* Investigations
- \* MP Operations
- \* Traffic Section Operations
- \* Physical Security Operations
- \* Civil Disturbance

33. Q: How do you document FTP Training?

33. A: Each 083 has a FTP book (binder) individually prepared for them to include all required regulatory and training manuals. The reports of activities and observations are prepared and maintained in this book.

34. Q: How do you document local and recurring security training for DA Guards and DA Police Officers within DES?

34. A: All training is documented on the individual and maintained both in electronic and paper files in the training office and within the Divisions. This item is expected during every external inspection and has been validated as a best practice.

35. Q: What local security training do you present to new DA Guards and DA Police Officers that are hired by DES, ANAD?

35. A: Local training includes tasks from the Post Operating Instructions and Standard Operating Procedures. Range Qualification, authority and jurisdiction, use of force, Chemical Security and Chemical First Aid, First Aid and report writing.

36. Q: What local training do Police or Guards receive before being assigned to a specific post? Are there any differences in the training each receives/ If so, describe?

36. A: There is no difference in the training between Police and Guards to man any DES, ANAD position. Additional specialized training is provided based on assignment to a specific post and is not required to serve at some posts or patrols. Specialized training is required for Posts 1 (SGTs: Police Control Desk), 7 (SGTs: IDS monitoring); 9, 9A, 11, 12, 12A, 12B (within CLA) and Patrols 60 thru 67 (within CLA), and Patrols 83-87 (External CLA, 2 man patrols).

37. Q: In addition to the training requirements outline in AR 190-56 does DES, ANAD provide any additional or specialized training based on specific missions performed at ANAD?

37. A: See answer to question 36.

Security Force Duties:

38. Q: How is Security Force within DES, ANAD organized?

38. A: The security forces are organized under a military organization.

Division Chief, Major

Assistant, Captain

Supervisors, Lieutenants

Desk control and SRT, Sergeants

Patrol Officers

There is a day and night division.

The Majors report to the Deputy and the Director of DES.

39. Q: How many DA Guards are authorized and on hand?

39. A: 154 authorized and 125 on hand.

40. Q: How many DA Police Officers are authorized and on hand?

40. A: 47 authorized and 45 on hand.

41. Q: When was the first DA Police Officer hired and what grade levels are being hired?

41. A: Late 2008, GS-083-06.

42. Q: What prompted ANAD to hire DA Police Officers to replace DA Guard vacancies?

42. A: The changing of the mission at ANAD with the Chemical Munitions mission ending, combined with the increase in force protection requirements were a major consideration. Recruitment of O85 personnel continually showed a listing with personnel who were 50+ in age and as a protected series hiring of professional police officers were impossible. This gave DES a more robust security force which would be capable of meeting the standards within AR 190-56.

43. Q: Who made the decision to add DA Police Officers to DES and why?

Initials of person making statement



43. A: The options were briefed to [REDACTED] and Chief of Staff [REDACTED] in 2006, this was based on the elimination of the Contract Security Guards brought on board after 9/11/2001. This gave a perfect opportunity to make the change as it was filling positions that have never been occupied previously.

44. Q: What has the impact of that decision been on day-to-day security operations?

44. A: No impact on operations, the 085s have excelled in the performance of the law enforcement mission and the 083 are filling into the vacant positions with positive results. While we have not reduced our performance on any inspections and continue to get outstanding evaluations this is a major sea change in some respects. The arrival of DA Police has caused some friction because of unrealistic expectations. The DA Police want to only do Police work even though their job description and job announcement clearly outlined the security and police duties. Our low crime rate limits police work to routine and infrequent police actions. The new DA Police, if we can't waiver the requirement to attend the USAMPS Police Academy, attend the 4 week local course and the 9 week USAMPS Academy usually within the first year. Even though they spend a minimum of 3-4 months in training, they all want to immediately attend additional external training – when in many cases they are still not fully knowledgeable of ANAD operations. They can't attend this additional external police training because of manpower constraints (mandatory overtime), costs, and much of it is not needed at ANAD. Nor do the new DA Police who are filling mostly GS-0083-06 and few GS-0083-07 positions like being supervised by DA Guards. Many of the young DA Police think they are better trained and more qualified than the DA Guard leaders, and don't realize many of their leaders have been here for 10 to 30+ years and that they were originally MPs, retired MPs or former civilian Police officers. So we are experiencing a "Young Turk phenomena" and a generational gap between younger DA Police officers and the older Security Guards. From the DA Guard perspective some feel their job security and future promotion is being affected by the decision to fill future vacancies with DA Police, which means to move up they will have to convert to DA Police and attend a USAMPS Police Academy. This whistleblower complaint has also generated concern and frustration within the ranks.

45. Q: Does DES, ANAD have an SRT and is it a full time force?

45. A: Yes

46. Q: How long has ANAD had an SRT?

46. A: Over 20 years.

47. Q: Who is assigned (DA Guards, DA Police, etc.) to the SRT and why?

Initials of person making statement

Page 7 of 11 Pages

47. A: Currently based on the transition there is a combination of DA Guards and DA Civilians. Each opening will be filled with a new GS-083. Before the mission was still required and the only person capable to occupy the position was the 085.

48. Q: Does the SRT perform both guard/protective services and law enforcement/security police functions? If yes to either, describe.

48. A: Yes, as per AR 190-58, The SRT is the installation commander's principal response force in the event of a major disruption or threat situation on the installation. The primary goal of the SRT is to preserve human life and restore normal activity on the installation. Situations involving SRT deployment may include barricaded criminals and mentally disturbed persons with or without hostages, sniper incidents, threatened suicides, combatting terrorism operations, drug raids, warrant apprehension of dangerous individuals, and protective service missions. The SRT could also be included in contingency planning in the event of combat hostilities and sabotage. At ANAD the SRT also performs the traffic section functions to better utilize them on a team concept. The SRT also performs Intrusion Detection System testing for Chemical and Conventional munitions.

49. Q: Do Guards and Police Officers assigned to DES (Non SRT) both perform guard/protective services functions? If yes, describe.

49. A: Yes, most of what we do day to day deals with security functions.

50. Q: Do Guards and Police Officers assigned to DES (non SRT) both perform law enforcement/security police functions? If yes, describe.

50. A: Yes, all personnel man entry control points as well as patrol.

51. Q: Who approved the job descriptions for the DA Guard, DA Police Officer, and SRT positions.

51. A: At Anniston Army Depot that responsibility rests with the Commander. For most of the job descriptions for Security Guards, Colonel Bates is the approving authority. For Police Officers [REDACTED], Deputy to the Commander. [REDACTED]

///End of Statement on this page, see last page of DA Form 2823///

9. STATEMENT (Continued)

52. Q: Which CPAC and CPOC services DES for hiring actions?

52. A: Anniston Army Depot CPAC and Huntsville CPOC.

53. Q: Is an SOP or post instruction that outlines security duties available at each DA Guard/DA Police Officer at each duty location (post, vehicle patrol, etc.)?

53. A: Yes, in December 2009, all personnel were issued a copy of the updated POIs and SOPs. The material is also located in each post as well. Individuals assigned to vehicle patrols carry their personnel copies when on the vehicle patrol.

54. Q: How is ANAD similar or different from other Army Installations when it comes to day-to-day installation level DA Police and DA Guard functions.

54. A: Chemical Operations is a manpower intensive operation with requirements of combat operations, off post pursuit in the case of recovery operations for stolen munitions and use of deadly force requirements. Ammunition area has a large patrol coverage with category 1 munitions. Force Protection based upon these missions and the area of industrial operations is intensive as ANAD supports the war fighter with the required weapons to win the battles. Personnel qualified with 9 MM, M-16-A2, and familiarized with shotgun, M-60 Machine Gun, M249 Squad Automatic Weapons, and M-79 Grenade Launchers. They also are familiarized with and can drive our two M113 Armor personnel carriers. Each patrol formulates and must be prepared to engage at a higher level than most installations without the above the equipment.

55. Q: Do you know of any other persons who might have useful information with regard to the subject of this 15-6 investigation or any other information or documents you believe may be relevant to this inquiry. If so, identify the individual/s or relevant information, and provide a copy of the documents.

55. A: All have previously been provided [REDACTED]

///End of Statement///

AFFIDAVIT

I, [REDACTED], HAVE READ OR HAVE HAD READ TO ME THIS STATEMENT WHICH BEGINS ON PAGE 1, AND ENDS ON PAGE 11. I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING THE STATEMENT. I HAVE MADE THIS STATEMENT FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.

[REDACTED] (Signature of Person Making Statement)

WITNESSES:

Subscribed and sworn to before me, a person authorized by law to administer oaths, this 20 day of November, 2010 at BLDG 7, ANAD, AL [REDACTED]

[REDACTED] (Signature of Person Administering Oath)

[REDACTED] (Typed Name of Person Administering Oath)

15-6 Investigating Officer

(Authority To Administer Oaths)

ORGANIZATION OR ADDRESS

ORGANIZATION OR ADDRESS

INITIALS OF PERSON MAKING STATEMENT [REDACTED]



**FM 3-19.11**

Military Police

**Special-Reaction  
Teams**

Headquarters,  
Department of the Army

*NOTE: THE DISTRIBUTION OF THIS PUBLICATION IS  
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ACTIVITIES AND ARMY SPECIAL OPERATIONS FORCES ONLY.*



**OFFICIAL INQUIRY  
EMPLOYEE INFORMATION AND ACKNOWLEDGMENT FORM**

Please read carefully and initial each section:

I have been informed and I understand this is an official inquiry involving matters related to my official duties as a federal employee.

I have been informed and I understand, as a federal employee, I am required to cooperate with this official inquiry and provide truthful answers.

You are hereby directed not to discuss your statements or testimony with other witnesses or persons.

[Redacted Signature]

SIGNATURE  
PRINTED NAME

18 NOV 10 DATE

*I don't want a Union  
Representative present.* [Redacted]

Exh 5

**SWORN STATEMENT**

For use of this form, see AR 190-45; the proponent agency is PMG.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 10, USC Section 301; Title 5, USC Section 2951; E.O. 9397 Social Security Number (SSN).

**PRINCIPAL PURPOSE:** To document potential criminal activity involving the U.S. Army, and to allow Army officials to maintain discipline, law and order through investigation of complaints and incidents.

**ROUTINE USES:** Information provided may be further disclosed to federal, state, local, and foreign government law enforcement agencies, prosecutors, courts, child protective services, victims, witnesses, the Department of Veterans Affairs, and the Office of Personnel Management. Information provided may be used for determinations regarding judicial or non-judicial punishment, other administrative disciplinary actions, security clearances, recruitment, retention, placement, and other personnel actions.

**DISCLOSURE:** Disclosure of your SSN and other information is voluntary.

1. LOCATION BLDG 7, Room 318, 3rd Floor	2. DATE (YYYYMMDD) 2010/11/18	3. TIME 1445	4. FILE NUMBER 15-6 Whistleblower
5. LAST NAME, FIRST NAME, MIDDLE NAME [REDACTED]	6. SSN [REDACTED]	7. GRADE/STATUS GS-0085-08	

8. ORGANIZATION OR ADDRESS  
DES, ANAD

9. I, [REDACTED], WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH:

1. Statement. I am a GS-0085-08 (Supervisory Security Guard) (OPM Career Field and Grade) who was hired on 12 Aug 2004 (day, month, year) and I'm currently assigned as the Special Reaction Team (SRT) Supervisor, Directorate of Emergency Services, Anniston Army Depot. I assumed the SRT leadership position on 22 Dec 2009, from [REDACTED]

2. Q: To the best of your recollection what security force training did you receive prior to being hired at ANAD?  
2. A: MP from 1978-1999. Retired as an E-8 (First Sergeant); Completed local Security Police Training at Ft Rucker and Redstone Arsenal as a DA Police Officer; Hired in as a GS-0083-08 at Ft Rucker as the Community Police Officer, DARE and SRT Commander beginning in 2001. In 2003 I moved to Redstone Arsenal as a GS-0083-07 Police Officer as a SRT member to be closer to an ill family member. I attended phase I of a USAMPS SRT school.

3. Q: What shift do you work at DES, ANAD?  
3. A: Day shift, Monday - Friday 0500-1500, and on call 24 X 7.

4. Q: What is your current security post (post number, gate number, or patrol number)?  
4. A: Supervisory Security Guard; SRT Commander (Call sign is 70).

5. Q: Are you certified in the Chemical Personnel Reliability Program (CPRP)?  
5. A: Yes.

**UNIFORMS:**

6. Q: What insignia (DA Police or DA Guard) do you wear on your cap, shoulder, and badge?  
6. A: DA Police and LT rank.

7. Q: Since your hiring have you worn the same insignia? If no, when did it change and what changed?  
7. A: When I was first assigned to the SRT we did not wear a DA Police or DA Guard patch or insignia. We wore a black T-shirt with MP cross pistols and wings around the pistol with SRT on the left breast. We now wear the DA Police Patch/DA Police Badge.

8. Q: Did you receive any local security force training after you were hired at ANAD?  
8. A: Yes. 4 weeks of initial security training which included a couple days of newcomer training with the installation.

9. Q: Did the training include formal classroom training and hands-on training?  
9. A: Yes - both.

10. Q: If you received security force related training, how soon did you receive it after you started working for the Directorate of Emergency Services (DES) at ANAD?  
10. A: Immediately.

11. Q: To the best of your recollection, if you received initial security force related training, how long was the security force training?  
11. A: Yes, 4 weeks.

12. Q: Do you have a current Training Officer and have you had more than one?  
12. A: I have had one. It has been [REDACTED]

10. EXHIBIT 8. Interview	11. INITIALS OF PERSON MAKING STATEMENT [REDACTED]	PAGE 1 OF 3 PAGES
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ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF \_\_\_\_\_ TAKEN AT \_\_\_\_\_ DATED \_\_\_\_\_"

THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT, AND PAGE NUMBER MUST BE INDICATED.



STATEMENT OF

TAKEN AT 1445

DATED 2010/11/18

9. STATEMENT (Continued)

13. Q: Name your current and former Training Officers?

13. A: My first Training Officer was [REDACTED]. For local SRT certification type training IAW AR 190-58 [REDACTED] reviews and signs off. [REDACTED] reviews and signs off on SRT training schedules. For local DES Security Training IAW AR 190-56, either my SRT member who presents the training or I sign off on the training for my SRT members.

14. How long have you had the same Training Officer?

14. A: Since I have been here it has been [REDACTED].

15. Q: Prior to being posted to your first security assignment or post, by yourself, did you receive any on the job related training?

15. A: Since I have been assigned to the SRT, I have received specialized training and I was paired up for the first 5-6 months with another experienced SRT member.

16. Q: Did the training include being paired with an experienced DES security force member who had performed the security duties at that location?

16. A: Yes, but in my case it has always been an SRT member.

17. Q: Do you feel you received adequate security training to perform the required tasks at your assigned security post/s prior to being assigned to that post/s?

17. A: Yes.

18. Q: What would you do if you were confronted with a task or situation, while at your security post, and you were unsure as to how to proceed?

18. A: If it was administrative I would refer to the SOPs and POIs. If it required immediate attention I would contact another LT, a CPT, or Major. Now I would contact [REDACTED] or [REDACTED] as a separate reporting SRT element within DES.

19. Q: Are you familiar with the term Field Training Program (FTP)?

19. A: Yes.

Security Force Duties:

22. Q: Do your current security force duties include any security guard/protective services functions? If yes, describe.

22. A: Yes. As the SRT we are a catch all and mobile security response force. We do the Random Antiterrorism Measures, we perform vehicle searches at access control points, we fill in for the other two divisions for problems caused by personnel shortages, and we do IDS testing.

23. Q: Do your current security force duties include any law enforcement/security police functions? If yes, describe.

23. A: Yes. We are the first response force for any violence in the work place and do a daily mobile active law enforcement patrol. We detain and transport personnel, we respond to traffic accidents, establish traffic control points, run radar, issue citations, enforce traffic regulations, write tickets, and process all accident related cases.

24. Q: Is an SOP or post instruction that outlines your duties for your daily security assignment available to you at your duty location (post, vehicle patrol, etc.)?

24. A: Yes. We have SRT specific POIs and we use the POIs and SOPs at the respective posts. All SRT member have a complete set of all POIs, SOPs and the ST for DA Guards in their vehicles. We also use FM 3-19-11 (SRT specific) a controlled FM.

25. Q: Have you observed a Guard perform law enforcement/security police functions? If yes, describe when, where, and how?

25. A: Yes, SRT members do it everyday.

26. Q: Have you observed a Police Officer perform security guard/protective services functions? If yes, describe when, where, and how?

26. A: Yes. Police Officers do it every day.

Training Officer Questions:

27. Q: How long have you been a Training Officer at DES, ANAD?

27. A: While not appointed on orders as a Training Officer, I am responsible for the training of my SRT members. On 22 Dec 2009 I was selected as the new SRT leader. I have served in that capacity for nearly a year.

28. Q: How many Police do you have assigned to you for training?

28. A: I have had two Police Officers assigned to the SRT. One recently resigned around Sep 2010. The other just came on board in NOV 2010.

29. Q: How many Guards do you have assigned to you for training?

29. A: Eight DA Guard [REDACTED]

INITIALS OF PERSON MAKING STATEMENT

PAGE 2 OF 3 PAGES

9. STATEMENT (Continued)

30. Q: How many police and guards do you have enrolled in the FTP?

30. A: I have only one. My first police officer had not yet attended the USAMPS Police Academy and had not received a waiver - so he was ineligible to enroll in the FTP. He has resigned. I will be the Field Training Officer (FTO) for my new Police Officer, but he also needs to attend the USAMPS Academy before he can enroll in the FTP.

31. Q: What is included and how do you present FTP related training?

31. A: I follow the DES Training Plan which lays out the tasks. I have not yet done it.

32. Q: What local security training do you present to new Guards and Police that are hired by DES, ANAD?

32. A: With the departure of the [REDACTED] as the DES Training Officer, the SRT has stepped forward for the last four 160 hour new hire training sessions for DA Police and has presented the training. I provide and direct SRT training for the SRT members and we run virtually all ranges for all DEE personnel. We also are training other LT's on the Fire Arms Training Simulator (FATS) to act as trainers for other DA Police and DA Guards.

33. What local training do Police or Guards receive before being assigned to a specific post? Are there any differences in the training each receives/ If so, describe?

33. A: There is no difference. For my SRT they are always posted with a trained partner until they are proficient at the required skills.

34. Q: How do you document FTP Training?

34. A: I have not do it yet, but I will do it IAW the DES Training Plan.

35. Q: Do you know of any other persons who might have useful information with regard to the subject of this 15-6 investigation or any other information or documents you believe may be relevant to this inquiry. If so, identify the individual/s or relevant information, and provide a copy of the documents.

35. I would like to make some comments on the composition of the SRT at ANAD. When I was initially hired the SRT was made up of six full time positions. All of the SRT positions were filled by GS-0085-07 (Guards), and there was not a dedicated Team leader. Three were retired Army MPs (2 X Sergeant First Classes and 1 was a retired First Sergeant), 2 others had limited active duty service, one had six years in the Army as an MP. SRT training at this time followed the basic DES local security training and was not focused on SRT missions. Since that time, the SRT has been increased to 10 full time positions (eight are GS-0085-07 (DA Guards), one is a GS-0083-07 (DA Police Officer), and one SRT Team leader (LT: GS-0085-08)). The current plan is that as DA Guards assigned to the SRT retire, resign, or are reassigned, that position will be converted to a DA Police position. This is how the first two DA Police were brought on board in the SRT. The current SRT has four of the original members (2 Retired First Sergeants, one of which is a former SRT member elsewhere; 2 have limited active duty service), of the six new members (two were prior MPs with limited service, 1 is former seaman, 1 was a scout on active duty, 1 was an infantrymen, and the new DA Police Officer candidate. All are AL POST certified and all have served on a SRT elsewhere. All nine of the current SRT members are Phase I USAMPS trained and five are Phase II USAMPS Sniper trained.

AFFIDAVIT

I, [REDACTED], HAVE READ OR HAVE HAD READ TO ME THIS STATEMENT WHICH BEGINS [REDACTED] I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING THE STATEMENT. I HAVE MADE THIS STATEMENT FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR [REDACTED]

WITNESSES:

Subscribed and sworn to before me, a person authorized by law to administer oaths, this 18 day of November, 2010

at [REDACTED]

ORGANIZATION OR ADDRESS [REDACTED]

(Typed Name of Person Administering Oath)

15-6 Investigating Officer

(Authority To Administer Oaths)

ORGANIZATION OR ADDRESS [REDACTED]

INITIALS OF PERSON MAKING STATEMENT [REDACTED]



**FM 3-19.11**

Military Police

**Special-Reaction  
Teams**

Headquarters,  
Department of the Army

*NOTE: THE DISTRIBUTION OF THIS PUBLICATION IS  
RESTRICTED TO U.S. GOVERNMENT LAW-ENFORCEMENT  
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# Grade Evaluation Guide for Police and Security Guard Positions in Series, GS-0083, GS-0085

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Exh 7

## POLICE SERIES

This series includes positions the primary duties of which are the performance or supervision of law enforcement work in the preservation of the peace; the prevention, detection, and investigation of crimes; the arrest or apprehension of violators; and the provision of assistance to citizens in emergency situations, including the protection of civil rights. The purpose of police work is to assure compliance with Federal, State, county, and municipal laws and ordinances, and agency rules and regulations pertaining to law enforcement work. (See Digest 4 for guidance on distinguishing between GS-1811 and GS-0083 series; See Digest 8 for guidance on distinguishing between GS-0083 and GS-0085 series)

## SECURITY GUARD SERIES

This series includes positions the primary duties of which are the performance or supervision of protective services work in guarding Federally owned or leased buildings and property; protecting Government equipment and material; and controlling access to Federal installations by employees, visitors, residents, and patients. The purpose of security guard work is to protect and prevent loss of materials or processes which are important for national defense, for public health or safety, or as national treasures. (See Digest 8 for guidance on distinguishing between GS-083 and GS-085 series)

This guide supersedes the standards for the Police Series, GS-0083, issued in August 1974 and the Guard Series, GS-0085, issued in June 1968.

## EXCLUSIONS

1. Positions primarily responsible for investigating alleged or suspected major offenses or violations of specialized laws of the United States are classified to the Criminal Investigating Series, GS-1811.
2. Positions primarily responsible for work in serving judicial processes or writs issued under authority of the United States, executing warrants, making arrests, safeguarding and transporting prisoners, maintaining order, pursuing and apprehending fugitives from justice, and performing such other duties as are directed by a Federal court are classified to the United States Marshal Series, GS-0082.
3. Positions primarily responsible for work involving direct custodial care and supervision of inmates of penal institutions, when the paramount qualification requirement is knowledge of and skill in applying correctional techniques, are classified to the Correctional Officer Series, GS-0007.
4. Positions primarily responsible for the administration, supervision, direction, coordination, and control of security programs are classified to the Security Administration Series, GS-0080.

5. Positions primarily responsible for the protection, movement, and delivery of sensitive nuclear materials are classified to the Nuclear Materials Courier Series, GS-0084.
6. Positions primarily responsible for the detention and safeguarding of aliens involved in immigration or deportation proceedings are classified to an appropriate general series (e. g., Compliance Inspection and Support Series, GS-1802).

## OCCUPATIONAL INFORMATION

Federal police and security guard work ranges from fairly passive to very active involvement in law enforcement and protective activities. In some jurisdictions, there is a high potential for minor and serious violations, including some incidence of felonies, while in other locations, even misdemeanors are not very common except for traffic violations.

The primary mission and purpose of police organizations is to enforce law, maintain law and order, preserve the peace, and protect the life and civil rights of persons. The primary mission and purpose of security guard organizations is to protect and prevent unauthorized access to Federal property because it contains processes or materials that are sensitive or valuable from a national defense, public treasure, public health, or public safety point of view.

Police are typically trained to deal with misdemeanors and felonies, which can range from petty theft and verbal assault through murder, rape, simple and aggravated assault, domestic disputes, kidnapping, hostage taking, theft of national defense information and materials, theft of office equipment, drug trafficking, assault on Government facilities, arson and bomb threats, crowd control, and other conditions involving violations of law and threats to human life.

Security guards are trained more in the methods and techniques for detecting and repelling attempts at trespass, sabotage, and theft of property. Typically, security guards prevent, respond to, and/or resist attempted violations, apprehend and detain offenders, and turn over cases and violators to police or other law enforcement officers.

As required by 5 U.S.C. 3310 and 5 CFR 330.401, guard positions are restricted to preference eligibles. Nonveterans may be appointed to guard positions only if no qualified preference eligibles are available or through certain noncompetitive actions or temporary appointment. There are no such restrictions for appointment to police officer positions.

In some instances, the distinction between police and guard work may not be an easy one to make, because of the similarities between the two kinds of work. Employees in both series may be uniformed, armed, trained to respond to all possible situations, referred to or addressed as "officer," and subject to substantial hazard or danger in emergencies. It is necessary, however, to make a determination as to whether a position covered by this guide is a police officer or a security guard. This determination is needed to assure compliance with veterans preference requirements and proper application of this guide for titling and grading purposes according to assigned duties and responsibilities. The following information is intended to help in making this determination.



## NATURE OF POLICE WORK

The primary mission of police officers in the Federal service is to maintain law and order. In carrying out this mission, police officers protect life, property, and the civil rights of individuals. They prevent, detect, and investigate violations of laws, rules, and regulations involving accidents, crimes, and misconduct involving misdemeanors and felonies. They arrest violators, assist in the prosecution of criminals, and serve as a source of assistance to persons in emergency situations.

Police services are provided in Federal residential areas, parks, reservations, roads and highways, commercial and industrial areas, military installations, Federally owned and leased office buildings, and similar facilities under Federal control. Within their jurisdictions, police officers enforce a wide variety of Federal, State, county, and municipal laws and ordinances, and agency rules and regulations relating to law enforcement. They must be cognizant of the rights of suspects, the laws of search and seizure, constraints on the use of force (including deadly force), and the civil rights of individuals.

Police officers are commissioned, deputized, appointed, or otherwise designated as agency and/or local law enforcement officers by statute, delegation, or deputization by local governments, or other official act. Arrest and apprehension authority includes the power to formally detain and incarcerate individuals pending the completion of formal charges (booking); requesting and serving warrants for search, seizure, and arrest; testifying at hearings to establish and collect collateral (bond); and/or participating in trials to determine innocence or guilt.

Police officers carry firearms or other weapons authorized for their specific jurisdictions. They wear uniforms and badges, use military style ranks (private, sergeant, lieutenant, etc.), and are commonly required to refamiliarize themselves with authorized weapons periodically and demonstrate skill in their use.

Police work in the Federal service may involve both line operations and auxiliary operations. Line operations typically include such activities as patrol work, traffic control, canine operations, vice control, work with juveniles, and detective operations. Auxiliary operations performed by officers include such activities as operating control centers and communications networks, court liaison, limited laboratory activities, and other miscellaneous duties that support and enhance line operations. Trained officers might perform in any of the line or auxiliary operations in full-time or part-time assignments.

Most police officers are engaged in patrol duties and/or traffic control. In performing patrol duties, they serve as a deterrent to crime and other violations of laws, rules, and regulations. Crime prevention is enhanced by the presence of uniformed officers in an area and by their being continually alert in observing, inspecting, and investigating circumstances or individuals which appear unusual and suspicious. Police officers regulate pedestrian and vehicular traffic; prevent accidents, congestion, and parking problems; give warnings; issue citations for traffic violations; and make arrests if necessary. They conduct preliminary investigations of crimes, investigate accidents, dispose of complaints, recover stolen property, counsel adults and juveniles, and assist

persons needing help. Typically, investigations that remain incomplete at the end of an assigned shift are turned over for completion by detectives or criminal investigators.

Officers assigned to "control desk" activities receive and record radio, telephone, and personal messages and instructions involving emergencies, complaints, violations, accidents, and requests for information and assistance. They transmit messages and instructions to officers on patrol and dispatch officers to investigate complaints and assist in emergencies. They interpret rules and regulations and answer general inquiries. They may also explain to violators their rights and the procedures involved in securing bond and legal aid and in contacting family members. They collect collateral, issue receipts, record charges and, as necessary, place offenders under arrest. They also search prisoners and remove weapons and articles which could cause injury or be used in escape attempts. They maintain records and prepare reports covering activities and events occurring over the course of a shift.

Officers assigned to detective work, full-time or part-time, conduct investigations of crimes and maintain surveillance over areas with high rates of crime. Investigations involve searching crime scenes for clues, interviewing witnesses, following leads, analyzing and evaluating evidence, locating suspects, and making arrests. In cases involving major crimes (capital crimes, those involving prescribed monetary values, or others that may vary in different jurisdictions), the Federal Bureau of Investigation or other specialized law enforcement agencies may assume jurisdiction and control over the investigation. In these cases, police detectives may perform some investigative work under the direction of assigned criminal investigators. Full-time detectives typically work in civilian clothes, although, depending on the availability of investigative personnel, uniformed officers may also perform investigative duties.

Investigations conducted by police detectives are distinguished from those conducted by criminal investigators (GS-1811). Detectives handle cases that occur within a prescribed local jurisdiction, where the violations are clearly within the authority of the local police force. Police investigations are limited by agreements with investigative agencies (FBI, DEA, etc.) which prescribe responsibility according to the seriousness of crimes committed and monetary values involved, are conducted totally within the local jurisdiction, and they are commonly of relatively short duration (e.g., a few days). Criminal investigators, by contrast, tend to handle cases that clearly involve felonies, violate Federal law, extend over other Federal and civil jurisdictions or involve large monetary values, and extend for periods of weeks, months, or even years.

Uniformed officers may perform detective duties on a regular and recurring basis when following up on cases originating during their regularly assigned patrol or response activities. In some police forces and jurisdictions, some uniformed officers may perform many or all of the functions commonly assigned in other jurisdictions to plain clothes detectives. In evaluating police officer positions under this guide, the amount and kind of investigative work performed may influence the selection of appropriate factor levels.

Federal police officers enforce a wide range of laws. Federal courts commonly "assimilate" local laws for application to and enforcement within Federal jurisdictions. In many jurisdictions, therefore, officers must be aware of and enforce some combination of Federal, State, county, and local laws and ordinances. In addition, some officers are required to be fully cognizant of other

bodies of written and unwritten law, such as in the case of Indian reservations where tribal law and custom are often enforced by the Federal police force.

Some Federal police officers are responsible for enforcing State and Federal fish and game laws on Federal installations. These involve licensing requirements, creel and bag limits, installation rules concerning open and closed hunting areas, protection of nongame species, poaching, control of firearms and other weapons, and related aspects of game law and regulation. Some of these working conditions require the officer to make decisions about placing charges and preparing incident reports according to the jurisdiction and requirements of specific courts.

Federal police officers perform their duties within prescribed physical boundaries or jurisdictions which are usually clearly defined by physical limitations such as fence or property lines around installations, city sidewalks, or street lines around Federally owned or leased buildings. Within those boundaries, Federal police officers typically have full jurisdictional authority over all violations of law, rule, or regulation (exclusive jurisdiction).

In some instances, Federal authorities negotiate agreements with local governments to share jurisdiction (concurrent jurisdiction) on Federally owned or leased property when such agreements can contribute to more effective enforcement actions. Such agreements often contain provisions for Federal officers to extend their enforcement actions beyond the bounds of their normal jurisdictions, as in cases of "hot pursuit" of felony suspects. Within a single police organization which covers properties over a widely dispersed area (Federal reservation combined with Federally owned and Federally leased property off the reservation), several definitions of jurisdiction may apply for each kind of property. These are usually clearly defined, although such arrangements may impose different knowledge requirements and some differences in the way officers exercise their authority in each kind of location.

Police officers receive training in police academies or other training facilities in subjects involving community relations; the definition and application of arrest authority; familiarity with Federal and other laws, rules, and regulations; the rights of individuals; laws of search and seizure; the use of weapons; protecting evidence; interviewing witnesses; and other information pertinent to performing law enforcement duties. Some officers receive additional training covering specialized techniques for crowd and riot control; detection and response to attempts at espionage and sabotage; specialized weapons; bombs and incendiary materials; and special measures pertinent to the specific installation or facility.

## **NATURE OF SECURITY GUARD WORK**

The primary mission of security guard programs is to protect Federal property from hazards such as sabotage, espionage, trespass, theft, fire, and accidental or willful damage and destruction. Security guards are employed in Government-owned or controlled buildings, hospitals, museums, libraries, manufacturing plants, warehouses, military installations, and other facilities.

Security guards wear uniforms, display badges of authority, and may carry weapons. They are often organized along military lines and make use of military ranks and working titles (i.e., sergeant, lieutenant, etc.). Security guards apprehend and detain violators of laws, rules, and

regulations and turn them over to Federal or civil police or other law enforcement officers for arrest and/or posting of collateral.

Security guards serve at fixed posts or patrol assigned areas on foot or by vehicle and perform a variety of protective duties. They enforce pertinent administrative rules and regulations governing traffic control, parking, building or other facility access, and breaches in physical security controls (locks, fences, gates, or other barriers). When enforcing rules and regulations established to accomplish the protective mission, guards control the movement of persons and protect lives and personal property in and around the Federal property being protected. Guards in hospitals may be required to help in dealing with patients who are mentally ill and others whose actions are influenced by distress associated with their medical condition. Security guards carry out related duties such as escorting persons and valuables, driving emergency vehicles, detecting and reporting potential fire and accident hazards, making preliminary checks of violations, conducting canine operations to detect explosives or illegal drugs, and preparing reports of incidents or security conditions.

Some security guards may be assigned "control desk" duties; i.e., monitoring various alarm systems, closed circuit television systems, and telephone and radio networks. Guards serving at the control desk relay messages, maintain logs, and assist in dispatching personnel and equipment to meet emergency situations.

Security guards exercise their authority most often by administering rules and regulations, rather than laws, totally within the confines of Federally owned or controlled property under exclusive jurisdiction. Some installations negotiate concurrent jurisdiction or similar cooperative action agreements with local law enforcement authorities as a means for turning over serious violators for arrest based on formal complaints by guard personnel. Testimony as complaining witnesses, issuance of citations, and detention of individuals are generally recognized as valid performance of security guard duties by a variety of Federal and civil courts.

Some Federal installations maintain facilities for short- or long-range detention of prisoners. These may be military guardhouses, holding cells in Federal buildings, detention centers on Indian reservations, or others that are used to hold prisoners serving sentences, awaiting trial, or pending turnover to other jurisdictions. Some security guards serve as guards in such facilities. They receive prisoners, control personal possessions, place prisoners in cells, transport prisoners to and from court, prevent escape, release to others for transport to court or other detention facilities, and generally see to the care and feeding of prisoners in their custody. Their primary purpose is to receive, prevent escape, and assure proper documentation for release of prisoners.

The primary emphasis in security guard training is typically directed to the methods and techniques involved in protecting specific Government property. Though much of the training may be given on the job, specifically tailored to local installation requirements, some security guards may receive formal training similar to that given to police officers. In some work environments where special security procedures are in effect, training may stress specialized methods for detecting and interdicting efforts to breach the security systems and means for preventing espionage and sabotage. Training for specialized security conditions may include developing proficiency in military tactics for small unit operations and qualifying with automatic

and other military weapons. Some guards demonstrate their skills in performing emergency response actions by periodically reacting to simulated attempts to breach security barriers.

## SERIES DETERMINATION

Based on the foregoing occupational information, positions covered by this guide are to be classified either as police officers or security guards. Positions fitting the descriptions of police work are classified in the Police Series, GS-0083. Positions fitting the descriptions of guard work are classified in the Security Guard Series, GS-0085.

## TITLES

*Security Guard* is the established title for nonsupervisory positions in the Security Guard Series, GS-0085.

*Police Officer* or *Detective* is the established title for nonsupervisory positions in the Police Series, GS-0083. (The detective title is for positions primarily concerned with police investigations involving violations of criminal or other laws.)

Positions which meet the criteria of the General Schedule Leader Grade Evaluation Guide for evaluation as leaders should be titled *Lead Security Guard, Lead Police Officer, or Lead Detective*.

Positions which meet the criteria of the General Schedule Supervisory Guide for titling as supervisors should be titled *Supervisory Security Guard, Supervisory Police Officer, or Supervisory Detective*.

## GRADE LEVELS

The grades of nonsupervisory positions engaged in police or security guard work should be determined by application of the factor level descriptions in this guide. The primary standard and related FES standards may be used to evaluate factors of positions that significantly exceed the highest factor levels described in this guide. (See Introduction to the Position Classification Standards.)

The grades of work leader positions are determined by application of the classification criteria in the General Schedule Leader Grade Evaluation Guide.

The grades of supervisory positions are determined by application of the classification criteria in the General Schedule Supervisory Guide.

## GRADE CONVERSION TABLE

Grade	Point Range
GS-1	190 -- 250
GS-2	255 -- 450
GS-3	455 -- 650
GS-4	655 -- 850
GS-5	855 -- 1100
GS-6	1105 -- 1350
GS-7	1355 -- 1600
GS-8	1605 -- 1850
GS-9	1855 -- 2100

## FACTOR LEVEL DESCRIPTIONS

### FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

This factor measures the nature and extent of information and facts which employees must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply those knowledges. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

#### *Level 1-1 -- 50 Points*

At this level, employees use knowledge of simple, routine, or repetitive tasks or operations which typically involve following step-by-step instructions and require little or no previous training or experience. This is the knowledge level for trainee positions, when the employee has little or no prior experience in the occupation, is learning through a program of on-the-job training, or is beginning or awaiting entry to a formal training program. Employees are typically assigned to work with and assist more experienced officers who are responsible for the activities and actions of the trainee.

Employees use this level of knowledge in performing controlled, elementary tasks such as:

- Directing traffic during rush hours.
- Touring the facility on foot and/or by patrol vehicle to learn the physical layout of the jurisdiction.
- Writing citations for clear-cut, observed violations of laws and rules.
- Operating radios to pass and receive clear-cut information.
- Standing a fixed post and monitoring personnel movements to and from a controlled access area when the post is observable by senior officers.
- Filling out reports on incidents of theft or accident, where report forms clearly show what kind of information is needed.
- Accompanying senior officers responding to complaints or reports of incidents.
- Other activities that inform and educate the employee about the environment in which the work is performed and the actions required in that setting.

### *Level 1-2 -- 200 Points*

#### Police Officers:

At this level, police officers use knowledge of a body of basic or commonly used laws, rules, regulations, procedures, and operating methods to independently perform routine, recurring kinds of fixed post and patrol assignments. It is also used to respond to electronic and radio alarms. This knowledge includes, for example: commonly accepted installation traffic laws and rules; regulations governing access to Federal buildings; rules covering restricted items (cameras, weapons, etc.) and conduct of visitors and employees; procedures for handling a crime in progress such as robbery, assault, or pursuit of speeding vehicles; laws and procedures involving the rights of individuals and constraints on the exercise of authority; and others of a similar nature.

Police officers using this level of knowledge are normally expected to resolve those incidents which are clear-cut violations of law, rule, or regulation, and to recognize and call for assistance on more serious or complex incidents requiring greater knowledge and/or experience, especially situations involving felonies or potential felonies. Police officers will often maintain control at the scene of an incident through completion of required actions, including questioning witnesses, establishing fault, arresting violators, and other enforcement actions appropriate to the nature and seriousness of the incident.

Some police officers use knowledge of contractual arrangements and performance criteria for guard and security work performed under contract by private protective services. Officers

monitor performance of guard personnel at assigned posts to assure that posts are properly staffed, the personnel are equipped according to contract requirements, and the prescribed kinds and level of duties are performed by contractor personnel.

Typical police duties using this level of knowledge include such tasks as:

- Responding to calls or alarms involving crimes in progress or just discovered.
- Questioning individuals at the scene of an incident to determine the reasons for a call for assistance, establishing the identity of injured parties, identifying the nature of incidents, and taking statements of victims, witnesses, and suspects.
- Informing individuals about their rights as suspects and/or witnesses.
- Operating radar or other speed detection equipment and pursuing speeding vehicles when enforcing traffic regulations or laws.
- Arresting violators caught in the act or who readily admit to guilt.
- Issuing citations for personally observed violations of law, rule, or regulation.
- Giving out crime prevention information and advice during patrols and when in contact with individuals.
- Performing traffic patrol and emergency response duties such as: enforcing speed limits; assisting at accident scenes; and taking statements from principals and witnesses; directing traffic and controlling the movement of vehicles and pedestrians at worksites; observing and reporting traffic safety hazards; issuing citations for speeding and parking violations; and enforcing pedestrian right-of-way rules.
- Preparing various kinds of written reports about unsafe traffic conditions; accidents; storage or location of materials (including personal property) that are vulnerable to theft or damage; encounters with individuals such as complainants, witnesses, disruptive employees, or visitors; and other kinds of reports that describe events and may be used in future legal actions.
- Responding to duress alarms and subduing unruly individuals.
- Assisting victims of accidents or assaults by providing first aid, and/or calling for medical assistance, or transporting to medical facilities.



## Security Guards:

At this level, security guards use knowledge of commonly used rules, procedures, and operations to perform work independently in a variety of fixed posts and patrol assignments within a Federal installation or building. This level of knowledge is typically acquired through formal classroom and/or on-the-job training which outlines the scope of jurisdictional boundaries, defines the levels of each security guard's authority, and prepares the security guard to perform a variety of recurring activities within the assigned installation. Typically, security guards will protect the scene of an incident and relinquish control to police or other law enforcement officers assigned to the case.

Some security guards use knowledge of local rules, regulations, and operating requirements in receiving, guarding, and caring for prisoners in small detention centers (jails) on Federal installations and reservations.

Typical guard duties using this level of knowledge include such tasks as:

- Controlling personnel access by monitoring the identification of individuals entering controlled areas.
- Referring persons who lack proper credentials to a control point to arrange access.
- Patrolling a prescribed area on an installation (by vehicle or foot) to check locks, alarms, fences, gates, or other barriers to assure they are closed and locked or open and unlocked, depending on the time of day and the conditions that are supposed to apply.
- Patrolling installation perimeters to detect faulty fences and detection equipment, trespassing violations, and attempted thefts of Federal or personal property.
- Patrolling office and industrial buildings to prevent theft or damage to Federal property, equipment, tools, and supplies.

## General:

Employees in both occupations use knowledge of established rules, regulations, and legal authorities to perform duties and responsibilities within prescribed limitations on the use of detention authority and the use of force (including weapons) according to circumstances encountered during the performance of duties. In cases involving detention for potential arrest, security guards also use knowledge of the rights of individuals.

Some employees in both occupations use knowledge of State and Federal game and fish laws to enforce license requirements, bag and creel limits, controlled public access, and other concerns in areas where the public is permitted to use Federal property for hunting and fishing. They may

also enforce other conservation rules and laws pertaining to access, open fires, destruction of flora and fauna, and general land use requirements imposed by the installation or by law.

### *Level 1-3 -- 350 Points*

#### Police Officers:

At this level, police officers use knowledge of a body of standardized rules, methods, procedures, and operating techniques that require considerable training and experience, to perform a full range of operations in preventing or resolving offenses, or in conducting preliminary investigations of incidents ranging from simple rules violations to felony and capital crimes.

Some police officers use knowledge of basic investigative methods and techniques to investigate violations or reports of probable incidents on the installation for which completion is anticipated within a single shift.

This level includes, in addition to those required at the lower levels, knowledge and experience to perform most, if not all, of the following police tasks:

- Pursuing and apprehending persons fleeing a crime scene or attempting to resist arrest.
- Subduing individuals causing disturbances, such as in family disputes.
- Identifying and arresting violators based on eyewitness accounts.
- Performing "desk sergeant," "control desk," or "dispatcher" duties involving passing of directions and information to officers on patrol assignments, coordinating emergency responses between security, fire, and other emergency units, and receiving and acting on calls concerning reports of violations or complaints.
- Taking charge of a crime or accident scene and restricting access to those persons required on the scene.
- Seeking, detecting, and protecting evidence and witnesses at the scene of an incident.
- Taking statements from witnesses.
- Clarifying conflicting statements.
- Interrogating suspects.
- Detaining witnesses and suspects.
- Making arrests and performing booking procedures.

- Turning over to detectives or investigators information gathered at the scene of an incident.
- Participating in short-term investigations under the control of detectives or investigators.

### Security Guards:

At this level, security guards use knowledge of a body of established rules, procedures, and methods of operating to perform independently the full range of guard activities at Federal installations. These activities may involve a diverse range of protective responsibilities over Federal property, employees, and visitors.

Knowledge of specialized operating requirements, methods, and procedures is used in safeguarding sensitive national defense materials or processes; protecting national treasures such as gold bullion, works of art, literary collections, and historical artifacts in Government buildings, libraries, museums, and other locations under Federal control; enforcing specialized personnel access controls; protecting and preventing unauthorized access to areas containing valuable documents or hazardous materials that could affect public health or safety; detaining violators who attempt to resist; subduing violent patients in hospitals; and other situations requiring special training and experience.

Security guard work using this level of knowledge includes:

- Controlling access to highly sensitive restricted areas where there is potential for significant breach of national security, or danger to public safety or public health. Examples of such circumstances may include installations involved in manufacturing and storing nuclear weapons; manufacturing or research facilities involving highly classified national defense information and/or processes; hospital and research installations where there is significant potential for releasing materials that could seriously endanger public health; and other facilities containing materials or processes that require special protective methods.

### General:

Some employees in both occupations use knowledge of highly specialized techniques, methods, and procedures for performing difficult land and water rescue, search and apprehend or search and rescue operations; canine operations for crowd control or for detecting explosives or illegal drugs; counter-terrorist operations; counter operations for bomb, fire, or other threats; crowd control over violent and/or unruly crowds in planned and impromptu demonstrations; and similar tasks involving significant threats, serious accidents, or violence posing a threat to public safety. This level and kind of knowledge is acquired through extensive specialized training and practice. Employees using this level of knowledge are assigned to special reaction teams. They maintain proficiency in specialized (e.g., automatic) weapons and equipment, and the tactics for employing them in emergency situations.

Either security guards or police officers may perform as members of special reaction or special weapons and action teams (SRT, SWAT, or other names and acronyms). This work requires the employee to use knowledge of counter-terrorist tactics, methods, and procedures and maintain proficiency in specialized weapons and tactics for defending against and/or repelling terrorists. Proficiency is maintained and demonstrated in drills, simulations, and refresher training as a function of normal security patrol and protection duties. The primary purpose of the officer's presence is to protect highly sensitive materials, the unauthorized disclosure of which could seriously jeopardize national security and/or endanger public health.

### *Level 1-4--550 Points*

Employees at this level, in addition to the knowledges required at the lower levels, use knowledge of an extensive body of standardized, optional, and innovative investigative procedures, techniques, and methods to detect, investigate, and resolve crimes and other incidents that are beyond the scope or requirements for solution on patrol assignments. Employees use this level of knowledge in performing a variety of standard and nonstandard assignments in resolving a wide range of conditions or criminal activities typically requiring extensive research, interviewing, planning, observing, conducting stakeout operations, and executing investigative techniques, resulting in arrests of suspects and, in some instances, in changes in patrol operating methods.

Employees using this level of knowledge perform tasks such as:

- Conducting long- and short-term investigations when solutions cannot be achieved during the course of a normal patrol shift.
- Evaluating crime prevention programs and recommending changes to reduce opportunities for theft, assault, illegal entry, or other kinds of violations.
- Conducting long-term investigations (several days to several weeks) to detect and apprehend individuals committing acts of violence, theft of Federal or personal property, for violating laws concerning controlled substances.
- Developing informants and informant networks as a part of specific assignments or for general application.
- Developing and following leads, taking statements, and otherwise gathering bits of information and facts.
- Analyzing facts to identify suspects and develop case information for use in pressing charges and bringing suspects to trial.
- Coordinating with U.S. and other prosecuting attorneys on case development and plans to perform arrests and prosecutions.

- Developing cover conditions and working under cover to detect and prevent criminal activities.
- Coordinating with other law enforcement agencies to gather facts or evidence for use in assigned cases.

## FACTOR 2, SUPERVISORY CONTROLS

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review (e.g., close and detailed review of each phase of the assignment, detailed review of the finished assignment, spot check of finished work for accuracy, or review only for adherence to policy).

### *Level 2-1 -- 25 Points*

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee often works directly with a more experienced officer or supervisor in performing those assignments.

The employee at this level is normally inexperienced and works as instructed, bringing to the attention of the supervisor or more experienced officer all matters not specifically covered in the original instructions or guidelines.

The work is closely controlled by the structured nature of the assignments themselves, checks on the work in progress, or by the environment or circumstances in which it is performed. The supervisor or an assigned senior officer checks the work while in progress and reviews completed work for adequacy and adherence to instructions and established procedure.

### *Level 2-2 -- 125 Points*

The supervisor makes individual assignments for the shift or other prescribed period of time for traffic control points, patrol areas, escort assignments, complaints received, or other special and recurring tasks, indicating generally what is to be done, the priority of assignments, and any special concerns or approaches to be taken by the employee. Beginning of shift briefings and instructions commonly include information and general instructions on handling the aftermath of events such as stolen vehicles, robbery follow up, missing persons bulletins, and similar conditions. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available.

The employee uses personal initiative in carrying out recurring assignments independently without specific instructions about how to do the work or the precise methods to apply. The employee is expected to call for backup or to otherwise seek supervisory assistance and advice in cases of life threatening emergencies or in the event of unusual problems or unfamiliar situations which are not covered by existing instructions and procedures.

Completed work is reviewed for technical adequacy, adherence to standard procedures and methods, and compliance with any special instructions. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

### *Level 2-3 -- 275 Points*

The supervisor makes assignments such as long-term investigations and undercover work within the employee's scope of responsibilities; defines the objectives, priorities, and deadlines; and assists the employee in unusual situations which do not have clear precedents.

The employee, having developed competence in the assignment, plans and carries out the steps required according to specific case conditions (time and place to deal with witnesses and suspects, consideration for confidentiality and exposure of witnesses, coordination with other law enforcement agencies, cover, need for and nature of stakeouts). The employee handles deviations from established procedures by resolving problems that arise according to agency or local standards, previous training and experience, established practices, legal precedents, or other controls appropriate to the immediate circumstances. Assignments may require the employee to perform investigations extending for periods of time beyond a single shift and to ascertain interrelationships with other cases and/or law enforcement agencies that may affect the methods and procedures used.

Completed work is evaluated for technical soundness, such as the quality of evidence, veracity of suspect or witness statements, ability to get U.S. Attorneys or others to accept cases for prosecution, success in solving crimes and violations, and contributions to the unit's crime prevention program. Techniques used by the employee are not usually reviewed in detail.

## **FACTOR 3, GUIDELINES**

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used in this occupation include, for example: Federal, State, and local laws; agency and local rules and regulations; definitions about the rights of suspected, accused, and innocent individuals; local operating methods, techniques, and procedures (patrol areas, traffic control, security check requirements, etc.); policies and procedures on the availability and use of equipment; concurrent jurisdiction agreements; and others that set the enforcement and protection program framework and describe how the work is to be performed within the agency's jurisdiction.

Individual jobs in different work environments, or in different specializations within the occupation, use guidelines that vary in specificity, applicability, and availability for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. For example, the existence of specific instructions, procedures, and policies may limit

the opportunity of the employee to make or recommend decisions or actions. However, in the absence of procedures or under broadly stated objectives, employees may use considerable judgment in developing new methods and techniques for doing the work which may become guidelines for others.

The officer is expected to recognize the conditions that are present and adjust the response to fit the circumstances. For some other installations, however, the instructions might be so specific that officers are given no discretion in how to resolve an issue.

### *Level 3-1 -- 25 Points*

Specific guidelines are provided to the employee, in the form of detailed procedures, manuals, or checklists for use in accomplishing well-established traffic and patrol duties or taking statements at the direction of other officers or investigators. The laws, rules, and/or regulations to be enforced within the jurisdiction are clearly defined in training and available written materials. They are readily memorized and frequently reinforced through information received from supervisors and more experienced officers. The employee works in strict adherence to the guidelines. Any deviation from the guidelines, except in dire emergency situations, must be authorized in advance by the supervisor or a more experienced coworker.

### *Level 3-2 -- 125 Points*

Procedures, instructions, and a number of specific guidelines for doing the work have been established by the organization and are readily available to the employee.

Guidelines for police positions cover a variety of legal, procedural, and administrative conditions, such as: Federal and local laws, rules, and regulations; rights of citizens and others; actions allowable and limits specified under concurrent jurisdiction agreements; procedures for issuing citations and performing arrests; use of force and use of weapons; court procedures for arresting officers, complainants, or witnesses; established operating and public relations procedures for dealing with persons who live or work within the jurisdiction; authority for "hot pursuit;" and others that define the kinds of work to be done and much of how it is to be performed.

Guidelines for security guards include local manuals and handbooks that describe the guard force jurisdiction; limits on authority to detain individuals; responsibilities for protecting property and persons; operating manuals and instructions for weapons, communications, and other equipment commonly used by the guards; and standing and special operating procedures for each post of assignment.

For some installations, guidelines are supplemented by special instructions, methods, techniques, and procedures for handling demonstrations, bomb threats or other kinds of life threatening activities, including building evacuations in case of fires or other emergencies.

The number and relationships of guidelines requires the employee to use judgment in identifying and applying the proper procedures and techniques for application to specific actions when

protecting property, enforcing the law, or assisting people. The employee also exercises judgment in making minor deviations from available guidelines according to the specific circumstances encountered at the scene of activity. Unless prevented by the emergency nature of an incident, employee proposals to significantly deviate from established guidelines are referred to the supervisor.

At this level, officers may also determine which of several established alternatives to use; for example, removing unauthorized personnel from an area without further legal or administrative action, using a level of force depending on perceived threat to self or others, calling for backup, or handling a situation alone. The level of judgment used will vary according to the circumstances or persons confronted and the availability and clarity of established guidelines and procedures.

### *Level 3-3 -- 275 Points*

Guidelines are generally similar to those described at the next lower level. However, because of the nature of work assignments or the environment in which they are performed, the guidelines are not always applicable or there are gaps in specific applicability in circumstances such as those encountered in volatile emergency situations such as terrorist attacks, hostage situations, armed robbery, prolonged investigations, or when enforcing traditional (written or unwritten) customs or laws.

The employee uses personal judgment in interpreting, adapting, applying, and deviating from guidelines, based on unusual or emergency circumstances and concern with protecting public safety. The employee analyzes the results of such adaptations and recommends changes in established methods and procedures.

## **FACTOR 4, COMPLEXITY**

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

### *Level 4-1 -- 25 Points*

Daily and/or long-term assignments consist of duties and responsibilities that are clear cut and directly related. The specific sequence of activities to be performed by the officer are defined and the actions to be taken in each one are completely clear.

The employee has little or no opportunity to decide what is to be done or how it is to be accomplished. Work methods are contained in detailed instructions and the officer is expected to comply literally with those instructions.

Actions to be taken by the employee or proper responses to questions are immediately identifiable. Actions taken or responses made are readily discernible by actions taken by other



persons, the sounding of alarms, or receipt of radioed directions. The work is quickly mastered and is often performed as a function of training for more responsible assignments.

#### *Level 4-2 -- 75 Points*

The work includes various duties requiring the employee to perform related steps, processes, or methods for the completion of each assignment. Within an assignment period (shift, weekly or monthly cycles, etc.) the employee performs such different tasks as: directing traffic during rush hours; performing foot and/or vehicle patrol; responding to violation and duress alarms; assisting employees, visitors, or passerby; responding to domestic disturbance calls; or similar activities requiring control or action. The work varies depending on the rules or laws which apply to situations encountered and, in addition, the nature of specific situations encountered. Each kind of assignment comes under the same general set of guidelines and procedures.

Decisions regarding what needs to be done involve assessing each situation as it occurs and determining the existence of and difference among easily recognizable situations where law enforcement, assistance, or some form of informal situational counseling may be required. Decisions are made by the officer at the scene of an incident or when acting in a dispatcher (desk sergeant) capacity. The employee identifies the conditions involved and decides what kind of action to take, including the level of force required. Actions to be taken by the employee differ depending on such things as: the source of information (distress call, call for assistance, request for information); the nature and level of perceived threat to self and others; the nature of facility involved (office building, manufacturing facility, hospital, residential area, Indian reservation, business establishment); the seriousness of the violation or potential violation (robbery, assault, speeding, drunk, disorderly); or other differences of a factual nature. The employee identifies the conditions involved and decides what kind of action to take, including the level of force required.

#### *Level 4-3 -- 150 Points*

The employee performs various duties requiring the application of different and unrelated methods, practices, techniques, or criteria. The work typically involves such assignments as extensive investigative responsibilities (e.g., detective work extending beyond the span of a single shift), assignments that vary frequently in the nature of cases handled, and assignments requiring the application of a wide variety of police techniques to resolve. It may also include unscheduled exercises to demonstrate proficiency in special weapons and tactics.

The employee decides what actions to take and the applicable methodology based on assessment of facts obtained from other officers, witnesses, and personal observations and interviews. Decisions made vary according to the nature of perceived threat, as from demonstrators or anticipated terrorist actions, by the nature of hazards imposed by local terrain, and/or weather or other conditions that affect lighting, communications, and the ability to observe or pursue violators. The officer decides on whether standard or special procedures are appropriate, and whether the situation is real or simulates a potential threat.

The chosen course of action may be selected from several alternatives depending on the nature of the case, facts and clues available, personal analysis of case information, jurisdictional questions, and other considerations that affect the ability to identify sufficient facts and resolve case issues. The nature of the incident or threat, presence or absence of weapons, number and kinds of persons encountered, and other variables must be assessed to determine the proper course of action. The officer's assessment of such conditions and elements must be made quickly in order to determine among several alternatives the kinds of action to take and the level of force to use.

## **FACTOR 5, SCOPE AND EFFECT**

This factor covers the relationship between the nature of the work (i.e., the purpose, breadth, and depth of the assignment) and the effect of work products or services within and outside the organization.

Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluation. Only the effect of properly performed work is to be considered.

### *Level 5-1 -- 25 Points*

The employee performs specific operations involving a few separate tasks or procedures intended primarily to develop skills to assume more responsible duties.

Work performed by the employee facilitates the work of higher graded coworkers within the immediate organization by relieving them of routine procedural tasks in closely directed phases of the work. This includes, for example, routine traffic control during rush hours and at accidents, assisting during patrol operations, taking statements from witnesses, and similar tasks performed under direction and control of a more experienced officer.

### *Level 5-2 -- 75 Points*

The employee performs a full range of police or security guard duties by following and executing specific rules, regulations, or procedures covering law and rules enforcement, physical and personal security operations, patrol duties, control desk duty, coordination with local courts, and/or crime prevention activities for the local jurisdiction.

Work products or services affect the acceptance of law enforcement and security program services and actions, contribute to crime prevention programs, influence employees and visitors to cooperate with the security force, and set an example for conforming with laws, rules, and regulations at the installation. The results of the work or services also effect the secure flow of work processes and materials, and provides for a sense of personal security that enhances productivity of individuals in the work place.

*Level 5-3 -- 150 Points*

The employee treats a variety of law enforcement problems ranging from simple rules violations to felony crimes in conformance with established criteria, methods, techniques, and procedures. They also perform criminal investigative work such as that performed by detectives.

The results of the work contribute to crime prevention objectives in the local installation or jurisdiction and the adequacy of the local law enforcement program. Work resulting in the charging of or convicting of persons for a violation effect the economic well-being and freedom of individuals.

## **FACTOR 6, PERSONAL CONTACTS**

This factor includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. (Personal contacts with supervisors are covered under Factor 2, Supervisory Controls.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have demonstrable impact on the difficulty and responsibility of the work performed.

NOTE: The level of personal contacts used for Factor 6 must relate directly to the purpose for those contacts selected under Factor 7.

*Level 6-1 -- 10 Points*

Personal contacts are with employees within the immediate organization, office, project, or work unit, and in related or support units.

### **AND/OR**

Contacts are with members of the general public in very highly structured situations where the purpose of the contacts and the question of with whom to deal are completely clear. Typical of contacts at this level is responding to individuals at an access control point asking for directions to individuals or organizations within the facility.

*Level 6-2 -- 25 Points*

Personal contacts are with employees in the same agency, but outside the immediate organization. People contacted are generally engaged in different functions, missions, and kinds of work; e.g., representatives from various levels within the agency such as headquarters, regional, district, or field offices or other operating offices in the immediate installation.

**AND/OR**

Contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants). Contacts typical of this level are cooperative persons stopped for traffic violations or persons questioned as witnesses to a violation of rule or law.

*Level 6-3 -- 60 Points*

Personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact). Typical of contacts at this level are those with persons in their capacities as attorneys; contractors; or representatives of professional organizations, the news media, or public action groups.

**AND/OR**

Contacts are with violators of laws, rules, or regulations where those contacted are reluctant to accept the officer's authority, may resist detention or attempt to flee, or with unruly individuals who pose a threat to the officer and/or other individuals present. Such contacts may include, for example, individuals involved in a serious disagreement or fight, trespassers attempting to avoid apprehension and detention, demonstrators attempting to cross control lines, and others where the circumstances commonly cause the violators to react negatively and violently to the enforcement officers. They may also include contacts with individuals such as felons, suspects in felony crimes, recalcitrant witnesses, distraught individuals involved in or witness to accidents, and others where there is potential for arrest, detention, or issuing citations for serious offenses of law, rule, or regulation, or for violent or irrational response on the part of the perpetrator or victim.

## FACTOR 7, PURPOSE OF CONTACTS

The purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

NOTE: The purpose of contacts should relate directly to the level of contacts selected under Factor 6.

### *Level 7-1 -- 20 Points*

The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts (i.e., the facts or information may range from easily understood to highly technical). Information exchanged may include directions to a location or person, straightforward explanation of established security procedures, explaining the rights of accused persons, or other information of a factual nature.

### *Level 7-2 -- 50 Points*

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes. Contacts may include circumstances such as: coordinating the installation of new or revised access controls or security monitors and alarms, implementing patrol procedures, coordinating alarm response procedures with security and subject-matter personnel, explaining proposed traffic control patterns and speed limit requirements, making presentations about local crime prevention programs, and similar activities that require explanation to and acceptance by employees and visitors at the installation.

### *Level 7-3 -- 120 Points*

The purpose is to influence, motivate, interrogate, or control persons or groups. Persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant. Contacts at this level may include, for example: uncooperative individuals involved in traffic violations, persons disturbing the peace, "peaceful" demonstrators, persons attempting to commit suicide, suspects and reluctant witnesses to a crime, deranged persons, or families involved in domestic disturbances.

### *Level 7-4 -- 220 Points*

The purpose is to overcome life threatening situations such as hostage, barrier, terrorist attack, kidnap, or felony assault conditions where the persons dealt with are unstable and pose an imminent and direct threat to the life of the officer, innocent victims, or bystanders. The officer must negotiate with individuals who clearly intend to carry out threats of violence, mayhem, or

murder and because of the emotional instability involved must be convinced to cease their life threatening activities.

## **FACTOR 8, PHYSICAL DEMANDS**

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching). To some extent the frequency or intensity of physical exertion must also be considered (e.g., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing).

### *Level 8-1 -- 5 Points*

The work is primarily sedentary, usually accomplished while the employee is seated at a desk or table such as when serving essentially full time in capacities such as desk officer, court coordinator, or other activities that are typically performed within the confines of the police/guard station or office. Some walking, standing or driving an automobile may be required in the course of a normal workday in connection with travel to and attendance at meetings and conferences away from the worksite. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. There may be short periods of moving around to check a few doors and locks; and wearing an equipment belt containing a weapon, light, handcuffs, and related items. Lifting of moderately heavy objects is not normally required. No special physical effort or ability is required to perform the work.

### *Level 8-2 -- 20 Points*

The work requires regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities. Employees engage in such exertions when responding to alarms, pursuing suspects, or participating in weapons or other kinds of training activities, climbing stairs in office buildings, or walking foot patrols in and around large buildings. In some positions, the work may regularly involve lifting and carrying of heavy objects of 23 kilograms (50 pounds) or less, such as weapons. Some positions may require common physical characteristics and abilities in agility and dexterity and the strength to pursue, apprehend, and detain uncooperative suspects.

### *Level 8-3 -- 50 Points*

The work requires, on a regular and recurring basis, considerable and strenuous physical exertion such as frequent climbing of multiple flights of stairs, lifting heavy objects over 50 pounds, crouching or crawling in restrictive areas during search or pursuit activities, or defending oneself or others against physical attack.

## FACTOR 9, WORK ENVIRONMENT

This factor considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques.

### *Level 9-1 -- 5 Points*

The work is primarily performed in an office-like setting involving everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, and private or commercial vehicles. When assigned to outdoor posts, the employee normally works in temperature controlled shelters, although those assigned to fixed sentry posts may have to step outside to check passes or give directions. The employee uses safe work practices with office equipment, avoiding trips or falls, and observing fire regulations. The work area is adequately lighted, heated, and ventilated.

### *Level 9-2 -- 20 Points*

The work is performed in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness, such as high levels of noise in industrial settings, high temperatures in confined spaces, or adverse weather conditions during extended periods of traffic and patrol duties. The employee may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields. The work involves moderate risk requiring exercise of safety precautions when working around hazardous materials such as toxic gases, explosives, infectious biological materials, and others that pose a moderate risk of exposure. The work also involves moderate risk and discomfort when working outdoors without shelter or operating vehicles for extended periods of time over rough terrain.

### *Level 9-3 -- 50 Points*

The work environment regularly involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions (e.g., subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled.) This level includes work in a high crime area where the public has easy access and officers must patrol in locations where persons may be armed while attempting auto theft, vandalism, narcotics transactions, and other offenses which can lead to assault with or without a weapon in order to avoid arrest. Also at this level are police and guard operations regularly performed in areas of extremely rough terrain with wide annual variations in climatic conditions such as encountered in very large military installations or Indian reservations.