

Reclamation Manual

Directives and Standards

Subject:	Protection Services
Purpose:	To establish minimum requirements for Bureau of Reclamation and other protection service personnel working at Reclamation-owned facilities. The benefit of this Directive and Standard (D&S) is consistent application of security standards and procedures at all Reclamation facilities.
Authority:	Reclamation Act of June 17, 1902 (ch. 1093; 32 Stat. 388; 43 U.S.C. 391) and acts amendatory thereof and supplementary thereto; Critical Infrastructure Protection Act of 2001 (Pub. L. 107-56; 115 Stat. 272; 42 U.S.C. 5195c); Homeland Security Act of 2002 (Pub. L. 107-296; 116 Stat. 2135; 6 U.S.C. 101); Consolidated Natural Resources Act of 2008, Section 513, Bureau of Reclamation Site Security (Pub. L. 110-229; 122 Stat. 755; 43 U.S.C. 373e); 43 U.S.C. § 1733(c)(2); Executive Orders (EO) 10450, 10577; Presidential Policy Directives 7 and 21; and Departmental Manual (DM) Parts 442, 444, and 446
Approving Official:	Director, Policy and Programs (P&P)
Contact:	P&P, Security Office (84-57000)

- 1. Introduction.** This D&S prescribes minimum standards, requirements, and processes for security guards and other protection service personnel at Reclamation facilities. The intent is to establish requirements to ensure consistency throughout Reclamation, to structure contractual expectations and procedures for protection services contracts, and to define proprietary standards for all Federal armed security guards protecting Reclamation assets and personnel.
- 2. Applicability.** This D&S applies to all Reclamation personnel with the protection service responsibilities defined in this D&S.
- 3. Security Response Force Manager- Coordination and Approval Requirements.** The National Critical Infrastructure- Security Response Force Manager (NCI-SM) or Security Response Force Manager (SRFM) will coordinate written approval (e.g., via email, per SLE 03-02 paragraph 8) by the positions, or their designees, for any changes in the guard program shown in the below table. Prior to approval, the NCI-SM or SRFM must communicate the changes with the Protection Services Program Manager (PSPM) and Contract Officer Representative. If the changes affect contract guards, the Contracting Officer (CO) must provide written approval prior to initiating any changes that may result in an increased cost to the government or deviate from existing contractual requirements.

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Changes in Guard Program	PSPM	NCI-SM or AOSC	Facility Manager	Area Manager	RSO	CSO	Regional Director ¹
Position requirements (e.g., Position Description, Qualification requirements, Guard Capability Tiers, arming an 0080 position, or other changes that could affect security budget or risk)	✓	✓	✓	✓	notify	notify	
Weaponry or armament (e.g., caliber, weapons platform, weapon accessories that change the functionality)	✓	✓	✓	✓	✓	✓	✓
Transference of protection services between Reclamation facilities	✓	✓	✓	✓	notify	notify	notify
Change in less-lethal equipment carried	✓	✓	✓	✓	notify	notify	✓
Changes to current mission parameters	✓	✓	✓	✓	notify	notify	notify
Safety Plan for the simulated use of deadly force involving projectiles (e.g., simunitions, paintball)	✓	✓	✓	✓	✓	✓	notify
Protective Force Composition (e.g., contractual or permanent organizational changes)	✓	✓	✓	✓	notify	notify	notify
Changes that increase the guard cost	✓	✓	✓	✓	✓	✓	✓
SOPs, post assignments, training, or other operational details that don't significantly increase risks	✓	✓	✓	notify	notify		
Arming of NCI-SM	✓		✓	✓	notify	notify	✓

4. **Guard Service Objectives.** Security guards will support the Reclamation mission and security program to deter, detect, delay, or deny (D4) unauthorized attempts to access, disable, damage, or destroy the critical mission capabilities of a given facility, or to cause injury or death to any personnel. They will also respond to or aid in recovery (R2) from attempted unauthorized activity within their assigned area of responsibility.

¹ Any change requiring the written approval of the regional director must be via the Document Tracking System (DTS) for official record keeping.

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- A. Contracts for security protection services will be performance-based to provide armed/unarmed security guard or protection services in coordination with existing electronic and physical security systems or components to accomplish these objectives in the most effective manner for the specific site's security mission.
 - B. Local protective services Standard Operating Procedures (SOPs) are required to ensure the guard force will apply the principles of D4R2 toward the protection of critical mission assets in accordance with facility parameters as well as applicable agency, local, county, state, and Federal laws, regulations, and restrictions. The NCI-SM or SRFM responsible for overseeing Proprietary Security Guards will submit SOPs to the PSPM annually, no later than November 1st. Changes to the current SOPs will be submitted to the PSPM for approval once completed at the site level. SOPs may be incorporated into the SSP.
5. **Physical Security Standards.** Guard programs and personnel will support the effective implementation of facility security measures and any Federal, state, departmental, bureau or other applicable standards. Reclamation guards will comply with DM minimum security standards. Reclamation personnel writing a Performance Work Statement (PWS) for protection services will ensure the PWS meets equipment and qualification standards listed in sections A, B, and C below.
- A. **Firearms.**
 - (1) The Reclamation occupation series 0085 and 0080 are allowed to be armed for the purposes of providing protective security services if mission needs can be articulated. If the local area manager determines the integration of the NCI-SM into security response measures requires the NCI-SM to carry a weapon to protect themselves or others, and/or to participate in emergency situations, the facility manager submits a request (in a decision document format) for approval as outline in Paragraph 5 of this D&S;
 - (a) the request will include the rationale, justification, and risk reduction resulting from such arming capability; and
 - (b) if the decision document is approved, the NCI-SM must successfully complete and maintain all certifications for use of force and firearms qualifications at the SRF Training Center in order to be armed.
 - (2) The minimum standards to arm a guard in the Reclamation jobs series listed above are:
 - (a) favorable completion of the initial suitability screening by the servicing human resources office and the fingerprint check provided by Office of

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Personnel Management (OPM) and adjudicated by a P&P personnel security specialist;

- (b) approval from area manager or equivalent;
 - (c) successful completion of SRF Training Center weapons qualification course;
 - (d) successful completion SRF Training Center use of force and decision-making training and qualification; and
 - (e) annual requalification on the above listed training.
- (3) No proprietary guard is authorized to carry a firearm until the SRFM has formally approved, and acknowledged in writing, the individual who is to be armed is qualified in accordance with applicable firearms standards.
- (4) Reclamation personnel writing a PWS for contracted protection services will ensure the PWS includes the following requirements:
- (a) no contract guard is authorized to carry a firearm on Reclamation property until the CO has formally approved and acknowledged in writing that the individual who is to be armed has completed state licensing requirements;
 - (b) the guard shall possess valid state licenses for all states in which work will be completed while on duty; and
 - (a) favorable completion of the initial suitability screening by the servicing human resources office and the fingerprint check provided by OPM and adjudicated by a P&P personnel security specialist.
 - (d) The area manager (or equivalent) determines at which point in the suitability screening process or the subsequent background investigation process an employee or contractor will be armed. The minimum standard is specified in Paragraphs 7.A.(2)(a) and 7.A.(4)(c) above:
- (5) Authorized firearms and ammunition:
- (a) Proprietary forces will use only government-issued firearms.
 - (b) Reclamation personnel writing a PWS for contract protection services will ensure the PWS includes the following requirements:
 - (i) the contractor shall issue contractor-owned firearms; no individually owned firearms are authorized; and

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- (ii) contractor firearms issued within a contract shall be the same brand, model and caliber.
- (c) Handguns will be semi-automatic, with detachable magazines with a capacity of at least seven rounds. They will be 9mm, 40 S&W, or 45 ACP.
 - (i) All firearm holsters will be attached to the duty belt. Holsters which attach to the thigh with a strap, "drop holsters," are not authorized.
 - (b) Rifles will be bolt action or semi-automatic. They will be .223 (5.56), .300 AAC Blackout, or .308 caliber.
 - (c) Shotguns will be 12 gauge pump or semi-automatic.
 - (d) Only new, commercially manufactured ammunition is authorized. Handgun ammunition will be jacketed hollow point for duty and record qualification. Shotgun ammunition will be 00 buck or slugs.
 - (e) All record qualifications (qualifications used for licensing or certification) will use the same ammunition carried for duty for all firearms.
- (6) Firearms must be stored, carried, maintained, and deployed in compliance with the DM and Reclamation requirements.
- (7) For the disposal of federally-owned firearms only, see Reclamation Supplement to Federal Property Management Regulations, Part 42 *Utilization and Disposal of Hazardous Materials and Certain Categories of Property*, Subpart 114S-42.2 - Firearms. Disposal will be coordinated with the local property management office.
- (8) Any transfer of federally-owned firearms must be processed through the National Firearms Coordinator (NFC) and PSPM. All affected property management offices.

B. Defensive Equipment.

- (1) **Oleoresin Capsicum (OC).**
 - (a) Proprietary guards, who have successfully completed approved training and have been certified in the use of OC, are authorized to carry OC when approved as part of the protective services SOP. Only NFC approved and Government issued OC is authorized.
 - (b) Reclamation employees writing a PWS for guard services will ensure the PWS includes the following requirements:

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- (i) only contract guards who have successfully completed all state certification requirements shall carry and use this agent, if authorized within the contract; and
- (ii) only contractor issued OC spray shall be carried.

(2) **Impact Weapons and Batons.**

- (a) Proprietary guards who have received approval and have successfully completed training in the use of impact weapons and batons are authorized to carry and use this equipment when approved as part of the protective services SOP.
- (b) Reclamation employees writing a PWS for protection services will ensure it includes the following requirements:
 - (i) contract guards who have successfully completed all state certification requirements may carry and use this equipment if authorized within the contract; and
 - (ii) only contractor issued defensive equipment shall be carried.

(3) **Electronic Control Devices.**

- (a) Electronic Contact Restraint Devices/Conducted Energy Devices (CEDs), also known as Tasers or stun guns, are not authorized to be purchased, carried, or used.
- (b) Requests for deviation must be submitted through the RM deviation process (see RCD 03-03). If a deviation is approved, the policies and procedures in 446 DM 22, *Electronic Control Devices*, will be followed.

C. **Body Armor.**

- (1) The National Institute of Justice (NIJ) Standard, *NIJ 0101.06 for body armor and the NIJ Guide - Body Armor*, will serve as Reclamation's requirements for body armor. Body armor worn by proprietary guards or contract guards must meet the testing standards listed in *NIJ 0101.06*.
- (2) These standards apply to all proprietary guards. Reclamation employees writing a PWS for protection services will ensure the PWS includes these requirements.
 - (a) Unarmed and armed guards on duty will wear NIJ level IIIA body armor, unless:

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- (i) the guard is within a structure that provides equivalent or greater ballistic protection;
 - (ii) the guard is wearing a level III or IV tactical vest that provides equal or greater protection of the vital organs (center mass) as a level IIIA vest; or;
 - (iii) the guard's duties are in a non-public area that does not require interaction with the public (e.g., security dispatch, control center).
- (3) Guards with a guard capability tier II, III, or IV (see paragraph 8 for tier definitions) will have vests that include capability to add NIJ level III plates.
- (a) Tier II guards will have the level III-IV plates in a nearby strategic position to the post for immediate donning when needed. This pre-positioning will be detailed in the facility's guard SOP.
 - (b) Tier III guards will have the level III-IV plates either worn or in a nearby strategic position to the post for immediate donning when needed. The decision to wear or pre-position for each tier III post, and any pre-positioning details, will be described in the facility's guard SOP.
 - (c) Tier IV guards must minimally wear level III plates when on duty as a tactical response team member. During normal operations Tier IV guards will wear or carry level III plates on their person for immediate donning when needed.

6. Exercise Requirements.

- A. NCI facilities and those with on-site security guards will conduct a security drill at least annually to review, evaluate, and test established guard force interaction and interoperability with security systems and facility operations in response to specified scenarios. The intent is to test the designated guard force protocol, evaluate their understanding of expectations, gauge training and operational gaps, identify need for equipment or protocol improvements, and test the ability to mitigate reasonable security or LE emergencies endangering the mission or life-safety of personnel.
- (1) The drills will be reported within the area office's annual security report with lessons learned and any recommended improvements.
 - (2) Any exercises with live fire or simulated use of deadly force will submit a safety plan and JHA in writing for approval to the CSO no later than 30 days prior to the scheduled event.

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- (3) Routine sustainment training and sustainment live fire do not require approval for each event; a single approved plan will be kept on file at the facility.
7. **Protective Forces Plans and Procedures.** Security guard plans and procedures will be developed and implemented by the area office wherever full-time guards (armed or unarmed) are employed by Reclamation. At a minimum, the security guard plans and procedures will include security guard SOP, post orders, a training strategy to support these security guard plans, and use-of-force requirements contained in 444 DM 4.
- A. Before proprietary guards are deployed, supplemental SOPs will be created by the NCI-SM or SRFM to include post orders, emergency response procedures, and weapons accountability procedures. The SRFM will provide the supplemental Standard Operating Procedures to the PSPM.
- B. Security guard SOPs, post orders, and checklists for normal and enhanced operations will be reported to the PSPM by the SRFM and updated within 30 days of any modifications.
8. **Guard Requirements.** The below are minimum position condition requirements and will be included in position descriptions for Reclamation guards. Not meeting the requirements precludes further employment as an armed guard.
- A. **Qualification Standards for Guards.**
- (1) Medical and Physical – baseline requirements for guards:
- (a) control of voluntary motor functions, strength, range of motion, neuromuscular coordination, stamina, and dexterity needed to meet physical demands associated with routine and emergency situations of the job;
- (b) ability to maintain the mental alertness necessary to perform all essential functions without posing a direct threat to self or others;
- (c) ability to understand and share essential, accurate communication by written, spoken, audible, visual, or other signals while using required protective equipment;
- (d) ability to stand for prolonged periods of time, work in variable temperatures and environments, run, sprint, lift/carry/drag/pull/push heavy objects, climb stairs, ladders, or steep grades (when, for example, responding to emergencies, ensuring timely and complete facility evacuations, in pursuit of an individual, etc.), and doing so while wearing protective gear and weapons;

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- (e) ability to accommodate to changing work and meal schedules without potential or actual incapacity; and
 - (f) no known significant abnormal intolerance to chemical, mechanical (e.g., heat, light, or water), and other physical agent exposures to the skin that may be encountered.
- (2) If a proprietary guard fails to meet medical or physical standards baseline requirements, the guard will be placed on notice that they have 60 days in which to retest and pass or face possible disciplinary action up to and including termination for failure to meet a condition of employment.
- (3) Reclamation personnel writing a PWS for protection services will ensure the PWS includes the following provision: “if a contract guard fails to meet medical or physical standards baseline requirement, the guard shall not be allowed to work on Reclamation property in the capacity of a guard until all conditions are met.”
- (4) Tier IV guards have the following additional requirements:
- (a) ability to complete a 1.5-mile run with a maximum qualifying time of 14 minutes, and a 40-yard dash from the prone position in 9.0 seconds or less, 40 push-ups in 2 minutes, and 46 sit-ups in 2 minutes; and
 - (i) completion of the SRF academy and annual physical fitness tests administered by a SRF guard or Supervisor who has completed the Federal Law Enforcement Training Center (FLETC) Law Enforcement Fitness Coordinator Training Program (LEFCTP).
 - (ii) The SRF Training Center will conduct periodic site reviews of the physical fitness test for proprietary guards. Deviations of the standards set-forth by the SRF Training Center will be reported to the PSPM.
 - (iii) The PSPM may require SRF Training Center Instructors to oversee or administer physical fitness tests at specific sites to ensure standardization of the process, procedure, and documentation.
 - (iv) The PSPM will be notified of all physical fitness failures.
 - (b) Ability to make rapid transitions from rest to near maximal exertion without warm-up.
- (5) Marksmanship Qualification:
- (a) Reclamation employees writing a PWS for protection services will ensure the PWS includes the following requirements:

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- (i) contractors shall comply with all state firearms licensing standards;
 - (ii) if firearms included in the contract are not licensed by the state (e.g., California does not issue rifle licenses to private security guards), the contractor shall submit their course of fire and qualification standards to the CO for approval prior to deployment of the weapons;
 - (iii) firearms shall be compliant with all state laws (e.g., magazine capacity, carry methods and functionality); and
 - (iv) contract security guards that fail to meet the minimum for record qualification standards shall not be allowed to work on Reclamation property in an armed capacity until successful qualification.
- (b) Proprietary Guards will be compliant with the SRF Training Center qualification standards. All sites with proprietary guards are required to administer the SRF Training Center approved marksman qualification course.
- (c) Academy and annual marksmanship qualifications will be administered by a SRF guard or Supervisor who has completed the FLETC Firearms Instructor Training Program (FITP).
- (d) If a proprietary security guard fails to meet the minimum for record qualification standards for any assigned weapons, the following steps will be taken:
- (i) The SRFM will temporarily suspend authorization to carry weapons and may consider temporarily assigning the guard to unarmed duties.
 - (ii) The PSPM will be notified of all marksmanship qualification failures.
 - (iii) The guard will be given the opportunity to re-qualify by firing the course again immediately. If this second qualification attempt is a fail, the individual will be provided 40 hours of remedial training before his third and final qualification attempt.
 - (iv) If the security guard fails to qualify after the third attempt, the SRFM will initiate procedures to revoke their authorization to carry weapons.
 - (v) If circumstances beyond a security guard's control prevent re-qualification, the guard may be afforded a reasonable amount of additional time at the SRFM's discretion.

B. Fitness to Serve.

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- (1) The authorization to carry a firearm may be temporarily or permanently suspended or revoked by the SRFM at any time. The SRFM will reference Fitness to Serve (Appendix A) for guidance involving disarming proprietary guards.

C. Proprietary Guards Annual Training Requirements.

- (1) Proprietary guards are required to follow the Security Response Force Annual Training Requirement (Appendix B).

D. Proprietary Guard Academy Training. See the SRF Training Center curriculum for required proprietary guard academy training.

E. Guard Capability Tiers.

- (1) All guards (capability tiers I-IV) will demonstrate the ability to:
 - (a) read and understand post assignments, produce reports, perform needed administrative and clerical duties, and respond to both routine and emergency dispatches/orders as directed using the English language;
 - (b) monitor and enforce facility rules and regulations;
 - (c) detect prohibited articles; inspect persons, packages and vehicles; and in general determine the nature of emergencies; maintain personal safety; and report the nature of emergencies; make frequent contact with the general public, employees, LE, and dispatch center via radio or telephone, requiring the ability to speak clearly and distinctly in English;
 - (d) understand and implement inspection techniques for persons, packages and vehicles, as well as detect and identify prohibited articles and site-specific security interests;
 - (e) monitor security equipment and dispatch guard forces as directed by the Government or within guidance of the guard SOPs;
 - (f) apply verbal control techniques, including giving loud and clear directions in English to crowds or others failing to comply with established guidance, or as a dispatcher or alarm monitor to others in the guard force;
 - (g) assist with access control and public access or screening operations;
 - (h) provide support to Government personnel and act in a professional and courteous manner during emergencies or confrontational situations;

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- (i) meet the personnel, physical and medical requirements as required in this D&S and any site-specific requirements;
 - (j) display proficiency in use post security equipment (e.g., magnetometers, X-ray machines, CCTV) that may emanate safe levels of electromagnetic radiation for multiple hours;
 - (k) ability to safely work in and around switchyards, hydroelectric facilities, and power production equipment that may produce electromagnetic radiation and high-voltage electrical equipment hazards;
 - (l) safely operate motor vehicles when their use is required by local missions and duty assignments;
 - (m) perform counter-surveillance duties including surreptitious observation of suspicious activity, and record and report information in a timely matter;
 - (n) adjust force protection posture as emergency, temporary, or special situations occur that will require the guards to make immediate changes in operational procedures, processes, plans, guard deployment, and staffing levels to address a specific situation;
 - (o) prepare reports, briefings, or other documentation or communications to effectively and compliantly record and articulate position activities and requirements; and
 - (p) employ weaponless self-defense as needed for their assigned duties.
- (2) Tier II-IV guards will additionally demonstrate the ability to:
- (a) properly apply control tactics techniques or other applications of force, as authorized for use; and
 - (b) understand and apply Reclamation's use of force protocol, as appropriate.
- (3) Tier III and IV guards will additionally demonstrate the ability to:
- (a) operate special weapons, tactical vehicles, and other equipment necessary to protect a particular facility or to effectively engage an adversary with advanced capabilities;
 - (b) provide additional protection capability as demanded by the particular targets, threats, and vulnerabilities existing at the assigned facility; and

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- (c) support tier IV guards or augmenting external response forces in response activities as needed.
- (4) Tier IV Guards will additionally demonstrate the ability to:
 - (a) perform as an armed member of a tactical quick reaction team to enhance protection of people or critical assets within the facility, as defined by the Government for a particular site; and
 - (b) provide interdiction, interruption, neutralization of a threat, and facilitate the recapture or recovery of an asset/facility within confines of applicable Federal, DM, and Reclamation guidelines and policy.
- 9. **Transfer of Guards between Facilities.** Proprietary guards are trained to a consistent standard in order to facilitate transfer from one facility to another for temporary or permanent duties as needed.
 - A. Approval for temporary transfer is not dependent on employee vacancies, as it is for a permanent transfer.
 - B. The affected (losing) SRFM must approve permanent transfers. The SRFM (gaining) must ensure the transferring guard has successfully passed a designated physical fitness test and weapons qualification, if required for their position, prior to final transfer approval. This section applies only to voluntary transfers, not positions filled under a vacancy announcement.
- 10. **Additional Requirements for Protection Services.** In addition to the requirements above, the below standards must be addressed within a facility's SOP.
 - A. **Uniforms.** For proprietary guards, see RM D&S, *Bureau of Reclamation Uniform Program for Public Service (PS) Uniforms* (SLE 04-01). Reclamation personnel writing a PWS for guard services shall ensure contracted guards uniforms comply with state requirements and uniforms clearly differentiate between proprietary and contract guards.
 - B. **Domestic Violence Disclosures.** Armed personnel must comply with all aspects of Title 18, United States Code, Section 922(g)(9) (the Lautenberg Amendment). Disclosure of potential impeachment information – all guards must report any citations, detentions, or arrests to their first-line supervisor within 24 hours or prior to assuming duty, whichever is first. Proprietary guards are required to read and certify acknowledgment of the Lautenberg Amendment annually.

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- C. **Standard Operating Procedures (SOP).** Proprietary guards and contract guards are required to read and sign an acknowledgment of understanding for all current SOPs effective for their specific department annually.
- D. **Policy and Procedures Acknowledgement.** Proprietary guards are required to read and sign an acknowledgment of understanding for the following DMs and D&Ss annually:
 - (1) 446 DM 20 – Use of Deadly Force
 - (2) SLE 04-03 – Protection Services
 - (3) SLE 04-04 – Use of Force

11. Contract Requirements.

- A. Reclamation personnel, when defining standards within the PWS for a protection services contract, will incorporate into that PWS or SOW all requirements that apply to contract services within this D&S.
- B. New contracts must address, as a minimum, all applicable components within the Security Office's latest PWS template.
- C. Each contract and cooperative agreement authorizing the exercise of Reclamation LE authority must be compliant with 43 CFR 422.9 - *Reclamation law enforcement contracts and cooperative agreements*.
- D. All contracts for protection services will receive written approval through the Denver Security Office and the formal acquisition review process (detailed in acquisitions policy) before implementation or renewal to ensure consistency in guard standard application.
- E. Any modifications to contracts that will significantly alter costs (greater than 5 percent), duties, or capabilities (e.g., adding or subtracting more guards, arming previously unarmed guards, changing response protocols) will be approved by the CSO prior to award.
- F. Contracts with non-Department LE agencies, at all levels of government, to aid in enforcing or carrying out Federal laws and regulations at Reclamation facilities will expire no later than 3 years from its effective date, per 43 CFR 422.9 – *Reclamation law enforcement contracts and cooperative agreements*.

- 12. **Definitions.** In addition to the following definitions, a list of acronyms used in this D&S is provided in Section 14.

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- A. **Armed Guard.** Also known as an armed security guard or officer, and defined within the April 2013 2nd Edition of the Interagency Security Committee's (ISC's) *Best Practices for Armed Security Guards in Federal Facilities* (ISC-ASO) as "a member of the facility security force [or posture] and an element of a security post who is issued a firearm and has the training, equipment, and appropriate certifications to perform security functions."
- B. **Contract Guard.** Per the ISC-ASO: a contract guard is "a [contracted] member of a facility security force and element of a security post who has training, equipment and appropriate certifications to perform a specific security function."
- C. **D4R2.** To deter, detect, delay, deny, respond, and recover (D4R2) are Reclamation's principles for ensuring security, safety, and reliability for mission critical assets and personnel. The measures of successful implementation of D4R2 are site specific. D4R2 consists of the following elements:
- (1) deterrence of potential malicious activity;
 - (2) detection of unauthorized activity;
 - (3) delay of adversaries in completing malevolent acts;
 - (4) denial of capability to incur catastrophic outcome at a mission critical asset;
 - (5) response to unauthorized acts within the site's guard protection mission profile; and
 - (6) assist in the recovery from such unauthorized activity as stated above.
- D. **Federal Facility.** The term "Federal facility" or "facility" means a space, asset, structure, site, or part thereof, owned or leased by the Federal Government, where Federal employees are regularly present for the purpose of performing their official duties or where mission essential government tasks are performed.
- E. **Guard Capability Tiers.**
- (1) Tier I – unarmed guards, with basic deterrence and detection duties such as to monitor security systems, detect unauthorized activities, report incidents through the guard's normal reporting protocol, and escort tours.
 - (2) Tier II – armed guards, with basic duties such as access control and screening vehicles or people to provide deterrence, detection, and delay capabilities.
 - (3) Tier III – armed guards with duties such as active patrolling of key terrain or areas, providing substantial deterrence, detection, delay, with some denial and

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response capabilities. Tier III guards will also support a tier IV or external response capability as needed.

- (4) Tier IV – armed guards with robust capability to maneuver as a team to deter, detect, delay, deny, and respond to potential or active threats in order to prevent catastrophic loss of critical mission assets and people.
- F. **Interdiction.** The ability to interrupt the intended path or progress of a known hostile threat. Interdiction, for the purpose of this D&S, is generally considered to be within the Tier II-IV capabilities.
- G. **Less Lethal.** (Also referred to as “less than lethal” or “non-deadly force.”) Per 446 DM 20, *Use of Force for DOI Federal and Contract Security Guards* (446 DM 20), this term is defined as “force that is neither likely nor intended to cause death or serious physical injury.”
- H. **Proprietary Guard.** Also known as a Reclamation security officer or guard or Security Response Force (SRF) officer or guard. A guard who is employed solely by the subject agency (Reclamation), whose task is defined by that agency for security and protection needs, is governed by the subject office, and is not sub-contracted to other agencies.
- I. **Protection Services.** Protection services can include a wide array of security or law enforcement (LE) tasks to support the facility’s security strategies to deter, detect, delay, deny, respond, or recover from threats, as well as to assist in ensuring the safety of employees and visitors while at the facility.
- J. **Security Response Force Manager (SRFM).** Manager of the proprietary armed and unarmed guard force. May also be called “Chief.” Required to attend the SRF Academy and pass all academy related curriculum. Required to pass annual firearms qualifications. Is responsible for the department’s weapons accountability and guard force training requirements. Serves as the reporting official to the PSPM for all proprietary guard force training and incident notifications.
- K. **Security Response Force (SRF) Training Center.** The SRF Training Center is located at Grand Coulee Dam. The SRF Training Center curriculum is the standard for all Reclamation proprietary armed guards. The SRF Training Center is responsible for ensuring all SRF sites are following the approved Federal Law Enforcement Training Center (FLETC) Lesson Plans and SRF training methodologies.
- (1) All third-party training, involving proprietary guards, will be approved by the SRF Training Center and the Protection Services Program Manager (PSPM).

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(2) The SRF Training Center will conduct periodic reviews of SRF site training, and documentation, and procedures. The PSPM will be notified of any deviations from the approved SRF Training Center curriculum.

(3) The SRF Training Center will conduct periodic reviews of SRF site, physical fitness testing procedures. The PSPM will be notified of variations from the approved SRF Training Center curriculum.

L. **Tactical Response Team.** A security team trained, organized, and equipped to provide the ability to interdict a threat. This capability will be commonly referred to as a Tier IV capability.

M. **Unarmed Guard.** A member of the facility security posture (also known as an unarmed security officer or guard) and an element of a security post who has the training, equipment, and certifications to perform security functions, but is not authorized to carry a firearm.

N. **Use of Force.** Per 446 DM 20, this term is defined as “the amount of effort required by LE or security guards to compel compliance by an unwilling subject.”

13. Acronyms.

AOSC	Area Office Security Coordinator
CO	Contracting Officer
CSO	Chief Security Officer
D4	Deter, detect, delay, and deny
D4R2	Deter, detect, delay, deny, respond, and recover
D&S	Directive and Standard
DM	Departmental Manual
ISC	Interagency Security Committee
JHA	Job Hazard Analysis
LE	Law Enforcement
NCI	National Critical Infrastructure
NCI-SM	National Critical Infrastructure Security Manager
NFC	National Firearms Coordinator
NIJ	National Institute of Justice
OC	Oleoresin Capsicum
PSPM	Protection Services Program Manager
PWS	Performance Work Statement
R2	Respond and recover
RM	Reclamation Manual
RSO	Regional Security Officer
SOP	Standard Operating Procedures
SRF	Security Response Force

Reclamation Manual

Directives and Standards

SRFM

Security Response Force Manager

P&P

Programs and Policy

SSP

Site Security Plan

14. **Review Period.** This release will undergo review every 2 years.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____