

[REDACTED] CIV USA AMC

From: [REDACTED] CIV USA AMC
Sent: Wednesday, January 05, 2011 4:38 PM
To: [REDACTED] CIV USA AMC
Cc: [REDACTED] CIV USA AMC; [REDACTED] CIV USA AMC
Subject: FW: Security Guards and Police Officers (UNCLASSIFIED)
Attachments: 2010-01-05 Police Officers and Security Guards.xlsx
Signed By: [REDACTED]

Importance: High

Classification: UNCLASSIFIED

Caveats: FOUO

Sir,

In reference to your phone call to [REDACTED] concerning the number of DA Police and DA Guards on hand, I provide the following information:

Police Officer (0083) =	40
Security Guard (0085) =	116

TOTAL = 156

I have also attached a by name roster broken down by 0083 (Police) and 0085 (Guards). If you need anything further, please do not hesitate to contact

Respectfully,
[REDACTED]

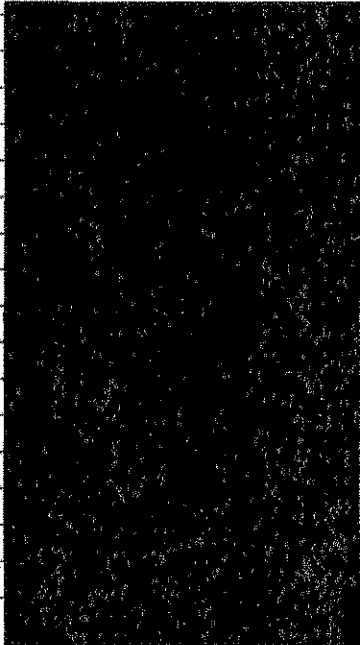
Classification: UNCLASSIFIED

Caveats: FOUO

GS-0085-06	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-07	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-07	SECURITY GUARD	
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GS-0085-06	SECURITY GUARD	
GS-0085-07	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-07	SECURITY GUARD	
GS-0085-07	SECURITY GUARD	
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GS-0085-06	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
GS-0085-07	SECURITY GUARD	
GS-0085-06	SECURITY GUARD	
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GS-0085-08	SUPV SECURITY GUARD	
GS-0085-10	SUPV SECURITY GUARD	
GS-0085-08	SUPV SECURITY GUARD	
GS-0085-08	SUPV SECURITY GUARD	
GS-0085-08	SUPV SECURITY GUARD	
GS-0085-08	SUPV SECURITY GUARD	
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GS-0085-10	SUPV SECURITY GUARD	
GS-0085-12	SUPV SECURITY GUARD	
GS-0085-08	SUPV SECURITY GUARD	



DIRECTORATE OF EMERGENCY SERVICES
Director
YC-0301-03

Deputy
Director
YC-0301-02

SPECIAL REACTION TEAM
(LT)
Supervisory Security Guard
YN-0085-01

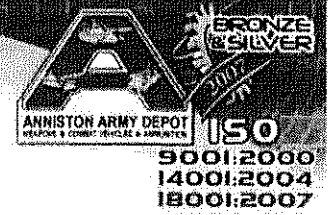
SECURITY DIVISION #1 (1st Shift)
(Major)
Supervisory Security Guard
YN-0085-02
(Captain)
(Captain)
Supervisory Security Guard
YN-0085-01
(Lieutenant)
(Lieutenant)
(Lieutenant)
(Lieutenant)
Supervisory Security Guard
YN-0085-01
Lead Security Guard
GS-0085-08

SECURITY DIVISION #2 (2nd Shift)
(Major)
Supervisory Security Guard
YN-0085-02
(Captain)
(Captain)
Supervisory Security Guard
YN-0085-01
(Lieutenant)
(Lieutenant)
(Lieutenant)
Supervisory Security Guard
YN-0085-01

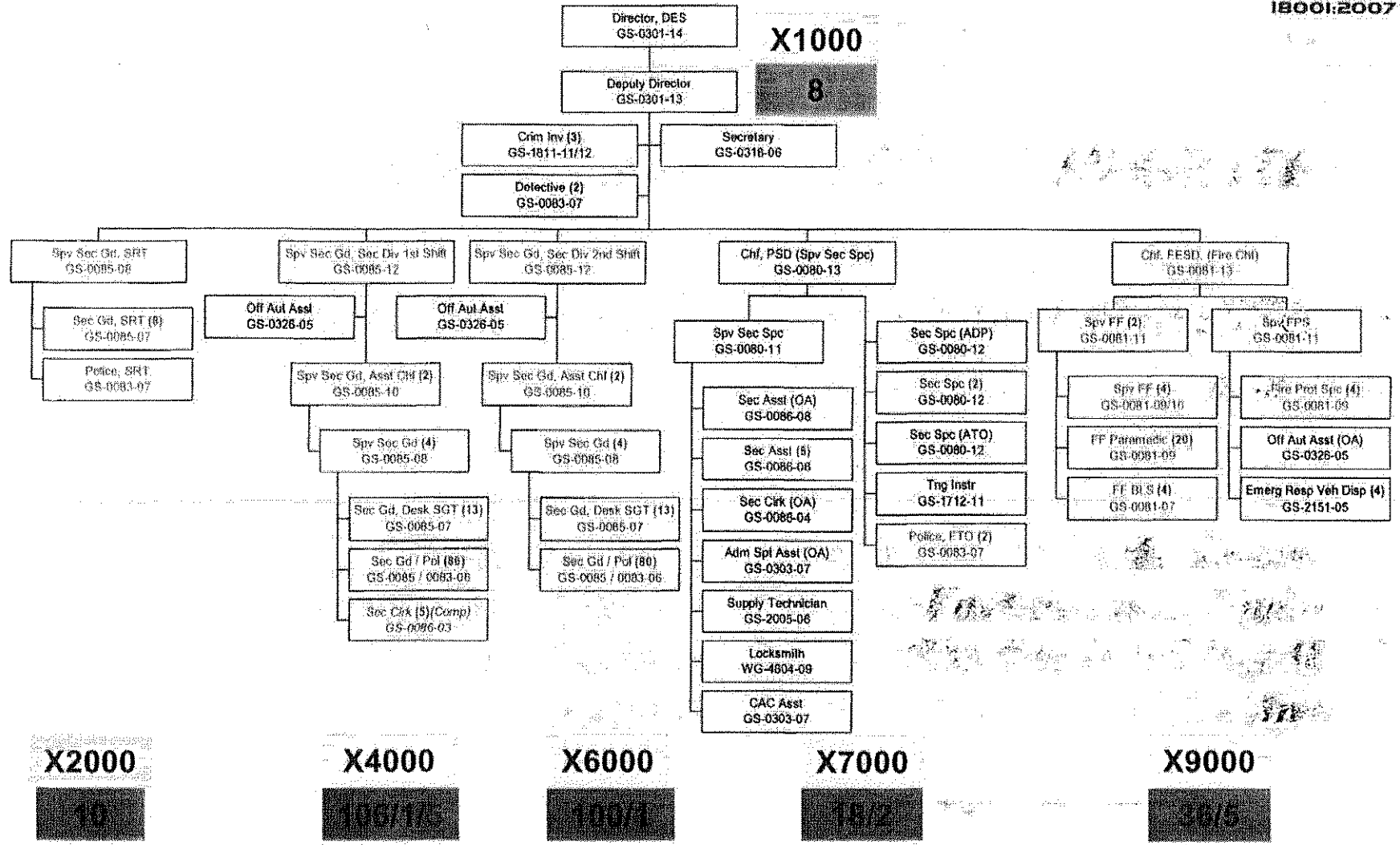
PHYSICAL SECURITY
DIVISION
VACANT
Supervisory Security
Specialist
YC-0080-02
Supervisory Security
Specialist (Physical)
YA-0080-02

FIRE & EMERGENCY SERVICES
DIVISION
Fire Chief
YN-0081-02
Asst. Chief
(Asst. Chief)
Supervisory Firefighter
YN-0081-01
(Asst. Chief)
Supervisory Fire Protection
Specialist
YN-0081-01
(Captain)
(Captain)
(Captain)
(Captain)
Supervisory Firefighter
YN-0081-01

EMMART EKLIZ



DES Organizational Chart



X2000
10

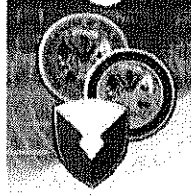
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108/17

X6000
100/4

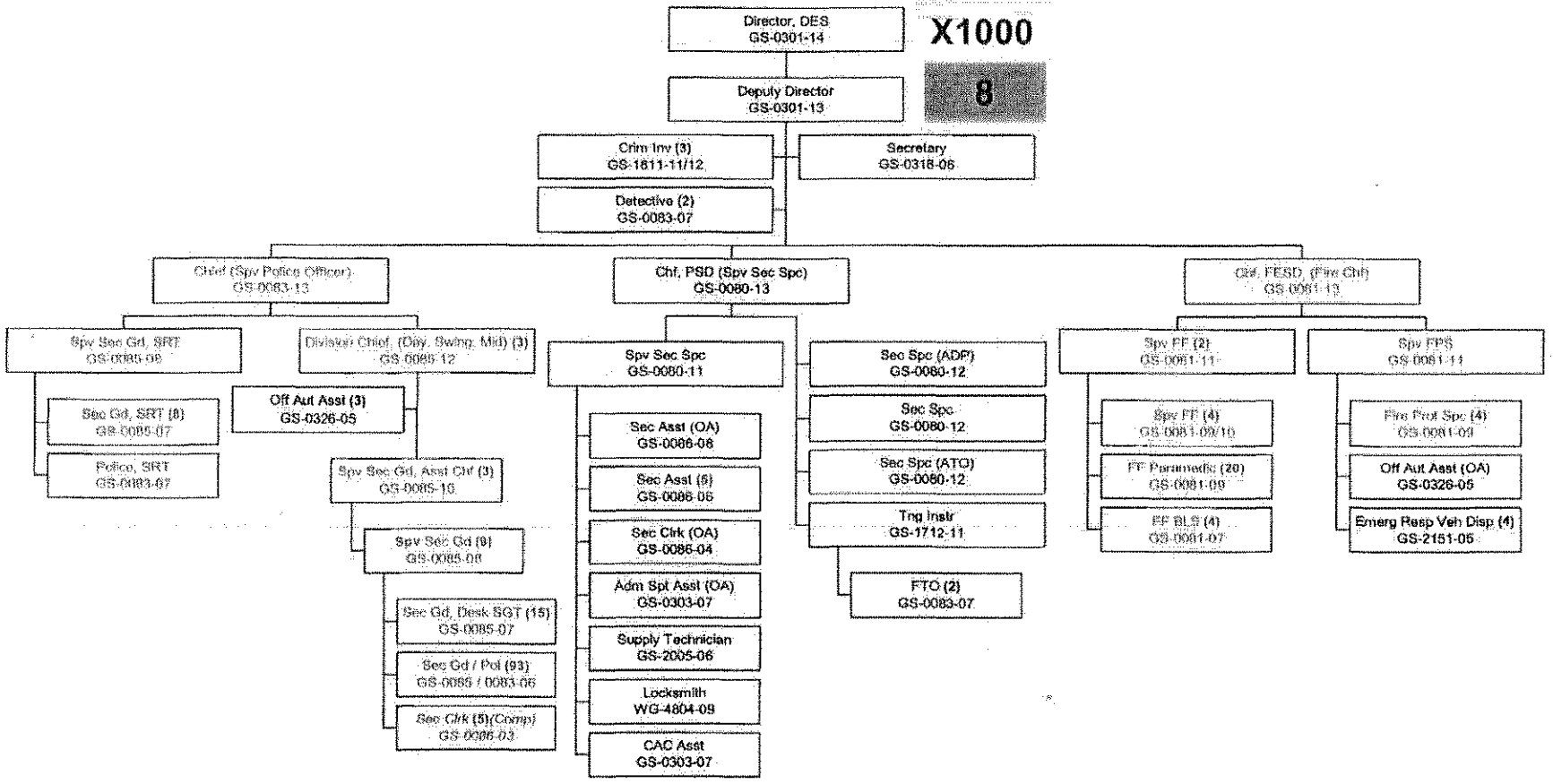
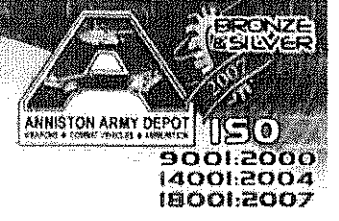
X7000
15/2

X9000
30/5

EXHIBIT 22



DES Proposed Organizational Chart Post DEMIL



X2000
10

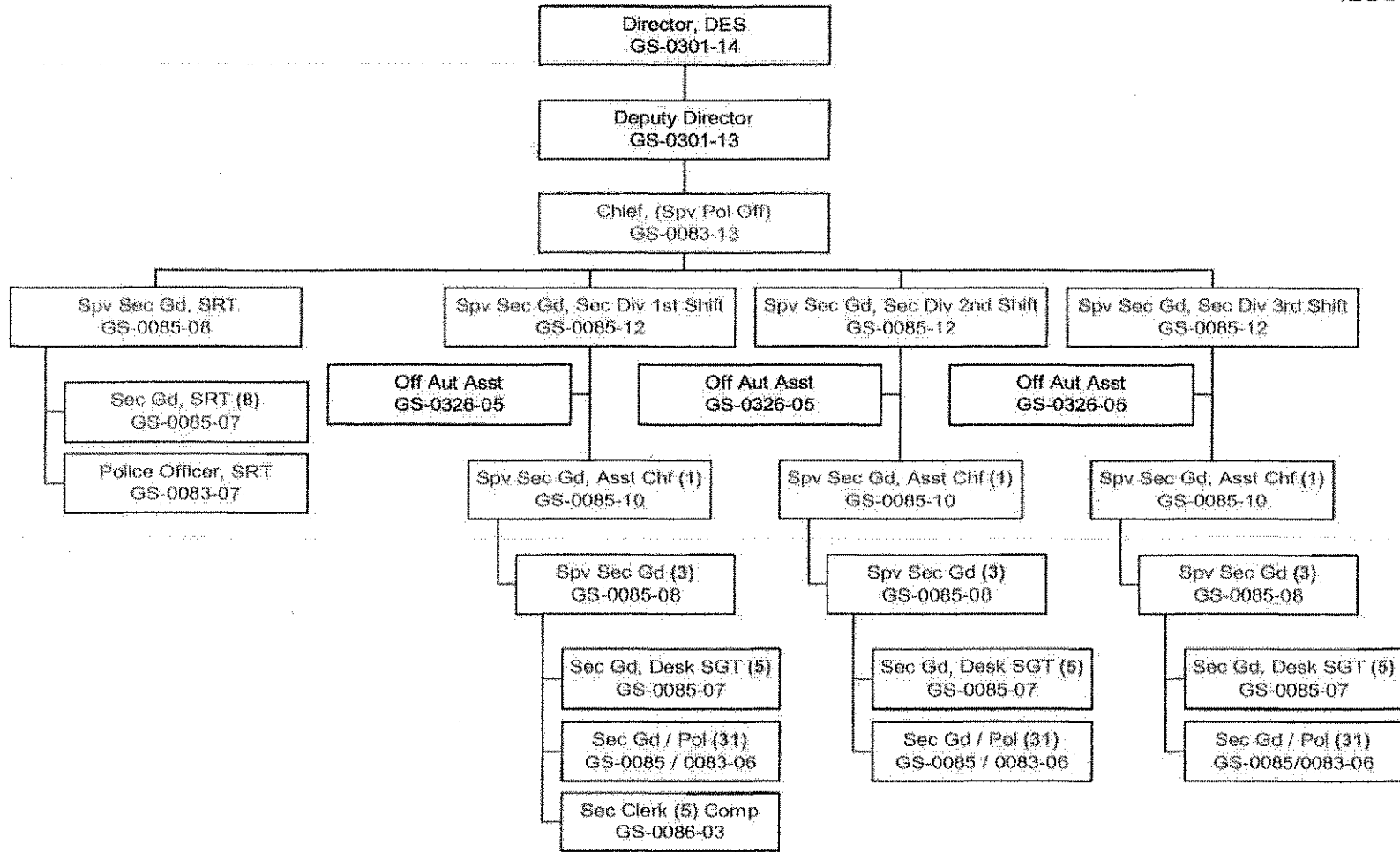
X4000/X6000/X8000
124/36

X7000
17/2

X9000
36/5



DES Proposed Security Forces (Blow-Up of Three 8-Hour Shift Divisions) Post DEMIL

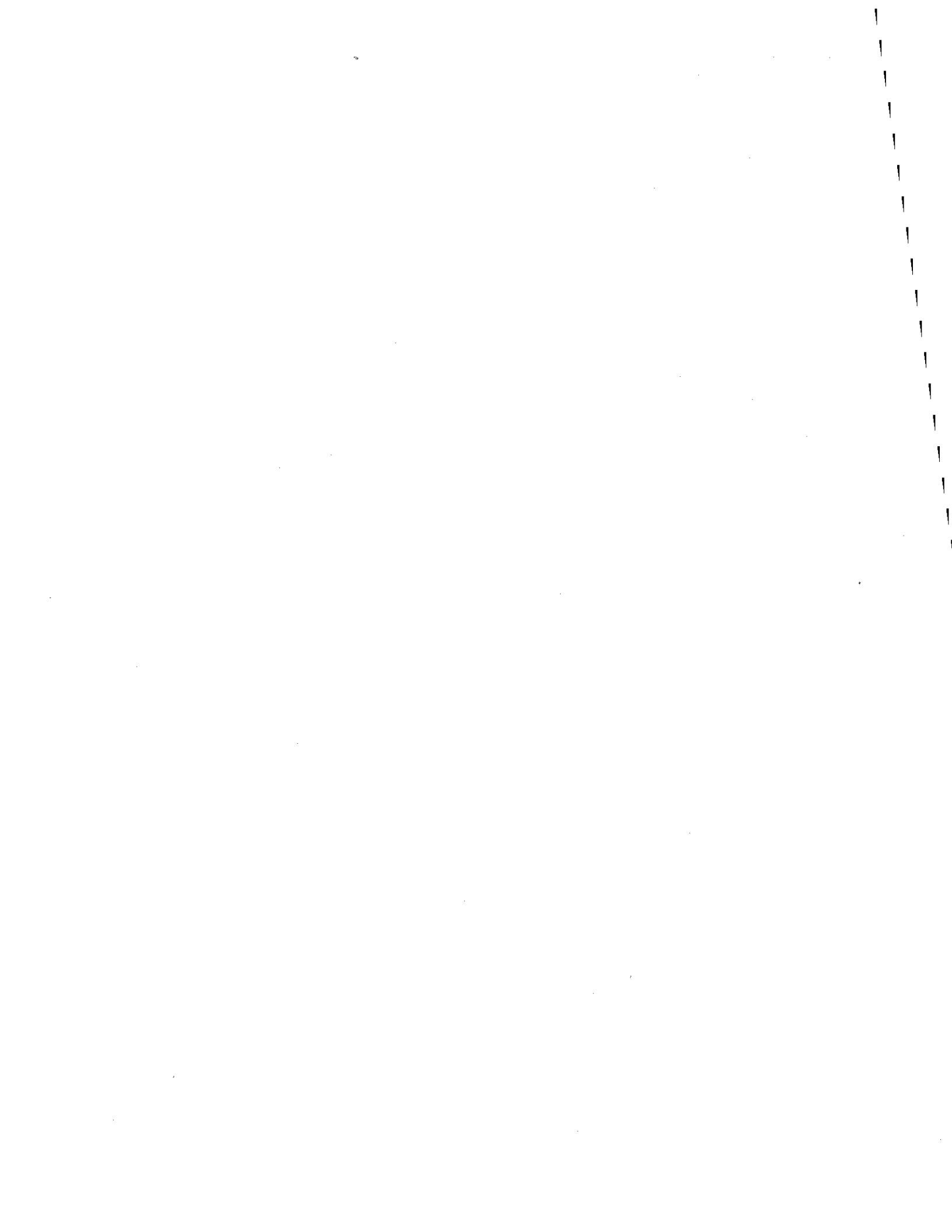


X2000 10

X4000 40/1

X6000 40/1

X8000 40/1



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Army Regulation 190-56

Ech13

Military Police

The Army Civilian Police and Security Guard Program

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Headquarters
Department of the Army
Washington, DC
15 October 2009

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SUMMARY of CHANGE

AR 190-56

The Army Civilian Police and Security Guard Program

This major revision, dated 15 November 2009--

- o Exempts guards enrolled in a Personnel Reliability Program and performing duties associated with nuclear (including nuclear reactors), biological, and chemical surety material from the requirements of the Individual Reliability Program (para 3-2).
- o Consolidates training requirements (chap 4).
- o Requires Department of the Army civilian police/security guards to successfully graduate from a U.S. Army Military Police School accredited academy (para 4-2a).
- o Requires the installation/activity commander to issue written instructions on the authority and jurisdiction of police and security guards (para 5-3).
- o Provides guidance on the limitation of authority to deputize Department of Defense uniformed law enforcement personnel by state and local governments (DODI 5525.13). Revokes any existing cases of deputization of Army uniformed law enforcement personnel by state and local governments that have not been approved by the Secretary of the Army (para 5-4).
- o Increases the initial uniform allowance in the amount of \$1,800 for civilian police only (para 6-10a).
- o Increases the annual uniform allowance to \$800 for Department of the Army civilian police and security guards (para 6-10b).
- o Requires the Government to pay for the medical examination of all tentative selectees for Department of the Army civilian police and security guard positions (para C-1d).
- o Establishes new policy on temporary medical conditions (para C-5).
- o Establishes new physical fitness testing requirements, deleting the situp and the 300-meter sprint (app D).
- o Adds alternate events (2-mile walk and the 25-foot dummy drag) for Department of the Army civilian police and security guards and contract security guards with long-term medical restrictions who cannot take the regular, 2-event physical ability test (app D).
- o Establishes physical requirements and physical ability testing policy (throughout).

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Headquarters
Department of the Army
Washington, DC
15 October 2009

*Army Regulation 190-56

Effective 15 November 2009


Military Police

The Army Civilian Police and Security Guard Program

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation prescribes policies and procedures for the Department of the Army Civilian Police and Security Guard Program. It contains provisions for the selection, management, employment, training, and certification of Department of the Army civilian police and security guards.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to all

Department of the Army employees assigned to 0083 and 0085 positions and contract security personnel involved in the safeguarding and protection of personnel and property.

Proponent and exception authority.

The proponent of this regulation is the Provost Marshal General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process.

This regulation contains management control provisions, but it does not identify

key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Provost Marshal General (DAPM-MPP), 2800 Army Pentagon, Washington, DC 20310-2800.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Provost Marshal General (DAPM-MPP-PS), 2800 Army Pentagon, Washington, DC 20310-2800.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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*This regulation supersedes AR 190-56, dated 27 September 2006.

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Glossary

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Chapter 1 General

1-1. Purpose

This regulation establishes the Department of the Army Civilian Police and Security Guard (DACP/SG) Program. It assigns responsibilities and establishes policy, standards, and procedures for the effective implementation of the DACP/SG Program. This regulation applies to all Department of the Army civilian personnel in career series 0083 and 0085 and contract security personnel employed by the U.S. Army and involved in the safeguarding and protection of personnel and property.

1-2. Reference

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. Office of the Provost Marshal General. The OPMG has overall Army Staff (ARSTAF) responsibility for the DACP/SG Program. Under the direction of the PMG, the Chief, Military Police (MP) Policy Division, Office of the Provost Marshal General (OPMG) will develop policies, standards, and procedures to enhance the overall effectiveness of the DACP/SG Program and will act as the principal ARSTAF officer responsible for efforts to enhance program effectiveness. The Chief, MP Policy Division, OPMG will designate a Physical Security Branch program manager to oversee and manage the DACP/SG Program. The program manager will be the principal point of contact (POC) within the Army on all DACP/SG program matters.

b. Deputy Chief of Staff, G-1. The DCS, G-1—

(1) Chief, Policy and Program Development Division, will ensure civilian personnel management policies support a skilled and professional civilian police and security guard work force. These policies include recruitment and placement, reassignment and termination, job evaluation, classification, pay administration, development of model job descriptions and pay grades in coordination with OPMG, incentives, employee relations and morale, uniform allowances, performance appraisal, training, and career development. The DCS, G-1 will act as the principal POC with the Office of Personnel Management (OPM) concerning civilian personnel management matters affecting civilian police and security guards.

(2) Chief, Leader Policy Division, Directorate of Human Resources Development, will determine policies relating to DACP/SG participation in the Army Civilian Employee Drug Testing Program. Such policies will be coordinated with the Office of Labor and Employee Relations, DCS, G-1.

(3) Commanding General (CG), U.S. Army Human Resources Command, will implement policies affecting DACP/SGs assigned to nuclear, biological, and chemical surety or nuclear reactor positions.

c. Deputy Chief of Staff, G-4. The DCS, G-4 will develop policy pertaining to the issue of specified organizational clothing and individual equipment (OCIE) for DACP/SG.

d. Deputy Chief of Staff, G-2. The DCS, G-2 will ensure personnel security policies and procedures are supportive of the DACP/SG Program.

e. Heads of other Army staff agencies. Heads of other ARSTAF agencies will—

(1) Determine policies within their assigned functional areas.

(2) Designate a single organizational element as a sole POC responsible for coordination of DACP/SG matters within their respective agency.

(3) Coordinate such matters with the DACP/SG Program manager.

f. Commanding General, U.S. Army Training and Doctrine Command. The CG, TRADOC will provide training development, training, and training support activities for the DACP/SG Program.

g. Commanding General, U.S. Army Medical Command. The CG, MEDCOM will provide occupational health services in accordance with AR 40-5 and establish guidelines for medical evaluation of DACP/SG personnel to ensure they are able to perform the essential job functions.

h. Commanding Generals, Army Commands, Army Service Component Commands, and Direct Reporting Units. The CGs, ACOMs, ASCCs, and DRUs will—

(1) Provide guidance and staff assistance to subordinate commands, installations, and activities to ensure compliance with the intent and requirements of this regulation.

(2) Conduct necessary planning, programming, budgeting, and accounting actions to meet command-wide training needs for DACP/SG personnel.

(3) Designate a representative to oversee and manage the DACP/SG Program.

(4) Closely monitor the installation, activities, and Government-owned, contractor-operated (GOCO) facilities under their command to ensure compliance with applicable regulatory guidance.

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i. Installation/activity/stand-alone owning commanders and commanders of tenant activities or subordinate units employing DACP/SGs. Installation/activity/stand-alone owning commanders and commanders of tenant activities or subordinate units employing DACP/SGs (for example, airfields) will—

- (1) Implement and ensure compliance with this regulation in a manner appropriate for their activities.
- (2) Ensure only individuals who are qualified, capable, reliable, and trustworthy are employed in DACP/SG positions.
- (3) Identify training needs and allocate necessary resources to meet their needs.
- (4) Ensure contracts under the Logistics Civil Augmentation Program provide for use of contract and contract security guard (CSG) services in support of U.S. Forces.

j. Director of Emergency Services, provost marshal, or designated command security/law enforcement representatives on installations/activities where there is no Director of Emergency Services. The DES, the PM, or the designated command security/law enforcement representatives on installations/activities where there is no DES, will—

- (1) Ensure DACP/SG personnel are adequately trained and certified to perform assigned duties and react to terrorist incidents, natural disasters, and other threats.
- (2) Accomplish the following in coordination with the servicing civilian personnel advisory center (CPAC)—
 - (a) Ensure personnel employed in DACP/SG positions are qualified, capable, reliable, and trustworthy.
 - (b) Ensure appropriate reliability investigations are conducted on Army employees before they are assigned to DACP/SG duties.
 - (3) Accomplish the following in coordination with contracting officers—
 - (a) Establish adequate performance work standards for security guard services contracts. This will assist contracting officers to negotiate contracts to specific security guard needs and only qualified, capable, reliable, and trustworthy personnel are assigned by the contractor to perform such work. For GOCO facilities, work performance standards will be established by the command issuing or modifying the contract for the operation and maintenance of the facility.
 - (b) Ensure provisions in security guard services contracts authorize PM personnel to be appointed as either the contracting officer's representative (COR) or the contracting officer's technical representative (COTR) for purposes of monitoring and inspecting the performance of such contracts. For GOCO facilities, the statement of work (SOW)/performance work statement (PWS) will ensure that the PM, security officer, or other designated Army personnel may be appointed as either the COR or the COTR for purposes of monitoring and inspecting the performance of such contracts.
 - (c) Ensure appropriate reliability or security clearance investigations are conducted on contract personnel before such personnel are assigned security guard duties.
 - (d) Ensure CSG contracts clearly define the limits of the CSGs' authority, jurisdiction, and use of force.
- (4) Ensure personnel requiring access to classified material have the appropriate security clearance, in coordination with the local personnel security office.

k. Civilian Personnel Advisory Center. Servicing CPACs will, with advice from the servicing legal advisor and heads of supporting intelligence activities, provide technical assistance and coordinate all employment matters affecting the DACP/SG Program with the appropriate PM/DES/designated command security/law enforcement representative and ensure new hiring packets receive a legal review.

l. Managers and/or supervisors at all levels. The managers and/or supervisors at all levels will implement internal controls per AR 11-2 to ensure adherence to this regulation and ensure the DACP/SG Program is managed efficiently and effectively.

1-5. Objectives

The objectives of the DACP/SG Program are to—

- a. a. Establish minimum standards for training, fitness, and management for DACP/SG/CSG (DODI 5210.90).
- b. Enhance the professionalism, quality, and effectiveness of civilian police and security guards.
- c. Facilitate the overall security of Army installations and activities by employing civilian personnel to perform security and law enforcement services.

1-6. Waivers and exceptions

Waivers and exceptions are deviations from specific security requirements prescribed in this regulation.

a. Waivers. A waiver may be approved for temporary relief from a specific requirement prescribed in this regulation pending actions to conform to the requirement. A waiver may be approved for a period not to exceed 12 months and be extended only after a review of the circumstances that necessitate the extension.

b. Exception. An exception may be approved for permanent relief from a specific requirement prescribed in this regulation.

c. Waiver and exception requests (except for medical). All waiver and exception requests will include the following:

- (1) *Coordination.* Coordination, at a minimum, with the following staff agencies: PM/security officer, and servicing staff judge advocate (SJA).

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(2) *Commander's evaluation of the request.* Commanders (in the chain of command) will review and endorse each waiver or exception request. The Installation Management Command (IMCOM) Region Directors may delegate the review and endorsement to a civilian division chief assigned to that headquarters and responsible for DACP/SG and CSG matters in the region. The CG, IMCOM may delegate the review and endorsement to the division chief assigned to that headquarters and responsible for DACP/SG and CSG matters. The ACOM, ASCC, and DRU commanders may delegate this authority to a division chief within the organization in the grade of colonel or the civilian equivalent.

d. Approval procedures. Requests for waivers and exceptions will be forwarded through appropriate command channels to HQDA (DAPM-MPP), 2800 Army Pentagon, Washington, DC 20310-2800.

e. Exceptions previously granted. Exceptions previously granted under the criteria of the previous AR 190-56 remain valid under the provisions of this regulation. Such exceptions need not be resubmitted for approval.

Chapter 2 Personnel Qualification and Selection

2-1. Basic character traits

Basic character traits of honesty, courtesy, tact, cooperation, personal appearance, and bearing are important factors required of civilian police and security guards. Personal qualities of good conduct and character, integrity, dependability, and good mental and physical fitness also are required of such personnel.

2-2. Qualification standards

a. The DACP/SG will be required to meet the OPM qualification standards for police or guard positions and conditions of employment found in appendix B. Failure to meet these qualification standards and conditions of employment will be a basis for non-selection of an applicant or for proposing removal of a DACP/SG incumbent in accordance with applicable Federal and/or agency regulations. The OPM qualification standards for the police and guards and conditions of employment contain qualification requirements for DACP/SG positions. Job-related functions, such as strenuous activity, physical exertion, physical ability, and levels of stress as they pertain to a specific job will be considered for both routine and emergency operations. Physical requirements will be per OPM qualification standards, conditions of employment, and the command job analyses and will be standardized at each installation or activity. Positions requiring more stringent physical demands, that is, special reaction team, will be supported by OPMG-approved valid job analyses and written performance plans. In preparing job analyses, careful consideration must be given to whether or not waivers of physical demands can be considered. For those positions requiring more stringent physical demands, meeting the physical requirements is a condition to retain that pay level.

b. Medical evaluation for DACP/SG new hires and current employees will be conducted in accordance with prescribed OPM medical evaluation standards, appendix C, and MEDCOM cardiovascular evaluation guidelines. These medical standards and evaluation guidelines are designed to ensure the new hires for a guard or police position and current employees are capable of performing the essential functions of the position with or without reasonable accommodation.

c. The Physical Ability Test (PAT) is applicable to all DACP/SG and CSG new hires and current employees and will be conducted in accordance with appendix D.

d. Temporary medical restrictions. See appropriate paragraphs in appendices C and D.

2-3. Employment security screening procedures

a. All individuals tentatively selected for appointment to DACP/SG positions will be security screened to the extent possible (for example, a minimum of a local files check) prior to being appointed to such positions. The time period covered by the security screening will be since age 18. No security checks are required for periods prior to the applicant's sixteenth birthday.

b. The PM/DES/designated command security/law enforcement representative will—

(1) Conduct pre-employment inquiries to include, at a minimum, checks with former employers and supervisors and personal references.

(2) Conduct a check of arrest and criminal history records (except where prohibited by local and state law) of the state(s) in which an applicant has resided. The checks will be made through their own National Crime Information Center (NCIC) terminal. If the hiring organization does not have a NCIC terminal, they may submit a request to their immediate headquarters who can request another Army installation conduct the check or they may request support through a local police or sheriff department.

(3) Dispatch an electronic message to Director, U.S. Army Crime Records Center, U.S. Army Criminal Investigation Command (CICR-CR), Fort Belvoir, VA, requesting a name check of the nominated individual; electronic mail may be used to request name checks (mailcicr@conus.army.mil). The message must include the candidate's: full name; Social Security Number; and date and place of birth. A specific inquiry into the applicant's suitability under the Lautenberg Amendment to the Gun Control Act of 1968 will be made as part of the pre-employment screening.

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(4) Forward the results of such inquiries to the CPAC with a decision to continue or discontinue the processing of the applicant.

c. In addition to the employment security screening procedures prescribed above, DACP/SG positions are categorized as non-critical-sensitive and require completion of a favorable national agency check (NAC) with inquiries (NACI) prior to appointment to such positions (see AR 380-67 and Department of Defense (DOD) 5220.22-M).

(1) Filling a position before completion of the NACI will be kept to a minimum; however, if it is deemed necessary to accomplish the hire prior to completion of the NACI, an exception to AR 380-67 must be authorized in writing by an authority listed in AR 380-67 or delegated authority, and will contain specific justification. The commander will be notified of all exceptions. In such instances, the position may be filled only after the NACI has been initiated.

(2) Certifying officials (COs), discussed in chapter 3 of this regulation, will implement a tracking system to ensure records of personnel hired under such exceptions to policy are monitored. The CPAC, or the organization's security manager, as appropriate, will forward the NACI results to the CO on receipt.

d. The security screening requirements in paragraphs 2-3*a*, *b*, and *c* above, also apply to CSG personnel, except the contractor will be responsible for conducting the security screening checks. The contracting officer, in conjunction with the PM, will include in the solicitation/contract/SOW/PWS, a requirement that security guard personnel meet the suitability requirements of this regulation, as well as appropriate security clearance requirements of AR 380-67 or DOD 5220.22-M, if applicable. The contractor will be required to furnish the contracting officer and PM a record of the results of each employee's security screening prior to entry on duty and to resolve any discrepancies in the investigations to the satisfaction of the COTR. In coordination with the contractor and contracting officer, the PM will conduct the arrest and criminal history checks through the NCIC and Crime Records Center. If security clearances are required for CSG, requests for security clearances should be made to the supporting Defense Investigative Service office (see DOD 5220.22-M).

e. In addition to the above requirements, CSG not required to have security clearances will undergo a NACI as part of the security guard services contract. Results of the NACI will be furnished to the contracting officer and PM. The costs of all such checks and inquiries will be the responsibility of the contractor.

f. Commanders outside of the United States of America will establish necessary security screening procedures for security guard personnel to ensure the spirit and intent of this regulation are met. The cooperation of the host country will be solicited.

2-4. Drug testing

a. All DACP/SG employees must sign a DA Form 5019 (Condition of Employment for Certain Civilian Positions Identified Critical Under the Department of the Army Drug-Free Federal Workplace Program) and pass a drug test in accordance with AR 600-85 before being certified under the Individual Reliability Program (IRP).

b. All DACP/SG in the IRP will receive periodic drug testing per AR 600-85 on a random basis to ensure the deterrent value of the testing program.

c. The CSGs will be subject to the requirements of AR 600-85 on the same basis as federally employed DACP/SG. These requirements will be incorporated in any contract for security guard services.

Chapter 3 Individual Reliability Program

3-1. General

This chapter establishes the IRP for DACP/SGs, including CSG. The IRP provides a means of assessing the reliability and suitability of individuals being considered for employment, and for continuous assessment of personnel assigned to civilian police and security guard positions.

3-2. Exemption

Security guards performing duties associated with nuclear (including nuclear reactors), biological select agents, and chemical surety material covered under the Personnel Reliability Program criteria and procedures in AR 50-5 and AR 50-6 are exempt from the requirements of this chapter. Contract security force personnel will be subject to the work rules established by the responsible contractor regarding discipline and termination of employment.

3-3. Policy

a. Personnel assigned to DACP/SG/CSG positions will be required to maintain a high standard of conduct at all times. The protection of installations, activities, and facilities, particularly those storing classified and sensitive material, depends heavily on these individuals. Personnel engaged in DACP/SG duties work with relatively little supervision and frequently in isolated locations.

b. Army assets must be safeguarded against the actions of untrustworthy and unreliable security personnel. All

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personnel performing DACP/SG/CSG duties will be continuously evaluated to determine if their character, trustworthiness, and fitness are consistent with the high standards expected of law enforcement and security professions.

c. Security guards performing duties associated with nuclear (including nuclear reactors) and chemical surety material will comply with the Personnel Reliability Program criteria and procedures contained in AR 50-5 and AR 50-6.

3-4. Individual Reliability Program applicability

The IRP is a condition of employment and applies to—

- a. Prospective employees tentatively selected for DACP/SG/CSG positions.
- b. Employees currently in such positions.
- c. The CSG.

3-5. Individual Reliability Program certifying official

a. The IRP CO will be the commander charged with the maintenance of law and order at an installation/activity/stand-alone facility. Those commanders may designate, in writing, the PM/DES/designated command security/law enforcement representative as the IRP CO. This individual must be at least one management level above that of the COR/COTR for the CSG contract. The PM/DES/designated command security/law enforcement representative may, in turn, further delegate this function to a senior individual within the PM or security/law enforcement office. This function will not be delegated to the COR/COTR for the CSG contract.

b. The IRP COs must make every effort to maintain frequent personal contact with persons performing duties under the IRP.

3-6. Disqualifying factors

a. AR 380-67, appendix I, will be used to determine eligibility for employment or retention of DACP/SG. The provisions of AR 380-67 apply to all DACP/SG.

b. All DACP/SG candidates for the IRP must undergo drug testing per AR 600-85 before being certified into the IRP. Contractor personnel, consistent with the terms of their contract, also must undergo drug testing before the CO may certify contract personnel into the IRP. Civilian employees in the IRP will receive drug testing per AR 600-85. Contractor personnel in the IRP will, consistent with the terms of their contract, undergo periodic testing on a random basis to ensure the deterrent value of testing.

c. When, despite the presence of potentially disqualifying factors, an individual is retained for duty in the IRP, the CO will determine the nature and extent of the incident to decide if the individual should be disqualified (para 3-7). If it is determined the individual can be retained on IRP, the CO will record this information. A memorandum for record (MFR) will be prepared clearly outlining the facts considered and the basis for the decision made.

(1) A copy of the MFR will be provided to the employee, who will sign the document, acknowledging receipt and the fact they may rebut the matters asserted, in writing, within a reasonable time (normally 5 working days).

(2) Both the MFR and any attached rebuttals will be placed in the employee's official personnel folder as outlined in paragraph *d*, below.

d. Adverse information not already on record may be placed in the employee's internal management folder only per current laws and regulations. The information will be forwarded to the servicing CPAC for evaluation and filing.

e. When an official allegation is made as to an individual's suitability under the Lautenberg Amendment of the Gun Control Act of 1968, the individual must be removed temporarily from any duties requiring the carrying of a firearm, pending the outcome of any investigation/inquiry or action.

f. As soon as it is suspected that a disqualification may occur, the CO must contact the servicing CPAC.

3-7. Reliability factors

The CO will use the reliability factors in AR 380-67 in making determinations with respect to an individual's eligibility for employment, retention in sensitive duties, or eligibility for access to classified information.

3-8. Unreliability determination

a. An unreliability determination may be made at any time by the CO.

b. If disqualified under IRP, an individual cannot carry a weapon or perform any law enforcement/security duties.

c. A CO who disqualifies an Army civilian employee from the IRP will seek the advice of their servicing CPAC and their servicing legal advisor for assistance in placing or separating the employee. When personnel are disqualified from the IRP, the matter becomes a personnel action, and the appropriate guidance found in civilian personnel regulations must be followed.

d. In the case of CSG, the contractor will be required to replace any individual who is disqualified under the IRP.

3-9. Review of records

The COs will establish a system for periodic review (at least annual) of employee records to ensure any adverse

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information added to the file after initial certification is reviewed and considered. The CO will review available personnel records, and those records obtained as the result of the employment security screening procedures (see chap 2), and make a suitability determination. The purpose of this review is to determine if information contained in these records may preclude assignment or continued assignment to DACP/SG/CSG positions. During this review, the CO will conduct an IRP review and briefing with the employee to reaffirm the program standards and continued evaluation.

3-10. Medical evaluation

a. A licensed physician will review the results of the initial and periodic medical evaluations (see para 2-2*b*) to determine whether the employee can take the PAT and perform the essential functions of the job, with or without reasonable accommodation. A competent medical authority (a licensed physician, physician assistant (PA), or nurse practitioner) may conduct the evaluation, but if the evaluation is not conducted by a physician, then the supervising physician (herein referred to as the examining physician) must review and evaluate the results, and countersign to make the evaluation valid. For DACP/SG, when the examining physician is not in Federal service, the evaluation must be forwarded to a physician having Federal status for review and approval in accordance with appendix C.

b. The CO will be advised promptly of any condition that may impair the employee's ability to perform the essential functions of the job, including medical conditions arising from use of prescribed or over-the-counter medication. When the CO's evaluation suggests the employee's ability to perform essential functions of the job is impaired, they shall notify the servicing CPAC. The servicing CPAC and the servicing legal advisor will assist the CO with any appropriate personnel action.

3-11. Certifying official's evaluation

a. After the personnel and medical records are screened, the CO will determine whether the person is acceptable for assignment to, or retention in, the IRP. If acceptable, the CO will interview the individual and review the following topics—

(1) The disqualifying factors listed in AR 380-67 and the competent medical authority's evaluation based on the medical conditions disqualifying for assignment or retention in the IRP.

(2) The importance of the assignment and the responsibilities involved.

b. The DA Form 5557 (Individual Reliability Screening and Evaluation Record) will be used to record screening and evaluation of Army employees and contract personnel. Such information will be maintained in accordance with AR 25-400-2 and will be safeguarded in accordance with AR 340-21, AR 25-55, and the Health Insurance Portability and Accountability Act.

(1) The original DA Form 5557 will be filed in the individual's official personnel folder, and a copy will be retained in the files of the CO.

(2) A copy will be forwarded to the screening medical activity and retained in the individual's medical records, where it will serve to identify the individual as a member of the IRP, so medical personnel can carry out their responsibilities under this regulation.

3-12. Continuing evaluation

a. The IRP is a commander's program under which commanders must be aware of, and concerned with, the reliability of their personnel at all times. In order for the IRP to work, total team effort and interaction is necessary. Supervisors at all levels have an inherent responsibility to inform the commander of all cases of erratic performance and poor judgment by personnel on or off duty that could affect on-the-job reliability. All personnel are responsible for reporting to their immediate supervisor any behavior that might affect their co-workers' reliability.

b. Continuing evaluation of IRP personnel is essential. Any incident or problem that might be cause for temporary or permanent removal from IRP duty must be promptly reported to the CO, IRP personnel, supervisors, associates, and personnel officers. Those who provide medical care and maintain medical records are required to report any incident or allegation as to an individual's suitability under the IRP. Oral or telephone notice will be confirmed in writing.

c. To ensure COs are aware of patterns of behavior that may indicate unreliability, installation/activities should establish systems to include documentation related to discipline of employees in both supervisor and employee records. These records will be periodically reviewed by COs.

d. If the commander becomes aware of behavior that may reflect adversely on an employee's loyalty, as outlined in AR 380-67, a DA Form 5248-R (Report of Unfavorable Information for Security Determination) will be forwarded to the Commander, U.S. Army Central Personnel Security Clearance Facility (PCCF-M), Fort Meade, MD 20755-5250.

e. Under the IRP, the employee has a continuous responsibility to report all medical treatment and medication that may impair his/her ability to perform the essential functions of the job to the competent medical authority as it occurs, regardless of whether the treatment was provided through the Federal Health System or by a private health care provider. The examining physician will make a recommendation to the CO as to the potential impact of the condition, treatment, or medication on reliability. If the examining physician is not in Federal service, then the evaluation findings and the examining physician's recommendation must be forwarded to a physician having Federal status for review and approval in accordance with appendix C.

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3-13. Contractor requirements

a. The requirements of this chapter will be incorporated in the SOW/PWS for all CSG services. To avoid inconsistencies between the contract PWS and AR 190-56, specific IRP standards should not be included in the PWS. Instead, PWS should require compliance with the standards contained in the most current version of AR 190-56.

b. The contract will require contract personnel performing security guard duties to meet the reliability standards of the IRP. Contractors will—

(1) Instruct contract personnel on the purpose, standards, and procedures of the IRP and physical fitness and agility requirements.

(2) Instruct contract personnel that assignment to a security guard position is subject to the standards and procedures of the IRP.

(3) Ensure personnel assigned or to be assigned to a security guard position have the required medical examinations and evaluations.

(4) Provide for sufficient observation by contract security supervisors of contract personnel assigned to security guard positions.

(5) Provide the results of a medical evaluation of any contract personnel assigned or to be assigned to a security guard position to the CO. Promptly report any data concerning personnel that is relevant to assignment, retention, or disqualification under the IRP.

(6) Assign to security guard positions only those personnel who are found eligible by the CO.

(7) Promptly relieve the contractor personnel from any security guard duties upon notice of information that is, or appears to be, a reason for disqualification, and inform the CO promptly of the action and the reason.

(8) Promptly inform the proper activities (within 24 hours) so entry control and access lists are updated to bar removed or disqualified personnel.

(9) Immediately relieve contract personnel from security guard duties when the CO informs the contractor that contract personnel have been removed temporarily or permanently disqualified from the IRP.

(10) Instruct contract personnel that they will be drug tested, in accordance with AR 600-85.

Chapter 4 Training

4-1. General

The effectiveness and professionalism of the DACP/SG and CSG are directly related to the training program. Effective training depends on leadership, innovative planning, and efficient use of resources.

4-2. Initial training and certification policy

The PM/each individual who performs civilian police and security guard tasks or duties will, prior to assignment, be trained and qualified to perform such tasks or duties. Basic police, security guard, and CSG training is as follows:

a. U.S. Army police officers (job series GS-0083).

(1) The PM/DES/designated command security/law enforcement representative will ensure that all DACP graduate from a U.S. Army Military Police School (USAMPS) accredited academy or have a waiver and have completed the Field Training Officer (FTO) Program prior to assignment of duties. The DACP also must successfully complete and annual in-service training program designed by USAMPS to maintain certification.

(2) The proponent for DACP training and training doctrine is USAMPS. The standards for training accreditation will be established by USAMPS.

(3) Programming for and funding of initial and in-service training requirements are the responsibility of the installation/activity commander.

(4) The DACP will not be assigned duties requiring the carrying of weapons until required use of force training and weapons qualification have been successfully completed.

b. U.S. Army security guards (job series general schedule (GS)-0085).

(1) Until a security guard academy can be established at USAMPS, DA security guards must successfully complete a locally structured security guard training program. The course will include the training program tasks identified in the Army Knowledge Online Web site (GS-0085 Guard Series Training Information).

(2) The DASG will not be assigned duties requiring the carrying of weapons until required use of force training and weapons qualification have been successfully completed.

c. The CSG.

(1) The contract SOW/PWS will include training and qualification requirements appropriate to assigned job or duties. The CSGs must successfully complete a company sponsored locally structured security guard training program in accordance with the contract SOW/PWS prior to being assigned to security guard duties. The course will include the

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training program tasks identified in the Web site (GS-0085 Guard Series Training Information) and other tasks identified by the installation PM/DES.

(2) The CSG will not be assigned duties requiring the carrying of weapons until required use of force training and weapons qualification have been successfully completed.

d. New hire officer training.

(1) The PM/DES/designated command security/law enforcement representative will institute a Field Training Program (FTP) to ensure DACP/SGs are capable of individually performing required mission tasks. Each DACP/SG will successfully complete an FTP specific to their career series (0083/0085) upon successful graduation from an OPMG-approved and USAMPS accredited basic training academy. The FTO will assist the local PM/DES/designated command security/law enforcement representative train, monitor, and evaluate individual DACP/SG in a structured program.

(2) Senior personnel will be assigned as FTOs to train, observe, and document the progress of new hires in a prescribed system that allows the FTO, FTP staff, and the PM/DES/designated command security/law enforcement representative to monitor and correct issues in a new hire's training. The PM/DES/designated command security/law enforcement representative will appoint FTOs based on training, education, professional reputation, and experience, as well as their documented ability to perform the required job skills. The PM/DES/designated command security/law enforcement representative also should consider the FTO's motivation and enthusiasm to participate in mentoring and training, as well as the FTO's ability to effectively evaluate and train new hires.

(3) Installation PM/DES's may add to the FTP and construct those blocks of instruction necessary to meet the installation's specific needs.

(4) The USAMPS will produce the FTO and probation officer (PO) manuals with career series specific programs.

(5) The FTP will allow the FTO and the PM/DES/designated command security/law enforcement representative to determine if the PO is progressing satisfactorily and able to apply those skills, knowledge, and abilities required for the installation's mission.

(a) At the end of the FTP, if the PO is not considered qualified to perform assigned duties, the PM/DES/designated command security/law enforcement representative should remove the PO from the program for documented failures that reasonably conclude that he/she is unable to effectively perform the duties of their job description.

(b) The DA civilian guard POs (0085) (new hire) will be required to successfully complete an 80-hour FTP course specifically tailored to the guard mission and structured as above.

e. Certification is awarded by the PM/DES/designated command security/law enforcement representative and is directly linked to the successful completion of all mandatory initial training requirements, compliance with all employment conditions, and represents authorization to perform duty assignments. Certification will be symbolic of an active, in good-standing status. Suspension or revocation of certification must be linked to suspension or revocation of authorization to perform duties due to performance failure; conduct requiring investigation for violation of Federal, state, or local law or Army regulations; or failure to successfully complete annual training requirements prescribed by the Government. Reinstatement of certification by the PM/DES/designated command security/law enforcement representative is authorized once full compliance with employment conditions (including successfully completing annual or sustainment training) is re-established.

4-3. Waiver of initial training for Army civilian police

Candidates may have law enforcement training and experience sufficient to warrant applying for an initial training waiver. The PM/DES/designated command security/law enforcement representative will identify the training background of new hires to determine if they are a candidate for a waiver of the academy training requirement. In order to apply for the waiver, the candidate must have performed the full-time law enforcement duties of a uniformed police officer at the Federal, state, or local law enforcement level for at least 12 consecutive months within 3 years of the hire date. Security guard and correctional officer duties will not be considered law enforcement experience for the purpose of these training waiver requests. The candidate's experience must include a description of the duties performed and be certified, in writing, by the applicant. Additionally, graduation certificates and full transcripts containing all tasks trained from accredited Federal, state, or local law enforcement academies of at least 9 weeks in duration are required. As an exception to the 9-week civilian police academy requirement, successful graduates of a U.S. military Service certified police officer training academy (that is, USAMPS; U.S. Air Force Security Forces Training Academy), who meet the above experience requirement, also may apply for the initial training waiver.

a. Waivers of initial police training will be initiated by the installation/activity PM/DES/designated command security/law enforcement representative through command channels to OPMG (DAPM-MPP-PS). Each command level must endorse the waiver and provide a recommendation. The OPMG will forward the waiver packet to USAMPS to determine if the waiver candidate meets the established training standards of this regulation.

b. The USAMPS will review those waiver requests forwarded by OPMG to determine if the applicant's law enforcement training is comparable to the USAMPS Civilian Police Academy program of instruction. Should USAMPS determine the candidate does not meet initial training standards or OPMG determine the candidate does not meet the experience requirement, the individual will be scheduled by the installation to attend an accredited academy. The

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approval/disapproval authority for all initial training waiver requests is OPMG. Appeals of a declined waiver may be submitted through the chain of command to the PMG, who will make a final determination.

4-4. Exceptions to initial training for current Department of the Army civilian police and security guards

a. The DACP/SG whose date of employment is before 27 September 2006 will be identified by the PM/DES/designated command security/law enforcement representative by name and employing installation/activity.

b. The PM/DES/designated command security/law enforcement representative will identify the training history and any certificates of training for DACP/SG and file these documents in the organization's training folder. Future local or USAMPS-directed in-service training will be documented in this record.

c. If the training cannot be certified for these employees, the DACP will be scheduled for attendance at a USAMPS accredited training academy. The DASG will complete the GS-0085 Guard Series training information on the Web site until a security guard academy is established at USAMPS.

d. Waivers to the requirement for the DACP to have graduated from a USAMPS accredited academy that were approved by OPMG prior to the publication of this regulation remain valid, provided that the DACP has completed the USAMPS published, career field specific FTO program prior to assignment of duties.

4-5. In-service training and documentation requirements

a. The PM/DES/designated command security/law enforcement representative will record training and certification for each DACP/SG. Documentation will be readily available for review and inspection.

b. Annual in-service training will be conducted at each installation/activity to ensure DACP/SGs maintain proficiency in their law enforcement and guard skills and remain current in state-of-the-art doctrine. The annual training requirement will be identified by OPMG based on recommendations from USAMPS and the OPMG working groups.

c. In-service training support packages will be published by USAMPS.

d. Installation/activity owning commands and local installation/activities may establish specific local training programs, in addition to the annual in-service requirement, to identify and address local security/law enforcement issues (such as, specific responses to local priority resources and unique physical security issues). The additional training requirements will be determined by specific assigned duties. Lesson plans for these training requirements will be written and approved by the PM/DES/designated command security/law enforcement representative and must contain measurable standards for training success. The local training requirements will be documented and maintained by the installation/activity and made available for inspection.

4-6. Weapons training

a. Weapons training, with qualification, will be conducted semiannually and follow the in-service training support packages guidance.

b. The DACP/SG and CSG are required to qualify semiannually with their assigned weapons. Qualification training must include instructions on safety functions, capabilities, limitations, and maintenance of the firearm to be carried.

c. The DACP/SG and CSG will familiarize themselves with other weapons that they are required to use while on duty or in response situations (for example, crew served weapons, rifles, and shotguns). This familiarization will be an annual requirement. The weapons familiarization will be an annual requirement and is intended to provide individuals with the opportunity to use these weapons under job-related conditions.

d. The DACP/SG and CSG who are required by the nature of their duties to carry protective masks will familiarize themselves with their assigned weapons by firing those weapons wearing protective masks.

e. Familiarization courses outlined in TRADOC doctrinal publications (for example, Field Manual (FM) 19-10) provide guidelines for measuring the individual's progress on familiarization firing. These guidelines are not absolute standards, as are qualification standards. Therefore, familiarization with the weapon under the conditions specified (for example, night firing conditions) is the sole requirement with these weapons. If the individual does not meet the familiarization guidelines (for example, hit 11 of 20 targets), the individual still must meet the requirement to familiarize. Further firing by individuals will be accomplished per local requirements, subject to the availability of ammunition, time, and training personnel.

f. Night vision devices may be employed during night familiarization firing when reasonably available.

g. Range requirements established by TRADOC for weapons qualification and familiarization are preferred. Where, because of safety or resource constraints, such ranges do not exist, the responsible ACOM, ASCC, and DRU may permit deviations in writing. Alternate range configurations approved by recognized Federal, state, or local law enforcement agencies (for example, International Association of Chiefs of Police, state police academies) may be utilized for qualification/familiarization purposes.

h. Overseas commands will establish an appropriate weapons training program incorporating host nation legal standards and requirements into all SOW/PWS for guard services. As a minimum, the requirements should meet the standards in paragraphs 4-5*b*, 4-5*c*, and 4-5*d*, above.

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4-7. Required training

Commanders will ensure training is provided to DACP/SG and CSG in the following areas:

- a. Standards of conduct and ethics.
- b. Law, including authority and jurisdiction, use of force, U.S. Constitutional law and current Federal legislation, pertaining to law enforcement, state criminal law as part of the Assimilated Crime Act, and the Federal Magistrate System. While each jurisdiction is unique, it may become very complicated when multiple jurisdictions overlap or conflict, and when statutes, codes, regulations and ordinances are involved. To avoid this conflict, it is recommended each activity request their servicing SJA develop and teach a comprehensive lesson that addresses the specific parameters of authority and jurisdiction inherent to the mission of the police/security force.
- c. Equal opportunity training.
- d. Sexual harassment awareness training.
- e. Status of forces agreement outside the continental United States (OCONUS).
- f. Response force organization, mission, deployment, tactical movement, and rules of engagement.
- g. Use of and defense against chemical and riot control agents.
- h. Unarmed self-defense and restraint techniques.

4-8. Supervisory training

Supervisory training appropriate to the job series and location will include TRADOC-approved doctrinal training materials per table 4-1. Local commanders may specify what tasks are taught.

Table 4-1
Supervisory training for DACP/SG supervisors

Patrol Operations	
191-389-0203	Supervise a Compliance Checkpoint
191-389-0210	Supervise Cordon Operations for Law Enforcement
191-389-0211	Supervise Search for an Individual
191-389-0212	Supervise First Response to a Crisis Incident
191-389-0220	Direct a Preliminary Investigation
191-389-0221	Review the Progress of a Military Police Investigation Case
191-389-0301	Prepare a Patrol Distribution Plan/Scheduling/DA Form 6
191-389-0303	Plan a Compliance Checkpoint
Station Operations	
191-389-0230	Supervise Police Desk Operations
191-389-0231	Prepare a Police Desk Blotter
191-389-0232	Prepare a Serious Incident Report
191-389-0235	Process Offenders
191-389-0240	Review a Preliminary Investigation Report
191-389-0250	Inspect an Evidence Program
191-389-0255 *	Analyze Police Information
191-389-0305 *	Develop SOP for Provost Marshal Office/DES
191-389-0306	Develop Law Enforcement Manpower Requirements
191-389-0307	Develop a Law Enforcement Assimilation Program
Personnel Management *	
191-389-0205	Conduct a Guard Mount
191-389-0245	Conduct Pre-marksanship Instruction
191-389-0260	Counseling (DA Form 4856 - MFR)
191-389-0261	Scheduling/DA Form 6
191-389-0262	Processing Personal Paperwork - Overtime/Leave Requests
191-389-0263	Processing Workman's Compensation Paperwork
191-389-0308	Develop Law Enforcement Manpower Capabilities
Installation Access/Special Events Operations *	
191-389-0270	Supervise an installation Access Control Point
191-389-0271	Inspect an Access Control Point
191-389-0272	Supervise Vehicle Search/Inspection
191-389-0273	Supervise Entrance/Egress Barrier Operations
191-389-0280	Supervise Riot/Crowd Control Operations with Squad-Size Element
191-389-0290	Keeping up with Technology
191-389-0308	Establish Personnel Identification and Control Procedures
191-389-0309	Inspect Personnel Identification and Control Procedures
191-389-0310	Develop an Access Control Training Program
191-389-0315	Plan Law Enforcement Support for a Special Event
191-389-0373	Develop Entrance/Egress Barrier Plan
Forms/Paperwork *	
191-389-0242	Review a Sworn Statement (DA Form 2823)
191-389-0243	Enforce Traffic Regulations - Tickets/Citations

* Courses are for both DA Civilian Police and Security Guards.

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4-9. Training support Web sites

Training support is available to PM/DES/designated command security/law enforcement representative, training managers, and students to enhance their training programs and workforce professionalism. The following is a list of training support sites—

a. U.S. Army Training Support Center, Distance Learning Directorate (DLD), Fort Eustis, VA 23604-5166, telephone DSN 927-2142 or commercial (757) 878-2142. This agency controls Army common core training and provides training support packages on compact disc available at <http://www.atsc.army.mil/itsd>. The DLD is the lead Army agent in implementing the Army Distance Learning Plan. Courses and classes packaged for export to students are available at <http://www.atsc.army.mil/itsd>.

b. The DOD, Defense Visual Information, and Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS). The DAVIS/DITIS site contains searchable listings and descriptions of thousands of audiovisual products and interactive multimedia instruction products used by the DOD. These include films, videotapes, and other multi media programs and are available at <http://dodimagery.afis.osd.mil>.

c. The Army Institute for Professional Development. The Army Correspondence Course Program is the formal nonresident extension of the TRADOC Service schools' curriculum. Their Web site is at <http://www.atsc.army.mil/accp/aipdnew.asp>.

d. The General Dennis J. Reimer library is a useful source of approved Army training and doctrine information. The digital library for the Army is available at <http://www.adtdl.army.mil>.

4-10. Documentation

The training and qualifications of each individual will be documented by the training manager or training supervisor and these documents will be readily available for review and inspection. In the case of CSG, such documentation will be made available to the PM/DES/designated command security/law enforcement representative for review and approval prior to assignment of the CSG. Contractor training courses and supporting material will be available for the PM/DES/designated command security/law enforcement representative's review.

Chapter 5

Authority of Department of the Army Civilian Police/Security Guard and Contract Security Guard

5-1. General

This chapter prescribes the authority of DACP/SGs and CSG performing law enforcement or security functions on Army installations/activities. The DODI 5200.08, Section 797, Title 50, United States Code (USC), and section 21, of the Internal Security Act of 1950, require DOD installation commanders to take reasonably necessary and lawful measures to maintain law and order and protect installation personnel and property. Based on this authority, the installation commander has the authority to direct law enforcement and security activities on his/her installation.

5-2. Authority

a. The DACP/SG personnel performing law enforcement and security duties authorized by the installation/activity commander may apprehend any persons found on the installation/activity for offenses committed on post that are felonies, misdemeanors, breaches of the peace, a threat to property or welfare, or detrimental to good order and discipline. Such apprehension authority is limited to issuing citations and turning the subject over to the appropriate civilian or military authorities.

b. On duty DACP/SG personnel are considered part of the DA, therefore, are subject to the restrictions on aid to civilian law enforcement imposed by 18 USC 1385, commonly known as the Posse Comitatus Act. Accordingly, any proposed aid to civilian law enforcement must be reviewed by the servicing SJA.

c. Army security guard authority and jurisdiction to perform force protection tasks on their installation/activity are valid while performing these duties during their work hours only. An on-post apprehension conducted by an Army security guard in an off-duty status is a detention by a private citizen. Army security guards will not carry Army weapons while off duty and they are not authorized to store Army weapons at a private residence. Army weapons must be stored in an authorized storage facility in accordance with chapter 4, AR 190-11. Army security guards while on duty will not carry privately-owned weapons or privately-owned ammunition. The carrying of privately-owned weapons on post by off-duty SGs will be in accordance with policy established by the installation/activity commander.

d. Army civilian police authority and jurisdiction to perform law enforcement tasks are valid while performing these duties during their work hours only. An on-post apprehension conducted by Army civilian police in an off-duty status is a detention by a private citizen. Army civilian police will not carry Army weapons while off duty and they are not authorized to store Army weapons at a private residence. Army weapons must be stored in an authorized storage facility in accordance with chapter 4, AR 190-11. Army weapons are not permitted for carrying on a standby basis. Army civilian police while on duty will not carry privately-owned weapons or privately-owned ammunition. The

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carrying of privately-owned weapons on post by off-duty Army civilian police will be in accordance with policy established by the installation/activity commander.

e. The CSG will not carry Army weapons while off duty and they are not authorized to store Army weapons at a private residence. Army weapons must be stored in an authorized storage facility in accordance with chapter 4, AR 190-11. On duty CSG will not carry privately-owned weapons or privately-owned ammunition. The carrying of privately-owned weapons on post by off-duty CSGs will be in accordance with policy established by the installation/activity commander.

f. The duty uniform and badge may be worn only while on duty or while traveling to and from work as determined by PM/DES/designated command security/law enforcement representative.

g. The DACP are authorized and will be issued the standardized credentials/identification cards DA Form 7599 (Department of the Army Police Officer) (see figs 5-1 and 5-2) in accordance with the following:

(1) The PM/DES/designated command security/law enforcement representative, will review the individual's personnel file to determine if the individual is certified to perform installation law enforcement tasks. Certification requirements for issuance of this credential are—

(*a*) Graduation from a USAMPS accredited academy and completion of the FTP.

(*b*) Qualification under the IRP in accordance with chapter 2 of this regulation.

(*c*) Passed medical screening in accordance with appendix C.

(*d*) Successful completion of the PAT annually in accordance with appendix D.

(*e*) Qualification with their assigned weapon semiannually.

(2) The credentials/identification card will have the limits of authority clearly showing the authority is only valid while on the military installation.

(3) Badges and credentials will be inventoried quarterly by the PM/DES/designated command security/law enforcement representative or their designated official. Results of this inventory will remain on file for one year.

(4) An internal inquiry will be conducted when a DACP badge or credential is lost.

h. The authority and liability of civilian security guards overseas depends on applicable international agreements, status of forces agreement, and local law. Seek the advice of OCONUS SJA regarding the status of such personnel.

5-3. Written instructions

a. The installation/activity commander, after consultation with the servicing SJA and the PM/DES/ designated command security/law enforcement representative, will provide to all personnel who perform law enforcement and security guard functions on his installation/activity, to include any sub-installations, specific written guidance on—

(1) Their authority (specific empowerment and limitations) and jurisdiction.

(2) The procedures for suspending and withdrawing their law enforcement authority.

b. Collective delegations by functional groupings (that is, police officers, job series 0083; security guards, job series 0085; criminal investigators, job series 1811; other law enforcement and security guard personnel, job series (identify) and CSGs) or by position title (for example, desk officer, lead police officer, police officer, guard, or lead guard) may be made.

c. Procedures must be established to ensure all personnel who perform law enforcement and security guard functions acknowledge, in writing, a clear understanding of their authority and jurisdiction. Written instructions will be reviewed at least once a year and updated, if necessary.

d. The CSG authority and jurisdiction. The limits of authority, jurisdiction, and/or use of force will be prescribed, in writing, by the installation commander, after consultation with the serving SJA and the contracting officer and will be documented in the SOW/PWS.

5-4. Authority to deputize Department of Defense uniformed law enforcement personnel by state and local governments

a. Because of potential conflicts of interest and Posse Comitatus Act issues, it is Army policy that DACP/SGs will not be deputized or exercise any additional authority or jurisdiction granted by local, state, or Federal Governments to perform law enforcement duties on or off a military installation or facility while wearing the duty uniform and/or badge.

b. In accordance with DODI 5525.13, Limitation of Authority to Deputize DOD Uniformed Law Enforcement Personnel by State and Local Governments, any existing cases of deputization of Army uniformed law enforcement personnel by state and local governments that have not been approved by the Secretary of the Army are invalid.

c. Requests for an exception to this prohibition will be submitted in accordance with DODI 5525.13. The approval authority is the Secretary of the Army.

d. This prohibition does not apply to DACP/SG employed while off duty by local, state, or Federal Governments.

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Department of the Army Police Officer		
PROVOST MARSHAL OFFICE <u>Fort Leonard Wood, MO</u>		
	Place Individual Picture Here	
RANK GS-07/Sergeant	SADGE NUMBER 3344	ISSUE DATE 1 October 2009
NAME Michael Awtrey		EXPIRATION DATE 1 October 2012
DA FORM 7559, SEP 2006 PROPERTY OF THE UNITED STATES GOVERNMENT		

Figure 5-1. Sample of DACP credentials

PROVOST MARSHAL OFFICE <u>Fort Leonard Wood, MO</u>				
THE OFFICER'S SIGNATURE AND PHOTOGRAPH WHICH APPEAR ON THIS IDENTIFICATION IS A DEPARTMENT OF THE ARMY POLICE OFFICER WITH AUTHORITY ON <u>Fort Leonard Wood, MO</u> ONLY, ENGAGED IN THE CONDUCT OF OFFICIAL LAW ENFORCEMENT DUTIES.				
DATE OF BIRTH	WEIGHT	HEIGHT	HAIR	EYES
15 May 1965	225	6 ft, 4 in	Brown	
OFFICER SIGNATURE <i>Michael Awtrey</i>		DATE:		
Steve McGarrett				
IF FOUND PLEASE PLACE IN NEAREST U.S. MAIL BOX OR POSTMASTER: PLEASE RETURN TO PROVOST MARSHAL OFFICE, <u>Fort Leonard Wood, MO</u> PROPERTY OF THE UNITED STATES GOVERNMENT DA FORM 7559, SEP 2006				

Figure 5-2. Sample of DACP credentials – continued

Chapter 6 Uniforms and Equipment

6-1. General

This chapter prescribes the DACP/SG uniform and directs its wear by DACP/SG. This chapter applies to civilians hired directly by the DA as police or security guards in positions covered by OPM Position Classification Standards. Installation/activity/stand-alone commanders may authorize other personnel who supervise DACP/SG, such as civilian PM/DES/designated command security/law enforcement representative, to wear the DACP/SG uniform. The CSG also will adhere to appearance standards as directed below.

6-2. Policy

a. The DACP/SG/CSG will wear uniforms while on duty to ensure ready identification and as an emblem of authority. The uniform and accessories will be of the same configuration and material composition for both male and female. The uniforms prescribed herein are the authorized standard items and combinations of clothing and insignia, which comprise the uniforms authorized for duty wear by DACP/SG. The DACP/SG badge is authorized for wear only while on-duty or traveling to/from work.

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b. Waivers and exceptions that permit deviations from the uniform standards and specifications prescribed in this regulation will be granted only in unusual circumstances (mission-unique uniforms).

c. Commanders at chemical, biological, and nuclear facilities are authorized to deviate from the standard DACP/SG uniform. Only DACP/SGs employed at chemical, biological, and nuclear facilities can wear the military Desert Combat Uniform. The Battle Dress Uniform is replaced by the Army combat uniform. Civilians are not authorized to wear the Army combat uniform. Contractors must obtain approval in accordance with AR 715-9, paragraph 3-3e.

d. In the case of CSG, the contractor will be required to furnish the necessary initial and replacement items for a uniform of a design, material, and color approved by the installation commander or their duly authorized representative (such as PM or security officer in coordination with the contracting officer). The uniform will include a badge, a patch displaying the name of the contractor, and a name tag for the individual employee that will be displayed prominently on the outer garment. The contractor also will be required to provide uniform clothing for use during inclement weather, such as rain, sleet, snow, and extreme cold, meeting the requirements stated above.

6-3. Standards of appearance

The DACP/SG/CSG will maintain a high standard of dress and appearance at all times. Properly fitted uniforms will be clean, serviceable, and pressed, as necessary. Personnel must project a professional image that leaves no doubt they are responsible for good order and discipline. Trousers legs and sleeves of shirts and blouse will be creased. Ironing other lines/creases into the shirt or trousers is not authorized. Although some uniform items are made of wash and wear materials or treated with a permanent press finish, some pressing may be required to maintain a neat professional appearance. Articles carried in pockets (that is, wallets, checkbooks, combs, and keys) will not protrude from the pocket or present a bulky appearance. Do not attach items, such as keys and key chains, to belt loops or belts unless required for duty. Cell phones may be attached to the belt. While in uniform, personnel will not place their hands in their pockets, except briefly to place or retrieve objects. The DACP/SG and CSG will keep uniforms fastened closed. Metallic devices, such as metal insignia, belt buckles, and belt tips, will be kept polished and free of scratches. The insignia will be replaced when it becomes unserviceable or no longer conforms to standards. Footgear will be clean and polished (if applicable to component materials).

6-4. Personal appearance

a. *Hair (general).* Hair and grooming practices are as specified herein. The DACP/SG and CSGs hairstyle must be neat, clean, and acceptable by the criteria described below. There will be no extreme or fad style haircuts or hairstyles. No lines or designs will be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Personnel may wear a wig or hairpiece in uniform to cover natural baldness or physical disfigurement. When worn, it will conform to the standard haircut criteria as stated. Haircuts, without reference to style, will conform to the following standards.

(1) Males.

(a) The hair on top of the head will be groomed and have a neat appearance. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will present a tapered appearance and when combed will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The block cut fullness in the back of the head is acceptable in moderate degree as long as the tapered look is maintained. In all cases, the bulk or length of hair will not interfere with the normal wear of headgear.

(b) Sideburns will be trim, have a horizontal line, and will not have a flared appearance. Sideburns will not extend below the lowest part of the exterior ear opening.

(c) The face will be clean-shaven, with mustaches permitted. If a mustache is worn, it will be kept neatly trimmed and tapered and will not present a chopped-off appearance. Handlebar mustaches, goatees, and beards cannot be worn. If appropriate medical authority prescribes beard growth, the length required for medical reasons also will be specified. (For example, a neatly trimmed beard is authorized. The length will not exceed 1/4-inch.)

(2) Females.

(a) Hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Hairstyles will not interfere with proper wearing of headgear.

(b) Hair holding ornaments (including, but not limited to, barrettes, pins, clips, bands), if used, must be unadorned and plain, must be similar in color to the hair, and must be inconspicuously placed. Beads or similar ornamental items are not authorized.

b. *Cosmetics.* DACP/SG and CSGs are authorized to wear cosmetics applied conservatively (as determined by the PM/DES/designated command security/law enforcement representative) and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn.

c. *Fingernails.* Fingernails will be kept clean and neatly trimmed so as not to interfere with performance of duty, detract from the professional image, or present a safety hazard. If used, nail polish must be a natural or clear color to complement the uniform.

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6-5. Wearing of jewelry

a. The wearing of a wrist watch, a wrist identification bracelet, including a conservative style Missing in Action/ Prisoner of War identification bracelet (only one item per wrist), and not more than two rings (wedding set is considered one ring) is authorized for wear with DACP/SG/CSG uniforms unless prohibited for safety or health reasons as long as the style is conservative and in good taste.

b. No jewelry, watch chains, or similar items will appear exposed on uniforms. Authorized exceptions are a conservative tie tack or tie clasp for wear with the full-length necktie.

c. Females are authorized to wear prescribed earrings while in uniform. Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4" in diameter, and must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear. No other jewelry, such as in eyebrows, lips, and nose will be visible while in uniform.

d. Ankle bracelets, necklaces, faddish (trendy) devices, medallions, amulets, and personal talismans or icons are not authorized for wear with or on any uniform.

6-6. Wearing of eyeglasses, sunglasses, and contact lenses

a. Eyeglasses and sunglasses.

(1) Conservative prescription eyeglasses are authorized for wear with all uniforms.

(2) Conservative prescription and nonprescription sunglasses are authorized for wear, except when in formation and while indoors. Prescription glasses of a photo-gray type material that automatically change from light to dark are authorized. Individuals, who are required by medical authority to wear sunglasses for medical reasons other than refractive error, may wear them, except when health and safety considerations apply.

(3) Restrictions on eyeglasses and sunglasses. Trendy eyeglasses or sunglasses or eyeglasses or sunglasses having lenses and frames with initials or other adornments are not authorized for wear. Personnel may not wear lenses with extreme or trendy colors, which include, but are not limited to, red, yellow, blue, purple, bright green, and orange. Lens colors must be traditional gray, brown, or dark green shades. Personnel will not wear lenses or frames so large as to detract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to eyeglasses. Eyeglass restraints are authorized only when required for safety purposes. Personnel will not hang eyeglasses or eyeglass cases on the uniform, and may not let glasses hang from eyeglass restraints down the front of the uniform.

b. *Restrictions on contact lenses.* Trendy or extreme colored contact lenses are not authorized for wear with the uniform. The only exception is for opaque lenses prescribed medically for eye injuries. Additionally, clear lenses with designs that change the contour of the iris are not authorized for wear with the uniform.

6-7. Wearing of security identification badges

The PM/DES/designated command security/law enforcement representative will prescribe the wear of security identification badges for restricted areas in accordance with applicable regulations. Personnel will not wear security identification badges outside the area for which they are required. Personnel will not hang other items from the security badge(s). The manner of wear will be determined by the organization that requires wear of the badges.

6-8. Wearing of personal protective or reflective clothing

Ballistic resistant personal body armor will be worn while on duty whenever armed. The DA standard body armor is National Institute of Justice Type II. Other protective clothing and equipment may be issued when approved by the installation/activity commander. Items considered protective clothing/equipment include, but are not limited to, wet weather gear, reflector traffic vest, pepper spray (CAPISON) (pepper spray cannot be CS or CA) and holder, nightstick/police baton with holder, handcuffs with holder, flak vest, Kevlar helmet, face shield, and protective mask. The DACP/SG may be issued, at local expense, special items of equipment based on locally-dictated requirements. Such items will be related to local environmental considerations, such as extreme cold weather. Policy and procedures for providing protective clothing and equipment against biological, chemical, environmental, or physical hazards are contained in AR 385-10. These items will be hand receipted to users and will be returned to the U.S. Government when no longer needed or unserviceable.

6-9. Hygiene and body grooming

All personnel will maintain good daily hygiene and wear their uniforms so as not to detract from an overall professional appearance. Tattoos or brands prejudicial to good order and discipline are prohibited. The PM/DES/designated command security/law enforcement representative will determine the acceptability of tattoos or brands. Examples of tattoos detracting from a professional appearance include—

a. Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity,

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religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal, or state law (see AR 600-20, para 4-12).

b. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, or propriety; shock the moral sense because of their vulgar, filthy, or disgusting nature or tendency to incite lustful thought; or tend reasonably to corrupt morals or incite lewd thoughts.

c. Sexist tattoos or brands are those advocating a philosophy that degrades or demeans a person based on gender, but may not meet the definition of "indecent."

d. Racist tattoos or brands are those advocating a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

6-10. Uniform allowances for Department of the Army civilian police and security guards

a. *Initial allowance.* Payment of an initial allowance in the amount of \$1,800 is authorized for civilian police only. The DASG will continue to receive the \$400 initial allowance. The CSG will not receive an allowance.

b. *Replacement allowance.* Payment of a \$200 quarterly replacement allowance is authorized after one complete year of Service until the individual is no longer serving as a DACP/SG (DODI 1400.25). The CSG will not receive an allowance.

6-11. Required/prohibition of wearing the Department of the Army civilian police and security guard uniforms

a. All personnel will wear the DACP/SG uniform when on duty unless an exception is granted for wear of civilian clothes for mission reasons.

(1) All Service uniform combinations are authorized for year-round wear. However, appropriate discretion will be used based on weather conditions and duties.

(2) Unless specifically prohibited, installation/activity commanders and/or PM/DES/designated command security/law enforcement representative may authorize DACP/SG to continue to wear uniform items changed in design or material as long as the item remains in serviceable condition.

b. The DACP/SG uniforms are prohibited for wear while off duty, except in transit to or from duty. In accordance with Joint Ethics Regulation 5500.7, DOD, DA employees are prohibited from attending events sponsored by non-Federal entities in their official DOD capacities at Federal Government expense solely to acquire or maintain professional credentials that are a minimum requirement to hold the DOD position. The DACP/SG are specifically prohibited from wearing their uniform under the following circumstances:

(1) In connection with the furtherance of any political or commercial interests or when engaged in off-duty civilian employment.

(2) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by competent authority.

(3) When attending any meeting or event which is a function of, or is sponsored by, an extremist organization.

(4) When wearing the uniform would bring discredit upon the Army.

c. Headgear will be worn with the DACP/SG uniform, except if it would interfere with the safe operation of vehicles. The wearing of DACP/SG headgear is not required while in or on a privately-owned vehicle (including a motorcycle or bicycle), commercial vehicle, or public conveyance (for example, subway, train, plane, or bus).

6-12. Duty uniform

Based on the type of duties the DACP/SG is expected to perform, the installation/activity commander will prescribe the duty uniform from the following options:

a. *Standard DACP/SG uniform.*

(1) *Shirts.*

(a) Shirts will be medium or navy blue. Supervisory personnel may wear a white shirt. A white crew or v-neck tee shirt or turtleneck/mock turtleneck shirt will be worn under this shirt. A navy blue tee shirt may be worn under the navy blue shirt.

(b) Long- and short-sleeve shirt. Shirts will have collar stays, two front pockets with button-down flaps, and an eyelet badge tab. The long-sleeve shirt will have two button cuffs. The short-sleeve shirt will have a conventional collar.

(2) *Pants.*

(a) Pants (trousers and Bermuda/walking shorts) will be navy blue and straight legged, with two front pockets, two hip pockets, a waistband, belt straps, and a zipper front closure on the center front.

(b) Supervisory personnel may wear gold in color braid, 1-1/2 inches wide. The braid will be sewn on each outside seam of the trouser leg from the bottom of the waistband to the bottom of the trouser leg.

(3) *How worn.* The standard DACP/SG uniform is intended for wear during most on-duty occasions. These uniforms will be worn with the shirt tucked into the trousers so the shirt edge is aligned with the front fly opening and the outside edge of the belt buckle forms a straight "gig line." Sleeve length on the long-sleeve shirt will extend to the

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center of the wrist bone. The long-sleeve shirt will be worn fully buttoned with a full-length tie or over the mock/turtleneck with the collar button open. The short-sleeve shirt may be worn with or without a full-length tie. Trousers will be fitted and worn so the center of the waistband is at the natural waistline. The trousers will reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The trousers may have a slight break in the front.

(4) *Standard uniform accessories.* The DACP/SG uniform will consist of the following:

(a) Belt (see para 6-13a).

(b) Footwear (see para 6-13b).

(c) Nameplate (see para 6-13c).

(d) Badge and cap insignia (see para 6-13d).

(e) Shoulder insignia (see para 6-13e).

(f) U.S. flag cloth replica (see para 6-13f).

(g) Headgear (see para 6-13g).

(h) Law enforcement equipment (see para 6-13h).

(i) Rank insignia (see para 6-13i).

(j) Necktie (see para 6-13j).

(k) Gloves (see para 6-13k).

(l) Wet weather gear (see para 6-13l).

(m) Windbreaker (see para 6-13m).

(n) Sweater (see para 6-13n).

(o) Car jacket (see para 6-13o).

(p) Scarves (see para 6-13p).

(q) Cap cover, rain (see para 6-13q).

(r) Protective clothing and equipment (see para 6-13r).

(s) Organizational clothing and equipment, as determined by the commander in accordance with common table of allowances (CTA) 50-900 (see para 6-13s).

(t) Awards (see para 6-13t).

(u) Skill qualification badges (see para 6-13u).

b. *The DACP/SG utility uniform.*

(1) *Material composition.*

(a) Hot weather shirt and trousers, navy blue in color, using fabric of 100 percent rip-stop cotton.

(b) Temperate shirt and trousers, navy blue in color, using fabric of 50/50 nylon and cotton twill.

(2) *Uniform composition.*

(a) *Shirt, navy blue in color.* There are two options available. The first option is a single breasted "bush type" design with a back yoke, collar, four patch bellow type pockets with flaps (two upper and two lower), a straight cut bottom, cuffed sleeves with reinforcement patches at the elbows, and an eyelet badge tab. The second option is a single breasted "bush type" design with a back yoke, collar, two upper patch bellow type pockets with flaps and cuffed sleeves with reinforcement patches at the elbows, and an eyelet badge tab. An appropriate colored (Navy blue or black) crew neck tee shirt will be worn with the utility uniform.

(b) *Trousers, navy blue in color.* The trousers will contain four standard type pockets and two leg bellow type pockets. Reinforcement patches will have been added at knees and buttocks. The trousers have a buttonhole fly with protective flap, adjustable straps at waist, and leg hem draw cords.

(c) *How worn.* Utility uniforms are designed to be loose fitting; alterations to make the uniforms form fitting are not authorized. A tight fit reduces airflow needed for ventilation and cooling. The four-pocket shirt will be worn outside the trousers and the trousers will be worn with a belt. The four-pocket shirt will not extend below the top of the cargo pocket on the pants and will not be any higher than the bottom of the side pocket on the pants. The two-pocket shirt can be worn tucked into the utility trousers so the shirt edge is aligned with the front fly opening and the outside edge of the belt buckle forms a straight "gig line." The trousers will be worn bloused using the draw cords or blousing rubbers if the trousers are not tucked into the boots. Do not wrap trouser legs around the leg so tight as to present a pegged appearance. The commander may require these uniforms to be pressed. When sleeves are worn rolled up, the sleeves will be rolled neatly above the elbow but no more than 3 inches above the elbow. When the sleeves are worn rolled up, the outside of the sleeve will remain exposed. The hot weather and temperate uniforms will not be worn intermixed.

(3) *Accessories.* The following accessories are worn with the DACP/SG utility uniform:

(a) Belt (see para 6-13a).

(b) Footwear (see para 6-13b).

(c) Nameplate (see para 6-13c).

c. *Maternity uniform.* A maternity uniform is authorized for year-round duty wear by pregnant DACP/SG, when

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prescribed by the PM/DES or designated command security/law enforcement representative. This uniform, procured locally or from national vendors, will be designed to fit loosely. Alterations to make the uniform fit tightly are not authorized. The blouse will be worn outside the trousers. The maternity uniform should meet the material composition and color requirements as stated above.

6-13. Uniform accessories

a. Belts. Waist belts will be leather or nylon web. The belt for standard uniform wear will be 1 or 1-1/4 inches wide, of plain black leather with a conventional buckle. The web belt for utility uniform wear will be 1-1/4 inches wide, of nylon black web with a black tip.

b. Footwear.

(1) *Shoes.* Oxford, black, made of leather, patent leather, or similar material will be worn with the standard DACP/SG uniform. As an option, chukka boots or a similar commercial design is authorized. Chukka boots will be of plain design without straps or zippers. The shoes and chukka boots will have a noncontrasting sole.

(2) *Overshoes.* Overshoes will be black in color and made of lightweight rubber.

(3) *Boots.* The Army-style combat boot, which is made of black leather with a deep lug tread sole, a cushion insole, a closed loop lace system, and a padded collar, is the authorized DACP/SG boot. As an option, boots of a similar commercial design or jungle boots are authorized for wear. Boots must be black with a plain or capped toe. Boots made of patent leather or similar materials are not authorized. Boots will be diagonally laced with black laces. The excess lace will be tucked into the top of the boot under the bloused trousers or slacks or wrap around the top of the boot. Metal cleats and side tabs are not authorized for wear. Zipper inserts are not authorized. When worn with the DACP/SG utility uniform, trousers are bloused and/or tucked into the boot; they will not be wrapped around the leg so tight as to present a pegged appearance. Boots may be worn unbloused with the standard DACP/SG uniform.

(4) *Socks.* Socks will be navy blue or black in color, and of a style appropriate to the footwear worn.

c. Nameplate and distinguishing DACP/SG nametape.

(1) The nameplate will be metal, approximately 2-1/4 x 1/2 inches in width. Nameplates will be worn centered and no more than 1/8 to 1/4 inch above the right pocket flap of the long and short sleeve shirt. Only last names will be used. The finish on the nameplate may be either gloss or nongloss and will match the individual's badge.

(2) The nametape is an optional item for wear on the DACP/SG utility uniform. When worn, the nametape will be of woven tape of coordinating cloth, 1-inch in width, with the individual's last name in contrasting block letters 3/4-inch height. Last names consisting of 11 letters or more will be of Franklin gothic extra-condensed print (48 point), 1/2-inch high. The nametape insignia will be 4-1/2 inches in length or extending to the edge of the pocket flap. The nametape will be worn immediately above and parallel to the top edge of the right breast pocket.

d. 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 (see fig 6-1, below). 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.

(2) The hat insignia will be worn on the center of the headgear and will be secured to the hat. Sergeants and above will wear gold in color hat insignia and other DACP/SG will wear silver in color hat insignia (see fig 6-2).

e. Shoulder insignia. The DA shoulder insignia, as approved by the U.S. Army Institute of Heraldry, is the required shoulder insignia for all DACP/SG personnel (see fig 6-3, below). No other shoulder insignia is authorized. The word "Guard" or "Police" will appear in the insignia. The insignia will be worn on the left sleeve of the garment. Subdued insignia is authorized for wear with the utility uniform.

f. U.S. flag cloth replica. The U.S. flag cloth replica colors red, white and blue will be worn on the uniform and will be approximately 2 inches high and 3 inches wide with a 1/8-inch gold border and will be worn on the right sleeve of the shirt, windbreaker, or car jacket. The flag will be centered on the right sleeve 1/2-inch below the right shoulder seam and will be worn as to have the blue field facing forward or to the flag's own right. When worn in this manner, the flag is facing to the observer's right, and gives the effect of the flag flying in the breeze as the wearer moves forward. Colors other than red, white, and blue violate the U.S. Code; therefore, subdued-colored flags are not authorized for wear.

g. Hat.

(1) Sheriff's hat or campaign hat will be navy blue in color and made of wool felt or straw depending on the climate where the individual is assigned. The hat will be moisture proof and lined with a leather sweatband. Supervisory personnel will wear gold in color braid with acorns and non-supervisory personnel will wear silver in color braid with acorns. Cap insignia authorized in paragraph 6-13d, above, will be worn with the hat. The hat will be positioned squarely on the head with the front brim positioned on the forehead approximately 1-1/2 inches above the eyebrows.

(2) Baseball caps. The baseball cap will be navy blue in color and be made of nylon, Dacron and/or polyester, solid woven material or nylon mesh, with an adjustable band in the rear. A smaller version of the shoulder insignia, as

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shown in figure 6-3, below, will be worn with the baseball cap. Rank insignia will not be worn on the baseball cap. The cap will not be blocked, folded, or rolled. The bill may have a slight curvature but will not be excessive. The hat will be positioned squarely on the head with the brim positioned on the forehead approximately 1-1/2 inches above the eyebrow.

h. Law enforcement equipment. The law enforcement ensemble may be made of leather or nylon web. The equipment consists of a duty belt, holster with level III retention, ammunition case, handcuffs with case, police baton with holder, flashlight with holder, first-aid package with case, aerosol spray with holder, key holder, and whistle. Local commanders may authorize additional items.

i. Rank insignia. Civilian PM/DES/designated command security/law enforcement representative, deputies, captains, lieutenants, and sergeants, will wear rank insignia. Rank insignia will be worn on the uniform at all times.

(1) The insignia will be U.S. Army rank insignia as follows—

(a) DES, designated command security, law enforcement representative: silver oak leaf.

(b) Deputy: gold oak leaf.

(c) Captain: two gold-colored bars.

(d) Lieutenant: one gold-colored bar.

(e) Sergeant: three stripes.

(2) Wearing of rank insignia.

(a) *DES, designated command security, law enforcement representative.* The nonsubdued insignia of grade is a silver colored oak leaf, with a satin finish with irregular surface if metal or embroidered, 1-1/8 inches high by 1-inch wide. When worn on the shoulder loop, the leaf is worn with the stem facing the outside shoulder seam, 5/8 inch from the seam. When worn on the collar, the leaf is worn with the stem facing the outer edge of the collar, 1-inch up and centered. Rank insignia will be worn on the shoulder loop for the dress uniform and the collar for the utility uniform.

(b) *Deputy and Chief administrative officers.* The nonsubdued insignia of grade is a gold colored oak leaf, with a satin finish with irregular surface if metal or embroidered, 1/8 inches high by 1-inch wide. When worn on the shoulder loop, the leaf is worn with the stem facing the outside shoulder seam, 5/8 inch from the seam. When worn on the collar, the leaf is worn with the stem facing the outer edge of collar 1 inch up and centered. Rank insignia will be worn on the shoulder loop for the dress uniform and the collar for the utility uniform.

(c) *Captain.* The nonsubdued insignia of grade is two gold colored bars each 1-inch long by 3/8-inch wide with a smooth surface in metal or embroidered. Bars are 1/4 inch apart and will be worn on the shoulder loop of the dress shirt parallel to the shoulder seam, 5/8 inch from the seam. When worn on the utility uniform, rank will be worn on both collars 1 inch up and centered with the centerline of the insignia bisecting the points of the collars. Rank insignia will be worn on the shoulder loop for the dress uniform and on the collar for the utility uniform.

(d) *Lieutenant.* The nonsubdued insignia of grade is one gold color bar, 1-inch long by 3/8-inch wide with smooth surface if metal or embroidered. The bars will be worn on the shoulder loop of the dress shirt parallel to the shoulder seam, 5/8 inch from the seam. When worn on utility uniform, rank will be worn on both collars 1-inch up and centered with the centerline of the insignia bisecting the points of the collars. Rank insignia will be worn on shoulder loop for the dress uniform and the collar for the utility uniform.

(e) *Sergeant.*

1. For wear on standard uniform, only embroidered sew-on sleeve insignia of grade will be light gold in color. The width of each chevron and arc is 5/16 inch with a 3/16-inch space between each chevron and arc. The insignia has a background cloth navy blue in color, 3 inches in width, which provides a 1/8-inch edging around the entire insignia. The lowest chevron joins the topmost arc at each side of the insignia. The chevron will be worn on the sleeve of the uniform shirt 1/8-inch below and centered on the DA police patch. The sergeant chevrons will be worn on both sleeves. The sergeant chevrons will be sewn on using only navy blue thread.

2. For wear on the utility uniform, only non-subdued polished brass pin-on insignia of grade, three chevrons, smooth surface with each chevron and arc width 3/16-inch with a 1/16-inch open space between chevrons and arcs. The nonsubdued pin-on insignia will be worn centered on both collars with the centerline of the insignia bisecting the points of the collar and the bottom of the insignia positioned 1-inch up from the collar point.

j. Necktie. Neckties will be plain, full length, clip on, and navy blue or black in color. The Velcro break-away tie is an acceptable option. Supervisory personnel may wear a nonclip on tie.

k. Gloves. Gloves will be of a five full-fingered design, slip on style, plain in design, and black in color. White gloves may be worn during ceremonies or for traffic control and will be of a five full-fingered design, slip on style, and plain in design.

l. Wet weather gear. The wet weather gear will be rubber, nylon, or Gore-Tex, police-type, with double shoulders, eyelet badge tab, slash pockets, with zipper and/or snap fasteners. Safety must be a consideration when selecting appropriate wet weather gear.

m. Windbreaker. The windbreaker will be navy blue or black in color and have a water repellent finish, zipper front enclosure, two slant pockets, and epaulets. The windbreaker will have either an eyelet badge tab or have the badge silk-

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screened on the left breast. The shoulder insignia will be worn on the left sleeve. When worn, the windbreaker will be zipped at least 3/4 the way up and snapped at the bottom.

n. Sweater. The sweater will be a pullover with v-neck, and navy blue or black in color. It will be of knitted cloth and long sleeved. The sweater will have epaulets with the appropriate rank insignia affixed to the epaulets.

o. Car jacket. The car jacket will be navy blue or black in color and have a water and soil repellent finish; two slash front pockets and epaulets. The car jacket may be worn with or without a liner. The car jacket will be waist length and have a front zipper, elastic webbing, or plain bottom at the waist, and an eyelet badge tab on the left breast. The shoulder insignia will be worn on the left sleeve. When worn, the car jacket will be zipped at least 3/4 the way up and snapped at the bottom.

p. Scarves. Scarves will be navy blue or black in color and worn only with the car jacket. Scarves will be worn folded in half lengthwise.

q. Cap cover, rain. The cap cover will be clear plastic.

r. Protective clothing and equipment. Protective clothing and equipment may be issued when approved by the installation/activity commander. Items considered protective clothing/equipment include, but are not limited to: wet weather gear, reflector traffic vest, concealable level II body-armor, pepper spray (CAPISON) (pepper spray cannot be CS or CA) with holder, nightstick/police baton with holder, handcuffs with holder, flak vest, Kevlar helmet, face shield, and protective mask. The DACP/SG may be issued, at local expense, special items of equipment based on locally-dictated requirements. Such items will be related to local environmental considerations, such as extreme cold weather. Policy and procedures for providing protective clothing and equipment against biological, chemical, environmental, or physical hazards are contained in AR 385-10.

s. Organizational clothing and individual equipment. The OCIE may be worn as determined by the installation/activity owning command.

t. Civilian awards may be worn at the option of the wearer when not prohibited. All awards will be worn in the order of precedence from the wearers right to left, top to bottom, in one or more rows, with 1/8-inch space between rows, each row will not contain more medals than the row below. Service ribbons will not be worn when full size Service medals are worn. The medals will be worn centered on the left front pocket flap of the shirt in line with the top pocket seam. If the Service ribbon is worn in place of the Service medal, it will be worn centered on and 1/8 inch above the nametag. The order of precedence of civilian medals is—

- (1) Decoration for Exceptional Civilian Service.
- (2) Purple Heart.
- (3) Meritorious Civilian Service Award.
- (4) Superior Civilian Service Award.
- (5) Commander's Award for Civilian Service.
- (6) Achievement Medal for Civilian Service.
- (7) The Service Star. A yellow star representing 5 years continuous Service with the DACP/SG Program. The star will be worn centered on the right breast pocket flap. The star will be five pointed and 9/16 inches from top to bottom of the star. Documented proof from CPAC will be required before the star may be worn.
- (8) The metal civilian pin representing Federal service may be worn centered just below the nametag on the right breast pocket.
- (9) The metal pin representing retired military Service may be worn centered just below the nametag on the right breast pocket.

u. Additional skill identifier pins. Additional skill identifier pins should be no larger than 9/16 inches from top to bottom, may be worn as determined by the installation/activity owning command. No more than three pins may be worn (to include the service stars), and skill identifier pins will be worn centered on the right breast pocket flap.

6-14. Weapons, ammunition, and security equipment

a. Army civilian police and security guards will be provided with the weapons, ammunition, and security equipment needed to perform their assigned duties. Contract guards will use equipment furnished by the contractor, unless the contract explicitly obligates the U.S. Government to furnish equipment. Privately-owned (individually-owned) equipment, except for uniform items, will not be permitted.

b. The use of privately-owned firearms and/or ammunition by federally employed DACP/SG is strictly prohibited.

c. Government-owned firearms will be turned in at the end of duty; a federally employed DACP/SG is not permitted to retain firearms or ammunition after completing their normal tour of duty (that is, standby at residence).

d. See AR 190-11 for policy concerning the storage and accountability of arms and ammunition.

e. The basis of issue that may be used to acquire ammunition to support training and mission requirements for DACP/SG is contained in CTA 50-909.

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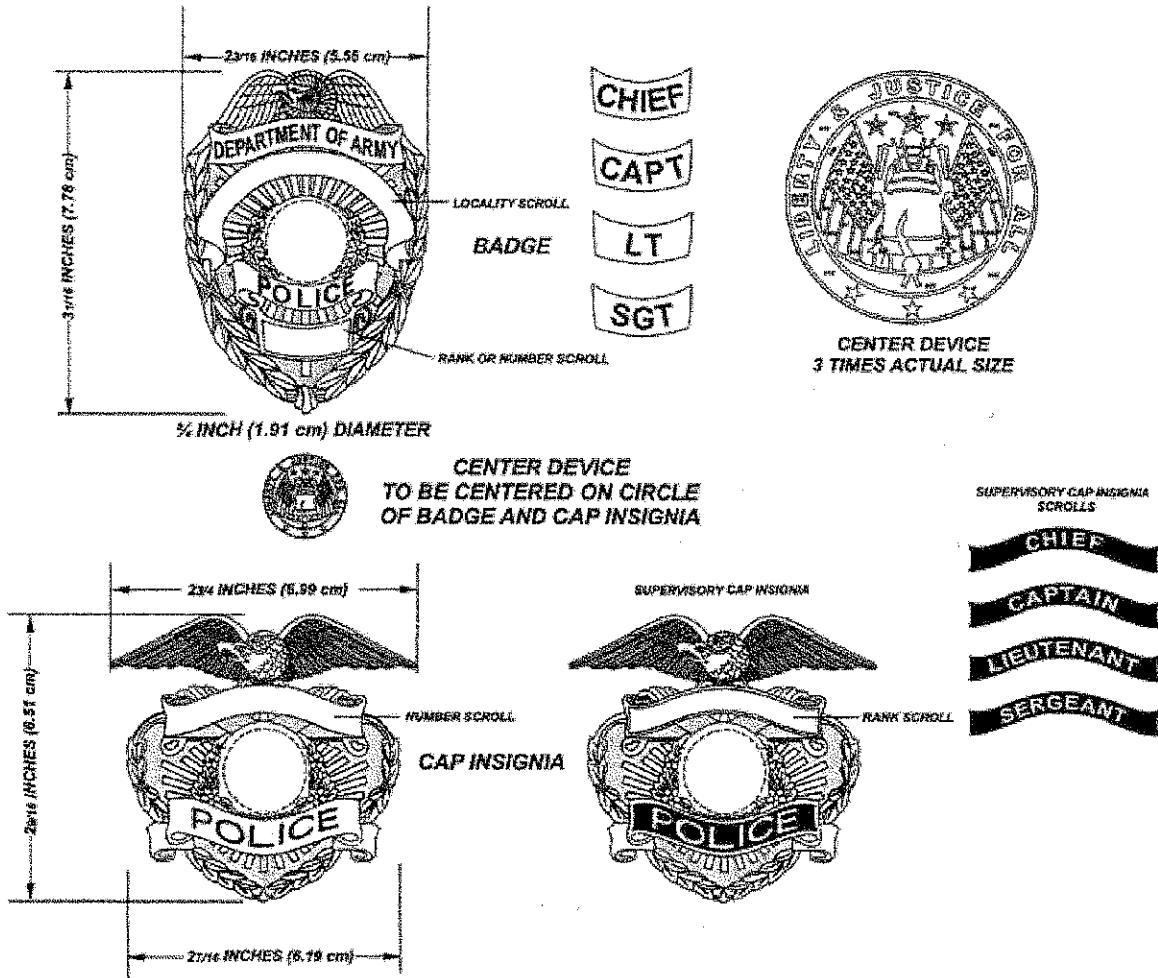


Figure 6-1. Sample of specifications for the DACP badge and hat insignia

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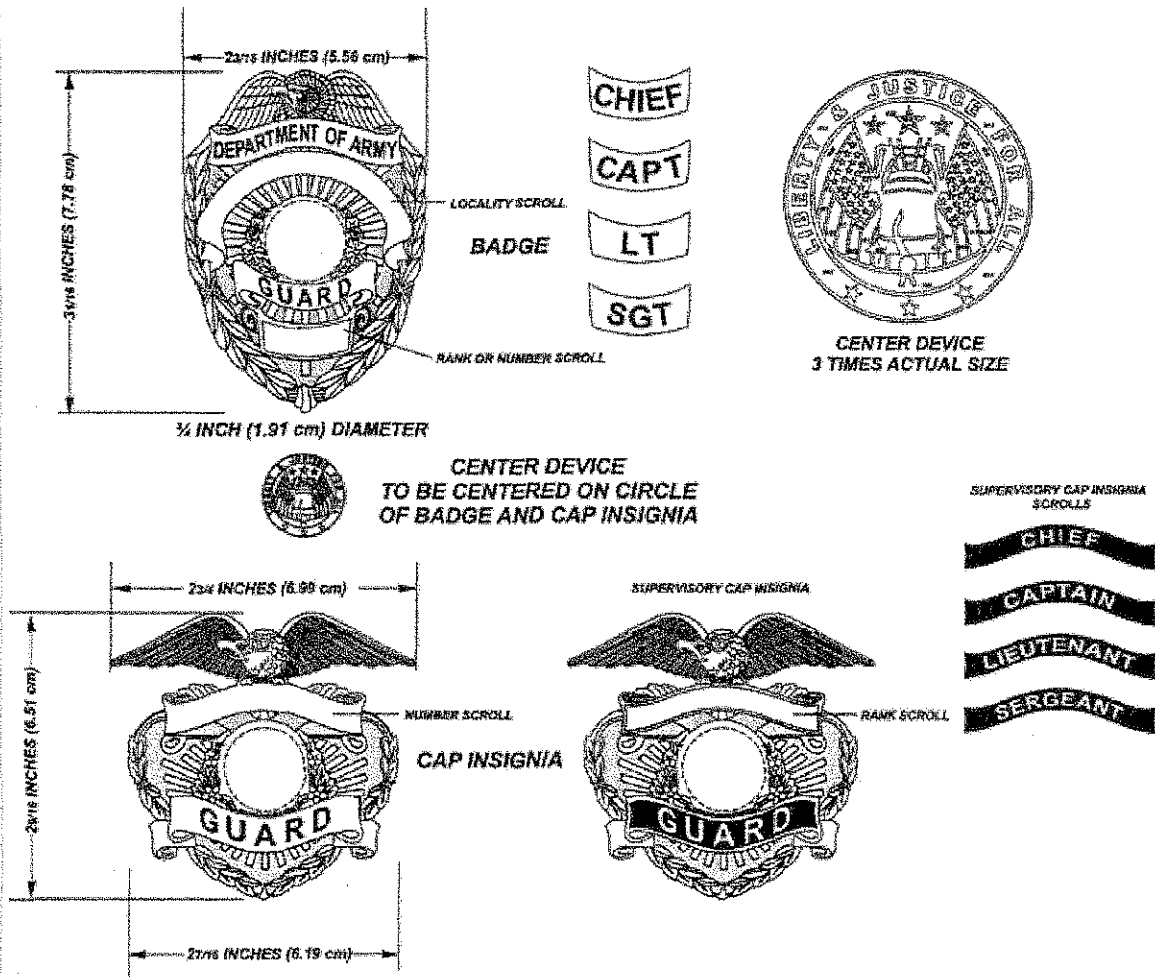


Figure 6-2. Sample of specifications for the DASG badge and hat insignia

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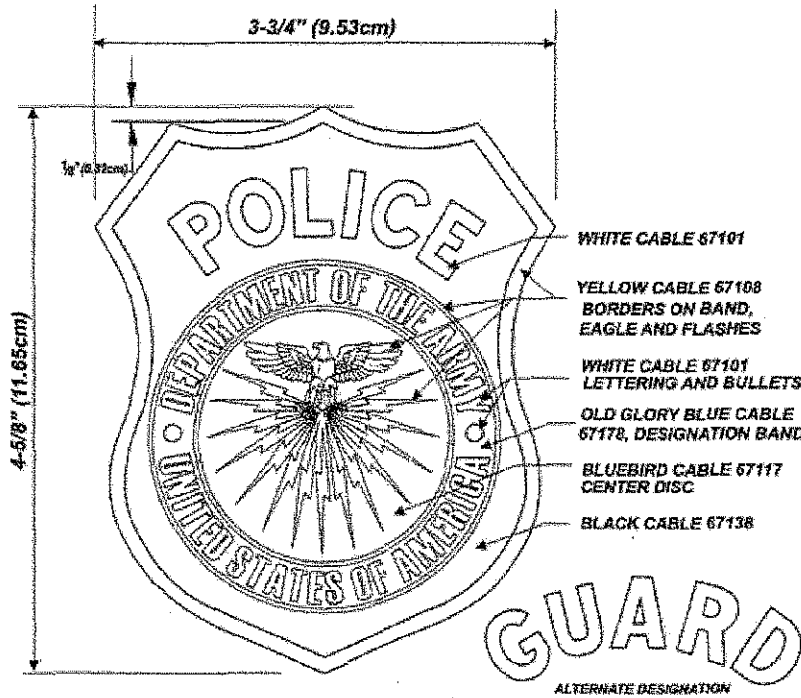


Figure 6-3. Sample of specifications for the DACP/SG shoulder insignia

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Appendix A References

Section I

Required Publications

AR 11-2

Management Control (Cited in para 1-4*l*.)

AR 25-55

The Department of the Army Freedom of Information Act Program (Cited in para 3-11*b*.)

AR 25-400-2

The Army Records Information Management System (ARIMS) (Cited in para 3-11*b*.)

AR 40-5

Preventive Medicine (Cited in para 1-4*g*.)

AR 50-5

Nuclear Surety (Cited in para 3-2.)

AR 50-6

Chemical Surety (Cited in para 3-2.)

AR 190-11

Physical Security of Arms, Ammunition, and Explosives (Cited in paras 5-2*c*, through 5-2*e*, and 6-14*d*.)

AR 340-21

The Army Privacy Program (Cited in para 3-11*b*.)

AR 380-67

The Department of the Army Personnel Security Program (Cited in paras 2-3*c*, and 2-3*d*, 3-6*a*, 3-7, 3-11*a*(1), 3-12*d*.)

AR 385-10

The Army Safety Program (Cited in paras 6-8, 6-13*r*.)

AR 600-20

Army Command Policy (Cited in para 6-9*a*.)

AR 600-85

The Army Substance Abuse Program (ASAP) (Cited in paras 2-4*a* through 2-4*c*, 3-6*b*, 3-13*b*(10).)

AR 715-9

Contractors Accompanying the Force (Cited in para 6-2*c*.)

DOD 5220.22-M

National Industrial Security Program Operating Manual (Cited in para 2-3.) (<http://www.dtic.mil/whs/directives>.)

DOD 5500.7-R

Joint Ethics Regulation (JER) (Cited in para 6-11.)

DODI 1400.25, Volume 591

DOD Civilian Personnel Management System: Uniform Allowance Rates for DOD Civilian Employees (Cited in para 6-10*b*.)

DODI 5200.08

Security of DOD Installations and Resources (Cited in para 5-1.)

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DODI 5210.90

Minimum Training, Certification, and Physical Fitness Standards for Civilian Police and Security Guards (CP/SGs) in the Department of Defense (Cited in para 1-5b.)

DODI 5525.13

Limitation of Authority to Deputize DOD Uniformed Law Enforcement Personnel by State and Local Governments (Cited in para 5-4b.)

FM 19-10

Military Police Law and Order Operations (Cited in para 4-6e.)

FM 21-20

Physical Fitness Training (Cited in para D-3(1) and D-5(1)(a).)

50 USC Section 797

Internal Security, Penalty for Violation of Security Relations and Orders (Cited in para 5-1.)

42 USC Section 12102

Equal Opportunity for Individuals with Disabilities, Definitions (Cited in para C-1g.)

Section II

Related Publications

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

AR 5-20

Competitive Sourcing Program

AR 27-40

Litigation

AR 190-14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

AR 190-30

Military Police Investigations

AR 190-45

Law Enforcement Reporting

AR 190-54

Security of Nuclear Reactors and Special Nuclear Materials

AR 670-10

Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees

AR 690-300

Employment

AR 690-400

Chapter 4302 Total Army Performance Evaluation System

CCCT 2000

Civilian Common Core Tasks (<http://www.opm.gov>.)

CTA 50-900

Clothing and Individual Equipment (<https://webtaads/belviior/army.mil/usafmsa>.)

Office of Personnel Management

Qualification Standards General Schedule Positions Operating Manual (<http://www.opm.gov>.)

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18 USC 1385

Use of Army and Air Force as posse comitatus (<http://www.gpoaccess.gov/uscode>.)

Section III

Prescribed Forms

DA Form 5248-R

Report of Unfavorable Information for Security Determination (Prescribed in para 3-10b.)

DA Form 5557

Individual Reliability Screening and Evaluation Record (Prescribed in para 3-10b.)

DA Form 7599

Department of the Army Police Officer (Prescribed in para 5-2g.)

Section IV

Referenced Forms

DA Form 6

Duty Roster

DA Form 11-2-R

Management Control Evaluation Certification Statement

DA Form 2823

Sworn Statement

DA Form 4856

Development Counseling Form

DA Form 5019

Condition of Employment for Certain Civilian Positions Identified Critical Under the Department of the Army Drug-Free Federal Workplace Program

DA Form 7222-1

Senior System Civilian Evaluation Report Support Form

DA Form 7223-1

Base System Civilian Performance Counseling Checklist/Record

DD Form 2760

Qualification to Possess Firearms or Ammunition

SF Form 78

United States Civil Service Commission Certificate of Medical Examination

Appendix B

Employment Conditions

B-1. General

This appendix mandates employment statements, portions of job description requirements, and ability tests.

B-2. Condition of employment for prospective DACP/SGs

Text for the condition of employment statement for prospective DACP/SG employees is detailed below.

a. Section A - Requirements.

(1) In accordance with AR 190-56, The Army Civilian Police and Security Guard Program, as a prospective employee, I understand I must take the Physical Ability Test (PAT) in order to demonstrate that I am physically able to perform the essential functions of my position.

(2) I understand I must undergo initial and periodic medical evaluation to assess my ability to take the PAT and to

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perform the essential functions of my job, with or without reasonable accommodation. I also understand it is my responsibility to report any changes in health history or health status that may impair my ability to perform the essential functions of my job. Additionally as a prospective employee, I understand I must: qualify and remain qualified for the Individual Reliability Program (IRP); sign DA Form 5019 and pass drug testing; possess a motor vehicle license; meet the Lautenberg Amendment requirements and sign the Department of Defense's DD Form 2760 (Qualification to Possess Firearms or Ammunitions); pass the initial and annual PAT; pass a periodic medical examination; pass semiannual weapons qualification; graduate from a USAMPS-accredited academy (or receive a waiver); meet annual training and re-certification; complete initial/annual cardio pulmonary resuscitation recertification and first aid; be able to work shifts, overtime, and weekends, as required; wear the DACP/SG uniform and maintain a high state of appearance and hygiene; and be able to wear chemical protection equipment.

(3) As an applicant tentatively selected for this position, I understand I will not be appointed to the position if I decline to sign the condition of employment. If I sign this form and cannot meet any of the conditions of employment as specified in the paragraphs above, this serves as a basis for my not being appointed to the position or for proposing my removal in accordance with applicable Federal and/or agency regulations. If I sign this form and later decline to take the PAT, my refusal may be used as a basis for proposing my removal from the Federal service in accordance with applicable Federal and/or agency regulations.

(4) A copy of the signed agreement will be given to me and to my supervisor. The original will be placed in my Official Personnel File.

b. Section B – Agreement. This is to certify I understand the contents of the policy described above and the reasons therefore, and I agree to adhere to the terms of this policy as a continuing condition of my employment.

c. Job description. Job descriptions for guard, police, and special reaction team personnel will include all conditions of employment.

d. Personnel evaluations. For police and security guards subject to the PAT, the statement will be noted in the civilian performance evaluation on DA Form 7222-1 (Senior System Civilian Evaluation Report Support Form) or DA Form 7223-1 (Base System Civilian Performance Counseling Checklist/Record). Personnel falling under the National Security Personnel System (NSPS) will include this requirement in the performance plan.

e. Physical agility test. New hires must pass the record PAT within 90 days of the hiring date.

Appendix C

Medical Screening Procedures and Evaluation Guidelines

C-1. General

Medical evaluation of DACP/SG will be conducted in accordance with this appendix and additional guidance from the Commander, MEDCOM.

a. For Federal Government positions, Standard Form (SF) 78 (United States Civil Service Commission Certificate of Medical Examination) will be used by the examining physician for the initial evaluation and thereafter to the extent appropriate.

b. Cardiovascular evaluations of DACP/SG will be accomplished in accordance with the most recent guidance from the Commander, MEDCOM.

c. All tentative selectees for an appointment as a DACP/SG will be required to undergo a medical examination at Government expense to determine if they can perform the essential functions of the job, with or without reasonable accommodation.

(1) A copy of the physical requirements for the position concerned and the medical evaluation guidelines (that is, in this appendix and the MEDCOM guidance on cardiovascular evaluation) will be provided to the examining physician, along with the SF 78 and other supporting information, if necessary.

(2) To be appointed, examinees must be medically certified to the appointing officer as eligible under such standards.

d. Current DACP/SG will be required to undergo a medical examination at Government expense to determine if they can take the PAT and perform the essential functions of the job with or without reasonable accommodation. The DACP/SG will undergo periodic medical evaluation at Government expense to determine their continued physical and emotional suitability to perform the functional requirements of such positions.

(1) A copy of the OPM qualification standards, the physical requirements of the position concerned, and the medical evaluation guidelines (that is, in this appendix and the MEDCOM guidance on cardiovascular evaluation) will be provided to the examining physician, along with other supporting information, as necessary.

(2) A personnel action, as determined by management in consultation with the servicing CPAC and servicing legal advisor, will be taken in the case of currently employed DACP/SG who are medically unable to perform the essential functions of the position, with or without reasonable accommodation.

e. The CSGs—

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(1) Prior to being assigned to perform security guard duties, all contract personnel shall be required to undergo a medical examination at the contractor's expense to determine if they can perform the essential functions of the job, with or without reasonable accommodation. This requirement also applies to personnel currently employed in such positions.

(2) A copy of the physical requirements for the position concerned, and the medical evaluation guidelines (that is, in this appendix and the MEDCOM guidance on cardiovascular evaluation), will be provided to the examining physician.

(3) To be assigned to perform security guard duties, contract personnel must be medically certified to the certifying officer as eligible under such standards.

(4) The CSG will be reevaluated annually at the contractor's expense, to determine their continued ability to perform the essential functions of the job, with or without reasonable accommodation.

(5) Overseas commands will establish an appropriate level of medical evaluation requirements for CSG in all PWS for guard services. As a minimum, these requirements should meet the standards established in paragraph C-3a, below.

f. For DACP/SG (not CSG), if the examining physician is not in Federal service, the results of the medical evaluation and opinion must be reviewed by a physician having Federal status, such as the Government physician assigned to the installation/activity, supporting medical department activity, or the regional occupational medicine (OM) physician assigned to the supporting regional medical command (RMC).

g. The Americans with Disabilities Act, 42 USC 12102 et seq., requires individuals be evaluated for a job based on their ability to perform the essential functions of the job, not on the basis of the mere presence of a disease or disability. A person may not be disqualified from a position simply because of a particular diagnosis. Instead, an evaluation must be made on a case-by-case basis as to whether the person can perform the essential functions of the job, with or without reasonable accommodation.

h. The Army Occupational Health Program includes those evaluations necessary to determine fitness to perform the essential job functions, as described herein. All medical therapeutic measures or additional medical evaluations (that are not required to determine fitness to perform the essential job functions) are the responsibility of the individual.

i. The medical guidelines listed here are not all-inclusive. Many disorders not mentioned here can interfere with performance of the essential job functions (examples are listed in para C-4, below) and, therefore, would be disqualifying for DACP/SG duties if they actually interfere with essential job functions. Each case must be evaluated individually on its own merits.

j. The examining physician will make a recommendation to the employer as to whether the individual can perform the essential functions of the job, with or without reasonable accommodation, and take the PAT. If needed, the examining physician may consult with the installation/activity owning command's surgeon or the RMC OM physician. The installation/activity owning command's surgeon or RMC OM physician may confer with The Surgeon General's clinical consultants and staff.

C-2. Examining physician advisory

The examining physician will be advised by the PM/DES/designated command security/law enforcement representative of the essential job functions and the annual PAT. The advisory will be provided to the examining physician, in writing, together with a copy of this appendix, and the MEDCOM guidance on cardiovascular evaluation.

a. Medical evaluations will be performed on all DACP/SG personnel to ensure they are able to perform the essential functions of the position, with or without reasonable accommodation, and take annual PATs. Evaluation will identify risk factors associated with the development of cardiovascular disease and other diseases that might impair the ability to perform the essential functions.

b. The examining physician will note on the SF 78 or other appropriate documentation of the medical examination if the individual is medically cleared to participate in an exercise program and take PATs. If medically required, the examining physician may authorize the individual to take an alternate event listed in appendix D in lieu of a regular event. If the individual is not able to take the PAT or one of its components, and cannot take the PAT with the listed alternate events, the examining physician will make a note of that and refer the individual to the command or hiring authority for disposition. The examining physician will identify work restrictions, if appropriate, and suggest practices, aids, or devices that would allow the individual to perform the essential job functions under reasonable accommodation.

c. For guidance on developing a personal fitness program, the following resources are available:

- (1) The Centers for Disease Control at <http://www.cdc.gov/nccdphp/dnpa/physical/index.htm>.
- (2) The U.S. Army Center for Health Promotion and Preventive Medicine's Targeting Fitness Manual at <http://usachppm.apgea.army.mil/dhpw/Readiness/worksites.aspx>.
- (3) The U.S. Army Physical Fitness School at <http://www.bct.army.mil/pfs.aspx>.

C-3. Medical evaluation – intent, scheduling, and instructions

a. A medical evaluation is intended to—

- (1) Certify the individual is medically fit to perform the essential job functions, with or without reasonable accommodation.

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- (2) Identify any health condition that may be substantially aggravated by the job.
- (3) Evaluate an individual's health and fitness to take the PAT, identify individual cardiovascular risk factors, and provide advice and assistance in controlling risk factors, including referral to the individual's personal physician.
- (4) Serve as a baseline for tracking health trends.

b. Medical evaluation frequency and followup.

(1) Medical evaluation will be completed on all DACP/SG/CSG personnel upon employment, periodically, and on termination if there is a reasonable belief the employee was exposed to a job-related hazardous material or condition that adversely could affect the employee's health. The offer of employment will be contingent on medical certification of the ability to perform the essential job functions. The initial medical evaluation will be accomplished during initial pre-placement evaluation of tentative selectees.

(2) Periodic medical evaluation must be performed annually. The examining physician will tailor this periodic evaluation as clinically indicated, based upon risk factors, and in accordance with guidance from the Commander, MEDCOM. Supervisors are responsible for coordinating the evaluation of their personnel.

(3) Medical evaluation may be accomplished more frequently if, in the interim, there are medical signs or symptoms suggestive of a medical condition that might interfere with the performance of essential job functions, or at the discretion of the examining physician.

c. Evaluation instructions.

(1) Initial and continuing medical evaluations (including cardiovascular evaluation) of DACP/SG will be accomplished in accordance with this appendix and the most recent cardiovascular evaluation guidance from MEDCOM. These documents assist the examining physician in identifying conditions that ordinarily might be expected to interfere with the performance of one or more essential job functions.

(2) Individual medical information, such as hospital records, specialized tests, or an examination by another medical specialist, may be required to determine if an individual can perform the essential functions, with or without reasonable accommodation.

(3) Periodic medical evaluation will assess interval medical history and changes in health that might affect the individual's ability to perform essential job functions. It will follow up previously identified problems including cardiovascular risk factors and interventions, and evaluate for the presence of newly acquired or developed risk factors or relevant conditions. Termination exams include evaluations prompted by potential work exposures or as otherwise clinically indicated.

d. The initial evaluation will consist of—

(1) Medical history and physical examination, to include SF 78. The medical history should cover the person's known health problems, such as major surgeries, illnesses, medication use, allergies, and alcohol or drug dependence; family history; history of present physical fitness/exercise activity (for example, walks two miles three days per week at a rapid pace); history of past occupational and environmental exposures; and a symptom review that might suggest early signs of illness. Attention should be paid to findings suggestive of cardiovascular disease, such as angina pectoris or suspicious chest discomfort, dyspnea, syncope, precordial palpitation, hypertension, a history of myocardial infarction, persistent pathological heart sounds, heart murmur(s), and cardiomegaly.

(2) Examination of the dermatological system; eyes, ears, nose, and throat; the respiratory, gastrointestinal, genitourinary, endocrine/metabolic, musculoskeletal, and neurological systems; and special senses. Attention should be paid to signs and symptoms suggestive of inability to maintain mental alertness and control of voluntary motor functions. Acuity of the senses, functional capacity, range of motion, and motor strength required to perform essential job functions should be considered.

(3) Fasting blood sugar. Diabetes mellitus could interfere with the performance of essential police/guard functions. Consultation with the attending physician or RMC OM physician is recommended. The examinee's blood glucose should have been under excellent control for an extended period of time, glycosylated hemoglobin should be less than 8.0, the examinee should have normal monofilament discrimination, an absence of end organ damage (nephropathy, neuropathy, proliferative retinopathy), an absence of uncontrolled hypertension, and no history of ketoacidosis, hyperosmolar nonketotic coma, nor severe hypoglycemia in the previous year.

(4) Serum cholesterol, high density lipoprotein, low density lipoprotein, and triglycerides. These values are used in cardiovascular evaluation in accordance with MEDCOM guidance.

(5) Resting electrocardiogram for initial evaluation, and then as clinically indicated thereafter.

(6) Smoking history (used in cardiovascular evaluation).

(7) Blood pressure (the average of at least two independent measurements taken after 15 minutes of rest). See MEDCOM guidance on cardiovascular evaluation for recommendations.

(8) Hearing.

(a) A DACP/SG should undergo initial and annual audiometric evaluation. Hearing testing is conducted using audiometers (manual or microprocessor) calibrated to the current ANSI S3.6 standards. Pure tone unaided air conduction hearing threshold levels should not exceed 30 dB hearing loss (HL) on average for each ear at 500, 1000, and

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2000 Hz, with no level greater than 35 dB HL at these frequencies; and thresholds should not exceed 55 dB at 4000 Hz in each ear. If the hearing loss exceeds these standards, a full audiologic evaluation is recommended.

(b) If the hearing loss exceeds the above levels, a licensed audiologist should perform a complete audiologic evaluation, including unaided pure tone air and bone conduction audiometry (at 500–6000 Hz), immittance audiometry, unaided speech reception threshold testing, and unaided speech recognition (or discrimination) testing.

1. If the hearing thresholds continue to exceed the above levels in the audiologist's evaluation, the audiologist also should perform a speech-in-noise test (for example, the Hearing in Noise Test, Quick Speech in Noise Test, or speech recognition in noise test (SPRINT)), depending upon audiologist's preference) both without hearing aids, and with hearing aid(s) if the individual wears hearing aid(s).

2. The SPRINT can be obtained from the Army Audiology and Speech Center, Walter Reed Army Medical Center. To request a SPRINT compact disc-read only memory (CD-ROM), contact the Army Audiology and Speech Center at 202-782-8608 or by mail to the Army Audiology and Speech Center Administrative Office, 6900 Georgia Avenue, Northwest, Building 2, Room 6A73, Washington, DC 20307.

3. All DACP/SG who required complete audiologic evaluation in the past due to poor hearing require only annual audiometry; they do not require another complete audiologic evaluation, unless they have a Significant Threshold Shift (as defined by the Occupational Safety and Health Administration, automatically calculated by DOEHS-HC) on annual audiometry, compared to their baseline audiogram.

(c) All DACP/SG should have the hearing levels specified above in each ear.

(d) Field "use" tests are not as reliable or valid as the Speech-in-Noise Test used by the audiologist. Speech-based "use" tests invoke a large number of variables, such as the content of the message, context, accent, and background noise. The speech-in-noise test controls for these factors. The "Whispered Voice Test" is no longer valid and should not be accepted by medical professionals.

(9) Vision screening may be performed by the examining physician if they have the capability to perform these tests; optometry referral is not required unless indicated by poor vision or an inability to properly assess the vision. When an examinee's vision is worse than indicated below, it is likely the individual will not be able to perform the essential job functions; the examining physician should consider this in their assessment.

(a) Using the individual's best optical correction, distance vision should be at least 20/30 in one eye and 20/100 in the other, or 20/40 in one eye and 20/70 in the other, and near vision should be correctable to 20/40 binocularly (both eyes open). Uncorrected binocular visual acuity should be at least 20/100.

(b) Individuals should be able to discriminate vivid red/green color.

(c) Individuals should have normal muscle balance, defined as the lack of strabismus (greater than 15 diopters), nystagmus, and diplopia.

(d) Additionally, individuals should have at least a total horizontal visual field of 120 degrees and at least a total vertical visual field of 40 degrees (20 above the horizontal meridian and 20 below the horizontal meridian) in each eye.

(e) Individuals should not have a history of abnormal night vision.

(10) Baseline spirometry should be performed. Individuals must be able to be medically cleared to wear/use a respirator, if required. Medical clearance for respirator use must be in accordance with current applicable Occupational Safety and Health Administration and Army guidance.

(11) Review of immunization status, to include tetanus, tuberculosis skin test, and hepatitis B immunization, as appropriate.

(12) Psychiatric disorders that could affect the ability to perform essential job functions require additional evaluation. The presence of any of the following specific psychiatric disorders, or a history of such, warrants further evaluation by a psychologist or psychiatrist. Other psychiatric disorders not listed here also may warrant further evaluation. A particular diagnosis need not necessarily have been made previously; rather, if there appears to be signs associated with any of the listed diagnoses, this may warrant further evaluation.

(a) Delirium, dementia, and amnesic and other cognitive disorders.

(b) Major depressive disorder.

(c) Manic-depressive disorder (bipolar).

(d) Dissociative disorders.

(e) Kleptomania.

(f) Panic disorder and other anxiety disorders (depending upon etiology, duration, and severity of clinical expression).

(g) Pathological gambling.

(h) Pyromania.

(i) Schizophrenia and other psychotic disorders.

(j) Personality disorders.

(k) Mental retardation.

(l) Alcohol or drug dependence.

(13) Neurological disorders, such as chronic headaches, a history of head trauma, cranial defects, and epilepsy are

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among the neurological disorders that can interfere with the ability to perform the essential job functions. To evaluate the risk of an on-the-job epileptic seizure, the recommended method is described in the Medical Screening Manual for California Law Enforcement, pages IX-3 through IX-12, available at www.post.ca.gov/selection/medical.asp. In such cases, the physician also should assess non-seizure related impairments, such as interictal EEG discharges (which can cause transient cognitive impairment) or anti-epileptic drug side effects (about 30 percent of such patients will experience moderate to severe side effects, which can include cognitive impairment, visual effects, and ataxia). The physician should specify whether these neurological disorders interfere with the DACP/SG's ability to perform the essential functions of the job.

C-4. Essential Department of the Army civilian police/security guard and contract security guard functions

The examinee will possess the mental, sensorial, and motor skills required to perform the job duties essential for all DACP/SG, as well as those additional essential functions derived from the local specific job task analysis developed for each DACP/SG. Any specific job task analysis will be submitted to the examining physician prior to each medical evaluation.

a. General essential functions. The following functions are essential for all DACP/SG—

- (1) Drag, carry, lift, and/or pull a person to safety.
- (2) Use physical force to detain a subject or prevent unauthorized entry.
- (3) Prolonged standing and/or sustained patrol on foot or in a vehicle.
- (4) Sustained pursuit of suspect.
- (5) Dodging, crawling, climbing, and/or rapid ascent of stairs.
- (6) Perform the above wearing duty equipment and/or personal protective equipment under adverse environmental conditions.

(7) Performing the above requires—

(a) The ability to be stable with regard to consciousness and the control of voluntary motor functions and have the functional capacity to respond appropriately to routine and emergency situations of the job.

(b) The ability to maintain mental alertness, deductive, and inductive reasoning, memory, and reliable judgment.

(c) Acuity of senses and ability of expression sufficient to allow essential, accurate communication by written, spoken, audible, visible, or other signals while using required personal protective or other equipment.

(d) Adequate motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity.

b. Examples of specific essential functions. These functions are those that police/security guards are typically expected to perform during routine duties. Local commanders/IRP COs should tailor this list by identifying those functions essential to their particular mission (job task analysis) and geographical location.

- (1) Operate both as a member of a team and independently at incidents of uncertain duration.
- (2) Spend extensive time outside exposed to the environmental elements.
- (3) Tolerate environmental extremes while performing duties (dependent on local climate). Must perform physically demanding work in hot and humid (up to 100 percent humidity) atmosphere while wearing duty equipment and/or personal protective equipment, which may significantly impair body-cooling mechanisms.
- (4) Experience frequent transition from hot to cold and from humid to dry atmospheres.
- (5) Work, including walking, standing, pulling, and pushing in wet, icy, or muddy areas.
- (6) Perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves.
- (7) Work in areas where sustaining traumatic or thermal injuries are possible.
- (8) Ability to properly and effectively wear or use personal protective equipment, including that used to prevent exposure to chemical, biological, or radiological agents.
- (9) Face exposure to infectious agents, such as Hepatitis B or human immunodeficiency virus (HIV).
- (10) Wear personal protective equipment weighing approximately 30 pounds while performing emergency tasks.
- (11) Perform physically demanding work while wearing a protective mask, which increases the resistance of inhalation and reduces the efficiency of air exchange.
- (12) Perform complex tasks during life-threatening emergencies.
- (13) Work for long periods of time, requiring sustained physical activity and intense concentration.
- (14) Make life or death decisions during emergency conditions.
- (15) Be exposed to grotesque sights and smells associated with major trauma and burn victims.
- (16) Make rapid transitions from rest to near maximum exertion without warm-up periods.
- (17) Freedom from frequent episodes of pain or inability to perform work or sudden incapacitation.
- (18) Ability to maintain balance under adverse conditions, weight loads, and at above ground heights, and maintain body flexibility.

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(19) Operate in environments of high noise, poor visibility, limited mobility, above-ground heights, and in closed or confined spaces.

(20) Use manual and power tools in the performance of duties.

(21) Rely on sense of sight, hearing, smell, and touch to help determine the nature of the emergency; maintain personal safety; and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

(22) The ability to identify colors and read placards and street signs or see and respond to imminently hazardous situations in less than standard visual lighting conditions.

(23) The ability to temporarily perform minimum required duties in the event eyeglasses are broken or displaced by emergency activity.

(24) Ability to verbally communicate effectively under noisy circumstances with a potential for voice obstruction by personal protective equipment.

(25) Ability to distinguish low intensity voice sounds from background noise in order to respond to imminently hazardous situations.

(26) Ability to work in closed or confined spaces.

(27) Ability to judge distances closer than 13 feet demonstrated, either by testing of depth perception or by a practical field test.

(28) Ability to direct traffic or perform crowd control.

C-5. Medical restrictions – Department of the Army civilian police, security guards, and contract security guards

a. Temporary medical restrictions. Temporary medical restrictions apply to those medical conditions which are non-chronic impairments of short duration, with little or no long-term or permanent impact. Temporary impairments include conditions such as broken limbs, sprained joints, influenza, pregnancy, and temporary side effects of prescribed medication.

(1) The PM/DES/designated command security/law enforcement representative will determine, based on information from competent medical authority, whether an individual with temporary medical restrictions can perform their job. Often, this determination may be made based upon documentation from the employee's health care provider. It also may be appropriate to consult with Army medical personnel and the CPAC to obtain any additional documentation necessary for this determination.

(2) An individual whose temporary medical restrictions prevent them from performing their job duties may not perform those duties. They may take any available leave with approval from the supervisor. The individual also may be assigned to alternate duties, if available, but the command is not required to provide such duties.

(3) Assignment to alternate duties typically should not exceed 3 months. The assignment to alternate duties may be extended for a period of up to 9 additional months if such duties are available. In no situation will an individual be carried on alternate duties for more than 12 months.

(4) The PAT requirements for personnel with temporary medical restrictions are located in appendix D.

b. Individuals with disabilities and long-term medical restrictions.

(1) Individuals with disabilities, or who otherwise have long-term medical restrictions, must be able to perform the essential functions of the job. Reasonable accommodation must be made to allow individuals with disabilities to perform essential job functions.

(2) A DACP/SG may be subject to long-term medical restrictions because of a disability. They may also be subject to long-term restrictions based upon chronic impairments not rising to the level of disability. For instance, the DACP/SGs may have a non-temporary ankle or wrist condition which prevents them from taking the regular PAT events, but they generally have no difficulty performing major life activities and essential job functions.

(3) The PM/DES/designated command security/law enforcement representative will determine whether an individual with a disability or long-term medical restrictions can take the PAT (including through the use of alternate events) and perform the essential functions of the job. Often, this determination may be made based upon written information from an employee's own health care provider. It also may be appropriate to consult with Army medical personnel to obtain any additional documentation necessary for this determination.

(4) Prior to requesting additional medical information, denying a request for reasonable accommodation, reclassifying, or removing an individual who cannot perform the essential functions of the job because of a disability or long-term medical restrictions, the PM/DES/designated security/law enforcement representative must consult the servicing CPAC and servicing legal advisor.

Appendix D Physical Ability Test

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D-1. General

The PAT serves to provide a measure of the individual's preparedness to successfully accomplish the essential functions of the position. This appendix directs the conduct and administration of PATs for DACP/SG and CSG. Administer physical ability testing in accordance with this appendix to all DACP/SG and CSG personnel. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the two elements of the PAT.

a. The PAT will be conducted annually for DACP/SG and CSG personnel.

b. A minimum of four months must elapse before an individual who passed the PAT in one calendar year is required to take the PAT again in the next calendar year. Job descriptions will contain the physical ability testing requirement.

(1) New hire DACP/SG must be advised, in writing, at the time of initial employment they are required to take a diagnostic PAT within 30 days of being medically cleared AND pass the record PAT within 90 days of appointment. New hires must sign a statement acknowledging they have been so advised. Thereafter, physical ability testing will be required annually.

(2) Current DACP/SG employees are required to take an initial, diagnostic PAT within 30 days of being medically cleared and must pass the record PAT within one year from the date of their medical clearance; thereafter, annual physical ability testing will be required for all DACP/SG. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the elements of the PAT. If the DACP/SG fails the record PAT, he/she will be required to pass the retest within 90 days. If the DACP/SG fails the second PAT, management will contact CPAC on options defined by applicable Federal and/or agency regulations.

(3) The CSG—

(a) The CSG will meet the same physical fitness requirements required for DACP/SG.

(b) Overseas commands will establish an appropriate PAT in all SOW/PWS for guard services. The PAT will include events that provide a measure of the individual's ability to successfully accomplish the essential functions of the position.

(c) The PAT standards will be incorporated into the SOW/PWS for all new security guard contracts initiated after publication of this regulation. Current security guard contracts will not be modified for the sole purpose of including the new PAT standards into the SOW/PWS. When current security guard contracts expire, or if there are major modifications to existing contracts, the new PAT standards will be incorporated into the requirements and negotiated with the contractors. To avoid inconsistencies between the contract SOW/PWS and AR 190-56, specific PAT standards should not be included in the SOW/PWS. Instead, PWS should require compliance with the standards contained in the most current version of AR 190-56.

(d) For CSG new hires, the initial testing requirement must be met prior to assignment to a security guard position.

(e) If a currently assigned CSG fails the record PAT, he/she will be required to pass the retest within 90 days. If the CSG fails the second PAT, they will not be retained on the contract.

(f) Procedures will be established for periodic review of personnel records for CSG. The specific provisions of the contract may include the requirement that Government personnel monitor the contractor's administration of required physical fitness testing. Depending on the size of the CSG force and the complexity of its mission, the PM or the PM representative may be appointed as a COR or COTR.

D-2. Timing

The PM/DES/designated command security/law enforcement representative (and/or their designated representative) will conduct the PAT annually for all DACP/SG and CSG personnel.

D-3. Requirements

a. Minimum physical ability requirements are as follows:

(1) *Pushups, execute 19 pushups in two minutes.* Conduct the pushup in accordance with FM 21-20. The event demonstrates core strength and capacity used in defensive tactics and is important for rescues and use of force situations.

(2) *Run, 1.5 miles (2.41 km) in 17:30 minutes.* The procedures for the 1.5-mile run are the same procedures as the 2-mile run in FM 21-20, even though the distances differ. The event serves to assess cardio respiratory and leg-muscle endurance.

b. Minimum physical ability requirements are related to the individual's job requirements because they provide relative measures of the individual's preparedness to perform physically demanding tasks in unusual or emergency situations.

c. Once medically cleared, all DACP/SG will be required to take an initial, diagnostic PAT within 30 days. New hires will be required to take an initial, diagnostic PAT within 30 days after entering on duty.

d. New hires selected to attend an Army Civilian Police Academy have taken and a diagnostic PAT at their home station prior to traveling to the academy.

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- e. Currently hired DACP/SG will be required to pass the record PAT within one year from the date of medical clearance.
- f. For new hires, the initial, record testing requirement must be met within 90 days after appointment.
- g. All DACP/SG and CSG will be required to take and pass the PAT on an annual basis.

D-4. Procedure and sequencing of physical ability test

The procedure and order for testing are—

- a. Conduct warmup for three minutes.
- b. Perform the pushups.
- c. Rest for 10 minutes.
- d. Conduct cardio warmup for two to three minutes.
- e. Perform the run.
- f. Conduct cardio cooldown for five minutes.

D-5. Alternate events

Alternate PAT events are permitted for DACP/SG and CSG with long-term medical restrictions or disabilities who cannot perform the run or pushup events, but can otherwise perform the essential functions of the job.

a. The DACP/SG or CSG must perform all the regular PAT events in which their medical restrictions permit and also will complete any identified alternate event in the time period specified.

b. Alternate events—

(1) The 2-mile walk is an authorized alternate event for the 1.5-mile run. This event uses the same course as the 1.5-mile run.

(a) The event supervisor will read the instructions found in FM 21-20 for the 2.5-mile walk (although this event is 2 miles).

(b) Scorers must observe the person during the entire event and ensure the person maintains a walking stride. Those who break into any type of running stride will be terminated from the event and given a “no go.” When the event is over, scorers record the time in the scorecard, initial the appropriate block, and note in the comment block the time is for a 2-mile walk and whether or not the individual received a “go” or “no go.”

(c) The individual must walk two miles in 32 minutes to successfully pass this event

(2) The 25-foot dummy drag is an authorized alternate event for the pushup.

(a) The dummy must be of average proportionate height and weight of an adult and weigh between 140 and 150 pounds.

(b) When picking up and putting down the dummy, the testee must bend their knees to protect lower back.

(c) Stand behind the dummy and hold it under its arms.

(d) At the starting line, participants must move the dummy in a controlled manner for 25 feet and place the dummy on the ground safely at the completion of the event (dummy’s feet must pass the 25-foot line).

(e) Must complete the event without dropping the dummy in order to successfully pass this event.

(f) Must complete the event in 15 seconds.

D-6. Temporary medical restrictions

The DACP/SG and CSG personnel who are temporarily medically restricted from performing the functions of their job, to include taking the PAT, will be exempt from taking the PAT for the duration of the temporary medical restriction. Once the temporary medical restriction has been lifted and the individual has been medically cleared to return to full duty, they will have 90 days to take the PAT.

Appendix E Management Control Checklist

E-1. Function

The function covered by this checklist is the administration of the DACP/SG program.

E-2. Purpose

The purpose of this checklist is to assist PM/DES/designated command security/law enforcement representative in evaluating the key management controls outlined below. It is not intended to cover all controls. It is to be answered in a YES/NO/NA format. A negative response (NO) is to be explained at the end of the question. The reference points in this regulation are provided after each question for user convenience.

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E-3. Instructions

Answers must be based on the actual testing of key management controls (for example, document, analysis, direct observation, sampling, simulation, exercise, other). Answers indicating deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be evaluated formally at least every 2 years. Certification that the evaluation was conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

E-4. Test questions

- a. Do assigned personnel meet OPM qualification standards for police or guard positions (see para 2-2)?
- b. Is each DACP/SG applicant medically evaluated in accordance with OPM medical evaluation standards and appendix C (see para 2-2)?
- c. Are DACP/SG personnel medically evaluated periodically in accordance with appendix C (see para 2-2)?
- d. Are DACP/SG applicants informed, in writing, of the PAT requirements (see para 2-2)?
- e. Do DACP/SG personnel receive an annual PAT in accordance with appendix D (see para 2-2)?
- f. If a DACP/SG fails the PAT, is CPAC contacted regarding a proposed removal or reclassification, as appropriate (see para 2-2)?
- g. Do applicants receive a security screening (see para 2-3)?
- h. For pre-employment inquiries, are former employers, former supervisor, and personal references checked (see para 2-3)?
- i. Is a pre-employment credit check accomplished for each individual (see para 2-3)?
- j. Does the PM/DES/designated command security/law enforcement representative conduct a check of arrest and criminal history, where applicable, for new applicants (see para 2-3)?
- k. Does the PM/DES/designated command security/law enforcement representative forward the arrest/criminal history results to CPAC with a recommendation to continue/discontinue processing the applicant (see para 2-3)?
- l. Does each DACP/SG receive a NACI (see para 2-3)?
- m. Is an inquiry accomplished on all applicants per the Lautenberg Amendment to the Gun Control Act of 1968 (see para 2-3)?
- n. Do all DACP/SG employees receive drug testing prior to certification in the IRP (see para 2-4)?
- o. Are DACP/SG personnel assessed under the IRP (see para 3-1)?
- p. Does the IRP CO maintain frequent contact with personnel under the IRP program (see para 3-5)?
- q. When potential disqualifying factors are present, and the individual is retained for duty, does the CO prepare an MFR clearly outlining the facts considered (see para 3-6)?
- r. Does the individual acknowledge receipt of the potential disqualifying factor MFR, and are they informed they may rebut the matters (see para 3-6)?
- s. Are the MFR and any rebuttal comments placed in the employee's official personnel folder (see para 3-6)?
- t. Is the individual removed from any duties requiring a firearm pending the outcome of an investigation or inquiry or action if an allegation is made against an individual per the Lautenberg Amendment (see para 3-6)?
- u. Does the CO make determinations of an individual's reliability in accordance with the reliability factors in AR 380-67 (see para 3-7)?
- v. Is the servicing CPAC contacted when an individual is disqualified under the IRP (see para 3-8)?
- w. Does the CO ensure at least annual records reviews are conducted on personnel in the IRP (see para 3-9)?
- x. Does an individual accepted for DACP/SG duties receive an interview covering the disqualifying factors and importance of the program (see para 3-11)?
- y. Is the CO kept informed of any problems or incidents that might cause temporary or permanent removal from the IRP (see para 3-12)?
- z. Is information forwarded to the Commander, U.S. Army Central Personnel Security Clearance Facility, if a CO becomes aware of any behavior reflecting on an employee's loyalty (see para 3-12)?
- aa. Is each individual, prior to performing duties, trained and certified for tasks and duties (see para 4-2)?
- ab. Has each individual been scheduled for, or completed, an USAMPS accredited training academy (see para 4-2)?
- ac. Is a waiver submitted for initial academy attendance for any new hire (see para 4-3)?
- ad. Is an exception submitted for any existing employees (see para 4-4)?
- ae. Has each individual successfully completed use of force and weapons qualification training (see para 4-6)?
- af. Has required in-service training been provided (see para 4-5)?
- ag. Do the DACP/SG credentials show the officer's authority is limited to the installation only (see para 5-2)?
- ah. Does the installation commander document specific delegation of authority and jurisdiction for DACP/SG (see para 5-2)?
- ai. Does each DACP/SG acknowledge, in writing, a clear understanding of their authority and jurisdiction (see para 5-3)?

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- aj.* Are uniforms worn by DACP/SG personnel in accordance with AR 190-56, chapter 6 (see para 6-1)?
- ak.* Do DACP/SG wear uniforms while on duty (see para 6-2)?
- al.* Do DACP/SG maintain DA-approved standards of appearance (see para 6-3)?
- am.* Is the wearing of jewelry in accordance with DA-approved standards (see para 6-5)?
- an.* Are eyeglasses, sunglasses, and contact lenses in accordance with DA-approved standards (see para 6-6)?
- ao.* Is protective/reflective clothing authorized when safety considerations dictate (see para 6-8)?
- ap.* Does each DACP/SG wear National Institute of Justice Type II concealed body armor while on duty (see para 6-8)?
- aq.* Do DACP/SG maintain hygiene and body grooming standards consistent with an overall professional appearance in accordance with DA-approved standards (see para 6-9)?
- ar.* Is only the DACP/SG uniform worn when on duty, except for approved mission reasons (see para 6-11)?
- as.* Are prospective DACP/SGs required to sign a condition of employment statement (see app B)?
- at.* Is the PAT administered in accordance with appendix D (see app D)?
- au.* Does the PM/DES/designated command security/law enforcement representative certify all current DACP/SG meet the minimum requirements for the installation/activity mission (see chap 4)?

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Glossary

Section I Abbreviations

ACOM

Army Command

ARSTAF

Army staff

ASCC

Army Service Component Command

CG

commanding general

CO

certifying official

COTR

contracting officer's technical representative

CPAC

Civilian Personnel Advisory Center

CSG

contract security guard

CTA

common table of allowances

DA

Department of the Army

DACP/SG

Department of the Army Civilian Police and Security Guard

DAVIS

Defense Automated Visual Information System

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-4

Deputy Chief of Staff, G-4

DES

Director of Emergency Services

DODI

Department of Defense Instruction

DITIS

Defense Instructional Technology Information System

DRU

direct reporting unit

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FTO

field training officer

FTP

Field Training Program

GOCO

Government-owned, contractor-operated

GS

general schedule

HIV

human immunodeficiency virus

HQDA

Headquarters, Department of the Army

IRP

Individual Reliability Program

MFR

memorandum for record

MP

military police

NACI

national agency check with inquiries

NCIC

National Crime Information Center

OCIE

organizational clothing and individual equipment

OCONUS

outside continental United States

OM

occupational medicine

OPM

Office of Personnel Management

OPMG

Office of the Provost Marshal General

PAT

physical ability test

PM

provost marshal

PO

probation officer

POC

point of contact

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PWS

performance work statement

RMC

regional medical command

SJA

staff judge advocate

SOFA

status of forces agreement

SOW

statement of work

SPRINT

speech recognition in noise test

USAMPS

U.S. Army Military Police School

USC

U.S. Code

Section II**Terms****Certifying official**

The commander or their designated representative charged with the maintenance of law and order at an installation/activity or facility and for making suitability determinations of DACP/SG.

Contracting officer's representative

An individual designated, in writing, by the contracting officer to act as an authorized representative within the scope and limitations authorized by the contracting officer.

Contracting officer's technical representative (COTR)

An individual at a specific installation/activity designated, in writing, by the contracting officer to act as an authorized representative within the scope and limitations authorized by the contracting officer.

Department of the Army Police Officer, GS-0083

This series includes positions with the primary duty of law enforcement work in the preservation of the peace; the prevention, detection, and investigation of crimes; the arrest or apprehension of violators; and providing 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.

Department of the Army Guard, GS-0085

This series includes positions with the primary duty of protective services work in guarding federally-owned or leased buildings and property; protecting Government equipment and material; and controlling access to Federal installation/activities by employees, visitors, residents, and patients. The purpose of guard work is to protect and prevent loss of materials or processes that are important for national defense, for public health or safety, or as national treasures.

Director of Emergency Services

On installation/activities/site where no PM or law enforcement/security representative is otherwise assigned, the command may designate the DES to be the Chief of Police/Security.

Provost Marshal

Where assigned to the installation or activity, the PM is the chief of police/security.

Provost Marshal General

Per DA General Order 2003-09, the PMG is part of the ARSTAF. The PMG is the principal advisor to the Secretary of

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the Army and special staff officer for all matters pertaining to law enforcement, physical security, antiterrorism, customs, confinement, use of military police resources, and conduct of military police combat, combat support, and combat service support operations. The mission of the PM's office is to provide a safe and secure environment in which to live and work, which includes: Protection of life and property, the enforcement of laws and regulations, and the preservation of good order and discipline.

Section III

Special Abbreviations and Terms

There are no entries in this section.

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Standards: Police Series, GS-0083 (August 1974) and
Guard Series, GS-0085 (June 1968)

Factor: Series selection

Issue: Intended use of Police Series, GS-0083, vs.
Guard Series, GS-0085

Identification of the Classification Issue

This issue arose in a position classification appeal decided by Office of Personnel Management. The appellant worked for an agency that had determined that his position was properly placed in the Guard Series, GS-0085, because his primary function was to protect Government property. The appellant had arrest authority consistent with that of a private citizen and he was not considered a "peace officer." However, he received specialized training relating to both law enforcement and to security topics. The appellant's position was located at a large installation which led to the performance of police-type duties in connection with the safeguard of government materials.

Resolution

The Office of Personnel Management recognized that the distinction between guard and police work is sometimes difficult to make. Both guards and police officers wear uniforms, display badges of authority, and carry sidearms. Both are organized along military lines. Both may serve in stationary posts or patrol either on foot or in a vehicle.

Despite the similarities, there are four indicators which can be used to determine the proper series. The first indicator is the *basic mission* of the organization. Guard organizations are established primarily to protect Government property, and secondarily, to protect persons in and around the property. Police organizations primarily exist to enforce law and order, preserve peace, and protect life and civil rights; and secondarily, to protect property.

The second indicator is the *arrest authority*. Police officers are designated by public law, statute, or other official act, as agency or local enforcement officers. They enforce a wide variety of Federal, State, county, or local laws. Guards, however, usually have arrest authority consistent with that of a private citizen. In some cases, they may have the same power as sheriffs and constables.

The third indicator is *training*. The primary emphasis of police training is the techniques, methods, and principles of law enforcement work. Stress is placed on preservation of law and order, protection of human life and civil rights, court procedures, crowd control, accident investigation, and arrest procedures. The primary emphasis for guard training is on the

principles, methods, and techniques involved in protecting Government property. Stress may be placed on methods for detecting efforts to breach a security system and means for preventing espionage and sabotage. Guards who exercise police-type authority may receive advanced training in arrest procedures, investigation procedures, crowd control or riot procedures, rights of suspects, and any other specialized training related to their assignments.

The fourth indicator is *patterns of work*. Essentially, guards are oriented toward protection of property; police officers are oriented toward maintaining law and order. However, the orientation of guard positions located at large installations tends to broaden to encompass and include a law enforcement emphasis. This is particularly true in those situations in which the guard organization is not only responsible for protection of valuable property, but also for control of large acreage containing various facilities. Typically, such an installation is populated by large numbers of persons and vehicles necessitating a law enforcement effort to some degree.

Generally, positions are classifiable to the police occupation when the four indicators reflect a definite and positive police orientation in all of the posts to which the employee is regularly assigned. In this particular case, although the employee performed a mixture of guard and police-type duties, and received training for both, this combination is typical for guard positions at large installations. The basic mission of the appellant's organization was to protect Government property. The arrest authority did not match that of police officers. The Office of Personnel Management concluded that the position was properly classified in the GS-0085 Guard series because a definite and positive police orientation did not exist in the four indicators.



United States
Office of Personnel Management

DIGEST OF SIGNIFICANT CLASSIFICATION DECISIONS AND OPINIONS

No. 8
April 1986
AR-100

Office of Merit Systems
Oversight & Effectiveness

Main Menu Help Screen

Note to Readers

The guidance in this issue is still applicable and useful in classifying positions in the Federal government. However, there may be references to names and addresses of organizations within the U.S. Office of Personnel Management that have changed, names of individuals no longer employed at the Office of Personnel Management, or documents such as the Federal Personnel Manual that no longer exist.

For the December 1997 HRC4-4 release, the Office of Classification Appeals and Fair Labor Standards Act Programs made minor, nonsubstantive edits to Digest issues 1 through 19. For example, acronyms and abbreviations were spelled out in many places, references to law and regulation were expanded, typographical errors were corrected, leading zeros were added to 3-digit series numbers, outdated prefaces have been deleted, and the issuance date were added to the header of each page. Because of the change from the original paper version to an electronic format, the page numbers in Digest issues 1 through 19 and other references, such as the General Schedule classification standards and Federal Wage System job grading standards, now available electronically may have changed. In issues 1 through 19, where there is a reference to a page, we either eliminated the page reference or updated the page number with the page number of the electronic version. Beginning with issue 20, pages references are to the electronic version only. Please note that pages numbers may change when a file is printed depending on the format and printer used.

The Office of Classification Appeals and Fair Labor Standards Act Programs is responsible for the content of the Digest. We be reached by telephone at 202-606-2990, by fax at 202-606-2663, or by email at adomsoe@opm.gov fedclass_appeals@opm.gov.

Digest issues are also available on the Office of Personnel Management's website and electronic bulletin board. The website address is <http://www.opm.gov/classapp> and the electronic bulletin board is OPM ONLINE. ~~Using a modem, dial OPM ONLINE at 202-606-4800. Long distance telephone charges may apply.~~ [OPM ONLINE was discontinued July 1999. The *Digest* can also be found on OPM's CD-ROM entitled General Schedule Position Classification and Federal Wage System Job Grading Standards, which is issued by OPM's Classification Programs Division.]

Standard: Job Grading Standard for Supervisors
(WS) (June 1970)

Factor: Nature of supervisory responsibility

Issue: Foreman credit when supervisor is in
General Schedule

Although there have been several revisions of the Job Grading Standard for Federal Wage Grade Supervisors, the discussion in this article is still valid.

Identification of the Classification Issue

This issue arose in the adjudication of an appeal from a wage grade supervisor. The position's principal assignment was to supervise workers on a shift responsible for the operation and maintenance of a power plant. The position was under the supervision of a General Schedule Facility Manager rather than a Wage Grade Foreman. The appellant contended that his position should be credited with being a full Foreman because his supervisor was not technically qualified to supervise his work.

Resolution

The Office of Personnel Management determined that the General Schedule Facility Manager had responsibility for performing duties that properly fall within the Foreman range of responsibility. For example, he was responsible for all power plant operations and for such matters as planning and scheduling maintenance, establishing priorities, developing short- and long-range requirements, assigning work assignments to the shift Foremen, and for assigning subordinate personnel. Consequently, the extent of the appellant's planning responsibilities was constrained by the planning done by his General Schedule supervisor. The Office of Personnel Management also noted that it would not be possible for each of the five shift Foremen to have the full range of planning responsibility for the work done by and through all of the other Foremen. Therefore, it was concluded that the range of the appellant's Foreman responsibilities was less than full, thereby affecting the final grade determination.

Although the higher management official's position was in the General Schedule, his responsibilities corresponded to Foreman and had a constraining influence on the WG Foreman's position.

Standard: Job Grading Standard for Supervisors
(WS) (June 1970)

Factor: Level of Work Supervised

Issue: Determination of grade level supervised

Although there have been several revisions of the Job Grading Standard for Federal Wage Grade Supervisors, the discussion in this article is still valid.

Identification of the Classification Issue

The issue arose in the consideration of an appeal concerning the job of Automotive Worker Foreman. The appellant supervised five subordinates performing work at the WG-08 level, and personally performed nonsupervisory work at the WG-10 journeyman level. The appellant requested that he be credited with supervising WG-10 work based on the highest level of the shop's completed repair work.

Resolution

The Office of Personnel Management decided that the supervisor's personally performed nonsupervisory WG-10 journeyman level work could be used only to evaluate the *nonsupervisory* part of his job. However, it could not properly be used to determine the level of work that he *supervised*.

The supervisory job grading factor, Level of Work Supervised, is intended to measure the level and complexity of the work operations supervised and its effect on the difficulty and responsibility of supervision. This level is usually the grade of the highest level nonsupervisory employees who are supervised. In certain very unusual situations, the difficulty and complexity of the overall work operations supervised are not accurately reflected in the grades of any of the subordinate jobs. In these situations, the level supervised may be determined by constructing a grade reflecting the work product produced with prominent subordinate staff involvement. However, in this appeal case, the subordinate staff was not prominently involved in the work of the shop above the WG-08 level. Therefore, the constructed grade approach did not justify use of WG-10 as the level supervised.

The appellant's job was classified as Automotive Worker Foreman, WS-5823-08, which represented a higher pay rate than the nonsupervisory full performance WG-10 work that he personally performed.

Standard: General Attorney, GS-0905
(October 1959)

Factor: N/A

Issue: Series and grade determination for a
position requiring qualifications for a small
part of the job

**This article was deleted in December 1990
because of the issuance of the revised
Introduction to the Position Classification
Standards.**

Standard: Two-grade Interval Standards

Factor: N/A

Issue: Use of two-grade interval standards to evaluate one-grade interval work

Identification of the Classification Issue

The issue arose in a position classification appeal decided by Office of Personnel Management. The appellant performed a variety of administrative support duties which did not require an intensive knowledge and understanding of management principles, practices, methods, concepts and techniques, or other similar and related skills and knowledges which typify positions that are properly covered by standards developed to cover two-grade interval work, e.g., GS-0343, Management Analysis Series.

The agency had applied the GS-7 grade-level criteria of the GS-0343 standard to determine the grade of the position. The issue for the Office of Personnel Management was whether such application is appropriate in the evaluation of one-grade interval administrative support work.

Resolution

There is a significant variance between the qualifications required for one-grade interval work and those required for trainee and developmental two-grade interval work. Two-grade interval criteria are predicated on possession of the knowledges, skills, and abilities required to accomplish two-grade interval work. Therefore, use of two-grade interval criteria requires making adjustments to accommodate the differences in the nature of the work and related knowledges, skills, and abilities of the positions intended for coverage, compared to the position being evaluated. There is no clearly applicable adjustment procedure whereby two-grade interval criteria can be applied under these circumstances.

In this particular case, as the issue involved the agency's use of GS-0343 grade-level criteria at the GS-7 level, it involved the use of criteria designed for a two-grade interval developmental assignment. The typical assignments included in such criteria reflect a temporary stage of development toward work of a more judgmental and analytical nature. As these criteria were not intended to be used to evaluate one-grade interval work, the purpose of the assignments, the work situations described, and the criteria for knowledges, skills, controls over work, guidelines, work complexity, etc., do not reasonably parallel one-grade interval work. Therefore, it is inappropriate to evaluate full performance level one-grade interval work by comparison with trainee and developmental criteria from a two-grade interval standard.

It was determined that the appellant's paramount duties and responsibilities were best evaluated by the use of the one-grade interval standard for the Management Clerical and Assistance Series, GS-0344.

Standards: Police Series, GS-0083 (August 1974) and
Guard Series, GS-0085 (June 1968)

Factor: Series selection

Issue: Intended use of Police Series, GS-0083, vs.
Guard Series, GS-0085

Identification of the Classification Issue

This issue arose in a position classification appeal decided by Office of Personnel Management. The appellant worked for an agency that had determined that his position was properly placed in the Guard Series, GS-0085, because his primary function was to protect Government property. The appellant had arrest authority consistent with that of a private citizen and he was not considered a "peace officer." However, he received specialized training relating to both law enforcement and to security topics. The appellant's position was located at a large installation which led to the performance of police-type duties in connection with the safeguard of government materials.

Resolution

The Office of Personnel Management recognized that the distinction between guard and police work is sometimes difficult to make. Both guards and police officers wear uniforms, display badges of authority, and carry sidearms. Both are organized along military lines. Both may serve in stationary posts or patrol either on foot or in a vehicle.

Despite the similarities, there are four indicators which can be used to determine the proper series. The first indicator is the *basic mission* of the organization. Guard organizations are established primarily to protect Government property, and secondarily, to protect persons in and around the property. Police organizations primarily exist to enforce law and order, preserve peace, and protect life and civil rights; and secondarily, to protect property.

The second indicator is the *arrest authority*. Police officers are designated by public law, statute, or other official act, as agency or local enforcement officers. They enforce a wide variety of Federal, State, county, or local laws. Guards, however, usually have arrest authority consistent with that of a private citizen. In some cases, they may have the same power as sheriffs and constables.

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principles, methods, and techniques involved in protecting Government property. Stress may be placed on methods for detecting efforts to breach a security system and means for preventing espionage and sabotage. Guards who exercise police-type authority may receive advanced training in arrest procedures, investigation procedures, crowd control or riot procedures, rights of suspects, and any other specialized training related to their assignments.

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Generally, positions are classifiable to the police occupation when the four indicators reflect a definite and positive police orientation in all of the posts to which the employee is regularly assigned. In this particular case, although the employee performed a mixture of guard and police-type duties, and received training for both, this combination is typical for guard positions at large installations. The basic mission of the appellant's organization was to protect Government property. The arrest authority did not match that of police officers. The Office of Personnel Management concluded that the position was properly classified in the GS-0085 Guard series because a definite and positive police orientation did not exist in the four indicators.

Standard: Aircraft Operation Series, GS-2181
(December 1967) and Education Group

Factor: Series coverage

Issue: Intended use of Aircraft Operation Series,
GS-2181, vs. the Education Group Series

**This article was deleted in September 1988
because the new GS-2181 series, dated
January 1988, clarified the issue discussed
in this article.**

Position Description

PD#: AH148493
Sequence#: VARIES

Replaces PD#:

SECURITY GUARD

GS-0085-06

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES
Army Command: VARIES
Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: OPM PCS SECURITY GUARD, GS-0085, APR 88
PD Library PD: NO
COREDOC PD: NO

Classified By: [REDACTED]
Classified Date: 04/07/2003

FLSA: NON-EXEMPT
Career Program: 00
Functional Code: 00
Competitive Area: VARIES
Competitive Level: VARIES
Career Pos 1: AH143988 GS-0085-07
Emergency Essential:
Information Assurance:
PD Status: VERIFIED

Drug Test Required: VARIES
Financial Disclosure Required: NO
Requires Access to Firearms: VARIES
Position Sensitivity: VARIES
Target Grade/FPL: 07
Bus Code: VARIES
Influenza Vaccination: NO

DCIPS PD: NO
Acquisition Position: NO
Interdisciplinary: NO
Security Access: VARIES
Career Ladder PD: YES
Personnel Reliability Position: VARIES

Position Duties:

CL:006
Statement of Differences

SUPERVISORY CONTROLS AND MAJOR DUTIES

The overall assignments in this position are substantially the same as that covered in job description number 143988, Security Guard, GS-0085-07; with the exception of the following:

Incumbent works under closer supervision and works in a developmental capacity performing assignments and completing training, both of which are aimed in preparing the incumbent to gain the knowledge and skills necessary to perform the duties outlined in the aforementioned job description. The incumbent receives progressively more responsible assignments as experience and training are received to the target level positions of GS-0085-07. Incumbent may be non-competitively promoted pending time-in-grade requirements and demonstrated ability to perform the target level grade duties.
100%

Performs other duties as assigned.

The developmental status of this position adjusts the point level credits assigned to Factors 2-2 125 points and 3-2 125 points of the target level position. With total points credited for this position being 740, as contained in the appropriate FES standard.

TOTAL POINTS = 1180

GRADE CONVERSION = (1105 - 1350 = GS-06)

Position Evaluation:

CURSORY REVIEW 21-OCT-2005 AYW

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER: AH148493
CPOC REGION: SCCPOC ANNISTON ARMY DEPOT
MACOM: _____

Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

80% test, if applicable (GS-5/6; Sit I & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

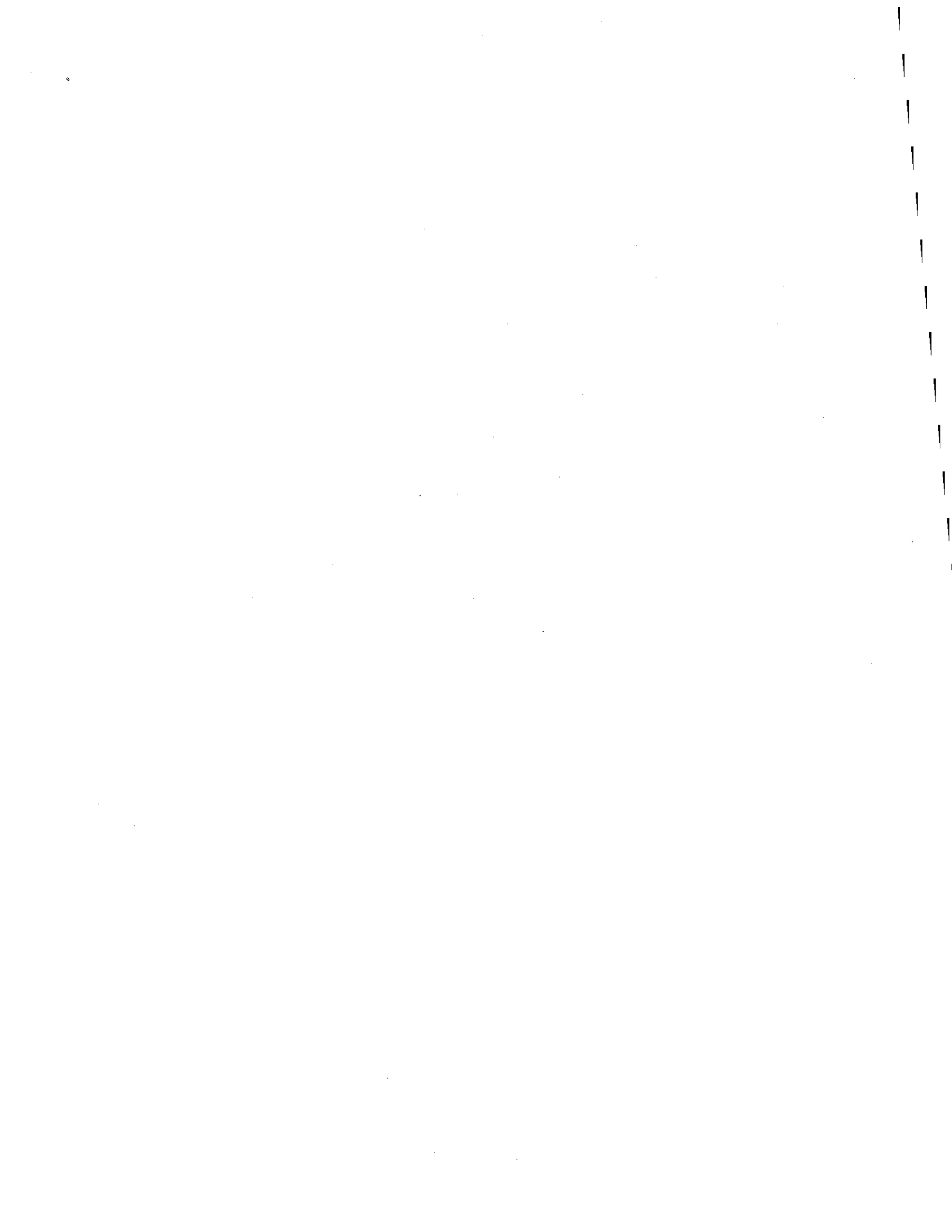
Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

Discretion & independent judgment

80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)



Position Description

PD#: AH148494
Sequence#: VARIES

Replaces PD#:

SECURITY GUARD

GS-0085-06

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES
Army Command: VARIES
Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: OPM PCS SECURITY GUARD, GS-0085, APR 88

PD Library PD: NO

COREDOC PD: NO

Classified By: [REDACTED]

Classified Date: 04/07/2003

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required:
NO

Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms:
VARIES

Interdisciplinary: NO

Competitive Area:
VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Competitive Level:
VARIES

Target Grade/FPL: 07

Career Ladder PD: YES

Career Pos 1: AH143983 GS-0085-07

Emergency Essential:

Bus Code: VARIES

Personnel Reliability Position:
VARIES

Information Assurance: Y

Influenza Vaccination: NO

PD Status: VERIFIED

Position Duties:

CL:031

Statement of Differences

SUPERVISORY CONTROLS AND MAJOR DUTIES

The overall assignments in this position are substantially the same as that covered in job description number 143983, Security Guard, GS-0085-07; with the exception of the following:

Incumbent works under closer supervision and works in a developmental capacity performing assignments and completing training, both of which are aimed in preparing the incumbent to gain the knowledge and skills necessary to perform the duties outlined in the aforementioned job description. The incumbent receives progressively more responsible assignments as experience and training are received to the target level positions of GS-0085-07. Incumbent may be non-competitively promoted pending time-in-grade requirements and demonstrated ability to perform the target level grade duties.

100%

Performs other duties as assigned.

Conditions of Employment:

1. (a.) Provisions of the Chemical Personnel Reliability Program (CPRP). The incumbent must meet and maintain all of the suitability, reliability, technical proficiency and medical requirements, to include urinalysis testing, established under the program (AR 50-6 and AR 600-85). Individuals, who are determined to be permanently disqualified under the Chemical Personnel Reliability Program (AR 50-6), will be removed from this job (b) Incumbent must pass physical examination requirements for working and handling toxic agents and apply first aid training, including self-injection of antidotes for agents to which exposed. (c) Incumbent is required to undergo training in cardio-pulmonary resuscitation (CPR) and first aid. (d) Incumbent is required to successfully complete a variety of hazardous material classes. (e) Incumbent must be able to pass an annual physical agility test IAW AR 190-56. (f.) Incumbent must meet the eligibility requirements under AR 190-11 for unaccompanied access. (g.) Incumbent will be required to be on call, 24 hours a day and 7 days a week as a part of the ANAD's Special Reaction Team (SRT). (h.) Incumbent will be required to perform and successfully complete an Armed Forces Physical Fitness Test, which will be administered on a quarterly basis. (i.) Incumbent will be required to pass a monthly weapons qualifications test commensurate with assigned duties and responsibilities. (j.) Incumbent must carry a protective mask.

2. This job requires the individual obtain and maintain a Secret Security Clearance.

3. This position is covered by the 1996 Lautenberg Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor crime of domestic violence are not eligible for this position.

4. May serve on rotational shifts.

5. Incumbent is required to be on call, 24 hours, 7 days a week.

The developmental status of this position adjusts the point level credits assigned to Factors 2-2 125 points and 3-2 125 points of the target level position. With total points credited for this position being 740, as contained in the appropriate FES standard.

TOTAL POINTS = 1180

GRADE CONVERSION = (1105 - 1350 = GS-06)

*** This position is eligible for certification IAW DoD 8570-01-M, 12/19/05.

Position Evaluation:

09 May 05 - Pen and Ink changes - Added Conditions of Employment to PD. ec

Cursory Review 10-Jan-2005 AYW

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER: 148494

CPOC REGION: SCCPOC Anniston Army Depot

MACOM: _____

Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

80% test, if applicable (GS 5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS 9)

Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

Discretion & independent judgment

80% test, if applicable (This virtually never applies since GS 5/6 positions are trainees and other eligible employees are not professional)

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative FUNCTIONS of a management official

Nonmanual work test

intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION: NonExempt

Classification Comments:

EXHIBIT ECH17

Position Description

PD#: AH146464
Sequence#: VARIES

Replaces PD#:

SECURITY GUARD

GS-0085-06

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES
Army Command: VARIES
Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: OPM PCS SECURITY GUARD, GS-0085, APR 88

PD Library PD: NO

COREDOC PD: NO

Classified By: [REDACTED]

Classified Date: 05/01/2003

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required:
NO

Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms:
VARIES

Interdisciplinary: NO

Competitive Area:
VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Competitive Level:
VARIES

Target Grade/FPL: 06

Career Ladder PD: YES

Career Pos 1: AH140308 GS-0085-05

Emergency Essential:

Bus Code: VARIES

Personnel Reliability Position:
VARIES

Information Assurance: Y

Influenza Vaccination: NO

PD Status: VERIFIED

Position Duties:

CL:006

MAJOR DUTIES

1. Carries out the full range of security guard duties at Restricted (Secret and Top Secret) areas and other fixed and mobile patrol posts, protects government property that may contain hazardous materials, facilities, equipment and materials against trespassing, sabotage, theft, fire and espionage. Patrols the facility inspecting for unauthorized entry, theft, vandalism or other criminal or suspect activity and when discovered, initiates an investigation and report. Provides facility access control at entrances ensuring entry is permitted only to people with appropriate identification. Operates or monitors electronic security systems, for example, intrusion detection devices, metal detectors, Doppler radar and X-ray machines.

40%

2. Responds to emergency calls and conducts preliminary investigations of purported or obvious crimes or other security breaches such as unauthorized presence, threats, robbery, or assaults. Aids or summons aid for victims. Assists higher graded employees with investigations. Deters, apprehends and detains violators for transfer to local law enforcement officials. Write reports of investigations or incidents. Gives depositions and statements to investigators or prosecutors. Gives witness or testimony in court.

25%

3. Provides pedestrian and vehicular control, issues violation notices and parking citations, and arranges for towing of improperly parked vehicles. Advises employees and visitors on security precautions, building pass or parking permit procedures, and the incident reporting system.

15%

4. Duties require familiarity of the characteristics of toxic chemical munitions, symptoms and hazards to personnel and safety and security procedures during storage and transportation. Employee must respond quickly and effectively to situations ranging from accidents that may release toxic chemical agents, to attempted ground and/or aerial penetrations of the area guarded.

10%

5. Receives formal and on-the-job training on conducting investigations, hazardous materials, chemical decontamination, emergencies, legal authority and jurisdiction, sabotage and espionage of Federal property, conducting preliminary investigations, weapons qualifications and care of weapons, written examination, self defense and detention, and other related areas. Required to possess a valid government driver's license.

10%

Performs other duties as assigned.

Special Measures:

1. Provisions of the Chemical Personnel Reliability Program (CPRP). The incumbent must meet and maintain all of the suitability, reliability, technical proficiency and medical requirements, to include urinalysis testing, established under the program (AR 50-6 and AR 600-85). Individuals, who are determined to be permanently disqualified under the Chemical Personnel Reliability Program (AR 50-6), will be removed from this job.

2. This job requires the individual obtain and maintain a Secret Security Clearance.

3. This position is covered by the 1996 LAUTENBERG AMENDMENT TO THE GUN CONTROL ACT OF 1968. Persons convicted of a misdemeanor crime of domestic violence are not eligible for this position.

Factor 1, Knowledge Required by the Position Level 1-3 350 Points

Knowledge of basic investigative methods and techniques to investigate violations or reports of probable incidents on the installations.

Knowledge of the rules, procedures and methods of the protective service operation to independently carry out the full range of protective responsibilities over the property, employees and visitors.

Knowledge of specialized requirements, methods and procedures used in safeguarding classified documents, toxic chemical agents, munitions, and special items either in transit or storage to perform the complete range of security guard duties.

Knowledge of the specialized operating requirements, methods and procedures used in safeguarding sensitive national defense materials or processes, riot or crowd control, subduing and detaining violators who resist, and other special reaction work.

Knowledge of specialized operating requirements, methods, and procedures are used in safeguarding sensitive national defense materials or processes. Enforces specialized personnel access controls, protecting and preventing unauthorized access to areas containing valuable documents or hazardous materials that could affect public health or safety. Detains violators who attempt to resist; and other situations requiring special training experience.

Employee 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 of potential arrest, security guards also use knowledge of the constitutional rights of individuals. 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.

FACTOR 2- SUPERVISORY CONTROLS Level 2-3 275 POINTS

Employee required to perform investigations and undercover work. The guard plans and carries out steps required according to specific case conditions (i.e., time and place to deal with witnesses and suspects, consideration for confidentiality and exposure of witnesses, coordination with other law enforcement agencies). Work products are evidence collected, suspect or witness statements, solutions to crimes. Techniques used by the employee are not usually reviewed in detail.

The supervisor makes assignments (e.g., door sentry, grounds patrol, investigations), defines the objectives, priorities, and deadlines; and assists the employee in unprecedented cases. As a technical expert in protective services, the employee carries out the assignments independently. Work is reviewed for technical compliance and soundness of decisions.

FACTOR 3 - GUIDELINES Level 3-2 125 POINTS

Procedures, instructions and a number of specific guidelines for the work are available and are reviewed regularly with the employee. Potential special threats are discussed with the employee and/or special training is provided. The employee must use judgment in applying instructions to select the most effective tactics for the situation encountered.

FACTOR 4- COMPLEXITY Level 4-3 150 POINTS

The employee decides what action to take in responding to a possible or actual security

violation including calling for back up, sounding alarms, disabling or disarming the violator. Incident or threat assessment must be made quickly in order to determine among several possible alternatives or tactics.

FACTOR 5-SCOPE AND EFFECT Level 5-3 150 POINTS

The employee treats a variety of law enforcement problems ranging from simple rules violations to felony crimes, to include criminal investigative work performed by detectives.

The employee responds to a variety of security problems ranging from parking control to felony crimes. The work results in protecting the facility, employees and visitors from loss or harm.

FACTOR 6- PERSONAL CONTACTS Level 6-2 25 POINTS

Personal contacts are primarily with facility employees and visitors including possible or actual security violators. Contacts include police or other investigators and court officials involved with incident prosecution.

FACTOR 7- PURPOSE OF CONTACTS Level 7-2 50 POINTS

The purpose of the contacts is to ascertain identify to decide facility access questions, to direct traffic, question individuals who may have some information about security violations, discuss incidents with police or other investigating officers, and testify in court regarding incidents.

FACTOR 8- PHYSICAL DEMANDS Level 8-2 20 POINTS

The work requires regular and recurring physical exertion such as long periods of standing, walking, and climbing stairs. Also requires physical agility and dexterity and the strength to pursue, apprehend and detain uncooperative suspects.

FACTOR 9- WORK ENVIRONMENT Level 9-2 20 POINTS

The work is performed in a vehicle or building. Frequent checks of buildings, locks, etc., requiring regular and recurring exposure to moderate discomforts and unpleasantness, and adverse weather conditions during traffic control and patrol duties. There is a moderate risk of being injured by security violators.

TOTAL POINTS: 1165

POINT RANGE: 1105-1350 = GS-06

*** This position is eligible for certification IAW DoD 8570-01-M, 12/19/05.

Position Evaluation:

Cursory Review, 13-SEPT-2006 AYW

FLSA EVALUATION FORM

FASCLASS JOB NUMBER: 146464

CPOC REGION: SOUTH CENTRAL

MACOM:

1. Foreign Exemption

2. Executive Exemption, 5 CFR 551.205 (Employee must meet both test a and b below to be exempt)

a. Primary Duty Test (To Meet Primary Duty Test 1 and 2 below must be met)

1. Employee has authority to make personnel changes to include, but is not limited to, selecting, removing, advancing in pay, or promoting subordinate employees, or has authority to suggest or recommend such actions with particular consideration given to these suggestions and recommendations, and:

2. Customarily and regularly exercises discretion and independent judgment

b. 80% Test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

3. Professional Exemption, 5 CFR 551.207 (Employee must meet all four test a-d to be exempt)

a. Professional work (primary duty)

b. Intellectual and varied work (more than dealing with procedures/precedents)

c. Discretion & independent judgment

d. 80% Test, if applicable

(This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

4. Administrative Exemption, 5 CFR 551.206 (All four administrative test a-d below must be met to be exempt)

a. Primary duty (The Primary Duty Test is met if the employees work

(1) Affects formulation of policy or programs, or

(2) Involves management or general business or supporting services of substantial importance to the organization serviced, or

(3) Involves participation in the executive/administrative functions of a management official.

b. Non-manual work test (The employee performs office or other predominantly nonmanual work which is):

(1) Intellectual and varied in nature; (more than dealing with procedures/precedents), or

(2) Of a specialized or technical in nature requiring considerable training/experience and knowledge.

c. Employee frequently exercises Discretion & independent judgment

d. 80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt): Position fails to meet exemption criteria of 5 CFR.

CONCLUSION: Position is NON-EXEMPT

Classification Comments:

EXHIBIT Exhibit

Position Description

PD#: AH143988
Sequence#: 2051973

Replaces PD#:

SECURITY GUARD

GS-0085-07

Servicing CPAC: ANNISTON DEPOT, AL
Installation: AHX7W0LXAAX6
US ARMY TACOM, ANNISTON ARMY DEPOT
DIRECTORATE OF EMERGENCY SERVICES
SECURITY DIVISION 2ND SHIFT

COST CENTER X6
ANNISTON, AL 36201-4199 X6

Agency: ARMY
Army Command: X7
Command Code: X7
US ARMY TANK
AUTOMOTIVE AND
ARMAMENT COMMAND

Region: SOUTH CENTRAL

Citation 1: OPM PCS SECURITY GUARD, GS-0085, APR 88
PD Library PD: NO
COREDOC PD: NO

Classified By: [REDACTED]
Classified Date: 04/07/2003

FLSA: NON-EXEMPT

Drug Test Required: YES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms: YES

Interdisciplinary: NO

Competitive Area: AA

Position Sensitivity: 2

Security Access: 1

Competitive Level: 0017

Target Grade/FPL: 07

Career Ladder PD: YES

Career Pos 1: AH148493 GS-0085-06

Emergency Essential: No
[N: Position Not Designated
Emergency-Essential Or Key]

Bus Code: 1954

Personnel Reliability Position: E

Information Assurance: Y

Influenza Vaccination:
NO

PD Status: VERIFIED

Position Duties:

CL:0001

MAJOR DUTIES:

Serves as the desk control officer with the responsibility of directing and operating the security communications system network, maintaining communications with all posts and patrols located throughout the depot. Serves as the intrusion detection system (IDS) operator with the responsibility for the monitoring and the operational control of the Sensitive Arms IDS computers, keyboard terminals printers and closed circuit television, providing enhanced technological security posture for highly sensitive areas including small arms repair storage buildings, explosives and missile repair and storage structures and ammunition workshop buildings. Incumbent is subject to assignment to the first, second or third shift.

1. Maintains both secure and open communication with mobile patrols and posts, controls and directs security force actions in routine and/or emergency situations. Initiates periodic patrol and post location and status check from security personnel. Initiates any required actions such as immediate reassignment of security personnel to correct a security related incident or provide a viable response to a disaster or emergency situation. Assigns security guards to duty posts and patrols making day to day adjustments based on work assignment sheets. Prepares written documentation of all post and patrols. Initiates, maintains and finalizes police blotter, daily staff journal, radio and telephone communications logs. Insures proper handling of all incidents occurring within the depot. Initiates the off-duty notification of designated depot personnel during a chemical event or other serious incidents during both duty and non-duty hours. Interviews witnesses and complainants either face to face or by telephone in situations involving complaints of breach of the peace and or incidents that occur during their tour of duty. Makes other contacts with depot as well as non-depot officials to include Federal, State, County, and other Law Enforcement Agencies. Serves as a negotiator for any hostage situation that occurs within the boundaries of the depot, during an actual emergency situation, as well as talking with deranged violators and uncooperative witnesses. Takes appropriate emergency actions in a terrorist attack or robbery of a money handling facility. Receives telephone calls from the Depot Commander, Directors, First, Second, and Third line supervisors as well as Military personnel on security and Law Enforcement matters.

25%

2. Conducts long and short term investigations when solutions cannot be achieved during the course of a normal shift. Conducts long term investigations (several days to several weeks) to detect and apprehend individuals committing acts of violence, theft of Federal or personal property, or violating laws concerning controlled substances. Conducts or assists with the detection, apprehension, and detention of violators for appropriate disposition. Operates radar and pursues vehicles when enforcing traffic regulations or laws. Issues or reviews the issuance of DD Form 1805 (Magistrate Summons Violation). Conducts or assists in the investigation of traffic accidents occurring on the installation.

25%

3. Serves as the primary operator for the Sensitive Arms Intrusion Detection System consisting of two computer systems to monitor sensitive security buildings. One system is utilized to enhance the security of sensitive ammunition buildings and igloos which house various types of sophisticated weapons located within the ammo restricted area. The second system is utilized for small arms buildings which house various types of ready to fire weapons and is located in the Nichols Industrial Complex. Acknowledges all alarms; securing location, e.g. doors or other alarm points; dispatching patrols as required when alarms are given; notifying shift supervisor of alarm situations; aiding the two person access teams in obtaining access to a secure building. Maintains computer printout of each entry into building and each alarm. Utilizes Camera Assessment System Map to determine the location of each camera and building. Also serves as the backup monitor for the intrusion detection system (IDS) utilized in the chemical limited area (CLA) to control access to the chemical storage igloos.

15%

4. Instructs personnel having less familiarity with work operations on a day to day basis in specific security procedures and techniques applicable to orders and instructions relating to work assignments. Exercises a thorough knowledge of all security orders, regulations and procedures applicable to all posts and patrols within the depot security operation. Stays current on the status of mission and reports to supervisor. Recommends changes in work methods and procedures to supervisor. Serves as sub-motor pool dispatcher for safety and health clinic vehicles during other than normal duty hours. Arranges and coordinates requirements for search, detention or interrogation of suspects. Inventories and is accountable for all security and administrative keys assigned to the post. Insures that only designated personnel obtain keys to high security areas. Maintains key control access rosters. Inventories and is accountable for all weapons and ammunition located in the arms room. Uses equipment such as sidearms, shotguns, M16 rifle, M60 machine gun, M203 grenade launcher, radar and other equipment such as tactical and non-tactical law enforcement and security vehicles to support security enforcement. Assigns weapons to new personnel. Types reports and records of desk control activities.

15%

5. Operates the National Crime Information Center (NCIC) control terminal for the Alabama Criminal Justice Information System. Runs criminal history and drivers record check as required, on all newly hired depot employees and contractor personnel, and periodic checks on all personnel in the Chemical Personnel Reliability Program requested by authorized individuals. Runs drivers license check, wants/warrants, and state vehicle license number checks for the issuance of traffic as well as other violations on depot, for the Federal Magistrate Court System. State certified to operate the Intoxilyzer 5000 Breath Analyzer.

10%

6. As assigned, patrols or stands guard duty at fixed posts or mobile patrols, throughout the depot to include the toxic chemical area to protect the installation from sabotage, espionage, trespass, theft, fire, and accidental or willful damage or destruction. Prevents unauthorized or inadvertent entry into a limited/exclusion area which utilizes multiple overlapping protection systems and a pass and identification system. As assigned serves on patrols designated as special response teams. Takes appropriate actions when deficiencies are noted.

10%

Performs other duties as assigned.

Work Requirements:

Certified in the use of the National Crime Information Center (NCIC) control terminal for the Alabama Criminal Justice Information System.

Special Measures:

1. Provisions of the Chemical Personnel Reliability Program (CPRP). The incumbent must meet and maintain all of the suitability, reliability, technical proficiency and medical requirements, to include urinalysis testing, established under the program (AR 50-6 and AR 600-85). Individuals, who are determined to be permanently disqualified under the Chemical Personnel Reliability Program (AR 50-6), will be removed from this job.

2. This job requires the individual obtain and maintain a Secret Security Clearance.

3. This position is covered by the 1996 LAUTENBERG AMENDMENT TO THE GUN CONTROL ACT OF 1968. Persons convicted of a misdemeanor crime of domestic violence are not eligible for this position.

Factor 1, Knowledge Required By The Position:(Level 1-3 - 350 Points)

--Knowledge of security regulations relating to a variety of security guard post/patrols within the depot for control of personnel access to controlled areas; prevention of theft or damage to Federal property and equipment; and patrolling of areas to check locks, alarms, and fences in order to perform desk control assignments.

--Knowledge of a variety of standard and nonstandard assignments in resolving a wide range of conditions or criminal activities requiring research, interviews, planning, observing, conducting stake-out operations, and executing investigative techniques resulting in the arrest of suspects.

--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.

--Knowledge of security regulations to perform duties of a security guard on rotating shifts and a variety of posts/patrols within the depot (to include toxic chemical area) to control personnel access to controlled areas; to patrol areas to check locks, alarms, fences, etc.; and to prevent theft or damage to Federal property and equipment.

--Knowledge of specialized security regulation and procedures needed to provide security and protection in support of toxic chemical munitions mission.

--Knowledge of the depot security communication network.

--Knowledge of emergency and disaster control plan.

--Knowledge of operational procedures for NCIC control terminal to run record checks.

--Knowledge of operational procedures for the Intoxilyzer 5000 Breath Analyzer

--Knowledge of report formats, radio logs, alarm logs, guard station reports, blotter entries and basic military type correspondence.

--Knowledge of local law enforcement policies, procedures and regulations and their applicability to the Depot Mission.

--Knowledge of the use of side arms, shotguns, M16 rifles, M60 machine guns, M249 machine guns, M203 grenade launchers, radar and operation of tactical and non-tactical law enforcement and security vehicles.

Factor 2, Supervisory Controls (Level 2-3 - 275 Points)

Supervisor issues work assignments and advises incumbent of changes to security procedures and any special orders. Incumbent is relied upon for independent accomplishment of both routine and non-routine assignments within the scope of assigned authority, and to recognize and respond to emergency situations without prior approval of supervisor. As desk control officer, directs actions of security personnel at assigned posts and patrols to meet both routine and emergency situations. Keeps supervisory personnel informed of all situations. Supervisor reviews work through spot check of reports and records. The employee plans and carries out the steps required according to specific case conditions. The employee handles deviations from established procedures by resolving problems that arise.

Factor 3, Guidelines (Level 3-3 - 275 Points)

Guidelines include security methods and procedures applicable to extensive protection systems based on ARs, SOPs, and special security regulations relating to missions of the depot. In emergency situations, incumbent may respond patrols without prior approval. Independent judgement is exercised in identifying and applying proper procedures and techniques, and in making deviations from guidelines to meet specific circumstances. Personal judgement in adapting, applying and deviating from guidelines when dealing with hostage situations, deranged and uncooperative personnel to protect depot property, personnel and public safety.

Factor 4, Complexity (Level 4-3 - 150 Points)

Monitors Emergency Control Center and receives on a 24-hour/7-day schedule receives all calls regarding weather conditions, hostage situations, terrorists activities or suspicious activities, HAZMAT spills, chemical release incidents/events, trucking inspections which result in discovery of illegal drugs, weapons, ammunition, alcohol, cameras, etc. Dispatches patrols to the scene with information regarding the situation and further instructions as needed. The work includes communicating with mobile patrol units and fixed posts, directing patrols in routine and emergency situations and receiving periodic post and patrol reports and preparing reports on them. Operates IDS computer terminals, camera and TV monitor systems and depot security communications equipment. Has responsibility for the depot security communication network and the direction of patrols throughout the depot. Coordinates requirements for search, detention, or interrogation of suspects. State certified to operate the Intoxilyzer 5000 Breath Analyzer, and certified to operate the NCIC control terminal. The work requires toxic and IDS guard duty on rotating shifts and posts at Army depots where the employee performs duties required to monitor toxic chemical storage area to prevent unauthorized or inadvertent entry. Security duties in toxic area require application of different methods and procedures with employee involved in special exercises and as response team member requiring demonstration of proficiency in taking appropriate action to meet the situations. The work requires guard duty on rotating posts at a large Army depot where employee performs duties required to provide for maximum security for the protection of property, materiel, equipment, and personnel. The employee performs various duties requiring the application of different and unrelated methods, practices, techniques, or criteria. Examples include investigative responsibilities (investigations extending beyond the span of a single shift), assignments vary frequently in the nature of cases handled, and assignments requiring application of a wide variety of police techniques to resolve. The employee decides what actions to take and the applicable methodology based on assessment of facts obtained from other officers, witnesses, and personal observation. Decisions vary according to the nature of the perceived threat, as from demonstrators or anticipated terrorist actions, or the affect that terrain, weather, lighting, and communications have on the ability to observe or pursue violators. The Security Guard decides on whether standard or special procedures are appropriate.

Factor 5, Scope and Effect (Level 5-3 - 150 Points)

The purpose of the work is to operate the depot security communications network and direct patrols throughout the depot to include tenant activities and contractor activities during routine and emergency situations; and to monitor the IDS and to react as required to alarm situations; and to perform various guard duties which involve the protection of the installation. Responsible for investigating minor and serious violations, including some incidence of felonies. Provides investigative data to Criminal Investigators. Prepares written Military Police Reports which include facts discovered during the course of the investigation, and enters reports into automated database. Receives evidence and ensures documentation is correct and submits to criminal investigators. Assigned work contributes to the

effectiveness of security post/patrol, traffic control, and law and order services provided by the security operation.

Factor 6, Personal Contact (Level 6-3 - 60 Points)

The personal contacts are with personnel representing professional groups for the purpose of obtaining/giving information on security and/or law enforcement matters. Other contacts are with hostage takers, deranged personnel, violators and witnesses. Receives telephone calls from different levels of on and off depot personnel as well as other law enforcement agencies.

Factor 7, Purpose of Contacts (Level 7-3 - 120 Points)

Contacts are for the purpose of directing security personnel in mobile units and on posts in routine and emergency situations, informing supervisory personnel of security posture during the situations, and apprehending or detaining civilians who have committed crimes or violations. Other contacts are for the purpose of gaining information in a hostage situation and from uncooperative witnesses. Persons contacted may be fearful, skeptical, uncooperative, or dangerous.

Factor 8, Physical Demands (Level 8-2 - 20 Points)

Desk Control work is primarily sedentary, usually accomplished while seated at a desk. The guard duties require regular and recurring periods of standing, walking, driving, bending and similar activities while performing assigned post/patrol duties. Incumbent will be required to perform a physical agility test as well as a weapons qualification test commensurate with assigned duties and responsibilities. Physical agility will be a critical element in the performance standards for this position.

Factor 9, Work Environment (Level 9-2 - 20 Points)

Desk Control work is performed inside a building with a controlled environment. Guard work requires carrying a protective mask, pass annual physical examination requirements for working in proximity to toxic chemicals, apply first aid procedures, including self-injection of antidotes for chemicals to which exposed, and periodically receive a cholinesterase check. These requirements are to assure incumbent's continued ability to work in proximity to toxic chemical agents. The guard work is performed inside buildings, mobile vehicles, or out-of-doors in all kinds of weather.

TOTAL POINTS: 1480 1420
POINT RANGE: GS-07 (1355-1600)

*** This position is eligible for certification IAW DoD 8570-01-M, 12/19/05.

Position Evaluation:

Cursory Review 19-Jan-2007 ts

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER: AH143988

CPOC REGION: SCCPOC ANNISTON ARMY DEPOT
MACOM: _____

Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

80% test, if applicable (GS-5/6; Sit I & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

Discretion & independent judgment

80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative FUNCTIONS of a management official

Nonmanual work test

intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION: NonExempt

Classification Comments:

EXHIBIT Exh19

Position Description

PD#: AH143983
Sequence#: 914084

Replaces PD#:

SECURITY GUARD

GS-0085-07

Servicing CPAC: ANNISTON DEPOT, AL
Installation: AHX7WOLXAAX2
US ARMY TACOM, ANNISTON ARMY DEPOT
DIRECTORATE OF EMERGENCY SERVICES
SPECIAL REACTION TEAM DIVISION (SRT)

COST CENTER X2
ANNISTON, AL 36201-4199 X2

Agency: ARMY
Army Command: X7
Command Code: X7
US ARMY TANK AUTOMOTIVE
AND ARMAMENT COMMAND

Region: SOUTH CENTRAL

Citation 1: OPM PCS SECURITY GUARD, GS-0085, APR 88
PD Library PD: NO
COREDOC PD: NO

Classified By: [REDACTED]
Classified Date: 04/07/2003

FLSA: NON-EXEMPT	Drug Test Required: YES	DCIPS PD: NO
Career Program: 00	Financial Disclosure Required: NO	Acquisition Position: NO
Functional Code: 00	Requires Access to Firearms: YES	Interdisciplinary: NO
Competitive Area: AA	Position Sensitivity: 2	Security Access: 1
Competitive Level: 0006	Target Grade/FPL: 07	Career Ladder PD: YES
Career Pos 1: AH148494 GS-0085-06		
Emergency Essential: No [N: Position Not Designated Emergency-Essential Or Key]	Bus Code: 1954	Personnel Reliability Position: E
Information Assurance: Y	Influenza Vaccination: NO	
PD Status: VERIFIED		

Position Duties:

Duties:

MAJOR DUTIES

Serves as a security guard, and as a Special Reaction Team (SRT) member at Anniston Army Depot. Guard applies maximum-security measures for the protection of property, materiel, equipment, and personnel. Guard is exposed to potential danger from fire, explosions, industrial accidents, theft, unauthorized entry, sabotage, espionage, and terrorist activities. Installation missions cover storage, renovation, and maintenance of conventional ammunition and toxic chemical munitions; general supplies storage; maintenance of combat and transport vehicles, artillery, fire control equipment, small arms, artillery and

guided missiles; and administrative and support activities.

1. Serves as a member of a team stationed at the entrance to toxic chemical storage area or as a member of roving patrol on foot and by radio equipped vehicle within the toxic chemical area. Prevents unauthorized or inadvertent entry into a limited/exclusion area, which utilizes multiple overlapping protection systems. Serves on patrols designated as special response teams. Performs security checks on igloos where hazardous chemical munitions and agents are stored.

15%

2. Serves as Intrusion Detection System (IDS) Operator at the toxic area guard post. Monitors as the IDS operator, operation of the Security Monitoring and Display System consisting of seven indicators and dispatches toxic guard patrols when applicable. Inventories all security and igloo keys and records inventory. Issues keys to authorized persons. Operates communication network maintaining communications with patrol units and directing actions in routine and emergency situations in chemical exclusion area.

15%

3. Serves as member of a SRT, capable of performing missions in a highly stressful and physically demanding environment applying maximum security measures in safeguarding items of critical importance to the nation such as toxic chemical munitions, chemicals, special ammunition areas, classified documents/plans, etc. Provides management information/recommendations regarding scenario, operational effectiveness.

25%

4. Responds to emergency calls and conducts preliminary investigations of purported or obvious crimes or other security breaches such as unauthorized presence, threats, robbery, or assaults. Aids or summons aid for victims. Deters, apprehends and detains violators for transfer to local law enforcement officials. Writes reports of investigations or incidents. Gives depositions and statements to investigators or prosecutors. Gives witness or testimony in court.

20%

5. Conducts long and short term investigations when solutions cannot be achieved during the course of a normal shift. Conducts long term investigations (several days to several weeks) to detect and apprehend individuals committing acts of violence, theft of Federal or personal property, or violating laws concerning controlled substances. Conducts or assists with the detection, apprehension, and detention of violators for appropriate disposition. Operates radar and pursues vehicles when enforcing traffic regulations or laws. Issues or reviews the issuance of DD Form 1805 (Magistrate Summons Violation). Conducts or assists in the investigation of traffic accidents occurring on the installation.

25%

Performs other duties as assigned.

Conditions of Employment:

1. Provisions of the Chemical Personnel Reliability Program (CPRP). The incumbent must meet and maintain all of the suitability, reliability, technical proficiency and medical requirements, to include urinalysis testing, established under the program (AR 50-6 and AR 600-85). Individuals, who are determined to be permanently disqualified under the Chemical Personnel Reliability Program (AR 50-6), will be removed from this job. Incumbent must pass physical examination requirements for working and handling toxic agents and apply first aid training, including self-injection of antidotes for agents to which exposed. Incumbent is required to undergo training in cardio-pulmonary resuscitation (CPR) and first aid. Incumbent is required to successfully complete a variety of hazardous material classes. Incumbent must be able to pass an annual physical agility test IAW AR 190-56. Incumbent must meet the eligibility requirements under AR 190-11 for unaccompanied access. Incumbent will be required to be on call, 24 hours a day and 7 days a week as a part of the ANADs Special Reaction Team (SRT). Incumbent will be required to perform and successfully complete an Army Physical Fitness Test, which will be administered on a quarterly basis. Incumbent will be required to pass a monthly weapons qualifications test commensurate with assigned duties and responsibilities. Incumbent must carry a protective mask; and Incumbent must be a graduate of the JSAMPS Phase I Special Reaction Team Course or have prior documented SRT experience with a civilian (federal/state/local) police agency.

2. Must wear the DACP/DACG uniform IAW AR 190-56, maintain a high state of appearance and hygiene, and must be able to wear chemical protective equipment in accordance with AR 50-6.
3. This position does not meet the definition of Law Enforcement Officer, and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H.
4. This job requires the individual obtain and maintain a Secret Security Clearance.
5. This position is covered by the 1996 LAUTENBERG AMENDMENT TO THE GUN CONTROL ACT OF 1968. Persons convicted of a misdemeanor crime of domestic violence are not eligible for this position.
6. May serve on rotational shifts.
7. Is on call 24 hours, 7 days a week.
8. Employee may be required to wear a gas mask or other protective clothing.

Factor 1, Knowledge Required by the Position (Level 1-3 350 Points)

- Knowledge of basic investigative methods and techniques to investigate violations or reports of probable incidents on the installations.
- Knowledge of a variety of standard and nonstandard assignments in resolving a wide range of conditions or criminal activities requiring research, interviewing, planning, observing, conducting stake-out operations, and executing investigative techniques resulting in the arrest of suspects.
- 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.
- Knowledge of specialized security regulations and procedures to perform duties of a toxic guard on rotating shifts and a variety of posts/patrols within the toxic chemical area to control personnel access to controlled area; to patrol area to check doors, locks, storage sites, alarms, fences, etc.; and to prevent theft or damage to Federal property and equipment.
- Knowledge of toxic chemical munitions and agents to detect security problems within the area when checking doors, locks, storage sites, etc. Knowledge of IDS security monitoring display system to monitor the IDS operation in the toxic area. Knowledge of depot security communications network, and alarm systems. Knowledge of first aid training to perform first aid to self or fellow workers as needed. Knowledge of emergency and disaster control plans. Knowledge of the care and use of small arms; and use of gas, grenades, machine guns, and riot guns.
- Knowledge of safety and political/sociological factors involved with the presence of volatile/toxic materials and the potential dangers inherent in their storage, maintenance, and transportation. Knowledge of terrorism in order to determine the potential nature of the threat, available terrorist weapons, tactics, and countermeasures, hostage rescue, building and stairway operations, entry, search and movement, anti-sniper actions, and mass apprehensions, use of force, VIP protection, and threatened suicide rescue.
- Knowledge of the skills to use special individual weapons in marksmanship, multiple weapons stress (shoot/no shoot), combat skeet range, instinctive firing, automatic firing, weapons safety, maintenance assembly/disassembly, grenade launcher and crew served weapons training, gas mask and employment of chemical agents.
- Knowledge of the extensive protection systems are employed to prevent access to unauthorized individuals to include foreign agents, terrorists, and organized criminal elements.

Factor 2, Supervisory Controls (Level 2-3 275 Points)

- Assignments may require employee to perform investigations extending for periods of time beyond a single shift. The employee handles deviations from established procedures by resolving problems that arise according to agency or local standards, previous training and experience. Completed work is evaluated for

technical soundness. Supervisor issues work assignments and advise incumbent of changes to security procedures and any special orders. Incumbent is relied upon for independent accomplishment of both routine and non-routine assignments within scope of assigned authority, and to recognize and respond to emergency situations without prior approval of supervisor. Work is reviewed for technical compliance and soundness of decisions. When participating as a SRT member, the employee reports and makes recommendations as to adequacy of the preparations and resources on hand to meet the requirements of a variety of emergency circumstances. Work is evaluated by observing performance and reviewing oral and written after-the-fact reports and the feasibility of recommendations.

Factor 3, Guidelines (Level 3-3 275 Points)

Guidelines for toxic guard work consist of security methods and procedures applicable to extensive protection systems based on ARs, SOPs, and special security regulations relating to missions of the depot. 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 and armed robbery. 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. Guidelines for SRT work include special security methods and procedures applicable to a variety of emergency circumstances with possible gaps in their applicability. Incumbent exercises judgment in providing input on adequacy of preparation and resources.

Factor 4, Complexity (Level 4-3 150 Points)

The work requires toxic and IDS guard duty on rotating shifts and posts at Army depots where the employee performs duties required to monitor toxic chemical storage area to prevent unauthorized or inadvertent entry. Security duties in toxic area require application of different methods and procedures with employee involved in special exercises and as response team member requiring demonstration of proficiency in taking appropriate action to meet the situations. SRT work includes guard duty assignments to provide immediate response to terrorist threat situations, natural emergencies, and natural disasters. The employee performs various duties requiring the application of different and unrelated methods, practices, techniques, or criteria. Examples include investigative responsibilities (investigations extending beyond the span of a single shift), assignments vary frequently in the nature of cases handled, and assignments requiring application of a wide variety of police techniques to resolve. The employee decides what actions to take and the applicable methodology based on assessment of facts obtained from other officers, witnesses, and personal observation. Decisions vary according to the nature of the perceived threat, as from demonstrators or anticipated terrorist actions, or the affect that terrain, weather, lighting, and communications have on the ability to observe or pursue violators. The Security Guard decides on whether standard or special procedures are appropriate.

Factor 5, Scope and Effect (Level 5-3 150 Points)

The employee performs duties in a toxic chemical area to provide for the protection of property, materiel, equipment, and personnel during routine and emergency situations. When unusual or emergency situations occur, the guard employs methods to combat them. Assigned work contributes to the effectiveness of security post/patrol operations. Employee participates in mobilization exercises, demonstrations, mock situations, and other practical scenarios wherein potential critical situations are performed and assessed to assure that adequate preparation and resources are available to meet emergency requirements when actual problems occur. Responsible for investigating minor and serious violations, including some incidence of felonies. Provides investigative data to Criminal Investigators. The security systems are characterized by extremely stringent procedures and regulations, and multiple overlapping protection systems, such as electronic and electromechanical intrusion detection systems, fences, floodlights, and television monitoring systems. A breach in the security systems could affect the health and welfare of the people of this nation, and lead to a national crisis affecting international and/or domestic affairs.

Factor 6, Personal Contacts (Level 6-3 60 Points)

Personal contacts are with depot employees and officials, visitors, etc. within the depot. SRT work involves contacts with persons who are involved in life threatening situations. Contacts are with violators of laws, rules, or regulations and are reluctant to accept the officers authority, may resist detention or attempt to flee, or with unruly individuals who pose a threat to the officer and/or other individuals present.

Factor 7, Purpose of Contacts (Level 7-3 120 Points)

Contacts are for the purpose of obtaining or providing security information of a factual nature; reporting incidents/accidents within the toxic area; checking for proper identification; and apprehending or detaining civilians who have committed crimes or violations. SRT work requires contacts with persons who are involved in life threatening situations such as hostage, terrorist attack, etc. Guard maybe placed in a position where he or she must negotiate with individuals who clearly intend to carry out threats of violence or mayhem. Other contacts are for the purpose of gaining information in a hostage situation and from uncooperative witnesses. Persons contacted may be fearful, skeptical, uncooperative, or dangerous.

Factor 8, Physical Demands (Level 8-2 20 Points)

Work requires regular and recurring periods of standing, walking, driving, bending, and sitting for long periods in front of IDS monitor while performing assigned post/patrol duties. Work requires the employee to perform a physical agility test as well as a weapons qualification test commensurate with assigned duties and responsibilities. Physical agility will be a critical element in the performance standards for this position. SRT work to perform an Armed Forces Physical Fitness Test. Training and skill are required in the special techniques of rappelling, slide-of-life, ascending and descending structures, air mobile insertion, body climbs, and knots and seats.

Factor 9, Work Environment (Level 9-2 20 Points)

Guard work is performed inside buildings, mobile vehicles or out-of- doors in all kinds of weather. Toxic guards must carry a protective mask, pass annual physical examination requirements for working in proximity to toxic chemicals, apply first aid procedures including self injection of antidotes for chemicals to which exposed, and periodically receive a cholinesterase check. These requirements are to assure incumbents continued ability to work in proximity to toxic chemical agents. SRT work situation involves high risks with exposure to potentially dangerous emergency situations that relate to terrorist threat and natural emergencies. Employee may be required to wear a gas mask or other protective clothing.

Total Points: 1420

Point Range: GS-07 (1355 - 1600)

*** This position is eligible for certification IAW DoD 8570-01-M, 12/19/05.

*** This position is eligible for certification IAW DoD 8570-01-M, 12/19/05.

Position Evaluation:

CURSORY REVIEW 02-SEP-2005 AYW

Reviewed/pen and ink changes made 7/7/2009 skc

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER: AH143983

CPOC REGION: SCCPOC ANNISTON ARMY DEPOT

MACOM: _____

Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

80% test, if applicable (GS 5/6; Sit I & 2 WS supervisors; law enforcement & firefighter supervisors thru GS 9)

Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

Discretion & independent judgment

80% test, if applicable (This virtually never applies since GS 5/6 positions are trainees and other eligible employees are not professional)

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative FUNCTIONS of a management official

Nonmanual work test

intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION:

NonExempt

Classification Comments:

Eph 20

Position Description

PD#: AH146458
Sequence#: VARIES

Replaces PD#:

LEAD SECURITY GUARD

GS-0085-08

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES
Army Command: VARIES
Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: OPM PCS GS LEADER GEG, JUN 98
Citation 2: OPM PCS SECURITY GUARD, GS-0085, APR 88
PD Library PD: NO
COREDOC PD: NO

Classified By: [REDACTED]
Classified Date: 05/01/2003

FLSA: NON-EXEMPT	Drug Test Required: VARIES	DCIPS PD: NO
Career Program: 00	Financial Disclosure Required: NO	Acquisition Position: NO
Functional Code: 00	Requires Access to Firearms: VARIES	Interdisciplinary: NO
Competitive Area: VARIES	Position Sensitivity: VARIES	Security Access: VARIES
Competitive Level: VARIES	Target Grade/FPL: 08	Career Ladder PD: NO
Emergency Essential: []	Bus Code: VARIES	Personnel Reliability Position: VARIES
Information Assurance: Y	Influenza Vaccination: NO	
PD Status: VERIFIED		

Position Duties:

CL: 0104

MAJOR DUTIES:

Leads 8-12 Guards, GS-0085-06 and GS-07 in the accomplishment of security functions; and performs nonsupervisory guard duties of the same kind and level as that done by the GS-06 and GS-07 guards. Performs duties on a post/patrol basis.

1. Lead Duties: Assures the timely accomplishment of security and related inspection work. Checks work progress and makes day-to-day adjustments based on work priorities. Estimates and reports on expected completion time of work, discusses work requirement problems with supervisor, and maintains records on work progress and reports, as required, Instructs employees in specific tasks and job techniques, and provides on-the-job training to new employees in accordance with established procedures. Checks on work in progress to insure that supervisor's instructions on work sequence, procedures are met. Makes note of work not meeting established requirements and refers problem matters to supervisor. Answers questions of employees on procedures and regulatory directives and obtains decisions or information from supervisor on problems. Insures adequacy of working conditions such as lighting, security and safety. May recommend approval of leave for a few hours or in emergency situations, informs employees of available employee services, and resolves informal complaints of employees, Reports to supervisor on performance, progress, and training needs of employees, disciplinary problems, and makes informal suggestions on employee personnel actions.
50%

2. Nonsupervisory Guard Duties: As assigned, serves as a member of a two-man team stationed at the entrance to the toxic chemical storage area or as a member of a roving patrol on foot and by radio equipped vehicle within the toxic chemical storage area. Prevents unauthorized or inadvertent entry into limited and exclusion areas which multiple overlapping protection systems and a pass and identification system. As assigned, serves on patrols designated as special response teams. Performs security checks on igloos where hazardous chemical munitions and agents are stored. Inspection of every storage site in the area is conducted at regular intervals including checking of doors, locks, and vents. Conducts long and short term investigations when solutions cannot be achieved during the course of a normal shift. Conducts long term investigations (several days to several weeks) to detect and apprehend individuals committing acts of violence, theft of Federal or personal property, or violating laws concerning controlled substances. Conducts or assists with the detection, apprehension, and detention of violators for appropriate disposition. Operates radar and pursues vehicles when enforcing traffic regulations or laws. Issues or reviews the issuance of DD Form 1805 (Magistrate Summons Violation). Conducts or assists in the investigation of traffic accidents occurring on the installation.
25%

3. Conducts basic and refresher security police training through classroom presentations and practical exercises. Uses various training manuals, study guides, lesson plans, and other available reference sources. Follows a prescribed training program as outlined by Department of the Army (DA). Contacts and utilizes the expertise of DA proponent schools for security police training and local law enforcement agencies in maintaining a current training program which meets DA regulatory requirements. Subject areas taught include Security Police Basic Course, Basic Toxic Training, Chemical Surety Training, First Aid, Cardiopulmonary Resuscitation (CPR), etc. Administers written and performance examinations. Provides results of tests and evaluations to the supervisor. Assists in making any changes required to security instructions due to change in the regulations that cover the security requirements for the depot. Conducts training on shift to evaluate the job knowledge of the guard force and to place emphasis for on-shift-training and refresher training required. Conducts training in such a way as to assist the guard force in improving their job knowledge at all times. Oversees the conduct of Special Reaction Team training. Provides guidance on the application of training materials; training techniques appropriate for classroom presentation and hands-on practical exercises or scenarios; compliance with regulations on the frequency of refresher training,

periodic testing of job knowledge and proficiency of task oriented skills; maintenance of test and evaluation records for each employee. Conducts training exercises in the use and functions of all firearms available and used by the guard force to include familiarization of a variety of weapons and the actual qualification firing of all members. Evaluates performance of members to determine effectiveness of training and provides advice and assistance in improving performance. Schedules classroom and practical exercise training courses on a continuing basis. Prepares course material following regulatory requirements, arranges for facilities, supplies, and equipment, etc. Maintains training records and files and current publications.

25%

Performs other duties as assigned.

Special Measures:

1. Receives periodic instructions or drill, or both, in regular and special security procedures in effect for the area guarded, including methods for observing and identifying persons; recognition of classified materials and subversive devices; methods for soliciting information; methods for searching and disarming persons; care and use of small arms; use of gas, grenades, machine guns, and riot guns; personal defense; passive defense against chemical and radiological warfare; methods and techniques for combating sabotage and espionage, or infiltration by enemy agents; disaster and evacuation plans; and procedures for controlling or quelling riots or mobs. Whenever a situation of unusual or emergency nature occurs, guard employs the methods described above in combating the situation. The fact that incidents, for example, of espionage, sabotage, or riot, have not occurred or have been infrequent at a particular installation does not necessarily mean that such potential hazards do not exist and that protection and security measures are not essential and employed. Special training includes a basic toxic munitions training course and a refresher course semiannually. Other training includes location of fire protection equipment, decontamination stations, electrical switches, and first aid facilities.

2. Provisions of the Chemical Personnel Reliability Program (CPRP). The incumbent must meet and maintain all of the suitability, reliability, technical proficiency and medical requirements, to include urinalysis testing, established under the program (AR 50-6 and AR 600-85). Individuals, who are determined to be permanently disqualified under the Chemical Personnel Reliability Program (AR 50-6), will be removed from this job.

3. This job requires the individual obtain and maintain a Secret Security Clearance.

4. This position is covered by the 1996 LAUTENBERG AMENDMENT TO THE GUN CONTROL ACT OF 1968. Persons convicted of a misdemeanor crime of domestic violence are not eligible for this position.

Factor 1, Knowledge Required by the Position (Level 1-3 - 350 Points)

--Knowledge of toxic chemical munitions and agents to detect security problems within the area when checking doors, locks, storage sites, etc.

--Knowledge of SRT and DCO/IDS Procedures and Regulations.

--Knowledge of specialized security regulations and procedures to perform duties of a toxic guard on rotating shifts and a variety of posts/patrols within the toxic chemical area to control personnel access to controlled area; to patrol area to check doors, locks, storage sites, alarms, fences, etc.; and to prevent theft or damage to Federal property and

equipment.

--Knowledge of basic investigative methods and techniques to investigate violations or reports of probable incidents on the installations.

--Knowledge of a variety of standard and nonstandard assignments in resolving a wide range of conditions or criminal activities requiring research, interviewing, planning, observing, conducting stake-out operations, and executing investigative techniques resulting in the arrest of suspects.

--Knowledge of first aid training to perform first aid to self or fellow workers as needed.

--Knowledge of the care and use small arms; and use of gas, grenades, machine guns, and riot guns.

Factor 2, Supervisory Controls (Level 2-3 - 275 Points)

--Supervisor outlines overall work assignments to be accomplished by guards and outlines desired results. Supervisor is available to furnish assistance and guidance on problem matters, but incumbent is a lead guard and as such is expected to independently lead employees assigned to perform depot security functions in a timely and effective manner. Guard operations are spot- checked periodically for the effective utilization of employees, and the timely accomplishment of assigned work.

--Supervisor assigns incumbent on a rotational basis to posts or patrols and advises on special orders or changes to security regulations. Incumbent is relied on to independently perform duties, and to use sound judgment in exercising responsibilities. Supervisor is available for emergencies, discussion of unusual problems that could occur, and review of work for compliance with procedures by spot-check at work sites and through view of reports and records.

Factor 3, Guidelines (Level 3-3 - 275 Points)

--Guidelines for SRT, DCO/IDS and toxic guard work consist of security methods and procedures involving extensive protection systems based on ARs, SOPs, and special regulations relating to mission of the depot.

--Independent judgment is exercised in identifying and applying proper procedures and techniques, and in making minor deviations from guidelines to meet specific circumstances.

Factor 4, Complexity (Level 4-3 - 150 Points)

The work requires SRT, IDS/DCO and toxic guard duty on rotating shifts and Posts at a large Army Depot where the employee performs duties required to monitor toxic chemical storage area to prevent unauthorized or inadvertent entry. Security duties in toxic area require application of different methods and procedures with employee involved in special exercises, and as response team member requiring demonstration in proficiency of taking appropriate action to meet the situations.

Factor 5, Scope and Effect (Level 5-3 - 150 Points)

The purpose of the SRT, DCO/IDS and toxic guard work requires the employee to perform duties in the toxic chemical area to provide for the protection of property, material, equipment, and personnel during routine and emergency situations. When unusual or emergency situations occur, the guard employs methods to combat those. Assigned work

contributes to the effectiveness of security post/patrol operations.

Factor 6, Personal Contacts (Level 6-3 - 60 Points)

--The personal contacts are with personnel representing professional groups for the purpose of obtaining/giving information on security and/or law enforcement matters. Other contacts are with hostage takers, deranged personnel, violators and witnesses. Receives telephone calls from different levels of on and off depot personnel as well as other law enforcement agencies.

Factor 7, Purpose of Contacts (Level 7-3 - 120 Points)

--Contacts are for the purpose of directing security personnel in mobile units and on posts in routine and emergency situations, informing supervisory personnel of security posture during the situations, and apprehending or detaining civilians who have committed crimes or violations. Other contacts are for the purpose of gaining information in a hostage situation and form uncooperative witnesses.

Factor 8, Physical Demand (Level 8-2 - 20 Points)

--Work requires regular and recurring periods of standing, walking, driving, bending, and similar activities while performing assigned toxic patrol/post duties.

--Incumbent will be required to perform a physical agility test as well as a weapons qualification test commensurate with assigned duties and responsibilities. Physical agility will be a critical element in the performance standards for this position.

Factor 9, Work Environment (Level 9-2 - 20 Points)

--Lead Guard work is performed inside buildings, mobile vehicles or out-of-doors in all kinds of weather. Toxic guards must carry a protective mask, pass annual physical examination requirements for working in proximity to toxic chemicals, apply first aid procedures including self injection of antidotes for chemicals to which exposed, and periodically receive a cholinesterase check. These requirements are to assure incumbents continued ability to work in proximity to toxic chemical agents. Lead guard work situation involves high risks with exposure to potentially dangerous emergency situations that relate to terrorist threat and natural emergencies. Employee may be required to wear a gas mask or other protective clothing.

Total Points: 1420

Point Range: GS-07 (1355-1600)

Position is a GS-08 based on Lead of GS-07 positions.

*** This position is eligible for certification IAW DoD 8570-01-M, 12/19/05.

Position Evaluation:

Cursory Review 13 DEC 06 ts

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER: AH146458

CPOC REGION: SCCPOC ANNISTON ARMY DEPOT

MACOM: _____

Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

80% test, if applicable (GS-5/6; Sit I & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

Discretion & independent judgment

80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative FUNCTIONS of a management official

Nonmanual work test

intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION: NonExempt

Classification Comments:

Position Competencies:

Position Description

PD#: AH146460

Replaces PD#:

Sequence#: VARIES

SUPERVISORY SECURITY GUARD

GS-0085-10

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES

Army Command: VARIES

Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: OPM GENERAL SCHEDULE HRCD-5 JUNE 1998, APRIL 98

Citation 2: OPM PCS SECURITY GUARD, GS-0085, APR 88

PD Library PD: NO

COREDOC PD: NO

Classified By: [REDACTED]

Classified Date: 05/01/2003

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required:
NO

Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms:
VARIES

Interdisciplinary: NO

Competitive Area:
VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Competitive Level:
VARIES

Target Grade/FPL: 10

Career Ladder PD: NO

Emergency Essential:
[]

Bus Code: VARIES

Personnel Reliability Position:
VARIES

Information Assurance: Y

Influenza Vaccination: NO

PD Status: VERIFIED

Position Duties:

MAJOR DUTIES

Serves as a supervisor during regular tour of duty to cover weekends and other periods of Division Chief's absence. Accomplishment of assigned duties is as immediate supervisor over

Exh 21

security guards who are assigned to physically separated posts.

1. Develops plans and procedures along with other supervisors consistent with appropriate security regulations and requirements to provide for an adequate security program where there is continual potential danger from fire, explosions, industrial accidents, theft, unauthorized entry, sabotage and espionage. Plans daily post and patrol assignments, monthly work schedules, and for priority work assignments. Reviews all orders, new or revised security regulations and requirements; and after determination as to necessary action, explains and issues orders to subordinates for accomplishments within established regulations and policies. Answers technical work questions. Ensures assigned work is based on priorities, requirements of assignments and capabilities of employees. Assures work is equitably assigned by revising work schedules. Employs special security measures in an area containing classified war material where compromise and/or breach would adversely affect the installation's mission. Makes periodic inspection of security operations and from such observations and reports submitted, determines that instructions, orders and other requirements are complied with and program is carried out in an effective and efficient matter.

25%

2. Conducts and/or directs investigation of complaints and violations of regulations by depot employees and civilian population of housing areas, apprehends suspects, interviews witnesses, exercising good judgment to insure that the rights of individuals are not violated. Reviews work of investigations performed by security personnel. Resolves and/or provides guidance to security personnel in matters of short or long term investigations. Makes deposition relative to violations for review by U. S. Attorney and/or Magistrate and may serve as witness in relation to particular case. Maintains liaison with Federal, State, and other law enforcement agencies.

15%

3. Coordinates the activity of the Security Force with those of the operating and staff activities of the depot, exercising initiative, judgment and diplomacy, analyzing and evaluating such problems as may be encountered in enforcing security regulations and requirements.

10%

4. Directs training programs in order to achieve and maintain a high level of security awareness and motivation, the training is continuous and specialized and is designed to provide a complete and thorough understanding, and appreciation of the operational responsibilities of the security force.

10%

5. Directs subordinates in the proper direction of traffic and the enforcement of traffic rules and regulations in expediting of essential traffic for prompt evacuation of threatened areas in the event of disaster. Reviews traffic for prompt evacuation of threatened areas in the event of disaster. Reviews traffic complaints, investigates traffic accidents, and maintains a continuous evaluation of traffic conditions and makes or recommends improvements to supervisor.

15%

6. Schedules and approves leave of subordinates. Sets performance requirements and makes performance appraisals. Selects employees and makes recommendations for reassignments and other personnel actions. Counsels employees on problems; adjusts informal complaints through discussion with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Keeps employees informed regarding personnel and employee programs. Periodically

reviews job descriptions of subordinates for currency and accuracy; reports detailing of employees to jobs other than their own; initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary ones and achieve optimum content in those remaining.

25%

Performs other duties as assigned.

Special Measures:

1. Receives periodic instructions and/or drill, in regular and special security procedures in effect for the area guarded. This includes methods for observing and identifying persons; recognition of classified materials and subversive devices; methods for eliciting information; methods for searching and disarming persons, care and use of small arms; use of gas grenades, machine guns, and riot guns; personal defense; passive defense against chemical and radiological warfare; methods and techniques for combating sabotage and espionage, or infiltration by enemy agents; disaster and evacuation plans; and procedures for controlling or quelling riots or mobs. Whenever a situation of unusual or emergency nature occurs guards employ the methods described above in combating the situation. The fact that incidents, for example, of espionage, sabotage, or riot, have not occurred or have been infrequent at a particular installation does not necessarily mean that such potential hazards do not exist and that protection and security measures are not essential and employed.

2. Provisions of the Chemical Personnel Reliability Program (CPRP). The incumbent must meet and maintain all of the suitability, reliability, technical proficiency and medical requirements, to include urinalysis testing, established under the program (AR 50-6 and AR 600-85). Individuals, who are determined to be permanently disqualified under the Chemical Personnel Reliability Program (AR 50-6), will be removed from this job.

3. This job requires the individual obtain and maintain a Secret Security Clearance.

4. This position is covered by the 1996 LAUTENBERG AMENDMENT TO THE GUN CONTROL ACT OF 1968. Persons convicted of a misdemeanor crime of domestic violence are not eligible for this position.

Physical Requirements:

Incumbent will be required to perform a physical agility test as well as a weapons qualification test commensurate with assigned duties and 15672 responsibilities. Physical agility will be a critical element in the performance standards for this position.

Factor 1. Program Scope and Effect - Level 1-2 -- 350 Points

Serves as a supervisor for one of three shifts of an organized security guard force (Security Guards GS-0085-05, 06 and 07) on the depot. Work involves the effectiveness and efficiency in protecting a government installation. Work also involves carrying out program operations and administrative functions. Supervisory work is performed 100% of the time. Incumbent to exercises initiative and judgment in carrying out assignments or making decisions within scope of responsibility. Work is performed in conformance with methods and procedures set forth in applicable ARs, ANADRs, and other similar references.

Factor 2. Organizational Setting - Level 2-1 -- 100 Points

The position is accountable to the Division Chief who is two or more levels below the SES or General Officer level in the direct supervisory chain.

Factor 3. Supervisory and Managerial Authority Exercised - Level 3-2c -- 450 Points

Position is a first-line supervisor of one and/or two grade interval work. Plans and coordinates work operations on a monthly, quarterly, or project basis. Fully meets the authorities and responsibilities for managing employees and resources as described at Level 3-2c.

Factor 4. Personal Contacts

Nature of Contacts - Level 4A-2 -- 50 Points

Contacts are with subordinate employees, personnel within the directorate, supervisors, employees of the depot and members of the business community or general public and Criminal Investigators. Contacts are typically informal and occur in person, meetings, or by telephone.

Purpose of Contacts - Level 4B-2 -- 75 Points

Purpose of contacts is to make assignments, provide training, counseling, and guidance to employees,; to provide and exchange information with other supervisory personnel within the directorate. Review work of investigations performed by security personnel. Resolves and/or provides guidance to security personnel in matters of short or long term investigations.

Factor 5. Difficulty of Typical Work Directed - Level 5-4 -- 505 Points

The GS-7 nonsupervisory grade level best characterizes the basic mission of this organization and constitutes in excess of 25% of the workload.

Factor 6. Other Conditions - Level 6-2 -- 575 Points

The work involves supervision of a uniformed Security Guard force. The work is comparable in difficulty to the GS-6 and GS-7 level. The supervisor has a continuing responsibility to assure timeliness, adherence to security procedures, and compliance of training in the use of weapons, maintenance of equipment, and special reaction methods.

TOTAL POINTS: 2105
POINT RANGE: GS-10 (2105-2350)

*** This position is eligible for certification IAW DoD 8570-01-M, 12/19/05.

Position Evaluation:

Pen and ink change: Added percentages to the paragraphs. Mangement provided the percentages. 14 Dec 2007. TS.

Cursory Review: 03 May 2007: ts.

TECHNICAL ADVISORY
EVALUATION STATEMENT

1. References:

- a. OPM PCS General Schedule Supervisory Guide, January 1999
- b. OPM PCS Police/Security Guard Series, GS-0083/0085, April 1988

2. Title and Series Determination: The purpose of this position is to serve as the alternate

supervisor during regular tour of duty to cover weekends and other periods of Division Chief's absence. These duties, meet the series definition for Security Guard. Therefore, the duties are assigned to the 0085 series and descriptively titled Supervisory Security Guard.

3. Grade Determination. The grade is determined by evaluating each factor by comparing the factor-level definitions to the position. The highest factor level which is fully met is assigned. The total points accumulated under all six factors are converted to a grade using the grade conversion table in the GSSG.

FACTOR LEVEL POINTS

1 1-2 350

2 2-1 100

3 3-2 450

4A 4A-2 50

4B 4B-2 75

5 5-4 505

The basic work of the division which constitutes 25% of the workload is at the GS-7 level.

6 6-2 575

TOTAL POINTS 2105

GRADE GS-10

4. Job Classification: Supervisory Security Guard GS-0085-10

I CERTIFY THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

o/s/b 5 Feb 03

██████████ Director of Law Enforcement and Security (Date)

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS.

o/s/b 18 Feb 03

██████████ OD, COMMANDING (Date)

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER: 146460

CPOC REGION: SCCPOC_____

MACOM: _____

___ Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

80% test, if applicable (GS 5/6; Sit I & 2 WS supervisors; law enforcement & firefighter supervisors thru GS 9)

Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

Discretion & independent judgment

80% test, if applicable (This virtually never applies since GS 5/6 positions are trainees and other eligible employees are not professional)

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative FUNCTIONS of a management official

Nonmanual work test

intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test - all employees GS-05 to GS-06 and law enforcement or firefighter supervisors thru GS-09 are nonexempt unless they meet 80% test.

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION: Exempt

Classification Comments:

Position Competencies: