



### Position Description

**PD#:** AH146446  
**Sequence#:** VARIES

**Replaces PD#:**

### SUPERVISORY SECURITY GUARD

**GS-0085-12**

**Servicing CPAC:** ANNISTON DEPOT, AL

**Agency:** VARIES  
**Army Command:** VARIES  
**Command Code:** VARIES

**Region:** SOUTH CENTRAL

**Citation 1:** OPM PCS SECURITY GUARD, GS-0085, APR 88  
**Citation 2:** OPM GENERAL SCHEDULE HRCD-5 JUNE 1998, APRIL 98  
**PD Library PD:** NO  
**COREDOC PD:** NO

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

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

**Position Duties:**

CL: 0000

*Ech22*

SUPERVISORY CONTROLS

Supervisor makes overall assignments, advises as to final objectives to be obtained, holds incumbent responsible for ensuring that the security work force satisfactorily performs assigned functions and accomplish full mission requirements. Incumbent is relied upon to exercise initiative and judgment in technical decisions and in effectiveness of the results. Supervisor is available for advice, guidance, and

counsel on matters of serious importance or situations that would influence depot security operating policies. Review of all operations is made for procedural compliance, effective accomplishment, and to ensure that established security standards are maintained.

#### MAJOR DUTIES

Serves as a Division Chief for approximately 40 to 50 security guards for the Directorate of Emergency Services (DES). Directs and supervises through the management of subordinates, the protection of Government property against hazards of damage, chemical and industrial accidents, theft, trespassing, sabotage and riots. The installation is characterized by, in addition to ordinary administrative and support activities, developmental activities regarding new munitions, and the storage and demilitarization of conventional and chemical surety munitions and a large industrial complex consisting of a Tank Rebuild Facility and small arms repair facility. Directly responsible for restricted area badge accountability and control of approximately 4300 personnel. Responsible for staying informed of all activities and operations of the Depot. The incumbent exercises full and final technical authority during his/her shift operations.

1. Projects, plans, recommends, implements and directs appropriate staffing requirements, materials, equipment and overall structures/restructures of the organization to achieve efficient and economical operations within the established budget. Responsible for the enforcement of government regulations concerning entrance into restricted and administrative areas including buildings, chemical and conventional storage areas, and other strategic areas. Executes assigned responsibilities, to include basic and annual physical security, chemical surety, law enforcement, weapons qualification and physical fitness training, accountability, maintenance, and control of weapons, ammunition, communications systems, and vehicles as defined by Army Regulations, Special Orders and standard operating procedures. Informs employees of management goals and objectives. Briefs the director and other Division Chiefs of security related operations/activities.  
40%

2. Directs employees through subordinate supervisors and leaders in the accomplishment of functions assigned to the division. Assigns work to leaders for guard employees, engaged in providing security for depot property and personnel; protecting Government property from theft, sabotage and trespass and apprehending offenders; enforcing laws and regulations relating to physical security; administering traffic and parking regulations; investigating traffic violation incidents; and providing required escort services.  
30%

3. Accomplishes personnel management functions by establishing work order units, approving performance appraisals, and setting disciplinary guidelines for the Security Division. Identifies developmental and training needs of employees, provides or arranges for needed development and training. Uses subordinate supervisors and/or leaders to guide and control work. Evaluates subordinate supervisors or team leaders and serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors or leaders. Selects eligible employees for promotion, reassignment, or other personnel actions. Establishes new positions, reviews and approves performance standards for the uniformed security division. Recommends awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others. Approves leave. Recommends and/or directs appropriate action to be taken concerning problems presented by subordinates. Conducts reviews and analyzes military police reports to detect trends of security violations, criminal incidences, and complaints; then recommends appropriate corrective action. Finds and implements ways to improve eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices. Reviews and executes orders and directives from major subordinate commands or MACOMs. Provides verbal and/or written instructions to subordinates. Recommends and revises operating procedures, policies, and special orders involving security operations within DES.  
30%

Performs other duties as assigned.

Special Measures: . Receives periodic instructions or drill, or both, in regular and special security

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

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

Other Work Requirements:

1. Provisions of the Chemical Personnel Reliability Program (CPRP). The incumbent must meet and maintain all of the suitability, reliability, technical proficiency and medical requirements, to include urinalysis testing, established under the program (AR 50-6, AR 190-56, and AR 600-85). Individuals, who are determined to be permanently disqualified under the Chemical Personnel Reliability Program (AR 50-6), will be removed from this job.
2. This job requires the individual to obtain and maintain a Secret Security Clearance.
3. This position has been designated as an Mission Essential (ME) position. In the event of a crisis situation, the incumbent must continue to perform ME duties until relieved by proper authority. Incumbent may be required to participate in readiness exercises.

Factor 1 Program Scope and Effect Level 1 2 350 Points

The Division Chief directs employees through subordinate supervisors, and team leaders uniformed Security Guard force responsible for carrying out security measures for an Army maintenance depot. The Security Guard work performed is technician work because it requires special training in the use of weapons, security procedures and equipment, investigative procedures, and toxic procedures. The work directed significantly affects the effectiveness and efficiency of the security guard functions for ANAD. Supervisory work is performed 100% of the time.

Factor 2. Organizational Setting Level 2 1 100 Points

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

Factor 3. Supervisory and Managerial Authority Exercised  
Level 3 3b 775 Points

Position is a second line supervisor of one grade interval work, typically planned on a long-range basis. Uses subordinate supervisors and/or leaders to guide and control work. Evaluates subordinate supervisors or team leaders and serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisor or leaders. Accomplishes personnel management functions by establishing work order units, approving performance appraisals, and setting disciplinary guidelines for the Security Division. Identifies developmental and training needs of employees, provides or arranges for needed development and training. Selects eligible employees for promotion, reassignment, or other personnel actions. Establishes new positions, reviews and approves performance standards for the uniformed security division. Approves leave. Recommends and/or directs appropriate action to be taken concerning problems presented by subordinates. Recommends awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others. Conducts reviews and analyzes military police reports to detect trends

of security violations, criminal incidences, and complaints; then recommends appropriate corrective action. Finds and implements ways to improve eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices. Reviews and executes orders and directives from major subordinate commands or MACOMs. Provides verbal and/or written instructions to subordinates Recommends and revises operating procedures, policies, and special orders involving security operations within DES.

Factor 4, Personal Contacts

Nature of Contacts Level 4A 2 50 Points

Most contacts are with managers, supervisors, and staff of the depot, as well as well functional representatives of: higher commands and union officials, local authorities, FBI, Alabama Bureau of Investigation. Contacts may take place in informal settings or in scheduled conferences and meetings on a one to one type situation, or may require narrative or special preparation.

Purpose of Contacts Level 4B-2 75 Points

Purpose of the contacts is to coordinate work related activities/functions with other areas within the installation to resolve problems and differences of opinion among managers, supervisors and employees concerning work related problems, management of resources and personnel. Maintains a good working relationship with personnel concerned.

Factor 5. Difficulty of Typical Work Directed  
Level 5-4 505 Points

The GS-7 non supervisory grade level best characterizes the basic mission of this organization and constitutes in excess of 25% of the workload.

Factor 6. Other Conditions Level 6-3a 575 Points

Directs subordinate supervisors over one-grade interval work. The position is credited with full and final technical authority during his/her shift operations. The Chief is responsible for making final decisions without technical advice or assistance on even the most difficult and unusual problems and situations without further review except from an administrative evaluation standpoint.

TOTAL POINTS: 2830  
GRADE CONVERSION: GS-12 (Range 2755-3150)

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

**Position Evaluation:**

Pen and Ink change: 27 Dec 2006: ts

Cursory Review: 30 Nov 2006. ts.

Pen and ink change, 22 Mar 04, ec

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER: 146446  
CPOC REGION: SCCPOC  
MACOM:

Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

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

Professional Exemption

Professional work (primary duty)

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

Discretion & independent judgment

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

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative FUNCTIONS of a management official

Nonmanual work test

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

specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test, if applicable

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

CONCLUSION:

Exempt

Classification Comments:

TECHNICAL ADVISORY  
EVALUATION STATEMENT

1. References:

a. OPM PCS General Schedule Supervisory Guide, January 1999

b. OPM PCS Police/Security Guard Series, GS-0083/0085, April 1988

2. Title and Series Determination: The purpose of this position is to serve as the Chief of the Security division and is responsible for the supervision and management of the security guard force. These duties, meet the series definition for Security Guard. Therefore, the duties are assigned to the 0085 series and descriptively titled Supervisory Security Guard.

3. Grade Determination. The grade is determined by evaluating each factor by comparing the factor-level definitions to the position. The highest factor level, which is fully met, is assigned. The total points accumulated under all six factors are converted to a grade using the grade conversion table in the GSSG.

FACTOR LEVEL POINTS

- 1 1-2 350
- 2 2-1 100
- 3 3-3b 775
- 4A 4A-2 50
- 4B 4B-2 75
- 5 5-4 505

The basic work of the division which constitutes 25% of the workload is at the GS-7 level.

6 6-3a 975

The position is credited with full and final technical authority over the work. The Chief is responsible for making final decisions without technical advice or assistance on even the most difficult and unusual problems and situations without further review except from an administrative evaluation standpoint.

TOTAL POINTS 2830

GRADE GS-12

4. Job Classification: Supervisory Security Guard GS-0085-12

I CERTIFY THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO

APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

o/s/b 5 Feb 03

[Redacted] Director of Law Enforcement and Security (Date)

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS.

o/s/b 18 Feb 03

[Redacted], OD, COMMANNING (Date)

**Position Competencies:**



EXHIBIT Echa3

### Position Description

PD#: AH298548  
Sequence#: 1991194

Replaces PD#:

### SUPV SECURITY GUARD

GS-0085-08

**Servicing CPAC:** ANNISTON DEPOT, AL  
**Installation:** AHX7WOLXAAX4  
US ARMY TACOM, ANNISTON ARMY DEPOT  
DIRECTORATE OF EMERGENCY SERVICES  
SECURITY DIVISION 1ST SHIFT  
COST CENTER X4  
  
ANNISTON, AL 36201-4199 X4

**Agency:** ARMY  
**Army Command:** X7  
**Command Code:** X7  
US ARMY TANK  
AUTOMOTIVE AND  
ARMAMENT COMMAND  
  
**Region:** SOUTH CENTRAL

**Citation 1:** DOD CIVILIAN PERSONNEL MANUAL 1400.25-M, SUBCHAPTER 1920  
**PD Library PD:** NO  
**COREDOC PD:** NO

**Classified By:** [REDACTED]  
**Classified Date:** 11/13/2008

<b>FLSA:</b> EXEMPT	<b>Drug Test Required:</b> YES	<b>DCIPS PD:</b> NO
<b>Career Program:</b> 00	<b>Financial Disclosure Required:</b> NO	<b>Acquisition Position:</b> NO
<b>Functional Code:</b> 00	<b>Requires Access to Firearms:</b> YES	<b>Interdisciplinary:</b> NO
<b>Competitive Area:</b>	<b>Position Sensitivity:</b> 2	<b>Security Access:</b> 1
<b>Competitive Level:</b> 0000	<b>Target Grade/FPL:</b> 08	<b>Career Ladder PD:</b> NO
<b>Emergency Essential:</b> No [N: Position Not Designated Emergency-Essential Or Key]	<b>Bus Code:</b> 8888	<b>Personnel Reliability Position:</b>
<b>Information Assurance:</b> N	<b>Influenza Vaccination:</b> NO	
<b>PD Status:</b> VERIFIED		

**Position Duties:**

Serves as first-line supervisor responsible for planning, directing, and reviewing the activities of Department of the Army Civilian Police and Security Guard (DACP/SG) personnel engaged in the protection and law enforcement at a government installation. Ensures that assigned personnel properly execute their duties in controlling access to the installation and enforcement of laws. Additionally, performs law enforcement and security work in the

protection of life, property, and the civil rights of citizens by maintaining law and order where the government has jurisdiction. Performance of duties requires knowledge of established rules, procedures, methods of operation, and federal, state, and local laws in the direction of subordinates who perform independently during assigned shifts.

#### MAJOR DUTIES:

1. Supervises and directs the activities of 15-24 armed subordinates engaged in law enforcement and security work in the protection of life, property, and civil rights of citizens on a government facility. Executes operational, administrative, and personnel management responsibilities related to the accomplishment of the mission. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees. Develops performance standards and rates employees. Interviews candidates for subordinate positions; recommends hiring, promotion, or reassignments. Takes disciplinary measures, such as warnings or reprimands. Identifies developmental and training needs of employees; and provides and/or arranges for needed development and training. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program. Ensures adequacy of working conditions such as lighting, security and safety. (25%)
2. Plans, formulates, and recommends measures to protect the facility from criminal acts. Oversees control desk providing directions to officers on various patrols and post assignments. Coordinates emergency responses between officers, fire and other emergency units. Receives and acts on calls concerning reports on violations or complaints. (25%)
3. Performs duties as a member of a two-man team stationed at the entrance to the toxic chemical storage area or as a member of a roving patrol on foot and by radio equipped vehicle within the toxic chemical storage area. Prevents unauthorized or inadvertent entry into limited and exclusion areas which multiple overlapping protection systems and a pass and identification system. Serves on patrols designated as special response teams. Performs security checks on igloos where hazardous chemical munitions and agents are stored. Inspection of every storage site in the area is conducted at regular intervals including checking of doors, locks, and vents. Conducts long and short term investigations when solutions cannot be achieved during the course of a normal shift. Conducts long term investigations (several days to several weeks) to detect and apprehend individuals committing acts of violence, theft of Federal or personal property, or violating laws concerning controlled substances. Conducts or assists with the detection, apprehension, and detention of violators for appropriate disposition. Operates radar and pursues vehicles when enforcing traffic regulations or laws. Issues or reviews the issuance of DD Form 1805 (Magistrate Summons Violation). Conducts or assists in the investigation of traffic accidents occurring on the installation. (25%)
4. Conducts basic and refresher security police training through classroom presentations and practical exercises. Uses various training manuals, study guides, lesson plans, and other available reference sources. Follows a prescribed training program as outlined by Department of the Army (DA). Contacts and utilizes the expertise of DA proponent schools for security police training and local law enforcement agencies in maintaining a current training program which meets DA regulatory requirements. Subject areas taught include Security Police Basic Course, Basic Toxic Training, Chemical Surety Training, First Aid, Cardiopulmonary Resuscitation (CPR), etc. Administers written and performance examinations. Provides results of tests and evaluations to the supervisor. Assists in making any changes required to security instructions due to change in the regulations that cover the security requirements for the depot. Conducts training on shift to evaluate the job knowledge of the guard force and to place emphasis for on-shift-training and refresher training required. Conducts training in such

a way as to assist the guard force in improving their job knowledge at all times. Provides guidance on the application of training materials; training techniques appropriate for classroom presentation and hands-on practical exercises or scenarios; compliance with regulations on the frequency of refresher training, periodic testing of job knowledge and proficiency of task oriented skills; maintenance of test and evaluation records for each employee. Conducts training exercises in the use and functions of all firearms available and used by the guard force to include familiarization of a variety of weapons and the actual qualification firing of all members. Evaluates performance of members to determine effectiveness of training and provides advice and assistance in improving performance. Schedules classroom and practical exercise training courses on a continuing basis. Prepares course material following regulatory requirements, arranges for facilities, supplies, and equipment, etc. Maintains training records and files and current publications. (25%)

Performs other duties as assigned.

**Conditions of employment:**

1. Meet all conditions of employment IAW AR 190-56 that are specifically listed below.
2. Incumbent must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty. -
3. Employee must pass a Criminal History Background Check.
4. Must conduct physical fitness training to ensure preparation for the future requirement of passing a PAT at a time after publication of the revised AR 190-56. The PAT is a critical element of the civilian performance plan.
5. Must qualify/remain qualified for the Individual Reliability Program (IRP)
6. Must sign DA Form 5019 and pass drug testing.
7. Must possess a valid motor vehicle license.
8. This position is covered by the 1996 Lautenberg Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.
9. Must be proficient and qualify semi-annually through training and training aids with all issued weapons and pass semiannual weapons qualification.
10. Graduate from a USAMPS accredited academy (or receive a USAMPS waiver).
11. Meet annual training and re-certification.
12. Complete initial/annual CPR recertification and first aid.
13. Must be able to work shifts, overtime, weekends as required.
14. Must wear the DACP uniform, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with AR 50-6.
15. The incumbent must be able to obtain and maintain a Secret Clearance.
16. Required to obtain and maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6.
17. Must successfully complete a Police Officer Field Training Program upon initial assignment to law enforcement duties.
18. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).
19. This position does not meet the definition of Law Enforcement Officer and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H. .

**Position Evaluation:**

**Program Scope and Effect**

Directs the work of an organizational unit engaged in providing protective law enforcement

and physical security services to a military installation. Work directed effects the security of personnel, personal and government property and classified material or information concerning the national security for both assigned and all collocated activities. Directs the work of personnel engaged in the protection of property, equipment, and personnel located at Anniston Army Depot.

#### Organizational Setting

The position is accountable to a position that is two or more levels below the first SES equivalent in the direct supervisory chain. The supervisor makes assignments such as long-term investigations and undercover work within the employee's scope of responsibilities; defines the objectives, priorities, and deadlines; and assists the employee in unusual situations which do not have clear precedent. The employee handles deviations from established procedures by resolving problems that arise according to agency or local standards, previous training and experience, established practices, legal precedents, or other controls appropriate to the immediate circumstances. Techniques used by the employee are not usually reviewed in detail.

#### Supervisory and Managerial Authority Exercised

Improve work methods and procedures used to produce work products. Oversee the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decide the methodologies to use in achieving work goals and objectives, and in determining other management strategies. Plans work to be accomplished by subordinates, set, and adjust short-term priorities, and prepare schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates. Gives advice, counsel, or instructions to employees on both work and administrative matters. Hears and resolves complaints from employees, referring group grievances on more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures, such as warning and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Finds ways to improve production or increase the quality of the work directed.

#### Personal Contacts

Contacts are with subordinates, employees, personnel within the directorate, supervisors, and employees of Anniston Army Depot. Contacts are typically informal and occur in person, meetings, or by telephone.

#### Purpose of Contacts

Purpose of contact is to ensure that information provided is accurate and consistent to coordinate the work directed with that of others, and resolve differences of opinion among managers, supervisors, employees and contractors at Anniston Army Depot.

#### Difficulty of Typical Work Directed

The highest grade which best characterizes the nature of basic non-supervisory work of the organization and which constitutes 25% or more of the workload of the organization is GS-06 or equivalent.

#### Other Conditions

The work involves the supervision of a uniformed force that is involved in protection of property, equipment, and personnel located at Anniston Army Depot. The work is comparable in difficulty to the GS-06 level. The supervisor has a continuing responsibility to assure timeliness, adherence to security procedures, and compliance of training in the use of weapons, maintenance of supplies, and special reaction methods.

Total Points: 1650

Point Range: GS-08

Evaluation Outline:

PD # AH298548 Pay Plan/Series/Grade YN-0085-01

Availability Pay Exemption (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).

Foreign Exemption (Note: Puerto Rico and certain other locations do not qualify for this exemption, see 5 CFR 551.104 for a list of Nonexempt areas.)

Executive Exemption

Exercises appropriate management responsibility, (primary duty) over a recognized organizational unit with a continuing function, AND

Customarily and regularly directs 2 or more employees, AND

Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or matrix management responsibility for a project team does not meet the above criteria. Limited assistant manager functions or acting in the absence of the manager does not meet the above criteria.

Professional Exemption

Professional work (primary duty)

Learned Professional, (See 5 CFR, 551.208)  
(Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals)

or

Creative Professional, (See 5 CFR 551.209),

or

Computer Employee (See 5 CFR 551.210; must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).

Administrative Exemption

\_\_\_\_\_ Primary duty consistent with 5 CFR 551 (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

Comments/Explanations: (State which major duties/job functions are Exempt; it is possible to combine exempt work from more than one category to arrive at an overall determination that the employee is Exempt): Employee exercises independent judgment in carrying out the full range of supervisory duties.

Conclusion: EXEMPT

Exhibit Exh23

## Position Description

PD#: AH298548

Replaces PD#:

Sequence#: VARIES

### SUPERVISORY SECURITY GUARD

YN-0085-01

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES

Army Command:

VARIES

Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: DOD CIVILIAN PERSONNEL MANUAL 1400.25-M, SUBCHAPTER 1920

PD Library PD: NO

COREDOC PD: NO

Classified By: [REDACTED]

Classified Date: 11/13/2008

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 19

Financial Disclosure  
Required: NO

Acquisition Position: NO

Functional Code:

Requires Access to Firearms:  
VARIES

Interdisciplinary: NO

Competitive Area:  
VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Competitive Level:  
VARIES

Target Grade/FPL: 01

Career Ladder PD: NO

Emergency Essential:

Bus Code: VARIES

Personnel Reliability Position:  
VARIES

[ ]

Information

Assurance: N

Influenza Vaccination: NO

PD Status: VERIFIED

#### Position Duties:

Serves as first-line supervisor responsible for planning, directing, and reviewing the activities of Department of the Army Civilian Police and Security Guard (DACP/SG) personnel engaged in the protection and law enforcement at a government

installation. Ensures that assigned personnel properly execute their duties in controlling access to the installation and enforcement of laws. Additionally, performs law enforcement and security work in the protection of life, property, and the civil rights of citizens by maintaining law and order where the government has jurisdiction. Performance of duties requires knowledge of established rules, procedures, methods of operation, and federal, state, and local laws in the direction of subordinates who perform independently during assigned shifts.

#### MAJOR DUTIES:

1. Supervises and directs the activities of 15-24 armed subordinates engaged in law enforcement and security work in the protection of life, property, and civil rights of citizens on a government facility. Executes operational, administrative, and personnel management responsibilities related to the accomplishment of the mission. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees. Develops performance standards and rates employees. Interviews candidates for subordinate positions; recommends hiring, promotion, or reassignments. Takes disciplinary measures, such as warnings or reprimands. Identifies developmental and training needs of employees; and provides and/or arranges for needed development and training. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program. Ensures adequacy of working conditions such as lighting, security and safety. (25%)

2. Plans, formulates, and recommends measures to protect the facility from criminal acts. Oversees control desk providing directions to officers on various patrols and post assignments. Coordinates emergency responses between officers, fire and other emergency units. Receives and acts on calls concerning reports on violations or complaints. (25%)

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

4. Conducts basic and refresher security police training through classroom presentations and practical exercises. Uses various training manuals, study guides, lesson plans, and other available reference sources. Follows a prescribed training program as outlined by Department of the Army (DA). Contacts and utilizes the expertise of DA proponent schools for security police training and local law enforcement agencies in maintaining a current training program which meets DA

regulatory requirements. Subject areas taught include Security Police Basic Course, Basic Toxic Training, Chemical Surety Training, First Aid, Cardiopulmonary Resuscitation (CPR), etc. Administers written and performance examinations. Provides results of tests and evaluations to the supervisor. Assists in making any changes required to security instructions due to change in the regulations that cover the security requirements for the depot. Conducts training on shift to evaluate the job knowledge of the guard force and to place emphasis for on-shift-training and refresher training required. Conducts training in such a way as to assist the guard force in improving their job knowledge at all times. Provides guidance on the application of training materials; training techniques appropriate for classroom presentation and hands-on practical exercises or scenarios; compliance with regulations on the frequency of refresher training, periodic testing of job knowledge and proficiency of task oriented skills; maintenance of test and evaluation records for each employee. Conducts training exercises in the use and functions of all firearms available and used by the guard force to include familiarization of a variety of weapons and the actual qualification firing of all members. Evaluates performance of members to determine effectiveness of training and provides advice and assistance in improving performance. Schedules classroom and practical exercise training courses on a continuing basis. Prepares course material following regulatory requirements, arranges for facilities, supplies, and equipment, etc. Maintains training records and files and current publications. (25%)

Performs other duties as assigned.

Conditions of employment:

1. Meet all conditions of employment IAW AR 190-56 that are specifically listed below.
2. Incumbent must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty. -
3. Employee must pass a Criminal History Background Check.
4. Must conduct physical fitness training to ensure preparation for the future requirement of passing a PAT at a time after publication of the revised AR 190-56. The PAT is a critical element of the civilian performance plan.
5. Must qualify/remain qualified for the Individual Reliability Program (IRP)
6. Must sign DA Form 5019 and pass drug testing.
7. Must possess a valid motor vehicle license.
8. This position is covered by the 1996 Lautenberg Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.
9. Must be proficient and qualify semi-annually through training and training aids with all issued weapons and pass semiannual weapons qualification.
10. Graduate from a USAMPS accredited academy (or receive a USAMPS waiver).
11. Meet annual training and re-certification.
12. Complete initial/annual CPR recertification and first aid.
13. Must be able to work shifts, overtime, weekends as required.
14. Must wear the DACP uniform, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with AR 50-6.
15. The incumbent must be able to obtain and maintain a Secret Clearance.
16. Required to obtain and maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6.
17. Must successfully complete a Police Officer Field Training Program upon initial assignment to law enforcement duties.
18. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).

19. This position does not meet the definition of Law Enforcement Officer and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H. .

This position is classified in accordance with DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920. This position is equivalent to GS grade 08

**Position Evaluation:**

**Program Scope and Effect**

Directs the work of an organizational unit engaged in providing protective law enforcement and physical security services to a military installation. Work directed effects the security of personnel, personal and government property and classified material or information concerning the national security for both assigned and all collocated activities. Directs the work of personnel engaged in the protection of property, equipment, and personnel located at Anniston Army Depot.

**Organizational Setting**

The position is accountable to a position that is two or more levels below the first SES equivalent in the direct supervisory chain.

The supervisor makes assignments such as long-term investigations and undercover work within the employee's scope of responsibilities; defines the objectives, priorities, and deadlines; and assists the employee in unusual situations which do not have clear precedent. The employee handles deviations from established procedures by resolving problems that arise according to agency or local standards, previous training and experience, established practices, legal precedents, or other controls appropriate to the immediate circumstances. Techniques used by the employee are not usually reviewed in detail.

**Supervisory and Managerial Authority Exercised**

Improve work methods and procedures used to produce work products. Oversee the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decide the methodologies to use in achieving work goals and objectives, and in determining other management strategies. Plans work to be accomplished by subordinates, set, and adjust short-term priorities, and prepare schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates. Gives advice, counsel, or instructions to employees on both work and administrative matters. Hears and resolves complaints from employees, referring group grievances on more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures, such as warning and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Finds ways to improve production or increase the quality of the work directed.

**Personal Contacts**

Contacts are with subordinates, employees, personnel within the directorate, supervisors, and employees of Anniston Army Depot. Contacts are typically informal

and occur in person, meetings, or by telephone.

#### Purpose of Contacts

Purpose of contact is to ensure that information provided is accurate and consistent to coordinate the work directed with that of others, and resolve differences of opinion among managers, supervisors, employees and contractors at Anniston Army Depot.

#### Difficulty of Typical Work Directed

The highest grade which best characterizes the nature of basic non-supervisory work of the organization and which constitutes 25% or more of the workload of the organization is GS-06 or equivalent.

#### Other Conditions

The work involves the supervision of a uniformed force that is involved in protection of property, equipment, and personnel located at Anniston Army Depot. The work is comparable in difficulty to the GS-06 level. The supervisor has a continuing responsibility to assure timeliness, adherence to security procedures, and compliance of training in the use of weapons, maintenance of supplies, and special reaction methods.

Total Points: 1650

Point Range: GS-08

#### Evaluation Outline:

PD # AH298548 Pay Plan/Series/Grade YN-0085-01

Availability Pay Exemption (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).

Foreign Exemption (Note: Puerto Rico and certain other locations do not qualify for this exemption, see 5 CFR 551.104 for a list of Nonexempt areas.)

Executive Exemption

Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND

Customarily and regularly directs 2 or more employees, AND

Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or matrix management responsibility for a project team does not meet the above criteria. Limited assistant manager functions or acting in the absence of the manager does not meet the above criteria.

Professional Exemption

Professional work (primary duty)

Learned Professional, (See 5 CFR, 551.208)

(Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers,

Attorneys, Physicians, Dentists, Podiatrists,  
Optometrists, Engineers, Architects, and Accountants  
at the independent level as just some of the typical  
examples of exempt professionals)

or

\_\_\_\_\_ Creative Professional, (See 5 CFR 551.209),

or

\_\_\_\_\_ Computer Employee (See 5 CFR 551.210; must  
meet salary test and perform such duties as  
system analysis, program/system design, or  
program/system testing, documentation, and  
modification). Computer manufacture or repair  
is excluded (non-exempt work).

\_\_\_\_\_ Administrative Exemption

\_\_\_\_\_ Primary duty consistent with 5 CFR 551 (e.g.;  
non-manual work directly related to the  
management or general business operations of  
the employer or its customers), AND job duties  
require exercise of discretion & independent  
judgment.

Comments/Explanations: (State which major duties/job functions are Exempt; it is  
possible to combine exempt work from more than one category to arrive at an overall  
determination that the employee is Exempt): Employee exercises independent  
judgment in carrying out the full range of supervisory duties.

Conclusion: EXEMPT



*EXHIBIT EKH24*

### Position Description

PD#: AH324165  
Sequence#: 1992879

Replaces PD#:

#### SUPV SECURITY GUARD

GS-0085-08

Servicing CPAC: ANNISTON DEPOT, AL  
Installation: AHX7W0LXAAX2  
US ARMY TACOM, ANNISTON ARMY DEPOT  
DIRECTORATE OF EMERGENCY SERVICES  
SPECIAL REACTION TEAM DIVISION (SRT)  
  
COST CENTER X2  
ANNISTON, AL 36201-4199 X2

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

Citation 1: DOD CIVILIAN PERSONNEL MANUAL 1400.25-M, SUBCHAPTER 1920  
PD Library PD: NO  
COREDOC PD: NO

Classified By: [REDACTED]  
Classified Date: 07/07/2009

FLSA: EXEMPT	Drug Test Required: YES	DCIPS PD: NO
Career Program: 00	Financial Disclosure Required: NO	Acquisition Position: NO
Functional Code: 00	Requires Access to Firearms: YES	Interdisciplinary: NO
Competitive Area: AA	Position Sensitivity: 2	Security Access: 1
Competitive Level: 0194	Target Grade/FPL: 08	Career Ladder PD: NO
Emergency Essential: No [N: Position Not Designated Emergency-Essential Or Key]	Bus Code: 8888	Personnel Reliability Position:
Information Assurance: N	Influenza Vaccination: NO	
PD Status: VERIFIED		

Position Duties:  
SUPERVISORY CONTROLS

As Special Reaction Team (SRT) supervisor, under the supervision of the Deputy Director of Emergency Services, directs the work of the SRT members and assumes full responsibility of all actions of assigned personnel engaged in protecting persons, property, equipment, and

security information located at Anniston Army Depot against hazards such as fire, espionage, trespass, theft, and accidental or willful damage and destruction. Maintains peace and order by enforcement of laws, rules and regulations, and detection or investigation of violations in accordance with established legal principles and agency policies and procedures.

#### MAJOR DUTIES

As SRT supervisor directs the work of the special reaction team members in the controlled limited and exclusion security areas of Anniston Army Depot. Responsible for all training and administrative actions related to SRT personnel. SRT members have the primary duties of protecting persons, property, and security information against hazards such as fire, espionage, trespass, theft, and accidental or willful damage and destruction. They also maintain peace and order by enforcement of laws, rules and regulations, and detection or investigation of violations in accordance with established legal principles and agency policies and procedures.

1. Planning: Plans work schedules and assigns work to guard personnel. Keeps in touch with status and progress of work, and makes day-to-day adjustments to assure necessary coverage and protection to points of concern. Coordinates with members of other activities on temporary closing of roads, areas and other special protection requirements. Maintains records of work accomplishment and time expended. Participates with management in developing budget, supply and training requirements. Plans training and drills of SRT personnel. Provides input for SRT training schedules to the Security Training Instructor. Based on established schedules, ensures that SRT members are assigned to proper stations. Checks all SRT members on duty to ensure that they are performing proper SRT procedures. Establish performance standards and evaluates all assigned SRT members. Keeps employees informed of policies, procedures, and goals of management; and keeps higher-level supervisors informed of employees' participation and concerns. Holds briefing/inspection at beginning of the shift to give out instructions and to make personal appearance/uniform checks. Makes work assignments, prepares written instructions, as necessary, to assure full compliance with all security requirements. Reviews work of subordinates to assure compliance with regulations and instructions and assure satisfactory quality and quantity. Checks all posts and patrols regularly. Prepares daily reports from information furnished by guard force or by personal observation. (30%)

2. Personnel Administration: Initiates requests to fill vacancies; recommends employees for promotion (considering skills, knowledge and abilities); orients new employees; approves and disapproves leave; and schedules vacations consistent with manpower requirements. Deals with workers to resolve complaints and grievances at the first step. Holds corrective interviews and recommends disciplinary action, when required. Recognizes need for additional training of employees. Formulates, conducts, and maintains record of annual training program for employees. Apprises employees of the policies and objectives of the EEO program, the suggestion program, etc.; and establishes goals and encourages participation. Recommends reassignments, or other status changes; and recognizes outstanding performance of assigned employees. Reviews Time and Attendance. Is accountable for directorate property control and all supplies and equipment used by each employee on assigned shift. Maintains familiarization with position management policies and objectives. Assures that job descriptions accurately reflect the duties and responsibilities assigned, and reports proposed subordinate positions be reviewed for need during surveys and vacancy reviews. Holds regular team meetings with SRT members. (30%)

3. Training: Responsible for all SRT training. Coordinates all necessary schooling required in obtaining and maintaining SRT qualifications. Provides on-the-job training for new SRT members, conducts appropriate field training exercises, and assists in the conduct of annual training management, and informs higher-level supervisors of SRT members participation,

concerns, etc. Ensures that all SRT members meet minimum training standards, which include mandatory qualifying physical requirements and indoctrination, weapons qualification, and participation of all SRT required training events. Responsible for the administration of the mandatory SRT physical training tests. (20%)

4. Coordinate with other installation organizations to provide law enforcement and security services. Enforces federal, state laws, and local regulations. Responds to calls for assistance, investigates crimes, detains witnesses, apprehends suspects, preserves evidence, and protects persons from harm. Interviews victims, witnesses, and suspects, and prepares written reports. Conducts searches and ensures seized evidence is handled properly. Appears in court to present physical evidence and testimony. Reviews a variety of reports, forms, and citations prepared by subordinates for accuracy, completeness, and compliance with regulations and procedures. Makes determination if a case is to be closed, followed up and completed by the officer, or forwarded for further investigation. Meets and coordinates with individuals outside the organization to accomplish work. Responds to alarms, accidents, and emergencies. 20%

Performs other duties as assigned.

#### NOTES:

#### CONDITIONS OF EMPLOYMENT:

Meet all conditions of employment IAW AR 190-56 specifically listed below:

1. Must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty.
2. Must pass a Criminal History Background Check.
3. Must pass annual physical fitness test IAW AR 190-56, and must be able to pass the Army physical fitness test on a quarterly basis.
4. Must qualify/remain qualified for the Individual Reliability Program (IRP).
5. Must sign DA Form 5019, and pass drug testing.
6. Must possess a valid motor vehicle license.
7. This position requires the use of firearms and is covered by the 1996 Lautenberg Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.
8. Qualify monthly on all assigned weapons.
9. Must be a graduate of the USAMPS Phase I SRT Course.
10. Meet annual training and re-certification.
11. Complete initial/annual CPR recertification and first aid.
12. Must be able to work shifts, overtime, weekends, and holidays as required.
13. Must wear the DACP/DACG uniform IAW AR 190-56, and maintain a high state of

appearance and hygiene, and must be able to wear chemical protection equipment in accordance with AR 50-6.

14. Must be able to obtain and maintain a Secret Clearance.

15. Required to obtain/maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6 and AR 600-85.

16. Must successfully complete a Field Training Officer (FTO) program prior to assignment of duties.

17. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).

18. This position does not meet the definition of Law Enforcement Officer, and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H.

#### Position Evaluation:

##### FACTORS

FACTOR 1. PROGRAM SCOPE AND EFFECT. Level 1-1, 175 Points.

The purpose of the work is to protect and prevent loss of chemical agents and munitions, materials, ammunition processes, and personnel important to the national defense. Participates with management in developing the budget, supply, and training requirements. Work directed facilitates the work of others in the immediate organization unit, responds to specific requests or need of individuals, or affects only localized functions.

FACTOR 2. ORGANIZATIONAL SETTING. Level 2-1, 100 Points.

The position is accountable to a position that is two or more levels below the first SES equivalent in the direct supervisory chain.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY. LEVEL 3-2, 450 Points.

In addition to the fundamental responsibilities of supervision, the incumbent is responsible for planning work to be accomplished, setting up and adjusting short-term priorities, and preparing schedules for completion of work; assigning work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of employees; evaluating work performance of subordinates; giving advice, counsel, and instruction to employees on both work and administrative matters; interviewing candidates for positions in the division and recommending appointment, promotion, or reassignment of such positions; hearing and resolving complaints from employees; effecting minor disciplinary measures; identifying developmental and training needs; and finding ways to improve production and increase the quality of work.

FACTOR 4. PERSONAL CONTACTS. Sub-factor 4A-1, 25 Points.

Contacts are with subordinates within the organizational units supervised, with peers who supervise comparable units within the organization, with union shop stewards, and/or with staff or administrative and other support activities when the persons contacted are within the same organization as the supervisor. Contacts are typically informal and occur in person at the work place of those contacted, in routine meetings, or by telephone.

Sub-factor 4B-2, 75 Points.

Purpose of contacts is to ensure that information provided is accurate and consistent, to coordinate the work directed with that of others, and resolve differences of opinion among managers, supervisors, employees and contractors at Anniston Army Depot.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED. Level 5-3, 340 Points.

The highest grade that best characterizes the nature of the basic non-supervisory work performed and constitutes 25 percent or more of the workload is comparable to the GS-06.

FACTOR 6. OTHER CONDITIONS. Level 6-2, 575 Points.

The work supervised or overseen involves protective services work comparable in difficulty to the GS-06 level. In addition, supervisory and oversight work is complicated by the following special situations and/or conditions: (2) Shift Operations; (4) Physical Dispersion; and (8) Special Hazard and Safety Conditions.

TOTAL POINTS: 1,740

POINT RANGE: 1605-1850 = GS-08

#### FLSA EVALUATION OUTLINE

- Foreign Exemption
- Executive Exemption
- Exercises appropriate supervisory responsibility (primary duty)
- Customarily and regularly exercises independent judgment
- 80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)
- Professional Exemption
- Professional work (primary duty)
- Intellectual and varied work (more than dealing with procedures/precedents)
- Discretion & independent judgment
- 80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)
- Administrative Exemption
- Primary duty
- Policy or
- Management or general business or supporting services or
- Participation in the executive/administrative functions of a management official
- Nonmanual work test
- Intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

Discretion & Independent Judgment

80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt): Exempt since duties describe the performance of analytical work that administratively supports the primary mission of the organization. Incumbent must exercise significant employee judgment, resourcefulness, initiative, and innovation in solving problems. Most assignments require responsibility to make significant, complex, determinations and recommendations that effect the outcome of the work or the manner in which the work is performed.

CONCLUSION: Exempt

Classification Comments: EXEMPT

EXHIBIT Exh24

## Position Description

PD#: AH324166  
Sequence#: VARIES

Replaces PD#:

### SUPV SECURITY GUARD

YN-0085-01

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES  
Army Command:  
VARIES  
Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: DOD CIVILIAN PERSONNEL MANUAL 1400.25-M, SUBCHAPTER 1920

PD Library PD: NO

COREDOC PD: NO

Classified By: [REDACTED]

Classified Date: 07/07/2009

FLSA: EXEMPT

Drug Test Required: VARIES DCIPS PD: NO

Career Program: 00

Financial Disclosure  
Required: NO Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms:  
VARIES Interdisciplinary: NO

Competitive Area:  
VARIES

Position Sensitivity: VARIES Security Access: VARIES

Competitive Level:  
VARIES

Target Grade/FPL: 01 Career Ladder PD: NO

Emergency Essential:

Bus Code: VARIES Personnel Reliability Position:  
VARIES

[ ]

Information  
Assurance: N

Influenza Vaccination: NO

PD Status: VERIFIED

Position Duties:

## SUPERVISORY CONTROLS

As Special Reaction Team (SRT) supervisor, under the supervision of the Deputy Director of Emergency Services, directs the work of the SRT members and assumes full responsibility of all actions of assigned personnel engaged in protecting persons, property, equipment, and security information located at Anniston Army Depot against hazards such as fire, espionage, trespass, theft, and accidental or willful damage and destruction. Maintains peace and order by enforcement of laws, rules and regulations, and detection or investigation of violations in accordance with established legal principles and agency policies and procedures.

## MAJOR DUTIES

As SRT supervisor directs the work of the special reaction team members in the controlled limited and exclusion security areas of Anniston Army Depot. Responsible for all training and administrative actions related to SRT personnel. SRT members have the primary duties of protecting persons, property, and security information against hazards such as fire, espionage, trespass, theft, and accidental or willful damage and destruction. They also maintain peace and order by enforcement of laws, rules and regulations, and detection or investigation of violations in accordance with established legal principles and agency policies and procedures.

1. Planning: Plans work schedules and assigns work to guard personnel. Keeps in touch with status and progress of work, and makes day-to-day adjustments to assure necessary coverage and protection to points of concern. Coordinates with members of other activities on temporary closing of roads, areas and other special protection requirements. Maintains records of work accomplishment and time expended. Participates with management in developing budget, supply and training requirements. Plans training and drills of SRT personnel. Provides input for SRT training schedules to the Security Training Instructor. Based on established schedules, ensures that SRT members are assigned to proper stations. Checks all SRT members on duty to ensure that they are performing proper SRT procedures. Establish performance standards and evaluates all assigned SRT members. Keeps employees informed of policies, procedures, and goals of management; and keeps higher-level supervisors informed of employees participation and concerns. Holds briefing/inspection at beginning of the shift to give out instructions and to make personal appearance/uniform checks. Makes work assignments, prepares written instructions, as necessary, to assure full compliance with all security requirements. Reviews work of subordinates to assure compliance with regulations and instructions and assure satisfactory quality and quantity. Checks all posts and patrols regularly. Prepares daily reports from information furnished by guard force or by personal observation. (30%)

2. Personnel Administration: Initiates requests to fill vacancies; recommends employees for promotion (considering skills, knowledge and abilities); orients new employees; approves and disapproves leave; and schedules vacations consistent with manpower requirements. Deals with workers to resolve complaints and grievances at the first step. Holds corrective interviews and recommends disciplinary action, when required. Recognizes need for additional training of employees. Formulates, conducts, and maintains record of annual training program for employees. Apprises employees of the policies and objectives of the EEO program, the suggestion program, etc.; and establishes goals and encourages participation. Recommends reassignments, or other status changes; and recognizes outstanding performance of assigned employees.

Reviews Time and Attendance. Is accountable for directorate property control and all supplies and equipment used by each employee on assigned shift. Maintains familiarization with position management policies and objectives. Assures that job descriptions accurately reflect the duties and responsibilities assigned, and reports proposed subordinate positions be reviewed for need during surveys and vacancy reviews. Holds regular team meetings with SRT members. (30%)

3. Training: Responsible for all SRT training. Coordinates all necessary schooling required in obtaining and maintaining SRT qualifications. Provides on-the-job training for new SRT members, conducts appropriate field training exercises, and assists in the conduct of annual training management, and informs higher-level supervisors of SRT members participation, concerns, etc. Ensures that all SRT members meet minimum training standards, which include mandatory qualifying physical requirements and indoctrination, weapons qualification, and participation of all SRT required training events. Responsible for the administration of the mandatory SRT physical training tests. (20%)

4. Coordinate with other installation organizations to provide law enforcement and security services. Enforces federal, state laws, and local regulations. Responds to calls for assistance, investigates crimes, detains witnesses, apprehends suspects, preserves evidence, and protects persons from harm. Interviews victims, witnesses, and suspects, and prepares written reports. Conducts searches and ensures seized evidence is handled properly. Appears in court to present physical evidence and testimony. Reviews a variety of reports, forms, and citations prepared by subordinates for accuracy, completeness, and compliance with regulations and procedures. Makes determination if a case is to be closed, followed up and completed by the officer, or forwarded for further investigation. Meets and coordinates with individuals outside the organization to accomplish work. Responds to alarms, accidents, and emergencies. 20%

Performs other duties as assigned.

NOTES:

CONDITIONS OF EMPLOYMENT:

Meet all conditions of employment IAW AR 190-56 specifically listed below:

1. Must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty.
2. Must pass a Criminal History Background Check.
3. Must pass annual physical fitness test IAW AR 190-56, and must be able to pass the Army physical fitness test on a quarterly basis.
4. Must qualify/remain qualified for the Individual Reliability Program (IRP).
5. Must sign DA Form 5019, and pass drug testing.
6. Must possess a valid motor vehicle license.
7. This position requires the use of firearms and is covered by the 1996 Lautenberg

Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.

8. Qualify monthly on all assigned weapons.
9. Must be a graduate of the USAMPS Phase I SRT Course.
10. Meet annual training and re-certification.
11. Complete Initial/annual CPR recertification and first aid.
12. Must be able to work shifts, overtime, weekends, and holidays as required.
13. Must wear the DACP/DACG uniform IAW AR 190-56, and maintain a high state of appearance and hygiene, and must be able to wear chemical protection equipment in accordance with AR 50-6.
14. Must be able to obtain and maintain a Secret Clearance.
15. Required to obtain/maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6 and AR 600-85.
16. Must successfully complete a Field Training Officer (FTO) program prior to assignment of duties.
17. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).
18. This position does not meet the definition of Law Enforcement Officer, and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H.

This position is classified in accordance with DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920. This position is equivalent to GS grade 08

#### **Position Evaluation:**

##### **FACTORS**

**FACTOR 1. PROGRAM SCOPE AND EFFECT. Level 1-1, 175 Points.**

The purpose of the work is to protect and prevent loss of chemical agents and munitions, materials, ammunition processes, and personnel important to the national defense. Participates with management in developing the budget, supply, and training requirements. Work directed facilitates the work of others in the immediate organization unit, responds to specific requests or need of individuals, or affects only localized functions.

**FACTOR 2. ORGANIZATIONAL SETTING. Level 2-1, 100 Points.**

The position is accountable to a position that is two or more levels below the first SES equivalent in the direct supervisory chain.

**FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY. LEVEL 3-2, 450 Points.**

In addition to the fundamental responsibilities of supervision, the incumbent is responsible for planning work to be accomplished, setting up and adjusting short-term priorities, and preparing schedules for completion of work; assigning work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of employees; evaluating work performance of subordinates; giving advice, counsel, and instruction to employees on both work and administrative matters; interviewing candidates for positions in the division and recommending appointment, promotion, or reassignment of such positions; hearing and resolving complaints from employees; effecting minor disciplinary measures; identifying developmental and training needs; and finding ways to improve production and increase the quality of work.

**FACTOR 4. PERSONAL CONTACTS. Sub-factor 4A-1, 25 Points.**

Contacts are with subordinates within the organizational units supervised, with peers who supervise comparable units within the organization, with union shop stewards, and/or with staff or administrative and other support activities when the persons contacted are within the same organization as the supervisor. Contacts are typically informal and occur in person at the work place of those contacted, in routine meetings, or by telephone.

**Sub-factor 4B-2, 75 Points.**

Purpose of contacts is to ensure that information provided is accurate and consistent, to coordinate the work directed with that of others, and resolve differences of opinion among managers, supervisors, employees and contractors at Anniston Army Depot.

**FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED. Level 5-3, 340 Points.**

The highest grade that best characterizes the nature of the basic non-supervisory work performed and constitutes 25 percent or more of the workload is comparable to the GS-06.

**FACTOR 6. OTHER CONDITIONS. Level 6-2, 575 Points.**

The work supervised or overseen involves protective services work comparable in difficulty to the GS-06 level. In addition, supervisory and oversight work is complicated by the following special situations and/or conditions: (2) Shift Operations; (4) Physical Dispersion; and (8) Special Hazard and Safety Conditions.

TOTAL POINTS: 1,740

POINT RANGE: 1605-1850 = GS-08

**FLSA EVALUATION OUTLINE**

\_\_\_\_ Foreign Exemption

- Executive Exemption
- Exercises appropriate supervisory responsibility (primary duty)
- Customarily and regularly exercises independent judgment
- 80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)
- Professional Exemption
- Professional work (primary duty)
- Intellectual and varied work (more than dealing with procedures/precedents)
- Discretion & independent judgment
- 80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)
- Administrative Exemption
- Primary duty
- Policy or
- Management or general business or supporting services or
- Participation in the executive/administrative functions of a management official
- Nonmanual work test
- Intellectual and significant (more than dealing with procedures/precedents), or
- specialized & technical in nature requiring considerable training/experience
- Discretion & independent judgment
- 80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt): Exempt since duties describe the performance of analytical work that administratively supports the primary mission of the organization. Incumbent must exercise significant employee judgment, resourcefulness, initiative, and innovation in solving problems. Most assignments require responsibility to make significant, complex, determinations and recommendations that effect the outcome of the work or the manner in which the work is performed.

CONCLUSION: Exempt

Classification Comments: EXEMPT



EWAS

### Position Description

**PD#:** AH262165  
**Sequence#:** VARIES

**Replaces PD#:**

#### POLICE OFFICER

**GS-0083-06**

**Servicing CPAC:** ANNISTON DEPOT, AL

**Agency:** VARIES  
**Army Command:** VARIES  
**Command Code:** VARIES

**Region:** SOUTH CENTRAL

**Citation 1:** OPM PCS POLICE SERIES, GS-0083, APR 88

**PD Library PD:** NO

**COREDOC PD:** NO

**Classified By:** [REDACTED]  
**Classified Date:** 09/20/2007

**FLSA:** NON-EXEMPT

**Drug Test Required:** VARIES

**DCIPS PD:** NO

**Career Program:** 00

**Financial Disclosure Required:** NO

**Acquisition Position:** NO

**Functional Code:** 00

**Requires Access to Firearms:** VARIES

**Interdisciplinary:** NO

**Competitive Area:** VARIES

**Position Sensitivity:** VARIES

**Security Access:** VARIES

**Competitive Level:** VARIES

**Target Grade/FPL:** 06

**Career Ladder PD:** NO

**Emergency Essential:** [ ]

**Bus Code:** VARIES

**Personnel Reliability Position:** VARIES

**Information Assurance:** N

**Influenza Vaccination:** NO

**PD Status:** VERIFIED

**Position Duties:**

CA: AA  
CL: 0045  
CLEARANCE LEVEL: SECRET

1. Serves as a Department of the Army Civilian Police (DACP) Officer performing duties on a variety of fixed and mobile posts and enforces safety regulations as necessary to enforce

Federal laws. Conducts law enforcement duties at interior and exterior gates, assures proper identification of all pedestrians or motor traffic, clears visitors, and maintains prescribed records. Performs patrol duties alone and takes action based upon knowledge of laws, statutes, and procedures. Searches or detains and arranges for search and interrogation of suspects. Recognizes, collects, preserves, and marks evidence for use in investigations and prosecutions. Writes or presents oral reports of incidents and may be required to testify in court. Maintains firearms and other issued equipment in good working order and condition at all times. Employee participates in regularly scheduled training in the techniques of first aid, sabotage, disorder, riot, disaster, and counter-terrorism. Conducts search of persons and vehicles entering or leaving the installation as directed or when probable cause exists. Maintains traffic control at shift changes, enforces traffic regulations controls and reroutes traffic in emergency situations, issues warning, tickets or summons, apprehends violators, obtains facts, and prepares statements concerning accidents or violations. Employee operates a military vehicle in the regular performance of duties, performs operator maintenance on vehicle, and maintains the cleanliness of weapons and equipment.

30%

2. Serves on permanent or rotating shifts at fixed access control points (ACP), or vehicle patrols assigned to a specific area, responsible to ensure security of access to installation, buildings, and areas within the installation, in order to protect critical property. Employee maintains vigilance against acts of sabotage, espionage, theft, violence, and infractions of rules; patrols assigned areas; sits/stands at assigned posts; and issues passes to visitors who are properly identified. The employee encounters a variety of problems involving military and civilian members who works on the installation. Employee must be able to investigate the problems and come up with workable solutions within established guidelines.

40%

3. Employee investigates misdemeanor crimes such as recovered property, trespass, illegal dumping, shoplifting, abandoned vehicles, security violations, traffic violations, etc. Responds to and conducts preliminary investigations to include reading rights to suspects, interviewing suspects and witnesses, making investigator statements, gathering and preserving evidence, and preparing reports of incidents and investigations on various felonies and other crimes. Collects and preserves evidence and crime scenes. Employee participates in special operations and searches to seize as evidence contraband, weapons, drugs, stolen property, etc. and conducts probable cause searches, consent searches, searches incidental to arrest or apprehension, command directed searches, and other legal searches to include gate searches in accordance with access control. Employee monitors vehicle drivers for evidence of unsafe practices or acts. Based on "probable cause" administers field sobriety test; uses radar to enforce speed restrictions and promote traffic safety; monitors parking lots, streets, and intersections for violations of traffic laws; issues warnings and citations; and reports traffic accidents. Employee protects accident scene with traffic control points and barricades/roadblocks. Conducts felony car stops as required. Performs administrative work, writes reports and completes forms, records messages, attends briefings, prepares equipment for duty, checks out motor vehicle and weapons, ensures operator maintenance is performed on issued equipment prior to turn-in; and attends training sessions.

30%

Performs other duties as assigned.

Conditions of employment:

1. Meet all conditions of employment IAW AR 190-56.
2. Incumbent must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty.
3. Employee must pass a Criminal History Background Check.

4. Must be able to pass annual Physical Agility Test (PAT) IAW AR 190-56.
5. Must qualify/remain qualified for the Individual Reliability Program (IRP)
6. Must sign DA Form 5019 and pass drug testing.
7. Must possess a valid motor vehicle license.
8. This position is covered by the 1996 Lautenberg Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.
9. Pass semi-annual weapons qualification on all assigned weapons.
10. Graduate from a USAMPS accredited academy (or receive a USAMPS waiver).
11. Meet annual training and re-certification.
12. Complete initial/annual CPR recertification and first aid.
13. Must be able to work shifts, overtime, weekends and holidays as required.
14. Must wear the DACP/DACG uniform IAW AR 190-56, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with AR 50-6.
15. The incumbent must be able to obtain and maintain a Secret Clearance.
16. Required to obtain and maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6 and AR 600-85.
17. Must successfully complete a Field Training Officer (FTO) program prior to assignment of duties.
18. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).
19. This position does not meet the definition of Law Enforcement Officer and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H.

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

- Knowledge of Federal, state, local, installation laws, statutes, ordinances, regulations to perform a full range of police operations in preventing and resolving crime, including conducting preliminary investigations of incidents and performing dispatching duties.
- Knowledge of laws, regulations, and procedures pertaining to the rights of persons suspected of committing crimes or violations.
- Knowledge of vehicle registration policies and guidelines for access control to the installation.
- Knowledge of investigative techniques and ability to maintain control over crime and accident scenes, to defuse explosive situations and to deal with individuals in stressful situations.
- Ability to maintain proficiency in the safe and effective use of firearms and non-lethal weapons such as nightsticks and pepper spray.
- Knowledge of the use of a multi-channel radio console system with paging and phone patch system.
- Knowledge of, and the ability to, use a computer keyboard, and data entry, retrieval, and query functions; although the position does not require the services of a qualified typist.
- Knowledge of Federal, State, and local agencies sufficient to locate, detain, and apprehend special category absentees.

- Ability to safely operate a motor vehicle; perform routine vehicle maintenance; operate and maintain official police bicycle; maintain certification on the operation of police radar measuring instruments for use in detecting traffic offenders.

- Ability to maintain certification in cardiopulmonary resuscitation (CPR) in order to provide emergency assistance to sick and injured individuals.

Factor 2: Supervisory Controls: Level: 2-2, 125 Points.

The supervisor makes work assignments and provides instructions on new or changed guidelines. Employee takes direction from the Military Police Desk Sergeant or patrol supervisor while on patrol. The incumbent uses personal initiative in carrying out recurring assignments independently without specific instructions. Performs patrol duties alone and takes action based upon knowledge of laws, statutes, and procedures. Employee is expected to call for backup or seek supervisory assistance and advice in cases of life threatening emergencies. Work is reviewed through completed reports, accuracy and clarity of information provided, received, or exchanged, and adherence to Federal and state laws.

Factor 3: Guidelines: Level: 3-3, 275 Points.

The work is covered by a large number of Federal and state laws and code, military laws and regulations, and local policies, including US Codes, vehicle and traffic laws, UCMJ, and installation policies and procedures related to the legal procedural and administrative conditions the employee is likely to encounter. The employee encounters a variety of problems involving the apprehension of deserters, absent without leave personnel, and military and civilian members who work on the installation. Employee must be able to investigate the problems and come up with workable solutions within established guidelines. Guidelines also cover completion of a large number of forms used in investigating crimes and preparing cases. Employee must be able to quickly determine which of the guidelines to apply in each situation encountered depending on the specific circumstances. The employee uses judgment in identifying and applying the proper procedures and techniques for application to specific actions when protecting property, enforcing the law, or assisting people. Employee evaluates the scene to adapt and make deviations from established procedures in order to handle emergencies such as hostage situations, armed robberies, or other concerns with protecting public safety. The employee uses personal judgment in interpreting, adapting, applying, and deviating from guidelines, based on unusual or emergency circumstances and concern with protecting public safety. The employee is also responsible for analyzing the results of such adaptations and recommend changes in established methods and procedures. Major deviations from guidelines are normally referred to the supervisor.

Factor 4: Complexity: Level: 4-2, 75 Points.

The work consists primarily of patrolling assigned areas of the installation by vehicle and on foot, or maintaining a static position at installation gates and interpreting, applying and enforcing Federal, state and county laws and military rules and regulations. Responds to and conducts preliminary investigations at the crime scene. Employee also responds to alarms and emergency calls. The incumbent must quickly assess each situation to determine proper action that varies depending upon the circumstances. The employee identifies the conditions involved and decides what action(s) to take, including the level of force required.

Factor 5: Scope and Effect: Level: 5-3, 150 Points.

The work involves performing a range of police duties ranging from simple rule violations to felony crimes. Work performed contributes to new crime prevention objectives; affects the

acceptance of law enforcement services; and influences persons working or visiting the installation to cooperate with established laws and regulations. The work affects the security and safety of persons and property on the installation and further legal processes such as arrests, trial proceedings, or confinement violations.

Factor 6. Personal Contacts: Level: 6-3, 60 Points.

Personal contacts are with other individuals involved in law enforcement activities, members of the general public and investigative units. Contacts may involve individuals or groups from outside the employing agency in highly unstructured setting. Contacts are not established on a routine basis and the purpose and extent of each contact is different.

Factor 7: Purpose of Contacts: Level: 7-3, 120 Points.

The purpose of contacts is to determine facts and circumstances surrounding allegations of crimes and offenses, determine property ownership, coordinate support, conduct field interviews, and make arrests and apprehensions. Persons contacted are often fearful, skeptical, uncooperative, and/or dangerous. The employee must be skillful in approaching the situation and defusing potentially explosive situations.

Factor 8: Physical Demands: Level: 8-2, 20 Points.

The work requires, on a regular and recurring basis, physical exertion such as long periods of walking, running, driving, crawling, climbing, and crouching while performing patrol, tracking, and surveillance duties over rough, uneven, and rocky surfaces. Some lifting and carrying of heavy objects is required. The work requires the incumbent to have above average agility, dexterity, and strength to pursue, apprehend, and detain suspects and/or violators.

Factor 9: Work Environment: Level: 9-2, 20 Points.

The work involves working outdoors with and without shelter and operating a vehicle for extended periods of time. Incumbent will work in areas where persons are armed, which can lead to assault with or without a weapon in order to avoid arrest. Incumbent may be required to use protective clothing and/or safety equipment.

Total Points = 1195

Point Range: (1105-1350) = GS-06

### **Position Evaluation:**

Pen and ink change: Updated and modified "Conditions of Employment" per mgt instructions. 13 JUN 2008. TS.

Pen and ink changes: Updated and modified "Conditions of Employment" & some duties per mgt instructions. 07 Dec 2009 - SAB.

### FLSA EVALUATION FORM

FASCLASS JOB NUMBER: 262165

MACOM:

1. Foreign Exemption

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

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

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

2. Customarily and regularly exercises discretion and independent judgment

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

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

a. Professional work (primary duty)

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

c. Discretion & independent judgment

d. 80% Test, if applicable

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

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

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

(1) Affects formulation of policy or programs, or

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

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

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

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

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

c. Employee frequently exercises Discretion & independent judgment

d. 80% test, if applicable

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

CONCLUSION: Position is NON-EXEMPT

Classification Comments:

HR Specialist (Class)

ANAD CPAC

**Position Competencies:**



Exh26

### Position Description

**PD#:** AH324185  
**Sequence#:** VARIES

**Replaces PD#:**

**DETECTIVE**

**GS-0083-07**

**Servicing CPAC:** ANNISTON DEPOT, AL

**Agency:** VARIES  
**Army Command:** VARIES  
**Command Code:** VARIES

**Region:** SOUTH CENTRAL

**Citation 1:** OPM PCS POLICE SERIES, GS-0083, APR 88

**PD Library PD:** NO

**COREDOC PD:** NO

**Classified By:** [REDACTED]

**Classified Date:** 07/07/2009

**FLSA:** NON-EXEMPT

**Drug Test Required:** VARIES

**DCIPS PD:** NO

**Career Program:** 00

**Financial Disclosure Required:**  
NO

**Acquisition Position:** NO

**Functional Code:** 00

**Requires Access to Firearms:**  
VARIES

**Interdisciplinary:** NO

**Competitive Area:**  
VARIES

**Position Sensitivity:** VARIES

**Security Access:** VARIES

**Competitive Level:**  
VARIES

**Target Grade/FPL:** 07

**Career Ladder PD:** NO

**Emergency Essential:**  
[ ]

**Bus Code:** VARIES

**Personnel Reliability Position:**  
VARIES

**Information Assurance:** N

**Influenza Vaccination:** NO

**PD Status:** VERIFIED

**Position Duties:**

The incumbent functions as a Detective performing law enforcement and security functions. Promotes the protection of property and civil rights of individuals by maintaining law and order, through investigating, apprehending and/or detecting individuals who are suspected of criminal acts. Exercises exclusive Federal Jurisdiction within the confines of the installation. Enforces Federal Laws, Alabama State Criminal and Traffic Codes, and the Uniform Code of Military Justice (UCMJ).

1. Performs major duties in the area of police investigations. Serves as a primary investigator of offenses committed by or against military and civilian personnel, or against government and private property located on Anniston Army Depot. Investigates, co-investigates, or assists CID in the investigation of cases of loss, theft, pilferage, or damage to property and incidents of fraud, Arms, Ammunition and Explosives (AA&E) inventory discrepancies, narcotics use, assaults, rape, murder, robbery, etc. Apprehends offenders and assists other federal law enforcement agencies in locating and apprehending fugitives within jurisdictional boundaries of the installation. Maintains, tracks, and analyzes statistical crime data on crime and investigative workload, and prepares reports and charts on the data for presentation to higher headquarters. Performs crime awareness and crime prevention functions, to include setting up displays, conducting inspections, and establishing crime awareness/prevention programs. Advises supervisor on crime prevention matters in order to eliminate or reduce crime. Conducts investigations relating to alleged or suspected violations of misdemeanor and felony laws. Investigates all offenses in accordance with Federal, Alabama, and local laws, AR 190-30 and the Uniform Code of Military Justice (UCMJ). Develops investigative plans, and adapts specialized investigative methods, techniques, and procedures to the specific situation. Investigates complaints, leads and tips; develops leads; and seeks out and questions witnesses and suspects. Investigates breaches of security, and determines whether loss, theft or pilferage has occurred warranting criminal or other investigation. Exchanges information with other Federal, State, and local law enforcement agencies including FBI, ATF, county and state police, etc.

Uses interviewing and interrogation investigative techniques on witnesses, subjects and victims to obtain information. Takes detailed measurements to note the location of significant items at a crime scene. Collects and protects evidence from crime scenes. Uses knowledge and training to ensure effective use of investigative devices such as fingerprint kits, plaster cast impressions, 35 mm cameras and video cameras and accessories. Responsible for maintaining current state-of-the-art equipment, techniques and methods. Performs surveillance, undercover, drug, and terrorist counteraction operations as required and approved by the supervisor. Conducts crime trend analyses to recommend appropriate measures for the protection of sensitive areas/ material or areas/items that are potential targets of criminal activity. Prepares comprehensive and factual police reports of investigations and evidence obtained, and makes conclusions or recommendations when needed. Apprehends offenders and obtains search and arrest warrants and authorizations as required and/or authorized by appropriate Federal laws and Department of the Army regulations and policies. Maintains liaison with installation legal advisors relative to legal advice, prosecution of criminal cases, and court testimony. Conducts VIP protection planning and acts as escort when required to ensure personal protection during visits. Serves as alternate evidence custodian. Maintains continuous accountability of evidence by ensuring that items are properly marked, recorded, stored, issued, turned in and returned to owners or disposed of by court order. Conducts inventories in accordance with established standards and procedures. Operates a light motor vehicle in performance of duties. Prepares Serious Incident Reports (SIR) as required. 40%

2. Conducts traffic and security patrols within the assigned jurisdictional area. Performs selective traffic enforcement duties as directed or initiated. Enforces a large body of laws relating to the licensing operation and physical conditions of motor vehicles. Remains alert to violations of these laws and issues warnings or citations. Collects evidence and interviews witnesses. Performs traffic control duties. Uses speed detection devices and blood alcohol content analyzers as required in detecting and determining violations. Renders first aid to victims involved in accidents until the arrival of qualified medical personnel, or transport to medical facility. Processes offenders suspected of being under the influence of drugs and/or alcohol by using the Intoxilyzer and other tests. Performs physical security inspections on a 24-hour basis on the installation by checking for breaches of security of both Mission

Essential vulnerable Areas and non-essential areas. Responds in a disciplined, organized manner to emergency calls.

Subdues and disarms those who are doing violence to other persons. Apprehends and detains violators. Detects and apprehends wanted persons accused of crimes in other jurisdictions; stops, questions, and detains such persons and notifies appropriate law enforcement agencies. Applies a wide variety of laws through contemporary law enforcement/security methods and techniques. Takes responsibility over crime scenes and restricts access to those persons required on the scene. Detects, prevents, responds to and investigates other incidents and offenses against persons and property, such as theft, assault, sabotage, armed robbery, domestic disputes complaints, homicides, etc. Conducts preliminary/follow-up investigations and takes extraordinary precautions in gathering and preserving evidence; questioning witnesses and principals; and preparing investigation reports. Upon detecting a violation, crime or accident, gathers facts in relation to the law, decides on the most appropriate course of action based on a wide variety of issues, and institutes action. Acts promptly, decisively, and judiciously. Investigates all incidents, apprehends offenders, and informs individuals of their rights when necessary, interviews, collects evidence and prepares all law enforcement/security actions in a chronicle report on required forms. Appears in court to present evidence and to assist in the prosecution of cases. 40%

3. Exercises skill in handling public relations aspects of meeting and dealing with a wide variety of individuals. (e.g., ranking military officers and non-commissioned officers, VIPs, children, government employees, private citizens, convicted criminals, etc.). Performs routine preventive maintenance (i.e., checking and filling fluid levels, washing, etc.) on patrol vehicles. Maintains firearm, uniform, and other issued equipment in good working order and condition. Qualifies with service weapon semiannually. Annually familiarizes with special weapons such as M-16 automatic rifle. Trains in the application of other non-lethal weapons. Must be able to exercise, within guidance, the use of deadly force. 10%

4. Performs a wide variety of administrative duties to support the force protection function such as completing forms, preparing reports, logging information pertaining to vehicles and equipment, and accounting for specific items. 10%

Performs other duties as assigned.

#### NOTES:

#### CONDITIONS OF EMPLOYMENT:

Meet all conditions of employment IAW AR 190-56 specifically listed below:

1. Must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty.
2. Must pass a *Criminal History Background Check*.
3. Must be able to pass annual physical fitness test IAW AR 190-56.
4. Must qualify/remains qualified for the Individual Reliability Program (IRP).
5. Must sign DA Form 5019, and pass drug testing.
6. Must possess a valid motor vehicle license.
7. This position requires the use of firearms and is covered by the 1996 Lautenberg

Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.

8. Pass semi-annual weapons qualification on all assigned weapons.
9. Graduate from a USAMPS accredited academy (or receive a USAMPS waiver).
10. Meet annual training and re-certification.
11. Complete initial/annual CPR recertification and first aid.
12. Must be able to work shifts, overtime, weekends, and holidays as required.
13. Must wear the DACP/DACG uniform IAW AR 190-56, and maintain a high state of appearance and hygiene, and must be able to wear chemical protection equipment in accordance with AR 50-6.
14. Must be able to obtain and maintain a Secret Clearance.
15. Required to obtain/maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6 and AR 600-85.
16. Must successfully complete a Field Training Officer (FTO) program prior to assignment of duties.
17. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).
18. This position does not meet the definition of Law Enforcement Officer, and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H.
19. Incumbent must be a graduate of an approved US Army Military Police or state equivalent investigator course, and current in all skills.

**FACTOR 1. Knowledge Required by the Position, LEVEL 1-4, 550 PTS**

Knowledge of applicable Federal, State, and local statutes, the U.S. Code, UCMJ, DA and local regulations, directives, orders, procedures, etc., involving protection of persons and property, law enforcement and security functions, methods, techniques, and services to perform a full range of force protection operations.

Knowledge of travel requirements, prisoner rights, and confinement procedures.

In-depth knowledge of investigative techniques, interviewing procedures, and other information gathering methods and techniques sufficient to solicit information from suspects, and from other individuals/groups with various backgrounds.

In-depth knowledge of techniques and procedures used to collect, protect, and process evidence from a crime scene, to include maintaining chain of custody for evidentiary purposes.

In-depth knowledge of techniques and procedures, and the ability to provide practical

application on state-of-the-art equipment, techniques and methods, with regards to the use of investigative devices such as fingerprint kits, plaster cast impressions, 35 mm cameras and video cameras and accessories.

Knowledge of military law enforcement/security records and forms as well as the appropriate use of standard law enforcement/ security communications equipment and systems.

Knowledge of, and skill in applying, operating and/or performing the following functions and actions: criminal justice system, law enforcement ethics, the levels of authorized use of force; defense and arrest techniques; care and use of firearms; verbal judo; field sobriety and preliminary breath testing; constitution and arrest, narcotics, and search and seizure laws; training to the job; history, theory and operation of radar; physical security components; installation security, and the principles of combating terrorism.

#### FACTOR 2. Supervisory Controls, LEVEL 2-3, 275 PTS

Supervisor provides overall objectives and priorities, and makes individual assignments. Special orders or instructions are provided as necessary. Incumbent independently uses sound judgment when taking action. Matters of serious consequences are discussed with supervisor, if time permits. Must continually use own judgment, assess facts in relation to the law, and determine and implement courses of action. Deviates from established procedures, as necessary, to resolve problems in accordance with local standards and previous training and experience. Supervision is also maintained through periodic radio and telephone inspections. Work is evaluated on the basis of inspections and written reports; legally sufficient and appropriate outcomes; and feedback from civilian and military personnel on the installation.

#### FACTOR 3. Guidelines, LEVEL 3-2, 125 PTS

Available guidelines cover a variety of legal, procedural, and administrative conditions such as Federal, State, and local laws and statues and regulations, directives, orders, procedures, etc. The incumbent exercises sound judgment in applying guidelines as situations can vary widely based on individual circumstances and incumbents authorized exercise of discretion. The incumbent must use personal judgment in exercising and determining the appropriate courses of action in unusual or emergency circumstances and concern where public safety is a factor. Incumbent assists management officials in reviewing the course(s) of action taken, the results, and makes suggestions to improve the guidelines.

#### FACTOR 4. Complexity, LEVEL 4-3, 150 PTS

Incumbent performs a wide variety of functions such as gathering and assessing information to determine facts; responding to and conducting investigations pertaining to felonies, misdemeanors, and other criminal acts; subduing and overcoming persons doing violence; detecting, entering, and clearing insecure buildings to insure the safety of the general public, acting on warrants of all nature to include detaining, holding, transporting and releasing subjects in the proper manner. Decisions regarding what needs to be done often must be made quickly by assessing each situation as it occurs, and are most often made by the officer at the scene of the incident. The incumbent typically independently identifies the conditions involved, and decides the most appropriate and legal sufficient course of action to include the level of force required. Due to the wide range of crimes and situations incumbent must remain flexible to the dynamics and diversity of the situation. Incidents regularly include traffic accidents, civil offenses, assaults, larcenies, narcotics, DWIs, AWOLs, deserters, and other offenses. Actions taken by the incumbent differ depending upon such things as the source of information (i.e., 911 calls, calls for assistance, etc.); the nature and level of perceived threat to self and others; the seriousness of the violation or potential violation

(i.e., robbery, assault, drunk disorderly, etc.), or other differences of a factual nature. Investigative work typically entails investigations extending beyond the span of a single shift, marked variations in the nature of cases assigned, and assignments requiring application of a wide variety of police and investigative techniques.

**FACTOR 5. Scope and Effect, LEVEL 5-3, 150 PTS**

Incumbent performs the full range of law enforcement and security duties for a wide variety of crimes and offenses. that directly affect the acceptance of law enforcement program services and actions; the contribution to crime prevention programs; and the example set for conforming to laws, rules, and regulations. The results of the work promote a sense of personal security for individuals working, or residing on the installation, and contribute to crime prevention objectives of the installation.

**FACTOR 6. Personal Contacts, LEVEL 6-3, 60 PTS**

Personal contacts are with Directorate and installation employees, US active and reserve military personnel of all ranks, the general public, victims of crimes, complainants, witnesses, and off post law enforcement agencies and personnel in investigative units. Has occasional contact with VIPs and dignitaries, attorneys and representatives of the court. Contacts are also with violators of laws, rules and regulations who may be reluctant to accept the officer's authority.

**FACTOR 7. Purpose of contacts, LEVEL 7-3, 120 PTS**

The purpose of public contacts is to influence or motivate persons or groups to promote a safe and secure work environment. The purpose of contact with criminals and violators is to restrict their unlawful activity. Contacts may involve uncooperative persons involved in traffic violations, as suspects or reluctant witnesses to a crime, or as families involved in domestic disturbances. In all contacts it is imperative that the incumbent be alert for the unexpected, and be courteous, tactful and firm in enforcing law and order. Contacts with representatives of the court are for the purpose of providing testimony.

**FACTOR 8. Physical Demands, LEVEL 8-2, 20 PTS**

Work requires regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities when responding to alarms, pursuing suspects, etc. Continuous physical effort may be exerted when apprehending, subduing, and confining persons; performing body searches; and using unarmed self-defense techniques. Good eye to hand coordination, vision, and hearing are essential.

**FACTOR 9. Work Environment, LEVEL 9-2, 20 PTS**

Work is generally performed in vehicles, on foot, or in an office setting. Some situations may involve high risk such as law enforcement of game regulations involving armed persons; contact with persons having access to weapons and ammunition; and traffic stops where the incumbent can encounter individuals with a wide variety of cultural diversities or agendas. Encounters regular and recurring exposure to moderate discomforts and unpleasantness such as adverse weather conditions during extended periods of traffic and patrol duties. Incumbent may be subject to verbal abuse and possible injury or death while performing duties.

Total Points = 1470

GS-07 Range = 1355-1600

FLSA EVALUATION

NO\_\_ Foreign Exemption

NO\_\_ Executive Exemption

\_\_ Exercises appropriate supervisory responsibility (primary duty)

\_\_ Customarily and regularly exercises independent judgment

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

NO\_\_ Professional Exemption

\_\_ Professional work (primary duty)

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

\_\_ Discretion & independent judgment

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

NO\_\_ Administrative Exemption

\_\_ Primary duty

\_\_ Policy or

\_\_ Management or general business or supporting services or

\_\_ Participation in the executive/administrative functions of a management official

\_\_ Non-manual work test

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

\_\_ specialized & technical in nature requiring considerable training/experience

\_\_ Discretion & independent judgment

\_\_ 80% test, if applicable

CONCLUSION: NON-EXEMPT

**Position Competencies:**





Evha77

### Position Description

**PD#:** AH353302

**Replaces PD#:** AH298646

**Sequence#:** VARIES

### POLICE OFFICER (FIELD TRAINING)

**GS-0083-07**

**Servicing CPAC:** ANNISTON DEPOT, AL

**Agency:** VARIES

**Army Command:** VARIES

**Command Code:** VARIES

**Region:** SOUTH CENTRAL

**Citation 1:** OPM PCS POLICE SERIES, GS-0083, APR 88

**PD Library PD:** NO

**COREDOC PD:** NO

**Classified By:** [REDACTED]

**Classified Date:** 07/19/2010

**FLSA:** NON-EXEMPT

**Drug Test Required:** VARIES

**DCIPS PD:** NO

**Career Program:** 00

**Financial Disclosure Required:** NO

**Acquisition Position:** NO

**Functional Code:** 00

**Requires Access to Firearms:** VARIES

**Interdisciplinary:** NO

**Competitive Area:** VARIES

**Position Sensitivity:** VARIES

**Security Access:** VARIES

**Competitive Level:** VARIES

**Target Grade/FPL:** 07

**Career Ladder PD:** NO

**Emergency Essential:** [ ]

**Bus Code:** VARIES

**Personnel Reliability Position:** VARIES

**Information Assurance:** N

**Influenza Vaccination:** NO

**PD Status:** VERIFIED

#### Position Duties:

This is a non-supervisory position performing duties as a Police Officer/Trainer (Sergeant) at a variety of fixed and mobile posts, access control points (ACP), high-risk targets (HRT), mission essential vulnerable areas (MEVA), training areas, commercial facilities, administrative, equipment storage, etc. Performs training duties IAW AR 190-56.

1. Provides training on specific police practices, procedures, and use of police vehicles and equipment utilized by DA Police Officers IAW established training plan. Reports informally on trainee performance, readiness for more complex assignments, and eventual promotion IAW established rating plan. Conducts standard oral, written, physical, and skills testing using tests developed by others. Evaluates trainees in terms of demonstrated aptitude, attitude, interest, cooperation, safety practices, assimilation of fundamentals and theory, and practical application of police practices and procedures. Discusses progress and problems with his supervisor. Makes informal recommendations to continue, intensify, or provide remedial training, and to advance, retain, or separate trainees and probationers based on job Performance and test results. Presents formal training classes including remedial and skills enhancements classes. Prepares materials and lesson plans for classes. Periodically conducts skill evaluations of all personnel on a shift using established test and evaluation criteria. Maintains records and prepares/presents oral and written reports. Prepares material to present primarily to Police Officers, but is applicable for presentations to various groups and civilian employees. Preparations includes the drafting of lesson plans from course outlines, preparing the daily work plan to cover methods and techniques of instruction, and selecting available training aids and materials concerning the topic to be taught. Conduct training sessions in various law enforcement topics. The instructor introduces the topic, states objectives of the course, presents the material utilizing planned methods, answers questions, maintains classroom control, and evaluates students performance by administering tests. 50%

2. Position enforces applicable federal and state laws and regulations as necessary. Conducts law enforcement duties at interior and exterior gates, assures proper identification of all pedestrians or motor traffic, clears visitors and maintains prescribed records. Searches or detains and arranges for search and interrogation of suspects. Recognizes, collects, preserves and marks evidence for use in investigations and prosecutions. Writes or presents oral reports of incidents. May be required to testify in court. Maintains firearms and other issued equipment in good working order and condition at all times. Performs apprehensions when required and provides Miranda warning IAW Federal Statues. Participates in regularly scheduled training in the techniques of first aid, sabotage, disorder, riot disaster and counter-terrorism, law enforcement and installation specific oriented training. Conducts search of persons and vehicles entering or leaving the installation as directed or when probable cause exists. Monitors and maintains traffic control at shift changes or other peak traffic times, enforces traffic regulations controls, and reroutes traffic in emergency situations, issues warnings (written or verbal), tickets or summons, apprehends violators, obtains facts, and prepares statements concerning accidents, incidents or violations. Operates a government vehicle in the regular performance of duties. Performs operator maintenance on a vehicle and maintains the cleanliness of weapons and equipment. Patrols the installation by vehicle, or on foot in the administration of law enforcement, physical security of designated ranges and crime prevention activities. Performs the full scope of investigations to detect and apprehend individuals suspected of violating federal, state and/or local regulations, which includes carrying out surveillance, developing and following up on leads, interviewing and/or taking statements from witnesses, interrogating suspects, searching for and collecting physical evidence, seizing contraband/equipment as evidence, and carrying out undercover assignments. Makes arrests and develops evidence for presentation to the U.S. Attorney or other legal officers. Prepares detailed written reports and testifies in court/legal proceedings when required. Takes charge of an accident scene and conducts the investigation with the assistance, if needed, from the uniformed patrol initially on the scene. Employee maintains certification on and operates radar and breathalyzer equipment and pursues vehicles when enforcing traffic regulations or laws. Develops and follows leads, takes statements and gathers information and facts pertinent to cases undergoing investigation. Required to analyze facts to identify suspects and to further develop cases. Prepares sworn statements and in-depth reports where the placement of victims, vehicles and responsibility are crucial, i.e., major vehicle accident where severe bodily injury or death have occurred. Follows-up on

all information pertaining to a single incident/accident made by key witnesses. 25%

3. Serves as Police Officer on permanent or rotating shifts at fixed ACP, responsible to ensure security of access to installation, buildings, and areas within the Anniston Army Depot, in order to protect critical property. Maintains vigilance against acts of sabotage, espionage, theft, violence and infractions of rules, patrolling assigned areas, and sitting and standing at assigned posts. During non-duty hours/days as well as duty days, may be required to report as a member of an emergency response force during actual to simulated accident/incident. Maintains a current knowledge and answers questions of other police officers on procedures, policies, directives, etc. and obtain needed information or decisions from supervisor on problems that come up. Check on access control points to ensure proper procedures are followed. Monitor working conditions such as safety, security, condition of equipment, cleanliness, etc. Issues pass to visitors who are properly identified. Confiscates any Government or questionable items and detains individual concerned. Checks property leaving the installation for proper clearance, authorization and property passes. Maintains pertinent records and attends necessary training as required. 25%

PERFORMS OTHER DUTIES AS ASSIGNED.

CONDITIONS OF EMPLOYMENT FOR LAW ENFORCEMENT OFFICER, SERIES 0083:

CONDITIONS OF EMPLOYMENT:

1. Meet all conditions of employment IAW AR 190-56.
2. Incumbent must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty.
3. Employee must pass a Criminal History Background Check.
4. Must be able to pass annual Physical Agility Test (PAT) IAW AR 190-56.
5. Must qualify/remain qualified for the Individual Reliability Program (IRP)
6. Must sign DA Form 5019 and pass drug testing.
7. Must possess a valid motor vehicle license.
8. This position is covered by the 1996 Lautenberg Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.
9. Pass semi-annual weapons qualification on all assigned weapons.
10. Graduate from a USAMPS accredited academy (or receive a USAMPS waiver within one year of entry into the position).
11. Meet annual training and re-certification.
12. Complete initial/annual CPR recertification and first aid.
13. Must be able to work shifts, overtime, weekends, and holidays as required.
14. Must wear the DACP/DACG uniform IAW AR 190-56, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with AR 50-6.
15. The incumbent must be able to obtain and maintain a Secret Clearance.
16. Required to obtain and maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6 and AR 600-85.
17. Must successfully complete a Field Training Officer (FTO) program prior to assignment of duties.
18. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).
19. This position does not meet the definition of Law Enforcement Officer and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H.

## Position Evaluation:

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION: LEVEL: 1-4, 550 Points.

Knowledge of federal, state, and local laws, statutes, codes, and regulations (i.e., US Codes; UCMJ; and Vehicle and Traffic Laws; and Federal Magistrate System, etc.) to direct police operations.

Knowledge of laws, regulations and procedures pertaining to the rights of persons suspected of committing crimes or violations is essential for performing law enforcement duties.

Thorough knowledge of police operations, including specialized techniques in order to perform uniformed officer duties as well as to instruct basic police rules, procedures, operations, and principles and the advanced specialized techniques of police work such as accident investigation, breathalyzer, radar operations, etc.

Knowledge of techniques and methods of instruction such as lectures, group discussions and workshops in order to conduct training sessions while maintaining student interest.

Knowledge of access control duties, including specialized techniques in order to perform police duties, as well as, instruct others in the full scope of access control and police officer guard rules, procedures, operations, principles, and advanced specialized techniques and equipment. Independently plans and carries out training. Develops and modifies training to meet the changing threat and mission to meet installation security requirements.

Knowledge of first aid procedures in order to provide assistance in accident cases or other emergencies.

Skill and ability to hold a motor vehicle license and be emergency vehicle operations certified necessary to operate a police sedan at "hot pursuit" speeds.

Trained and experienced in traffic accident investigation, traffic law enforcement and traffic management. Responds, to those traffic accidents and/or incidents as dictated. Insures the timely and accurate completion of all traffic accident investigations coordinating input from other police officers as required. Provides guidance and advice to other police officers, as an expert in traffic related matters.

Knowledge of vehicle registration (DOD/DA/ANAD), policies and guidelines for access control to ANAD.

Knowledge of federal vehicle and crime information automated systems to obtain immediate information requested by police officers on duty.

Knowledge of reporting requirements and skill in completing forms is essential to document incidents, obtain warrants from the Magistrate, issue citations, interview witnesses, interrogate suspects, obtain and protect evidence, etc.

Knowledge of crime prevention programs and crime prevention measures, community programs, chain of command and social services is used to inform and assist residents in taking action to reduce criminal activity (vandalism, drug sales, theft, stray pets, domestic disturbances, child abuse, etc.) on the installation.

Knowledge of investigative techniques, methods and procedures is used to investigate crimes, collect and secure evidence and secure the crime scene. This knowledge is also used to develop information sources, develop leads and obtain cooperation of reluctant witnesses.

Knowledge and skill in using a variety of sophisticated police equipment and weapons (e.g., 9mm handgun, PR 24 baton, shotgun, etc.), Doppler radar, Intoxilyzer and certification to use mace and tear gas. Must be qualified with the use of assigned weapons.

**FACTOR 2: SUPERVISOR CONTROLS: LEVEL: 2-3, 275 Points.**

The supervisor, makes assignments such as long-term investigations and undercover work within the employee's scope of responsibilities; defines the objectives, priorities, and deadlines; and assists the employee in unusual situations which do not have clear precedents. The employee, having developed competence in the assignment, plans and carries out the steps required according to specific case conditions (time and place to deal with witnesses and suspects, consideration for confidentiality and exposure to witnesses, coordination with other law enforcement agencies, cover, need for and nature of stakeouts). The employee handles deviations from established procedures by resolving problems that arise according to agency or local standards, previous training and experience, established practices, legal precedents, or other controls appropriate to the immediate circumstances. As instructor, plans and carries out the assignments independently within the framework of accepted practices, policies, procedures, priorities and other instructions. The work is reviewed for appropriateness in terms of the training mission by evaluating students' performance and classroom critiques. The supervisor monitors the instructor's effectiveness in the classroom and provides necessary input to modifications of the lesson plans as need arises.

**FACTOR 3: GUIDELINES: LEVEL: 3-2, 125 Points.**

Guidelines consist of a large number of federal and state laws and codes, military laws and regulations, and local policies, including US Codes, Vehicle and Traffic Laws, UCMJ, and installation policies and procedures related to law enforcement and investigative activities. Guidelines also cover completion of a large number of forms used in investigating crimes and preparing cases. For situations not covered by guidelines, incumbent must use initiative, judgment and, from past experience, determine most appropriate methods or procedures to use. Incumbent uses initiative and judgment and from past experience determines most appropriate methods or procedures for surveillance. Incumbent uses judgment in interpreting, applying or deviating from guidelines in emergencies where action must be taken to protect lives or property and there is no time for studied analysis or reflection (e.g., demonstrations, bomb threats, fires, building evacuations, etc.). Employee recommends changes in established methods and procedures.

**FACTOR 4: COMPLEXITY: LEVEL: 4-3, 150 Points.**

The work requires the incumbent to assess each situation and decide what action is most appropriate, based on available information, observation and assessment of facts. Course of action may be selected from several alternatives, with a major consideration of the use of force and presence of weapons, types of individuals encountered, and the setting in which contacts are made. Incumbent must make quick decisions and assessments as to the course of action and level of force to use.

**FACTOR 5: SCOPE AND EFFECT: LEVEL: 5-3, 150 Points.**

The position treats a wide variety of law enforcement problems ranging from simple rules violations to felony crimes in conformance with established criteria, methods, techniques, and procedures. Criminal investigative work is also performed such as that performed by detectives. The position trains police officers on the basics of police work (e.g., fixed ACP, patrol/surveillance, investigative, physical security/crime prevention activities) as well as the

specialized, advanced and refresher aspects. Presents course materials that meet the defined learning objective, and the work that affects the operation of the Directorate of Emergency Services.

**FACTOR 6: PERSONAL CONTACTS: LEVEL: 6-3, 60 Points.**

The position has daily face-to-face contacts with Police Officers, military, and civilian employees. Contacts are with other individuals involved in law enforcement activities, the general public and investigative units. Contacts may involve individuals or groups from outside the employing agency in highly unstructured setting (e.g., the remote areas of the installation). Contacts are not established on a routine basis and the purpose and extent of each contact is different (e.g., violators of laws, rules or regulations where those contacted are reluctant to accept the officer's authority, may resist detention or attempt to flee, or with unruly individuals who pose a threat to the officer and/or other individuals present).

**FACTOR 7: PURPOSE OF CONTACTS: LEVEL: 7-3, 120 Points**

The purpose of contacts is to influence, motivate, interrogate, or control persons or groups, i.e., accessing or transient to ANAD and persons or groups involved in trespassing in unauthorized areas. Incumbent must be skillful in approaching an individual or group to obtain the desired effect. Incumbent must use persuasion to effectively influence individuals to comply with established policies and regulations.

**FACTOR 8: PHYSICAL DEMANDS: LEVEL: 8-2, 20 Points**

The work requires, on a regular and recurring basis, physical exertion such as long periods of walking, running, driving, crawling, climbing and crouching while performing patrol, tracking and surveillance duties over rough, uneven, and rocky surfaces. Some lifting and carrying of heavy objects is required. The work requires the incumbent to have above average agility, dexterity and strength to pursue, apprehend and detain suspects and/or violators.

**FACTOR 9: WORK ENVIRONMENT: LEVEL: 9-2, 20 Points**

The work involves working outdoors with and without shelter and operating a vehicle for extended periods of time. Incumbent will work in areas where persons are armed while attempting vandalism and narcotics transactions, which can lead to assault with or without a weapon in order to avoid arrest. Incumbent may be required to use protective clothing and/or safety equipment.

Total Points: 1470

Grade Conversion: (Range: 1355-1600) = GS-07

**Position Evaluation:**

FLSA EVALUATION OUTLINE

PD# AH353302

Pay Plan/Series/Grade GS-0083-07

\_\_\_\_ Availability Pay Exemption (e.g., Criminal Investigators, U.S. Customs and Border Protection Pilots who are also Law Enforcement Officers)

\_\_\_\_ Foreign Exemption (Note: Puerto Rico and certain other locations do not qualify for this exemption - see 5 CFR 551.104 for a list of Nonexempt areas.)

\_\_\_\_ Executive Exemption

\_\_\_\_ Exercises appropriate management responsibility (primary duty) over a recognized organization unit with a continuing function, AND

\_\_\_\_ Customarily and regularly directs 2 or more employees, AND

Has the authority to make or recommend hiring, firing, or other status- change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager do not meet above criteria.

\_\_\_\_ Professional Exemption

\_\_\_\_ Professional work (primary duty)

\_\_\_\_ Learned Professional, (See 5 CFR 551.208)

Registered Nurse, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level are just some of the typical examples of exempt professionals

Or

\_\_\_\_ Creative Professional, (See 5 CFR 551.209)

Or

\_\_\_\_ Computer Employee (See 5 CFR 551.210); must meet salary test and perform such duties as systems analysis, program/system design, or program/system testing, documentation and modification). Computer manufacture or repair is excluded (non-exempt work)

\_\_\_\_ Administrative Exemption

\_\_\_\_ Primary duty consistent with 5 CFR 551 (e.g., non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

Conclusion: NON-EXEMPT

**Position Competencies:**





EXHIBIT E478a

### Position Description

PD#: AH334817

Replaces PD#:

Sequence#: VARIES

#### POLICE OFFICER (SPECIAL REACTION TEAM)

GS-0083-07

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES

Army Command: VARIES

Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: OPM PCS POLICE SERIES, GS-0083, APR 88

Citation 2: OPM GEG / POLICE & SEC GRD PSNS, GS-083 & GS-085, APR 88

PD Library PD: NO

COREDOC PD: NO

Classified By: [REDACTED]

Classified Date: 01/21/2010

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Competitive Level: VARIES

Target Grade/FPL: 07

Career Ladder PD: NO

Emergency Essential: [ ]

Bus Code: VARIES

Personnel Reliability Position: VARIES

Information Assurance: N

Influenza Vaccination: NO

PD Status: VERIFIED

Position Duties:

Position Duties:

SUPERVISORY CONTROLS:

Receives general supervision from the Special Reaction Team (SRT) Supervisor, or Deputy Director on new or changed policies, procedures, laws, and regulations. Incumbent independently accomplishes duties, exercising mature judgment in extending guidelines to meet situations for which guides are not clearly applicable; assessing situations and behavioral patterns determining when to initiate emergency procedures; and making on-the-spot decisions as to the extent of force required to apprehend or detain individuals. When performing duties as a SRT member, the incumbent reports and makes recommendations to the adequacy of the preparations and resources on hand to meet the requirements of a variety of emergency circumstances. Work is evaluated by observing performance and reviewing oral and written after-action reports and the feasibility of recommendations.

#### MAJOR DUTIES:

Serves as a Police Officer and a member of the SRT. Performs law enforcement and security work in the protection of life, property, and the civil rights of citizens by maintaining law and order where the Government has jurisdiction. Ensures proper disposition of facts obtained from investigations conducted. Incumbent must be knowledgeable of the full range of SRT duties and maintain physical fitness and weapons proficiency.

Capable of performing missions in a highly stressful and physically demanding environment applying maximum security measures in safeguarding items of critical importance to the nation such as toxic chemical munitions, chemicals, special ammunition areas, classified documents/plans, etc. Provides management information/recommendations regarding scenario and operational effectiveness. Performs security checks on igloos where hazardous chemical munitions and agents are stored.

#### POLICE OFFICER DUTIES: 50%

-Serves as a patrol officer involved in various patrol activities.

-Responds immediately to, and conducts preliminary investigations relating to felonies, misdemeanor, and other criminal acts such as grand larceny, rape, sabotage, espionage, armed robbery, attempted murder/murder, assaults, complaints of domestic disputes, fights, drunkenness, etc. Serves as an investigating officer in responding to traffic accidents. Acts promptly, decisively, and judiciously when observing a violation or investigating a complaint, crime, or accident. Subdues and disarms those who are doing violence to other persons, assists the injured, and administers first-aid. Gathers and analyzes the facts, preserves evidence, takes measurements, makes diagrams, interviews witnesses and persons involved, and decides on course of action as to whether facts warrant arrest or lesser action. Arrests violators with or without a warrant, using force and taking risks only when absolutely necessary to ensure that the arrested person is taken into custody. Failure to use sound judgment in reaching decisions concerning proper application of laws, or failure to honor the civil rights of arrested individuals, or excessive use of force in subduing violators could result in extreme embarrassment to the Government, obstruct convictions, and/or result in physical harm to the accused and civil action against the arresting officer.

-Conducts traffic law enforcement patrol using specialized equipment such as radar, and breathalyzer. Stops, questions, detains, and issues traffic citations as required. Remains alert for the unexpected such as pedestrians who may suddenly dart into the street; road conditions; and other hazards. Ensures animals or any structure which may be detrimental to safe public transport from hard surface roadway are removed from hard surface roadways. Performs foot and vehicle patrols, static post, and gate functions. Monitors the designated area for law violations and access control.

-Processes offenders suspected of being under the influence of drugs and/or alcohol by

utilizing a breathalyzer and other tests.

-Exercises skill in handling the public relations aspects of meeting and dealing with a wide variety of people, e.g., government employees, private citizens, convicted criminals, mentally ill persons, etc.

-Provides for the safety and security of prisoners. Prepares information, reports, and evidence concerning law violations for presentation to the U.S. Magistrate, U.S. Attorney, and court. Testifies in court, presenting accurate information from memory, personal notes, and other records, frequently long after events have transpired.

-Performs traffic enforcement duties as directed.

-Performs administrative duties to support law enforcement and security functions, such as composing statements, completing forms, preparing reports, and logging information.

#### SPECIAL REACTION TEAM DUTIES: 50%

The SRT is comprised of selected members of the Directorate of Emergency Services who meet special qualifying indoctrination. The team is on call 24 hours, 7 days a week, and provides immediate response to situations such as terrorist threats, national emergencies, and natural disasters. As a member of the SRT, the incumbent is required to be trained and will exercise sufficient knowledge to participate in mobilization exercises, demonstrations, mock situations, and other practical scenarios wherein potential critical situations are performed and assessed to assure adequate preparation and resources are available to meet emergency requirements. As necessary, provides management with information and recommendations regarding scenario operations effectiveness. Training and knowledge required include:

-Safety and political/sociological factors involved with the presence of volatile/toxic materials and the potential dangers inherent in their storage, maintenance, and transportation.

-Terrorism to determine the potential nature of the threat, available terrorist weapons, tactics, and countermeasures.

-Hostage rescue, building and stairway operations, entry, search, and movement.

-Anti-sniper actions.

-Mass apprehensions and use of force.

-Special techniques involving rappelling, ascending, and descending structures, air mobile insertion, body climbs, and knots and seats.

-Special individual weapons training: Marksmanship, multiple weapons stress (shoot/no shoot), combat range, instinctive firing, automatic firing, weapons safety, and maintenance assembly/disassembly.

-Grenade launcher training and crew served weapons training.

-Gas mask and employment of chemical agents.

-Physical training and obstacle course.

-Barricaded suspect apprehension.

-VIP protection.

-Threatened suicide rescue.

-Must know or be able to prepare detailed sketches of entry and exit routes of buildings, windows and floor locations, obstacles, etc.

-Maintains firearms, uniform, and other issued equipment in good working order and condition.

-Performs crime prevention taskings including displays, seminars, inspections, programs, and advises supervisor on crime prevention matters to eliminate or reduce crime on the installation.

Performs other duties as assigned.

Conditions of employment:

1. Meet all conditions of employment IAW AR 190-56.
2. Incumbent must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty.
3. Employee must pass a Criminal History Background Check.
4. Must be able to pass annual Physical Agility Test (PAT) IAW AR 190.56.
5. Must qualify/remain qualified for the Individual Reliability Program (IRP)
6. Must sign DA Form 5019 and pass drug testing.
7. Must possess a valid motor vehicle license.
8. This position is covered by the 1996 Lautenberg Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.
9. Pass semi-annual weapons qualification on all assigned weapons.
10. Graduate from a USAMPS accredited academy (or receive a USAMPS waiver).
11. Meet annual training and re-certification.
12. Complete initial/annual CPR recertification and first aid.
13. Must be able to work shifts, overtime, weekends, and holidays as required.
14. Must wear the DACP/DACG uniform IAW AR 190-56, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with AR 50-6.
15. The incumbent must be able to obtain and maintain a Secret Clearance.
16. Required to obtain and maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6 and AR 600-85.
17. Must successfully complete a Field Training Officer (FTO) program prior to assignment of duties.
18. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).
19. This position does not meet the definition of Law Enforcement Officer and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H.
20. Incumbent must be a graduate of the USAMPS Phase I SRT Course or have prior documented SRT training and experience with a civilian (federal/state/local) Police Agency.

FACTOR 1. Knowledge Required by the Position Level 1-4 550 Points

Full knowledge and application of a complete range of pertinent Federal criminal laws,

Uniform Code of Military Justice, State laws, County laws and statutes, and Army regulations, directives, orders, procedures, etc., involving protection of persons and property; and police methods, techniques, and services to perform a full range of operations in preventing and resolving offenses.

Knowledge of commonly used interviewing and other information gathering methods and techniques sufficient to permit the establishment of information from suspects and from other individuals/groups with varying backgrounds.

Extensive knowledge of Military Police records and forms as well as the appropriate use of standard police communications equipment and systems.

Knowledge of SRT requirements, limitations, and tactics. (Detailed knowledge requirements listed above.)

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

Knowledge of toxic chemical munitions and agents to detect security problems within the areas when checking doors, locks, storage sites, etc. Knowledge of IDS security monitoring display systems to monitor the IDS operation in the toxic area. Knowledge of depot security communications network and alarm systems. Knowledge of first aid training to perform first aid to self or fellow workers as needed. Knowledge of emergency and disaster control plans. Knowledge of the care and use of small arms; and use of gas, grenades, machine guns, and riot guns.

#### FACTOR 2. Supervisory Controls Level 2-3 275 Points

Supervisor provides assignments in terms of specifying post/duty assignment, days, and hours of work and provides any necessary special orders or instructions orally or in writing. The incumbent operates under maximum freedom to take independent action; however, matters of serious consequence are discussed with the supervisor if time permits. Supervision is also maintained through periodic inspections and by radio and telephone. Work is evaluated on the basis of inspections, logs, written reports, and feedback from civilian and military personnel. Techniques used by the employee are not usually reviewed in detail.

#### FACTOR 3. Guidelines Level 3-2 125 Points

Guidelines cover a variety of legal, procedural, and administrative conditions such as Federal criminal laws, State laws, County laws and statutes, and Army regulations, directives, orders, procedures, etc. Unless prevented by the emergency nature of an incident, significant deviations from established guidelines are referred to the supervisor. However, situations encountered in the performance of SRT duties do not always follow specific guidelines and the incumbent must use good personal judgment in applying the proper SRT procedures and techniques to the specific action or problem.

#### FACTOR 4. Complexity Level 4-3 150 Points

The incumbent performs different tasks such as gathering and analyzing facts at crime scenes, incidents, and traffic accidents; responding to and conducting preliminary investigations relating to felonies, misdemeanors, and other criminal acts; and subduing and disarming persons doing violence. Decisions regarding what needs to be done involve

assessing each situation as it occurs. Decisions are made by the officer at the scene of the incident. The employee identifies the conditions involved and decides what kind of action to take, including level of force required. Actions taken by employee differ depending on such things as the source of information (distress call, call for assistance, etc.); the nature and level of perceived threat to self and others; seriousness of the violation or potential violation (robbery, assault, speeding, drunk, disorderly, etc.); or other differences of a factual nature. The incumbent is also expected to adapt guidelines as needed for SRT duties based upon the nature of the perceived and/or real threat.

**FACTOR 5. Scope and Effect Level 5-3 150 Points**

The incumbent performs a full range of police duties by following and executing specific rules, regulations, or procedures covering law and rules enforcement, patrol and security duties, coordination with local courts, and/or crime prevention activities for the local jurisdiction. Services affect the acceptance of the security and law enforcement program services and actions, influences employees and visitors to cooperate with the security and law enforcement force, and sets an example for conforming with laws, rules, and regulations at the installation. Work also affects the secure flow of work processes and materials, and provides for a sense of personal security that enhances productivity of individuals in the work place. The SRT duties require rescuing hostages, apprehending barricaded suspects, and protecting VIPs.

**FACTOR 6. Personal Contacts Level 6-3 60 Points**

Contacts are made with personnel within outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on the routine basis, the purpose and extend of each contact is different and the role and authority of each party is identified and developed during the course of the contact). Outside contacts include other DOD and DA law enforcement agencies, attorneys, judges, local law enforcement officers, and other judicial officials. Contact is made with violators of laws, rules or regulations that may be reluctant to accept the officers authority, may resist apprehension or attempt to flee or pose a threat to the officers safety.

**FACTOR 7. Purpose of Contacts Level 7-3 120 Points**

The purpose of dealing with the public is to influence or motivate persons and groups. The purpose of dealing with felons is for interrogation and/or control. Contacts may involve uncooperative persons involved in criminal acts, traffic violations, suspects or reluctant witnesses to a crime, or distraught family members. Contacts with representatives of the court are for the purpose of providing testimony on violations of the law.

**FACTOR 8. Physical Demands Level 8-3 50 Points**

The work requires regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities when responding to alarms, pursuing suspects, etc. Strenuous physical effort is exerted when apprehending, subduing, and sustaining persons, performing body searches, and using unarmed self-defense techniques. Good eye to hand coordination, vision, and hearing are essential. Must be able to lift, move, and carry persons.

**FACTOR 9. Work Environment Level 9-3 50 Points**

The work is performed in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness such as adverse weather conditions during extended periods of traffic and patrol duties. The SRT duties involve high-risk situations with

exposure to potential dangerous situations.

TOTAL POINTS: 1530

POINT RANGE: 1355-1600 = GS-07

Position Evaluation:

Position Evaluation:

FLSA EVALUATION OUTLINE

Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

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

Professional Exemption

Professional work (primary duty)

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

Discretion & independent judgment

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

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative functions of a management official

Non-manual work test

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

Specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test, if applicable

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

CONCLUSION: Non-Exempt



EXHIBIT . Exh 28b

### Position Description

PD#: AH335590

Replaces PD#:

Sequence#: VARIES

### POLICE OFFICER (DCO)

GS-0083-07

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES

Army Command: VARIES

Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: OPM PCS POLICE SERIES, GS-0083, APR 88

PD Library PD: NO

COREDOC PD: NO

Classified By: [REDACTED]

Classified Date: 02/01/2010

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Competitive Level: VARIES

Target Grade/FPL: 07

Career Ladder PD: NO

Emergency Essential: [ ]

Bus Code: VARIES

Personnel Reliability Position: VARIES

Information Assurance: N

Influenza Vaccination:

PD Status: VERIFIED

#### Position Duties:

#### MAJOR DUTIES:

Serves as Desk Control Officer (DCO) with the responsibility of directing and operating the security communications system network, and maintaining communications with all posts and patrols located throughout the depot. Serves as the Intrusion Detection System (IDS) operator with responsibility for monitoring and operational control of Sensitive Arms IDS



accountable for all weapons and ammunition located in the arms room. Uses equipment such as side arms, shotguns, M16 rifles, M60 machine guns, M203 grenade launchers, radar and other equipment such as tactical and non-tactical law enforcement and security vehicles to support security enforcement. 15%

5. Operates the National Crime Information Center (NCIC) control terminal for the Alabama Criminal Justice Information System. Runs criminal history and drivers record checks as required, on all newly hired depot employees and contractor personnel, and periodically checks on all personnel in the Chemical Personnel Reliability Program when requested by authorized individuals. Runs drivers license checks, wants/warrants, and state vehicle license number checks for the issuance of tickets for traffic and other violations on installation, for the Federal Magistrate Court System. Must maintain state certification to operate a breath analysis machine. 10%

6. As assigned, patrols or stands duty at fixed posts or mobile patrols throughout the depot, to include the toxic chemical area to protect the installation from sabotage, espionage, trespass, theft, fire, and accidental or willful damage or destruction. Prevents unauthorized or inadvertent entry into a limited/exclusion area which utilizes multiple overlapping protection systems and a pass and identification system. As assigned, serves on patrols designated as special response teams. Takes appropriate actions when deficiencies are noted. 10%

Performs other duties as assigned.

#### CONDITIONS OF EMPLOYMENT:

1. Meet all conditions of employment IAW AR 190-56.
2. Incumbent must be able to pass, prior to hiring, a physical and mental examination and undergo annual physical and mental examinations to ensure fitness for duty.
3. Employee must pass a Criminal History Background Check.
4. Must be able to pass annual Physical Agility Test (PAT) IAW AR 190.56.
5. Must qualify/remain qualified for the Individual Reliability Program (IRP)
6. Must sign DA Form 5019 and pass drug testing.
7. Must possess a valid motor vehicle license.
8. This position is covered by the 1996 Lautenberg Amendment to the Gun Control Act of 1968. Persons convicted of a misdemeanor or felony crime of domestic violence are not eligible for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense.
9. Pass semi-annual weapons qualification on all assigned weapons.
10. Graduate from a USAMPS accredited academy (or receive a USAMPS waiver).
11. Meet annual training and re-certification.
12. Complete initial/annual CPR recertification and first aid.
13. Must be able to work shifts, overtime, weekends, and holidays as required.
14. Must wear the DACP/DACG uniform IAW AR 190-56, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with AR 50-6.
15. The incumbent must be able to obtain and maintain a Secret Clearance.
16. Required to obtain and maintain Chemical Personnel Reliability Program (CPRP) qualification IAW AR 50-6 and AR 600-85.
17. Must successfully complete a Field Training Officer (FTO) program prior to assignment of duties.
18. Must be a U.S. citizen and be at least 21 years of age (the age may be waived only for veterans).
19. This position does not meet the definition of Law Enforcement Officer and is excluded from coverage as Law Enforcement Officer (LEO) for purposes of the Federal Employment Retirement System-Basic Annuity IAW 5 CFR, Part 842, Subpart H.

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

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

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

--Knowledge of established rules, regulations, and legal authorities to perform duties and responsibilities within prescribed limitations on the use of detention authority and the use of force.

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

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

--Knowledge of the depot security communication network.

--Knowledge of Emergency and Disaster Control Plan.

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

--Knowledge of operational procedures for the breath analysis machine

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

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

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

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

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



and submits to criminal investigators. Assigned work contributes to the effectiveness of security post/patrol, traffic control, and law and order services provided by the security operation.

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

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

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

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

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

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

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

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

TOTAL POINTS: 1480

POINT RANGE: GS-07 (1355-1600)

**Position Evaluation:**

Evaluation:

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER:

CPOC REGION: SCCPOC ANNISTON ARMY DEPOT

MACOM: \_\_\_\_\_

Foreign Exemption

Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises Independent judgment

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

Professional Exemption

Professional work (primary duty)

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

Discretion & independent judgment

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

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative FUNCTIONS of a management official

Non-manual work test

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

specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test, if applicable

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

CONCLUSION: Non-Exempt

Classification Comments:





# DES TOWN HALL MEETING

**MONDAY 26 JULY 2010**

**DAY SHIFT 0700 HOURS**

**NIGHT SHIFT 0800 HOURS**

**LOCATION: SQUAD ROOM BLDG #53**

**THURSDAY 29 JULY 2010**

**DAY SHIFT 0700 HOURS**

**NIGHT SHIFT 0800 HOURS**

**LOCATION SQUAD ROOM BLDG #53**

# DES Town Hall July 2010

## Agenda

- Post DEMIL
- Financial Planning
- AR 190-56 Negotiations
- Weapons Qualifications
- RADAR Training/Operation
- Firefighter Retirement
- IMCOM Pilot

# Post DEMIL

- Current Authorizations: 292
- Post DEMIL: 208 (DES Reductions)
- Current On Hand Strength: 234
- Strength After Must Hires: 241
  - FTO-2 (GS 083-7 DA Police)
  - CAC-1 (GS 303-7 )
  - Fire Department-2 (GS 081-7/9)
  - Training Instructor-1 (GS 1712-11)
  - Physical Security Specialist-1 (GS 080-12)

## Post DEMIL Glide Path

- Projected 2010 Losses: 15 (retirement/non-PRP/voluntary movement/removal)
- Remaining to reach end state: 18 (Goal is through voluntary actions such as retirement)

# Financial Planning

- Post DEMIL = Near elimination of overtime and movement to 8 hour shifts/3 divisions
- Financial Shock
- Plan NOW

# AR 190-56 Negotiations

- Negotiations Are Currently Ongoing
- Implementation Will Occur
- Physical Agility Test Will Happen
- Become Familiar With Regulation

# Weapons Qualifications

- PMI/BMI Will Be Conducted As Required Prior To Any Ranges
- FY11 Ammunition Reduced
- All Personnel Must Qualify With Assigned Weapons
- Failure To Qualify Will Result In Removal From Duties
- Firearms Training Simulator Being Purchased

# RADAR Training/Operation

- RADAR Operation Is At The Discretion Of The Director
- RADAR Operation Currently Limited To Supervisors And SRT
- Establishing Training Schedule For Interested Personnel

# Firefighter Retirement

- Currently Working At Department Of Defense
- Updates Will Be Provided When Available

## IMCOM Pilot

- Currently Undergoing Test Program Until FY???



**Questions for Police and Security Guards at Anniston Army Depot (ANAD) as of 14 Oct 2010**

1. The purpose of this questionnaire is to assist a 15-6 investigating officer in collecting information to answer questions raised as a result of a "Whistleblower Complaint" that has been forwarded to the Office of the Army General Counsel (OGC) dealing with the uniforms worn by Directorate of Emergency Service (DES) personnel at ANAD, security force training, and security force duties.

2. Completion of this survey is a voluntary action on your part and is an opportunity for you to provide information relating to the issues, outlined above, directly to the 15-6 investigating officer. You have the option to either sign or not sign the survey on the last page. If you sign the survey, the 15-6 investigating officer will have an opportunity to follow-up with questions, if that becomes necessary. If a question does not apply to you then enter N/A for not applicable. Your identity and individual responses will be protected.

3. I, John P. Simonini, the G2, TACOM LCMC have been appointed as the 15-6 investigation Officer by MG Kurt Stein, Commanding General TACOM LCMC to conduct this investigation.

4. You have been selected to answer this questionnaire because you are a member of DES at ANAD or you have relevant information to this investigation and are requested to provide honest and complete answers based on your personal knowledge.

**5. Questions (PLEASE PRINT OR WRITE LEGIBLY):**

a. What is your current Office of Personnel Management (OPM) job series and grade level (circle one)?

DA Police Officer (083)   GS 05   GS 06   GS 07   GS 08   GS 9   GS 10   GS 11   GS 12

DA Security Guard (085)   GS 05   GS 06   GS 07   GS 08   GS 9   GS 10   GS 11   GS 12

Other \_\_\_\_\_   GS 05   GS 06   GS 07   GS 08   GS 9   GS 10   GS 11   GS 12

b. When were your first hired (day, month, year) to serve as a Security Force member with the Directorate of Emergency Services (DES) at ANAD? \_\_\_\_\_

c. What was your first work day at ANAD as a security force member (day, month year)?  
\_\_\_\_\_

d. What security force training did you receive prior to being hired at ANAD?

(1) MP School (when, what course, how long)? \_\_\_\_\_  
\_\_\_\_\_

e. What rank to you wear on your uniform (circle one)?

None      Sergeant      Lieutenant      Captain      Major      other \_\_\_\_\_

f. Did you receive an initial uniform allowance when you were hired by DES at ANAD (circle one)? YES      NO      don't know      If YES, how much (fill in)? \$ \_\_\_\_\_

g. Are you receiving a quarterly maintenance allowance for your uniforms and equipment (circle one)? YES      NO      don't know      If YES, how much (fill in)? \$ \_\_\_\_\_

**7. Training:**

a. Did you receive any local security force training after you were hired at ANAD? YES or NO

b. Did the training include formal classroom training? YES      NO      don't remember

c. If you received security force related training, how soon did you receive it after you arrived at ANAD? (circle one)?

None    1 week    2 weeks    3 weeks    4 weeks    2 months    \_\_\_\_\_ other    don't remember

d. To the best of your recollection, if you received initial security force related training, how long was the security force training (circle one)?

None    40 hours    80 hours    120 hours    160 hours    \_\_\_\_ hours    don't remember

e. If you received initial training, do you recall how many individuals presented training to you (circle one)? Instructors    1    2    3    4    5    more than 5    don't remember

f. Do you have an assigned training officer (circle one)? YES      NO      don't remember

g. If you have a training officer that either provides you training or updates your training records (fill in his full name) \_\_\_\_\_

h. Prior to being posted to your first security assignment or post, by yourself, did you receive any on the job related training (circle one)? YES      NO      don't remember

i. Did the training include being paired with an experienced DES security force member who had performed the security duties at that location (fill in)? YES      NO      don't remember

j. Do you receive security related and mandatory training during your daily guard mounts or at the beginning of your shift change (circle one)? YES      NO      don't remember

**9. Privacy Act:**

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. This document may contain personal or privileged information and should be treated as "FOR OFFICIAL USE ONLY." Unauthorized disclosure of this information may result in CIVIL and CRIMINAL penalties.

10. While signing this survey is optional, I will be unable to contact you if you disclose information that requires further investigation without yourself identification.

*If you choose not to sign this survey please tear off this page prior to turning in the first two pages of the survey to the investigation officer.*

Please print your full name \_\_\_\_\_ Date \_\_\_\_\_



[REDACTED] CIV USA AMC

---

m: [REDACTED]  
it: Thursday, October 21, 2010 2:20 PM  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Police/Guard/SRT Functions (UNCLASSIFIED)  
Attachments: 2010-10-21 DES Special Functions.pptx

Classification: UNCLASSIFIED  
Caveats: FOUO

Sir,  
I think this is the last piece of information needed so far. These charts show tasks that are common to the security field for guards/police. Have also added the SRT column as well where you can see some things that overlap and some that are specific to SRT.

Let me know if you need any additional information.

[REDACTED]

Classification: UNCLASSIFIED  
Caveats: FOUO

**DIRECTORATE OF EMERGENCY SERVICES**

**SPECIAL FUNCTIONS**

# POLICE/GUARD/SPECIAL REACTON TEAM (SRT)

## SPECIAL FUNCTIONS

<u>Functions</u>	<u>Police Officers</u>	<u>Security Guards</u>	<u>SRT</u>
Patrol (vehicle/foot)	X	X	X
Protect Government property	X	X	X
Defer theft	X	X	X
Conduct initial/long-term Investigations	X	X	X
Respond to directed calls	X	X	X
Desk Control Officer	X	X	
Dispatch	X	X	
Monitor alarms	X	X	
Report writing	X	X	X
Conduct search of person/property	X	X	X
Interview witnesses	X	X	X
Interrogate suspects	X	X	X
Identify/protect/collect evidence	X	X	X
Wear uniforms	X	X	X
Carry firearms	X	X	X
Operate emergency vehicles	X	X	X
Operate communications equipment	X	X	X
Write/issue citations	X	X	X
Operate radar	X	X	X
Testify in court	X	X	X

# **POLICE/GUARD/SPECIAL REACTON TEAM (SRT)**

## **SPECIAL FUNCTIONS (CONTINUED)**

<b><u>Functions</u></b>	<b><u>Police Officers</u></b>	<b><u>Security Guards</u></b>	<b><u>SRT</u></b>
Conduct access control	X	X	
Issue passes/badges	X	X	
Enforce regulations/laws	X	X	X
Apprehension authority	X (Arrest)	X (Detain)	X (Both)
Response force	X	X	X
VIP Protection			X
Augment quick reaction force			X
Conduct raids			X
Sniper/counter sniper operations			X
Screen operations (surveillance/intel/over-watch)			X
Threatened suicide incidents			X
High-level entry			X
Apprehension of dangerous suspects			X
Drug raids			X
Mission where ROE prohibits collateral damage			X
Search and rescue operations			X



[REDACTED] CIV USA AMC

n: [REDACTED]  
Sent: Wednesday, October 20, 2010 1:41 PM  
To: [REDACTED]  
Cc:  
Subject: DES Ticket Count for 15-6 (UNCLASSIFIED)  
Attachments: Ticket Totals.pptx

Classification: UNCLASSIFIED  
Caveats: FOUO

Sir,  
Here is the ticket information from JAN 10 through OCT 10 (to date). 1805's are the money tickets and 1408's go to director/commanders (mainly used for warnings or parking offenses).

[REDACTED]  
Classification: UNCLASSIFIED  
Caveats: FOUO

EXHIBIT EKH32

# 1805 Ticket Totals

## DA Guards

### Monthly citations

January	June
82	10
February	July
43	8
March	August
41	13
April	September
1	12
May	October
18	1

### Total citations

229

**United States District Court**  
**Violation Notice**

CVE Location Code: \_\_\_\_\_

Violation Number: **2612401**      Official Name (Print): \_\_\_\_\_      Official No.: \_\_\_\_\_

**YOU ARE CHARGED WITH THE FOLLOWING VIOLATION:**

Date and Time of Offense (mm/dd/yyyy): \_\_\_\_\_      Offense Charged:  CPR     USC     State Code

Place of Offense: \_\_\_\_\_

Offense Description: Facial Mask for Charge: \_\_\_\_\_      HADMAT:

**DEFENDANT INFORMATION** (Print Name)

Last Name: \_\_\_\_\_      First Name: \_\_\_\_\_      MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip Code: \_\_\_\_\_      Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Driver License No.: \_\_\_\_\_      DDL #: \_\_\_\_\_      D.L. State: \_\_\_\_\_      Social Security No.: \_\_\_\_\_

Adult     Juvenile    Sex:  Male     Female    Hair: \_\_\_\_\_      Eyes: \_\_\_\_\_      Height: \_\_\_\_\_      Weight: \_\_\_\_\_

**VEHICLE**      VIN: \_\_\_\_\_      CMV #: \_\_\_\_\_

Tag No.: \_\_\_\_\_      State: \_\_\_\_\_      Year: \_\_\_\_\_      Make/Model: \_\_\_\_\_      MAKE #: \_\_\_\_\_      Color: \_\_\_\_\_

IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. NO PAYMENT REQUIRED (on last of plate only).       IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. NO PAYMENT REQUIRED (on last of plate only).

\$ \_\_\_\_\_ Forfeiture Amount  
+ \$25 Processing Fee

**PAY THIS AMOUNT →**      \$ \_\_\_\_\_ Total Court/Plate Due

**YOUR COURT DATE**  
(If all court requirements are met, you will be notified of your appearance date by mail.)

Court Address: \_\_\_\_\_      Date (mm/dd/yyyy): \_\_\_\_\_

Case No.: \_\_\_\_\_      Total # of Cases: \_\_\_\_\_

All violations require 30-day notice of appearance. If you fail to appear in court, you will be liable for the amount of the fine plus court costs. If you fail to appear in court, you will be liable for the amount of the fine plus court costs. If you fail to appear in court, you will be liable for the amount of the fine plus court costs.

U.S. District Court      U.S. District Court

## DA Police

### Monthly citations

January	June
2	3
February	July
0	3
March	August
1	0
April	September
0	0
May	October
20	0

### Total citations

29





USA AMC

m:  
at: [REDACTED] Wednesday, October 20, 2010 5:02 PM  
To: [REDACTED]  
Cc:  
Subject: 15-6 Blotter information (UNCLASSIFIED)  
Attachments: 2010-10-20 DES Blotter Activity (2).pptx

Classification: UNCLASSIFIED  
Caveats: FOUO

Sir,  
I reviewed all blotters between 1 JAN 2010 through 15 OCT 2010. The attached slides show a breakdown of DA Police/Guard activity for directed calls. I have broken it down per month. You will see more guards conducting reports than police, but think that is only because we have more guards than police. The blotter will also show activity such as citations issued for things like speeding, cell phones, seat belts etc., but I didn't include that data on these slides since it was already captured in the ticket slide I sent earlier.

We have copies of all blotters for the time period above that we will provide to you upon your return. They are all tabbed showing the type of cases. Names of guard/police involved are also listed, yet the blotter doesn't distinguish between the two. Only lists names.

[REDACTED]  
Classification: UNCLASSIFIED  
Caveats: FOUO

Exhibit E433

**DIRECTORATE OF EMERGENCY SERVICES**

**BLOTTER ACTIVITY**

**BLOTTER ACTIVITY**  
**(1 January 2010 – 15 October 2010)**

	<u>DA Police Officers</u>	<u>DA Security Guards</u>
Jan 10	11	19
Feb 10	6	18
Mar 10	5	30
Apr 10	5	33
May 10	12	27
Jun 10	10	24
Jul 10	11	17
Aug 10	10	26
Sep 10	8	19
Oct 10	1	9



## Results of DES, ANAD Handcuffing Survey 21-26 April 2011

Question 2: Handcuffed Individuals 1 Jan 009 – 19 April 2011

Question 5: Handcuffed Individuals Since Being Hired at ANAD

Category	Yes	No	Never	Don't Remember Other	Never	1 Time	2-4 Times	4-5 Times
Police (signed) (26)	1	19	6	0	25	1		
Police (unsigned) (9)		8	1		9			
Circle Both Police and Guard (signed) (2)	1		1		1		1	
Guards (signed) (51)	6	30	14	1	37	4	6	2
Guards (unsigned) (40)	2	27	8	2/1	32	2	3	3
Unknown (1)		1			1			
<b>Total (129)</b>	<b>10</b>	<b>85</b>	<b>30</b>	<b>3/1</b>	<b>105</b>	<b>7</b>	<b>10</b>	<b>5</b>

Signed = Signed survey. Unsigned = Did not sign the survey worksheet.

FOR OFFICIAL USE ONLY

Exhibit *Exh 34*

[REDACTED] USA AMC

From: [REDACTED] CIV USA AMC  
Sent: Monday, April 25, 2011 11:51 AM  
To: [REDACTED] CIV USA AMC; [REDACTED] CIV USA AMC  
Subject: RE: Status of Survey on Handcuffing, 25 April 2011 (UNCLASSIFIED)

Classification: UNCLASSIFIED  
Caveats: NONE

[REDACTED] I was able to get with the Union President Thursday and we started the Surveys that night, we are close to finishing and will send same to you.

[REDACTED]  
Director of Emergency Services  
DSN [REDACTED]  
AC [REDACTED]

-----Original Message-----

From: [REDACTED] CIV USA AMC  
Sent: Monday, April 25, 2011 10:46 AM  
To: [REDACTED] CIV USA AMC; [REDACTED] CIV USA AMC  
Cc: [REDACTED] CIV USA AMC  
Subject: Status of Survey on Handcuffing, 25 April 2011 (UNCLASSIFIED)  
Importance: High

Classification: UNCLASSIFIED  
Caveats: NONE

AMSTA-CSS

25 April 2011

[REDACTED]

1. Were you able to conduct the survey on handcuffing yet? When can I expect the forms and results?

[REDACTED]

[REDACTED]

15-6 Whistleblower Investigating Officer

Classification: UNCLASSIFIED  
Caveats: NONE

Classification: UNCLASSIFIED  
Caveats: NONE

**CIV USA AMC**

**From:** [REDACTED] CIV USA AMC  
**Sent:** Tuesday, April 19, 2011 4:43 PM  
**To:** [REDACTED] USA AMC; [REDACTED] CIV USA AMC  
**Cc:** [REDACTED] USA AMC; [REDACTED] CIV USA AMC; [REDACTED] CIV USA  
AMC; [REDACTED] CIV USA AMC; [REDACTED] COL MIL USA AMC; [REDACTED]  
[REDACTED] CIV USA AMC; [REDACTED] CIV USA AMC  
**Subject:** (FOUO) 15-6 Investigation Questions for DES, ANAD DA Civilian Security Guards and DA  
Civilian Police on Handcuffing, 19 April 2011 (UNCLASSIFIED)  
**Attachments:** 15-6 Handcuffing Worksheet, April 2011.docx  
**Signed By:** [REDACTED]

Classification: UNCLASSIFIED  
Caveats: FOUO//SENSITIVE

FOR OFFICIAL USE ONLY

AMSTA-CSS

19 April 2011

Gentlemen,

1. (FOUO) At an upcoming DES, ANAD guard mount/shift change this week, I need you to provide your DA Civilian Security Guards and DA Civilian Police Officers (from both shifts) with the questions (attached) and to ask them to answer the questions. I then need you to collect the responses and return them to me. This information is requested to get a better understanding as to how many times handcuffing has occurred. It is my perception that it has been a very infrequent occurrence by either DES, ANAD's DA Civilian Security Guards or DA Civilian Police Officers. By infrequent I mean not more than 1-2 times per month, if that. This information is requested to answer specific 15-6 investigation questions relating to handcuffing events as part of detentions or arrests.
2. (FOUO) If this requires Union coordination, I request ANAD Legal share these questions with the appropriate Union Representative before they are presented to the Union members.
3. (FOUO) The responses from the DA Civilian Security Guards and DA Civilian Police are expected to validate the MP Blotter reporting and antidotal information and will become part of an exhibit to the 15-6 report. Signing the form is preferred, but optional.
4. (U) Thanks.

[REDACTED] signed/19 April 2011

15-6 Whistleblower Investigating Officer  
Phone [REDACTED]

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Classification: UNCLASSIFIED  
Caveats: FOUO//SENSITIVE

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

- a. YES. b. NO. c. NEVER used handcuffs d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.): \_\_\_\_\_

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

- a. YES b. NO c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

- a. NEVER b. 1 TIME c. 2-4 TIMES d. 5-10 TIMES e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)? a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)? a. YES

8. PRINT Full Name (Optional). \_\_\_\_\_

9. DATE: \_\_\_\_\_ April 2011.

10. Other Comments (Use back of page, if necessary). \_\_\_\_\_

NOTE: When completed return to your shift leader.

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[REDACTED] CIV USA AMC

---

From: [REDACTED] CIV USA AMC  
Sent: Monday, April 18, 2011 5:55 PM  
To: [REDACTED] CIV USA AMC; [REDACTED] CIV USA AMC  
Subject: RE: Number of Personnel Handcuffed and By Whom (UNCLASSIFIED)  
Signed By: [REDACTED]

Classification: UNCLASSIFIED  
Caveats: NONE

Sir,  
As for the part of "Detective" on the badge, believe that would go with paragraph 6-13d when it talks particular ranks. Hadn't heard any questions on this one before.

Respectfully,  
[REDACTED]

-----Original Message-----

From: [REDACTED] CIV USA AMC  
Sent: Monday, April 18, 2011 4:23 PM  
To: [REDACTED] CIV USA AMC; [REDACTED] CIV USA AMC  
Cc: [REDACTED] CIV USA AMC  
Subject: Number of Personnel Handcuffed and By Whom (UNCLASSIFIED)

---

Classification: UNCLASSIFIED  
Caveats: NONE

AMSTA-CSS  
18 April 2011

[REDACTED]

1. [REDACTED] per our conversation. I need to know how many folks have been handcuffed and by whom (DA civilian police or DA civilian guard)?

a. You indicated it was very infrequent and usually not necessary even at the ACPs.

b. You recalled one DA civilian guard who handcuffed one or two individuals by the lake (Drugs), while back-up was moving to assist. Was this a female or male guard?  
Who and when?

c. Where there any other handcuffing incidents in the last two years?

2. Additionally, what regulatory cite are you using to allow the DA civilian police detectives to have "detective" on their badge?

[REDACTED]

[REDACTED] Investigating officer

Classification: UNCLASSIFIED  
Caveats: NONE

Classification: UNCLASSIFIED  
Caveats: NONE

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [redacted] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

- a. YES
- b. NO
- c. NEVER used handcuffs
- d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: TWO INDIVIDUALS, TRESPASSING, THAT WAS REGISTERED SEX OFFENDER IN CALIFORNIA

WHEN: 22 October 2010

WHERE: R.V Park ANAD

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):

CRIMINAL TRESPASS - w/ California ISSUED A WARRANT FOR PAROLE  
VIOLATION

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

- a. YES
- b. NO
- c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

- a. NEVER
- b. 1 TIME
- c. 2-4 TIMES
- d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)? a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if you are)? a. YES

8. PRINT Full Name (Optional). [redacted]

9. DATE: 22nd April 2011

10. Other Comments (Use back of page, if necessary).

POLICE OFFICER REPORT WAS FILED, SO ENTRY TO BLOTTER WAS MADE, NEVER SEEN TOTAL POLICE REPORT COMPLETED.

NOTE: When completed return to your shift leader.

FOR OFFICIAL USE ONLY

AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

a. YES:                      b. NO.                      c. NEVER used handcuffs      d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: [REDACTED]

WHEN: 7 April 2011

WHERE: ROADWAY ON ROOSEVELT

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):

FAILED TO STOP AT CP AND GATE.

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

a. YES                      b. NO                      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

a. NEVER                      b. 1 TIME                      c. 2-4 TIMES                      d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)? a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)? b. YES

8. PRINT Full Name (Optional). JAMES FOMBI

9. DATE: 23 April 2011.

10. Other Comments (Use back of page, if necessary):

NOTE: When completed return to your shift leader.

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, Mr. Simonini has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

a. YES;                      b. NO.                      c. NEVER used handcuffs                      d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

a. YES                      b. NO                      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

a. NEVER                      b. 1 TIME                      c. 2-4 TIMES                      d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)? a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)? a. YES

8. PRINT Full Name (Optional). \_\_\_\_\_

9. DATE: 25 April 2011.

10. Other Comments (Use back of page, if necessary).  
\_\_\_\_\_

NOTE: When completed return to your shift leader.

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at Local jail) (circle answer below)?

a. YES      b. NO      c. NEVER used handcuffs      d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

a. YES      b. NO      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

a. NEVER      b. 1 TIME      c. 2-4 TIMES      d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)? a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)? a. YES

8. PRINT Full Name (Optional). [REDACTED]

9. DATE: 22 April 2011.

10. Other Comments (Use back of page, if necessary):

NOTE: When completed return to your shift leader.

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [redacted] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

- a. YES.                      b. NO.                      c. NEVER used handcuffs    d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

- a. YES                      b. NO                      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

- a. NEVER                      b. 1 TIME                      c. 2-4 TIMES                      d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)? a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)? a. YES

8. PRINT Full Name (Optional). [redacted]

9. DATE: 22 April 2011.

10. Other Comments (Use back of page, if necessary).  
\_\_\_\_\_

NOTE: When completed return to your shift leader.

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

- a. YES                      b. NO                      c. NEVER used handcuffs      d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: N/A

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):

N/A

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)? N/A

- a. YES                      b. NO                      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

- a. NEVER                      b. 1 TIME                      c. 2-4 TIMES                      d. 5-10 TIMES  
e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)? a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)? a. YES

8. PRINT Full Name (Optional). [REDACTED]

9. DATE: 04212011 April 2011.

10. Other Comments (Use back of page, if necessary).

NONE

NOTE: When completed return to your shift leader.

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

a. YES;                       b. NO.                      c. NEVER used handcuffs    d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):

\_\_\_\_\_

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

a. YES                      b. NO                      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

a. NEVER                      b. 1 TIME                      c. 2-4 TIMES                      d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)?  a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)?  a. YES

8. PRINT Full Name (Optional). [REDACTED]

9. DATE: 22 April 2011.

10. Other Comments (Use back of page, if necessary):

NOTE: When completed return to your shift leader.

FOR OFFICIAL USE ONLY

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

a. YES:                      b. NO.                      c. NEVER used handcuffs    d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

a. YES                      b. NO                      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

a. NEVER                      b. 1 TIME                      c. 2-4 TIMES                      d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)? b. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)? a. YES

8. PRINT Full Name (Optional). [REDACTED]

9. DATE: 06<sup>th</sup> April 2011

10. Other Comments (Use back of page, if necessary).

NOTE: When completed return to your shift leader.

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

- a. YES:                      b.  NO                      c. NEVER used handcuffs      d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):

\_\_\_\_\_

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

- a. YES                      b.  NO                      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

- a.  NEVER                      b. 1 TIME                      c. 2-4 TIMES                      d. 5-10 TIMES  
e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)?       a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)?      a. YES

8. PRINT Full Name (Optional). [REDACTED]

9. DATE: 25<sup>th</sup> April 2011

10. Other Comments (Use back of page, if necessary).

NOTE: When completed return to your shift leader.

FOR OFFICIAL USE ONLY

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

a. YES.                       NO                      c. NEVER used handcuffs      d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

a. YES                      b. NO                      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

NEVER                      b. 1 TIME                      c. 2-4 TIMES                      d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)?      a.  YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if are)?      a. YES

8. PRINT Full Name (Optional). [REDACTED]

9. DATE: 22 April 2011.

10. Other Comments (Use back of page, if necessary).  
\_\_\_\_\_

NOTE: When completed return to your shift leader.

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AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [REDACTED] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

a. YES;      b. NO.      c. NEVER used handcuffs      d. DON'T REMEMBER.

3. If you personally handcuff someone, do you recall (Print and fill-in details)?

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)?

a. YES      b. NO      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

a. NEVER      b. 1 TIME      c. 2-4 TIMES      d. 5-10 TIMES

e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)?      a. YES

7. Are you a DES, ANAD DA Civilian [REDACTED] (Circle if are)?      a. YES

8. PRINT Full Name (Optional). [REDACTED]

9. DATE: 22 April 2011.

10. Other Comments (Use back of page, if necessary):  
\_\_\_\_\_

NOTE: When completed return to your shift leader.

FOR OFFICIAL USE ONLY

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FOR OFFICIAL USE ONLY

AMSTA-CSS

19 APRIL 2011

SUBJECT: 15-6 Investigating Officer Questions on Handcuffing

1. As part of the ongoing anonymous 15-6 whistle blower investigation, [redacted] has requested we ask you, and you answer the following questions, if you have direct knowledge. This is similar to the previous survey:

2. In the course of your official duties between 1 Jan 2009 - 19 April 2011, whether as a DA Civilian Security Guard or as a DA Civilian Police Officer have you handcuff individual/individuals, while awaiting transfer, or while transporting the individual/individuals to an on-post location, or to an off-post civilian police authority (at ACP, or at local jail) (circle answer below)?

- a. YES.       b. NO.      c. NEVER used handcuffs      d. DON'T REMEMBER

3. If you personally handcuff someone, do you recall (Print and fill-in details)? *N/A*

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

CIRCUMSTANCES: (drug bust, weapon, vehicle search, altercation, DUI, etc.):

\_\_\_\_\_

4. If you have handcuffed someone, did you indicate that action in your MP blotter report (It is not normally required)(Circle one)? *N/A*

- a. YES      b. NO      c. DON'T REMEMBER

5. Since being assigned to DES, ANAD how many times have you handcuffed someone?

- a. NEVER      b. 1 TIME      c. 2-4 TIMES      d. 5-10 TIMES  
e. OTHER (Fill in number of times) \_\_\_\_\_

6. Are you a DES, ANAD DA Civilian Police Officer (Circle if you are)?  a. YES

7. Are you a DES, ANAD DA Civilian Security Guard (Circle if you are)?  a. YES

8. PRINT Full Name (Optional). [redacted]

9. DATE: 21 April 2011.

10. Other Comments (Use back of page, if necessary).

NOTE: When completed return to your shift leader.

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