

Army Regulation 190-56

27 September 2006

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UNCLASSIFIED

Military Police

The Army Civilian Police and Security Guard Program

SUMMARY of CHANGE

AR 190-56

The Army Civilian Police and Security Guard Program

This major revision dated 27 September 2006--

- * Establishes the Provost Marshal General as the principal Army staff officer responsible for the overall effectiveness of the Department of the Army Civilian Police and Security Guard (DACP/SG) Program. The Chief, Operations Division, Office of the Provost Marshal (DAPM-OPS), is delegated as the principal Army staff officer responsible for efforts to enhance program effectiveness (para 1-4a).
- * Requires that DACP/SGs meet Office of Personnel Management qualification standards for the 083/085 series, and conditions of employment in appendix B (para 2-2a).
- * Requires diagnostic physical agility testing for all employed DACP/SGs and for new hires within 30 days of being medically cleared (para 2-2c).
- * Requires the Lautenberg Amendment to the Gun Control Act of 1968 as part of the pre-employment screening for applicants (para 2-3c).
- * Establishes medical evaluation procedures and evaluation guidelines policy (para 2-3g).

- * Establishes Army Regulation 380-87, appendix I, as the authority for the disqualifying factors for DACP/SG duties (para 3-5a).
- * Does not permit an individual disqualified under IRP to carry a weapon and/or perform any law enforcement/security duties (para 3-7b).
- * Requires civilian police to successfully graduate from an accredited law enforcement academy (para 4-2).
- * Requires DACP/SG to successfully graduate from a USAMPS accredited academy (para 4-2a).
- * Provides conditions and processes for waiver of new hires and exceptions for current 083/085s for completion of the USAMPS accredited academy (para 4-2a).
- * Establishes initial and in-service training requirements while authorizing additional training to meet specific local training requirements (para 4-3).
- * Requires semi-annual weapon qualification (para 4-3c).
- * Requires issuance of designated civilian police identification cards throughout the publication (para 5-2).
- * Authorizes DACP to carry only standardized credentials with authority limits (para 5-2e).
- * Requires installation/activity owning commanders to document specific authority and jurisdiction to DACP/SG (para 5-3a).
- * Requires installation/activity owning commanders to issue written instructions on police and security guards' authority and jurisdiction (para 5-3a).
- * Prescribes DACP/SG uniform requirements; chapter 6, Uniforms and Equipment replaces AR 670-10, chapter 2 (para 6-1).
- * Requires job descriptions be written to include all conditions of employment (app B).
- * Prohibits deputation of, or granting of, additional authority and jurisdiction to DA civilian police and security guards (app B).
- * Establishes new physical fitness testing standards (app D).
- * Requires installation commanders to issue written instructions on police and security guards' authority and jurisdiction throughout the publication.

* Establishes medical screening procedures and evaluation guidelines policy throughout the publication.

* Establishes physical requirements and agility testing policy throughout the publication.

* Establishes use of condition of employment statements throughout the publication.

* Requires semi-annual weapon qualification throughout the publication.

* Adds required training tasks throughout the publication.

* Adds a new DA Form 7599.

Chapter 1

General

1-1. Purpose

This regulation establishes the Department of the Army Civilian Police and Security Guard (DACP/SG) Program. This regulation applies to all DA civilian personnel in career series 0083 and 0085. It also assigns responsibilities and establishes policy, standards, and procedures for the effective implementation of the program.

1-2. Reference

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

a. The Provost Marshal General (PMG) will develop policies, standards, and procedures to enhance the overall effectiveness of the DACP/SG Program. Under the direction of the PMG, the Chief, Operations Division (DAPM-MPD), will

act as the principal Army staff officer responsible for efforts to enhance program effectiveness. The DAPM-MPD will designate a Physical Security Branch (~~DAPM-MPD-PS~~) Program Manager to oversee and manage the DACP/SG Program. The Program Manager will be the principal point of contact (POC) within the Army on all program matters.

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

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

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

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

c. The Deputy Chief of Staff, G-4 (DCS, G-4) will accomplish actions pertaining to issuance of special clothing and equipment for civilian police and security guards.

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

e. Heads of other Army Staff agencies will —

(1) Determine policies within their assigned functional areas.

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

(3) Coordinate such matters with the DAPM-MPD-PS Program Manager.

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

g. The Commanding General, US Army Medical Command (MEDCOM), will provide Occupational Health services in accordance with Army Regulation (AR) 40-5, and will establish guidelines for medical evaluation of DACP/SG to ensure they are able to safely perform the essential job functions.

h. Installation/activity owning commands will —

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

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

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

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

(5) Approve requests to deviate from prescribed uniform standards and/or approve mission unique uniforms (for example, a bicycle-patrol uniform).

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

(1) Implement and ensure compliance with this regulation in a manner appropriate for their activities.

(2) Ensure only individuals who are qualified, physically fit, emotionally stable, reliable, and trustworthy are employed in DACP/SG positions.

(3) Identify training needs and allocate necessary resources to meet their needs.

(4) Ensure contracts under the Logistics Civil Augmentation Program provide for use of contract and contract security guard services in support of U.S. Forces.

j. Provost Marshals (PM), or the Director of Emergency Services (DES) on installations/activities where there is no PM, or designated command security/law enforcement representatives will —

(1) Ensure DACP/SG personnel are adequately trained and certified to perform assigned duties and to react to terrorist incidents, natural disasters, and other threats.

(2) In coordination with local Civilian Personnel Advisory Center (CPAC), Civilian Personnel Operations Center, PM/designated command security/law enforcement representative, the selecting official will accomplish the following:

(a) Ensure personnel employed in DACP/SG positions are qualified, capable, reliable, and trustworthy.

(b) Ensure appropriate reliability investigations are conducted on Army employees before they are assigned to DACP/SG duties.

(c) Develop training plans to ensure the local training needs of DACP/SG are met.

(3) Ensure hiring and recruiting actions are in accordance with job descriptions.

k. Local CPAC's will, with advice from the servicing legal advisor and heads of supporting intelligence activities, provide technical assistance and coordinate all employment matters affecting the DACP/SG Program with the appropriate PM/designated command security/law enforcement representative.

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

1-5. Objectives

The objectives of the DACP/SG Program are to —

a. Provide centralized and cohesive direction to the program, while reinforcing the commander's responsibility to manage local assets.

b. Enhance the professionalism, quality, and effectiveness of civilian police and security guards.

c. Facilitate the overall security of Army installations and activities by employing civilian personnel to perform security and law enforcement services.

Chapter 2

Personnel Qualification and Selection

2-1. Basic character traits

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

2-2. Qualification standards

a. DACP/SG will be required to meet the OPM qualification standards for police or guard positions and conditions of employment found in appendix B, figure B-1. The OPM qualification standards for the police and guards (TS 224, February 1988, or later versions that may be approved by OPM including separate and approved Army standards) and conditions of employment contain qualification requirements for DACP/SG positions. Job-related functions, such as strenuous activity, physical exertion, physical ability, and levels of stress as they pertain to a specific job will be considered for both normal and emergency operations. Physical requirements will be per OPM qualification standards, conditions of employment, and the command's job analyses and will be standardized at each installation or activity. Positions requiring more stringent physical demands, that is, Special Reaction Team (SRT), will be supported by OPMG approved valid job analyses and written performance plans. In preparing job analyses, careful consideration must be given to whether or not waivers of physical demands can be considered. For those positions requiring more stringent physical demands, meeting the physical requirements is a condition to retain that pay level.

b. Medical evaluation for DACP/SG applicants and current employees will be conducted in accordance with prescribed OPM medical evaluation standards, appendix C, and MEDCOM cardiovascular evaluation guidelines. These medical standards and evaluation guidelines are designed to ensure the applicants for a guard or police position and current employees are physically capable of performing the required duties without creating a direct threat to the health or safety of themselves or others.

c. Physical agility testing is applicable to all DACP/SG personnel and will be conducted in accordance with appendix D.

(1) Physical agility testing will be conducted annually for DACP/SG personnel with a minimum of four months separating the Physical Agility Test

(PAT). Job descriptions and performance plans/performance standards will contain the physical agility testing requirement.

(2) Current DACP/SG employees are required to take a Diagnostic Physical Agility Test within 30 days of being medically cleared and must pass the PAT within one year from the date this regulation is published; thereafter, annual physical agility testing will be required for all DACP/SG within the 12-month appraisal period.

(3) Probationary employees must be advised in writing at the time of initial employment they must successfully pass the PAT within their probationary period and must sign a statement acknowledging they have been so advised.

(4) If any DACP/SG fails to successfully complete the second PAT in accordance with policy and procedures found in appendix D, the CPAC will be contacted for advice regarding options defined by applicable Federal and/or agency guidelines.

(5) Local physical fitness programs are as follows:

(a) Commanders may establish local physical fitness programs to provide employees the opportunity to establish and maintain a minimum level of physical fitness. Such fitness programs may include organized exercise classes, conducted on a scheduled basis, either voluntarily or as training conducted in accordance with this regulation.

(b) Tentative selectees/probationary employees must obtain a medical clearance from their personal physician prior to taking the initial PAT, as described in appendices B and D. This clearance is subject to review/approval by the supporting medical officer having Federal status (see app C). Current DACP/SG (non-probationary) will, prior to taking their initial PAT, undergo medical evaluation in accordance with appendix C and MEDCOM cardiovascular guidelines. Credentialed Government or civilian physicians may conduct the medical evaluation. The requirements and guidelines (OPM standards, appendix C, and MEDCOM guidance) will be provided to the examining physician to guide them in their evaluation. Except for contract security guards, if the examining physician is not in Federal service, the results of the medical evaluation and opinion will be reviewed by a physician having Federal status (see app C).

d. All tentative selectees for an appointment as a DACP/SG will be required to undergo a medical examination to determine if they can safely perform the job without posing a direct threat to the health or safety of themselves or others that cannot be eliminated by reasonable accommodation.

(1) This requirement also applies to personnel currently employed in DACP/SG positions.

(2) Employees assigned to DACP/SG positions will be reexamined periodically, at Government expense, to determine their continued physical and emotional suitability to perform the functional requirements of such positions. Medical evaluation guidelines and procedures supportive of requirements are found in appendix C and MEDCOM guidance. A copy of these requirements should be provided to medical authorities conducting medical evaluation of DACP/SG and tentative selectees.

(a) A copy of the OPM qualification standards, physical standards required for the position concerned (see para 2-2), and medical evaluation guidelines (see app C and MEDCOM guidance on cardiovascular evaluation), along with a copy of the requirements in this chapter, will be provided to the examining physician with Standard Form (SF) 78 (United States Civil Service Commission Certificate of Medical Examination).

(b) To be finally selected, examinees must be medically certified to the appointing officer as eligible under such standards.

e. Administrative action, as determined by management in consultation with the servicing CPAC and servicing legal advisor, will be taken in the case of currently employed DACP/SGs who are determined by medical examination to possess lasting medical or psychiatric conditions that, in the judgment of the examining physician, constitute a direct threat to the health or safety of themselves or others when placed in circumstances involving arduous physical exertion or a stressful situation, or will adversely effect performance of assigned job duties.

f. DACP/SG must demonstrate the ability to speak, read, write, and understand English sufficiently to execute job requirements.

g. In the case of contract security guards, the provost marshal, in coordination with the contracting officer and the servicing staff judge advocate (SJA) labor counselor will prescribe in security guard services contracts or contractor statement of work (SOW)/ performance-based work statement (PWS), the specific qualification standards, including physical fitness, suitability, and medical examination requirements, for such personnel. Medical examinations for contract employees will not be conducted at Government expense. The standards will be those outlined as above and as found in the performance SOW/PWS when issued by the Office of the Assistant Secretary of the Army (Research, Development, and Acquisition Contract Administration). The SOW/PWS contains a standard format for security guards services contracts. Contracting offices, in coordination with provost marshals, will monitor hiring actions to ensure compliance with qualification standards. Procedures will be established for periodic review of personnel records for contract security guards. The specific provisions of the contract may include the requirement that Government personnel monitor the contractor's administration of required physical fitness

testing. Depending on the size of the contract security guard force and the complexity of its mission, the provost marshal or their representative may be appointed as a contracting officer representative or contracting officer technical representative.

2-3. Qualification standards

a. All individuals tentatively selected for appointment to DACP/SG positions will be security screened to the extent possible (for example, a minimum of a local files check) prior to being offered an appointment to such positions. The time period covered by the security screening will be the most recent five years, or since age 18, whichever is shorter, provided it covers the most recent two years of the applicant's life. No security checks are required prior to the applicant's 16th birthday.

b. Pre-employment inquiries will be conducted by the PM/DES/designated command security/law enforcement representative and will include, at a minimum, checks with former employers and supervisors and personal references and a credit check.

c. The PM/DES/designated command security/law enforcement representative also will conduct a check of arrest and criminal history records (except where prohibited by local and state law) of the state(s) in which an applicant has resided during the most recent five years. The PM/DES/designated command security/law enforcement representative will make the record checks through their supporting police or sheriff's department under the authorization of the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC) (see AR 190-27). PM/DES/designated command security/law enforcement representative will also request a records check from the U.S. Army Criminal Investigation Command Crime Record Center (CRC) (see AR 190-30). A specific inquiry into the applicant's suitability as per the Lautenberg Amendment to the Gun Control Act of 1968 will be made as part of the pre-employment screening for probationary individuals who are tentatively selected.

d. The PM/DES/designated command security/law enforcement representative will forward the results of such inquiries to the CPAC with a recommendation to continue or discontinue the processing of the applicant.

e. In addition to the employment security screening procedures prescribed above, DACP/SG positions are categorized as non-critical-sensitive and require completion of a favorable National Agency Check and Inquiry (NACI) prior to appointment to such positions (see AR 380-67 and DOD 5220.22-M).

(1) Filling a position before completion of the NACI will be kept to a minimum; however, if absolutely necessary, an exception to AR 380-67 must be authorized in writing by an authority listed in AR 380-67 or delegated authority.

and will contain specific justification. The commander will be notified of all exceptions. In such instances, the position may be filled only after the NACI has been initiated.

(2) Certifying officials (discussed in chapter 3 of this regulation) will implement a tracking system to ensure records of personnel hired under such exceptions to policy are monitored. The CPAC will forward the NACI results to the certifying official on receipt.

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

g. In addition to the requirements above, contract security guards not required to have security clearances will undergo a credit check as part of the security guard services contract. Results of credit checks will be furnished the contracting officer and provost marshal. The costs of all such checks and inquiries will be the responsibility of the contractor unless the Government explicitly undertakes to pay for the requirement.

h. Commanders of outside CONUS (OCONUS) Army commands will establish necessary security screening procedures for security guard personnel to ensure the spirit and intent of this regulation are met. The cooperation of the host country will be solicited.

2-4. Drug testing

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

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

c. Contract security guards will be subject to the requirements of AR 600-85 on the same basis as Federally employed Army civilian police and security guards. These requirements will be incorporated in any contract for security guard services.

Chapter 3

Individual Reliability Program

3-1. General

This chapter establishes the Individual Reliability Program (IRP) for DACP/SGs. The IRP provides a means of assessing the reliability and suitability of individuals being considered for employment and provides for continuous assessment of personnel assigned to DACP/SG positions. Security guards performing duties associated with nuclear (including nuclear reactors), chemical, biological agents, toxins, and surety material must additionally meet the criteria of the PRP as established in applicable regulations.

3-2. Policy

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

b. Army assets must be safeguarded against the actions of untrustworthy and emotionally unstable security personnel. All personnel performing DACP/SG duties will be continuously evaluated to determine if their character, trustworthiness, and fitness are consistent with the high standards expected of law enforcement and security professions.

c. Security guards performing duties associated with nuclear (including nuclear reactors) and chemical surety material will comply with the PRP criteria and procedures contained in ARs 50-5 and 50-6. Contract security force personnel will be subject to the work rules established by the responsible contractor regarding counseling and employment. The individual may be terminated per those rules and no right to counseling or further employment will exist, except as provided for by the responsible contractor.

3-3. Individual Reliability Program applicability

The IRP is a condition of employment and applies to —

- a. Prospective employees tentatively selected for DACP/SG positions.
- b. Employees currently in such positions.
- c. Contract security guards.

3-4. Individual Reliability Program certifying official

a. The IRP certifying official will be the commander charged with the maintenance of law and order at an installation/activity or facility. Those commanders may designate the PM/DES/designated command security/law enforcement representative as the IRP certifying official. The PM/designated command security/law enforcement representative may in turn further delegate this function to a senior individual within the PM or security/law enforcement office. At GOCO facilities, the plant manager may be delegated as the IRP certifying official, and may, in turn, further delegate this function to a knowledgeable individual within the contractor security department.

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

3-5. Disqualifying factors

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

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

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

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

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

d. Adverse information not already on record may be placed in the employee's official personnel folder only per current laws and regulations. Forward the information to the servicing CPAC for evaluation and filing.

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

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

3-6. Reliability factors

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

3-7. Unreliability determination

a. An unreliability determination may be made at any time.

b. If disqualified under IRP, an individual cannot carry a weapon nor perform any law enforcement/security duties.

c. A certifying official who disqualifies an Army civilian employee from the IRP will seek the advice of their servicing CPAC, and servicing legal advisor for assistance in placing or separating those employees. When personnel are disqualified from the IRP, this becomes a personnel action, and appropriate guidance is found in civilian personnel regulations.

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

3-8. Review of records

Certifying officials will establish a system for periodic (at least annual) review of employee records to ensure any adverse information added to the file after initial

certification is reviewed and considered. The certifying official will review available personnel records and those records obtained as the result of the employment security screening procedures (see chap 2) and make a suitability determination. The purpose of this review is to determine if information contained in these records may preclude assignment or continued assignment to DACP/SG positions.

3-9. Medical evaluation

a. A licensed physician will evaluate the results of the initial and periodic medical examination (see para 2-2b) to determine physical and mental condition. A competent medical authority (a licensed physician, physician assistant (PA), or nurse practitioner) may conduct the examination, but if the examination is not conducted by a physician, then the supervising physician (herein referred to as the examining physician) must review, evaluate the results, and countersign to make the exam valid. For DACP/SG, when the examining physician is not in Federal service, the exam must be forwarded to a physician having Federal status for review and approval, in accordance with appendix C, paragraph C-1a(5).

b. The certifying official will be advised promptly of any condition that may impact on fitness for IRP duty. The certifying official also will be advised of any prescribed or over-the-counter medication that may detract from the individual's ability to perform assigned duties. When the certifying official suspects there is a medical condition that has not been discovered, or has questions about the impact of a known medical (including mental) condition or medication on reliability, he or she will consult with the medical authority before making a final determination.

c. The examining physician will make a recommendation to the certifying official on the reliability of the individual. The final decision will be made by the certifying official or, where appropriate, a reviewing official (designated by the commander concerned), and will be based on a thorough review of pertinent information and consultation with appropriate medical personnel and the CPAC.

3-10. Certifying official's evaluation

a. After the personnel and medical records are screened, the certifying official will determine whether the person is acceptable for assignment to, or retention in, the IRP. If acceptable, the certifying official will interview the individual and cover the topics below:

(1) The disqualifying factors listed in AR 380-67 and medical conditions disqualifying for assignment or retention in the IRP.

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

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

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

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

3-11. Continuing evaluation

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

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

c. To ensure certifying officials are aware of patterns of behavior that may indicate unreliability, installation/activities should establish systems to incorporate reference counseling of employees in both supervisor and employee records. These records will be periodically reviewed by certifying officials.

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

e. Under the IRP, the employee has a continuous responsibility to report all medical treatment and medication to the competent medical authority as it occurs, regardless of whether the treatment was provided through the Federal

Health System or by a private health care provider. The supervising physician will make a recommendation to the certifying official as to the potential impact of the condition, treatment, or medication on reliability.

3-12. Temporary medical restriction

When performance of duty may be impaired by the use of prescribed medication or short-term medical condition (including stress), the person will be immediately restricted from duties he or she cannot safely perform or would exacerbate the medical condition. The employee will be assigned duties that do not conflict with this condition or, if no such duties are available within the work unit, management will coordinate with CPAC to find other suitable duties.

3-13. Contractor requirements

a. The requirements of this chapter will be incorporated in all contracts for security guard contracts or SOW/PWS for contract security guard services. Contracts will be updated as needed to comply with substantive changes to this regulation.

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

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

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

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

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

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

(6) Assign to security guard positions only those employees who are found by the certifying official to be eligible.

(7) On notice of information that is or appears to be reason for disqualification, promptly temporarily remove an employee from a security guard position, and inform the certifying official promptly of the action and the reason.

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

(9) Immediately suspend an employee from a security guard position when the certifying official informs the contractor the employee has been temporarily removed from the IRP.

(10) Remove the employee when informed he or she is unacceptable because of failure to meet reliability standards and has been permanently disqualified.

Chapter 4

Training

4-1. General

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

4-2. Initial training and certification policy

a. The PM/DES/designated command security/law enforcement representative will ensure all DACP/SG have graduated from a U.S. Army Military Police School (USAMPS) accredited academy or completed the waiver process and have completed the Field Training Officer (FTO) program prior to assignment of duties. The DACP/SG also must accomplish an in-service training program to maintain certification.

b. The DACP/SG —

(1) Must successfully complete a training academy accredited by USAMPS. USAMPS will publish and maintain a list of accredited academies. USAMPS will coordinate with OPMG prior to identification and actual accrediting of regional academies.

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

(b) Appendix E identifies USAMPS policy for waiver of initial academy attendance for new hires and exceptions to training of existing DACP/SG.

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

(3) Will not be assigned duties requiring the carrying of weapons until required use of force training and weapons qualification have been successfully completed.

(4) Will ensure individuals have one year from the date of this regulation to request an initial training waiver.

c. Probationary officer training and training waivers. PM/DES/designated command security/law enforcement representative will institute a Field Training Program (FTP) to ensure DACP/SGs are capable of individually performing required mission tasks. Each DACP/SG will successfully complete an FTP specific to their career series (083/085) upon successful graduation from, or waiver of, accredited basic academy training. The FTP will assist local PM/DES/designated command security/law enforcement representative to train, monitor, and evaluate individual DACP/SG in a structured program. Senior personnel will be assigned as an FTO with probationary officers (PO) in the same series (083/085) to train, observe, and document the progress of the PO in a prescribed system allowing the FTO, FTP staff, and the PM/DES/designated command security/law enforcement representative to monitor and correct issues in the PO's training.

FTP
2
2
2

d. Requirements —

(1) DA Civilian Police POs (083) will be required to successfully complete a 264-hour program with five separate phases which allow the FTO and the PM/DES/designated command security/law enforcement representative to determine if the PO is satisfactorily progressing and able to apply those skills, knowledge, and abilities required for the installation's mission before proceeding to the next phase. During each phase the FTO is documenting proficiency and deficiencies and applying corrective training as needed. At the end of the FTP, if appropriate, the PM/DES/designated command security/law enforcement representative certifies the PO as qualified to perform assigned duties.

Police
264
Hours
5 Phases

(2) DA Civilian Guard POs (085) will be required to successfully complete an 80-hour FTP structured as above specifically tailored to the guard mission.

80
Hours

(3) DACP/SGs who have been otherwise trained in their career field and have been waived by USAMPS from basic accredited academy attendance also will be required to successfully complete their career field specific FTP and have any Army or location specific training (not found in their training history) required for mission success conducted and evaluated in a mentored, structured environment.

(4) PM/DES/designated command security/law enforcement representative will appoint FTOs based on training, education, professional reputation, and experience as well as their documented ability to perform the required job skills. PM/DES/designated command security/law enforcement representative also should consider the FTOs motivation and enthusiasm to participate in mentoring and training, as well as the FTOs ability to effectively evaluate and train POs.

(5) USAMPS will produce FTO and PO manuals, with career series specific programs.

PLS

e. Army security guards (series 085) that have been performing law enforcement duties and are being considered for reclassification under the 083 series will be required to meet the conditions of paragraph 4-2a of this regulation. A waiver for initial training at a USAMPS accredited academy can be requested per appendix E.

2222

4-3. In-service training and documentation requirements

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

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

b. USAMPS will publish annual in-service Training Support Packages (TSP) through the OPMG NLT 1 December of each calendar year.

c. Weapons training, with qualification, will be conducted semi-annually and follow the in-service TSP guidance. The physical range requirements established by TRADOC for weapons qualification and familiarization are preferred. Where, because of temporary safety or resource constraints, such ranges do not exist, the responsible PM/DES/designated command security/law enforcement representative may permit deviations. Alternate range configurations approved by recognized Federal, state or local law enforcement agencies (for examples, International Association of Chiefs of Police, state police academies) may be utilized for qualification/familiarization purposes. PM/DES/designated command security/law enforcement representative will document any approved deviations. For safety or resource constraints that last more than two years, installation/activity owning commands will approve deviations.

d. Installation/activity owning commands, and local installation/activities may establish specific local training programs, in addition to the annual in-service

requirement, to identify and address local security/law enforcement issues (such as specific response to local priority resources, unique physical security issues, and so forth.). These additional training requirements will be determined by specific assigned duties. Lesson plans for these training requirements will be written and approved annually by the PM/DES/designated command security/law enforcement representative and must contain measurable standards for training success. These local training requirements will be documented and maintained by the installation/activity and made available for inspection.

4-4. Contract security guards

Security guard services contracts or contractor statements of work/performance-based work statements will include training and qualification requirements appropriate to assigned job tasks or duties per guidance and local requirements. Documentation for the training and qualifications of each individual will be made available to the responsible provost marshal for review and approval prior to assignment of the contract security guard. Contractor training courses and supporting material will be available for the provost marshal's review.

Chapter 5

Authority of Army Civilian Police and Security Guards

5-1. General

This chapter prescribes the authority of DACP/SGs performing law enforcement or security functions on Army installation/activities.

5-2. Authority

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

b. 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.

c. Army security guard authority and jurisdiction to perform force protection tasks on their installation/activity are valid while performing these duties during their work hours only. An on-post apprehension conducted by an Army security guard in an off-duty status is a detention by a private citizen. Army security guards will not carry Army weapons while off-duty. 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, will be in accordance with policy established by the installation/activity commander.

d. Army civilian police authority and jurisdiction to perform law enforcement tasks are valid while performing these duties during their work hours only. An on-post apprehension conducted by Army civilian police in an off-duty status is a detention by a private citizen. Army civilian police will not carry Army weapons while off duty. Army weapons are not permitted for carrying on a stand-by basis. Army civilian police while on duty will not carry privately-owned weapons or privately-owned ammunition. The carrying of privately-owned weapons on post by off-duty Army civilian police will be in accordance with policy established by the installation/activity commander.

e. Contract security guards will not carry Army weapons while off duty. Contract 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 CSGs will be in accordance with policy established by the installation/activity commander.

f. DACP are authorized and will be issued standardized credentials/identification cards DA Form 7599 (Department of the Army Police Officer Credential) (see fig 5-1). The duty uniform and badge may only be worn while on duty or while traveling to and from work as determined by PM/designated command security/law enforcement representative. While wearing the duty uniform and badge, civilian police officers may intervene to perform law enforcement tasks on their installation/activity. The credentials/identification card will have the limits of authority clearly showing the authority is only valid while on the military installation, and the credentials/identification card will not be kept in the same holder as the badge.

DACP

g. The authority and liability of civilian security guards overseas depends on applicable international agreements, Status of Forces Agreement, and local law. Seek the advice of OCONUS SJA regarding the status of such personnel.

5-3. Written instructions

a. The installation/activity commander, in conjunction with the SJA and PM/designated command security/law enforcement representative, will document their specific delegation of authority for DACP/SGs within their respective

jurisdiction (see app F). Collective delegations by functional groupings (that is, police officers, Job Series 0083; security guards, Job Series 0085) or by position title (for example, desk officer, lead police officer, police officer, guard, lead guard, and so forth) may be made. In addition, procedures must be established to ensure each DACP/SG acknowledges in writing, a clear understanding of their authority and jurisdiction. Written instructions will be reviewed at least once a year and updated, if necessary.

b. 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 installation/activity commander as specified in paragraph 5-3a, above, while on duty.

Department of the Army Police Officer		
PROVOST MARSHAL OFFICE		Fort McClellan AL
	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Place Individuals Picture Here </div>	
A00001		
RANK	BADGE NUMBER	ISSUE DATE
GS-07/Sergeant	3333	26 September 2006
NAME		EXPIRATION DATE
Michelle E. Livingroom		26 September 2009
DA FORM 7599, SEP 2006		PROPERTY OF THE UNITED STATES GOVERNMENT

Figure 5-1. Sample of DACP credentials

PROVOST MARSHAL OFFICE Fort McClellan, AL				
THE OFFICER'S SIGNATURE AND PHOTOGRAPH WHICH APPEAR ON THIS IDENTIFICATION IS A DEPARTMENT OF THE ARMY POLICE OFFICER WITH AUTHORITY ON Fort McClellan ONLY, ENGAGED IN THE CONDUCT OF OFFICIAL LAW ENFORCEMENT DUTIES.				
DATE OF BIRTH	WEIGHT	HEIGHT	HAIR	EYES
3 May 1962	125	5ft, 1in	Bronde	Blue
OFFICER SIGNATURE <i>Michelle E. Livingston</i>			DATE: 26 September 2006	
ISSUING OFFICER: Robert Kamloe A00001				
WARNING FOR OFFICIAL USE OF THE PERSON IDENTIFIED HEREON. USE OR POSSESSION EXCEPT AS PRESCRIBED IS UNLAWFUL AND WILL MAKE THE OFFENDER LIABLE TO PENALTY UNDER 18 USA, SECTION 439, 206, AND 701 IF FOUND PLEASE PLACE IN NEAREST U.S. MAILBOX POSTMASTER PLEASE RETURN TO PROVOST MARSHAL OFFICE, Fort McClellan, AL 28310 PROPERTY OF THE UNITED STATES GOVERNMENT				
DA FORM 7599, SEP 2006				

Figure 5-1. Sample of DACP credentials - continued

Chapter 6 Uniforms and Equipment

6-1. General

This chapter prescribes the DACP/SG uniform and directs its wear by DACP/SG. This chapter applies to civilians hired directly by the Department of the Army as police or security guards in positions covered by OPM Position Classification Standards. Installation/activity owning commanders may authorize other personnel who supervise DACP/SG, such as civilian PM/DES/designated command security/law enforcement representative, to wear the DACP/SG uniform.

6-2. Policy

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

b. Authority to deviate from the uniform standards and specifications prescribed in this regulation will be granted only in unusual circumstances and in accordance with paragraph 1-4(h), above. Installation/activity owning commands have the authority to approve requests to deviate from prescribed uniform standards and/or approve mission unique uniforms.

c. Commanders at chemical, biological, and nuclear facilities are authorized deviation from the standard DACP/SG uniform. DACP/SGs employed at chemical, biological, and nuclear facilities can wear the military Battle Dress Uniform or Desert Combat Uniform consistent with the surrounding topographical features.

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

6-3. Standards of appearance

The DACP/SG will maintain a high standard of dress and appearance at all times. Properly fitted uniforms will be clean, serviceable, and pressed, as necessary. Personnel must project a professional image that leaves no doubt they are responsible for good order and discipline. Crease trousers and sleeves of shirts and blouses. Ironing other lines/creases into the shirt is not authorized. Although some uniform items are made of wash and wear materials or treated with a permanent press finish, some pressing may be required to maintain a neat professional appearance. Articles carried in pockets, that is, wallets, checkbooks, combs, and keys, will not protrude from the pocket or present a bulky appearance. Do not attach items, such as keys and key chains, to belt loops or belts unless required for duty. Cell phones may be attached to the belt. While in uniform, personnel will not place their hands in their pockets except briefly to

place or retrieve objects. The DACP/SG will keep uniforms fastened closed. Metallic devices such as metal insignia, belt buckles, and belt tips will be kept at proper luster and free of scratches. Replace the insignia when it becomes unserviceable or no longer conforms to standards. Footgear will be clean and polished (if applicable to component materials).

6-4. Personal appearance

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

(1) *Males.*

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

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

(c) The face will be clean-shaven, with mustaches permitted. If a mustache is worn, it will be kept neatly trimmed and tapered and will not present a chopped-off appearance. Handlebar mustaches, goatees, and beards cannot be worn. If appropriate medical authority prescribes beard growth, the length required for medical treatment also will be specified. For example, "A neatly trimmed beard is authorized. The length will not exceed ¼ inch."

(2) *Females.*

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

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

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

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

6-5. Wearing of jewelry

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

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

c. No attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the skin is authorized while in uniform or while in civilian clothes while on duty (that is, wearing civilian clothes during official travel, attending conferences and training, and so forth).

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

a. *Wear of eyeglasses and sunglasses.*

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

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

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

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

6-7. Wearing of security identification badges

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

6-8. Wearing of personal protective or reflective clothing

a. Protective headgear. Wearing of commercially designed protective headgear with the uniform by personnel operating motorcycles, bicycles, like vehicles is authorized. Protective headgear will be removed and authorized DACP/SG headgear will be donned when travel is complete.

b. Protective/reflective clothing. Commanders will authorize the wear of protective/reflective outer garments with uniforms when safety considerations make it appropriate.

c. Ballistic resistant personal body armor This body armor will be worn while on duty whenever armed. The Department of the Army standard body armor is National Institute of Justice Type II.

6-9. Hygiene and body grooming

All personnel will maintain good daily hygiene and wear their uniforms so as not to detract from an overall professional appearance. Tattoos or brands prejudicial

to good order and discipline are prohibited. PM/DES/designated command security/law enforcement representative will determine the acceptability of tattoos or brands. Examples of tattoos detracting from a professional appearance include:

a. Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal, or state law (see AR 600-20, para 4-12).

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

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

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

6-10. Uniform allowances

a. *Initial allowance.* Payment of an initial allowance in the amount of \$400.00 is authorized.

b. *Replacement allowance.* Payment of a \$100.00 quarterly replacement allowance is authorized after one complete year of service until the individual is no longer serving as a DACP/SG.

6-11. Required/prohibition of wearing the DACP/SG uniform

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

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

(2) Installation/activity commanders and/or PM/DES/designated command security/law enforcement representative may authorize DACP/SG to continue to

wear uniform items changed in design or material as long as the item remains in serviceable condition unless specifically prohibited.

b. The DACP/SG uniforms are prohibited for wear while off duty, except in transit to or from duty. The DACP/SG are specifically prohibited from wearing their uniform under the following circumstances:

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

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

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

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

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

6-12. Duty uniform

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

a. *Standard DACP/SG uniform.*

(1) *Shirts.*

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

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

(2) *Pants.*

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

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

(3) *How worn.* The standard DACP/SG uniform is intended for wear during most on-duty occasions. These uniforms will be worn with the shirt tucked into the trousers so the shirt edge is aligned with the front fly opening and the outside edge of the belt buckle forms a straight "gig line." Sleeve length on the long-sleeve shirt will extend to the center of the wrist bone. The long-sleeve shirt will be worn fully buttoned with a full-length tie or over the mock/turtleneck with the collar button open. The short-sleeve shirt may be worn with or without a full-length tie. Trousers will be fitted and worn so the center of the waistband is at the natural waistline. The trousers will reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The trousers may have a slight break in the front.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. *DACP/SG utility uniform.*

(1) *Material composition.*

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

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

(2) *Uniform composition.*

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

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

(c) *How worn.* Utility uniforms are designed to be loose fitting; alterations to make the uniforms form fitting are not authorized. A tight fit reduces airflow needed for ventilation and cooling. The 4-pocket shirt will be worn outside the trousers and the trousers will be worn with a belt. The 4-pocket shirt will not extend below the top of the cargo pocket on the pants and will not be any higher than the bottom of the side pocket on the pants. The 2-pocket shirt can be worn tucked into the utility trousers so the shirt edge is aligned with the front fly opening and the outside edge of the belt buckle forms a straight "gig line." The trousers will be worn bloused using the draw cords or blousing rubbers if the trousers are not tucked into the boots. Do not wrap trouser legs around the leg so tight as to present a pegged appearance. The commander may require these uniforms be pressed. When sleeves are worn rolled up, the sleeves will be rolled neatly above the elbow but no more than three inches above the elbow. When the sleeves are worn rolled up, the outside of the sleeve will remain exposed. The hot weather and temperate uniforms will not be worn intermixed.

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

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

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

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

6-13. Uniform accessories

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

b. Footwear.

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

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

(3) *Boots.* The Army-style combat boot, which is made of black leather with a deep lug tread sole, a cushion insole, a closed loop lace system, and a padded collar, is the authorized DACP/SG boot. As an option, boots of a similar

commercial design or jungle boots are authorized for wear. Boots must be black with a plain or capped toe. Boots made of patent leather or similar materials are not authorized. Diagonally lace boots with black laces. Tuck excess lace into the top of the boot under the bloused trousers or slacks or wrap around the top of the boot. Metal cleats and side tabs are not authorized for wear. Zipper inserts are not authorized. When worn with the DACP/SG utility uniform, trousers are bloused and/or tucked into the boot; they will not be wrapped around the leg as tight as to present a pegged appearance. Boots may be worn un-bloused with the standard DACP/SG uniform.

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

c. Nameplate and distinguishing DACP/SG nametape.

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

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

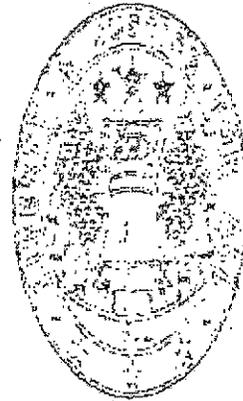
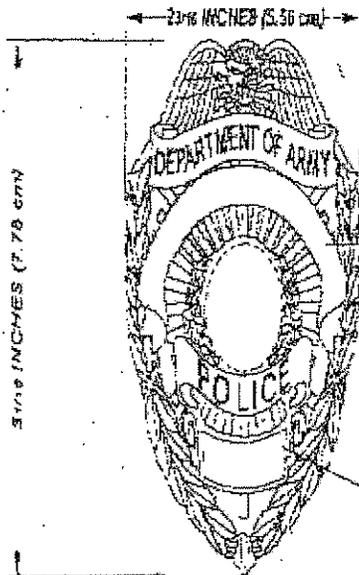
d. Badge and hat insignia.

(1) The badge will be metal according to specifications contained in figure 6-1. Sergeants and above will wear gold in color badges that will identify the rank of the individual and either "Guard" or "Police". Other DACP/SG personnel will wear silver in color badges, with assigned badge number and either "Guard" or "Police". Directly underneath the Department of the Army scroll will be the name of the installation/activity. The badge will be worn on the left breast of the outer garment.

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

e. Shoulder insignia. The Department of the Army shoulder insignia, as approved by the U.S. Army Institute of Heraldry is the required shoulder insignia for all DACP/SG personnel (see fig 6-3). The word "Guard" or "Police" will

appear in the insignia. The insignia will be worn on the left sleeve of the garment. Subdued insignia is authorized for wear with the utility uniform.

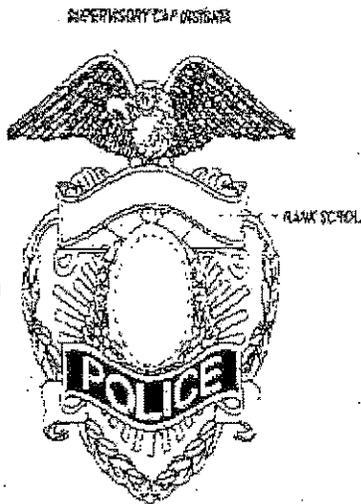
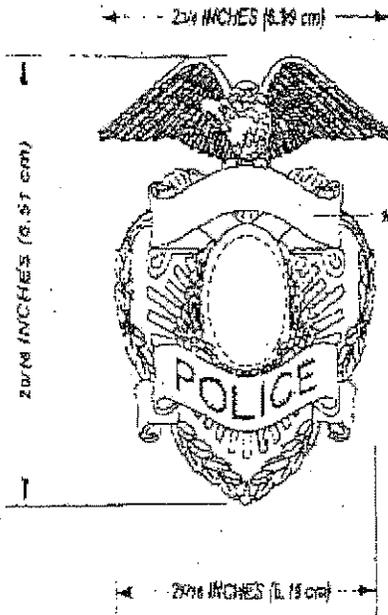


CENTER DEVICE
3 TIMES ACTUAL SIZE

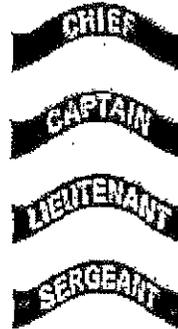
1/2 INCH (1.27 cm) DIAMETER



CENTER DEVICE
TO BE CENTERED ON CIRCLE
OF BADGE AND CAP INSIGNIA



SUPERVISORY CAP INSIGNIA
SCROLLS



2 3/16 INCHES (6.35 cm)

Figure 6-1. Sample of specifications for badges for military police

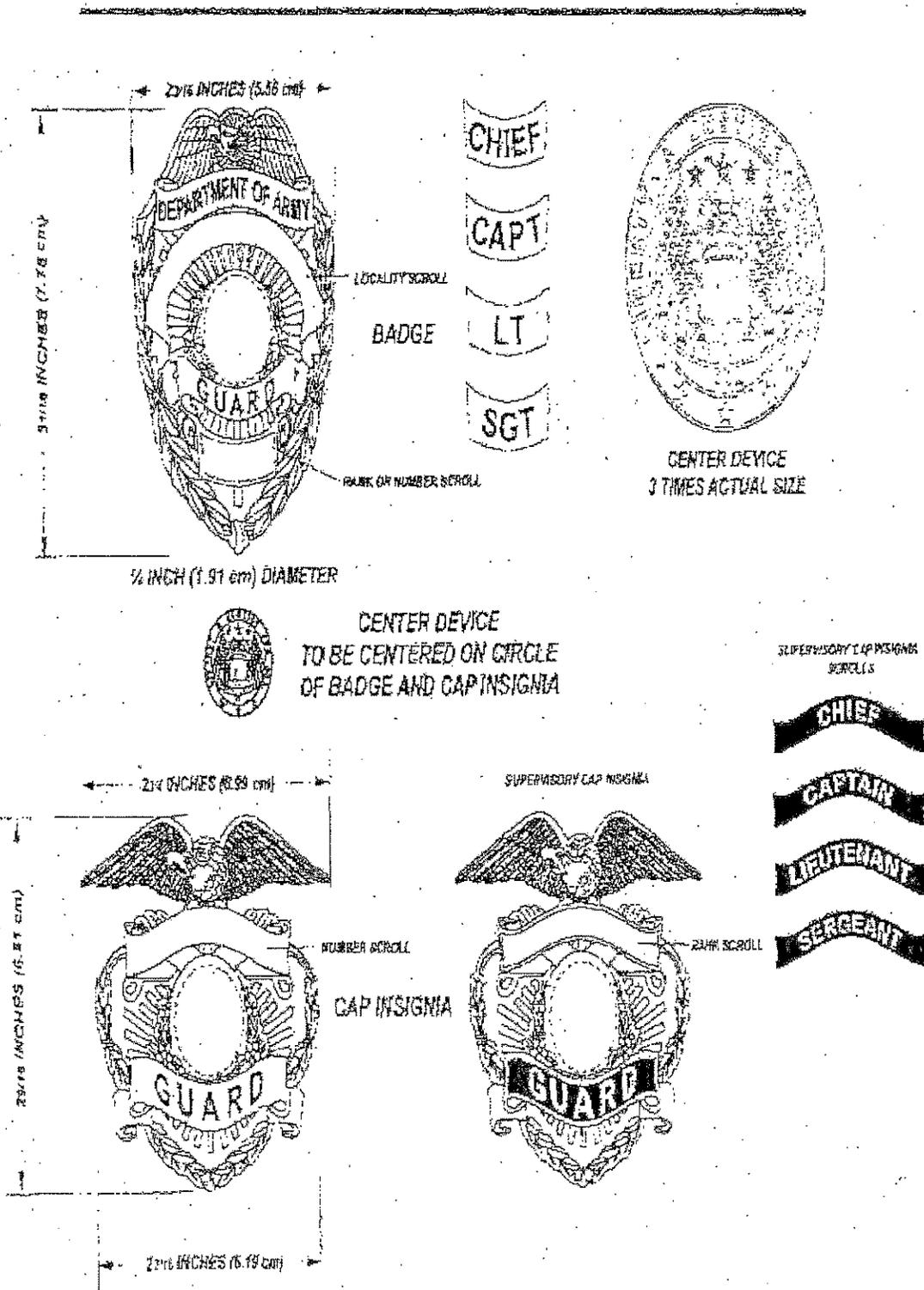
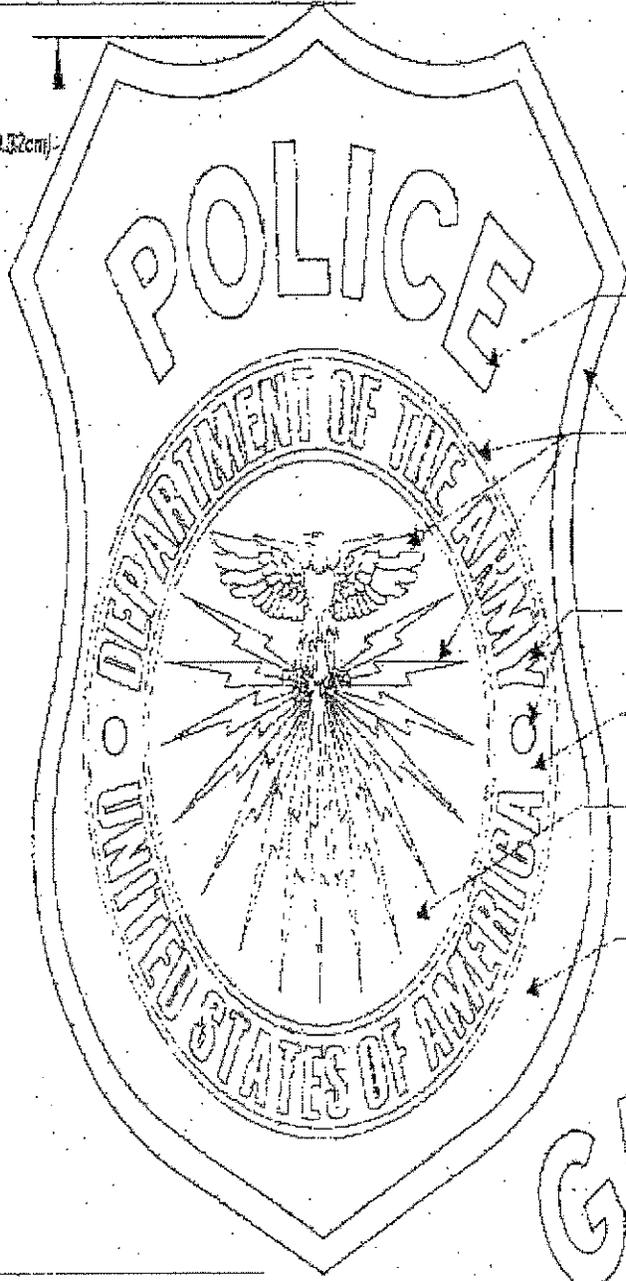


Figure 6-2. Sample of specifications for badges for security guard

3-3/4" (9.53cm)

1/8" (0.32cm)

4-5/8" (11.65cm)



WHITE CABLE 67101

YELLOW CABLE 67108
BORDERS ON BAND,
EAGLE AND FLASHES

WHITE CABLE 67101
LETTERING AND BULLETS

OLD GLORY BLUE CABLE
67178, DESIGNATION BAND

BLUEBIRD CABLE 67117
CENTER DISC

BLACK CABLE 67138

GUARD

ALTERNATE DESIGNATION

Figure 6-3. Sample of specifications of badges

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

g. Hat.

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

(2) *Baseball caps.* The baseball cap will be navy blue and be made of nylon, Dacron and/or polyester, solid woven material or nylon mesh, with an adjustable band in the rear. A smaller version of the shoulder insignia as shown in 6-13e, above, will be worn with the baseball cap. Rank insignia will not be worn on the baseball cap. The cap will not be blocked, folded, or rolled. The bill may have a slight curvature and will not be excessive. The hat will be positioned squarely on the head with the brim positioned on the forehead approximately 1-1/2 inch above the eyebrow.

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

i. Rank insignia. Civilian PM/designated command security/law enforcement representative, deputies, captains, lieutenants, and sergeants, will wear rank insignia. Rank insignia will be worn on the uniform at all times. The insignia will be U.S. Army rank insignia as follows:

(1) PM/designated command security/law enforcement representative - silver oak leaf.

(2) Deputy - gold oak leaf.

(3) Captain - two gold-colored bars.

(4) Lieutenant - one gold-colored bar.

(5) Sergeant - three stripes.

(6) How worn as follows:

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

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

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

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

(e) Sergeant:

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

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

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

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

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

m. Windbreaker. The windbreaker will be navy blue or black and have a water repellent finish, zipper front enclosure, two slant pockets, and epaulets. The windbreaker will have either an eyelet badge tab or have the badge silk-screened on the left breast. The shoulder insignia will be worn on the left sleeve. When worn, the windbreaker will be zipped at least 3/4 the way up and snapped at the bottom.

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

o. Car jacket. The car jacket will be navy blue or black and have a water and soil repellent finish; two slash front pockets and epaulets. The car jacket may be worn with or without a liner. The car jacket will be waist length and have a front

zipper, elastic webbing or plain bottom at the waist, and an eyelet badge tab on the left breast. The shoulder insignia will be worn on the left sleeve. When worn, the car jacket will be zipped at least 3/4 the way up and snapped at the bottom.

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

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

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

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

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

- (1) Decoration for Exceptional Civilian Service.
- (2) Purple Heart.
- (3) Meritorious Civilian Service Award.
- (4) Superior Civilian Service Award.
- (5) Commander's Award for Civilian Service.
- (6) Achievement Medal for Civilian Service.

(7) The Service star is a yellow star representing five years continuous service with DACP/SG Program. The star will be worn centered on the right breast pocket flap. The star will be five pointed and 9/16 inches from top to bottom of the star. Documented proof from CPAC will be required before the star may be worn.

(8) The metal civilian pin representing "Federal Service" may be worn centered just below the nametag on the right breast pocket.

(9) The metal pin representing "Retired Military Service" may be worn centered just below the nametag on the right breast pocket.

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

6-14. Protective clothing and equipment

Under the provisions of AR 670-10, Army civilian police and security guards may be issued, at local expense, special items of equipment based on locally dictated requirements. Normally, such items will be related to local environmental considerations, such as extreme cold weather gear or safety requirements. These items will be hand receipted to users, and will be returned to the U.S. Government when no longer needed or unserviceable. Policy and procedures for providing protective clothing and equipment against biological, chemical, environmental, or physical hazards are contained in AR 385-10.

6-15. Weapons, ammunition, and security equipment

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

b. The use of privately-owned firearms and or ammunition by Federally employed Army civilian police and security guards is strictly prohibited.

(1) Government-owned firearms will be turned in at the end of duty; Federally employed Army civilian police and security guards are not permitted to retain firearms or ammunition after completing their normal tour of duty (that is, standby at residence).

(2) AR 190-11 outlines arms and ammunition storage and accountability procedures.

c. CTA 50-909 provides the basis of issue that may be used to acquire ammunition to support training and mission requirements for DACP/SG's.

Appendix A

References

The Official Army Publications Web Sites.

Army Publishing Directorate

Administrative Departmental Publications and Forms
(ARs, Cirrs, Pams, OFs, SFs, DD & DA Forms)

US Army Training and Doctrine Digital Library

Army Doctrinal and Training Publications (except engineering & medical)
(FMs, PBs, TCs & STPs)

US Army Logistics Support Activity

Army Technical and Equipment Publications (except engineering & medical)

(TMs, TBs & SCs)

US Army Corps of Engineers

Army Engineering Publications (except administrative)
(TMs & FMs)

US Army Medical Department

Army Medical Publications (except administrative)
(TMs, FMs, and SB 8-75-Series Publications)

Army Knowledge Online (AKO)

All departmental publications, including distribution-restricted items

U.S. Army Home Page (AHP)

All unrestricted departmental publications

Publication Section I

Required Publications

AR 40-5. Preventive Medicine. (Cited in para 1-4g.)

AR 190-27. Army Participation in Criminal Justice Information Systems, Federal Investigation Bureau. (Cited in para 2-3c.)

AR 190-30. Military Police Investigations. (Cited in paras 2-3c, 3-5, 3-6, 3-10, 3-11.)

AR 380-67. The Department of the Army Personnel Security Program. (Cited in para 2-3e.)

AR 600-85. Army Substance Abuse Program (ASAP). (Cited in paras 2-4, 3-5.)

Publication Section II Related Publications

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

AR 5-20. Competitive Sourcing Program.

AR 11-2. Management Control.

AR 25-55. The Department of the Army Freedom of Information Act Program.

AR 25-400-2. The Army Records Information Management System (ARIMS)

AR 27-40. Litigation.

AR 50-5. Nuclear Surety.

AR 50-6. Chemical Surety.

AR 190-11. Physical Security of Arms, Ammunition, and Explosives

AR 190-14. Carrying of Firearms and Use of Force for Law Enforcement and Security Duties.

AR 190-54. Security of Nuclear Reactors and Special Nuclear Materials.

AR 340-21. The Army Privacy Program.

AR 385-10. The Army Safety Program.

AR 600-20. Army Command Policy.

AR 670-10. Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees .

AR 690-300. Employment .

AR 690-400. Total Army Performance Evaluation System .

CCCT 2000. Civilian Common Core Tasks. (Available at www.opm.gov .)

CTA 50-900. Clothing and Individual Equipment. (Available at <https://webtaads/belvoir/army.mil/usafmsa>.)

DOD 5220.22-M. National Industrial Security Program Operating Manual . Available at www.dtic.mil/whs.directives .)

Office of Personnel Management Operating Manual. Qualification Standards General Schedule Positions. (Available at www.opm.gov .)

18 USC 1385. Use of Army and Air Force as posse comitatus . Available at www.gpoaccess.gov/uscode .)

Publication Section III Prescribed Forms

DA Form 5557. Individual Reliability Screening and Evaluation Record . (Prescribed in [para 3-10b](#) .)

DA Form 7599. Department of the Army Police Officer Credential . (Prescribed in [para 5-2f](#) .)

Publication Section IV Referenced Forms

DA Form 6. Duty Roster .

DA Form 11-2-R. Management Control Evaluation Certification Statement .

DA Form 5019. Condition of Employment for Certain Civilian Positions Identified Critical Under the Department of the Army Drug-Free Federal Workplace Program .

DA Form 5248-R. Report of Unfavorable Information for Security Determination .

DA Form 7222-1. Senior System Civilian Evaluation Report Support Form .

DA Form 7223-1. Base System Civilian Performance Counseling Checklist/Record .

SF 78. United States Civil Service Commission Certificate of Medical Examination .

Appendix B

Employment Conditions

B-1. General

This appendix mandates employment statements, portions of job description requirements, agility tests, and pre-hire training requirements.

B-2. Condition of employment for prospective DACP/SG's

Text for the condition of employment statement for prospective DACP/SG employees is detailed below and also shown in figure B-1.

a. Section A - Requirements.

(1) In accordance with AR 190-56, The Army Civilian Police and Security Guard Program, as a prospective employee, I understand I must meet the physical requirement. The PAT is a critical element on my civilian performance plan. I understand the test requires I run 1.5 miles (2.41 km) in 17:30 minutes, execute 21 push-ups in 2 minutes, execute 29 sit-ups in 2 minutes, and sprint 300 m in 81 seconds. I understand the total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 70 minutes. Prior to taking the PAT, I will undergo a medical examination to ensure I am physically capable of performing my required duties, to include taking the physical agility test.

(2) I understand I must obtain a medical clearance before permission is granted for me to take the physical agility test. I will obtain a note from my physician clearing me to take the test, and this note is subject to the reviewing medical officer approval. I must also undergo a medical examination to ensure I am capable of performing my required duties. I also understand it is my responsibility to report any changes in health history or health status that may impair my ability to perform my job.

(3) Additionally as a prospective employee, I understand I must qualify/remain qualified for the IRP; must sign DA Form 5019 and pass drug testing; possess a motor vehicle license; meet Lautenberg Amendment requirements; must meet manual dexterity, vision, and hearing tests; pass the annual PAT, pass a periodic medical examination; pass semi-annual weapons qualification; graduate from a USAMPS accredited academy (or receive a USAMPS waiver); must meet annual training and re-certification; must complete initial/annual CPR recertification and first aid; must be able to work shifts, overtime, weekends as required; must wear the DACP/SG uniform, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with AR 50-6; and must agree in writing to comply with permanent change of station (PCS) movements to meet mission requirements.

(4) As an applicant for this position, I understand I will not be selected for the position if I decline to sign this form. If I sign this form and cannot meet any of the conditions of employment as specified in the paragraph above during my probationary period, it serves as a basis for my removal in accordance with applicable Federal and/or agency regulations. If I sign this form and later decline to take the PAT, it also is a basis for my removal in accordance with applicable Federal and/or agency regulations.

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

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

c. Job description. Job descriptions for guard, police, and SRT personnel will include all conditions of employment as shown in figure B-1.

d. Personnel evaluations. For police and security guards subject to physical agility testing, the statement will be noted in the civilian performance evaluation on DA Form 7222-1 (Senior System Civilian Evaluation Report Support Form) or DA Form 7223-1 (Base System Civilian Performance Counseling Checklist/Record).

e. Physical agility test (PAT). New hires must pass the PAT before the probationary period ends.

CONDITION OF EMPLOYMENT FOR PROSPECTIVE POLICE AND GUARDS

SECTION A - REQUIREMENTS

In accordance with AR 190-56, The Army Civilian Police and Security Guard Program, as a prospective employee, I understand that for continuing employment in this position, I must meet the physical requirement. The physical agility test is a critical element on my civilian performance plan. I understand the test requires I run 1.5 miles (2.41 km) in 17:30 minutes, execute 21 push-ups in 2 minutes, execute 28 sit-ups in 2 minutes, and sprint 300 m in 81 seconds. I understand the total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 70 minutes. Prior to taking the physical agility test, I will undergo a medical examination to ensure that I am physically capable of safely performing my required duties, to include taking the physical agility test.

I understand I must obtain a medical clearance before permission is granted for me to take the physical agility test. I will obtain a note from my physician clearing me to take the test, and this note is subject to reviewing medical officer approval. An example format for this note will be provided to me. I must also undergo a medical examination to ensure that I am capable of performing my required duties. I also understand it is my responsibility to report any health history or health status changes that may impair my ability to perform my job.

Additionally as a prospective employee, I understand I must qualify/remain qualified for the IRP; must sign DA Form 5019 (Condition of Employment for Certain Critical Civilian Positions under DA Drug-Free Federal Workplace Program) and pass drug testing; possess a motor vehicle license; meet Lautenberg Amendment requirements; must meet manual dexterity, vision, and hearing tests; pass periodic medical examination; pass semi-annual weapons qualification; graduate from an USAMPS accredited academy (or receive a USAMPS waiver); must meet annual training and re-certification; must complete initial/annual CPR recertification and first aid; must be able to work shifts, overtime, weekends as required; must wear the DACP/SG uniform, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment IAW AR 50-5, Army Chemical Surety Program; and must agree in writing to comply with PCS movements to meet mission requirements.

As an applicant for this position, I understand I will not be selected for the position if I decline to sign this form. If I sign this form and cannot meet any of the conditions of employment as specified in the paragraph above during my probationary period, it serves as a basis for my removal in accordance with applicable Federal and/or agency regulations. If I sign this form and later decline to take the physical agility test, it also is a basis for my removal in accordance with applicable Federal and/or agency regulations.

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

SECTION B - AGREEMENT

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

<PROSPECTIVE EMPLOYEE SIGNATURE>

<DATE>

Figure B-1. Sample of the conditions for employment for prospective police and guards

B-3: Conditions of employment for current DACP/SG's

a. Text for the condition of employment statement for current DACP/SG employees is detailed below and also shown in figure B-2.

b. Section A - Requirements

(1) In accordance with AR 190-56, as a current employee, for continuing employment in this position, I must meet the physical requirement. The PAT is a critical element on my civilian performance plan. I understand the test requires I run 1.5 miles (2.41 km) in 17:30 minutes, execute 21 push-ups in 2 minutes, execute 29 sit-ups in 2 minutes, and sprint 300 m in 81 seconds. I understand the total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 70 minutes. Prior to taking the PAT, I will undergo a medical examination at Government expense to ensure I am physically capable of performing my required duties, to include taking the PAT.

(2) I understand I must undergo initial and periodic medical evaluation to assess my fitness to safely perform the essential job functions and take the PAT. I also understand it is my responsibility to report any changes in health history or health status that may impair my ability to perform my job.

(3) Additionally as a current employee, I understand I must remain qualified for the IRP; must sign DA Form 5019 and pass drug testing; possess a motor vehicle license; meet Lautenberg Amendment requirements; must meet manual dexterity, vision, and hearing tests; pass the annual PAT, pass a periodic medical examination; pass semi-annual weapons qualification; must meet annual training and re-certification standards; must complete/pass annual CPR recertification and first aid; must be able to work shifts, overtime, weekends as required; must wear the DACP/SG uniform, and maintain a high state of appearance and hygiene; and must be able to wear chemical protection equipment.

(4) As a current employee, I understand if I cannot meet any of the conditions of employment as specified in the paragraph above, it serves as a basis for my removal or reclassification in accordance with applicable Federal and/or agency regulations. If I decline to take the PAT, it also is a basis for my removal or reclassification in accordance with applicable Federal and/or agency regulations.

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

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

d. *Job descriptions.* Job descriptions for guard, police, and SRT personnel will include all conditions of employment as shown in figure B-2.

e. *Personnel evaluations.* Use the DA Form 7222-1 or 7223-1 (Base and Senior Civilian Evaluation Reports) for police and security guards. In the Part IVb, Areas of Special Emphasis: List the requirements in paragraph B-3b(3), above, as standard criteria, plus any additional duties. Text for the condition of employment statement for current DACP/SG employees is detailed below and also shown in figure B-2.

f. *Physical agility test.* DACP/SG's are subject to physical agility testing and must pass the PAT annually.

CONDITION OF EMPLOYMENT FOR CURRENT POLICE AND GUARDS

SECTION A - REQUIREMENTS

In accordance with AR 190-56, The Army Civilian Police and Security Guard Program, as a current employee, I understand that for continuing employment in this position, I must meet the physical requirement. The physical agility test is a critical element on my civilian performance plan. I understand the test requires I run 1.5 miles (2.41 km) in 17:30 minutes, execute 21 push-ups in 2 minutes, execute 29 sit-ups in 2 minutes, and sprint 300 m in 81 seconds. I understand the total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 70 minutes. Prior to taking my initial physical agility test, I will undergo a medical examination to ensure that I am physically capable of safely performing my required duties, to include taking the physical agility test.

I understand I must obtain a medical clearance before permission is granted for me to take the physical agility test. I must also undergo a medical examination to ensure that I am capable of performing my required duties. I also understand it is my responsibility to report any health history or health status changes that may impair my ability to perform my job.

Additionally as a current employee, I understand I must remain qualified for the IRP; must sign DA Form 5019 (Condition of Employment for Certain Critical Civilian Positions under DA Drug-Free Federal Workplace Program) and pass drug testing (if assigned duties under PRP); possess a motor vehicle license; meet Lautenberg Amendment requirements; must meet manual dexterity, vision, and hearing tests; pass periodic medical examination; pass semi-annual weapons qualification; must meet annual training and re-certification; must complete annual CPR recertification and first aid; must be able to work shifts, overtime, weekends as required; must wear the DACP/SG uniform, and maintain a high state of appearance and hygiene; and must be able to wear chemical protection equipment IAW AR 50-6, Army Chemical Surety Program.

As a current employee, I understand if I cannot meet any of the conditions of employment as specified in the paragraph above, it serves as a basis for my removal or reclassification in accordance with applicable Federal and/or agency regulations. If I decline to take the physical agility test, it also is a basis for my removal or reclassification in accordance with applicable Federal and/or agency regulations.

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

SECTION B - AGREEMENT

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

<EMPLOYEE SIGNATURE>

<DATE>

Figure B-2. Sample of the conditions for employment for current police and guards

Appendix C

Medical Screening Procedures and Evaluation Guidelines

C-1. General

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

a. For Federal Government positions, Standard Form (SF) 78 (Certificate of Medical Examination) will be used by the examining physician.

(1) Cardiovascular evaluation of DACP/SG will be accomplished in accordance with the most recent guidance from the Commander, MEDCOM.

(2) The DACP/SG's parent command, with assistance from the supporting CPACs will ensure a copy of the essential job functions, Appendices C and D of this regulation, and the most recent MEDCOM guidance on cardiovascular evaluation of DACP/SG is provided to the examining physician, as well as, other supporting material, if necessary (for example, OPM Qualification Standards for Police Series, GS-083 and Guard Series, GS-085 (TS 224)). Examining physicians must familiarize themselves with the essential job functions (examples in para C-4, below) and physical demands of the job. The physician will determine if the examinee is able to perform the essential functions of the job, with or without reasonable accommodation, without posing a direct threat to the health or safety of themselves or others.

(3) Tentative selectees must obtain a medical clearance from their physician, figure C-1, prior to taking the PAT, as described in appendices B and D of this regulation. This clearance is subject to review/approval by the supporting medical officer having federal status.

(4) For DACP/SG (not contract security guards), if the examining physician is not in Federal Service, the results of the medical evaluation and opinion must be reviewed by a physician having federal status, such as the Government physician assigned to the installation/activity, supporting medical department activity, or the Regional Occupational Medicine (OM) physician assigned to the supporting Regional Medical Command (RMC).

(5) Contract physicians who are reviewing contract hires should apply the guidelines outlined in this appendix.

(6) The IRP Certifying Officials (COs) also will provide in writing any observed condition which is viewed as being of a medical concern and which might be adverse to the best interests of either the individual or U.S. Government.

b. The Americans with Disabilities Act (ADA), 42 USC 12102 et seq., requires individuals be evaluated for a job based on their ability to safely perform the essential functions of the job, not on the basis of the mere presence of a disease or disability. A person should not be disqualified from a position simply because of a particular diagnosis. Instead, an evaluation must be made on a case-by-case basis as to whether the person can perform the essential functions of the job with or without reasonable accommodation and without posing a direct threat to the health or safety of themselves or others.

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

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

e. The examining physician should make a recommendation to the employer/IRP CO as to whether the individual can safely perform the essential functions of the job. If needed, the examining physician may consult with the installation/activity owning command's surgeon or the RMC OM physician. The installation/activity owning command's surgeon or RMC OM physician may confer with The Surgeon General's clinical consultants and staff.

Dear <NAME OF TENTATIVE SELECTEE>,

You will be required to take and pass a Physical Agility Test (PAT) in order to work as a DA Civilian Police or Security Guard. A description of the test is included below and in AR 190-56, Appendix D. You must obtain a medical clearance from your physician prior to taking the PAT.

Description of PAT:

The physical agility test standards are: run 1.5 miles (2.41 km) in 17:30 minutes, execute 21 push-ups in 2 minutes, execute 29 sit-ups in 2 minutes, and sprint 300 m in 81 seconds. The total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 70 minutes.

Physician Safety Certification:

I, <NAME OF PHYSICIAN>, have reviewed the above description of the Physical Agility Test, and have examined <NAME OF TENTATIVE SELECTEE> as a police/security guard. Based on my knowledge of <NAME OF SELECTEE> medical conditions, he can safely perform this test.

<SIGNATURE> <DATE>

<PRINTED NAME AND TITLE>

<OFFICE ADDRESS AND PHONE NUMBER>

The applicant must return this letter to the administrator of the physical agility test. This medical clearance is subject to review/approval by the supporting medical officer having federal status.

Figure C-1. Sample of medical clearance letter

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

a. Medical evaluations will be performed on all DACP/SG personnel (including those previously grandfathered for physical agility testing) to ensure they are fit to safely perform the essential job functions, participate in physical exercise, and take annual PATs. Evaluation will identify risk factors associated with the development of cardiovascular disease and other diseases that might interfere with the safe and effective performance of the job.

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

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

(1) The Centers for Disease Control at
<http://www.cdc.gov/nccdphp/dnpa/physical/index.htm>.

(2) The U.S. Army Center for Health Promotion and Preventive Medicine's Targeting Fitness Manual at
<http://usachppm.apgea.army.mil/dhpw/Readiness/worksite.aspx>.

(3) The U.S. Army Physical Fitness School at
<https://www.benning.army.mil/usapfs/>.

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

a. *Medical evaluation is intended to:*

(1) Certify the individual is medically fit to perform the essential job functions, with or without reasonable accommodation, without posing a direct threat to the health or safety of themselves or others.

(2) Identify any health condition that may be substantially aggravated by the job.

(3) Evaluate an individual's health and fitness to safely initiate or maintain a regular exercise program and take the PATs; identify individual cardiovascular risk factors and provide advice and assistance in controlling risk factors, including referral to the individual's personal physician.

(4) Serve as a baseline for tracking health trends.

b. Medical evaluation frequency and follow-up:

(1) Medical evaluation will be completed on all DACP/SG personnel upon employment, periodically, and on termination. The offer of employment may be contingent on medical certification of the ability to perform the essential job functions. The initial medical evaluation will be accomplished during initial pre-placement evaluation of tentative selectees.

(2) Periodic medical evaluation should be performed at the same frequency as for Active Duty soldiers (who may be military police), as described in AR 40-501. As of this writing, that frequency is at least every five years for ages 30 to 60 years, and every year for age 60 and over. Supervisors are responsible for coordinating the evaluation of their personnel.

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

c. Evaluation instructions.

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

(2) Individual medical information such as hospital records, specialized tests, or an examination by another medical specialist may be required to determine if an individual can safely perform the essential functions of the job.

(3) Periodic medical evaluation will assess interval medical history and changes in health that might affect the individual's ability to perform essential job functions. It will follow up previously identified problems including cardiovascular risk factors and interventions, and evaluate for the presence of newly acquired/developed risk factors or relevant conditions. Except for baseline studies, such as spirometry and electrocardiography, components of the periodic exams are essentially the same as the initial exam as described below.

Termination exams include evaluations prompted by potential work exposures or as otherwise clinically indicated.

d. The examination will consist of:

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

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

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

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

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

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

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

(8) Hearing.

(a) DACP/SG should undergo initial and annual audiometric evaluation. Hearing testing is conducted using audiometers (manual or microprocessor) calibrated to the current ANSI S3.6 standards. Pure tone unaided air conduction hearing threshold levels should not exceed 30 dB hearing loss (HL) on average for each ear at 500, 1000, and 2000 Hz, with no level greater than 35 dB HL at these frequencies; and thresholds should not exceed 55 dB at 4000 Hz in each ear. If the hearing exceeds these standards, it is questionable whether or not that individual can function unaided as a police/guard, and a full audiologic evaluation, as indicated below, is recommended.

(b) A should perform a complete audiologic evaluation. A complete audiologic evaluation is performed by a licensed audiologist and includes: unaided pure tone air and bone conduction audiometry (at 500-6000 Hz), immittance audiometry, unaided speech reception threshold testing, and unaided speech recognition (or discrimination) testing.

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

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

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

(c) DACP/SG should have the hearing levels specified above in each ear. If one ear is deaf or has extremely poor hearing, it is likely the individual would be unable to safely perform DACP/SG duties.

(d) Field "use" tests are neither as reliable nor valid as the speech-in-noise test used by the audiologist. Speech-based "use" tests invoke a large number of variables such as the content of the message, context, accent, background noise, and so forth. The speech-in-noise test controls for these factors. The "Whispered Voice Test" is no longer valid and should not be accepted by medical professionals.

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

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

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

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

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

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

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

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

(12) Psychiatric evaluation and psychiatric disorders, which could affect safe and efficient job performance, require additional evaluation to determine whether the individual is able to safely and successfully perform the essential job functions. The presence of any of the following specific psychiatric disorders, or a history of such, warrants further evaluation by a psychologist or psychiatrist. Other psychiatric disorders not listed here also may warrant further evaluation. A particular diagnosis need not necessarily have previously been made; rather if

there appears to be signs associated with any of the listed diagnoses, this may warrant further evaluation.

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

(b) Major depressive disorder.

(c) Manic-depressive disorder (bipolar).

(d) Dissociative disorders.

(e) Kleptomania.

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

(g) Pathological gambling.

(h) Pyromania.

(i) Schizophrenia and other psychotic disorders.

(j) Personality disorders.

(k) Mental retardation.

(l) Alcohol or drug dependence

(13) Neurological evaluation which consists of chronic headaches, a history of head trauma, cranial defects, and epilepsy are among the neurological disorders that can interfere with DACP/SG functioning. Epilepsy can be particularly dangerous in DACP/SGs, and the likelihood of an on-the-job seizure must be assessed. To evaluate this risk, the recommended method is described in the Medical Screening Manual for California Law Enforcement, pages IX-3 through IX-12, available at www.post.ca.gov/selection/medical.asp. In such cases, the physician also should assess non-seizure related impairments, such as interictal EEG discharges (which can cause transient cognitive impairment) or anti-epileptic drug side effects (about 30% of such patients will experience moderate to severe side effects, which can include cognitive impairment, visual effects, and ataxia).

C-4. Essential security guard functions

a. General essential functions. The examinee will possess mental, sensorial, and motor skills as required to perform safely and effectively all essential job duties and those additional essential functions derived from the specific job task

analysis developed for each DACP/SG. The specific job task analysis will be submitted to the examining physician prior to each medical evaluation. The general essential functions include —

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

(2) The ability to maintain the mental alertness, deductive, and inductive reasoning, memory, and reliable judgment necessary to perform all essential functions without posing a direct threat to themselves or others;

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

(4) Motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity adequate to perform essential functions under all required, routine and emergency duties.

b. Examples of specific essential functions. When medical conditions preclude safe performance on one or more of the essential functions, the examining physician must determine and record why that individual is, or is not, qualified to perform the job. These essential functions are those most police/security guards are typically expected to perform during emergency incidents, training drills, and emergency exercises. Local commanders/IRP COs should tailor these to their particular mission (job task analysis) and geographical location.

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

(2) Operate both as a member of a team and independently at incidents of uncertain duration.

(3) Spend extensive time outside exposed to the elements.

(4) Tolerate environmental extremes while performing duties (dependent on local climate). Must perform physically demanding work in hot and humid (up to 100% humidity) atmosphere while wearing duty equipment and/or personal protective equipment, which may significantly impair body-cooling mechanisms.

(5) Experience frequent transition from hot to cold and from humid to dry atmospheres.

(6) Work, including walking, standing, pulling, and pushing in wet, icy, or muddy areas.

(7) Perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves, and so forth.

(8) Work in areas where sustaining traumatic or thermal injuries are possible.

(9) Ability to properly and effectively wear or use personal protective equipment, including that to prevent exposure to chemical, biological, or radiological agents.

(10) Face exposure to infectious agents, such as Hepatitis B or HIV.

(11) Wear personal protective equipment weighing approximately 30 pounds while performing security guard emergency tasks.

(12) Perform physically demanding work while wearing a protective mask which increases the resistance of inhalation and reduces the efficiency of air exchange.

(13) Perform complex tasks during life-threatening emergencies.

(14) Work for long periods of time, requiring sustained physical activity and intense concentration.

(15) Make life or death decisions during emergency conditions.

(16) Be exposed to grotesque sights and smells associated with major trauma and burn victims.

(17) Make rapid transitions from rest to near maximum exertion without warm-up periods.

(18) Freedom from frequent episodes of pain or inability to perform work or sudden incapacitation.

(19) Ability to maintain balance under adverse conditions, weight loads, and at above ground heights, and maintain body flexibility.

(20) Operate in environments of high noise, poor visibility, limited mobility, aboveground heights, and in closed or confined spaces.

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

(22) Ability to maintain balance under adverse conditions, weight loads, and at aboveground heights; and maintain body flexibility.

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

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

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

(26) Ability to smell smoke and other odors that might indicate hazardous conditions.

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

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

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

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

(31) Ability to patrol an area on foot and/or in a vehicle, apprehend a subject, direct traffic, perform crowd control.

Appendix D

Physical Agility Testing

D-1. General

The PAT serves to provide a measure of the individual's preparedness to successfully accomplish physically demanding tasks. This appendix directs the conduct and administration of PATs for DACP/SG. Administer physical agility testing in accordance with this appendix to all DACP/SG personnel. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the four elements of the PAT. If the DACP/SG fails the PAT, they will be required to pass the retest within

90 days. If the DACP fails the second PAT, CPAC will be contacted to advise regarding options defined by applicable Federal and/or agency regulations.

D-2. Timing

The PM/designated command security/law enforcement representative, and/or their designated representative will conduct physical agility testing annually for all DACP/SG personnel.

D-3. Standards

a. Minimum physical agility standards are as follows. The procedures for the 1.5 miles run, 300m sprint, pushups, and sit-ups are in accordance with FM 21-20. The 1.5-mile run and 300m sprint are to be the same procedures as the 2-mile run in FM 21-20, even though the distances differ.

(1) Run 1.5 miles (2.41 km) in 17:30 minutes.

(2) Execute 21 pushups in two minutes.

(3) Execute 29 sit-ups in two minutes.

(4) Sprint 300m in 81 seconds.

b. Minimum physical agility standards are related to the individual's job requirements by providing relative measures of the individual's preparedness to perform physically demanding tasks in unusual or emergency situations.

c. Once medically cleared, all DACP/SG (current force and new hires) will be required within 30 days to take a diagnostic PAT.

d. Currently hired DACP/SG will be required to pass the PAT within one year from the date of this AR being published.

e. For new hires, the initial testing requirement must be met within the probationary period.

f. All DACP/SG will be required to take and pass the PAT on an annual basis.

D-4. Procedure and sequencing of PAT

The procedure and order for testing are —

a. Conduct warm-up for three minutes.

b. Perform the sit-up.

- c. Rest for 10 minutes.
- d. Perform the sprint.
- e. Rest for 10 minutes.
- f. Perform the push-up.
- g. Rest for 10 minutes.
- h. Conduct cardio warm-up for two to three minutes.
- i. Perform the run.
- j. Conduct cardio cool-down for five minutes.

Appendix E

Training

E-1. General

- a. DACP/SGs will receive training as specified in this regulation as well as on weapons they are required to use while on duty or in response situations (for example, hand guns, less lethal devices, rifles, and shotguns).
- b. Additional training tasks based on local requirements may be added.
- c. To ensure consistency in law enforcement tactics, techniques, and procedures, PM/DES/designated command security/law enforcement representative employing new police and security guards should budget resources and schedule time appropriately for initial training at an USAMPS accredited academy.

E-2. Realistic training

- a. Provide DACP/SG personnel realistic training, duplicating a real world environment, and taking into account the safety of the individual. Realistic training requires training for job related tasks.
- b. Task oriented training focuses on actual hands-on accomplishment of the task with performance oriented evaluation of the specific task. The individual must demonstrate the ability to perform the prescribed task in order to be considered trained.

E-3. Waiver of initial training for Army civilian police and security guards

Candidates may have law enforcement experience and training sufficient to warrant an initial training waiver. The PM/DES/designated command security/law enforcement representative will identify the training background (if any) of new hires to determine if they are a candidate for a waiver of this academy training requirement, as specified below. Waivers of initial police and guard training will be initiated by the installation/activity PM/DES/designated command security/law enforcement representative to USAMPS. USAMPS will determine if the waiver candidate meets the established training standards of this regulation.

a. Requests for waivers will include the candidate's law enforcement and guard force training history, and will contain any relevant training certificates and a memorandum from the employing PM/DES/designated command security/law enforcement representative requesting the waiver.

b. USAMPS will assess these waiver requests and identify any training requirements back to the employing installation/activity commander.

c. Should USAMPS determine the candidate does not meet initial training standards, the individual will be scheduled to attend an accredited academy.

(1) Appeals of a declined waiver may be made by the installation commander through their chain of command to OPMG who will make a final determination.

(2) Approved waivers will include any distance learning training requirements and a reasonable timetable for completion.

(a) PM/DES/designated command security/law enforcement representative is responsible to ensure police and guard waiver candidates successfully complete any distance learning training during the established timetables. USAMPS will set reasonable completion times given the candidate also will have local training requirements.

(b) Distance learning training packages for initial training waiver candidates will be sent to all OPMG accredited Army academies. Regional accredited academies can administer the required training.

(3) Candidates for initial training waivers should be able to produce proof of training (that is, transcripts/certificates) to authenticate their law enforcement/guard training history. Such candidates may include —

(a) Federal, state, or local law enforcement officers who performed full time commissioned law enforcement duties within two years prior to applying for the waiver.

(b) Successful graduates of a U.S. military Service certified police officer training academy (that is, USAMPS; U.S. Air Force Security Forces Training Academy), who performed full time law enforcement duties within two years of applying for the waiver.

E-4. Exceptions to initial training for current DA police and security guards

a. DACP/SG whose date of employment predates this regulation will be identified by the PM/DES/designated command security/law enforcement representative by name, social security number, and employing installation/activity.

b. PM/DES/designated command security/law enforcement representative will identify the training history and any certificates of training that DACP/SG have and create a permanent training record. Future local or USAMPS directed in-service training will be documented in this record.

c. PM/DES/designated command security/law enforcement representative will certify all current DACP/SG meet the minimum requirements for the installation/activity training requirements.

d. If the PM/DES/designated command security/law enforcement representative cannot certify an individual DACP/SG meets the minimum requirements, the PM/DES/designated command security/law enforcement representative will —

(1) Enroll the DACP/SG in the FTO program or,

(2) Schedule the DACP/SG for attendance in a USAMPS accredited academy.

E-5. Supervisory training

In addition to training mandated by G-1, supervisory training will include doctrinal training materials tasks identified and approved by TRADOC as shown in table E-1 below.

Table E-1. Supervisory training	
MOS Station Component	
121-030-3502	Select a Detail Using a Duty Roster (<u>DA Form 6</u> , as appropriate)
191-379-5402	Prepare a Patrol Distribution Plan
191-380-0109	Plan Patrol Activities

191-400-0034	Direct the Conduct of a Police Administration Section
191-400-0036	Direct the Conduct of Investigations
191-400-0041	Establish Liaisons with Other Military/Civilian Law Enforcement Agencies
191-400-0044	Supervise Accountability of Evidence in the Evidence Room
191-400-0045	Direct Patrol Activities
191-400-0045	Analyze Crime Statistics to Determine Law Enforcement Problem Areas & Crime Trends
Traffic Section Operations	
191-400-0011	Supervise the Preparation of a Traffic Control Plan
191-400-0037	Supervise the Development of Control Procedures Based on Statistics
191-400-0038	Direct the Development of a Traffic Control Study Plan
Civil Disturbance Operations	
191-379-5400	Conduct Platoon Riot Control Formations
191-400-0030	Plan Operations to Counter or Control Civil Disturbances
Physical Security Operations	
191-000-0003	Develop Unit Physical Security Plan
191-377-4214	Supervise Emergency Entrance and Exit Procedures
191-400-0006	Plan Terrorism Counter Action Activities
191-400-0039	Determine Threat Potential for Physical Security
191-400-0040	Supervise the Preparation of a Physical Security Plan

E-6. Training support web sites

Training support is available to PM/DES/designated command security/law enforcement representative, training managers, and students to enhance their training programs and workforce professionalism.

a. U.S. Army Training Support Center, Distance Learning Directorate, Fort Eustis, VA 23604-5166, DSN 927-2142 or commercial (757) 878-2142. This agency controls Army common core training and provides training support packages on CDs, available at: <http://www.atsc.army.mil/itsd/comcor/comcor.asp>

b. Department of Defense, Defense Visual Information, and Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS). The DAVIS/DITIS site contains searchable listings and descriptions of thousands of audiovisual products and Interactive Multimedia Instruction products used by the Department of Defense. These include films, videotapes, and other multi-media programs and are available at: <http://afishp6.afis.osd.mil/dodimagery/davis> or <http://dodimagery.afis.osd.mil>.

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

d. The Distance Learning Directorate is the lead Army agent in implementing the Army Distance Learning Plan. Courses and classes packaged for export to students are available at: <http://www.atsc.army.mil/itsd/index.asp>.

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

Appendix F

Delegation of Authority Samples

F-1. Army civilian police

a. Delegation of authority may be directed to the PM/DES/designated command security/law enforcement representative of the installation/activity.

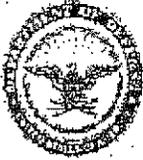
b. An example of a memorandum documenting an installation commander's delegation of law enforcement authority to perform law and order functions. The installation commander must sign the memorandum. The example is displayed at [figure F-1](#).

(1) Subject: Delegation of Authority, Army Civilian Police.

(2) Pursuant to my authority as Commander of (installation/activity), I designate and authorize the PM/DES/designated command security/law enforcement representative, U.S. Army Garrison, (location) to perform the law and order function on this installation/activity, and all sub-installations, activities, and facilities.

(3) I specifically delegate to the PM/DES/designated command security/law enforcement representative all authority and responsibility to further delegate to Army civilian police personnel in the general schedule (GS) Series 0083, or the successor for that series under the National Security Personnel System, the empowerment necessary for them to enforce all laws, regulations, and other applicable directives on (identify installation), and all sub-installations, activities, and facilities. This responsibility includes the selection, employment, training, certification, management, and supervision of Army civilian police personnel; the issuance of standing operating procedures (SOPs) which define the scope of their authority (persons, places, and offenses within their law enforcement jurisdiction); and the establishment of written procedures for notifying each Army civilian police officer of the extent of their authority (specific empowerment and limitations), and procedures for suspending and withdrawing their law enforcement authority.

(4) The PM/DES/designated command security/law enforcement representative will coordinate all policies and procedures concerning authority and jurisdiction with the installation/activity Staff Judge Advocate. All such policies and procedures will be reviewed at least every two years for adequacy and legal sufficiency.



DEPARTMENT OF THE ARMY
NAME OF INSTALLATION/ACTIVITY
Street Address
City, State and Zip Code

REPLY TO
ATTENTION OF:

<Office Symbol>

<Date>

MEMORANDUM FOR <Individual Named, 000-00-0000>

Subject: Delegation of Authority, Provost Marshal / Director of Emergency Services / Designated Security or Law Enforcement Representative (identify one)

1. Reference Army Regulation 190-56, Chapter 5, <Date>

2. Pursuant to my authority as Commander, <Installation/Activity>, and pursuant to the provisions of reference 1, I designate and authorize, <name individual here>, Provost Marshal / Director of Emergency Services / Security or Law Enforcement Representative (name one), to perform the law and order functions on this Installation/Activity, and all subordinate installations, activities, and facilities.

3. I specifically delegate to the Provost Marshal / Director Of Emergency Services / Security or Law Enforcement Representative (name one) all authority and responsibility to further delegate to duly commissioned Army Civilian Police personnel in the General Schedule (GS) Series 0083 the empowerment necessary for them to enforce all statutes, laws, regulations, and other applicable directives on <Installation/Activity>, and subordinate installations, activities, and facilities.

4. This responsibility includes the selection, employment, in service training, certification, management, and supervision of Army Civilian Police personnel; the issuance of procedures, guidance, instructions, and directives, which define the scope of the Army Civilian Police Officers' authority (persons, places, and offenses within their law enforcement jurisdiction); and the establishment of written procedures for notifying each Army Civilian Police Officer of the extent of their authority (cite specific empowerment and limitations), and procedures for suspending and withdrawing their law enforcement authority.

5. The Provost Marshal / Director Of Emergency Services / Security or Law Enforcement Representative (name one) will coordinate all policies and procedures concerning authority, the further delegation of authority and jurisdiction with the Installation Staff Judge Advocate and other offices and activities as appropriate. All such procedures, guidance, instructions, and directives, will be reviewed not less than every 24 months for adequacy and legal sufficiency.

Encl
as

INSTALLATION/ACTIVITY COMMANDER
<Rank, Branch>
Commander

DISTRIBUTION:

Figure F-1. Sample of a delegation of authority letter for law and order functions

F-2. Army security guards.

a. Delegation of authority will be directed to the PM/DES/designated command security/law enforcement representative of the installation/activity.

b. An example of a memorandum documenting an installation commander's delegation of authority to perform security guard services by Army security guards. The installation commander must sign the memorandum. An example is also displayed at figure F-2.

(1) Subject: Delegation of Authority, Army Security Guards.

(2) Pursuant to my authority as Commander of (installation/activity), I designate and authorize the PM/DES/designated command security/law enforcement representative, U.S. Army Garrison, (location) to perform the security guard services on this installation, and all sub-installations, activities, and facilities.

(3) I specifically delegate to the PM/DES/designated command security/law enforcement representative all authority and responsibility to further delegate to Army security guard personnel in the General Schedule (GS) Series 0085, or the successor for that series under the National Security Personnel System, the empowerment necessary for them to enforce all laws, regulations, and other applicable directives on (identify installation), and all sub-installations, activities, and facilities. This responsibility includes the selection, employment, training, certification, management, and supervision of Army security guard personnel; the issuance of standing operating procedures (SOPs) which define the scope of their authority (persons, places, and offenses within their security enforcement jurisdiction); and the establishment of written procedures for notifying each Army security guard of the extent of their authority (specific empowerment and limitations), and procedures for suspending and withdrawing their security enforcement authority.

(4) The PM/DES/designated command security/law enforcement representative will coordinate all policies and procedures concerning authority and jurisdiction with the installation Staff Judge Advocate. All such policies and procedures will be reviewed at least every two years for adequacy and legal sufficiency.



DEPARTMENT OF THE ARMY
NAME OF INSTALLATION/ACTIVITY
Street Address
City, State and Zip Code

REPLY TO
ATTENTION OF:

<Office Symbol>

<Date>

MEMORANDUM FOR <Individual Named, 000-00-0000>

Subject: Delegation of Authority, Provost Marshal / Director of Emergency Services / Designated Security or Law Enforcement Representative (Identify One)

1. Reference Army Regulation 190-56, Chapter 5, <Date>

2. Pursuant to my authority as Commander, <Installation/Activity>, and pursuant to the provisions of reference 1, I designate and authorize, <name individual here>, Provost Marshal / Director of Emergency Services / Security or Law Enforcement Representative (name one), to perform the security guard services on this installation/activity, and all subordinate installations, activities, and facilities.

3. I specifically delegate to the Provost Marshal / Director Of Emergency Services / Security or Law Enforcement Representative (name one) all authority and responsibility to further delegate to Army Security Guard personnel in the General Schedule (GS) Series 0085 the empowerment necessary for them to enforce all laws, regulations, and other applicable directives on <Installation/Activity>, and subordinate installations, activities, and facilities.

4. This responsibility includes the selection, employment, in service training, certification, management, and supervision of Army security guard personnel; the issuance of standard operating procedures (SOPs), which define the scope of their authority (persons, places, and offenses within their jurisdiction); and the establishment of written procedures for notifying each Army security guard of the extent of their authority (cite specific empowerment and limitations), and procedures for suspending and withdrawing their security enforcement authority.

5. The Provost Marshal / Director Of Emergency Services / Security or Law Enforcement Representative (name one) will coordinate all policies and procedures concerning authority, the further delegation of authority and jurisdiction with the installation Staff Judge Advocate and other offices and activities as appropriate. All such procedures, guidance, instructions, and directives, will be reviewed not less than every 24 months for adequacy and legal sufficiency.

End
as

INSTALLATION/ACTIVITY COMMANDER
<Rank, Branch>
Commander

DISTRIBUTION:

Figure F-2. Sample of a delegation of authority letter for security guard services

Appendix G

Contract Security Guards

G-1. Responsibilities

Installation/Activity owning commands in coordination with contracting officers, will, at a minimum —

a. Establish adequate work performance standards for security guard services contracts. This will assist contracting officers to negotiate contracts in which specific security guard needs are met, and only qualified, capable, reliable, and trustworthy personnel are hired to perform such work.

b. Ensure provisions in security guard services contracts authorize PM/DES/designated command security/law enforcement representative personnel as the contracting officer's representative, to monitor and inspect the performance of such contracts. The SOW/PWS will ensure the PM/DES/designated command security/law enforcement representative may monitor and inspect the performance of such contracts.

c. Ensure appropriate reliability or security clearance investigations are conducted on contract personnel before such personnel are assigned security guard duties.

d. Ensure contracts clearly define the limits of authority, jurisdiction, and use of force.

e. Coordinate with the local intelligence office to ensure personnel requiring access to classified material have the appropriate security clearance.

G-2. Qualification standards

Physical agility testing is applicable to all contract or contractor guard personnel and will be included in the SOW/PWS.

G-3. Employment security screening procedures

Contract security guards will meet the requirements of AR 190-56, AR 380-67, or DOD 5220.22-M, if applicable.

G-4. Initial training and certification policy

The following policy concerning basic contract security guard training is provided

a. Contract security guard service contracts or contract performance work statements will include training and qualification requirements appropriate to assigned job or duties and comparable to the training and qualification requirements for DASG. Contract security guards must complete a company sponsored, locally structured security guard training program successfully prior to assignment to security guard duties.

b. Contract security guards working for the U.S. Army will not be assigned duties requiring the carrying of weapons until required use of force and weapons qualification have been successfully completed.

G-5. In-service training and documentation requirements

In-service training and documentation requirements will be included in the PWS. Provide contract security guards realistic training, taking into account the safety of the individual. Realistic training requires training for job related tasks.

G-6. General

The PWS for CSG services will include the duty uniform requirement for the CSG force. These requirements will ensure the contractor provides standardized seasonal uniform items that enhance duty performance and personnel safety; provide adequate protection against the elements; and present a professional and standardized appearance. The contracting officer will ensure the uniform appearance and components are comparable to chapter 6 of this regulation.

G-7. Medical evaluation procedures and guidelines (added)

For contract and contractor security personnel, the contractor may utilize the SF 78 and may use the medical evaluation procedures outlined by this regulation and MEDCOM guidance.

Appendix H Management Control Checklist

H-1. Function

The function covered by this checklist is the administration of the Army Civilian Police and Security Guard Program.

H-2. Purpose

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

H-3. Instructions

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

H-4. Test questions

- a. Do assigned personnel meet OPM qualification standards for police or guard positions (see para 2-2)?
- b. Is each DACP/SG applicant medically evaluated in accordance with OPM medical evaluation standards and appendix C (see para 2-2)?
- c. Are DACP/SG personnel medically evaluated periodically in accordance with appendix C (see para 2-2)?
- d. Are DACP/SG applicants informed in writing of Physical Agility Test (PAT) requirements (see para 2-2)?
- e. Do DACP/SG personnel receive an annual PAT in accordance with appendix D (see para 2-2)?
- f. If a DACP/SG fails the PAT is CPAC contacted for removal or reclassification, as appropriate (see para 2-2)?
- g. Do applicants receive a security screening (see para 2-3)?
- h. For pre-employment inquires are former employers, former supervisor, and personal references checked (see para 2-3)?
- i. Is a pre-employment credit check accomplished for each individual (see para 2-3)?

j. Does the PM/DES/designated command security/law enforcement representative conduct a check of arrest and criminal history, where applicable, for new applicants (see para 2-3)?

k. Does the PM/DES/designated command security/law enforcement representative forward the arrest/criminal history results to CPAC with a recommendation to continue/discontinue processing the applicant (see para 2-3)?

l. Does each DACP/SG receive a NACI (see para 2-3)?

m. Is an inquiry accomplished on all applicants per the Lautenberg Amendment to the Gun Control Act of 1968 (see para 2-3)?

n. Do all DACP/SG employees receive drug testing prior to certification in the IRP? (see para 2-4).

o. Are DACP/SG personnel assessed under the Individual Reliability Program (IRP) (see para 3-1)?

p. Does the IRP certifying official maintain frequent contact with personnel under the IRP Program (see para 3-4)?

q. When potential disqualifying factors are present, and the individual is retained for duty, does the certifying official prepare an MFR clearly outlining the facts considered (see para 3-5)?

r. Does the individual acknowledge receipt of the potential disqualifying factor MFR, and are they informed they may rebut the matters (see para 3-5)?

s. Are the MFR and any rebuttal comments placed in the employee's official personnel folder (see para 3-5)?

t. If an allegation is made against an individual per the Lautenberg Amendment is the individual removed from any duties requiring a firearm pending the outcome of an investigation/inquiry or action (see para 3-5)?

u. Does the certifying official make determinations of an individual's reliability in accordance with the reliability factors in AR 380-67 (see para 3-6)?

v. Is the servicing CPAC contacted when an individual is disqualified under the IRP (see para 3-7)?

w. Does the certifying official ensure at least annual records reviews are conducted on personnel in the IRP (see para 3-8)?

x. Does an individual accepted for DACP/SG duties receive an interview covering the disqualifying factors and importance of the program (see para 3-10)?

y. Is the certifying official kept informed of any problems or incidents that might cause temporary or permanent removal from the IRP (see para 3-11)?

z. If a certifying official becomes aware of any behavior reflecting on an employee's loyalty is the information forwarded to the Commander, US Army Central Personnel Security Clearance Facility (see para 3-11)?

aa. Is each individual, prior to performing duties, trained and certified for tasks and duties (see para 4-2)?

ab. Is each individual scheduled for, or completed, an USAMPS accredited training academy (see para 4-2)?

ac. Is a waiver submitted for initial academy attendance for any new hire (see para 4-2)?

ad. Is an exception submitted for any existing employees (see para 4-2)?

ae. Has each individual successfully completed use of force and weapons qualification training (see para 4-2)?

af. Has required in-service training been provided (see para 4-3)?

ag. Do the DACP/SG credentials show the officer's authority is limited to the installation only (see para 5-2)?

ah. Does the installation commander document specific delegation of authority and jurisdiction for DACP/SG (see para 5-2)?

ai. Does each DACP/SG acknowledge, in writing, a clear understanding of their authority and jurisdiction (see para 5-3)?

aj. Are uniforms in accordance with AR 190-56, chapter 6 (see para 6-1)?

ak. Do DACP/SG wear uniforms while on duty (see para 6-2)?

al. Do DACP/SG maintain DA approved standards of appearance (see para 6-3)?

am. Is the wearing of jewelry in accordance with DA approved standards (see para 6-5)?

an. Are eyeglasses, sunglasses, and contact lenses in accordance with DA approved standards (see para 6-6)?

ao. Is protective/reflective clothing authorized when safety considerations dictate (see para 6-8)?

ap. Does each DACP/SG wear National Institute of Justice Type II concealed body armor while on duty (see para 6-8)?

aq. Do hygiene and body grooming maintain an overall professional appearance in accordance with DA-approved standards (see para 6-9)?

ar. Is the DACP/SG uniform worn when on duty except for approved mission reasons (see para 6-11)?

as. Does the signed condition of employment statement include all areas as listed in figure B-1 (see app B)?

at. Are prospective DACP/SGs required to sign a condition of employment statement (see app B)?

au. Is the PAT administered in accordance with appendix D (see app D)?

av. Have all DACP/SG personnel attended a USAMPS accredited academy or received a waiver (see app E)?

aw. Does the PM/DES/designated command security/law enforcement representative certify that all current DACP/SG meet the minimum requirements for the installation/activity mission (see app E)?

H-4. Supersession

This checklist is the initial management control evaluation checklist for the Army Civilian Police and Security Guard Program.

H-5. Comments

Help make this a better tool for evaluating the Army Civilian Police and Security Guard Program this checklist should be addressed to: The Provost Marshal General, ATTN: DAPM-MPD-PS, 2800 Army Pentagon, Washington, DC 20310-0300.

Glossary

Section I

Abbreviations

CONUS

continental United States

CPAC

Civilian Personnel Advisory Center

CRC

Crime Record Center

DA

Department of the Army

DACP/SG

Department of the Army Civilian Police and Security Guard

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DCS, G4

Deputy Chief of Staff, G-4

Asst G-1/PPP

Assistant G-1 for Civilian Personnel Policy

DES

Director of Emergency Services

GOCO

Government-owned, contractor-operated

IRP

Individual Reliability Program

MFR

memorandum for record

NACI

National Agency Check and Inquiry

NCIC

National Crime Information Center

OCONUS

outside continental United States

OPM

Office of Personnel Management

PRP

Personnel Reliability Program

SJA

Staff Judge Advocate

SOW

Statement of Work

Section II

Terms

GS-0083, Department of the Army Police Officer

This series includes positions with the primary duty of law enforcement work in the preservation of the peace; the prevention, detection, and investigation of crimes; the arrest or apprehension of violators; and the provision of assistance to citizens in emergency situations, including the protection of civil rights. The purpose of police work is to assure compliance with Federal, state, county, and municipal laws and ordinances, and agency rules and regulations pertaining to law enforcement work.

GS-0085, Department of the Army Guard

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

Certifying official

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

Contracting officer's representative

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

Contracting officer's technical representative (COTR)

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

Controlled area/secured area

Any specifically designated building, area of structure, containing lucrative targets for theft, compromise, or destruction and to which entry must be limited in order to provide more than routine protection.

Director of Emergency Services

On installation/activities/site where no provost marshal or law enforcement/security representative is otherwise assigned, the command may designate the Director of Emergency Services to be the Chief of Police/Security.

Provost marshal

Where assigned to the installation or activity, the provost marshal is the Chief of Police/Security.

Provost marshal general

Per DA General Order 9-2003, the PMG is part of the Army staff. The PMG is the principal advisor to the Secretary of the Army and special staff officer for all matters pertaining to law enforcement, physical security, antiterrorism, customs, confinement, use of military police resources and conduct of military police combat, combat support, and combat service support operations. The mission of the provost marshal's office is to provide a safe and secure environment in which to live and work, which includes: Protection of life and property, the enforcement of laws and regulations, and the preservation of good order and discipline.

quality control

Those actions taken by a contractor to control the production of goods or services so they meet the PWS requirements.

special access area

Any areas to which access is strictly limited and is controlled by personnel of the individual activity or is controlled by cipher lock/combination lock devices on entrance to that area.

special orders

Designated list of buildings to be patrolled in a given area and any other special instructions for daily operation.

Section III

Special Terms

There are no entries in this section.

13

14

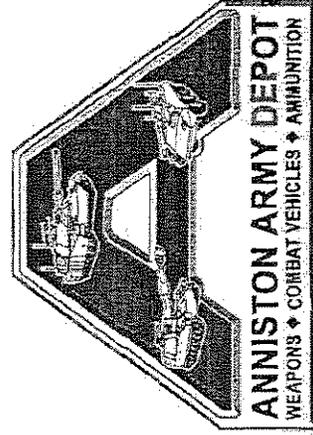


ZACJM
Life Cycle Management Contract

EXHIBIT Exh 9

Anniston Army Depot

Decision Brief on
DES Proposed
Reorganization

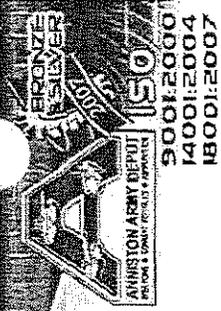


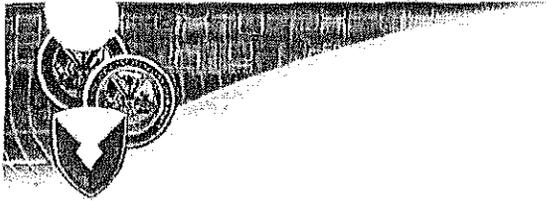
2 Sep 08

FOR OFFICIAL USE ONLY

Director, DES

1





TAL M
Life Cycle Management Command

Agenda

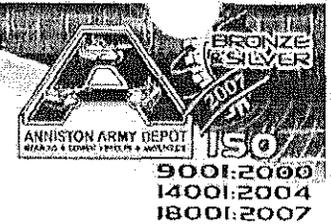


- ▶ Purpose
- ▶ Background
- ▶ Problem Statement
- ▶ Recommended Course of Action
- ▶ Facts
 - ▶ Current ANAD DES TDA Organization Chart
 - ▶ Proposed ANAD DES TDA Organization Chart
- ▶ Assumptions
- ▶ Courses of Action
- ▶ Restated COA
- ▶ Decision



TAL .A
Life Cycle Management Command

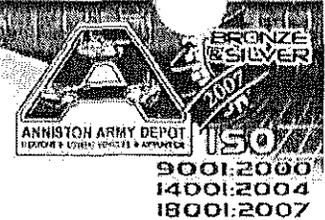
Purpose



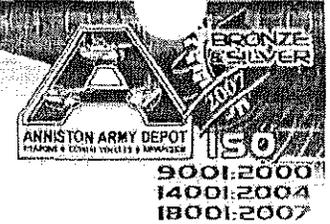
To gain your concurrence on a proposed course of action that reorganizes DES and executes a supported hiring plan



Background



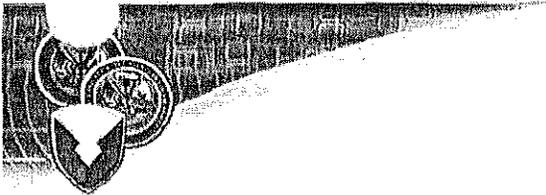
- ▶ DLE re-designated DES 1 Oct 05
 - ▶ FESD realigned to DES
 - ▶ Attempted to reorganize prior to & during re-designation Jul 05
- ▶ DES attempted to reorganize 7 Jun 06
 - ▶ Assumption that partially implemented only due to directed budget reduction
 - ▶ Operationally reorganized Guard Divisions from 3 to 2 to structurally match shift operations; effective 9 Jul 06, however no change to TDA
- ▶ DES guard position manning 30 Apr 07
 - ▶ Non-renewal contract guards (CG); no longer IMCOM funded
 - ▶ Hire DACP to replace CG and future attrition of DASG
- ▶ DES drafted proposed reorganization 16 Aug 07
- ▶ DES revised drafted proposed reorganization 12 Dec 07
- ▶ DES modification to proposed DES reorganization 11 Feb 08
- ▶ DES deemed dysfunctional organization (15-6) 31 Mar 08
- ▶ Coordinated proposal; briefed proposal packet to COS 7 May 08
- ▶ Packet submitted for approval 10 Jun 08



Problem Statement's

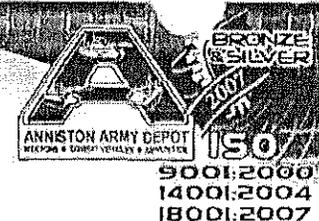
- ▶ DES TDA and organizational structure are dysfunctional; both do not support the operational mission, supervisory capabilities, or the administrative management processes
- ▶ DES is critically short personnel resources in several areas, the primary being DACP, necessitating an organized, coordinated, synchronized, and supported plan with all efforts focused on a positive result of filling DES vacancies





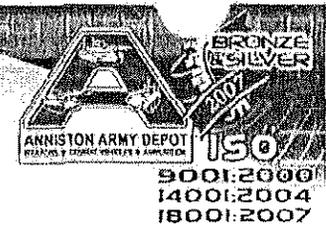
TAL-1
Life Cycle Management Command

Recommended COA



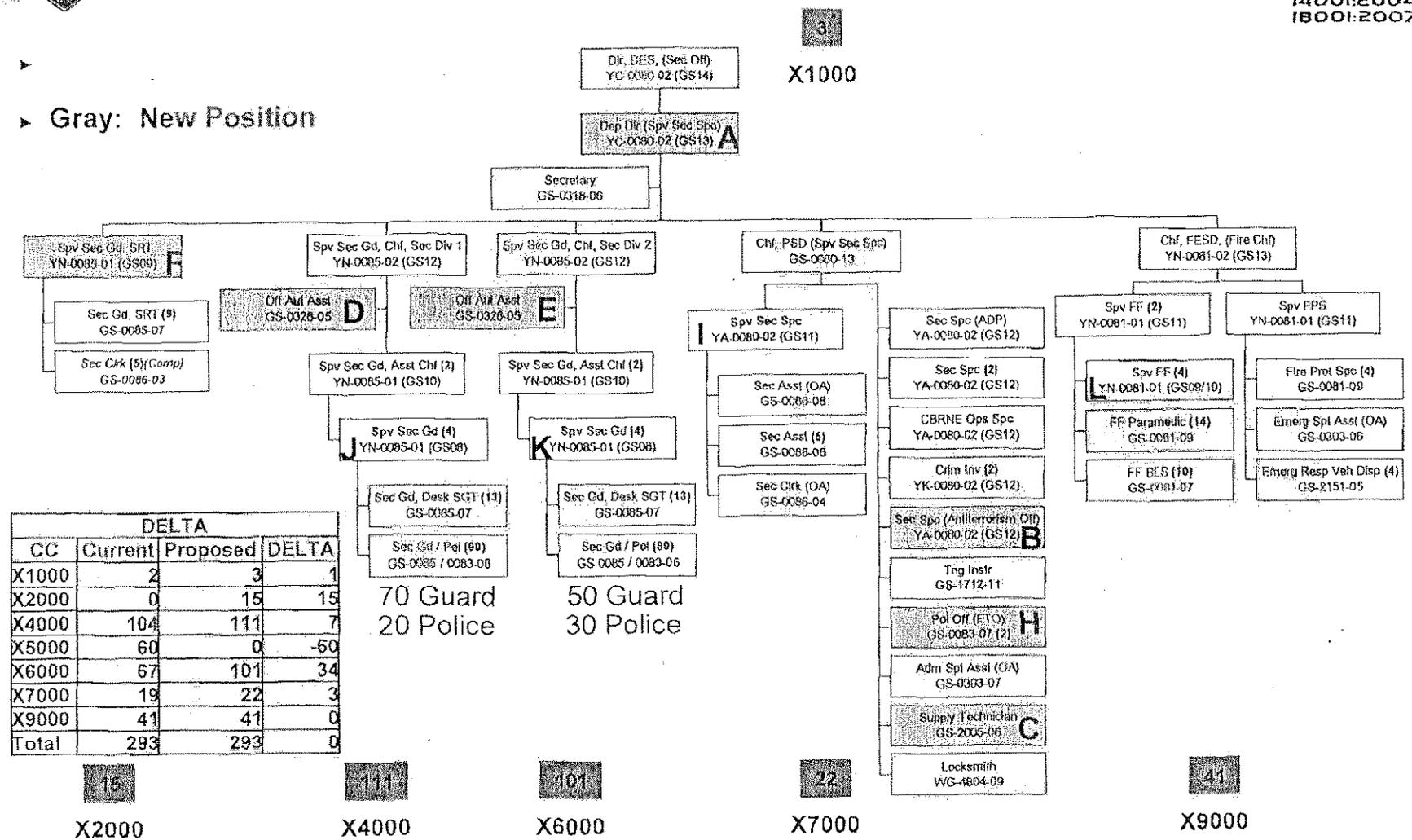
COA 1 - Approve the DES TDA proposal in its entirety and direct immediate priority support to filling DES vacancies





Proposed ANAD DES TDA

Gray: New Position



DELTA			
CC	Current	Proposed	DELTA
X1000	2	3	1
X2000	0	15	15
X4000	104	111	7
X5000	60	0	-60
X6000	67	101	34
X7000	19	22	3
X9000	41	41	0
Total	293	293	0

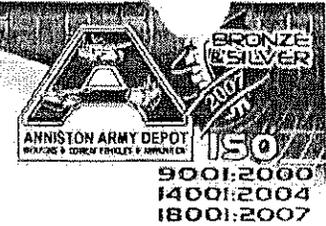
70 Guard
20 Police

50 Guard
30 Police

Total 222 Guards / Police
Director, DES



Forecasted Vacancies to Proposed TDA

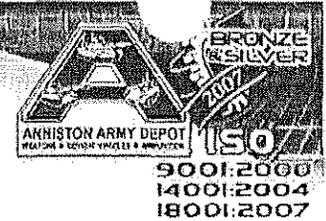


Supv Sec Gd, Asst Chf	0085	GS-10	X4							1	
Supv Sec Gd, SRT	0085	GS-09	X2							1	
Ld Sec Gd to Supv Sec Gd	0085	GS-08	X6							1	Adverse impact? 1 to 8 short
Sec Gd, SRT	0085	GS-07	X2							3	
Police	0083	GS-06	X4							20	
Police	0083	GS-06	X6							30	
Spv Sec Spc (Dep Dir)	0080	GS-13	X1							1	
Secretary (OA)	0318	GS-06	X1							1	
Off Auto Asst	0326	GS-05	X4							1	
Security Clerk (Comp)	0086	GS-03	X5							3	
Off Auto Asst	0326	GS-05	X6							1	
Sec Spc (Antiterrorism Off)	0080	GS-12	X7							1	
Spv Sec Spc	0080	GS-11	X7							1	
Police Officer (FTO)	0083	GS-07	X7							2	
Supply Technician	2005	GS-06	X7							1	
Supv FF (Asst Chf)	0081	GS-11	X9							1	
FF (Captain)										2	
FF (Paramedic)	0081	GS-09	X9							2	
										73	
Locksmith (OVERHIRE)	4804	WG-09	X7000							1	OH vice [redacted] @ retirement
Police	0083	GS-06									Pending losses (Ret, Disqual, Transfer)





New Positions

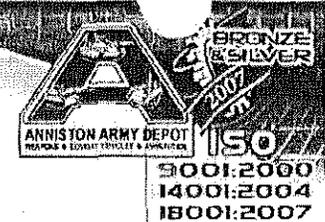


- ▶ **A: Supv Sec Spc (Dep Dir)**
 - ▶ Chain of supervision
- ▶ **B: Sec Spc (Antiterrorism Officer)**
 - ▶ AR 525-13
- ▶ **C: Supply Technician**
 - ▶ Requisitions, issuance, accountability, serviceability
- ▶ **D: Office Automation Asst**
 - ▶ Clerical and administrative support for Guard Divisions
- ▶ **E: Office Automation Asst**
 - ▶ Clerical and administrative support for Guard Divisions
- ▶ **F: Supervisory Security Guard (SRT)**
 - ▶ Special Reaction Team Supervisor
- ▶ **H: Police Officer, Field Training Officer (two positions)**
 - ▶ AR 190-56





Modified Positions

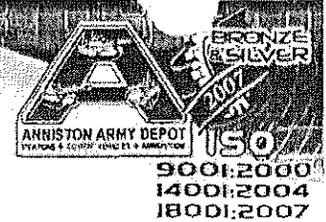


- ▶ **I: Supervisory Security Specialist**
 - ▶ Access control functional expert and supervisor of badge offices
- ▶ **J: Supervisory Security Guard**
 - ▶ Guard supervisor authority versus lead designation
- ▶ **K: Supervisory Security Guard**
 - ▶ Guard supervisor authority versus lead designation
- ▶ **L: Supervisory Firefighter**
 - ▶ Firefighter supervisor authority versus lead designation



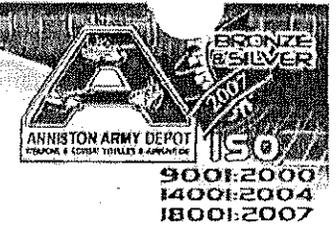


Facts



- ▶ **2 Sep 08 DES Strength Report is NOT a strength**
 - ▶ Authorized: 293 (227 Gds)
 - ▶ Assigned: 219 (164 Gds)
 - ▶ Shortage: 73 (63 Gds)
 - ▶ Available: 212 (157 Gds) (variety of status: SLPR, MOB AD, transfers, retiring, pending)
- ▶ Assigned strength will continue to fluctuate
- ▶ AR 190-56 has affected / ceased standard hiring process
- ▶ Position descriptions written; preliminary classification coordinated; required Commander approval for final classification
- ▶ Position descriptions have to be written for modified positions
- ▶ DACP announcement completed; referral received
- ▶ New positions come out of DACP / DASG authorizations... no increase to authorizations; must stay at 293

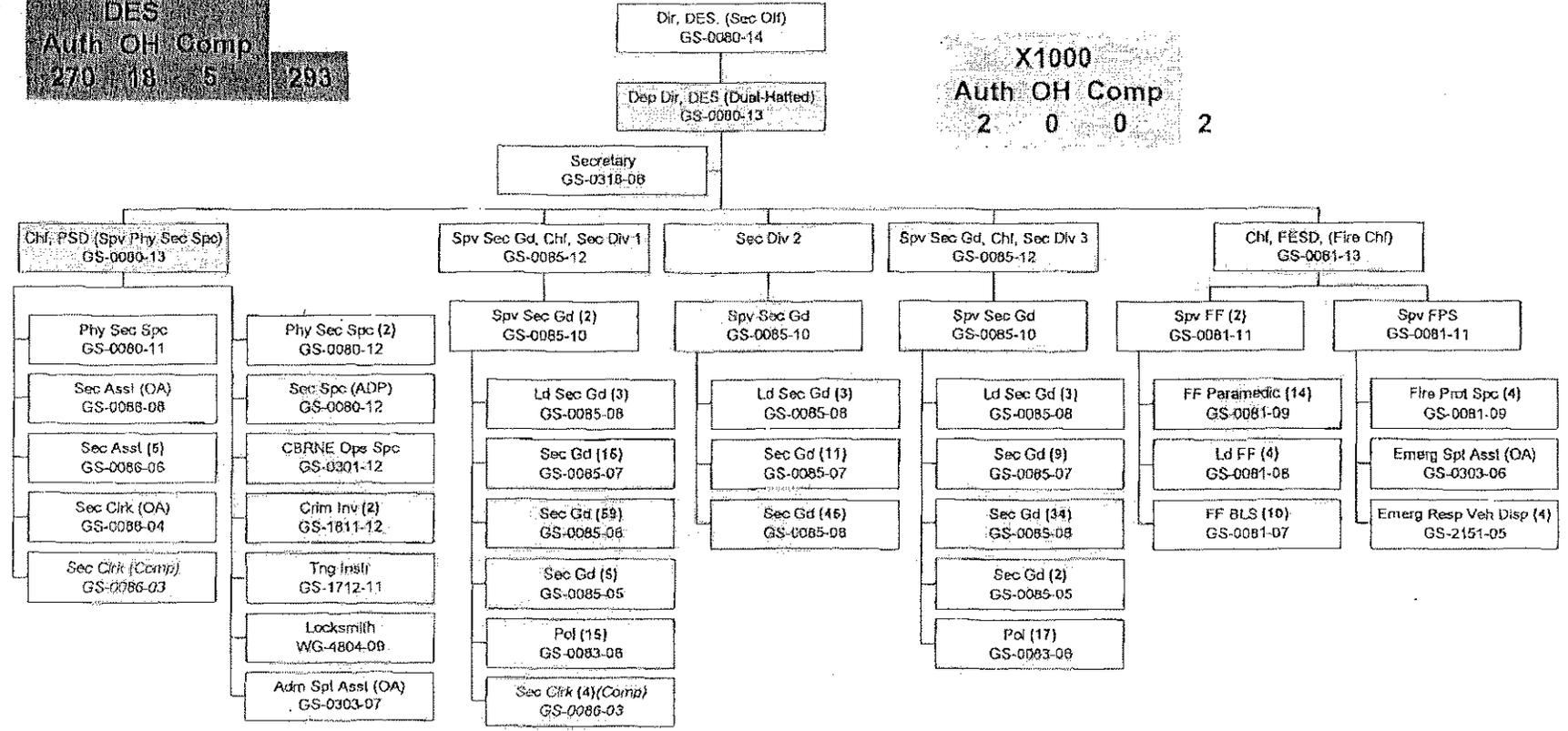




Current ANAD DES TDA

DES
Auth OH Comp
270 18 5 293

X1000
Auth OH Comp
2 0 0 2



X7000
Auth OH Comp
17 1 1

X4000
Auth OH Comp
91 9 4

X5000
Auth OH Comp
60 0 0

X6000
Auth OH Comp
59 8 0

X9000
Auth OH Comp
41 0 0

19

104

60

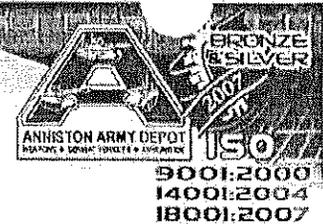
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Assumptions



- ▶ Future publication of AR 190-56 will not impact ongoing hiring of DACP
- ▶ “Permanent” GS0083 DACP vacancy announcement will attract some current ANAD GS-0085 DASG – Impact is no sum gain in overall strength
- ▶ After proposed hiring plan is fielded, future DASG positions vacated will be re-designated DACP on TDA
- ▶ HR will not impede DES attempt to fill vacant positions, and will aggressively support this action



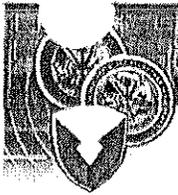
Courses of Action



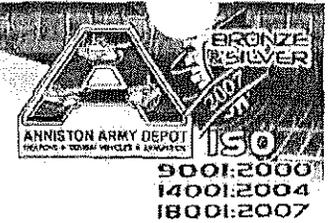
As the COA are somewhat constrained, there are only two COA proposed:

- ▶ COA 1 - Approve the DES TDA proposal in it's entirety and direct immediate priority support to filling DES vacancies
- ▶ COA 2 - Approve specific line items of the DES TDA proposal and direct immediate priority support to filling DES vacancies





Restated Course of Action



COA 1 - Approve the DES TDA proposal in its entirety and direct immediate priority support to filling DES vacancies

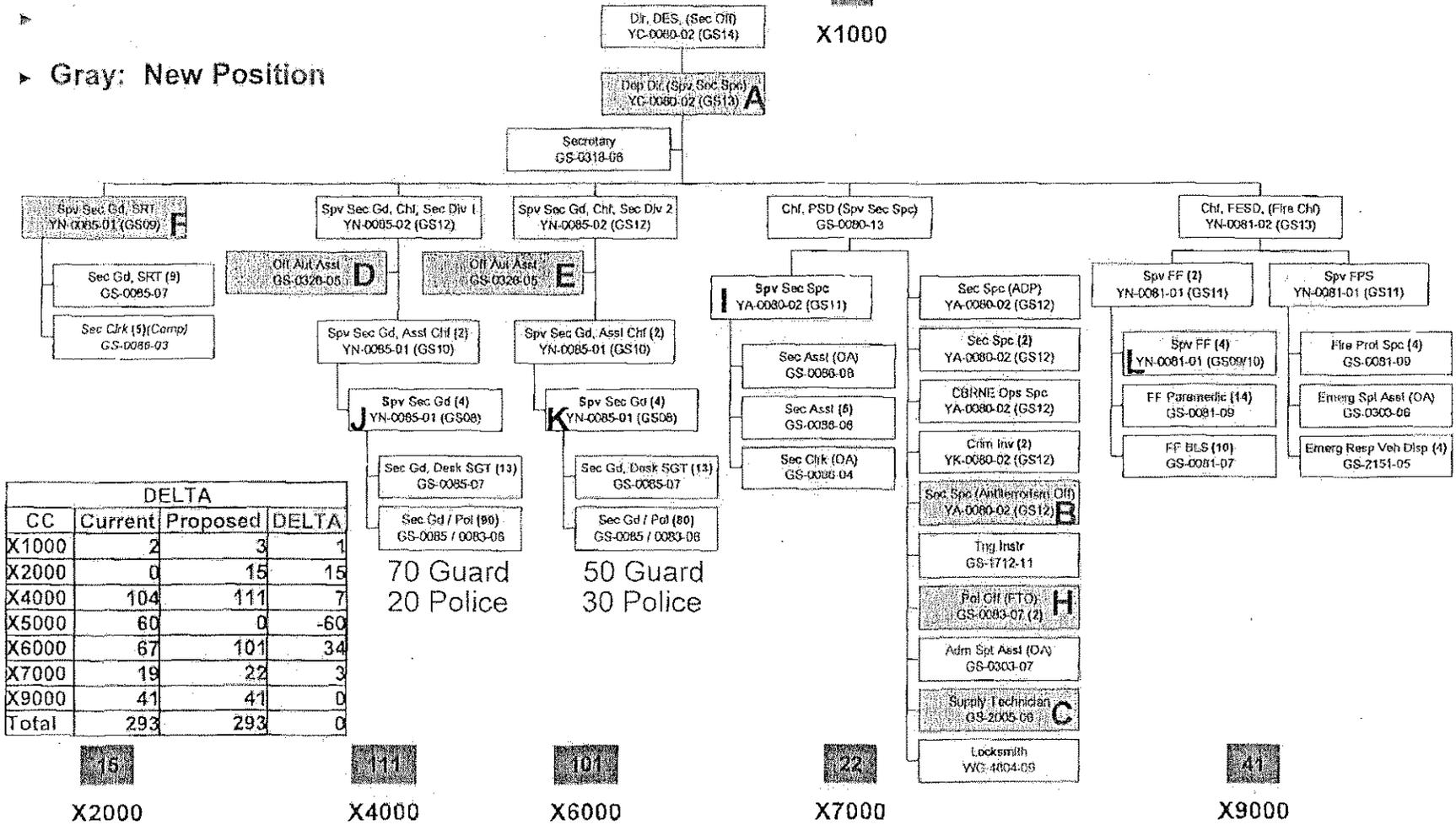




Proposed ANAD DES TDA



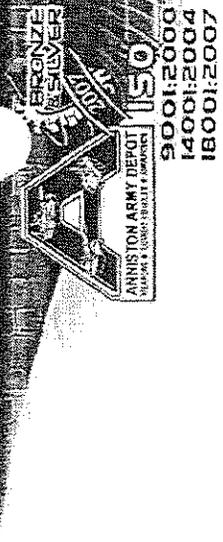
Gray: New Position



DELTA			
CC	Current	Proposed	DELTA
X1000	2	3	1
X2000	0	15	15
X4000	104	111	7
X5000	80	0	-80
X6000	67	101	34
X7000	19	22	3
X9000	41	41	0
Total	293	293	0

70 Guard
20 Police

50 Guard
30 Police



7A-M
The Credit Management Commitment

Decision?

Committed to Excellence
Supporting America's Warriors

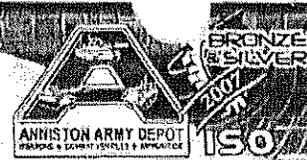
2 Sep 08

FOR OFFICIAL USE ONLY

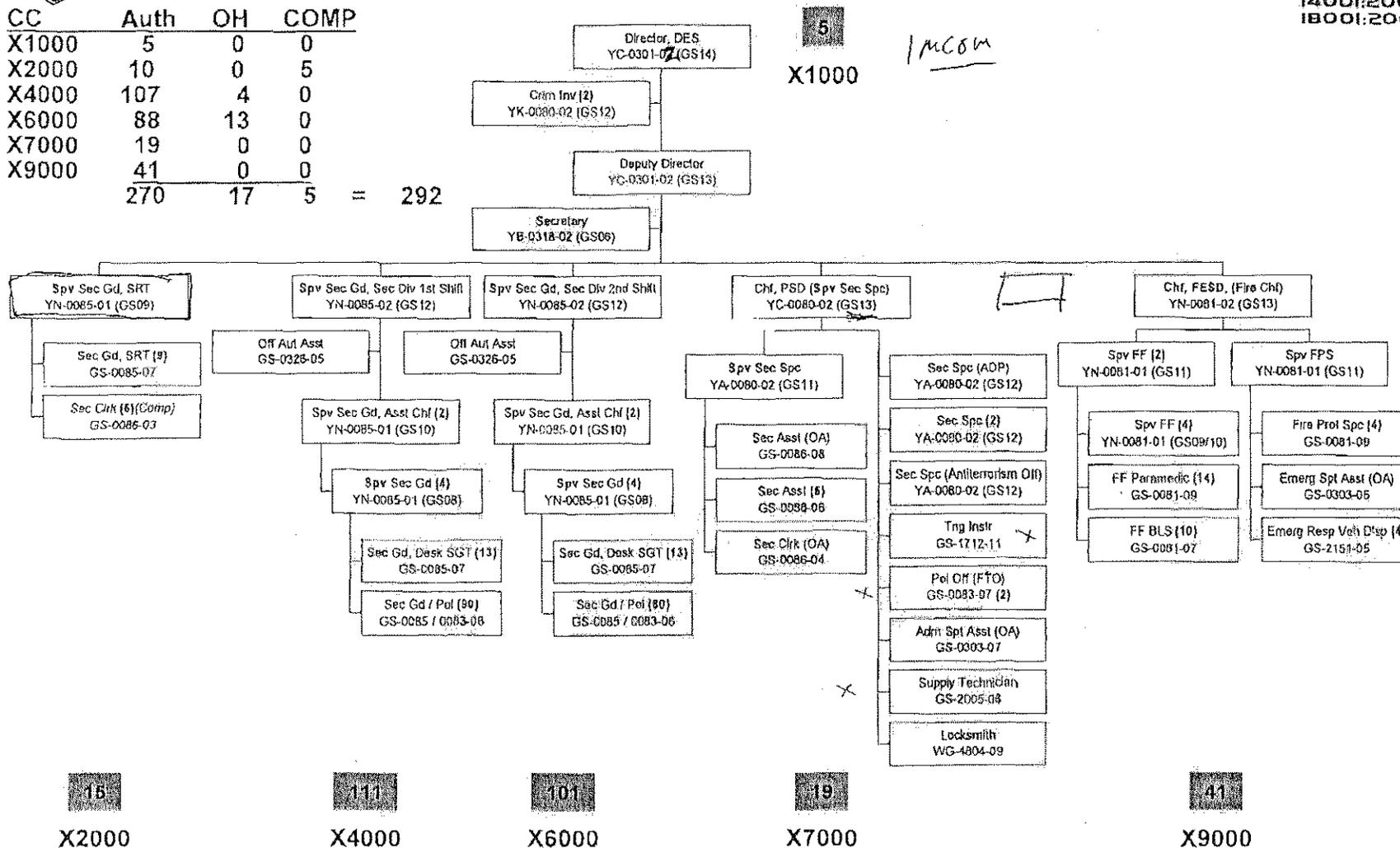
Director, DES



DES TDA Authorizations & Organization Chart



CC	Auth	OH	COMP	
X1000	5	0	0	
X2000	10	0	5	
X4000	107	4	0	
X6000	88	13	0	
X7000	19	0	0	
X9000	41	0	0	
	270	17	5	= 292





REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ANNISTON ARMY DEPOT
7 FRANKFORD AVENUE
ANNISTON, ALABAMA 35201-4159

Office of the Commander

27 MAY 2008

[REDACTED]
Local 1945, American Federation of
Government Employees
P.O. Box 367
Bynum, Alabama 36253

Dear [REDACTED]:

This letter follows up your letter to [REDACTED] dated March 10, 2008, where you agreed with the Directorate of Emergency Services plan to hire additional personnel to support the security mission at the Depot so long as the Depot ensured that current employees would not be impacted and that the provisions of Army Regulation 190-56 were not to be implemented until negotiations were complete. The purpose of this letter is to provide you with those assurances and to enlist your help in closing out pending issues with the security force.

I appreciate your support in bringing our security force up to strength, as I believe there are benefits to all concerned. Other than increasing the number of employees with commensurate adjustment to schedules and assignments, and inasmuch as the revised AR 190-56 is not being implemented, current employees will not have any additional requirements or changes. With respect to the provisions of Army Regulation 190-56, although all training requirements will be met by the new hires (as you and I both support workforce training and development), as you indicate in your letter, no implementation or enforcement of that regulation will take place until negotiations are completed.

Based on my agreement with your March 10 letter as set forth above, I am instructing [REDACTED] to immediately take the necessary action to begin the hiring process for Police Officers based on mission needs. They will enter on duty and will receive all training necessary to meet all requirements of their positions. Once we complete negotiations on AR 190-56, that regulation (in its final form) will be implemented.

It is my expectation that my negotiators and you will come to prompt resolution of outstanding issues; if agreement cannot be reached, I expect the parties to utilize impasse procedures to resolve the disagreement. There has been inadequate progress on this issue to date, and I will be giving my negotiating team very specific instructions to move the process along. I ask for your support in meeting at reasonable times and as frequently and as long as required to resolve any differences.

NOV. 9. 2009 11:29AM

NOV. 9. 2009 11:29

If you have any questions, please contact [REDACTED] Labor Relations
Specialist, at 235-7564.

Sincerely,

[REDACTED]

Colonel, U.S. Army
Commanding

CF-
DES- [REDACTED]
DES- [REDACTED]
CPAC- [REDACTED]