

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 5632.7A

4-13-94

SUBJECT: PROTECTIVE FORCE PROGRAM

Chg 1: 2-13-95

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1. PURPOSE. To prescribe Department of Energy policy, responsibilities, and requirements for the management and operation of the Protective Force Program.
 2. CANCELLATIONS.
 - a. DOE 5632.7, PROTECTIVE FORCE, of 2-9-88.
 - b. DOE 5632.8, PROTECTION PROGRAM OPERATIONS: SYSTEM PERFORMANCE TESTS, of 2-4-88.
 3. APPLICABILITY/EXCLUSIONS/DEVIATIONS.
 - a. General. This Order applies to Departmental Elements responsible for management and operation of protective forces to ensure the protection of classified matter and the safeguarding of nuclear materials.
 - b. Application to Contracts. The provisions of this Order are to be applied to covered contractors and they will apply to the extent implemented under a contract or other agreement. A covered contractor (e.g. management and operating contractor, service support contractor, onsite contractor) is a seller of supplies or services that has been awarded a procurement contract or subcontract to provide protective forces.
 - c. Exclusions. Departmental facilities and activities subject to regulation by the Nuclear Regulatory Commission are exempt from the requirements of this Order.
 - d. Deviations. Deviations from requirements shall be processed according to DOE 5630.11B, SAFEGUARDS AND SECURITY PROGRAM.
 4. REFERENCES AND DEFINITIONS. See Attachment 1.
 5. AUTHORITY/BACKGROUND. References 1 through 5 are sections of the United States Code which establish authoritative foundations for this Order. References 6 through 13 are parts of the Code of Federal Regulations regarding protective force matters, which are set forth in the Order as requirements and responsibilities for Departmental personnel.

Vertical line denotes change.

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Safeguards
and Security

6. POLICY.

- a. Safeguards and security interests shall be protected from theft, diversion, industrial sabotage, radiological sabotage, toxicological sabotage, espionage, unauthorized access, loss, compromise, and other hostile acts, which may cause unacceptable adverse impacts on national security, program continuity, the health and safety of Departmental and contractor employees, the public, or the environment.
- b. Protective forces shall be provided training, equipment, and resources to ensure effective performance of assigned functions and tasks under normal and emergency conditions.
- c. Contractor protective force personnel shall comply with medical and physical fitness criteria established by regulation (see Title 10, Code of Federal Regulations, Part 1046 (10 CFR 1046) "Physical Protection of Security Interests"). Contractor protective force personnel at the Strategic Petroleum Reserve shall comply with the training requirements in 10 CFR 1049, "Limited Arrest Authority and Use of Force by Protective Force Officers of the Strategic Petroleum Reserve.
- d. Protective force personnel shall conform to Departmental policy on the use of force as established in 10 CFR 1047 "Limited Arrest Authority and Use of Force by Protective Force Officers" and 1049, as applicable.
- e. Federal protective force personnel shall comply with Departmental and Office of Personnel Management requirements for medical and physical qualifications.

7. RESPONSIBILITIES AND AUTHORITIES.

- a. Heads of Departmental Elements, as appropriate, shall ensure that protective forces under their cognizance are managed, trained, equipped, provided facilities, and provided logistical, intelligence, communications, and other support services to maintain adequate protection for Departmental safeguards and security interests.
- b. Director of Nonproliferation and National Security, through the Director of Security Affairs, provides management direction and coordination in the development, implementation, and oversight of the comprehensive Safeguards and security Program.

(1) The Director of Security Affairs shall:

- (a) Promulgate and establish safeguards and security policies, standards, and guidance for the Protective Force Program.
- (b) Authorize and may delegate authority to authorize, pursuant to section 161k of the Atomic Energy Act of 1954, as amended or section 661 of the Department of Energy Organization Act, as amended, as applicable, the carrying of firearms and the making of arrests without warrant by Departmental, contractor, and subcontractor protective force personnel, as necessary, in the performance of official duties.

- (2) Director of Safeguards and Security shall serve as the Departmental focal point for Protective Force Program matters.
 - (a) Review, develop, and coordinate Departmental policy, standards, and procedures for the management, operation, training, and equipping, of protective force personnel.
 - (b) For the Headquarters Protective Force Program, assume those responsibilities and authorities prescribed for Heads of Departmental Elements and Heads of Field Elements in paragraphs 7a and 7e. Through the Director, Headquarters Operations Division, establish policies, procedures, and plans for the maintenance and operations of the Headquarters Protective Force, and provide management and direction for the program.
 - (c) Maintain liaison with civilian and military law enforcement agencies and serve as the Departmental focal point for such liaison.
 - (d) Manage and operate the Executive Protection Program.
- c. Assistant Secretary for Environment, Safety and Health shall:
 - (1) Assist in the development of protective force policy issues to ensure safety considerations are properly integrated.
 - (2) Through the Deputy Assistant Secretary for Independent Oversight and Appraisals, provide independent inspection and evaluation to assess the effectiveness of safeguards and security programs implemented under this Order.
- d. Director, Naval Nuclear Propulsion Program shall, in accordance with the responsibilities and authorities assigned by Executive Order 12344 [statutorily prescribed by Public Law 98-525 (42 U.S.C. 7158, note)] and to ensure consistency throughout the joint Navy/Department of Energy organization of the Naval Nuclear Propulsion Program. implement and oversee all policy and practices pertaining to this Order for activities under the Director's cognizance.
- e. Heads of Field Elements, in addition to the responsibilities in paragraph 7a, shall provide management of and direction to protective forces to ensure the Department's safeguards and security interests are adequately protected.
 - (1) Ensure the development and maintenance of directives, plans, and procedures for the direction of protective force personnel in normal and emergency duties.
 - (2) Require covered contractors to develop, implement, and manage protective force programs in accordance with applicable provisions of this Order.
 - (3) As delegated by the Director of Security Affairs, authorize the Department's Federal and contractor employees to carry firearms and make arrests without warrant.

- (4) Ensure that protective force personnel under their authority are provided training and meet mandatory qualification requirements as delineated by this Order.
 - (a) Ensure resources are provided to train and equip protective forces and to maintain associated equipment, facilities, and supplies.
 - (b) Approve training programs for Security Police Officers and Security Officers.
 - (5) Ensure liaison is maintained with the Federal Bureau of Investigation and other Federal and local law enforcement agencies, which may be required to supplement the Department's Federal and contractor protective force personnel for response to safeguards and security incidents.
 - (6) Ensure inclusion in procurement packages, for each procurement requiring the application of this Order, the following: (a) identification of this Order; (b) identification of the specific requirements with which a contractor or other awardee is to comply; or if this is not practicable, identification of the specific paragraphs or other portions of this Order with which a contractor or other awardee is to comply; and (c) requirements for the flowdown of provisions of this Order to any subcontract or subaward. For application to awarded management and operating contracts, Heads of Field Elements may set forth this information in written communication to the contracting officer rather than in a procurement request package.
- f. Manager, Albuquerque Operations Office, in addition to the responsibilities in paragraph 7e as operator of the Transportation Safeguards System shall ensure the development of medical, physical fitness, and training program requirements, and operating procedures for Transportation Safeguards Division protective force personnel.
8. REQUIREMENTS. Protective forces are used to protect the Department's safeguards and security interests from theft, diversion, industrial sabotage, radiological sabotage, toxicological sabotage, espionage, unauthorized access, loss, compromise, and other hostile acts which may cause unacceptable adverse impacts on national security, program continuity, the health and safety of Departmental and contractor employees, the public, or the environment; and to protect life and property as defined in 10 CFR 1047 and 1049.
- a. Protective forces, consisting of Security Police Officers, are required at Security Areas that:
 - (1) Receive, use, process, or store Category I or II quantities of special nuclear material (see DOE 5633.3A, CONTROL AND ACCOUNTABILITY OF NUCLEAR MATERIALS).
 - (2) Manufacture, store, or test nuclear weapons, nuclear test devices, or completed nuclear assemblies.
 - (3) Represent a target for radiological or toxicological sabotage.

- (4) Contain a unique or one-of-a-kind capability in the Department that must be protected for purposes of program continuity or to preclude unacceptable adverse impact to national security when the need has been so designated by the Head of the Field Element and concurred with by the Director of Security Affairs and the cognizant Head of Headquarters Element.
 - b. Albuquerque Operations Office, Transportation Safeguards Division, armed Federal protective personnel are required to provide for the safe, secure, domestic transportation of:
 - (1) Department of Energy-owned or controlled nuclear explosives and nuclear devices.
 - (2) Category II or greater quantities of special nuclear material, excluding naval reactor core shipments.
 - (3) Classified configurations of nuclear weapons components containing Category III quantities of special nuclear material.
 - (4) Any form of Plutonium-238 in excess of five grams.
 - (5) Limited life components of nuclear weapons.
 - (6) Other material as specified by statute, legislation, order, or competent authority.
 - c. Special Response Teams are required at Departmental sites or facilities containing Category I quantities of special nuclear material at Attractiveness Levels A and B (see DOE 5633.3B).
 - d. Security Officers may be used to enforce the protection requirements of safeguards and security directives.
9. SUPPLEMENTARY DIRECTIVES AND GUIDANCE. Supplementary directives to this Order, pertaining to requirements, standards, and procedures, shall be published as DOE 5632.7A Manuals. For example, DOE M 5632.7-1, FIREARMS QUALIFICATION COURSES, contains requirements for the conduct of firearms qualification evaluations. Discretionary information relating to procedures, performance levels, and standards may be published as Guides.
10. IMPLEMENTATION. The majority of requirements in this directive is the same as those contained in DOE 5632.7. The requirements established in 10 CFR 1046 were effective September 30, 1993. The policy contained in this Order shall be implemented as soon as possible consistent with collective bargaining and similar agreements and contractual requirements. Implementation plans for any requirements that cannot be implemented within 6 months of the effective date of this Order or within existing resources shall be developed by Heads of Field Elements and submitted to the Office of Safeguards and Security.

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11. ASSISTANCE. Contact the Chief, Physical Security Branch, telephone (301)-903-4244, for assistance.

BY ORDER OF THE SECRETARY OF ENERGY:

ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration

REFERENCES

1. Title 18 U.S.C., relating to:
 - a. Espionage or information control (sections 792-98);
 - b. Sabotage (sections 2151-56);
 - c. Treason and subversive activity (sections 2381-85);
 - d. Actual or threatened use of explosives against persons or property (sections 841-48);
 - e. Embezzlement and theft (sections 641 and 6619);
 - f. Extortion and threats (sections 876-78);
 - g. Riots (section 2101);
 - h. Acts of malicious mischief (sections 1362-63); and
 - i. Theft and destruction of Government property and civil disorders (section 231).
 - j. Assassinating, kidnapping, and assaulting any head or deputy head of an Executive Branch Department (section 351).
 - k. Powers of marshals and deputies (section 3053).
2. Title 42 U.S.C. 2011, et seq., "Atomic Energy Act of 1954," as amended:
 - a. Chapter 12, "Control of Information," sections 141-146, inclusive, which set forth the principles for the control of Restricted Data.
 - b. Chapter 14, "General Authority."
 - (1) Section 161, "General Provisions," which sets forth the authority necessary to perform the functions of the Department.
 - (2) Section 161k, which provides statutory authority for protective force personnel to carry firearms and to make arrests without warrant.
 - c. Chapter 18, "Enforcement," sections 221-233, which set forth the authority necessary to protect Restricted Data and safeguard property, and establish criminal penalties for violation of the Atomic Energy Act.
 - d. Chapter 18, "Enforcement," section 229, "Trespass Upon Commission Installations," which sets forth the authority to issue regulations and establishes penalties for violating these regulations relating to the entry upon or carrying, transporting, or otherwise introducing or causing to be introduced any dangerous weapon, explosive, or other dangerous instrument or material likely to produce substantial injury or damage to persons or property, into or upon any facility, installation, or real property of the Department.

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3. Title 42 U.S.C. 7101, et seq., "Department of Energy Organization Act." which establishes authority for authorizing employees to carry firearms and make arrests without warrant.
4. Title 42 U.S.C. 7270a, which provides statutory authority for protective force officers at the Strategic Petroleum Reserve to carry firearms and to make arrests without warrant.
5. Title 50 U.S.C., relating to:
 - a. Illegal introduction, manufacture, acquisition, or export of special nuclear materials or atomic weapons, or conspiracies relating thereto (section 47a);
 - b. Control of subversives (section 781);
 - c. Employment of members of communist organizations (section 784); and
 - d. Security regulations and orders and the penalty for violation (section 797).
6. Title 10 CFR Part 710, Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Significant Quantities of Special Nuclear Material, which is used in cases in which there are questions of eligibility for access to Restricted Data, significant quantities of special nuclear material, or national security information.
7. Title 10 CFR Part 860, Trespassing on Administration Property, which is issued for the protection and security of facilities, installations, and real property subject to the jurisdiction or administration of, or in the custody of, the Department.
8. Title 10 CFR Part 1046, Physical Protection of Security Interests, which sets forth policies and procedures applicable to DOE protective force personnel and establishes medical and physical fitness qualification standards, physical fitness training program requirements, and medical examination and certification requirements for contractor personnel.
9. Title 10 CFR Part 1047, Limited Arrest Authority and Use of Force by Protective Force Officers, which establishes policy concerning arrests and associated use of physical and deadly force by Departmental, contractor, and subcontractor protective force personnel assigned to protect nuclear weapons, special nuclear material, classified material, nuclear facilities, and related property.
10. Title 10 CFR Part 1049, Limited Arrest Authority and Use of Force by Protective Force Officers of the Strategic Petroleum Reserve, which establishes policy concerning arrests and associated use of physical and deadly force by Strategic Petroleum Reserve protective force personnel, and requirements for training and qualification to carry firearms.
11. Title 14 CFR Part 61, Certification: Pilots and Flight Instructors, which prescribes the requirements for issuing pilot and flight instructor certificates and ratings, the conditions under which those certificates and ratings are necessary, and the privileges and limitations of those certificates and ratings.

12. Title 14 CFR Part 108, Airplane Operator Security, which provides requirements for the carrying of weapons and transporting escorted persons aboard an airplane.
13. Title 14 CFR Part 135, Air Taxi Operations and Commercial Operations, which governs helicopter operations.
14. DOE 1324.2A, RECORDS DISPOSITION, of 9-13-88, which assign's responsibilities for the disposition of Departmental records.
15. DOE 5000.2B, MULTIPROGRAM LABORATORY APPRAISALS, of 4-9-92, which establishes policy for appraising operations support performance of the Department of Energy multi program laboratories.
16. DOE 5000.3B, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, of 1-19-93, which establishes a system for reporting operations information related to Department of Energy-owned or operated facilities and processing that information to provide for appropriate corrective action.
17. DOE 5480.13A, AVIATION SAFETY, of 2-23-93, which provides policy on aviation safety.
18. DOE 5480.16A, FIREARMS SAFETY, of 3-4-94, which provides policy on firearms safety.
19. DOE 5610.14, TRANSPORTATION SAFEGUARDS SYSTEM PROGRAM OPERATIONS, of 5-12-93, which establishes policy for and implementation of the management and operation of the Transportation Safeguards System program.
- | 20. DOE 5630.11B, SAFEGUARDS AND SECURITY PROGRAM, of 8-2-94, which establishes the policy and responsibilities for the Safeguards and Security Program.
21. DOE 5630.16A, SAFEGUARDS AND SECURITY ACCEPTANCE AND VALIDATION TESTING PROGRAM, of 6-3-93, which establishes policy, requirements, and responsibilities for a program that encompasses systematic processes for demonstrating the adequacy and functional reliability of critical system elements and/or total systems employed to meet Safeguards and Security Program protection needs.
22. DOE 5630.17, SAFEGUARDS AND SECURITY STANDARDIZATION PROGRAM, of 9-29-92, which provides for a standardization program to ensure the most effective and efficient use and procurement of safeguards and security equipment and systems.
23. DOE 5631.2C, PERSONNEL SECURITY PROGRAM, of 9-15-92, which establishes policy for granting access authorization.
24. DOE 5631.6A, PERSONNEL SECURITY ASSURANCE PROGRAM, of 9-15-92, which establishes the Personnel Security Assurance Program.
- | 25. DOE 5632.1C, PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS, of 7-15-94, which establishes policy and responsibilities for the protection and control of safeguards and security interests.

26. DOE M 5632.1C-1, MANUAL FOR PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS, of 7-15-94, which provides detailed requirements to supplement DOE 5632.1C, PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS.
27. DOE 5639.3, VIOLATION OF LAWS, LOSSES, AND INCIDENTS OF SECURITY CONCERNS, of 9-15-92, which sets forth procedures for actions relating to violations of criminal laws, losses, and incidents of security concern to the Department.
28. DOE EV 06194, DEPARTMENT OF ENERGY EXPLOSIVES SAFETY MANUAL, Revision 6, of 10-91, which provides information and guidance related to the safe use and storage of explosives.
29. DOE M 5632.7-1, FIREARMS QUALIFICATION COURSES MANUAL, of 12-1-92, which provides standardized courses of fire to ensure that all personnel authorized to carry firearms under 42 U.S.C. 2201k or 42 U.S.C. 7270a are consistently qualified.
30. Design Basis Threat Policy for the Department of Energy Programs and Facilities (U), of 9-7-94, issued by the Director of Security Affairs which identifies and characterizes the range of potential generic adversary threats to the Department's nuclear programs and facilities which could adversely impact national security or the health and safety of Government and contractor employees, the public, or the environment.
31. General Records Schedules, Schedules 11, 18, 20, and 23, National Archives and Records Administration.

DEFINITIONS

Definitions of terms commonly used in the Safeguards and Security Program are provided in the "Safeguards and Security Definitions Guide," which is maintained and distributed by the Office of Safeguards and Security. The following definitions are provided for reader convenience.

1. FEDERAL OFFICER. A Federal employee who is authorized under Title 42, United States Code, Section 2201 (42 U.S.C. Section 2201) to carry firearms and make arrests without warrant.
2. PROTECTIVE FORCE. Security Officers, Security Police Officers, Transportation Safeguards Division nuclear material couriers and transportation escorts, and other Federal personnel assigned to protective duties involving the safeguards and security interests of the Department.
3. PROTECTIVE PERSONNEL. Security Officers, Security Police Officers, Transportation Safeguards Division nuclear material couriers, transportation escorts, and other personnel assigned to protective duties involving safeguards and security interests of the DOE.
4. SECURITY OFFICER. An unarmed contractor employee who is employed for and charged with the protection of classified matter or Government property.

5. SECURITY POLICE OFFICER. A uniformed contractor employee who is authorized under 42 U.S.C. Section 2201 or 42 U.S.C. Section 7270b to carry firearms and to make arrests without warrants, and who is employed for and charged with the protection of classified matter, special nuclear material, Government property, or other safeguards and security interests.
6. SPECIAL RESPONSE TEAM. Security Police Officers, certified at Level III, assigned to a site or facility who have received special training to provide additional protection as demanded by particular targets, threats, and vulnerabilities existing at their location.

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CHAPTER I

MANAGEMENT OF PROTECTIVE FORCES

1. PLANS AND PROCEDURES.

- a. Development. Written plans and procedures covering normal and emergency duties and deployment shall be developed. Such plans shall address protective force responsibilities in general, specific post plans and assignments, and tactical response options and requirements. Plans and procedures shall be clear and concise.
- b. Review. Plans and procedure shall be reviewed for currency any time duties are changed, but at least annually. The annual or special review for adequacy and currency shall be documented to show the name of the reviewer, the date the review is completed, and the results of the review.
- c. Outside Agency Support. Plans requiring participation by local, State, and Federal law enforcement agencies shall be documented and coordinated by the cognizant Departmental element. Where possible, a Memorandum of Agreement shall be completed with each outside support agency.

2. QUALIFICATION REQUIREMENTS.

- a. Access Authorization. Protective force personnel shall possess current access authorization for the highest level of classified matter to which they have or potentially have access. Access authorizations shall be accomplished according to DOE 5631.2C, PERSONNEL SECURITY PROGRAM.
 - (1) Federal Officers and Security Police Officers, who have access to nuclear weapons, nuclear test devices, complete nuclear assemblies, Category I special nuclear material, and/or Category II quantities of special nuclear material that may be credibly rolled up to a Category I quantity, shall possess Q access authorizations.
 - (2) Security Police Officers shall possess an L or Q access authorization.
- b. Medical, Physical Fitness, and Firearms Standards.
 - (1) Security Police Officers. Security Police Officers, as applicable, shall be required to meet the medical, physical fitness, and firearms standards contained in 10 CFR 1046. Prior to initial assignment to independent duties, Security Police Officer candidates shall be formally evaluated and certified following procedures based on site-specific requirements approved by the cognizant local Departmental authority for Safeguards and Security.

- (2) Security Officers. Security Officers shall be required to meet training requirements and the medical standards of 10 CFR 1046.
- (3) Federal Officers. Federal officers shall complete a formal training program prior to assignment to duties. The training program shall be based upon assigned functions. Physical and medical qualification shall meet Departmental and/or Office of Personnel Management requirements for the position assignment.
- c. Special Qualifications. Site-specific conditions may justify requirements for protective force personnel to possess special qualification knowledge and skills; e.g., aviation, rappelling, explosive breaching, hostage negotiation, and/or communications or alarm station monitoring. Responsible managers shall ensure that personnel trained in these duties are formally evaluated and certified by an appropriate accrediting authority before performing those duties. Certifications required by specific job functions(e.g., a Federal Aviation Administration license for pilots) shall be kept current, and a record of qualification and certification shall be maintained by the employing organization for each individual.
- d. Firearms.
 - (1) No person shall be authorized to carry a firearm as a protective force officer until the Head of the Departmental Element is assured that the individual is qualified in accordance with the firearms qualification standards established in DOE M 5632.7-1, FIREARMS QUALIFICATION COURSES.
 - (2) As a minimum, each Federal Officer and Security Police Officer shall be required to meet the applicable firearms qualification standards every 6 months. Requalification shall occur in the 6th month from the previous qualification. The requalification may be accomplished at any time during the requalification month. If the Federal Officer or Security Police Officer does not requalify prior to or during the requalification month, the individual's authority to carry firearms and make arrests shall be suspended until such time as requalification is completed. If requalification occurs prior to the requalification month, the next requalification shall become due 6 months from the new month.
 - (3) Protective force personnel shall be expected to maintain firearms proficiency on a continuing basis. A Federal Officer or Security Police Officer may be required to demonstrate the ability to meet qualification standards during a Headquarters or Field Element survey, review, audit, or other situation directed by the Head of the Departmental Element. Failure to meet the performance standard will be treated as if the individual failed the first attempt during routine semiannual qualification. Procedures outlined in paragraph (4)(d) below shall be followed in the event of a failure.
 - (4) Each Federal Officer and Security Police Officer shall qualify with each firearm required by duty assignment on the course of fire indicated in DOE M 5632.7-1.

- (a) Qualifications shall be accomplished with the same type of firearm and ammunition (i.e., equivalent in trajectory and recoil) as used while on duty.
 - (b) Prior to any range activity, each Federal Officer and Security Police Officer shall be given a presentation on the basic principles of firearms safety. However, a firearms safety presentation is not required for each course of fire using the same firearm.
 - (c) Federal Officers and Security Police Officers shall be allowed up to two initial attempts to qualify semiannually. A Range Master or other person in charge of the range will declare to personnel on the firing line that "This is a qualifying run." Once this statement is made, any firearms activity will constitute a qualification attempt. The Federal Officer or Security Police Officer shall qualify during one of these attempts.
 - (d) Failure to qualify as set out in (4)(c) above shall result in suspension of authority to carry firearms and to make arrests. The Federal Officer or Security Police Officer will then enter a standardized, remedial firearms training program developed by the Central Training Academy and approved by the Director of Safeguards and Security. The remedial firearms training program will include basic firearm manipulation skills, firearms safety, and necessary individual training to afford a reasonable opportunity to meet the firearms qualification standards.
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- 1 Any Federal Officer or Security Police Officer who, upon completion of the remedial training, fails to qualify after two subsequent, additional attempts, shall lose Federal Officer or Security Police Officer status and the authority to carry firearms and to make arrests. The total of initial requalification and remedial requalification attempts is up to, but not more than four attempts.
 - 2 Any person who requires remedial training on three consecutive semiannual qualification periods, with the same firearm, shall lose Security Police Officer status.
 - 3 Loss of Security Police Officer status for either failure to meet qualification standards or excessive remedial requirements shall result in the individual's removal from the Security Police Officer position. Site-specific procedures shall be developed and approved by the Head of the Field Element or the Director of Safeguards and Security, for Headquarters, to allow a single additional qualification attempt within 1 year of removal from status if the former Security Police Officer presents evidence of outside training that indicates enhanced skill level. Upon qualification in this final attempt, reinstatement may be effected where site-specific employment conditions, position availability, and procedures permit. Any subsequent

application for rehire will require processing and training as provided to any other initial applicant for a Security Police Officer position.

- (e) A supervisor or training officer will be designated in writing as the individual authorized to certify the validity of the scores achieved during qualification attempts.
- (5) Responsible managers shall require that organizations not firing individually issued firearms during qualification have approved written procedures authorizing the specific model and associated features of all firearms used during qualification.
- (6) Ammunition listed on the Department of Energy approved ammunition common procurement list shall be used for training, duty, and qualification.
- e. Authority to Carry Firearms. The employing organization shall maintain written documentation indicating each individual who is authorized to carry firearms and to make arrests without warrant while engaged in the performance of official duties. Managers shall ensure armed individuals understand deadly force means that force which a reasonable person would consider likely to cause death or serious bodily harm and that its use may be justified only under conditions of extreme necessity, when all lesser means have failed or cannot reasonably be employed.

3. ALLOCATION OF PERSONNEL RESOURCES.

- a. Location, Manning, and Scheduling. The location and manning of fixed and mobile posts shall be determined using the "Design Basis Threat Policy for Department of Energy (DOE) Programs and Facilities (U);" local vulnerability analyses; characteristics of the facility or site, terrain, and environment; and appropriate Departmental directives. When planning for response times, the delay provided by physical barriers after the initial detection of the intrusion shall be considered. Work schedules for protective force personnel shall be developed and monitored on a site-specific basis to provide adequate relief, training time, balanced overtime, and sufficient time off to ensure on-duty personnel work at peak physical and mental effectiveness.
- b. Supervision. Supervision of protective personnel shall be provided to the extent required to ensure proper and adequate performance of duties.
 - (1) Personnel. At sites where more than six protective force employees are assigned per shift, there shall be full-time personnel supervision.
 - (2) Other Means. Various means and devices, such as telephonic or radio contact or contact by another supervisor who is physically closer to the post, may be used as supplements to personal supervision or, in the case of small facilities or remote areas, to supplant personal supervision as a means of assuring that the necessary areas are patrolled and other functions are performed.

4. DEPARTMENTAL AND CONTRACTOR PERSONNEL MANAGEMENT.

- a. Pre-Employment Screening. Screening shall be conducted to select individuals with potential to meet all qualifications for protective force assignment.
- b. Job Analyses. Job analyses, listing the common tasks required for protective force assignments, shall be prepared and reviewed annually for positions directly relating to protective operations. Job analyses shall be used to prepare job descriptions and as basic input documents to local training requirements. Job analyses for those activities that have not been standardized and issued by the Central Training Academy shall be prepared to address local specific requirements.
- c. Personnel Security Assurance Program. Managers of Departmental Elements shall identify positions which meet requirements of the Personnel Security Assurance Program according to DOE 5631.6A, PERSONNEL SECURITY ASSURANCE PROGRAM.
- d. Training. See DOE 5630.15, SAFEGUARDS AND SECURITY TRAINING PROGRAM, and Chapter IV of this Order for requirements.
- d. Credentials and Shields. See DOE 5632.9A, ISSUANCE AND CONTROL OF SECURITY BADGES, CREDENTIALS, AND SHIELDS.
- e. Records. See DOE 1324.2A, RECORDS DISPOSITION, and General Records Schedule for requirements.
- f. Reporting Requirement. Supervisors in the protective force command structure and the officer in charge of onsite protective force operations shall ensure that any suspected criminal violations are reported in accordance with DOE 5639.3, VIOLATION OF LAWS, LOSSES, AND INCIDENTS OF SECURITY CONCERNS, and, where appropriate, DOE5000.3B, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION.
- g. Implementation. Contractors shall be required to develop procedures, approved by the cognizant local Departmental authority for safeguards and security, to implement paragraphs a and b above based on internal organization (personnel, human resources, training, labor relations) and collective bargaining agreements in effect.

CHAPTER II

PROTECTIVE FORCE DUTIES

1. SECURITY OFFICERS. Security Officers may be used to augment Security Police Officers and/or to perform such duties as access control, facility patrol, escort, and assessment and reporting of alarms. Each Security Officer shall be required to possess the skills necessary to perform assigned duties. Security Officers shall demonstrate familiarity and knowledge of the responsibilities identified in job analyses, and proficiency in the skills and abilities necessary to perform those jobs, including but not limited to:
 - a. Knowledge of the assigned site and routine patrol duty requirements, and ability to perform assigned duties; e.g., conducting physical checks of repositories containing classified matter; checking buildings and rooms to ensure that all classified matter is secure; and noting and reporting indications of suspicious activity.
 - b. Operation of vehicles, as required by duty assignment.
 - c. Operation of communication equipment reasonably expected to be employed within their duty assignment, including proficiency in the use of accepted communication terminology, acronyms, and phonetics, and the methods for verifying operator identity of incoming signals and signaling duress.
 - d. Knowledge of Departmental and site policies and procedures governing the Security Officer's role in site protection.
 - e. Knowledge of any Federal- and State-granted authority applicable to assigned activities, and relative responsibilities between the protective force and outside law enforcement agencies.
 - f. Knowledge of post or patrol operations including, as appropriate:
 - (1) Access control systems, procedures, and operation including visitor and employee credentials, badges, passes, and visitor logging procedures.
 - (2) Prohibited article detection, including the operation of personnel, vehicle, and package screening devices employed at duty posts.
 - (3) Inspection techniques for persons, packages, and vehicles.
 - (4) Badging and escort responsibilities including the requirements for and ability to perform as escorts.
 - (5) Ability to implement plans and procedures to protect the site during disruptive events; e.g., fire, industrial disorders, and civil disturbances.

- (6) Familiarity and recognition of various types of classified or sensitive matter being protected, including the normal location, routine uses, and movements of the material at the duty post.
 - (7) Response to alarm annunciations and reporting of observations.
 - (8) Incident reporting.
 - (9) Methods of weaponless self-defense, as applicable to the assigned position.
2. SECURITY POLICE OFFICERS. 10 CFR 1047 and 1049 delineate Security Police Officer responsibility to enforce specified laws regarding property of the United States and provisions of the Atomic Energy Act that may subject an offender to a fine or imprisonment or both. Security Police Officers shall be required to possess the individual and team skills necessary to protect Departmental security interests from theft, sabotage, and other hostile acts that may cause adverse impacts on national security, the health and safety of Departmental and contractor employees, the public, or the environment.
- a. Knowledge, Skills, and Abilities. The requirements for each Security Police Officer to demonstrate familiarity and knowledge of the responsibilities identified in the applicable job analysis and proficiency in the skills and abilities necessary to perform these job tasks include, but are not limited to, those identified for Security Officers in paragraph 1 and:
- (1) Knowledge and proficiency in the use and care of all weapons as required by duty assignment.
 - (2) Knowledge of and the ability to apply Departmental and site policies and procedures governing the Security Police Officer's role in site protection.
 - (3) Knowledge of and the ability to apply Department of Energy policy on the use of deadly force and limited arrest authority as set forth in 10 CFR 1047 or 1049, as appropriate, and the fresh pursuit guidelines contained in Attachment II-1.
 - (4) Knowledge and proficiency in post and patrol operations including, as applicable:
 - (a) Requirements for, and ability to perform as escorts for, sensitive materials such as weapons, classified matter, and special nuclear material.
 - (b) Response to and assessment and resolution of alarm annunciations and other indications of intrusion.
 - (c) Methods of self-defense, arrest, and detention.

- (d) Basic procedures and elements of investigations, including recognition and preservation of evidence and the directives governing search and seizure operations, in addition to the limitations of authority for a Security Police Officer to conduct investigations.
 - (e) Basic tactics necessary to engage and neutralize armed adversaries and familiarity with the probable nature of expected adversaries, the arms and equipment the adversaries are likely to possess, and other likely characteristics of importance to the engagement as defined in the Design Basis Threat Policy and any locally originated threat guidance.
- b. Security Police Officer Levels. Security Police Officers are categorized according to a three-level system for tailoring training requirements to assigned duties. These levels are identified as Security Police Officer I, II, and III. Job analyses for duty assignments shall be completed and shall be approved by the local cognizant Departmental authority for safeguards and security to determine the specific knowledge, skills, and abilities required to perform the duties of each Security Police Officer job assignment. The following is a general description of the division of duties among the Security Police Officer levels.
 - (1) Security Police Officer I (SPO-I).
 - (a) Assignments: Fixed post; no external response requirement - This may include access control points, central alarm station operation if an armed individual is required, and towers or other fixed monitoring/surveillance positions.
 - (b) Qualifications: Department of Energy standardized SPO I training and site specific training as identified by the site-specific job analysis. Defensive combative physical fitness standard as identified in 10 CFR 1046.
 - (2) Security Police Officer II (SPO-II).
 - (a) Assignments: Response positions that may include situation response, assessment and containment, and patrol duties. Special assignments may include law enforcement, helicopter operations, canine handler, and vehicle patrols.
 - (b) Qualifications: Department of Energy standardized SPO-I and SPO-II training, and site-specific training as identified by the site-specific job analysis. Offensive or defensive physical fitness standard, as identified in 10 CFR 1046, shall be determined by the site-specific job analysis for the individual duty assignment.

(3) Security Police Officer III (SPO-III).

- (a) Assignments: Special Response Team positions that may include crisis entry, hostage rescue, and other team tactical solutions to adversary activities.
- (b) Qualifications: Department of Energy standardized SPO-I and SPO-III training, and site-specific training as identified by the site-specific job analysis. Offensive combative physical fitness standards as identified in 10 CFR 1046.

- 3. SPO-III DUTIES. Each SPO-III must possess the individual skills necessary to meet the program requirements of this chapter. The skills and knowledge required for an SPO-III to perform these duties include, but are not limited to:
 - a. Ability to act successfully as a member of an aggressive and timely mobile response team as dictated by site-specific vulnerability assessments, using force options and team techniques necessary for interdiction, interruption, neutralization, and recapture operations directed against an adversary.
 - b. Ability to qualify with site-approved weapons, techniques, and equipment, which may be necessary either to protect the site or to effectively engage and neutralize an adversary. Techniques used may include, but are not limited to, rappelling and tactical entry.
- 4. SPO-III SELECTION CRITERIA. Security Police Officers may be assigned to or may volunteer for Special Response Team duties; however, each individual must also meet selection criteria in order to be assigned as a Special Response Team member. Team members may be required to meet more or higher qualification standards than required by an SPO-I or SPO-II. Such standards shall be in writing and shall be approved by the cognizant local Departmental authority for safeguards and security. Before being assigned to a team, Security Police Officers shall meet the following minimum standards:
 - a. Be trained and qualified as an SPO-I.
 - b. Be formally evaluated by site protective force management as having the potential to successfully accomplish SPO-III duties and missions.
 - c. Be capable of performing the duties and completing the training requirements as specified in paragraph 3 above and page IV-3, paragraph 4.
 - d. Be capable of maintaining the Offensive Combative Physical Fitness Standard as specified in 10 CFR 1046.

5. SPECIAL SKILLS.

- a. General. Protective force operations may require individuals with additional special skills, such as pilots, communications and alarm station operators, canine handlers, and crisis negotiators. The scope of such duties will be locally determined based on site-specific needs. Personnel assigned to such duties shall be required to be proficient in their performance.
- b. Crisis Negotiation Team. Each crisis negotiator shall have successfully completed a Central Training Academy or other Department-approved crisis negotiation training. Negotiation teams should be integrated into Special Response Team exercises semiannually. Members of Crisis Negotiation Teams shall be familiar with protective force, including Special Response Team, tactics and operations, but do not need to be Security Police Officer-trained and certified.

6. SUPERVISORS. Each protective force supervisor shall possess the skills necessary to effectively direct the actions of assigned personnel to protect Departmental safeguards and security interests. Line supervisors of Security Police Officers shall be trained and qualified as Security Police Officers. Each supervisor shall demonstrate familiarity and knowledge of the responsibilities identified in the applicable job analysis, and proficiency in the skills and abilities necessary to perform those jobs. These include, but are not limited to:

- a. Knowledge of the duties and qualifications of supervised personnel.
- b. Familiarity with the basic operating functions of facilities for which the supervisor has protection responsibilities.
- c. Ability to ensure that subordinates and their equipment are ready for duty.

GUIDELINES FOR FRESH PURSUIT

1. PURPOSE. The purpose of these guidelines which have been approved by the Attorney General, is to set forth the procedures to be followed by protective personnel, including Department of Energy contractor and subcontractor protective personnel, when pursuing suspected criminals across jurisdictional lines.
2. POLICY. It is Department policy to prevent the escape and effect the arrest of fleeing suspected criminals in a safe and expeditious manner. The following procedures are merely guidelines and are intended to provide protective personnel with flexibility when in fresh pursuit of a fleeing suspected criminal. Specific guidelines that take into account the geography, equipment, and functions of the facility, and that address procedures to be utilized to provide emergency notification to jurisdictions that may be entered in a fresh pursuit situation, shall be prepared on a site-specific basis and shall be submitted by the Manager of each Operations Office to the Director of Security Affairs for approval.
3. DEFINITIONS¹. The following definitions are applicable to this Attachment.
 - a. Felony. Any offense enumerated in Title 10, Code of Federal Regulations (CFR), section 1047.4(a)(1)(i), as well as any offense constituting a felony under the laws of the jurisdiction in which the facility is located and with respect to which a protective force officer would have arrest authority under 10 CFR 1047.4(d) and (e).
 - b. Fresh Pursuit. Pursuit (with or without a warrant) for the purpose of preventing the escape or effecting the arrest of any person who is suspected of committing, or having committed, a misdemeanor or felony. Fresh pursuit implies pursuit without unreasonable delay, but need not be immediate pursuit.
 - c. In the Presence of. The criminal act must have taken place in the physical presence of (under the observation of) the protective force officer. Knowledge of the existence of a criminal violation obtained in any other way (e.g., information from other persons) is not sufficient to permit an arrest under 10 CFR 1047.4(b), Felony Arrests.
 - d. Jurisdictional Lines. For the purposes of these guidelines, shall include, but shall not be limited to, the property lines of a Department of Energy facility.
 - e. Misdemeanor. Any offense enumerated in 10 CFR 1047.4(a)(1)(ii), as well as any offense constituting a misdemeanor under the laws of the to which a jurisdiction in which the facility is located and with respect protective force officer would have arrest authority under 10 CFR 1047.4(d) and (e).

¹ Use of Number. As used in these guidelines, words in the singular also include the plural and vice versa, as the use may require.

- f. Protective Force Officer. Any person authorized by Department of Energy authority to carry firearms under section 161k of the Atomic Energy Act (10 CFR 1047.3(g)).
 - g. Reasonable Grounds to Believe. At the moment of arrest, either the facts and circumstances within the knowledge of the protective force officer, or of which the protective force officer had reasonably trustworthy information, were sufficient to cause a prudent person to believe that the suspect had committed or was committing the offense (10 CFR 1047.4(b)(2)).
4. AUTHORIZED PURSUIT ACROSS JURISDICTIONAL LINES.
- a. Misdemeanors. Protective force officers may engage in the fresh pursuit of a suspected misdemeanant across jurisdictional lines only if the alleged misdemeanor was committed, or is being committed, in the presence of a protective force officer: If the alleged misdemeanor was not committed in the presence of a protective force officer, no protective force officers shall pursue the suspected misdemeanant across jurisdictional lines. Instead, the protective force officers shall attempt to obtain a description of the suspected misdemeanant, as well as a description and license tag number of any vehicle being utilized by the suspected misdemeanant, and this information shall be conveyed (in accordance with the specific notification procedures issued by the manager of the DOE Operations Office) to the state and other local law enforcement authorities for the jurisdiction into which the suspected misdemeanant has fled.
 - b. Felonies. Protective force officers may engage in the fresh pursuit of a suspected felon across jurisdictional lines if:
 - (1) The alleged felony is being committed, or was committed, in the presence of a protective force officer; or
 - (2) Any protective force officer has reasonable grounds to believe that the person pursued is committing, or has committed, the alleged felony.
5. FRESH PURSUIT PROCEDURES.
- a. Responsibility. Responsibility for decisions respecting fresh pursuit shall follow the protective force command structure. In making fresh pursuit decisions, protective force officers shall take into consideration applicable Federal and State laws; Departmental Orders, guidelines, and regulations; and Protective Force orders, guidelines, and training.
 - b. Safety Considerations.
 - (1) Safety is a primary consideration when engaged in fresh pursuit of a suspected criminal. In determining whether to pursue, as well as the method and means of pursuit, a protective force officer will weigh the seriousness of the alleged offense and the necessity for immediate apprehension against the risk of injury to himself/herself, other protective force officers, and the public. If at any time during the pursuit the risk of injury to pursuing protective force officers or the public surpasses the necessity for immediate apprehension, the pursuit shall be terminated.

- (2) Protective force officers will use the minimum force necessary under the circumstances to apprehend a suspected criminal.
- (3) The use of physical and/or deadly force in a fresh pursuit situation, regardless of whether jurisdictional lines have been crossed, shall be in strict conformance with 10 CFR 1047.6 and 1047.7, and other Departmental guidelines applicable to the use of force on Department of Energy facilities.

c. Vehicular Pursuit.

- (1) Vehicles utilized in fresh pursuit shall be operated in as safe a manner as is practicable.
- (2) To the extent practicable, vehicles utilized should be "marked" and should be equipped with visual and audible emergency equipment.
- (3) Vehicles occupied by nonprotective force personnel shall not be used in fresh pursuit situations unless the situation mandates an immediate pursuit, and the extreme circumstances prohibit the occupant's disembarkation.
- (4) The number of pursuing vehicles that cross a jurisdictional line should be limited to that necessary to provide sufficient personnel to deal with the situation. Under no circumstance should the number of pursuing protective force officers be such that the facility is left without sufficient security protection.
- (5) There is an inherent danger associated with the use of roadblocks. Thus, unless exigent circumstances mandate the immediate apprehension of the suspected criminal, roadblocks generally should not be attempted without the authorization of the appropriate law enforcement officials of the jurisdiction entered, and should not be utilized to apprehend suspected misdemeanants. Under no circumstances will a roadblock be used without the concurrence of the supervisor of the pursuing protective force officers.

d. Aerial Assistance. Where the Department has aerial capability (e.g., helicopters, fixed-wing aircraft), specific guidelines regarding the use of aircraft, including observation, reporting, and deployment of response forces, shall be developed and approved by the Manager of the Operations Office, in coordination with appropriate State and other local officials. Such aerial pursuit guidelines shall be included in the site-specific guidelines submitted by the Manager of each Operations Office to the Director of Security Affairs for approval.

e. Communications.

- (1) At all times during a fresh pursuit situation, the protective force officers involved shall make every attempt practicable to maintain open communications and to relay as much factual information as possible to the protective force dispatcher.
- (2) Upon the engagement of a fresh pursuit situation, the protective force dispatcher shall immediately notify supervisors in the protective force command structure and the officer in charge of onsite protective force operations.

- (3) When it becomes apparent to the pursuing protective force officers that jurisdictional line(s) might be crossed, this information shall be transmitted immediately to the law enforcement authorities to be entered in accordance with the site-specific emergency notification procedures. To the extent possible, such notification shall include a description of the fleeing suspect and/or vehicle, the alleged criminal violation for which such suspect and/or vehicle is being pursued, and the location and direction of travel of the suspect.

f. Coordination with Other Law Enforcement Authorities.

- (1) When other Federal law enforcement authorities (e.g., Federal Bureau of Investigation or United States Marshal), or State or other local law enforcement authorities for the jurisdiction into which the suspected criminal has fled, join the pursuit, those law enforcement officials shall be primarily responsible for the continued pursuit. The protective force dispatcher, supervisors in the protective force command structure, and the officer in charge of onsite protective force operations shall coordinate the pursuit efforts of protective personnel with the other Federal, State, and/or other local law enforcement authorities.
- (2) Protective force officers participating in the pursuit should continue to participate until otherwise instructed by the protective force dispatcher, respective supervisors in the protective force command structure, or the officer in charge of onsite protective force operations.
- (3) At least one protective force officer unit will remain available to assist the other Federal or State and other local law enforcement authorities until the pursuit is concluded or otherwise terminated. That protective force officer unit will thereafter provide such law enforcement authorities with all relevant information regarding the circumstances surrounding the incident.

g. Arrests.

- (1) When other Federal law enforcement authorities (e.g., Federal Bureau of Investigation or United States Marshal) are involved with protective personnel in the apprehension of a suspected criminal (regardless of whether on or off Federal property), protective personnel shall relinquish arresting authority to such other Federal law enforcement authorities.
- (2) When State or other local law enforcement authorities are involved with protective personnel in the offsite apprehension of a suspected criminal, the issue of which law enforcement official is in charge in order to effect an arrest is generally not a matter of policy but one of common sense dictated by the circumstances. Such an assessment includes an evaluation of the expertise of those present, which agency has first established control, and the disruptive effect, if any, of transfer of control. The determination of which jurisdiction should make the arrest is, therefore, left to the discretion of the officers involved. To the extent practicable, specific guidelines addressing this issue should be prepared on a site-by-site basis in coordination with State and other local law enforcement authorities.

Such guidelines shall be included in the site specific guidelines submitted by the Manager of each Operations Office to the Director of Security Affairs for approval.

- (3) When a suspected felon is apprehended (regardless of whether on or off Federal property), or when a suspected misdemeanor is apprehended on Federal property, the protective force officer shall immediately notify the appropriate United States Attorney's Office and escort the suspect to the nearest United States District Court or United States Magistrate for arraignment (unless otherwise directed by local Federal law enforcement authorities; e.g., Federal Bureau of Investigation or United States Marshal). Under no circumstances shall a suspected felon be removed to another jurisdiction without first being processed through the Federal criminal justice system where the suspected felon was apprehended.
- (4) The pursuing protective force officers shall ensure that any Government property retrieved during pursuit, or at the time of apprehension, is properly secured and a chain of custody established.

CHAPTER III

SPECIAL RESPONSE TEAM

1. PROGRAM REQUIREMENTS. The mission of a Special Response Team is to provide resolution of incidents that require force options that exceed the capability of SPO-I and SPO-II personnel and/or existing physical security systems. Special Response Teams shall be capable of effective and timely response as dictated by site or activity specific vulnerability assessments. Teams shall be trained and equipped to conduct interdiction, interruption, neutralization, and recapture operations directed against an adversary.
 - a. Special Response Teams are required at facilities or sites which receive, use, or process Category I quantities of special nuclear material, Attractiveness Levels A and B.
 - b. Requests for authorization for a Special Response Team function at Departmental sites or facilities not meeting requirements in paragraph 1a above may be based upon a site vulnerability assessment demonstrating the need; e.g., a radiological/toxicological sabotage target that could have adverse impact on national security, the health and safety of Departmental and contractor employees, the public, or the environment.
 - c. A Special Response Team shall be staffed with Security Police Officers Level III (SPO-III).
2. CONCEPT OF OPERATIONS. A Special Response Team shall be capable of effective, aggressive, and timely resolution of adversary actions as established in the "Design Basis Threat Policy for Department of Energy (DOE) Programs and Facilities (U)" using force options and team techniques for interdiction, interruption, neutralization, and recapture operations.
 - a. Team Availability. A Special Response Team capability shall be available on a continuous basis. The Special Response Team may either be a full-time assignment, a unit constituted during a safeguards and security emergency event, or be provided by local, state, and/or Federal law enforcement agency.
 - b. Plans. Team operations and tactical response will be integrated into the Site Safeguard and Security Plan.
 - c. Team Composition. Sites or activities requiring a Special Response Team will consider the functional capabilities set forth below when developing and deploying a team. The specific composition and functional capabilities will be dependent upon the Site Safeguards and Security Plan as dictated by the site vulnerability analysis and site management objectives.
 - (1) Assaulter
 - (2) Precision Rifle/Forward Observer Team

- (3) Tactical Entry Specialist
 - (4) Assault Leader
 - (5) Team Commander
3. TRAINING. A formal training program for SPO-IIIs shall be in compliance with Chapter IV.
 4. SPECIAL RESPONSE TEAM EQUIPMENT. See page VI-1, paragraph 1a(2)(b).
 5. PROGRAM CERTIFICATION/RECERTIFICATION. Special Response Team programs will be validated/revalidated annually by the cognizant local Departmental authority for safeguards and security. A Special Response Team program is considered certified/recertified when the site has completed a validation/revalidation of the following:
 - a. All assigned Special Response Team members have met the requirements of Chapter IV, paragraph 4.
 - b. The responsible Operations Office or, for Headquarters, the Director of Safeguards and Security has determined that the Special Response Team program is in compliance with this Order.
 6. USE OF NONDEPARTMENTAL RESOURCES. The use of local, State, and Federal law enforcement agencies is permissible to meet the intent of this chapter when those agencies successfully meet site and Departmental training and certification requirements contained herein, and the agencies have been integrated into the site's Site Safeguards and Security Plan. A site will also conduct a vulnerability analysis and an annual force-on-force exercise to determine the augmenting organizations' continued ability and capability to respond to threats.

CHAPTER IV

TRAINING AND QUALIFICATION

1. PURPOSE. The overall objective of the formal protective force training program is to develop and maintain, in an effective and efficient manner, the competencies needed by protective force personnel to perform the tasks required to fulfill the protective force mission. The formal training program, as addressed in this chapter, includes all organized, documented training activities that are the responsibility of the designated training organization. This includes training activities conducted by supervisors, which are also developed and managed through the training organization.
2. TRAINING AND QUALIFICATION. Contractors responsible for protective force personnel shall establish formal qualification requirements. These requirements will ensure that protective force members meet the competencies needed to perform the tasks within their assigned responsibilities. The qualification requirements will be supported by a formal training program that develops and maintains, in an effective and efficient manner, the knowledge, skills, and abilities required to perform assigned tasks. The qualification and training programs will be based upon criteria established by the Central Training Academy as outlined in DOE 5630.15. Departmental contractors responsible for training protective force personnel shall be required to prepare and annually review a task analysis detailing the required actions or functions for each specific job assignment. The task analysis shall be used to prepare a job description and as a basic input document for local training requirements; it shall be approved by the Head of the Departmental Element. The formal training and qualification program shall:
 - a. Be based on a valid and complete set of job tasks, with identified levels of skills and knowledge needed to perform the tasks.
 - b. Be aimed at achieving a well-defined, minimum level of competency required to perform each task acceptably.
 - c. Employ standardized lesson plans with clear performance objectives as a basis for instruction.
 - d. Include performance-based testing to determine and certify job readiness (i.e., qualification).
 - e. Be documented so that individual and overall training status is easily accessible. Individual training records shall be retained until 1 year after termination of the employee as a member of the protective force, unless a longer retention period is specified by other requirements.
 - f. Take into account the learning characteristics and entry level competencies of trainees.

3. SECURITY OFFICERS.

- a. Training Requirements. Prior to initial assignment to Security Officer duty, each person shall be required to successfully complete a basic training course designed to provide the minimum level of skills and knowledge necessary to competently perform all tasks associated with Security Officer job responsibilities. The required tasks and minimum levels of competency shall be determined by a site-specific job analysis, and will include task areas found in Chapter II, paragraph 1, as appropriate. The training program shall be approved by the Head of the Field Organization. As applicable, the program shall include, but not necessarily be limited to, the following types of instruction:
 - (1) Orientation and standards of conduct;
 - (2) Security education and operations;
 - (3) Safety training;
 - (4) Legal requirements and responsibilities;
 - (5) Weaponless self-defense;
 - (6) Intermediate force weapons;
 - (7) Communications, including methods and procedures;
 - (8) Vehicle operations, including safety and routine and emergency operation;
 - (9) Post and patrol operations; and
 - (10) Material control and accountability.
- b. Refresher Training. Except as stated in (3) below, each Security Officer shall be required to successfully complete formal annual refresher training to maintain the minimum level of competency required for the successful performance of tasks associated with Security Officer job responsibilities.
 - (1) The type and intensity of training shall be based on a site-specific job analysis and shall be approved by the Head of the Field Element.
 - (2) Failure to achieve a minimum level of competency shall result in the Security Officer's placement in a formal remedial training program. The remedial training program will be tailored to provide the Security Officer with the necessary training to afford a reasonable opportunity to meet the level of competency as determined by the job analysis. Failure to demonstrate competency at the completion of the remedial program shall result in loss of Security Officer status.
 - (3) Formal annual refresher training may be exempted when a Security Officer satisfactorily demonstrates a knowledge, skill, or ability. Such exemption shall be documented.

4. SECURITY POLICE OFFICERS.

- a. General Training Requirements. Prior to initial assignment to duty, each Security Police Officer trainee shall be required to successfully complete a basic training course designed to provide the minimum level of skills and knowledge needed to competently perform all tasks associated with Security Police Officer job responsibilities. The required tasks and minimum levels of competency shall be based on a site-specific job analysis, and shall include task areas found in Chapter II, paragraph 2, as appropriate. The training program shall be approved by the Head of the Field Element, and where applicable, shall include but not necessarily be limited to the following types of instruction:
- (1) Firearms training, including safety, and qualification with all weapons reasonably expected to be employed within their duty assignment;
 - (2) Orientation and standards of conduct;
 - (3) Physical training;
 - (4) Facility operations;
 - (5) Material control and accountability;
 - (6) Safety training;
 - (7) Legal requirements and responsibilities, including use of deadly force, limited arrest authority, and fresh pursuit (see Attachment II-1);
 - (8) Tactical training, including individual tactics and appropriate team tactics;
 - (9) Weaponless self-defense and intermediate force weapons;
 - (10) Communications, including methods and procedures;
 - (11) Vehicle operations, including safety and routine and emergency operation; and
 - (12) Post and patrol operations, including site-specific policies and procedures.
 - (13) Basic investigation procedures and elements of investigation, including recognition and preservation of evidence, and search and seizure;
 - (14) The "Design Basis Threat Policy for Department of Energy (DOE) Programs and Facilities (U)" and potential adversaries' characteristics, tactics, and motives.

b. Refresher Training.

- (1) Formal Program. Except as stated in (3) below, each Security Police Officer shall be required to successfully complete formal annual refresher training to maintain the level of competency required for the successful performance of tasks associated with Security Police Officer job responsibilities. The type and intensity of training shall be determined by a site-specific job analysis and shall be approved by the cognizant local Departmental authority for safeguards and security.
- (2) Remedial Training. Failure to achieve a minimum level of competency will result in the Security Police Officer's placement in a remedial training program. The remedial training program will be tailored to provide the Security Police Officer with the necessary training to afford a reasonable opportunity to meet the level of competency required by the job analysis. Failure to demonstrate competency at the completion of the remedial program shall result in loss of Security Police Officer status.
- (3) Training Exemption. Except for firearms and annual physical fitness requirements, portions of formal annual refresher training may be exempted when a Security Police Officer satisfactorily demonstrates a knowledge, skill, or ability.

c. Security Police Officer III Training Requirements. Prior to initial assignment to duties as a Special Response Team member, a Security Police Officer shall be required to successfully complete a basic training course designed to provide the minimum level of skills and knowledge necessary to competently perform all tasks associated with Special Response Team job responsibilities. The required tasks and minimum levels of competency shall be based on a site-specific job analysis. Both the task areas identified for Security Police Officers and, as appropriate, the specialized task areas found in Chapter II, paragraph 3, and Chapter III of this Order shall be included. The training program shall be approved by the Head of the Field Element.

- (1) Prerequisite Training. Security Police Officers IIIs shall be required to:
 - (a) Be trained and qualified in those SPO-I and SPO-II job tasks that have been identified as designated SPO-III prerequisites before attending the standard Central Training Academy-developed and Office of Safeguards and Security-approved SPO-III course.
 - (b) Successfully complete the SPO-III training course.
 - (c) Have successfully completed site-specific training and qualification that may be required for job performance at each site or facility, which is beyond the scope of initial SPO-III training and qualification. This would include any and all SPO-II training and qualification that may be required for site-specific SPO-III job requirements.

- (2) SPO-III Specialized Training. Team members may be selected to conduct specialized SPO-III duties for which the following minimum requirements will be met:
 - (a) Precision Rifle/Forward Observer Team Training. Initially, and thereafter on a quarterly basis, each precision rifle/forward observer team member shall participate in live and dry fire training. Live and dry fire training should be integrated into and conducted in conjunction with team training via controlled use of force, tactical movement training, and night operations.
 - (b) Tactical Entry Specialist Training. Initially, and thereafter on a quarterly basis, each specialist shall participate in tactical, entry training. This will include, as a minimum, mechanical entry techniques. Explosive entry techniques training will be provided when a site or facility vulnerability & assessment and/or Site Safeguards and Security Plan dictate an entry requirement for which mechanical entry alone will not meet the need.
 - (3) SPO-III Maintenance Training. After assignment to duties as a member of a Special Response Team, an SPO-III shall be required, as a minimum, to train on a semiannual basis in the following areas: decision shooting, tactical obstacle course, night operations, tactical movement, and force options.
5. WEAPONS QUALIFICATIONS. SPO-IIIs shall qualify semiannually with all assigned weapons and special weapons (as designated by position or job requirement). DOE M 5632.7-1 standard qualification courses will be used for all assigned and special weapons. When Departmental standard qualification courses do not exist, site-specific supplemental courses will be developed and approved by the cognizant local Departmental authority for safeguards and security after review and comment by the Office of Safeguards and Security.
6. FACILITIES. Managers of sites with Special Response Team requirements will ensure that the facilities used by the teams are sufficient to conduct realistic training and qualification programs in a safe manner, as required in DOE 5480.16A. This includes facilities for weapons qualifications, SPO-III Maintenance Training, SPO-III Specialized Training, and Site-Specific Training. The use of local, State, and Federal law enforcement agencies' training facilities is an acceptable alternative to Departmental owned facilities as long as specific Departmental certifications and safety requirements are maintained. A Memorandum of Agreement shall be completed by the appropriate local Departmental organization authorized to enter such an agreement and approved by the Head of Field Element.
7. SPECIALIZED REQUIREMENTS. Personnel assigned specialized responsibilities outside the scope of normal Security Police Officer and Special Response Team duties shall be required to successfully complete the appropriate basic and required periodic training. This training shall be designed to enable

the individual to achieve and maintain the minimum level of skill and knowledge needed to competently perform the tasks associated with the specialized job responsibilities, as well as maintain mandated certification, if applicable. Such personnel include, but are not limited to, flight crews, instructors, armorers, central alarm system operators, crisis negotiators, investigators, canine handlers, and law enforcement specialists. The scope of such duties shall be based on site-specific needs.

8. SUPERVISORS. Protective force personnel who are assigned supervisory annual responsibilities shall successfully complete the appropriate basic and training necessary to achieve and maintain the minimum level of skill and knowledge needed to competently perform their supervisory job responsibilities. The required tasks and minimum levels of competency shall be based on a site-specific job analyses and the specialized task areas found in Chapter II, paragraph 6 of this Order, as appropriate.
9. FEDERAL OFFICERS. Federal personnel shall be trained in accordance with the requirements established by the Department and/or the Office of Personnel Management. Federal Officer training shall be consistent with applicable standards established for Security Police Officers.
10. PERFORMANCE TESTING. Detailed guidance for performance testing Protective Force programs is found in Chapter VII. However, for general purposes, exercises of various types shall be included in the training process for the purposes of achieving and maintaining skills and assessing individual and team competency levels. The types and frequency of training exercises shall be approved by the Head of the Field Element and may be determined by the training needs analysis conducted as part of the training program.
 - a. Exercises shall be conducted involving each shift of the protective force. These exercises are to be planned so as to test the protective force's ability to prevent the successful completion of adversarial acts defined in the approved site-threat statement.
 - b. Personnel assigned Special Response Team responsibilities shall be required to participate in training exercises at least monthly. Such exercises will involve the type of situations and scenarios appropriate to site-specific conditions.
 - c. Protective forces shall request the Federal Bureau of Investigation state, and local law enforcement agencies that would assist the protective force during an incident to participate in exercises at least annually.
 - d. Reports of each training exercise, summarizing results and problem areas, shall be prepared for management review and to aid in planning protective force activities.

CHAPTER V

FLIGHT OPERATIONS

1. PURPOSE. The primary purpose for security helicopter flight operations is to provide timely and effective response to a security emergency. DOE security helicopters may be used for response force transport, command, control, communications, and surveillance, and as a firing platform when required. This chapter addresses operational requirements, rules of engagement, specialized training, organizational requirements, and the role of the Helicopter Security Operations Council.
2. OPERATIONAL REQUIREMENTS.
 - a. General. Helicopters employed in support of security provide an airborne dimension to protective capabilities against a threat posed by adversaries who may attempt to steal or sabotage nuclear weapons, special nuclear materials, and/or sabotage vital facilities and equipment. The decision to utilize security helicopters is based upon site-specific considerations with concurrences of the cognizant Secretarial Officer, if any, and the Office of Security Affairs. Helicopters shall be operated as "public" aircraft and in accordance with Federal Aviation Agency Regulations that cover commercial operators, flight operations, equipment, air crew qualification, training and maintenance (Federal Aviation Regulation (FAR) (Title 14 Code of Federal Regulations Part 135)) to the maximum extent possible.
 - b. Mission Readiness. Site-specific mission requirements of security helicopters shall be documented in local operations plans. To meet mission requirements, a helicopter shall be fully operational and ready to respond to a security emergency on notice with a 90 percent availability rate excluding weather conditions.
 - c. Security Emergency Helicopter Operations. During a security emergency, helicopters may be employed to transport Special Response Teams to the scene of the incident or staging area as directed by the senior on-scene commander or standard operating procedure. Additional emergency response functions shall be fully documented and may include the removal or relocation of response forces; directed fire; command, control, communications and surveillance; resupply of response forces; and fresh pursuit.
 - d. Routine Security Helicopter Operations. Routine helicopter operations may include:
 - (1) Pilot proficiency, training, and testing program;
 - (2) Training for emergency response;
 - (3) Site surveillance, search and observation;
 - (4) Movement of protective forces;
 - (5) Training for observation and pursuit of airborne and ground intruders;

- (6) Escort of convoys transporting special nuclear material; and
- (7) Command, control and communications of ground security activities in routine operations.
- e. Special Use of Security Helicopters. Such use will include other site support based upon written local guidelines.
- f. Visual Flight Rules Operations Plan. Each site, in coordination with the site Federal Aviation Safety Officer, Contractor Aviation Manager/Director of Flight Operations, and Operations Office Safeguards and Security Director, shall provide to the Head of the Field Element a visual flight rules minimum operations plan, based on the site's terrain and weather patterns. This plan shall address:
 - (1) The minimum weather conditions under which airborne response can be launched for day and night operations.
 - (2) Transition to a no-air support reaction condition.
- g. Altitude Considerations.
 - (1) Routine Training and Operations.
 - (a) Daylight Operations. Aircraft shall maintain a minimum altitude of 200 feet above any known obstacle within 500 feet either side of the planned route of flight during daylight operations except for takeoff, approach, and landing.
 - (b) Night and Night Vision Goggle Operations. Except for takeoff, approach, and landing, aircraft shall maintain a minimum altitude of 500 feet above ground level or 200 feet above the highest obstacle within 1,000 feet either side of the planned flight route, whichever is higher. When using night vision goggles, aircraft shall maintain a minimum altitude of 300 feet above ground level or 200 feet above the highest obstacle within 1,000 feet of the planned route of flight, whichever is higher.
 - (2) Hazard Mapping. Each aircraft shall be equipped with a map displaying all identifiable hazards to flight within the operating area. A map displaying all identifiable hazards to flight and depicting elevation above ground level shall be conspicuously posted in the mission planning area. Aircraft maps and mission planning area maps shall be reviewed for currency at least every 30 days and marked with the current date.

- h. Terrain Flight (Nap of the Earth, Contour and Low Level). There are three modes of terrain flight: contour, low level, and nap, of the earth. Terrain flight is flight at 200 feet or less above the highest obstacle on the intended flight path. Terrain flight and night vision device/goggle flight are essential to DOE tactical and security needs. Low level or, contour flight may provide a tactical advantage in a security emergency. Nap of the earth flight is not essential to the Department's security needs and will not be performed.
 - (1) Contour flight conforms with the contours of the earth and is characterized by varying airspeeds and altitudes. Contour flight altitudes are not less than 25 feet above the highest obstacle.
 - (2) Low level flight is not less than 100 feet above the highest obstacle. It is conducted at a selected altitude and generally conforms to a predetermined course, with constant airspeed.
 - (3) Nap of the earth flight is characterized by maneuvers as close to the earth's surface as vegetation, obstacles, or ambient light will permit.
- i. Training Route(s)/Areas.
 - (1) Low level and contour flight for training and proficiency shall be conducted only over designated training routes or in designated training areas.
 - (2) A low level flight route/area for training shall be developed at each site. The training route(s)/area should be clear of hazardous obstacles. The training route(s)/area and associated altitude minimums shall be approved by each site Federal Aviation Safety Officer, Contractor Aviation Manager/ Director of Flight Operations, and the Field Element Safeguards and Security Director.
 - (3) The training route(s)/area(s) shall be clearly marked on each aircraft map and mission planning map. A master map showing all hazards to flight shall be conspicuously displayed for the flight crews use.
- j. Pilot Training.
 - (1) Pilot initial training, qualification, requalification, proficiency, and currency training shall be conducted in accordance with applicable requirements of 14 CFR 61 and 135.
 - (2) Only the instructor pilot and pilot(s) shall be permitted on board the helicopter during any pilot training unless the response team is required to be on board during a specific training scenario, such as crew coordination training or night low level insertions.

- k. Safety Analyses. Safety analyses for operations will be accomplished according to the guidance and requirements provided in DOE 5480.13A, AVIATION SAFETY, of 2-23-93. The basic responsibility for assuring implementation of this policy lies with the line organization responsible for the operation.
 - l. Exemption from FAR 135. The primary mission of security helicopters is response to a security emergency. Therefore, during such response and recovery, the requirements of FAR 135 shall be suspended, and the helicopter will operate as a public aircraft.
 - m. Crew member Coordination. The pilot in command shall ensure that routine mission training and tactical activities involving both flight and air crew members are fully briefed and coordinated. An air crew member is an individual other than a pilot who is required to be on the aircraft for accomplishment of the mission.
3. USE OF HELICOPTERS AS FIRING PLATFORMS (RULES OF ENGAGEMENT). Aerial firing is not a principal element of the Department's denial or containment tactics. The primary purpose for employing helicopters to support security operations is to provide a rapid response capability for delivering Security Response Teams in an emergency. Firing from a helicopter can be a viable and effective means of supporting security operations and locally approved procedures may incorporate aerial firing under the following conditions:
- a. Authority to include aerial firing in response procedures shall be granted only following development of site specific rules of engagement which are consistent with the Department's policy on the use of force.
 - b. Firing shall be done only by specifically trained response force members with weapons that are attached to a gun mount which provides field of fire limitations.
 - c. A Safety Analysis Review of aerial firing shall be completed.
 - d. The cognizant, Field Element safety officer must certify approval, in writing, of the technical and operational procedures and Safety Analysis Review for aerial firing to the Head of the Field Element.
 - e. Final approval authority at each site is the Head of the Field Element. Copies of the approved technical and operational procedures for aerial firing shall be provided to Office of Safeguards and Security, the Office of Aviation Policy, and the cognizant Secretarial Officer, if any.
4. NIGHT VISION GOGGLES. Operation, maintenance, testing, and calibration of night vision goggles used by protective forces flight crew and designated air crew members shall conform to current military procedures, specifications, or equivalent standards.
- a. Operation. In all stages of night vision goggle training and use, two pilots are required. Pilots using night vision goggle devices shall be Federal Aviation Administration instrument rated and current in the rating. Pilots are required to follow specified procedures in operating night, vision goggles. Procedures contained in the Departments of the Army, the Navy, and the Air Force Operator's Manual (Army TM 11-5855-263-10) or equivalent Government document shall be followed. Exceptions may

only be approved by the Director of Security Affairs in coordination with the Office of Aviation Policy.

- (1) Night vision goggle operational checks shall be accomplished prior to official sunset. These checks shall be documented on the pilot's Flight Operations Daily Checklist.
- (2) Any discrepancy noted during operational checks shall be recorded on the night vision goggle/visor maintenance log, to include the correct goggle serial number.
- (3) The pilot in command is responsible for ensuring night vision goggles which are used by flight crew and designated air crew members in support of flight activities are checked in accordance with paragraph 4a(1).
- (4) During qualification training with night vision goggles, one of the pilots shall be designated a night vision goggle trainer and a Federal Aviation Administration Certified Flight Instructor. Only the pilot and instructor pilot shall be permitted on board the helicopter.
- (5) After initial night vision goggle training has been completed, minimum currency and proficiency requirements, i.e., minimum night vision goggle currency flight time requirements and proficiency checkrides, shall be met as approved by the site Federal Aviation Safety Officer, Contractor Aviation Manager/Director of Flight Operations, and Field Element Safeguards and Security Director.
- (6) Response team members may be carried for site patrols, tactical training, and security emergency operations only when both pilots are fully night vision goggle qualified. Any locally required crew use of night vision goggles shall be based upon local guidelines and procedures which shall include pilot/crew coordination and training. Such crew use of night vision goggles shall optimize 360 observation from the aircraft.
- (7) Aircraft that are used for night vision goggle flight shall have the minimum standard night vision goggle equipment as follows: (a) Night vision goggle-compatible cockpit; (b) night vision goggle compatible digital/analog radar altimeter with visual and audible warning; (c) wire strike protection, if mountable; (d) night sun with infrared filter; and (e) wire detection system (if applicable).
- (8) A Night Vision Goggle Maintenance Program shall be instituted to include standardized maintenance practices and equipment. This requires a standard operating procedure, periodic regular maintenance, a records management system with permanent records, standard maintenance training, and standard pilot preflight procedure training.

b. Maintenance. Maintenance technicians shall follow procedures contained in the U.S. Army Technical Manual (Army TM 11-5855-263-23&P).

- (1) Night vision goggle testing and repair shall be conducted only by a Federal Aviation Administration certified Airframe and Powerplant

Mechanic who has also completed the U.S. Army night vision goggle maintenance course. This maintenance course is available to the Department's and its contractor Airframe and Powerplant mechanics through the Department of the Army Night Vision Devices and Electro-Optics Readiness Division. In circumstances where this certified airframe and powerplant mechanic is not available, night vision goggle testing and repair may be conducted by a qualified Military Aviation Life Support Equipment Technician.

- (2) All test equipment used on the night vision goggles shall meet military specifications and shall be calibrated according to these specifications.
 - (3) Mandatory testing and maintenance shall be at intervals no less frequent than that specified in the U.S. Army Technical Manual.
 - (4) Night vision goggle maintenance logs shall be checked at the beginning of each shift. Discrepancies shall be cleared and noted on the night vision goggle maintenance log and the goggles returned to service with an appropriate serviceability tag.
- c. Procurement. The Department of the Army has agreed that Department of Energy Operations Offices which use night vision goggles may procure these devices from the Army. The following are the steps to be taken to obtain these devices and associated test equipment.
- (1) Operations Offices shall make a written request directly to the Department of the Army Night Vision Devices and Electro-Optics Readiness Division, Ft. Belvoir, VA 22026. Cost of this equipment may fluctuate periodically. Current prices of this equipment may be obtained by calling telephone number (703) 806-3279 or (703) 806-3280. The National Stock Number for both the night vision goggle and test equipment are:
 - (a) AN/ANVIS NSN 5855-01-138-4749
 - (b) Test Set TS-3895
 - (c) Hand Held Test Set TS-4348
 - (2) In compliance with DOE accounting policies, include an interagency payment device equivalent to the U.S. Army Military Interdepartmental Purchase Request.
 - (3) Specify a Department of Energy (U.S. Government) shipping address. A contractor address shall not be used.
5. INSTRUMENT FLIGHT RULES/VISUAL FLIGHT RULES FLIGHT. There are no requirements for intentional instrument flight rule flight in the security mission other than maintenance of a recovery capability in the event of inadvertent instrument meteorological conditions. The aircraft shall have the equipment required under 14 CFR (FAR) 135.143, .149, .159, .161 and .163, and pilot instrument proficiency shall be part of a local flight training syllabus.

6. ORGANIZATION. An organization shall be created for each security helicopter operation to conform to FAR 135.37a and will consist at a minimum of a Director of Flight Operations (Contractor Aviation Manager), a Chief Pilot, and a Director of Maintenance.
 - a. The Director of Flight Operations is responsible for the management of the organization and flight operations. As a minimum, the Director of Flight Operations shall hold an Airline Transport Pilot rating as specified in FAR 135.39. The Director of Flight Operations may also serve as the Chief Pilot.
 - b. The Chief Pilot is responsible for the selection of pilot in command and copilot, establishing air crew qualifications and training, and preparing flight operations procedures. The Chief Pilot shall be rated equal to or greater than required for pilot in command and possess a current Federal Aviation Administration Certified Flight Instructor rating.
 - c. The Director of Maintenance schedules and conducts regular and special maintenance; maintains the parts inventory and appropriate records; supervises and trains mechanics, all in accordance with Federal Aviation Administration regulations, technical manuals and manufacturer recommended procedures. The Director of Maintenance must hold an Federal Aviation Administration mechanic certificate with both airframe and powerplant ratings and possess a Federal Aviation Administration Inspection Authorization Certificate.
 - d. Any person who conducts flight training shall hold a current FAA Certified Flight Instructor Certificate.
7. STANDARD SECURITY HELICOPTERS. Future procurement of any new security helicopters shall meet the requirements and specifications approved by the Deputy Assistant Secretary for Procurement and Assistance Management. Information on specifications may be obtained from Chief, Physical Security Branch, Office of Safeguards and Security.
8. HELICOPTER SECURITY OPERATIONS COUNCIL. A Helicopter Security Operations Council shall be established and meet on an annual basis or more frequently at the call of any member to discuss a specific issue. The primary mission of the Council is to serve as a central review body for all aspects of security helicopter operations and make recommendations to Departmental management for program enhancement. Its role is to provide expert advice to the Department on security and safety standards, procurement, operation, maintenance, integration with ground operations, command and control, and qualifications and training requirements for security helicopter support and operations personnel.
 - a. The Council shall develop and recommend policies, procedures and standards for approval and issuance by the Director of Safeguards and Security.

- b. The Council shall be chaired by the Chief, Physical Security Branch, Office of Safeguards and Security. Membership will include the Transportation and Packaging Safety Division, who shall serve as vice-chair; representatives from the cognizant Secretarial Office, if any; and the safeguards and security, and safety elements from each Operations Office with security helicopters or those contemplating their acquisition. The Director of the Safeguards and Security Central Training Academy shall also be a member of this Council. The Director of Flight Operations for each Operations Office with security helicopters shall serve as technical advisor to the Council. A representative of the site protective force may also be an advisory member of the Council when the aerial operations and protective forces are not integrated under one contractor.
- c. Council minutes shall be maintained and distributed to the members and technical advisors.

CHAPTER VI

EQUIPMENT AND FACILITIES

1. EQUIPMENT. Protective forces shall be equipped to effectively, efficiently, and safely perform routine and emergency duties. Equipment shall be tailored to counter adversaries identified in the "Design Basis Threat Policy for Department of Energy (DOE) Programs and Facilities (U)" and site-specific threat guidance or as specified in the Site Safeguards and Security Plan. The equipment shall provide the protective force the ability to: move in a tactically sound, safe, and timely manner and in sufficient number under all expected environmental conditions; transfer information between protective personnel; and detect the presence of adversary forces under all environmental conditions.
 - a. Individual, Special Purpose, and Duty Equipment.
 - (1) Uniforms. Contractor protective force personnel shall be required to be distinctively uniformed while on duty and to be identified with their function by appropriate emblems or badges. The uniform shall enhance the efficient performance of routine and emergency duties and shall promote the public image of professionalism of the protective force.
 - (a) Security Officer, who are unarmed, should not wear uniforms resembling uniforms worn by armed law enforcement personnel (e.g. Security Police Officers or local area law enforcement officers).
 - (b) Special Response Team uniforms shall conform to site standards that enhance Security Police Officers' abilities to resolve security contingencies in an effective manner.
 - (2) Duty Equipment. The equipment items to be issued protective force personnel is to be determined by assigned duties on a site-specific basis.
 - (a) Security Police Officers. Each Security Police Officer shall be assigned, as a minimum, handgun and ammunition; holster (of a secure type); ammunition carrying device of sufficient capacity; and a portable radio with carrier. The issuance of additional equipment items, such as handcuffs and flashlights, is to be determined by assigned duties on a site-specific basis. Equipment shall be secured to the Security Police Officer so that it is easily accessible and does not hamper movement during emergency conditions.
 - (b) Special Response Team Equipment. Equipment shall be selected to facilitate the ability of the Special Response Team to effectively, efficiently, and safely perform both normal and emergency response duties. In general, team equipment shall be provided to facilitate and hasten a rapid response, be operable in all local weather conditions, allow for reliable communication and information transfer, and assist in the detection of adversarial forces under all light conditions. The following is the minimum requirement for each SPO-III: hoods

and gloves (fire resistant, durable material); flashlight; goggles/eye protection; tactical boots; chemical agent mask; and equipment systems designed to accommodate the duty functions; e.g., tactical vests. Site-specific equipment relevant to the accomplishment of site-specific mission requirements shall also be made available. Precision Rifle/Forward Observer Teams, Tactical Entry Specialists, Special Response Team Commanders, and Assault Leaders each require additional specialized equipment to meet mission requirements. Sites will ensure that all necessary specialized individual and team equipment needs are met and maintained.

- (c) Alternative to Deadly Force. Armed protective force personnel are to be assigned equipment that provides an alternative, in the appropriate circumstances, to the use of deadly force.
- (d) Nonlethal Area Weapons. Nonlethal area weapons such as chemical agents, if available for protective force use, shall be of the type commensurate with the intended use and shall not pose danger to personnel or facilities beyond that required for the success of the protective force mission. Chemical agents shall not be kept in active inventory past their expiration date.
- (e) Personal Protective Armor. Personal protective armor shall be readily available for site-identified, protective force personnel performing crucial, high-risk functions. This includes, minimally, SPO-II and SPO-III personnel. Protective armor must offer a level of protection commensurate with the expected level of threat for the particular functions, but in no case less than Type III-A protection (National Institute of Justice Standard 0101.03).
- (f) Tactical Vests. Tactical vests shall be readily available for use by Special Response Teams and other designated personnel. They are to be designed to accommodate the duty functions of the wearer and enhance effectiveness.
- (g) Protective Masks. Masks shall be available for all crucial on-duty protective personnel. This includes, minimally, all SPO-II and SPO-III personnel. They are to be of a type that does not unduly hinder performance of emergency duties, including accurate firing of all firearms. They shall be individually fit-tested.
- (h) Optical Devices.
 - 1 Corrective Lenses. As specified in 10 CFR 1046, Security Police Officers whose uncorrected distant vision in the better eye is not at least 20/40 shall be required to carry an extra pair of corrective lenses.
 - 2 Observation Devices. Binoculars and night vision devices should be available for protective force use to permit observation and detection of unauthorized activity during both daylight and night conditions.

- 3 Protective Masks. Protective force personnel whose uncorrected distant vision in the better eye is not at least 20/40 shall be provided with corrective lenses that can be accommodated by the mask.
- (i) Equipment Storage. Individual, special purpose, and duty equipment shall be stored and/or carried so as to be readily available in sufficient numbers for use in its intended fashion according to approved plans. Adequate and secure storage space shall be available for all individually carried equipment.
- (j) Equipment Maintenance. Equipment shall be maintained in a serviceable condition, in keeping with generally accepted practices for the particular type of equipment. As appropriate, preventive maintenance shall be conducted and records maintained.
- b. Firearms, Pyrotechnics, and Explosives. Firearms, pyrotechnics, and explosives must be available in sufficient numbers to permit protective forces to act according to response plans. Firearms and explosives shall be of a type suitable for the intended use, deployed in a manner commensurate with that use, and shall be controlled in a manner consistent with "Department of Energy Explosives Safety Manual" (DOE EV 06194). The firearms and explosives used shall pose the minimum danger to personnel, noncombatants, and facilities commensurate with success of the protective force mission. Firearms and explosives are to be carried safely and securely. Any discharge of a firearm for other than training purposes shall be reported in accordance with DOE5000.3B, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, of 1-19-93, Attachment 1, Page 23, paragraph H.
 - (1) Operational Considerations.
 - (a) General. Firearms shall be in serviceable condition at all times. Duty and auxiliary firearms configurations (loaded or unloaded) shall be as specified by the cognizant local authority for safeguards and security.
 - (b) Sights. The sights on all nonindividually assigned firearms with adjustable sights shall be set in a manner so that protective personnel who may use these firearms know the point of impact and can make point-of-aim adjustments quickly and consistently to permit accurate initial fire. Verification of sight adjustment and bullet impact shall be made at least semiannually. This may be accomplished by live fire or through the use of a sighting device that simulates bullet impact. Sighting devices shall be approved by the cognizant local Departmental security organization.
 - (c) Spare Weapons. There shall be sufficient spare firearms to provide for the replacement of malfunctioning firearms and to provide firearms to personnel responding according to approved site response and contingency plans.

- (d) SPO-III Weapons, Ammunition, and Explosives. Weapons and ammunition used by SPO-IIIs shall be based upon consideration of the "Design Basis Threat Policy for Department of Energy (DOE) Programs and Facilities (U)," assigned-missions, and the site vulnerability assessment, and shall be approved by the cognizant local Departmental authority for safeguards and security. Explosives used will also be in compliance with the "Department of Energy Explosive Safety Manual" (DOE EV 06194) and DOE 5480.16A, FIREARMS SAFETY.
- (2) Storage and Maintenance of Pyrotechnics, Firearms, and Explosives. Firearms, pyrotechnics, and explosives shall be stored safely and under the direct control of protective personnel or controlled within established security areas. Alternatively, they may be stored in vault-type rooms or buildings of substantial construction, if intrusion detection systems are in use to detect a penetration into the area and response is such that unauthorized removal is unlikely.
 - (a) Bulk Storage. Bulk quantities of ammunition, pyrotechnics, or explosives, which are not used on a routine basis and/or stored for long periods of time, shall be stored in facilities meeting design criteria specified in the "Department of Energy Explosives Safety Manual." These storage facilities shall be located within a designated security area.
 - (b) Storage Containers. Whenever practical, firearms, ammunition, pyrotechnics, and explosives are to be stored in General Services Administration-approved firearms storage containers that are bolted or otherwise secured to the structure. Firearms not in secured storage containers shall be locked in racks, chained, or cabled to prevent easy, rapid, unauthorized removal.
 - (c) Firearms Storage.
 - (1) Whenever practical, firearms are to be stored separately from explosives and 1,000 rounds or more of ammunition.
 - (2) Firearms not identified for duty or contingency use and having a valid justification for retention shall be stored in a manner that will prevent deterioration due to environmental conditions.
 - (3) Off-site storage of firearms shall be specified and authorized by the Head of the Field Element.
 - (d) On-Post Firearms. Auxiliary firearms and ammunition that are maintained on posts for use during emergencies shall be under the direct control of the on-duty protective force personnel. Firearms shall be readily accessible to the protective force personnel and inaccessible to persons passing through or by the post.
- (3) Firearms and Ammunition Maintenance/Inspection. Firearms available for duty or contingency operations shall be inspected by a qualified armorer prior to initial use, and at least twice a year thereafter to determine serviceability.

- (a) The minimum trigger pull for firearms shall be at least that specified by the manufacturer as the minimum for safe operation.
 - (b) Firearms maintenance checks shall be documented.
 - (c) Stored firearms shall be inspected prior to return to active inventory.
 - (d) Duty ammunition shall be exchanged for fresh ammunition, at a minimum, annually.
- (4) Inventory of Firearms, Explosives, and Ammunition.

- (a) Firearms Inventory. All issued firearms shall be inventoried by a number count at the beginning of each shift; all firearms in storage shall be inventoried by a number count on a weekly basis. An inventory of all protective force firearms, listing the type of firearm, the manufacturer, and its serial number, shall be conducted on a monthly basis. Firearms which are not identified for duty or contingency use may be inventoried by container in the event a complete container inventory has previously been conducted and the container is secured by a serial numbered security seal.
- (b) Ammunition and Explosives Inventory. Ammunition and explosives shall be inventoried annually.
- (c) Inventory Shortages. After a preliminary inquiry involving an indication of unaccounted, missing, or stolen firearms, significant quantities of ammunition (excess of 100 rounds), or explosives, the protective force management shall report to the cognizant field organization who shall report to the Office of Safeguards and Security within 24 hours.

c. Protective Force Vehicles.

- (1) Vehicle Type. Protective force vehicles shall exhibit a degree of reliability commensurate with their intended function. Vehicles shall enhance the efficiency, speed, and safety of routine and emergency duties under all expected weather conditions. Vehicles shall be of a type and size suitable for the intended use and, in the case of armored vehicles, offer assurance of continued operation and a safe level of protection to occupants under small arms fire, up to and including North Atlantic Treaty Organization (NATO) 7.62 millimeter full metal jacket. Vehicles should be distinctly marked and be equipped with necessary emergency response equipment, e.g., external warning lights, sirens, radios, and spotlights.
- (2) Vehicle Maintenance. Vehicles shall be maintained in serviceable condition, with preventive maintenance performed at intervals that meet or exceed the manufacturer's recommendations.

d. Communications Equipment for Protective Personnel. Protective force communications equipment shall provide multichannel capability with clear transmissions. It shall also exhibit the necessary degree of reliability

commensurate with the intended use. Communications equipment shall be readily available in sufficient numbers to equip protective forces.

- (1) Facilities Containing Category I or II Quantities of Special Nuclear Material. Security Police Officers at fixed posts shall have both normal telephone service and two-way radio communication with central stations, as well as points from which backup forces may be dispatched. Administrative controls shall be established to ensure proper use of this system in an emergency. Duress alarms shall be provided at Security Police Officer posts.
 - (2) Special Response Teams. Special Response Teams shall be equipped with digital encryption two-way radio communication. Dedicated channels for team operations shall be considered to include separate team and Precision Rifle/Forward Observer Team channels.
 - (3) Tests. Daily tests of protective force communication systems shall be conducted. If equipped with duress capabilities, a test of the duress system is required weekly.
2. FACILITIES. Permanent posts that control access to areas containing nuclear weapons, nuclear test devices, complete nuclear assemblies, or Category I or Category II quantities of special nuclear material, shall meet the following requirements:
- a. Location. Routine and emergency duty fixed posts should be located so that the efficiency of routine duties is enhanced and likely routes of adversary ingress and egress are clearly observable, and protected routes or methods of approach are available to protective personnel.
 - b. Human Factors Requirements. Routine and emergency duty fixed posts shall provide adequate human engineering so that the protective personnel occupying the posts can perform their duties efficiently. Routine duty fixed posts shall provide occupants with adequate protection from weather and temperature variations.
 - c. Exterior Construction. Exterior walls, windows, and doors shall be constructed of or reinforced with materials that have a bullet penetration resistance equivalent to the "high power rifle" rating given in Underwriter Laboratories Standard 752, "Bullet - Resisting Equipment."
 - d. Lighting Specifications. Lighting shall be capable of providing a minimum of 2 foot-candles luminescence at ground level for at least a 30-foot diameter circle around the post and 0.2 foot-candles for at least 150 feet in all directions.
 - e. Vehicular Access Control. Where automated gates are used to control vehicular access to a security area, the gates and openings shall be constructed to permit operation from inside the post.

CHAPTER VII

PERFORMANCE TESTING

1. PERFORMANCE TESTS. Performance tests shall be used to realistically evaluate, and verify the effectiveness of protective force programs; identify and provide training for personnel; identify areas requiring system improvements; validate implemented improvements; and motivate protective force personnel. Such tests shall adhere to the policy and requirements found in DOE 5630.16A, SAFEGUARDS AND SECURITY ACCEPTANCE AND VALIDATION TEST PROGRAM. All major functions of the protective force shall be tested. The following are the major types of protective force tests:
 - a. Limited Scope Performance Test. Limited Scope Performance Tests may be either scheduled or unannounced. They may be used to determine the level of protective force skill or capability in the area tested or to verify different aspects of the protective force program. They may be conducted to realistically test any operation or procedure, verify a policy requirement, or to verify possession of a requisite knowledge or skill to perform a specific task that falls within the scope of protective force responsibility. The tests may involve large numbers of protective force personnel working together, or they may involve only individuals or small teams. When individuals or small teams are tested, repetitions of the test may be conducted with each individual or team. Examples of these tests include individual and team tactical movement, defensive and offensive positioning, arrest and control techniques, building clearing, handling civil disturbances, containment operations, command and control activities, or any individual components of these activities. Any element of protective force responsibility, as determined by site procedures and job task analysis, may be tested.
 - b. Alarm Response and Assessment Performance Test. An Alarm Response and Assessment Performance Test is a no prior notice test to evaluate on-duty protective force response to a specific location under safeguards and security alarm protection. Test scenarios shall be based on simulated adversary actions consistent with the Design Basis Threat Policy and vulnerability analyses. The purpose of these tests is to evaluate protective force readiness and response to an alarm condition. These tests shall take into consideration all aspects of the response, including communications, personal protective measures, equipment availability and serviceability, and any protective force and facility coordination activities that may be necessary for effective mitigation of an event. The tests shall be pre-coordinated with facility representatives and trusted agents to ensure that safety requirements are fulfilled, security is not compromised, and operational disruption is minimized. Upon commencement of a test, responding protective force personnel shall be advised of the test. Handguns shall not be unholstered and auxiliary weapons shall not have a round chambered.

- c. Force-on-Force Exercise. A force-on-force exercise is a major test of the overall effectiveness of all elements involved in response to a Design Basis Threat and site-specific threats. These tests shall be held at all facilities meeting the requirements listed in paragraph 8a, page 4. Exercises shall be pre-planned, announced in advance to all participating parties, and conducted during specified time periods (exercise windows). Personnel shall be designated and briefed in advance to act as adversaries. All weapons shall be unloaded, and simulated weapons systems shall be used. For this reason, when an exercise involves an operating facility as opposed to a test area, a "shadow force" of protective force personnel shall be deployed for protection of the security interest. Interface procedures to include rules of conduct for all participants, controller actions, exercise boundaries, and off-limit areas shall be developed. In addition, communication procedures shall be developed between the simulated and shadow forces to ensure no compromise of safeguards and security during the exercise.
- d. Command Post Exercise. A command post exercise is conducted to observe and evaluate a crisis management team's overall handling of a simulated safeguards and/or security emergency. The exercise may involve a local Emergency Operations Center or multiple centers to include the DOE Emergency Operations Center. Exercises may be announced or unannounced, and may vary in scope and time as dictated by the purpose of the exercise. A security command post exercise shall be based upon the "Design Basis Threat Policy for Department of Energy (DOE) Programs and Facilities (U)" and the site-specific threat. The exercise will be used to evaluate both tactical and technical assessments and decisions. Lines of authority, the interrelationship of various organizational components in crisis mitigation, and the timeliness of reporting and decisionmaking will be considered in the overall evaluation. Facility and equipment availability will also be evaluated.
- e. Command Field Exercise. A command field exercise is an extension of a command post exercise and is conducted to test the interrelationship of site managers in directing the tactical engagement of a protective force to a simulated emergency. Procedures, tactical intelligence, communications, logistics, and field and site support systems' interfaces are the focus of a command field exercise. Such exercises are pre-planned and announced in advance to all participating personnel. They may be combined with force-on-force exercises.
- f. Joint Training Exercises. When site or facility vulnerability analysis and performance testing indicates a need for outside agency support for the successful mitigation of a safeguards and security incident, the support anticipated from outside agencies shall be covered, where possible, by a formal, written Memorandum of Agreement. Such support shall be tested annually by a joint training exercise, where possible. The frequency of testing of outside resources shall be based upon the degree of support anticipated and shall be approved by the cognizant local Departmental authority for safeguards and security.

2. TEST PLAN. A written test plan shall be prepared for protective force performance testing activities. The plan shall consider and include, as appropriate:
 - a. The specific element of the protective force being tested;
 - b. The objective of the test;
 - c. Applicable pass/fail criteria;
 - d. Specific safety considerations;
 - e. Specific safeguards and security considerations;
 - f. Test results documentation and after action reviews; and
 - g. Classification of the proposed test and anticipated results, as appropriate.
3. SAFETY. Protective force performance tests shall be conducted with the highest regard for the safety and health of personnel, protection of the environment, and protection of Government property. Specific safety considerations and requirements for conducting protective force performance tests are found in DOE 5480.16, FIREARMS SAFETY.
4. COORDINATION. When the protective force command post exercise and command field exercise performance tests involve demonstrations of site-level emergency response capabilities, the development and conduct of the exercise should be coordinated with the appropriate site-level emergency management organizations.
5. TESTING FREQUENCY. Performance testing shall be conducted as outlined in Figure VII-1.

TYPE OF EXERCISE	MINIMUM TEST FREQUENCY
Limited Scope Performance Test	AS REQUIRED
Alarm Response and Assessment Performance Test	2/YEAR/ALARMED LOCATION
Force-On-Force Exercise	1/YEAR/FACILITY
Command Post Exercise	1/YEAR/SITE
Command Field Exercise	1/YEAR/SITE
Joint Training Exercise	AS REQUIRED

Figure VII-1

NOTE: Annual requirements for Force-On-Force Exercise, Command Post Exercise, and Command Field Exercise may be combined where determined appropriate in Site Safeguards and Security Plans. Requirements for Alarm Response and Assessment Performance Tests may also be satisfied through combined testing of multiple alarms in the same or proximate location(s).

CHAPTER VIII

EXECUTIVE PROTECTION PROGRAM

1. PURPOSE. To establish the policy for the Executive Protection Program for the Secretary of Energy and the Deputy Secretary of Energy.
2. POLICY. Measures including the use of armed personnel may be provided for the protection of the Secretary or Deputy Secretary within or outside the United States. The Secretary shall determine the extent and nature of any protection measures to be performed.
3. Concept of Operations.
 - a. Executive protection will not be provided to the Secretary without the knowledge and specific approval of the Secretary.
 - b. Normally, proposed executive protection requirements will be submitted in writing to the Executive Protection Program Manager at least 10 working days prior to implementation of a service. On those occasions when there is less than 10 working days notice of impending travel by the Secretary or Deputy Secretary, executive protection requirements will be submitted as soon as possible. The proposal shall include:
 - (1) A description of known or potential threats.
 - (2) The nature, extent, and duration of proposed executive protection activities to be conducted.
 - c. The Executive Protection Program Manager will forward recommendations to the Secretary, or the Secretary's designated representative, for approval.
 - d. Executive protection shall be carried out only by personnel approved by the Executive Protection Program Manager and trained for this activity.
 - e. Only those Departmental personnel who have been deputized as U.S. Marshals by the U.S. Marshals Service are Authorized to carry firearms in support of an executive protection operation within the United States and its possessions.
 - f. Approval for selected executive protection personnel to bear arms in a foreign country shall be obtained from the foreign government by the Executive Protection Program Manager through the appropriate State Department Regional Security Officer.

Vertical line denotes change.