

Subject to be Trained	Reference Material	Instructor Name	Date Completed
Traffic Law	DA Guards POI - LP 191-5631 Complete the performance Measures Task in ST 19-083 191-389-0022 - Investigate a Traffic Accident 191-389-0024 - Impound a Vehicle		
Vehicle Stops SESAMS	DA Guards POI - LP 191-5661		
Search an Area	DA Guards POI - LP 191-5694		
Safety	Material Provided by Safety Office		
Small unit combat tactics (day and night)	DES SOP 29 - Tactical Response		
Operations in a Restricted Area Duress system Circulation Control (how the personnel within the storage site are identified and controlled, to include escort requirements and procedures for duress situation) Guard orders, to include communications and duress procedures	DA Guards POI - LP 191-5725 Complete the performance Measures Task in ST 19-083 191-389-0031 - Patrol a Restricted Area 191-389-0038 - Control Entry to and Exit From a Restricted Area		
Record-keeping	191-376-5101 Record Police Information 191-376-0001 Prepare DA Form 3975 (Military Police Report) 191-376-0002 Prepare DA Form 2823 (Sworn Statement) 191-376-5138 Prepare DA Form 4137 (Evidence/Property Custody Document) 191-376-6072 Prepare DA Form 3946 (Military Police Traffic Accident Report) DES SOP 22		
Active Shooter	DA Guards POI - LP 191-5705 Complete the performance Measures Task in ST 19-083 191-389-0035 - Respond to an Active Shooter		

ANNEX B

Name: ___

Div: _____

Subject to be Trained	Reference Material	Instructor Name	Date Completed
<p>Personnel Identification and Entry / Access Control</p> <p>Personnel Identification</p>	<p>DA Guards POI - LP 191-5722</p> <p>Complete the performance Measures Task in ST 19-083</p> <p>191-389-0041 - Control Access to a Military Installation</p> <p>191-389-0045 - Control Entry at an Access Control Point</p>		
<p>Security vehicle operations</p>	<p>191-376-5113 - Use MP Vehicle Emergency Equipment</p> <p>Complete the performance Measures Task in ST 19-083</p> <p>091-109-0006 - Maintain Equipment Inspection and Maintenance Worksheet (DA Form 2404) and (DA Form 5988-E)</p> <p>Complete the performance Measures Task in ST 19-083</p> <p>091-257-0002 -Conduct Preventive Maintenance Checks and Services (PMCS)</p>		
<p>Use of Force Biannual Training</p> <p>Use of force (including deadly force)</p> <p>Legal authority, responsibility, and jurisdiction of guards on duty, to include use of force</p>	<p>DA Guards POI - LP 191-5644</p>		

Subject to be Trained	Reference Material	Instructor Name	Date Completed
<p>Weapons Training (Qualification/ Familiarization) Biannual Training</p> <p>Frequent firing of assigned weapons</p> <p>Weapons qualification with assigned weapons to include familiarization fire for weapons without formal courses of fire</p> <p>Care and use of weapons, to include qualification firing with assigned weapons within 12 months</p>	<p>Qualification will be semi-annually and will follow the in-service TSP to include safety, functions, capabilities, limitations and maintenance of the weapons.</p> <p>Complete the performance Measures Task in ST 19-083 or ST 19-085</p> <p>(M9)</p> <p>DA Guards POI - LP 191-5656 DA Guards POI - LP 191-5657 DA Guards POI - LP 191-5658</p> <p>(Shotgun)</p> <p>DA Guards POI - LP 191-5635 DA Guards POI - LP 191-5636 DA Guards POI - LP 191-5666</p> <p>(M-16 Rifle)</p> <p>071-311-2026 - Perform a functions check on an M16A1/A2 071-311-2027 - Load an M16A1/A2 Rifle 071-311-2028 - Unload an M16A1/A2 Rifle 071-311-2029 - Correct Malfunctions on an M16A1 or M16A2 Rifle 071-311-2030 - Zero an M16A2 Rifle 071-311-2007 - Engage Targets with an M16A1/A2 Rifle 071-311-2025 - Maintain an M16A1/ A2 Rifle</p> <p>(M249 SAW)</p> <p>071-010-0006 - Engage Targets with an M249 Machine Gun 071-312-4027 - Operate an M249 Machine Gun 071-312-4025 - Maintain an M249 Machine Gun 071-312-4030 - Zero an M249 Machine Gun</p>		

FOURTH QUARTER TRAINING
(JULY - SEPTEMBER)

Subject to be Trained	Reference Material	Instructor Name	Date Completed
Law Enforcement Equipment	DA Guards POI - LP 191-5612		

ANNEX B

Name: ____

Div: ____

Subject to be Trained	Reference Material	Instructor Name	Date Completed
Search a Building M9 Building Search	DA Guards POI - LP 191-5695 Complete the performance Measures Task in ST 19-083 or ST 19-085 191-389-0036 - Search a Building DA Guards POI - LP 191-5662		
Law Enforcement History	DA Guards POI - LP 191-5616		
Law Enforcement Liability	DA Guards POI - LP 191-5628		
Law Enforcement Mental Conditioning and Survival	DA Guard POI - LP 191-5634		
Operation Security (OPSEC)	DA Guards POI - LP 191-5611		
Explosive Threats	DA Guards POI - LP 191-5673 Complete the performance Measures Task in ST 19-083 191-389-0014 - Respond to a Bomb Threat		
Searches a Vehicle	DA Guards POI - LP 191-5696 Complete the performance Measures Task in ST 19-083 191-389-0012 - Search a Vehicle for Explosive Devices or Prohibited Items at an Installation Access Control Point 191-389-0030 - Inspect a Vehicle for Explosive Devices or Prohibited Items at an Installation Access Control Point		
Non-Lethal Ammunition	DA Guards POI - LP 191-5667		
Crime prevention	191-377-5214 - Determine Elements of a Crime		
Convoy techniques	191-376-4146 Perform as a member of Convoy Security Escort Team		
Escort vehicle procedures	191-376-4146 Perform as a member of Convoy Security Escort Team		
General tactics for responding to threats	191-376-4110 Perform as a member of an In-Transit Security Team		

Subject to be Trained	Reference Material	Instructor Name	Date Completed
Continuous surveillance of shipment procedures	191-376-4146 Perform as a member of Convoy Security Escort Team		
Isolation of shipment (load) vehicles	191-376-4146 Perform as a member of Convoy Security Escort Team		
Hostage situations	191-376-5136 Respond to a Hostage Situation		
Operation, use, and testing of IDS equipment	DA Guards POI - LP 191-5719 191-376-5135 Respond to an alarm		
Operation and monitoring of intrusion detection system			
Physical Security Overview	DA Guards POI - LP 191-5719		
Physical Security Threats	DA Guards POI - LP 191-5721		
Common forms of Sabotage and Espionage, to include threat situation			
Crowd Behavior and Dynamics	DA Guards POI - LP 191-5713		
Riot Control	DA Guards POI - LP 191-5714 Complete the performance Measures Task in ST 19-083 191-389-0008 - Use a Riot Baton as a Member of a Riot Control Formation 191-389-0009 - Use a Riot Shield as a Member of a Riot Control Formation		
Safety	Material Provided by Safety Office		
Additional Training subjects listed in AR 190-13, paragraph 2-5. (Subjects to be included in training exercises; (1). Hostile intelligence gathering operations example, satellites, offshore monitoring, human intelligence (HUMINT) (2). Paramilitary forces (3). Terrorists or saboteurs (4). Traditional criminal elements (5). Protest groups (6). Disaffected persons	Annual Security Briefing Postulated Threat - Briefing		

Name: _____

Div _____

**DES TRAINING - ATTENDANCE AND RATING RECORD
SUPERVISOR/DESK CONTROL OFFICER REQUIRED TRAINING TASKS
AR 190-56, AR 190-11, AR 190-59 & DA GUARD POI**

**FIRST QUARTER TRAINING
(OCTOBER - DECEMBER)**

SPECIALIZED TRAINING

Security force personnel will receive specialized training pertaining to their specific duties and duty location. This training will be certified by a supervisory level individual designated by the Commander/Director for this purpose, indicating that the individual is proficient for duty.

Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Post 1 - DCO Operator (Selected Personnel)	DES SOP 9, 10, 11, 22, 24 & 28		
Post 7 IDS Operator (Selected Personnel)	DES SOP 9, 10, 11, 15 & 28		
Armor (Selected Personnel)	DES SOP 10		
Post 11 IDS Operator (Selected Personnel)	DES SOP 5, 7, 8, 9, 13, 15, 21, 29		
Special Reaction Team (SRT) (Selected Personnel)	DES SOP 12		
Drager Certification (Cert # _____) (Selected Personnel)	IAW State Forensics Lab As scheduled through the state		
Supervisor/Lead Guard (Selected Personnel)	AMC Memo dtd 21 Sep 2004		
Acceptable Use Policy (All Personnel that have access to the Depot Network will read and sign the Acceptable Use Policy in Annex D)	Information Assurance, AR 25-2, 14 Nov 03. Computer Users Security Course (Computer or LAN) (https://ia.gordan.army.mil)		

**DES TRAINING - ATTENDANCE AND RATING RECORD
SUPERVISOR/DESK CONTROL OFFICER REQUIRED TRAINING TASKS**

Subject to be Trained DESK CONTROL OPERATORS (GS-07 and Above)	Reference Material	Instructor Name	Date Completed
Process Offenders	191-378-5305 Process Offenders		
Determine Elements of a Crime	191-377-5214 Determine Elements of a Crime		
Collect, Compile and Process Police Information	191-378-5303 Collect, Compile and Process Police Information		
Information Assurance (All Computer Users)	Memo dtd 20 May 2005, TACOM LCMC Annual Training Guidance - FY06		

AR 190-56, AR 190-59

**DES TRAINING - ATTENDANCE AND RATING RECORD
SUPERVISOR REQUIRED TRAINING TASKS**

AR 190-56 and AR 190-59

Subject to be Trained (Supervisor Training)	Reference Material	Instructor Name	Date Completed
Select a Detail Using a Duty Roster (DA Form 6)	121-030-3502 - Select a Detail Using a Duty Roster (DA Form 6)		
Suicide Prevention	TACOM Training Guidance Memo dtd 20 May 2005		
Site defense plans (1) Bomb Threats (2) Civil Disturbances/ Demonstrations	191-378-5310 - Supervise First Response to a Crisis Incident 191-378-5307 - Supervise Cordon Operations for Law Enforcement 191-378-4303 - Supervise a Riot/Crowd Control Operation with a Squad-Size Element 191-379-5403 - Supervise a Riot/Crowd Control Operation with a Platoon-Size Element		
Motivation of security personnel	191-376-5100 Use of Interpersonal Relations Skills		
Evaluation and uses of intelligence services	191-400-0041 Establish Liaison with Other Military/Civilian Law Enforcement Agencies		
Chemical agent recapture and recovery operations	191-400-0045 -Direct Patrol Activities LAW ANAD Recapture and recovery plan		
Recapture and recovery plan			
Hostage Situations	191-376-5136 Respond to a		

Name: _____

Div _____

Subject to be Trained (Supervisor Training)	Reference Material	Instructor Name	Date Completed
Supervisor Drug Free Workplace	Hostage Situation TACOM LCMC Command Training Plan for FY 10		
Management Control Process	TACOM LCMC Command Training Plan for FY 10		
Supervisors and Managers EEO Training	TACOM LCMC Command Training Plan for FY 10		
Supervise Emergency Entrance and Exit Procedures	191-378-5315 - Supervise an Installation Access Control Point		
Interaction with military and civilian recovery forces			
Emergency reporting requirements	As Directed by be Incident Notification Roster 191-378-5309 Prepare a Serious Incident Report.		
Practical Exercises in Defensive Techniques to Counter a Threat	DES SOP -- 5 Chemical Exercise		
Police Administration Section	191-400-0034 - Direct the Conduct of a Police Administration Section		
Investigations Section	191-400-0036 - Direct the Conduct of Investigations		
Supervise an Evidence Room	191-400-0044 - Supervise Accountability of Evidence in the Evidence Room		
Analyze Crime Statistics to Determine Law Enforcement Problem Areas & Crime Trends	191-400-0046 - Analyze Crime Statistics to Determine Law Enforcement Problem Areas & Crime Trends		
Supervise the Preparation of a Traffic Control Plan	191-400-0011 - Supervise the Preparation of a Traffic Control Plan		
Supervise the Development of a Traffic Control Plan Based on Statistics	191-400-0037 - Supervise the Development of a Traffic Control Plan Based on Statistics		
Direct the Development of a Traffic Control Study Plan	191-400-0038 - Direct the Development of a Traffic Control Study Plan		
Develop Physical Security Plan	191-000-0003 - Develop Unit Physical Security Plan		
Plan Terrorism Counter Action Activities	191-400-0006 - Plan Terrorism Counter Action Activities		
Determine Threat Potential for Physical Security	191-400-0039 - Determine Threat Potential for Physical Security		
Supervise the Preparation of a	191-400-0040 - Supervise the		

Physical Security Plan	Preparation of a Physical Security Plan		
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EXAMPLE

**DES Security Test Exercise (Chemical)
Security Exercise Scenario**

Start Exercise Date-Time

End Exercise Date-Time

Division: #

Vulnerability Assessment Scenario Number: #4

Potential Threat Acts: Seizure, Theft, Sabotage

Specific Threats on this Target: Insider/Outsider Collusion

Threat Objective(s) for this Target: To steal CSM for later use and to sabotage remaining CSM in structure.

Threat Tactics: Diversionary and overt attack

Tools/Weapons/Devices/Explosives Required by Threat: The van/truck with closed box trailer, van/truck loaded as VBIED. Two moto-cross motorcycles, assorted sub machine guns/pistols w/ammunition, backpacks and saddlebags with explosives (satchel and cutting charges with electronic detonators), radios/cell phones, body armor, bolt/wire cutters.

Scenario Summary: Insider prepositions the truck and trailer containing the support equipment in parking lot. Threat forces enter the Depot perimeter through the north boundary and tactically move to the parking area where they unload the equipment and begin the attack. The driver of the van, now turned into a VBIED, waits near building 802 until the four motorcycle riders arrive at the attack start point at firing range road and brown gate. On order the van moves to the ECF and enters the vehicle trap. Before the gate is closed the driver dismounts and runs out of the closing gate and disappears between buildings 802 and 803 escaping into the woods and leaving the area by the way they entered along the north fence. The VBIED is detonated by remote control (cell phone call) and the ECF is severely damaged.

The motor cycle team attempts to quietly cut the locks/fence fabric on the gates along the corridor road and take center Brown route to the vicinity of igloo 1101 (the insider marked the fence for ID) without noise or being noticed before the VBIED attack. Once the VBIED is detonated threat forces dismount, cut through the wire, leaving one member to engage security forces at the entry point, they enter the CLA on foot, move to the igloo placing one member at the entry road to delay security forces then move to the doors, place multiple explosives on the king Tut block, hasps, locks and door hinges then detonate the explosives. They enter the structure, place additional charges on several crates containing CSM and leave with one crate of mortar rounds. Upon reaching the motor cycles they break into the crate removing individual rounds placing them in the backpacks and saddlebags and rapidly escape through the same point they entered and taking firing range road to the Depot boundary they cut through the gate/fence escaping into Pelham range. They then remotely detonate the explosive charges left inside the igloo by cell phone. End of Scenario

Name: _____

Div _____

After Action Review: Detail the pre-exercise deployment/patrol status. Actions taken after the initiation of the attack by posts and patrols engaged and deployed IAW TDP and based on enemy actions/reactions. Use time increments of 15 minutes.

Red Force: Example: From X o'clock to Y o'clock Red team did the following...

Blue Force: Example: From X o'clock to Y o'clock Blue team did the following...

Key Guard Force Tasks Exercised During Event: Example: Sealed the CLA, organized response force, tactically deployed forces, conducted fire and maneuver, conducted evacuation of wounded, deployed M-113...etc.

Key Personnel:

Supervisor: Patrol 6-0, Post 11 etc.

Observer(s)/Controller(s): Ms. XYZ, Mr. ABC, etc.

Red Force: X number of role players (Mr. Smith, Ms. Jones, etc.)

Blue Force: 6-2, 6-3, 6-4 etc.

Supervisors Signature

Observer/Controller Signature

Security Officer Guide

**DES TRAINING – SPECIALIZED TEST
SECURITY FORCE REQUIRED TRAINING TASKS**

SPECIALIZED TRAINING

Security force personnel will receive specialized training pertaining to their specific duties and duty location. This training will be certified by a supervisory level individual designated by the Commander/Director for this purpose, indicating that the individual is proficient for duty. The certification will be recorded on the appropriate test enclosed in this annex.

The following is the format for reporting the completion of, and certification of each Security Officer Guide Test. The Division Chief or Assistant Chief as the certifying official will sign this memorandum.

AMASTA-AN-ES

Date

MEMORANDUM FOR: Training Officer (DES)

SUBJECT: Certified Training for (the test being reported)

The following personnel meet the requirements for the manning of Post-____, and received a GO on the Security Office Guide Test, which is enclosed:

NAME

PAY PLAN/ SERIES/ GRADE

Signed by Certifying Official

Annex E

	RATING	RESPONDING TO TRAINING	NOT OBSERVED
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FREQUENT AND OTHER PERFORMANCE TASKS

M__ Report Writing: Time/Date 1 2 3 4 5 6 Yes__ No__ _____

Report Writing: appropriate Time Used

Unacceptable: Requires 2-3 hours to complete basic, simple reports.

Success: Completes basic, simple reports in about 30 minutes, or in about the same amount of time it normally takes a competent field officer to complete a similar report.

Excellence: Completes simple, basic reports in less time than it normally takes an experienced, competent field officer to complete similar reports. (Articulate this dependant on the type of report; what you consider a normal time to complete)

N__ Field Performance: Non-Stress 1 2 3 4 5 6 Yes__ No__ _____

Field Performance: Non-Stress conditions

Unacceptable: Seemingly confused and disoriented as to what action should be taken in a given situation.

Success: Able to access situations and take appropriate action.

Excellence: Requires no assistance and always takes proper course of action.

O__ Self-initiated Field Activity 1 2 3 4 5 6 Yes__ No__ _____

Self initiated field activity

Unacceptable: Does not see, or avoids activity. Does not follow up on situations; rationalizes suspicious circumstances. Makes no effort to locate criminal or suspicious activity.

Success: Recognizes and identifies suspected criminal activity. Makes an effort to locate criminal activity.

Excellence: Catalogs, maintains and uses information given at briefings for reasonable cause to stop vehicles and persons, and makes good quality apprehensions. Utilizes all spare time activity looking for criminal activity and conducting appropriate traffic stops, and citizen contact

P__ Problem-Solving/Decision-Making 1 2 3 4 5 6 Yes__ No__ _____

Problem Solving / Decision Making Ability

Unacceptable: Acts without thought or is indecisive. Relies on others to make his or her decisions.

Success: Is able to reason out problems and relate it to what he or she was taught. Has good perception and ability to make his or her own decisions.

Excellence: Excellent perception in foreseeing problems and arriving at excellent decisions.

Q__ Appropriate Radio Communication 1 2 3 4 5 6 Yes__ No__ _____

Appropriate Use of Communicating Codes

Unacceptable: Misinterprets communications codes, definitions or fails to use it in accordance with department policy. Fails to improve.

Success: Has good working knowledge of most communication code definitions and usually uses them properly.

Excellence: Uses communication codes with ease in all sending and receiving of transmissions.

Annex E

	RATING	RESPONDING TO TRAINING	NOT OBSERVED
FREQUENT AND OTHER PERFORMANCE TASKS			

H ___ Driving Skill: Non-Stress 1 2 3 4 5 6 Yes ___ No ___ _____

Driving skill: Non-Stress conditions

Unacceptable: Continually violates vehicle code (red lights, stop signs), involved in chargeable accidents, lacks dexterity and coordination during vehicle operations, unsafe.

Success: Ability to maintain control of vehicle while being alert to activity outside the vehicle. Practices good defensive driving techniques.

Excellence: Sets excellent example of courteous, lawful driving while exhibiting good manipulative skills required of a patrolman, i.e. use the radio, spot lights, etc.

I ___ Orientation Skill: Non-Stress 1 2 3 4 5 6 Yes ___ No ___ _____

Orientation skill: Non-Stress conditions

Unacceptable: Unaware of location while on patrol. Does not Understand how to use a map. Unable to relate location to destination.

Success: Reasonable knowledge of location on most situations. Can quickly use a map to find locations and appropriate response routes.

Excellence: Retains prior map information and is able to get to destinations by the shortest route.

J ___ Proper Report Selection: Accuracy 1 2 3 4 5 6 Yes ___ No ___ _____

Proper form selection: Accuracy/Completeness

Unacceptable: Unable to determine proper form for given situations, Forms incomplete.

Success: Knows most standard forms and understands format. Completes Forms with reasonable accuracy.

Excellence: Consistently and rapidly completes detailed forms without assistance. High degree of accuracy.

K ___ Report Writing: Details 1 2 3 4 5 6 Yes ___ No ___ _____

Report Writing: Organization /Details

Unacceptable: Totally incapable of organizing events into written form. Reports are not understandable or do not accurately reflect the circumstances encountered.

Success: Converts field situations into a logical sequence of thought to include all elements of the situation.

Excellence: A complete and detailed account of what occurred from beginning to end; written and organized so as to assist the reader in comprehending the occurrence.

L ___ Report Writing: Grammar/Spelling 1 2 3 4 5 6 Yes ___ No ___ _____

Report Writing: Grammar/Spelling/Neatness

Unacceptable: Illegible, numerous misspelled words, incomplete Sentence structure, improper grammar.

Success: Grammar, spelling and neatness are satisfactory, in that errors are few and do not impair understanding.

Excellence: Very neat and legible, no spelling errors and flawless grammar .

Annex E

RATING	RESPONDING TO TRAINING	NOT OBSERVED
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CRITICAL PERFORMANCE TASKS (Continued)
Officer Safety: General (Continued)

- Fails to have weapon ready when appropriate.
- Fails to cover other officers.
- Fails to search patrol car prior to duty and after transporting.
- Fails to check vehicle equipment.
- Other:

Success: Understands common principles of officer safety and generally applies them.
Excellence: Always keeps a safe position. Watchful during approaches to all calls. Aware of available cover/concealment. Plans for unexpected dangers. Not overconfident or paranoid.

E ___ Officer Safety: 1 2 3 4 5 6 Yes ___ No ___

Suspicious Person or Prisoner

Officer Safety: Suspicious persons and prisoners
Unacceptable: Frequently violates common officer safety principles as detailed in D. In addition, fails to conduct searches when appropriate, confronts persons while seated in patrol car, fails to handcuff or restrain from a position of advantage, fails to employ department's approved person searches. Does not recognize the dangers posed by suspects and prisoners.
Success: General displays awareness of potential danger from suspicious persons and prisoners, maintains position of advantage.
Excellence: Always maintains position of advantage and is alert to changing conditions. Properly utilizes the department's person search techniques.

F ___ Control of Conflict: 1 2 3 4 5 6 Yes ___ No ___

Voice Command

Control of conflict: Voice command
Unacceptable: Improper voice inflection, i.e. too soft or loud, Confused tone or voice command, indecisive, poor officer bearing, does not control situations.
Success: Speaks with authority in a calm clear voice.
Excellence: Always gives the appearance of complete command through voice tone and bearing.

G ___ Control of Conflict: Physical Skill 1 2 3 4 5 6 Yes ___ No ___

Control of conflict: Physical skill
Unacceptable: Fails to take appropriate action, physically weak, no cardiovascular fitness. Uses too little or too much force for given situations. Unable to use proper restraints. No knowledge or skill in the department's defensive tactics system.
Success: Maintains control without excessive force. Generally utilizes department's defensive tactics systems.
Excellence: Excellent knowledge and ability to employ the department's defensive tactics system. Well above average physical condition. Always prepared to use the appropriate amount of force IAW AR 190-14 and department guidelines.

Annex E

	RATING	RESPONDING TO TRAINING	NOT OBSERVED
CRITICAL PERFORMANCE TASKS			
A ___ Driving Skill Stress Condition	1 2 3 4 5 6	Yes ___ No ___	_____

Driving Skill: Stress conditions

Unacceptable: Involved in accidents, unnecessary code-3. Overuses emergency warning equipment. Excessive and unnecessary speed. Fails to slow for intersections and/or loses control at corners.

Success: Maintains control of the vehicle. Evaluates driving situations and reacts appropriately. (i.e. proper speed for conditions.

Excellence: High degree of reflex ability and competent defensive driving skills.

B ___ Orientation Skill: Stress Condition	1 2 3 4 5 6	Yes ___ No ___	_____
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Orientation skill: Stress conditions

Unacceptable: Becomes disoriented when responding to stressful situations. Is unable to relate his or her location to his or her destination. Is unable to use map under stress. Is unable to determine directions of the compass during stressful tactical situations.

Success: Reasonably aware of his or her location. Is able to utilize a map effectively under stressful situations. Demonstrates good sense of direction in tactical situations.

Excellence: Always responds quickly to stressful calls by the most appropriate route. Does not have to refer to a map. Does not become disoriented during tactical situations.

C ___ Field Performance: Stress Condition	1 2 3 4 5 6	Yes ___ No ___	_____
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Field Performance: Stress conditions

Unacceptable: Becomes emotional and panic-stricken, unable to function, loses temper.

Success: Exhibits calm and controlled attitude, does not allow situations to further deteriorate.

Excellence: Maintains control and brings order under stressful circumstances without assistance.

D ___ Officer Safety: General	1 2 3 4 5 6	Yes ___ No ___	_____
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Officer Safety: General

Unacceptable: frequently fails to exercise officer safety, i.e.

Exposes weapons to suspects (OC, ASP, handgun, etc.)

Fails to keep gun hand free during enforcement situations.

Stands directly in front of violator's car door.

Does not maintain sight of violators while writing citations.

Fails to properly use illumination.

Fails to inform dispatcher when leaving the vehicle.

Fails to maintain good physical condition.

Fails to utilize or maintain personal safety equipment properly.

Does not foresee or plan for potentially dangerous situations. Points gun at other officers.

Stands too close to vehicle traffic.

Stands in front of door when knocking.

Annex E

**SECURITY POLICE
FIELD TRAINING OFFICERS (FTO)GUIDE
AR 190-56, 264 hours
ON-THE-JOB-TRAINING / SUPPLEMENTAL DAILY OBSERVATION REPORT**

REPORTING PERIOD (From and To Dates) _____

NAME (Last, First and MI): _____

GRADE: _____

DIVISION ASSIGNED: _____

RATING INSTRUCTIONS: Use the scale shown below to rate the Probationary Officer's (PO) performance. Comments should be made on DA Form 1594 to correspond with the appropriate categories listed below. The task of evaluating and rating a PO's performance must be based on the following numerical scale value definitions. As guidelines, the definitions listed below each category serve as a means of program standardization and continuity.

RATING SCALE:	1	2	3	4	5	6
	Needs Improvement		Success		Excellence	

A "Daily Observation Report" (DOR) DA FORM 1594 is to be completed on the below items that apply to the duty day, by the FTO, at the end of each and every shift (See Example J-1). The DOR provides the essential information to provide administrative control over the progress of the PO. In addition to recording each PO's progress, evaluations serve to inform the PO of his or her performance at that particular point in the training. The DOR is also an excellent device for identifying training needs and documenting training efforts. As a minimum, the DOR should address the below 30 items (from A to DD). Add sections that may uniquely apply to your activity.

ABBREVIATIONS

In addition to the rating scale performance levels, two additional categories exist: These are:

1. "N.O." for Not Observed. This is to be checked when the FTO does not observe enough activity in that category to effectively give a rating. An example of this is during the first day the PO does not drive the patrol car. Therefore, N.O. would be checked under that category H (Driving skill: Non-stress conditions).
2. "N.R.T." for "Not Responding to Training". This would appropriately be checked when an PO has been instructed in a particular subject matter, and still fails to demonstrate knowledge of the subject or is unable to perform the task that would exhibit this knowledge. An NRT rating must be fully documented on the DOR and other appropriate evaluation reports with detailed narrative comments and explained to the PO. The documentation must fully describe the training that took place and the PO's specific behavior. On the second page of the DOR there are sections provided for the FTO to describe the most and the least acceptable performance of the PO during the shift in question.

SUBJECT: Authority of Civilian Police and Security Guards'

h. I certify I understand my Authority as a DACP/SG and the requirements for the use of force

i. Each DACP/SG will acknowledge in writing, a clear understanding of their authority and jurisdiction annually.

DACP/SG Signature

Certifying Official

SUBJECT: Authority of Civilian Police and Security Guards'

e. Because of potential conflicts of interest and Posse Comitatus Act issues, DACP/SGs while wearing the duty uniform and/or badge, may not be deputized or exercise any additional authority and jurisdiction other than given by the Depot commander.

f. In the event that chemical surety materials are stolen and removed from the installation, I understand that under the Hot Pursuit Doctrine, I may pursue and arrest a suspect felon outside the territorial jurisdiction of ANAD. In the context of CSM recapture or recovery operations, the Hot Pursuit Doctrine would apply when CSM security personnel have probable cause that an unauthorized individual is attempting to remove CSM, the CSM security personnel begin the chase on the military installation, and continues the chase off-post where the suspect is stopped and the CSM is recovered. The pursuit must be uninterrupted but continuous surveillance of the suspect is not necessary.

g. In the event the CSM is not contained within the installation boundaries and there is a "hot pursuit" off the installation, the following precautions should be taken:

(1) During the pursuit I will maintain radio communication with the Desk Control Officer at ANAD, who will in turn relay the information via telephone to the local law enforcement agency.

(4) As a security person engaged in the pursuit for the CSM I am authorized to take necessary actions to detain the individual and regain control of the CSM during "hot pursuit". Examples of necessary actions include but are not limited to:

a. High-speed off-post pursuit is authorized provided the necessity of immediate apprehension outweighs the level of danger created by the hot pursuit.

b. If the suspect is observed entering a building, entry into the building is authorized provided the necessity of immediate apprehension outweighs the level of danger created by entering the building (i.e., can the building area be secured pending arrival of local law enforcement).

(5) After the suspect is detained and surety material is under control of recovery forces, the following actions will take place:

a. Local law enforcement personnel will arrest the individual(s) who will ultimately be turned over to the FBI.

b. If evacuation of buildings or residences is required it will be accomplished by local law enforcement agencies.

MEMORANDUM FOR RECORD

SUBJECT: Authority of Civilian Police and Security Guards'

1. In accordance with AR 190-56 Chapter 5 dated 27 September 2006, I _____ (security guard, GS-0085 or by position title for example, desk officer, guard, lead guard, so forth) acknowledge that I understand the authority granted by the Commander of the Anniston Army Depot, to perform duties as a Department of the Army Security Guard.

a. DACP/SGs performing law enforcement and security duties authorized by the Commander, ANAD 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. DACP/SG personnel while on duty are considered part of the Department of the Army and, therefore, are subject to the restrictions on aid to civilian law enforcement imposed by section 1385, title 18, United States Code (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.

-STATUTE-

Whoever, except in cases and under circumstances expressly authorized by the Constitution or Act of Congress, willfully uses any part of the Army or the Air Force as a posse comitatus or otherwise to execute the laws shall be fined under this title or imprisoned not more than two years, or both.

-SOURCE- (Added Aug. 10, 1956, ch. 1041, Sec. 18(a), 70A Stat. 626; amended Pub. L. 86-70, Sec. 17(d), June 25, 1959, 73 Stat. 144; Pub. L. 103-322, title XXXIII, Sec. 330016(1)(L), Sept. 13, 1994, 108 Stat. 2147.)

c. DA Security Guard authority and jurisdiction to perform force protection tasks on ANAD 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. Army weapons are not permitted for carrying on a stand-by basis. 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 DACP/SGs, is not authorized by the Depot Commander.

d. I understand that I may have to use force to include deadly force while performing my duties as a DACP/SG on ANAD. IAW with Supplement 1 of the DES Post Operating Instructions (POI), I know specific areas on ANAD have been designated as having material of substantial or vital importance to National Security and/or inherently dangerous to others and the use of force is authorized IAW AR 190-14.

GO NO GO

4. Perform after operation checks

a. Check fuel tank filler cap

() ()

b. Check engine shut down

() ()

c. Check to ensure brakes are set and locked

() ()

d. Check for overheating and/or damage to Track or Track tension,
Roadwheels, Roadwheel arms, Torsion bars, Sprockets, and Track Shrouds

() ()

5. Operate the M113 APC IAW DES SOP 6

() ()

PRINTED NAME _____

CERTIFIED BY _____

SIGNATURE _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Armored Personnel Carrier (M113)

DATE: _____

STATION: M113 APC

Note to evaluator – Use this test to ensure personnel who are assigned to Post 1 has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

	GO	NO GO
1. Individual properly licensed to operate the M113 (APC)	()	()
2. Perform PMCS LAW TM 9-2350-261-PMC before operator checks.		
a. Check exterior above shroud for damaged or missing items. Ensure all items are properly secured.	()	()
b. Check fixed fire extinguisher handle and seal.	()	()
c. Check for leaks, loose hull access and drain plugs	()	()
d. Check inside front power plant compartment for leaks and/or damage (Air intake duct, Fuel lines, Coolant hoses, Oil lines)	()	()
e. Check oil levels (Differential and Final drive)	()	()
f. Check for damage to Track or Track tension, Roadwheels, Roadwheel arms, Torsion bars, Sprockets, and Track Shrouds	()	()
g. Check exterior for leaks, Road wheel hubs and Idler wheel hubs.	()	()
h. Check rear power plant compartment for leaks, fuel lines, coolant hoses, oil lines, air intake ducts	()	()
i. Ensure all hatched are properly secured prior to operating the vehicle	()	()
3. Perform during operation checks		
a. Demonstrated to ability to crank the M113	()	()
b. Check instrument and warning lights	()	()
c. Check lights with help from Track Commander or Patrol escort. Headlights, Turn signals, Stop lights	()	()
d. Check steering, braking, shifting and throttle controls	()	()

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Nightsight ProtectIR Thermal Imaging System (FLIR) DATE: _____

STATION: ANAD

Note to evaluator – Use this test to ensure personnel who are assigned to the Directorate of Emergency Services (DES) has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

- | | GO | NO GO |
|--|-----|-------|
| 1. Turn the unit on by depressing the rocker switch located on the hand controller. The switch should illuminate and the camera should rotate to the home (forward) position. | () | () |
| 2. The video should appear on the monitor screen after about 45 seconds. Adjust the brightness and contrast on the video monitor for the best viewing Picture. | () | () |
| 3. Use the joystick on the hand controller pan the camera to the left then the right Move the joystick left to pan to the left (counterclockwise) Move the joystick right to pan to the right (clockwise) | () | () |
| 4. Use the joystick on the hand controller tilt the camera up then down Move the joystick forward to tilt the camera down Move the joystick back to tilt the camera up (NOTE: tilting to the full up position completely closes the camera view) | () | () |
| 5. Identify an object projected from the screen The FLIR is pre-set to "white-out" mode, meaning hot objects appear white in the screen The cooler the object the darker the object appears on the screen | () | () |
| 6. Turn the FLIR off by depressing the rocker switch on the hand controller The switch light should go off and the camera should rotate to the (STOW) rear position | () | () |

PRINTED NAME _____

CERTIFIED BY _____

SIGNATURE _____

Reference: Raytheon Nightsight ProtectIR Thermal Imaging System Manual

CHECK LIST: Supervisor/Lead Guard

INCIDENT NOTIFICATION

	Car X-0	Post 1	EOC	IDS Maintenance	Fire Department	Roads & Grounds	QASA	Safety	EOD	Photo
Lost CLA/CEA Badge	X	X	X							
IDS Failure	X	X	X	X						
Open/Close Flood Gates	X	X	X							
Fire	X	X	X		X			X		
Power Failure	X	X	X							
Explosive Device	X	X	X		X		X	X	X	
Fuel Leak	X	X	X		X	X		X		
Vehicle Accident	X	X	X					X		X
Injured Employee	X	X	X		X			X		
Training Exercises	X	X	X							
Any Security Breach (Intruder, Hole in/or Damage to Fence, etc)	X	X	X	X						

PRINTED NAME: _____ CERTIFIED BY: _____

SIGNATURE: _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Supervisor/Lead Guard

DATE: _____

STATION: ANAD

Note to evaluator – Use this test to ensure personnel who are assigned to the Directorate of Emergency Services (DES) in a supervisor position has demonstrated proficiency in each task. Supervisors who do not receive a go on ALL items after three (3) attempts will not be assigned to supervisor positions.

PERFORMANCE MEASURES

	GO	NO GO
1. Know and comply with the procedures and regulations that govern the security requirements in the Chemical Limited Area (CLA)	()	()
a. Ensure Record of Alarms (DA Form 4930-R) is correct and accurate with type of alarm and action taken .	()	()
b. Ensure IDS Problem Logs completed and proper notifications have been made.	()	()
c. Ensure all Patrol Sheets are prepared correctly and accurately to reflect activity during the shift	()	()
d. Ensure Compensatory Measures are followed based on the number and type of alarm	()	()
e. Ensure entry/exit control procedures are followed at the CLA/ECF	()	()
2. Brief security personnel on incidents and events to include safety briefing.	()	()
3. Respond to incidents and direct the patrols as needed.	()	()
4. Ensure security personnel maintain a professional, courteous attitude when dealing with the public	()	()
5. Give guidance to security personnel on proper procedures involving preparing reports, patrol procedures, safe handling of weapons, and safe operation of patrol vehicles.	()	()
6. Ensure security personnel have all their protective equipment available during duty	()	()
7. Ensure all incidents are reported IAW Notification Matrix. (See Page 2)	()	()

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Special Reaction Team (SRT)

DATE: _____

STATION: ANAD

Note to evaluator – Use this test to ensure personnel who are assigned to the Directorate of Emergency Services (DES) SRT has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to be on the SRT.

PERFORMANCE MEASURES

	GO	NO GO
1. Operate as a member of SRT		
a. Cross trained in all positions of the team (Team Leader, Point man, Point Defense, Utility Defense, Rear Security/Shift Man, Marksman, and Observer)	()	()
b. Pass the Physical Agility Test (PAT)	()	()
c. Qualify expert with assigned weapons and sniper rifle every 60 days and familiarize monthly.	()	()
d. Able to respond to an incident/exercise notification within 2 hours.	()	()
2. Know proper IDS testing procedures	()	()
3. Provide VIP security	()	()
4. Qualified to man Post 7 IDS monitor	()	()
5. Maintain proficiency operating the M-113 Armored personnel carrier	()	()

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

CHECK LIST: Generator

	GO	NO GO
b. Demonstrate the ability manually start the generators located at Bldg 694 (CLA)	()	()
a. Check oil and coolant levels in engine	()	()
b. Open main circuit breaker	()	()
c. Switch engine control switch to the off/reset position, reset all off devices	()	()
d. Turn engine control switch to start position, use starting aids as directed	()	()
e. Check that engine reading are in operating range	()	()
f. Adjust voltage (V) and frequency (Hz) as needed for the load	()	()
g. Close main circuit breaker	()	()

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Generator

DATE: _____

STATION: Post 5 / Bldg 53 / Checkpoints / CLA

Note to evaluator – Use this test to ensure personnel who are assigned to the Directorate of Emergency Services (DES) has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

	GO	NO GO
1. Know the location of each generator at Bldg 53, Post 5, Checkpoint 5, Checkpoint 5A, and Checkpoint 6.	()	()
2. Insure the automatic test is conducted and the results of the test recorded in the Generator test log.	()	()
3. Insure the weekly user maintenance requirements are completed		
a. Check fuel level	()	()
b. Check water level	()	()
c. Check oil level	()	()
d. Check coolant level	()	()
e. Check battery for corrosion	()	()
f. Check for unusual vibrations, leakage, noise, or deterioration	()	()
4. Demonstrate the ability manually start up the generators located at Bldg 53, Post 5, Checkpoint 5, Checkpoint 5A, and Checkpoint 6.	()	()
a. Insure the Generator Circuit Breaker is in the UP position	()	()
b. Press run switch on the control pad inside the front panel. (Run mode indicator will turn green when in the run mode).	()	()
c. Operate the generator for 30 minutes at full load	()	()
d. If generator motor fails to start up and run. Report failure to Post 1	()	()
5. Demonstrate the ability to manually shutdown the generator		
a. Open the generator circuit breaker, and move the handle to the down position	()	()
b. Put the engine control in the off position		

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Badge Issue

DATE: _____

STATION: Post 5

Note to evaluator – Use this test to ensure personnel assigned to the Post 5, has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

	GO	NO GO
1. Knowledge of temporary badge issue procedures to employees and visitors	()	()
2. Properly prepare SIOAN Form 190-4	()	()
3. Knowledge of processing incoming/outgoing vehicles with cargo	()	()
4. Maintain accountability of temporary badges issued at Post 5	()	()
5. Issue proper area control badge to personnel and vehicles entering/exiting the depot	()	()
6. Operate emergency generator	()	()

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Armor

DATE: _____

STATION: Arms Room Bldg 53 (Post 7)

Note to evaluator – Use this test to ensure personnel who are assigned to the Directorate of Emergency Services (DES) Post 1 and Post 7 has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to have access to the Arms Room.

PERFORMANCE MEASURES

GO NO GO

- | | | |
|--|-----|-----|
| 1. Conduct a physical count of weapons and ammunition, anytime you release or receive control of the arms room keys sign for arms room keys on DA Form 5513, Key Control Register and Inventory. | () | () |
| 2. Record the results of the weapons and ammunition inventory on the Hand Receipt (DA Form 2062) | () | () |
| 3. Account for all weapons issued by verifying Equipment Receipt (DA form 3749) or Hand Receipt / Annex Number (DA form 2062) is in the weapons rack. | () | () |
| 4. Ensure when not in the arms room the IDS is activated | () | () |
| 5. Check Issue and Turn-in of Weapons and Ammunition SIOAN form 190-16 to verify weapons and ammunition are signed out/in correctly | () | () |
| 6. Ensure all weapons racks and ammunition containers are secured unless weapons are being issued or turned-in | () | () |

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

GO NO GO

18. Know the Post Operating Instruction (POI) for the post.

() ()

19. Operate emergency generator

() ()

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Entry/Exit points into CLA & Demilitarization

DATE: _____

STATION: Posts 9/9A & 12/12A Entry/Exit points into CLA & Demilitarization

Note to evaluator – Use this test to ensure personnel who are assigned to Posts 9/9A & 12/12A has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

	GO	NO GO
1. Conduct joint inventory of badges prior to assuming duties (P12/12A)	()	()
2. Know how to monitor the automated entry control system to confirm access	()	()
3. Know the different classification of badges (CEA vs. CLA)	()	()
4. Know procedures for processing visitors	()	()
5. Know procedures for suspending access	()	()
6. Know entry/exit procedures in the event of an automated entry control system failure	()	()
7. Check protective mask carriers and contents of personnel, ensure all personnel entering/exiting have a protective mask	()	()
8. Check briefcases, packages, property and equipment entering/exiting the CLA	()	()
9. Ensure personnel entering are clean-shaven	()	()
10. Proper completion of SIOAN form 190-27	()	()
11. Check DD form 577 and DA form 1818/Optional form 7 for correct signature	()	()
12. Know how to operate the control panels	()	()
13. Know rapid entry procedures	()	()
14. Know escort procedures	()	()
15. Know duress procedures and code word	()	()
16. Know unauthorized entry procedures	()	()
17. Know chemical accident or incident test exercise procedures	()	()

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: IDS Operator (Post 11)

DATE: _____

STATION: Post 11

Note to evaluator – Use this test to ensure personnel who are assigned to Post 11 has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

	GO	NO GO
1. I initiate or allow access to protected buildings or structures	()	()
2. Conduct joint inventory of all "A" system keys with off going DCO	()	()
3. Issue/receive security keys only to authorized personnel after verifying authority to draw the keys from Key Control Memorandum	()	()
4. Issue/receive patrol keys	()	()
5. Dispatch Chemical area patrols to activated alarms within the CLA	()	()
6. Maintain DA form 4930-R (Alarm/Intrusion Detection Record)	()	()
7. Report Malfunctions in the Alarm System to IDS maintenance	()	()
8. When IDS is inoperative, take action IAW DLE SOP 15	()	()
9. Make entries in the Daily Staff Journal on items of interest relating to the security of the CLA	()	()
10. Maintain DA form 4930-R (Alarm/Intrusion Detection Record)	()	()
11. Know the Post Operating Instruction (POI) for the post.	()	()
12. Operate emergency generator	()	()

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: IDS Operator (Post 7)

DATE: _____

STATION: Post 7

Note to evaluator – Use this test to ensure personnel who are assigned to Post 7 has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

	GO	NO GO
1. Initiate or allow access to protected buildings or structures	()	()
2. Conduct weekly duress test on protected buildings	()	()
3. Advise Post 1 of any activated alarms – Post 1 dispatch patrols	()	()
4. Initiate telephonic communications (if possible) with facility in alarm take action as required	()	()
5. Monitor and assist during monthly/quarterly IDS test	()	()
6. Issue and receive weapons and ammo IAW DLE SOP 18	()	()
7. Conduct joint inventory of arms room w/off going SDCO	()	()
8. Conduct joint inventory of arms room w/off going IDS Operator	()	()
9. Report Malfunctions in the Alarm System to IDS maintenance	()	()
10. Maintain DA form 4930-R (Alarm/Intrusion Detection Record)	()	()
11. Know the Post Operating Instruction (POI) for the post.	()	()
12. Armorer function (Refer to Armor Specialized Training Test)	()	()
13. Operate emergency generator (Refer to Generator Specialized Training Test)	()	()

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Main Gate (Post 5)

DATE: _____

STATION: Post 5 Entry/Exit point to Anniston Army Depot

Note to evaluator – Use this test to ensure personnel who are assigned to Post 5 has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

	GO	NO GO
1. Account for all assigned equipment	()	()
2. Knowledge of processing incoming/outgoing vehicles with cargo IAW DES SOP 2 And DES SOP 14	()	()
3. Knowledge of search procedures for personnel, equipment and property entering/exiting the depot	()	()
4. Insure personnel entering/exiting the depot have proper identification	()	()
5. Insure vehicles entering/exiting the depot have current and valid registration.	()	()
5. Know the Post Operating Instruction (POI) for the post.	()	()
6. Operate emergency generator	()	()

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: Coosa Gate (Post 3)

DATE: _____

STATION: Post 3 Entry/Exit point to Ammunition Limited Area (ALA)

Note to evaluator – Use this test to ensure personnel who are assigned to Post 3 have demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

- | | GO | NO GO |
|--|-----|-------|
| 1. Account for all assigned equipment | () | () |
| 2. Knowledge of processing incoming/outgoing vehicles with cargo | () | () |
| 3. Insure all commercial and contractor vehicles, not in possession of a permanent ALA badge is signed in on the Visitor Control Register SIOAN 1-1 | () | () |
| 4. Knowledge of search procedures for personnel, equipment and property entering/exiting ALA | () | () |
| a. Inspect all hand carried items. | () | () |
| b. Insure no prohibited items to include flame-producing devices are allowed in the ALA. | () | () |
| 5. Search <u>ALL VEHICLES</u> by; | () | () |
| a. Checking under the hood | () | () |
| b. Checking inside the vehicle to include, in the glove compartment, under the seat, in the consol (if applicable), in the back seat (if applicable), all compartments inside or outside the vehicle (if applicable) | () | () |
| c. Check the trunk or truck bed as appropriate | () | () |
| d. Check under the vehicle, using the mirror | () | () |
| 5. Insure proper identification of personnel and vehicles entering/exiting ALA | () | () |
| 6. Insure all pedestrian traffic used the personnel entrance | () | () |
| 7. Insure all vehicles entering the ALA have a full charged fire extinguisher | () | () |
| 8. Know the Post Operating Instruction (POI) for the post. | () | () |

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

PERFORMANCE MEASURES

GO NO GO

- | | | |
|---|-----|-----|
| 11. Monitor vehicle assignment, and ensure vehicles schedules for service are sent to be serviced | () | () |
| 12. Operate depot siren system as needed | () | () |
| 13. Conduct Mag Line (Red Phone) test | () | () |
| 14. Armorer function (Refer to Armorer Specialized Training Test) | () | () |
| 15. Operate emergency generator (Refer to Generator Specialized Training Test) | () | () |

PRINTED NAME: _____

CERTIFIED BY: _____

SIGNATURE: _____

SPECIALIZED TRAINING
Security Officer Guide

CHECK LIST: SDCO (Post 1)

DATE: _____

STATION: Post 1

Note to evaluator – Use this test to ensure personnel who are assigned to Post 1 has demonstrated proficiency in each task. Personnel who do not receive a go on ALL items after three (3) attempts will not be certified to work this post.

PERFORMANCE MEASURES

	GO	NO GO
1. Be certified to operate ACJIS Computer Terminal	()	()
a. Be able to run criminal history and drivers history as required	()	()
b. When needed, run drivers license check and vehicle registration checks	()	()
c. Maintain a log for all criminal history and driver history records	()	()
2. Account for all portable radios maintain radio sign out log	()	()
a. Maintain control of the net transmissions	()	()
b. Maintain accurate radio log	()	()
c. Identify the net when signing on/off the air	()	()
3. Will assign an MPR/Control number to Police Reports	()	()
a. Will enter an offense code if required.	()	()
4. Make entries into the COPS system on all criminal/traffic accidents or incidents reported during the tour of duty producing a report and blotter entry.	()	()
5. Account for all vehicles and maintain vehicle log	()	()
6. Account for all keys maintained at Post 1 and maintain key control register	()	()
7. Receive a briefing from the off going SDCO	()	()
8. Review and have necessary corrections made to all incoming police reports	()	()
9. Make entries in the Daily Staff Journal on items of interest not criminal in nature	()	()
10. Issue and receive weapons and ammo IAW DES SOP 17	()	()

Annex E

RATING RESPONDING NOT
TO TRAINING OBSERVED

FREQUENT AND OTHER PERFORMANCE TASKS (Continued)

R__ Listens/Comprehends Transmissions 1 2 3 4 5 6 Yes__ No__ _____

Listens and Comprehends Transmission

Unacceptable: Repeatedly misses his or her call sign and is unaware of adjoining zone traffic. Unaware of beat partner's location or status. Frequently has to ask dispatcher to repeat messages or does not comprehend transmission.

Success: Copies most radio transmissions directed to him or her and is generally aware of adjoining zone traffic. Is aware of beat partner's locations and activities.

Excellence: Always comprehends radio transmission and quickly makes a written record. Always aware of beat partner's status and location, as well as traffic in adjoining zones. Appropriately reacts to traffic.

S__ Articulation of Radio Transmissions 1 2 3 4 5 6 Yes__ No__ _____

Articulation of Transmission

Unacceptable: Does not preplan before transmitting message. Under or over modulation, resulting in dispatcher constantly asking for a repeat. "Clips" transmission, receives complaints about traffic from dispatcher, other officers, etc.

Success: Uses proper procedure with short, concise transmissions.

Excellence: Always uses proper procedure with clear, clam voice, even under stressful conditions.

KNOWLEDGE

T__ DES Policies/Procedures: Verbal 1 2 3 4 5 6 Yes__ No__ _____

Knowledge of Department Policy and Procedures: Verbal

Unacceptable: Consistently unable to answer FTO's questions.

Success: Answers most of FTO's questions.

Excellence: Consistently answers all FTO's questions.

U__ DES Policies/Procedures: Field 1 2 3 4 5 6 Yes__ No__ _____

Knowledge of Policies and Procedures: Field Performance

Unacceptable: Has no knowledge of department policies and procedures and is not making an effort to learn.

Success: Familiar with most commonly used department policies and procedures.

Excellence: Exceptional working knowledge of department policies and procedures, able to quote policies verbatim.

Annex E

	RATING	RESPONDING TO TRAINING	NOT OBSERVED
KNOWLEDGE (Continued)			
V ___ Knowledge of Penal Code, MCM, and US Code	1 2 3 4 5 6	Yes ___ No ___	_____

Knowledge of Penal Code/MCM/US Code/UCMJ: Verbal

Unacceptable: Consistently unable to answer FTO's questions.

Success: Answers most of FTO's questions.

Excellence: Consistently answers FTO's questions.

W ___ Field Performance of Penal Code, MCM and US Code	1 2 3 4 5 6	Yes ___ No ___	_____
---	-------------	----------------	-------

Knowledge of Penal Code/MCM/US Code/UCMJ: Field Performance

Unacceptable: Does not know elements of the most basic, commonly used sections. Not able to learn, no attempt at improvement. Is unable to relate circumstances encountered to violations. Unable to locate sections in book.

Success: Working knowledge of commonly used sections. Relates circumstance encountered to appropriate violations. Is generally able to find sections in book.

Excellence: Outstanding knowledge of code has an ability to apply it to both normal and unusual activity. Frequently knows sections without having to refer to book.

X ___ Knowledge of Vehicle Codes: Verbal	1 2 3 4 5 6	Yes ___ No ___	_____
---	-------------	----------------	-------

Knowledge of the Vehicle Code: Verbal

Unacceptable: Consistently unable to answer FTO's questions.

Success: Answers most of FTO's questions.

Excellence: Consistently answers FTO's questions.

Y ___ Knowledge of Vehicle Codes: Field	1 2 3 4 5 6	Yes ___ No ___	_____
--	-------------	----------------	-------

Knowledge of Vehicle Code: Field Performance

Unacceptable: Does not know elements of most basic, commonly used sections. Not able to learn, no attempt at improvement. Is unable to relate circumstances encountered to violations. Unable to locate sections in book.

Success: Working knowledge of commonly used sections. Relates circumstances encountered to appropriate violations. Is generally able to find sections in book.

Excellence: Outstanding knowledge of code has an ability to apply it to both normal and unusual activity. Frequently knows sections without having to refer to book.

Annex E

	RATING	RESPONDING TO TRAINING	NOT OBSERVED
ATTITUDES AND RELATIONSHIP BUILDING SKILLS			
Z__ Acceptance of Feedback: Verbal/Behavioral cues	1 2 3 4 5 6	Yes ___ No ___	_____

Acceptance of Feedback: Verbal / Behavior

Unacceptable: Rationalizing, argumentative, refuses to make corrections, considers all criticism a personal attack.

Success: Accepts criticism in a positive manner and applies it to further the learning process.

Excellence: Solicits criticism in order to improve performance, never argues or blames others.

AA__ Attitude toward Police Work	1 2 3 4 5 6	Yes ___ No ___	_____
----------------------------------	-------------	----------------	-------

Attitude Towards Police Work

Unacceptable: Takes police work as ONLY a job, or uses job for an ego trip, abuses authority (badge heavy), no dedication or interest in learning.

Success: Expresses active interest in job.

Excellence: Utilizes off duty time to further professional knowledge, maintains high ideals toward professional responsibilities.

BB__ Relationships with Citizens	1 2 3 4 5 6	Yes ___ No ___	_____
----------------------------------	-------------	----------------	-------

Relationships with Citizens

Unacceptable: Abrupt, belligerent and overbearing, or introverted and uncommunicative.

Success: Courteous, friendly and empathetic, communicates in a professional and unbiased manner.

Excellence: Establishes rapport and is always objective. Always appears at ease in any person-to-person situation.

CC__ Relationships with FTO's and Supervisors	1 2 3 4 5 6	Yes ___ No ___	_____
--	-------------	----------------	-------

Relationship with FTOs, Sergeants, Watch Commanders, and Operations Support Personnel

Unacceptable: Constantly argues with FTO or other superior officers. Belittles FTO/supervisors in front of or to others. Fails to adhere to the chain of command. Insubordinate.

Success: Is able to establish a good student/teacher relationship with FTO. Understands and adheres to the chain of command. Respects Superior officers.

Excellence: Establishes excellent teacher/student relationship. Possesses thorough understanding of the chain of command and consistently adheres to it.

Annex E

	RATING	RESPONDING TO TRAINING	NOT OBSERVED
APPEARANCE			
DD__ General Appearance	1 2 3 4 5 6	Yes__ No__	_____

General Appearance: Specify if necessary

Unacceptable: Overweight, dirty shoes and uniform, long unkempt hair, dirty weapon, offensive body odor.

Success: Neat, clean uniform and weapon, well groomed hair, shined shoes. Complies with AR 190-56.

Excellence: Tailored, clean uniform, sharp creases, spit shined shoes, shined leather, command bearing.

FIELD TRAINING OFFICER:

PROBATIONARY OFFICER

(Print Name)

(Print Name)

SIGNATURE

SIGNATURE

DATE

DATE

FINAL EVALUATION REPORT

A "Final Evaluation Report" (FER) will be recorded on a DEVELOPMENTAL COUNSELING FORM, DA 4856 (See Example J-2) and is to be completed by the FTO at the end of the FTO program. The FER provides the overall performance rating of the PO for entire FTO program. In addition to recording each PO's progress, the evaluation will indicate whether the PO has been recommended for solo assignment, for extended training, or adverse administrative action. The FER is also an excellent device for identifying training needs and documenting training efforts.

The FER should address all 30 (from A to DD) separate measurable behaviors and make a recommendation for certification by the PM/DES.

Annex E

DAILY STAFF JOURNAL OR DUTY OFFICER'S LOG					PAGE NO.		NO. OF PAGES		
For use of this form, see AR 220-16. The responsible agency is Office of The Deputy Chief of Staff for Operations & Plans									
ORGANIZATION OR INSTALLATION Directorate of Emergency Services (DES)			LOCATION Anniston Army Depot Anniston AL 36201		PERIOD COVERED				
					FROM		TO		
HOUR	DATE	Date Observed		HOUR	DATE				
No.	TIME		INCIDENTS, MESSAGES, ORDERS, ETC.				ACTION TAKEN		REL
	OF	DUTY							
			Daily Observation Report (DOR) For _____				Rating / Responding to Training		
A			Driving Skill: Stress Condition				1 2 3 4 5 6		
			Observation:				Yes No N/O NRT		
D			Officer Safety: General				1 2 3 4 5 6		
			Observation:				Yes No N/O NRT		
K			Report Writing: Organization / Details				1 2 3 4 5 6		
			Observation:				Yes No N/O NRT		
TYPED NAME AND GRADE OF OFFICER OR OFFICIAL ON DUTY					SIGNATURE				
Name and Title of FTO									

Example J - 1

Annex E

DEVELOPMENTAL COUNSELING FORM			
For use of this form, see FM 8-22; the proponent agency is TRADOC.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 8397 (SSN)		
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.		
ROUTINE USES:	For subordinate leader development (AW FM 8-22). Leaders should use this form as necessary.		
DISCLOSURE:	Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA			
<i>Name (Last, First, MI)</i>	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	
PART II - BACKGROUND INFORMATION			
<p>Purpose of Counseling: <i>Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.</i></p> <p>A "Final Evaluation Report" (FER) will be recorded on the DA 4856 and is to be completed by the FTO at the end of the FTO program. The FER provides the overall performance rating of the PO for entire FTO program. In addition to recording each PO's progress, the evaluation will indicate whether the PO has been recommended for solo assignment, for extended training, or adverse administrative action. The FER is also an excellent device for identifying training needs and documenting training efforts.</p> <p>The FER should address all 30 (from A to DD) as previously listed as separate measurable behaviors.</p>			
PART III - SUMMARY OF COUNSELING			
Complete this section during or immediately subsequent to counseling.			
<p>Key Points of Discussion:</p> <ul style="list-style-type: none"> A <input type="checkbox"/> Driving Skill: Stress Condition B <input type="checkbox"/> Orientation Skill: Stress Condition C <input type="checkbox"/> Field Performance: Stress Condition D <input type="checkbox"/> Officer Safety: General E <input type="checkbox"/> Officer Safety: Suspicious Person or Prisoner F <input type="checkbox"/> Control of Conflict: Voice Command G <input type="checkbox"/> Control of Conflict: Physical Skill H <input type="checkbox"/> Driving Skill: Non-Stress I <input type="checkbox"/> Orientation Skill: Non-Stress J <input type="checkbox"/> Proper Report Selection: Accuracy K <input type="checkbox"/> Report Writing: Details L <input type="checkbox"/> Report Writing: Grammar/Spelling M <input type="checkbox"/> Report Writing: Time/Date N <input type="checkbox"/> Field Performance: Non-Stress O <input type="checkbox"/> Self-initiated Field Activity P <input type="checkbox"/> Problem-Solving/Decision-Making Q <input type="checkbox"/> Appropriate Radio Communication R <input type="checkbox"/> Listens/Comprehends Transmissions S <input type="checkbox"/> Articulation of Radio Transmissions T <input type="checkbox"/> DES Policies/Procedures: Verbal U <input type="checkbox"/> DES Policies/Procedures: Field V <input type="checkbox"/> Knowledge of Penal Code, MCM, and US Code W <input type="checkbox"/> Field Performance of Penal Code, MCM and US Code X <input type="checkbox"/> Knowledge of Vehicle Codes: Verbal Y <input type="checkbox"/> Knowledge of Vehicle Codes: Field Z <input type="checkbox"/> Acceptance of Feedback: Verbal/Behavioral cues AA <input type="checkbox"/> Attitude toward Police Work BB <input type="checkbox"/> Relationships with Citizens CC <input type="checkbox"/> Relationships with FTO's and Supervisors DD <input type="checkbox"/> General Appearance 			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits consequences see local directives and AR 635-200.			

DA FORM 4856, MAR 2006

EDITION OF JAN 95 IS OBSOLETE
Example J-2

APP 1588

Annex E

Outline actions that the subordinate will do after the counseling session to reach the agreed upon goals. The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

Will recommend certification by the PM/DES.

Will NOT recommend certification by the PM/DES.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

ORGANIZATION OR INSTALLATION
 Directorate of Emergency Services
 (DES)

LOCATION
 Anniston Army Depot
 Anniston AL 36201

PERIOD COVERED			
FROM		TO	
HOUR	DATE	HOUR	DATE
	Date Observed		

ITEM NO.	TIME		INCIDENTS, MESSAGES, ORDERS, ETC.	ACTION TAKEN	BL
	IN	OUT			
			Daily Observation Report (DOR) For _____ Name of PO	Rating / Responding to Training	
A			Driving Skill: Stress Condition	1 2 3 4 5 6	
			Observation:	Yes No N/O NRT	
D			Officer Safety: General	1 2 3 4 5 6	
			Observation:	Yes No N/O NRT	
K			Report Writing: Organization / Details	1 2 3 4 5 6	
			Observation:	Yes No N/O NRT	

TYPED NAME AND GRADE OF OFFICER OR OFFICIAL ON DUTY
 Name and Title of FTO

SIGNATURE

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 6-22; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSA)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development (AW FM 6-22). Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

A "Final Evaluation Report" (FER) will be recorded on the DA 4856 and is to be completed by the FTO at the end of the FTO program. The FER provides the overall performance rating of the PO for entire FTO program. In addition to recording each PO's progress, the evaluation will indicate whether the PO has been recommended for solo assignment, for extended training, or adverse administrative action. The FER is also an excellent device for identifying training needs and documenting training efforts.

The FER should address all 30 (from A to DD) as previously listed as separate measurable behaviors.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

- A Driving Skill Stress Condition
- B Orientation Skill: Stress Condition
- C Field Performance: Stress Condition
- D Officer Safety: General
- E Officer Safety: Suspicious Person or Prisoner
- F Control of Conflict: Voice Command
- G Control of Conflict: Physical Skill
- H Driving Skill: Non-Stress
- I Orientation Skill: Non-Stress
- J Proper Report Selection: Accuracy
- K Report Writing: Details
- L Report Writing: Grammar/Spelling
- M Report Writing: Time/Date
- N Field Performance: Non-Stress
- O Self-initiated Field Activity
- P Problem-Solving/Decision-Making
- Q Appropriate Radio Communication
- R Listens/Comprehends Transmissions
- S Articulation of Radio Transmissions
- T DES Policies/Procedures: Verbal
- U DES Policies/Procedures: Field
- V Knowledge of Penal Code, MCM, and US Code
- W Field Performance of Penal Code, MCM and US Code
- X Knowledge of Vehicle Codes: Verbal
- Y Knowledge of Vehicle Codes: Field
- Z Acceptance of Feedback: Verbal/Behavioral cues
- AA Attitude toward Police Work
- BB Relationships with Citizens
- CC Relationships with FTO's and Supervisors
- DD General Appearance

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits consequences see local directives and AR 635-200.

Plan of Action: *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goals). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)*

Will recommend certification by the PM/DES.

Will NOT recommend certification by the PM/DES

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

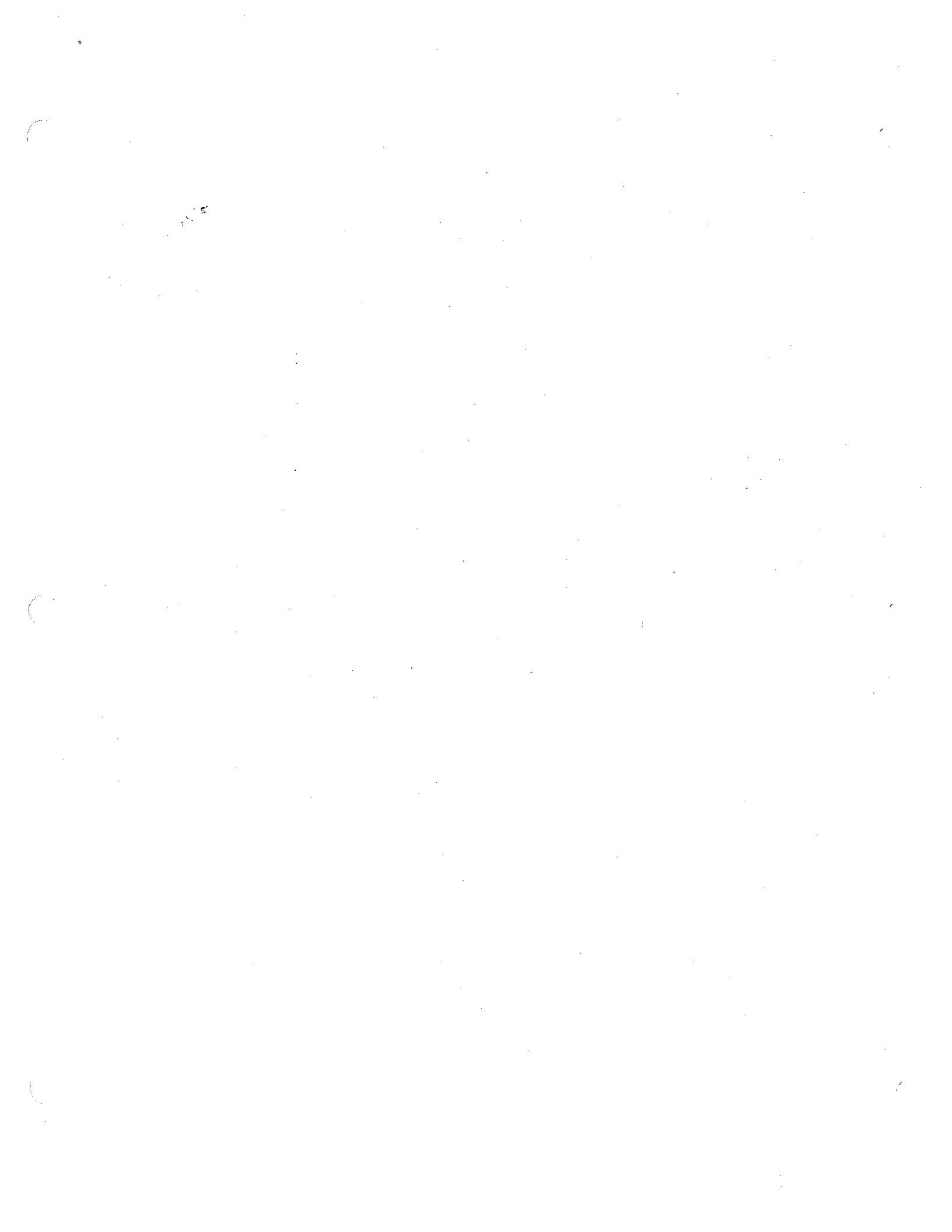
Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.



Name: _____

Div _____

DES FIRE DEPARTMENT NEW HIRE TRAINING

Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Accountability System (Annually)	ANAD DES-Fire		
Basic Toxic Training (Within 6 month of hiring)	ANCA		
Bloodborne Pathogen (Annually)	Dear Clinic		
Disaster Preparedness Plans Review	NFPA 1600		
Dispatch Operations	ANAD Dispatch SOG's Dispatch Training Guide		
Dispatch SOG's	ANAD DES-Fire		
EMS Credentialing	ANAD DES-Fire		
EMS Training/Refresher's	National Registry/State of Alabama DODI 6000.10 DODI 6055.6 Sec E2.5.7		
Equal Employment Opportunity (EEO)	Equal Employment Opportunity (EEO) Office		
Fire Programs	ANAD DES-Fire		
New Employee Orientation (NEO) within 6 months of employment on the Depot (One Time Only)	ANAD DES-Fire		
Physical Fitness (Daily)	AR 420-1		
Post Familiarization	ANAD DES-Fire		
Proficiency Training	AR 420-1		
Regulation Review	AR 420-1 ANADR 420-06		
Emergency Vehicle Operation Course (EVOC)	ANAD DES - Fire		

Name: _____

Div _____

**DES TRAINING – ATTENDANCE AND RATING RECORD
FIRE DEPARTMENT REQUIRED TRAINING TASKS
AR 420-1 & NFPA**

FIRE FIGHTERS/EMT

**FIRST QUARTER TRAINING
(OCTOBER - DECEMBER)**

Required/ Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Oct	Suppression Proficiency	1	Hazardous Materials (Quarterly)	IFSTA AR 420-1		
Firefighter Oct	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Oct	Suppression Proficiency	5	Training Fires (Semi-annually)	IFSTA AR 420-1		
Firefighter Oct	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter Oct	Suppression Proficiency	8	Prefire Planning (Quarterly)	AR 420-1		
Firefighter Oct	Fire Protection	1	CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 - Office of Domestic Preparedness (ODP)		
Firefighter Oct	Suppression Proficiency	4	Rescue Tools (Quarterly)	IFSTA AR 420-1		
Firefighter Oct	Suppression Proficiency	11	Fire Inspection Procedures (Semiannually)	IFSTA AR 420-1		
Firefighter Oct	Fire Prevention Proficiency	10	Residential Occupancies (Semi-Annual)	NFPA 101 AR 420-1		
Firefighter Oct	Fire Prevention Proficiency	20	Installed Sprinkler Systems (Semi-Annual)	NAPA13 UFC 3-600- 01 UFC 3-600- 02 AR 420-1		
Firefighter Oct	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		

Name: _____

Div _____

FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Oct	Fire Prevention Proficiency	21	Project Review and Submittal (Semi-Annual)	NAPA 101 UFC 3-600-01 AR 420-1 ANADR 385-1		
Firefighter Oct	Suppression Proficiency	15	Natural Cover Fires (Quarterly)	IFSTA DODI 6055.6 Sec. E2.5.9 AR 420-1		
Firefighter Oct	Fire Prevention Proficiency	7	Places of Public Assembly (Semiannually)	NFPA 101 AR 420-1		
Firefighter Oct	Suppression Proficiency	12	Breathing Apparatus (Semiannually)	Manufacture's Manual AR 420-1		
Firefighter Apr	Fire Prevention Proficiency	19	Installed Extinguishing Systems (Semi-Annually)	NFPA 71 UFC 3-600-01 AR 420-1		
Firefighter Nov	Suppression Proficiency	16	Hazardous Chemical Accidents (Quarterly)	IFSTA DODI 6055.6 Sec. E2.5.5 ANADR 385-1 AR 420-1		
Firefighter Nov	Suppression Proficiency	9	Water Supply for Fire Protection (Quarterly)	IFSTA AR 420-1		
Firefighter Nov	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Nov	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter Nov	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Nov	Suppression Proficiency	2	First Aid/CPR (Quarterly)	IFSTA AR 420-1		
Firefighter Nov	Fire Prevention Proficiency	5	Features of Fire Protection (Semiannually)	NFPA 101 AR 420-1		

Name: _____

Div _____

FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Nov	Fire Protection	1	CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 - (ODP)		
Firefighter Nov	Fire Protection		Incident Command (Semi-Annual)	National Incident Management System (NIMS)		
Firefighter Nov	Fire Prevention Proficiency	4	Means of Egress (Semi-annually)	NFPA 101 AR 420-1		
Firefighter Nov	Fire Prevention Proficiency	23	Welding and Cutting (Semi-annually)	ANADR 420-6		
Firefighter Nov	Fire Prevention Proficiency	22	Fire Investigation (Semi-annually)	IFSTA AR 420-1		
Firefighter Nov	Dispatching		Dispatch SOG's Training Guidebook (Annually)	ANAD DES-Fire		
Firefighter Nov	Fire Protection		Computer Training (Fire Programs, Word, Excel, GIS Web) (Quarterly)	AR 420-1		
Firefighter Nov			Exercises (Structural, CAIRA, CBRNE, HAZMAT) (Quarterly) CAIRA Training	AR 420-1 ANAD DES-Fire		
Firefighter Dec	Fire Protection	1	CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		
Firefighter Dec	Suppression Proficiency	10	Sprinkler Systems (Quarterly)	NFPA 13 AR 420-1		
Firefighter Dec	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Dec	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Dec	Fire Prevention Proficiency	24	Munitions (Semi-Annual)	AR 385-64		

Annex G

Name: _____

Div _____

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Dec	Fire Prevention Proficiency	26	Base Population & Land Use	AR 420-1	Firefighter Dec	Fire Prevention Proficiency
Firefighter Dec	Fire Prevention Proficiency	2	Building Construction (Semiannually)	UFC 3-600-01 NFPA 241 AR 420-1	Firefighter Dec	Fire Prevention Proficiency
Firefighter Dec	Fire Prevention Proficiency	3	Classification of Occupancies (Semiannually)	NFPA 101 AR 420-1	Firefighter Dec	Fire Prevention Proficiency
Firefighter Dec	Fire Prevention Proficiency	25	Reports and Records (Semi-Annual)	AR 420-1	Firefighter Dec	Fire Prevention Proficiency
Firefighter Dec	Fire Protection		Evacuation Coordinator (Semi-annual)	ANADR 420-6	Firefighter Dec	Fire Protection
Firefighter Dec	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire	Firefighter Dec	Fire Protection

FIRE FIGHTER/EMTSECOND QUARTER TRAINING
(JANUARY - MARCH)

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Jan	Fire Protection	1	CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		
Firefighter Jan	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Jan	EEO		Equal Employment Opportunity (EEO) (Annually)	ANAD Equal Employment Opportunity (EEO) Office		
Firefighter Jan	Suppression Proficiency	1	Hazardous Materials (Quarterly)	IFSTA AR 420-1		

Name: _____

Div _____

FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Jan	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Jan	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter Jan	Fire Prevention Proficiency	15	Occupancies in Unusual Structures (Semiannually)	NFPA 101 AR 420-1		
Firefighter Jan	Suppression Proficiency	8	Prefire Planning (Quarterly)	AR 420-1		
Firefighter Jan	Fire Prevention Proficiency	25	Reports and Records (Semi-Annual)	AR 420-1		
Firefighter Jan	Fire Prevention Proficiency	26	Base Population & Land Use	AR 420-1		
Firefighter Jan	Fire Protection		Strategic Planning (Semi-Annual)	ANAD		
Firefighter Jan	Fire Protection		Disaster Planning (Semi-Annual)	NFPA 1600		
Firefighter Jan	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Jan	Suppression Proficiency	4	Rescue Tools (Quarterly)	IFSTA AR 420-1		
Firefighter Feb	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Feb	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Feb	Suppression Proficiency	2	First Aid/CPR (Quarterly)	IFSTA AR 420-1		
Firefighter Feb	Suppression Proficiency	5	Training Fires (Semi-Annual)	IFSTA AR 420-1		
Firefighter Feb	Fire Prevention Proficiency	5	Features of Fire Protection (Semi-annually)	NFPA 101 AR 420-1		
Firefighter Feb	Fire Prevention Proficiency	22	Fire Investigation (Semi-annually)	IFSTA AR 420-1		
Firefighter Feb	Fire Protection		Computer Training (Fire Programs, Word, Excel, GIS Web) (Quarterly)	AR 420-1		

Name: _____

Div _____

FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Feb	Suppression Proficiency	16	Hazardous Chemical Accidents (Quarterly)	IFSTA DODI 6055.6 Sec. E2.5.5 ANADR 385-1 AR 420-1		
Firefighter Feb	Fire Fighter Safety		Infectious Control Bloodborne Pathogen (Annually)	29 CFR 1910.1030 ANADR 385-1		
Firefighter Feb	Fire Prevention Proficiency	23	Welding and Cutting (Semi-annually)	ANADR 420-6		
Firefighter Feb	Fire Prevention Proficiency	24	Munitions (Semi-annually)	AR 385-64		
Firefighter Feb	Suppression Proficiency	9	Water Supply for Fire Protection (Quarterly)	IFSTA AR 420-1		
Firefighter Feb	Fire Protection	1	CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		
Firefighter Feb	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter Feb			Exercises (Structural, CAIRA, CBRNE, HAZMAT) (Quarterly) CAIRA Training	AR 420-1 ANAD DES-Fire		
Firefighter Feb	Fire Prevention Proficiency	6	Building Service Equipment - Activate OC/EOC (Semiannually)	NFPA 101 AR 420-1		
Firefighter Feb	Fire Prevention Proficiency	11	Mercantile Occupancies (Semi-Annual)	NFPA 101 AR 420-1		
Firefighter Mar	Suppression Proficiency	10	Sprinkler Systems (Quarterly)	NFPA 13 AR 420-1		
Firefighter Mar	Suppression Proficiency	14	Fire Department Communications (Semi-annually)	IFSTA AR 420-1		

Name: _____

Div _____

FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Mar	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Mar	Fire Prevention Proficiency	6	Building Service Equipment (Semi-annually)	NFPA101 AR 420-1		
Firefighter Mar	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Mar	Suppression Proficiency	6	Mutual Aid (Annual) Was in first Quarter	AR 420-1		
Firefighter Mar	Suppression Proficiency	7	Structural Drills (Monthly) Night	IFSTA AR 420-1		
Firefighter Mar	Fire Protection	1	CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		
Firefighter Sep	Fire Prevention Proficiency	8	Educational Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Mar	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter Mar	Suppression Proficiency	15	Natural Cover Fires (Quarterly)	IFSTA DODI 6055.6 Sec. E2.5.9 AR 420-1		

THIRD QUARTER TRAINING
(APRIL - JUNE)

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Apr	Fire Protection	1	CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 - (ODP)		
Firefighter Apr	Suppression Proficiency	1	Hazardous Materials (Quarterly)	IFSTA AR 420-1		

Name: _____

Div _____

FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Apr	EEO		Equal Employment Opportunity (EEO) (Annually)	ANAD Equal Employment Opportunity (EEO) Office		
Firefighter Apr	EEO		Sexual Harassment (Annually)	ANAD Equal Employment Opportunity (EEO) Office		
Firefighter Apr	Security		Anti-Terrorism (Annual)	ANAD DES-Fire		
Firefighter Apr	Suppression Proficiency	4	Rescue Tools (Quarterly)	IFSTA AR 420-1		
Firefighter Apr	Fire Prevention Proficiency	19	Installed Extinguishing Systems (Semi-annually)	NFPA 96 UFC 3-600-01 AR 420-1		
Firefighter Apr	Fire Prevention Proficiency		Education Occupancies (Semi-annually)	NFPA101 AR 420-1		
Firefighter Apr	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Apr	Suppression Proficiency	8	Prefire Planning (Quarterly)	AR 420-1		
Firefighter Apr	Suppression Proficiency	11	Fire Inspection Procedures (Semi-Annually)	NFPA101 AR 420-1		
Firefighter Apr	Fire Prevention Proficiency	9	Health Care & Penal Occupancies (Semi-Annually)	NFPA101 AR 420-1		
Firefighter Apr	Fire Prevention Proficiency	19	Installed Extinguishing Systems (Semi-Annually)	NFPA 71 UFC 3-600-01 AR 420-1		
Firefighter Apr	Fire Prevention Proficiency	18	Fire Alarm Systems (Semi-Annually)	NFPA 71 NFPA 74 AR 420-1		
Firefighter Apr	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		

Name: _____

Div _____

FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR-420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Apr	Suppression Proficiency	12	Breathing Apparatus (Semiannually) Respiratory Protection (SCBA) (Annually)	Manufacture's Manual AR 420-1 29 CFR 1910.134 ANADR 385-1		
Firefighter Apr	Suppression Proficiency	15	Natural Cover Fires (Quarterly)	IFSTA DODI 6055.6 Sec. E2.5.9 AR 420-1		
Firefighter Apr	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Apr	Firefighter May		Computer Training (Fire Programs, Word, Excel, GIS Web) (Quarterly)	AR 420-1		
Firefighter Apr	Fire Prevention Proficiency	20	Installed Sprinkler Systems (Semiannually)	NFPA 13 UFC 3-600-01 UFC 3-600-02 AR 420-1		
Firefighter May	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter May	Suppression Proficiency	2	First Aid/CPR (Quarterly)	IFSTA AR 420-1		
Firefighter May	Fire Protection		Incident Command (Semi-Annually)	National Incident Management System (NIMS)		
Firefighter May	Fire Protection		CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		

Name: _____

Div _____

FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter May			Exercises (Structural, CAIRA, CBRNE, HAZMAT) (Quarterly) CAIRA Training	AR 420-1 ANAD DES-Fire		
Firefighter May	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter May	Suppression Proficiency	9	Water Supply for Fire Protection (Quarterly)	IFSTA AR 420-1		
Firefighter May	Fire Prevention Proficiency	5	Features of Fire Protection (Semiannually)	NFPA 101 AR 420-1		
Firefighter May	Fire Prevention Proficiency	4	Means of Egress (Semi-annually)	NFPA 101 AR 420-1		
Firefighter May	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter May			Trench Rescuc	ANAD Des-Fire		
Firefighter May	Fire Prevention Proficiency	16	Operating Features (Semi-Annual)	NFPA 101 AR 420-1		
Firefighter May	Fire Prevention Proficiency	17	Fire Extinguishers (Semiannually)	NFPA 10 AR 420-1		
Firefighter Jun	Suppression Proficiency	10	Sprinkler Systems (Quarterly)	NFPA 13 AR 420-1		
Firefighter Jun	Fire Prevention Proficiency		Places of Public Assembly (Semi-annually)	NFPA 101 AR 420-1		
Firefighter Jun		3	Pumper Operation (Annually)	IFSTA AR 420-1		
Firefighter Jun	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Jun		13	Apparatus Test (Annually)	IFSTA AR 420-1		
Firefighter Jun	Fire Prevention Proficiency	2	Building Construction (Semiannually)	UFC 3-600-01 NFPA 241 AR 420-1		

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FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Jun	Fire Prevention Proficiency	13	Industrial Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Jun	Fire Prevention Proficiency	10	Residential Occupancies (Semiannual)	NFPA 101 AR 420-1		
Firefighter Jun	Fire Prevention Proficiency	12	Business Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Jun	Suppression Proficiency	12	Breathing Apparatus (Semiannually) Respiratory Protection (SCBA) (Annually)	Manufacture's Manual AR 420-1 29 CFR 1910.134 ANADR 385-1		
Firefighter Jun	Suppression Proficiency	4	Rescue Tools (Quarterly)	IFSTA AR 420-1		
Firefighter Jun			Firefighter Safety Standards	ANAD DES-Fire		
Firefighter Jun	Fire Prevention Proficiency	3	Classification of Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Jun	Suppression Proficiency	16	Hazardous Chemical Accidents (Quarterly)	IFSTA DOD1 6055.6 Sec. E2.5.5 ANADR 385-1 AR 420-1		
Firefighter Jun	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Jun	Fire Protection		CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		
Firefighter Jun	Fire Prevention Proficiency	14	Storage Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Jun	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		

Name: _____

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FOURTH QUARTER TRAINING
(JULY - SEPTEMBER)

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Jul	Fire Protection		CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		
Firefighter Jul	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Jul	Suppression Proficiency	4	Rescue Tools (Quarterly)	IFSTA AR 420-1		
Firefighter Jul	Suppression Proficiency	8	Prefire Planning (Quarterly)	AR 420-1		
Firefighter Jul	Suppression Proficiency	15	Natural Cover Fires (Quarterly)	IFSTA DODI 6055.6 Sec. E2.5.9 AR 420-1		
Firefighter Jul	Suppression Proficiency	1	Hazardous Materials (Quarterly)	IFSTA AR 420-1		
Firefighter Jul	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Jul	Fire Prevention Proficiency	13	Industrial Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Jul	Fire Prevention Proficiency	12	Business Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Jul	Fire Prevention Proficiency	14	Storage Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Jul	Fire Prevention Proficiency	21	Project Review and Submittal (Semiannually)	UFC 3- 600-01 NFPA 101 ANADR 385-1 AR 420-1		
Firefighter Jul	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter Jul	Fire Protection		Strategic Planning (Semi-Annual)	ANAD		

Name: _____

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FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Jul	Fire Prevention Proficiency	15	Occupancies in Unusual Structures (Semi-Annually)	NFPA 101 AR 420-1		
Firefighter Jul	Fire Protection		Disaster Planning (Semi-Annually)	NFPA 1600		
Firefighter Aug	Fire Protection		Computer Training (Semi-Annual) Computer Training (Fire Programs, Word, Excel, GIS Web) (Quarterly)	ANAD DES-Fire AR 420-1		
Firefighter Jul	Suppression Proficiency	9	Water Supply for Fire Protection (Quarterly)	IFSTA AR 420-1		
Firefighter Aug	Fire Prevention Proficiency	17	Fire Extinguishers (Semi-annually)	NFPA 10 AR 420-1		
Firefighter Aug	Fire Prevention Proficiency	16	Operating Features (Semi-annually)	NFPA 101 AR 420-1		
Firefighter Aug	Fire Prevention Proficiency	11	Mercantile Occupancies (Semi-annually)	NFPA 101 AR 420-1		
Firefighter Aug	Suppression Proficiency	10	Sprinkler Systems (Quarterly)	NFPA 13 AR 420-1		
Firefighter Aug	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		
Firefighter Aug	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Aug			Exercises (Structural, CAIRA, CBRNE, HAZMAT) (Quarterly) CAIRA Training	AR 420-1 ANAD DES-Fire		
Firefighter Aug	Fire Prevention Proficiency	6	Building Service Equipment - Activate OC/EOC (Semiannually)	NFPA 101 AR 420-1		

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FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Aug	Suppression Proficiency	16	Hazardous Chemical Accidents (Quarterly)	IFSTA DODI 6055.6 Sec. E2.5.5 ANADR 385-1 AR 420-1		
Firefighter Aug	Fire Protection		CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		
Firefighter Aug	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter Aug	Suppression Proficiency	2	First Aid/CPR (Quarterly)	IFSTA AR 420-1		
Firefighter Aug	Emergency Medical		EMS Training (Annually)	National Registry/St ate of Alabama DODI 6000.10 DODI 6055.6 Sec E2.5.7		
Firefighter Sep	Fire Protection		CBRNE (Monthly)	29 CFR 1910.120 NFPA 472 (ODP)		
Firefighter Sep	Suppression Proficiency		Prefire Plans Quick Reference Guide (Quarterly)	ANAD DES-Fire		
Firefighter Sep	Fire Prevention Proficiency	8	Educational Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Sep	Suppression Proficiency	14	Fire Department Communications (Semiannually)	IFSTA AR 420-1		

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FIRE FIGHTER/EMT

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Firefighter Sep	Suppression Proficiency	7	Structural Drills Night Drill (Monthly)	IFSTA AR 420-1		
Firefighter Sep	Fire Prevention Proficiency	18	Fire Alarm Systems Dispatch Operations (Semiannually)	NFPA 72 NFPA 74 AR 420-1		
Firefighter Sep	Fire Protection		Post Familiarization/Demand Zones (Monthly)	ANAD DES-Fire		
Firefighter Sep	Suppression Proficiency	7	Structural Drills (Monthly)	IFSTA AR 420-1		
Firefighter Sep	Emergency Medical		EMS Training (Annually)	National Registry/State of Alabama DODI 6000.10 DODI 6055.6 Sec E2.5.7		
Firefighter Sep	Fire Prevention Proficiency	9	Health Care and Penal Occupancies (Semiannually)	NFPA 101 AR 420-1		
Firefighter Sep	Physical Fitness	6	Physical Fitness (Daily)	AR 420-1		

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**DES TRAINING - ATTENDANCE AND RATING RECORD
FIRE DEPARTMENT REQUIRED TRAINING TASKS
AR 420-90 & NFPA**

DISPATCHERS/EMERGENCY SUPPORT ASSISTANT TRAINING

Required Training Date	Type Training	Required	Subject	Reference Material	Certifying Official	Date Completed
Every 2 years	Dispatching	Dispatcher	Emergency Fire Dispatch (EFD) (Recert every 2 years)	ANAD DES-Fire		
Every 2 years	Dispatching	Dispatcher	Emergency Medical Dispatch (EMD) (Recert every 2 years)	ANAD DES-Fire		

**FIRST QUARTER TRAINING
(OCTOBER - DECEMBER)**

Required Training Date	Type Training	Required	Subject	Reference Material	Certifying Official	Date Completed
Oct	Dispatching	Dispatcher	Dispatch SOGs (Annual)	ANAD DES-Fire		
Oct	Dispatching	Dispatcher	Fire Programs (Annual)	ANAD DES-Fire		
Nov	Dispatching	Dispatcher	GIS Web (Annual)	ANAD DES-Fire		
Nov	Dispatching	Dispatcher	HAZMAT Awareness (Annual)	AR 420-1		
Dec	Dispatching	Dispatcher	Pre-Fire Planning (Quarterly)	ANAD DES-Fire		

**SECOND QUARTER TRAINING
(JANUARY - MARCH)**

Required Training Date	Type Training	Required	Subject	Reference Material	Certifying Official	Date Completed
Jan	Dispatching	Dispatcher	Pre-Fire Planning (Quarterly)	ANAD DES-Fire		
Jan	Dispatching	Dispatcher	Telecommunications I/II (Annual)	AR 420-1		
Feb	Dispatching	Dispatcher	Plans Review (Semi-Annual)	ANAD DES-Fire		
Mar	Dispatching	Dispatcher	EMD/EFD Cards Review (Semi-Annual)	ANAD DES-Fire		

**THIRD QUARTER TRAINING
(APRIL – JUNE)**

Required Training Date	Type Training	Required	Subject	Reference Material	Certifying Official	Date Completed
Apr	Security	Dispatcher	Anti-Terrorism (Annual)	ANAD DES-Fire		
Apr	Professional Development	Dispatcher	Conflict Resolution			
May	EEO	Dispatcher	Equal Employment Opportunity (Annual)	EEO Office		
May	Professional Development	Dispatcher	Stress Management	AR 420-1		
Jun	Dispatching	Dispatcher	Pre-Fire Planning (Quarterly)	ANAD DES-Fire		
Jun	EEO	Dispatcher	Sexual Harassment (Annual)	EEO Office		

**FOURTH QUARTER TRAINING
(July – September)**

Required Training Date	Type Training	Required	Subject	Reference Material	Certifying Official	Date Completed
Jul	Dispatching	Dispatcher	CPR/AED (Annual)	ANAD DES-Fire		
Aug	Dispatching	Dispatcher	Pre-Fire Planning (Quarterly)	ANAD DES-Fire		
Aug	Professional Development	Dispatcher	Time Management	AR 420-1		
Aug	Professional Development	Dispatcher	Team Building	AR 420-1		
Sep	Dispatching	Dispatcher	Plans Review (Semi-Annual)	ANAD DES-Fire		

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DES FIRE DEPARTMENT TRAINING – ATTENDANCE AND RATING RECORD**SUPERVISOR TRAINING**

Required Training Date	Type Training	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Daily	Supervisory	Physical Fitness (Daily)	AR 420-1		
Annual	Supervisory	Self-Development Classes (two annually)	Army Family Team Building (AFTB) MWR		

**FIRST QUARTER TRAINING
(OCTOBER – DECEMBER)**

Required Training Date	Type Training	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Oct	Supervisory	CBRNE Equipment (Semi-Annual)	ANAD DES-Fire		
Nov	Supervisory	Disaster Preparedness (Plan Review) (Semi-Annual)	NFPA 1600		
Dec	Supervisory	Mutual Aid (Semi-Annual)	NFPA 1600		

**SECOND QUARTER TRAINING
(JANUARY - MARCH)**

Required Training Date	Type Training	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Jan	Supervisory	Activating Operations Center/EOC (Annual)	ANAD DES-Fire		
Jan	Supervisory	Command and Control (Annual)	NIMS NFPA		
Jan	Supervisory	EMS Training (Annual)	ANAD DES-Fire		
Feb	EEO	Equal Employment Opportunity (Annual)	EEO Office		
Feb	Supervisory	Fire Programs (Annual)	ANAD DES-Fire		
Feb	Supervisory	Post Familiarization (Annual)	ANAD DES-Fire		
Mar	Supervisory	SOGs (Annual)	ANAD DES-Fire		
Mar	Supervisory	Proficiency Training (Annual)	AR 420-1		

SUPERVISOR TRAINING

Required Training Date	Type Training	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Mar	Supervisory	Regulation Review (Annual)	AR 420-1 ANADR 420-06		

THIRD QUARTER TRAINING (APRIL – JUNE)

Required Training Date	Type Training	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Apr	Security	Anti-Terrorism (Annual)	ANAD DES-Fire		
Apr	Supervisory	CBRNE Equipment (Semi-Annual)	ANAD DES-Fire		
Apr	Professional Development	Firefighter	Conflict Resolution		
May	Supervisory	Disaster Preparedness (Plan Review) (Semi-Annual)	NFPA 1600		
May	Supervisory	Mutual Aid (Semi-Annual)	NFPA 1600		
May	Professional Development	Stress Management	AR 420-1		
Jun	EEO	Sexual Harassment (Annual)	EEO Office		

FOURTH QUARTER TRAINING (JULY – SEPTEMBER)

Required Training Date	Type Training	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Aug	Professional Development	Time Management	AR 420-1		
Aug	Professional Development	Team Building	AR 420-1		

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EMS TRAINING

Type Training	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
EMS	Fire Programs	ANAD DES-Fire		
EMS	Certification	National Registry or State of Alabama		
EMS	Advanced Cardiac Life Support (ACLS) (2 years)	ANAD DES-Fire		
EMS	Pediatric Advanced Life Support (PALS) (2 Years)	ANAD DES-Fire		
EMS	Basic Trauma Life Support (BTLS) (2 Years)	ANAD DES-Fire		
EMS	CPR/AED (Annual)	ANAD DES-Fire		
EMS	Emergency Vehicle Operator Course (EVOC)	ANAD DES-Fire		
EMS	Mass Casualty	ANAD DES-Fire		
EMS	Paramedic Refresher (2 Years)	ANAD DES-Fire		

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**DES TRAINING – ATTENDANCE AND RATING RECORD
FIRE DEPARTMENT REQUIRED TRAINING TASKS
AR 420-1 & NFPA**

FIRE PROTECTION SPECIALIST

**FIRST QUARTER TRAINING
(OCTOBER - DECEMBER)**

Required/ Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Oct	Fire Protection		CAIRA (Quarterly)	ANAD DES- Fire		
Oct	Fire Protection		Computer Training (Semi-Annual)	ANAD DES- Fire		
Oct	Fire Protection		Dispatch Operations (Quarterly)	Dispatch SOGs Dispatch Training Guide		
Oct	Fire Protection		Exercise (Structural, CAIRA, CBRNE, HAZMAT) (Quarterly)	AR 420-1		
Oct	Fire Protection		File Maintenance (Annual)	ANAD DES- Fire		
Oct	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Oct	Fire Protection		Fire Programs (Annual)	ANAD DES- Fire		
Oct	Fire Protection		HAZWOPER (Annual)	29 CFR 1910.120 29 CFR 1910.1200		
Oct	Fire Protection		Incident Command (Semi-Annual)	National Incident Management System (NIMS)		
Oct	Fire Prevention Proficiency		Inspection Procedures (Semi-Annual)	IFSTA NFPA 1031		

FIRE PROTECTION SPECILIST

Required/ Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Oct	Fire Protection		Inspection Process (FIRES PROGRAM) (Quarterly)	AR 420-1		
Oct	Fire Protection		Lock Out/Tag Out (Annual)	29 CFR 1910.147 ANADR 385- 1		
Oct	Fire Protection		Mutual Aid (Semi-Annual)	AR 420-1 DoDI 6055.6		
Oct	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Oct	Fire Protection		Regulation Review (Quarterly)	UFC 3-600- 01/02 NFPA 101		
Oct	Fire Protection		Safety (Monthly)	NFPA ANADR 385- 1		
Nov	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Nov	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Nov	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		
Dec	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Dec	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Dec	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		

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FIRE PROTECTION SPECILIST**SECOND QUARTER TRAINING**
(JANUARY - MARCH)

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Jan	Fire Protection		Evacuation Coordinator (Semi-Annual)	ANADR 420-6		
Jan	Fire Protection		Accountability System (Annual)	ANAD DES-Fire		
Jan	Fire Protection		CAIRA (Quarterly)	ANAD DES-Fire		
Jan	Fire Protection		Disaster Preparedness (Plan Review) (Annual)	NFPA 1600 DoD 2000.12		
Jan	Fire Protection		Dispatch Operations (Quarterly)	Dispatch SOGs Dispatch Training Guide		
Jan	Fire Protection		Exercise (Structural, CAIRA, CBRNE, HAZMAT) (Quarterly)	AR 420-1		
Jan	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Jan	Fire Protection		Infection Control Blood borne Pathogens (Annual)	29 CFR 1910.1030 ANADR 385-1		
Jan	Fire Protection		Inspection Process (FIRES PROGRAM) (Quarterly)	AR 420-1		
Jan	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Jan	Fire Protection		Regulation Review (Quarterly)	UFC 3-600-01/02 NFPA 101		
Jan	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		
Feb	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Feb	Fire Protection		Proficiency Training (Monthly)	AR 420-1		

FIRE PROTECTION SPECILIST

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Feb	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		
Mar	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Mar	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Mar	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		

THIRD QUARTER TRAINING (APRIL - JUNE)

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Apr	Fire Protection		Dispatch Operations (Quarterly)	Dispatch SOGs Dispatch Training Guide		
Apr	Fire Protection		Exercise (Structural, CAIRA, CBRNE, HAZMAT) (Quarterly)	AR 420-1		
Apr	Security		Anti-Terrorism (Annual)	ANAD DES-Fire		
Apr	Fire Protection		CAIRA (Quarterly)	ANAD DES-Fire		
Apr	Fire Protection		Computer Training (Semi-Annual)	ANAD DES-Fire		
Apr	EEO		Equal Employment Opportunity (Annual)	EEO Office		
Apr	Professional Development		Conflict Resolution			
May	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		

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FIRE PROTECTION SPECILIST

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
May	Fire Protection		Incident Command (Semi-Annual)	National Incident Management System (NIMS)		
May	Fire Prevention Proficiency		Inspection Procedures (Semi-Annual)	IFSTA NFPA 1031		
May	Fire Protection		Inspection Process (FIRES PROGRAM) (Quarterly)	AR 420-1		
May	Fire Protection		Live Fire (Annual)	AR 420-1 DoDI 6055.6 Sec E2.5.17.4		
May	Fire Protection		Mutual Aid (Semi-Annual)	AR 420-1 DoDI 6055.6		
May	Professional Development		Stress Management			
Jun	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Jun	Fire Protection		Regulation Review (Quarterly)	UFC 3-600-01/02 NFPA 101		
Jun	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		
Jun	EEO		Sexual Harassment (Annual)	EEO Office		
Jun	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Jun	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Jun	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		
Jun	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Jun	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Jun	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		

FOURTH QUARTER TRAINING
(JULY – SEPTEMBER)

FIRE PROTECTION SPECILIST

Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Jul	Fire Protection		CAIRA (Quarterly)	ANAD DES-Fire		
Jul	Fire Protection		Confined Space Rescue (Annual)	29 CFR 1910.146 ANADR 385-1		
Jul	Fire Protection		Dispatch Operations (Quarterly)	Dispatch SOGs Dispatch Training Guide		
Jul	Fire Protection		Driver Training (EVOC) (Annual)	AR 600-55 Ch. 1 IFSTA		
Jul	Fire Protection		Emergency Medical Services (EMS) (Annual)	Nat'l Registry State of AL DoDI 6000.10		
Jul	Fire Protection		Emergency Vehicle Operation Course (EVOC) (Annual)	ANAD DES-Fire		
Jul	Fire Protection		EMS Training (Annual)	Nat'l Registry State of AL DoDI 6000.10		
Jul	Fire Protection		Exercise (Structural, CAIRA, CBRNE, HAZMAT) (Quarterly)	AR 420-1		
Jul	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Jul	Fire Protection		Inspection Process (FIRES PROGRAM) (Quarterly)	AR 420-1		
Jul	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Jul	Fire Protection		Regulation Review (Quarterly)	UFC 3-600-01/02 NFPA 101		
Jul	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		
Jul	Fire Protection		Toxic Chemical (Annual)			
Aug	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Aug	Fire Protection		Proficiency Training (Monthly)	AR 420-1		

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FIRE PROTECTION SPECILIST

Required Training Date	Type of Training	Item # AR 420-1	Subject to be Trained Training pertaining to specific duties and duty locations	Reference Material	Certifying Official	Date Completed
Aug	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		
Aug	Professional Development		Time Management	AR		
Aug	Professional Development		Team Building	AR		
Sep	Fire Protection		Fire Prevention (Monthly)	AR 420-1 29 CFR 1960.26		
Sep	Fire Protection		Proficiency Training (Monthly)	AR 420-1		
Sep	Fire Protection		Safety (Monthly)	NFPA ANADR 385-1		
Sep	Fire Protection		Evacuation Coordinator (Semi-Annual)	ANADR 420-6		

TACOM-ANAD INDIVIDUAL DEVELOPMENT PLAN (IDP)

DES EMPLOYEE NAME: _____

POSITION TITLE/SERIES/GRADE: GS- _____

TODAY'S DATE: _____

PERIOD COVERING _____ **TO** _____

SUPERVIOR/COSTCENTER: _____

CAREER PROGRAM (IF APPLICABLE) _____

FORMAL CLASSROOM TRAINING (INCLUDING PROJECTED DATES AND COST):

OJT AND DEVELOPMENTAL ASSIGNMENTS (INCLUDE PROJECTED DATES):

SELF-DEVELOPMENT (INCLUDE PROJECTED DATES AND COST IF REQUESTED):

NOTE: PLEASE ATTACH TRAINING ACCOMPLISHMENTS/COMPLETIONS TO INCLUDE DATES AND COST, IF APPLICABLE.

Summary of DES, ANAD Police Training

- This summary shows that DES, ANAD's Local Security Training Program conducted shortly after an individual is hired covers 59 subject areas during the 4-week period, 51 subjects or 86% of the material, which is subsequently covered at the Police Academy.
 - The US Army MP School Police Academy covers 88 subject areas over a 9 week period.
 - DES, ANAD's Field Training Program which is conducted after a Police Officer returns from the MP Police Academy, or receives a waiver, covers 27 subjects, 14 of which that were covered at the Police Academy.
- DES, ANAD's Local Security Force Program which uses the US Army MP School POIs and its FTP, which uses ST 19-083 (Dept of the Army Civilian Police Field Training Manual), combined cover 64 of the US Army MP 88 subject areas or 73% of the Academy's Curriculum.
- All DA Police (083s) must complete the in resident DA Police Academy prior to being assigned to Police Officer assignments, unless a waiver has been submitted and approved by OPMG, HQDA documenting that they meet the requirements of AR 190-56, para. 4-3. DA Civilian Police must complete the USAMPS POI training listed on the AKO Website and topics in the Field Training Officers Guide. Refresher training is provided to DA Police annually at the installation in quarterly increments.
 - A listing of required DA Civilian Guard/Police training is listed in the Directorate of Emergency Services Training and Development Plan Fiscal Year 2010. The Training Plan for 2010 has not changed from the 2009 Training Plan. The required training matches the required DA Civilian Guard/Police USAMPS POI training shown on the AKO Website. In addition to the USAMPS POIs, ANAD provides training to their DA Guard/Police covering specific topics unique to their installation, as well as through the FTP.

Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recur.	Remarks
1. 4 th Amendment Search & Seizure (6/0) 191-5626	X (1)	X	X		1 st Qtr.	1 topic in ST 19-083
2. 5 th & 6 th Amendment (3/0) 191-5627		X	X		1 st Qtr.	
3. Active Shooter (1/3) 191-5705	X (1)	X	X		3 rd Qtr.	1 topic in ST 19-083
4. Accepts Criticism/Feedback				X		Listed in Daily Obs. Report #21
5. Accident Investigation (3/5) 191-5718	X (2)		X	X		Listed in Daily Obs. Report #16. 2 topics in ST 19-083
6. Alarms & Intrusion (.5/1.5) 191-5701	X (1)		X		4 th Qtr.	1 topic in ST 19-083
7. American Disability Act					2 nd Qtr.	Not Required for Police Training
8. Appearance (.1/23.5) 191-5621			X	X		Includes LE Equipment and Inspections from Academy & Daily Obs. Report #1.
9. Apprehend a Compliant Subj.	X (1)				1 st Qtr.	1 topic in ST 19-083
10. Apprehend a Noncompliant Subj.	X (1)				1 st Qtr.	1 topic in ST 19-083
11. Area Security	X (3)					3 sub-topics in ST 19-083
12. Army Culture		X			3 rd Qtr.	
13. Army Values		X			2 nd Qtr.	
14. Arrest Laws/PC				X		Listed in Daily Obs. Report #15
15. A/TFP				X	2 nd Qtr.	Listed as Academy Admin. Guidelines & in Daily Obs. Report #27
16. Attitude Toward Police Work				X		Listed in Daily Obs. Report #22

Note: Numbers in parenthesis indicate number of academic hours/practical exercise hours at the academy.

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Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recur.	Remarks
17. Authority & Jurisdiction (5/0) 191-5624		X	X		1 st Qtr.	
18. Building Search (2/6) 191-5695	X (1)	X	X		4 th Qtr.	1 topic in ST 19-083
19. Chain of Custody	X (1)					1 topic in ST 19-083
20. CBRNE/HAZMAT (4.5/3.5) 191-5671 & 5672	X (2)	X	X	X	2 nd Qtr.	Listed in Daily Obs. Report #26 & 28. 2 topic in ST 19-083
21. Child Abuse, Neglect & Sexual Response (1/0) 191-5684	X (1)		X			1 topic in ST 19-083
22. Civil Disturbance	X (2)					2 sub-topics in ST 19-083
23. Conduct Traffic Stop/High Risk	X (2)					2 sub-topics in ST 19-083
24. Constitutional Law Overview (1/0) 191-5622		X	X		1 st Qtr.	
25. Convoy Techniques					4 th Qtr.	Not Required for Police Training
26. Courtroom, Board & Hearing Proced. (1/7) 191-5633			X			
27. CPR					2 nd Qtr.	Not Required for Police Training
28. Crime Prevention					4 th Qtr.	Not Required for Police Training
29. Criminal Law (5/0) 191-5629		X	X		1 st Qtr.	
30. Criminal Street Gangs MCD 0149			X			On-line training at the Academy
31. Crowd Dynamics (1/0) 191-5713		X	X		4 th Qtr.	
32. DA Civilian Guard Material		X				

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Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Rectr.	Remarks
33. DA Form 3975 Prep (4/4) 191-5677			X		3 rd Qtr.	
34. Defense Tactics (.2/1.1) 191-5648		X	X			
35. Decision Making; Problem Solving, Driving Skill				X		Listed in Daily Obs. Report #3
36. Dealing with Emotionally Disturbed (1/0) 191-5704			X			
37. Departmental Policies & Procedures				X	3 rd Qtr.	Listed in Daily Obs. Report #17
38. Determine Elements of a Crime	X (1)					1 topic in ST 19-083
39. Direct Traffic	X (1)					1 topic in ST 19-083
40. Domestic Disturbance/Violence (2/0) 191-5682	X (1)		X			1 topic in ST 19-083
41. Driving Skills (Normal & Speed Control) (1.5/14.5) 191-5709			X	X		Listed as Vehicle Dynamics at Academy & Daily Obs. Report #3 & 12
42. Drugs in America ISE-02			X			On-line training at the Academy
43. Drug ID ISE-03			X			On-line training at the Academy
44. Drunk & Drugged Driver Processing (2.8/2.5) 191-5703	X (1)		X			1 topic in ST 19-083
45. EEO					2nd Qtr.	Not Required for Police Training
46. Effective LE Communications (1/.5) 191-5674			X			

Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recurr.	Remarks
47. Employ COPS System	X (1)					1 topic in ST 19-083
48. Escort Vehicle Procedures					4th Qtr.	
49. Ethics (2/2/0) 191-5632		X	X		1st Qtr.	
50. Explosive Threats ISE-01		X	X		2/4 Qtr.	On-line training at the Academy
51. Field Training & Special Text Manuals for DAC		X		X		Listed in Daily Obs Report #17
52. First Aide (4/4) 191-5715	X (11)	X	X		2nd Qtr.	11 sub-topics in ST 19-083
53. Functions of DA Police & Guards (3/1) 191-5617		X	X		1st Qtr.	
54. Ground Fighting Tech. (2/10.3) 191-5643			X			
55. Handcuffing (.2/4.3) 191-5647		X	X		2nd Qtr.	
56. Hate Crimes (1.5/0) 191-5685			X			
57. Hostage Situations (.5/1) 191-5699			X		4th Qtr.	
58. Information Security					2nd Qtr.	Not Required for Police Training
59. Impound a Vehicle	X (1)					1 topic in ST 19-083
60. Interview Stance & Movement (.3/2.2) 191-5639			X			
61. Interview & Interrogations (4/0) 191-5645	X (2)		X	X		Listed in Daily Obs. Report #11. 2 topic in ST 19-083
62. Intro. To Clandestine Lab Invest. ISE-04			X			On-line training at the Academy

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Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recitr.	Remarks
63. Intro. To Patrol Drug Invest. MCD 0151			X			On-line training at the Academy
64. Juvenile Delinq. & Gangs (2/0) 191-5686	X(1)		X			1 topic in ST 19-083
65. Law Enforcement Liability (1.5/0) 191-5628		X	X		4 th Qtr.	
66. Law Enforcement Equipment (.5/1) 191-5612		X	X		4 th Qtr.	
67. Law Enforcement History		X			4 th Qtr.	
68. LE Mental Conditioning & Survival (3/0 hrs) 191-5634		X	X		4 th Qtr.	
69. M249 Machine Gun					Each Qtr.	
70. M4 Fam Fire (.2/3) 191-5664	X(1)	X	X			1 topic in ST 19-083
71. M4 Marksmanship (.6/3.4) 191-5665		X	X		Each Qtr.	
72. M4 Operation, Maint. & Function Check (2.5/5) 191-5663	X(5)	X	X			5 sub-topics in ST 19-083
73. M9 Building Search (.2/3.3) 191-5662		X	X		4 th Qtr.	
74. M9 Operation, Maintenance & Function Check (.5/3.5) 191-5656	X(2)	X	X		Each Qtr.	2 sub-topics in ST 19-083
75. M9 Marksmanship (.2/2.3) 191-5657	X(1)	X	X		Each Qtr.	1 topic in ST 19-083
76. M9 Skill Development (.7/14.8) 191-5658		X	X		Each Qtr.	
77. M9 Pistol Stress Class (.2/4.3) 191-5659			X			
78. Military Federal Justice (2/0) 191-5623		X	X		1 st Qtr.	
79. Multicultural Law Enf. (1.5/05) 191-5683		X	X		2 nd Qtr.	

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Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recur.	Remarks
80. NIMS (1/0) 191-5708		X	X		2 nd Qtr.	
81. No Fears Act					2 nd Qtr.	Not Required for Police Training
82. Non-Lethal Ammunition (1/0) 191-5667		X	X		4 th Qtr.	
83. OC (1.9/6.1) 191-5652	X (1)	X	X		1 st Qtr.	1 topic in ST 19-083
84. Officer Safety				X		Listed in Daily Obs. Report #6
85. Operate a Police Emergency Veh.	X (1)				3 rd Qtr.	1 topic in ST 19-083
86. Operations in a Restricted Area		X			3 rd Qtr.	
87. OPSEC (.3/0) 191-5611		X	X		4 th Qtr.	Listed as Academy Admin. Guidelines
88. Orientation Skill				X		Listed in Daily Obs. Report #8
89. Overdose America ISE 05			X			On-line training at the Academy
90. Package & Material (.5/1) 191-5723		X	X		3 rd Qtr.	
91. Patrol Procedures (4/5) 191-5691	X (1)		X	X		Listed as LE Patrol Ops at Academy & Daily Obs. Report #20. 1 topic in ST 19-083
92. Personnel ID (1/1) 191-5722		X	X		3 rd Qtr.	
93. Personnel Security					2 nd Qtr.	Not Required for Police Training
94. Physical Fitness & Nutrition (2/13.5) 191-5727		X	X		1 st Qtr.	
89. Physical Security Overview (2/1) 191-5719		X	X		3/4 Qtr.	
96. Physical Security Threats		X			4 th Qtr.	

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Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recur.	Remarks
97. Police Batons Straight/Exp. (.3/.7) 191-5633	X (1)		X			1 topic in ST 19-083
98. Prisoner Control or Invest. Detention				X		Listed in Daily Obs. Report #7
99. PR 24		X			1 st Qtr.	
100. Problem Solving/Decision Making				X		Daily Obs. Report #2
101. Proper Form Selection				X		Listed Obs. Report #14
102. Protect a Crime Scene	X (1)					1 topic in ST 19-083
103. Proximics (4/5) 191-5729			X			
104. Psychological Effects of Traumatic Incidents (2/0) 191- 5638			X			
105. Radio Operations (.5/.5) 191- 5678			X	X	2 nd Qtr.	Listed in Daily Obs. Report #13
106. Relationship with Citizens & Dept. Members				X		Listed in Daily Obs. Report #23 & 24
107. Report Writing (1.4/3) 191- 5675			X	X		Listed in Daily Obs. Report #14
108. Response Time/Route/Map				X		Listed in Daily Obs. Report #8
109. Response to Bomb Threat	X (1)					1 topic in ST 19-083
110. Response to Crimes in Prog. (2/4) 191-5668			X			

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Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recur.	Remarks
111. Respond to Downed Aircraft	X (1)					1 topic in ST 19-083
112. Riot Control Operations (2/2.8) 191-5714		X	X			
113. Rules of Evidence (1.5/0) 191-5625		X	X		1 st Qtr.	
114. SAEDA					2ndQtr.	Not Required for Police Training
115. Safeguarding Privacy Act Info.					2nd Qtr.	Not Required for Police Training
116. Safety					2/3 Qtr.	Not Required for Police Training
117. Search an Area (2/2.8) 191-5694		X	X		3rd Qtr.	
118. Search an Individual	X (1)					1 topic in ST 19-083
119. Search a Vehicle (1/1) 191-5696	X (1)	X	X		4 th Qtr.	1 topic in ST 19-083
120. Security Awareness					2nd Qtr.	Not Required for Police Training
121. Self-Initiated Field Activity				X		Listed in Daily Obs. Report #9
122. Sexual Assault Prevention					2nd Qtr.	Not Required for Police Training
123. Sexual Harassment (POSH)					2nd Qtr.	Not Required for Police Training
124. Sexual Offenses/Resp. (1/0 hrs) 191-5687	X (1)		X			1 topic in ST 19-083

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Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recurr.	Remarks
125. Shotgun Fam Fire (.3/2.7) 191-5636	X (1)	X	X		1 st Qtr.	1 topic in ST 19-083
126. Shotgun Maint. (.2/1.8) 191-5635		X	X		1 st Qtr.	
127. Shotgun Operation Marks. (.3/4.2) 191-5666	X (2)	X	X		1 st Qtr.	2 sub-topics in ST 19-083
128. Speed Enforcement (1.5/1.5) 191-5716			X			
129. SRT		X				
130. Stress Management (1/0) 191-5637		X	X	X	1 st Qtr.	Listed under Daily Obs. Report #4 & 5
131. Substance Abuse					2 nd Qtr.	Not Required for Police Training
132. Tactical Response					3/4 Qtr.	
133. Terror Awareness (2/0) 191-5669		X	X		3 rd Qtr.	
134. Terry Frisk (.3/2.7) 191-5641		X	X		2 nd Qtr.	
135. Testify at Court, Hearing	X (1)					1 topic in ST 19-083
136. Threat Briefing					2/4 Qtr.	Not Required for Police Training
137. Traffic Control (.5/1) 191-5698		X	X		2 nd Qtr.	
138. Traffic Enforcement (.8/3.2) 191-5702			X			

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Comparative Analysis of DES, ANAD Police Training

Subjects	ST 19-083 Tasks	160 hrs. Local TNG	Police Academy	FTP	Annual Recur.	Remarks
139. Traffic Law (1/0) 191-5631		X	X		3 rd Qtr.	
140. Transport Offenders	X (1)					1 topic in ST 19-083
141. Refresher in basic subjects					1 st Qtr.	
142. UCMJ/Criminal Codes				X		Listed in Daily Obs. Report #18
143. Use of Force (2/0) 191-5644	X (1)	X	X		1 st Qtr.	1 topic in ST 19-083
144. Use of Police Info. Systems (1/0) 191-5679			X			
145. UXO/Response to Suspicious Package (1/2) 191-5673	X (2)		X			2 topics in ST 19-083
146. Vehicle Code				X		Listed in Daily Obs. Report #19
147. Vehicle Maintenance	X (2)				3 rd Qtr.	2 topics listed in ST 19-083
148. Vehicle Stops (1.7/8.7) 191-5661 & 5717		X	X	X	3 rd Qtr.	Listed as M9 Pistol Vehicle Stop SESAMS & Known Risk Traffic Stops & Daily Obs. Report #10
149. Visual Perception & Observation Tech. (2.5/1) 191-5689			X			
150. Weapon Retention (.2/1.8) 191-5642		X	X		1 st Qtr.	
TOTALS	43 Topics & 62 sub-topics	59	88	27	102	

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Army Regulation 190-30

Exh 47

Military Police

Military Police Investigations

Headquarters
Department of the Army
Washington, DC
1 November 2005

UNCLASSIFIED

SUMMARY of CHANGE

AR 190-30

Military Police Investigations

This major revision dated 1 November 2005--

- o Establishes the Provost Marshal General as proponent for regulation (para 1-4a).
- o Requires all military police investigators and Department of the Army civilian detectives and investigators be school trained prior to performing investigative duties (paras 1-4j(3), 1-4j(7), and 2-2).
- o Establishes criteria for selection of civilian detectives and investigators (para 2-1c).
- o Establishes procedures to request polygraph examination (para 4-19).
- o Revises procedure for collection of police intelligence (para 4-21).
- o Establishes procedures for investigator reports and investigation case files (chap 5).

Military Police

Military Police Investigations

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:



SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation establishes policies and procedures for selection of military police investigators and Department of the Army civilian detectives and investigators, issuance and control of military police investigators' credentials, operational procedures, types and categories of offenses investigated by military police investigators, investigator reports and case folders, and the uniform for military police investigators.

Applicability. This regulation applies to the Active Army and U.S. Army Reserve,

Department of the Army civilian police and security guard activities, and contracted or contractor security force operations and activities. It also applies to the Army National Guard of the United States when federalized under title 10, United States Code. This regulation is required during mobilization.

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 a direct reporting unit or field operating agency of the proponent 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 must include 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 and identifies key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command or local forms is prohibited without prior approval of HQDA, OPMG (DAPM-MPD-LE), 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 HQDA, OPMG (DAPM-MPD-LE), 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, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes Department of the Army (DA) policy for the conduct of military police investigations, establishes policies and procedures for selection, training, and employment of military police investigators (MPI) and Department of the Army civilian (DAC) detectives/investigators, and identifies responsibilities for the conduct of the MPI program.

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

- a. The Provost Marshal General (OPMG) will—
 - (1) Develop policies and procedures for the selection, training, and employment of MPI and DAC detectives/investigators.
 - (2) Provide investigative authority and responsibility for provost marshal offices and DA police activities.
- b. The Commanding General, U.S. Army Training and Doctrine Command (TRADOC) will develop doctrinal and applicator literature for identification of spaces for MPI in an appropriate table of organization and equipment (TOE) and table of distribution and allowances (TDA) for formal MPI training.
- c. The Director, Installation Management Agency (IMA) will—
 - (1) Monitor the nomination of candidates for the MPI Program for their subordinate installations.
 - (2) Request MPI and DAC detective/investigator credentials from Commander, Human Resources Command (HRC).
 - (3) Issue and control MPI and DAC detective/investigator credentials.
 - (4) Issue MPI credentials in block to Forces Command (FORSCOM) to be issued to the Army National Guard (ARNG) and the U.S. Army Reserve (USAR) for soldiers who are mobilized and have been identified to serve as military police investigators.
- d. The Commanding General, Forces Command will issue and control MPI credentials for ARNG and USAR units that are mobilized.
- e. Commander, Army Materiel Command (AMC) will—
 - (1) Monitor the nomination of candidates for the MPI Program for their subordinate installations.
 - (2) Request MPI credentials from Commander, Human Resources Command (HRC).
 - (3) Issue and control MPI and DAC detective/investigator credentials.
- f. Commander, Medical Command (MEDCOM) will—
 - (1) Monitor the nomination of candidates for the MPI Program for their subordinate installations.
 - (2) Request MPI credentials from Commander, Human Resources Command (HRC).
 - (3) Issue and control MPI and DAC detective/investigator credentials.
- g. The Commanding General, U.S. Army Human Resources Command (AHRC-EPL-M) will—
 - (1) Be responsible for the administration and supervision of the military personnel management aspects of the MPI Program.
 - (2) Evaluate MPI candidates whose files indicate they may be unsuitable for the MPI Program.
 - (3) Verify MPI civilian clothing allowance requests prior to final approval by The Adjutant General.
 - (4) Be responsible for the bulk issue of Military Police Investigator (DA Form 3837 (Military Police Investigator (Front Page)) and DA Form 3837-1 (Military Police Investigator (Back Page))).
 - (5) Be responsible for the bulk issue of DAC Detective (DA Form 3837-2 (DAC Detective (Front Page)) and DA Form 3837-3 (DAC Detective (Back Page))).
 - (6) Provide HQDA, OPMG (DAPM-MPD-LE), statistical data as required for the development of MPI policy and programs.
- h. Heads of the appropriate civilian personnel operations center (CPOC) will evaluate DAC detective/investigator candidates whose files indicate they may be unsuitable for the MPI Program.
- i. The Director, U.S. Army Crime Records Center (USACRC) will be responsible for screening of criminal records, and the referral of adverse information on MPI and DAC detective/investigator candidates to Commander, HRC and the appropriate CPOC for evaluation.
- j. Installation provost marshals employing MPI and DAC detectives/investigators in active law enforcement operations will—
 - (1) Nominate personnel for training and certification as MPI and DAC detectives/investigators.

- (2) Request name checks on all MPI and DAC detective/investigator candidates from USACRC.
- (3) Ensure that military and civilian candidates have completed the Military Police Investigator's Course at USAMPS prior to performing investigative duties.
- (4) Supervise the conduct of MPI operations.
- (5) Request MPI and DAC credentials from IMA headquarters.
- (6) Issue and control MPI and DAC credentials.
- (7) Issue MPI and DAC credentials only after completion of MPI School.
- k. Chief, Army National Guard (ARNG) and Chief, Army Reserve (USAR) will—
 - (1) Be prepared to implement the MPI portion of the operational law enforcement function upon mobilization or call to active Federal service.
 - (2) Ensure that selection criteria for ARNG and USAR personnel are consistent with those of the active component.
 - (3) Request MPI credentials from Commander, FORSCOM.
 - (4) Establish credential control procedures and issue credentials to ARNG and USAR personnel only upon mobilization or call to active Federal service.
 - (5) Ensure that ARNG and USAR personnel have attended the MPI course at USAMPS prior to performing investigative duties.
 - (6) Ensure that ARNG and USAR personnel who have successfully completed a comparable civilian investigator's course at a police academy (city, county, or state) and have been assigned as an investigator prior to being mobilized do not attend the MPI course. The candidate will be required to provide documentation to the IMA region, MACOM, and installation headquarters of their attendance and completion of a civilian investigator's course and a memorandum from their current civilian supervisor addressed to the IMA region, MACOM, and installation headquarters, stating that they are presently employed as an investigator.
 - (7) Conduct annual training (AT) and inactive duty training (IDT) for ARNG and USAR MPI personnel to promote technical proficiency and enhance the development of investigative skills.
 - (8) Use skills acquired in civilian law enforcement to maximize the development of fully qualified MPI personnel.

Chapter 2 Investigators/Detectives

2-1. Selection, certification, and removal

- a. Provost marshals and authorized commanders responsible for active law enforcement operations will nominate personnel for selection, training, and certification in the investigative program. Training and assignment as a MPI is not a reenlistment option.
- b. All military personnel nominated will meet the following prerequisites:
 - (1) Have primary military occupational specialty (PMOS) of 31B (except for the U.S. Disciplinary Barracks and Regional Confinement Facility, where a PMOS of 31E is authorized).
 - (2) Be a U.S. citizen (native born or naturalized).
 - (3) Have the rank of corporal/specialist through sergeant first class.
 - (4) Have a general technical (GT) or skill technical (ST) score of 100 or higher.
 - (5) Have at least 1 year of military service remaining as indicated by their expiration of term of service (ETS). This may be waived with an oath of extension or statement of intent to reenlist. Exceptions to this policy will be reviewed by HQDA, OPMG (DAPM-MPD-LE) when an installation provost marshal and the IMA region present a request with a compelling operational need. An example would be deployment or a total absence of a needed investigator.
 - (6) Have a final SECRET clearance. An INTERIM SECRET security clearance is acceptable provided the requisite personnel security investigation (PSI) has been submitted.
 - (7) Have at least 1 year of military police experience.
 - (8) Be a high school graduate or have received the General Educational Development (GED) equivalent.
 - (9) Have not been previously dismissed, reassigned from, or relieved for cause from the MPI Program for misconduct or inefficiency.
 - (10) Be free of any record reflecting—
 - (a) Civilian or military convictions other than minor violations.
 - (b) Multiple or repeated arrests or apprehensions.
 - (c) Substantial record of juvenile misconduct, financial irresponsibility, or other conduct or behavior not in the best interest of Army law enforcement.
- c. Civilian personnel must—
 - (1) Be a U.S. citizen (native born or naturalized).

(2) Have a final SECRET clearance. An INTERIM SECRET security clearance is acceptable provided the requisite personnel security investigation (PSI) has been submitted.

(3) Have at least 1 year of military police or civilian police experience.

(4) Be a high school graduate or have received the GED equivalent.

(5) Have not been previously dismissed or reassigned from or relieved for cause by a military or civilian investigative or police agency for misconduct or inefficiency.

(6) Be free of any record reflecting—

(a) Civilian or military offenses other than minor violations.

(b) Multiple or repeated arrests or apprehensions.

(c) Substantial record of juvenile misconduct, financial irresponsibility, or other conduct or behavior not in the best interest of Army law enforcement.

d. Provost marshals nominating an individual for MPI or detective duties will dispatch an electronic message to Director USACRC, USACIDC, ATTN: CICR-CR, Fort Belvoir, VA, requesting a name check; electronic mail may also be utilized to request name checks (mailcicr@belvoir.army.mil). This message must include the candidate's—

(1) Full name.

(2) Social security number (SSN), date of birth, and place of birth.

(3) Primary military occupational specialty/civilian job series.

(4) Citizenship.

(5) Pay grade, GT, and/or ST score (for military personnel).

(6) ETS (for military personnel).

(7) Security clearance.

(8) Years of police experience.

(9) Civilian education level.

e. Nominations of military candidates with less than 1 year to ETS must include a statement concerning the candidate's intent to reenlist. Each request will include the IMA regional office, MACOM, ATTN: Provost Marshal and CG, HRC (AHRC-EPL-M) as information addressees.

f. Former MPI personnel must be renominated and a favorable response received prior to being reissued credentials and assignment as an investigator. The exceptions to this requirement are for former MPI personnel whose credentials are temporarily withdrawn. MPI name checks not conforming to the criteria above will not be processed.

g. MPI and DAC detective/investigator candidates will not be issued credentials, programmed to attend a MPI training program, or awarded the additional skill identifier V5 (for military personnel) prior to receipt of a favorable response from the USACRC.

h. Establishment and utilization of civilian positions classified as DAC investigators (generally, the 1811 series) and DAC detectives (generally, the 083 series) are authorized. Civilian personnel must successfully complete the Military Police Investigators Course and be issued detective credentials.

i. Results of name checks for MPI and DAC detectives/investigators by the USACRC will be provided by electronic message directly to the requesting provost marshal with an information copy to the IMA regional office and the MACOM provost marshal. Replies on candidates, which indicate only the date the SECRET security clearance was granted, may be acted upon immediately and the individual may be certified without further verification. Personnel who receive a favorable name check, or who are later evaluated as being suitable must be certified within 120 days of the date of the notification, or the MPI name check, or HRC evaluation will be considered invalid and the candidate must then be renominated in order to be certified.

j. Replies indicating "no record" reflect that the candidate has no criminal record at USACRC. Certification of these personnel is authorized, provided all other prerequisite requirements are met and maintained. This paragraph may be cited as the authority for requesting a new NAC, when required. Credentials issued under this provision to a person who later receives an unfavorable NAC will be withdrawn for cause immediately.

k. Replies indicating that the candidate does not meet the basic prerequisites, that the nomination does not provide all the required information, or that the nomination was otherwise submitted incorrectly, reflect that the nomination was not processed and corrective action is required.

l. Replies indicating that the candidate does not meet the eligibility criteria, the candidate's suitability for the program must be evaluated, or that the candidate cannot be certified will be reviewed by CG, HRC, for military personnel, and by the installation provost marshal for civilian personnel. Correspondence indicating an unsuitability determination may be shown to or a copy provided to the candidate concerned. Enclosures to the correspondence will not be shown to or provided to the candidate. Requests for such documents must be submitted by the candidate to the originator of the enclosure under the Freedom of Information Act (Section 552, Title 5, United States Code (5 USC 552)) and the Privacy Act (Section 552a, Title 5, United States Code (5 USC 552a)). Telephonic inquiries to HRC concerning the status of a MPI evaluation or the reasons for an unsuitability determination will be accepted only from the IMA regional office. Installations or activities not receiving a determination of suitability within 30 days of the date of the message indicating an evaluation is being made should initiate an inquiry to the IMA region concerned.

m. The Commanding General, HRC, AHRC-EPL-M, is designated as a criminal justice records user for the purposes of determining eligibility, suitability, and qualifications of military personnel for MPI certification. The MPI records and files maintained by that office are designated as law enforcement records within the context of the Freedom of Information Act and the Privacy Act as implemented by AR 25-55 and AR 340-21, respectively, and, as such, are entitled to certain exemptions authorized by law.

(1) MPI files may not be incorporated into the official personnel files of the individuals concerned.

(2) Defense Security Service files, reports of investigation, and other records; Army intelligence files; military police reports; reports of other police and intelligence agencies; and/or copies, extracts, or summaries made therefrom are the property of the agency that prepared them and may not be released by HRC, the IMA region, or the installation provost marshal.

(3) These documents may be retained temporarily in the MPI certification files by HRC and the installation provost marshal only for the purpose of determining the eligibility and suitability of personnel nominated for selection and certification as MPI.

(4) Should a request for such documents be received, it will be promptly referred to the agency that originated the document or the information, in accordance with AR 25-55, AR 340-21, and other applicable HQDA directives.

(5) Written requests from individuals, provost marshals, or their commanders that only request the rationale for a candidate's non-selection will be treated as a request for documents and will be processed in accordance with this paragraph.

n. Non-selection for the investigative program does not deny employment, promotion, or any right or privilege. This is an administrative determination based only upon DA policy that personnel selected for the program must be of such character, integrity, good judgment and self-discipline that they can withstand rigorous scrutiny, even under challenge, and can at all times retain the confidence of the military community. With only a small percentage of the U.S. Army's military and civilian policemen and women being selected for the MPI and DAC Detective/Investigator Program, the standards are very high. Requests for reconsideration of unsuitability or ineligibility determinations must be based upon substantial probative information. In order for the request to be considered, it must be favorably endorsed by the IMA region concerned prior to being forwarded to CG, HRC (AHRC-EPL-M). For civilian personnel, the IMA region will be the approving authority.

2-2. Training

Only those personnel who meet the prerequisites and who have been nominated, screened, and accepted for investigative duties may be programmed for a MPI course. Candidates (military and civilian) will be issued credentials only after completing the Military Police Investigator's Course at USAMPS. Military personnel completing Military Police Advanced Individual Training (AIT) will not be programmed to attend the MPI course immediately upon completion of AIT, regardless of their pending assignments. All investigators should be encouraged to participate in related investigative functional training and to enroll in appropriate correspondence courses. It is essential that investigative personnel remain qualified at all times.

2-3. Additional skill identifier

a. An additional skill identifier (ASI) V5 may be awarded to designate military personnel trained and certified as MPI in accordance with applicable provisions of AR 611-1, AR 600-8, and this regulation. Award of the ASI V5 will be promulgated in appropriate orders. Notification of military personnel will be made to CG, HRC within 30 days of a Soldier's graduation from the MPI course.

b. MPI personnel who, although not subject to disqualification from the program, are not fully productive as MPI at their present duty stations, may be reassigned to other military police duties without loss of the ASI V5 or other penalty, provided they continue to remain qualified as an investigator and possess the potential to successfully perform MPI duties at a later time or location. Upon the determination that an individual is no longer qualified to perform duties as an investigator, the provost marshal will withdraw the MPI credentials for cause and recommend to the appropriate commander that the ASI V5 be withdrawn and that the individual be removed from the program. Field and record enlisted and personnel management files will reflect withdrawal of the ASI V5.

2-4. Stabilization

Military personnel certified as MPI are expected to complete their tour of duty as an MPI unless removed from MPI duties, and they will not be rotated through MPI assignments and training programs for the purpose of career enhancement or to obtain the ASI V5. Requests for stabilization of MPI at their present duty stations may be addressed to CG, HRC (AHRC-EPL-M).

2-5. Authorizations and grade structure

a. Provost marshals will ensure that—

(1) Installation, unit, and activity requirements for MPI are reported in accordance with current personnel requisitioning procedures.