The Bureau of Reclamation requires armed proprietary guards to complete the following annual training hours. The categories specified below, follow the Interagency Security Committee (ISC) *Best Practices for Armed Security Officers in Federal Facilities, April 2013, 2nd Edition.*

The National Critical Infrastructure-Security Manager (NCI-SM) or Security Response Force Manager (SRFM) is responsible for ensuring each guard completes the required training hours annually and the training hours are documented as directed by the Protection Services Program Manager (PSPM). The NCI-SM or SRFM may allocate training hours in each category to curriculum specific to the mission at each site location.

The SRFM will notify the PSPM when a proprietary guard does not meet the annual training requirements.

### SRF Annual Training Baseline

<table>
<thead>
<tr>
<th>Category</th>
<th>Training Hours</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Job-Related Training</strong></td>
<td>TOTAL 12 hrs</td>
<td>• Dam Navigation</td>
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<td>• Critical Asset Familiarization</td>
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<tr>
<td></td>
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<td>• Operational Security (OPSEC)</td>
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<td>• Emergency Response Access Points</td>
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<td>• Site Specific Tasks and Procedures</td>
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<td>• Vehicle Maintenance Reporting</td>
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<td>• Vehicle Fueling and Accident Reporting</td>
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<td></td>
<td>• Administrative Functions</td>
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<tr>
<td><strong>Human Interaction and Customer Service</strong></td>
<td>TOTAL 8 hrs</td>
<td>• Guard Professionalism</td>
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<td>• Code of Conduct</td>
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<td>• Anti-Harassment</td>
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<td>• Crucial Conversations</td>
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<tr>
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<td>• Visitor Screening (Tour)</td>
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<td></td>
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<td>• Customer Interaction</td>
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<td>• De-escalation Techniques</td>
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</tbody>
</table>

(607) 01/25/2019
NEW RELEASE
(Minor revisions approved 09/14/2020, 08/23/2021)
Reclamation Manual
Directives and Standards

- Lost and Found Procedures
- Lost Children Procedures

Weapons and Defensive Tactics
TOTAL 70hrs
-SRFM will determine allocation of training hours to meet site specific Mission
-Defensive Tactics- A minimum of 16 of the 70hrs
-Weapons and Armory Policy/Procedures- A minimum of 4 of the 70hrs
-Night Vision Device Training- A minimum of 8 of the 70hrs

-Examples
  - Weapons and Equipment Cleaning and Maintenance
  - Armory Procedures
  - Pistol and Rifle Fundamentals
  - Pistol and Rifle Basic Techniques
  - Pistol and Rifle Advance Techniques
  - Pistol and Rifle Transition
  - Close-Quarter Battle
  - Night Vision Device Fundamentals and Drills
  - Strikes
  - Field Interview
  - Baton
  - Crowd Control Procedures

Inspections
TOTAL 4hrs

-Examples
  - Officer Safety
  - Visitor Screening (Tours)
  - Security Inspection-Building/Vehicle
  - International Deliveries
  - Delivery Escort on Project
### Law Enforcement Support

**TOTAL 12hrs**
- Use of Force (UOF) Classroom, Drills, or Exercises- A minimum of 8 of the 12hrs

- Examples
  - UOF Report Procedures
  - Department of the Interior UOF Policy Review
  - Field Interview Techniques
  - Crime Scene Protection Procedures
  - Unmanned Aerial System Identification/Reporting

### Communications

**TOTAL 4hrs**

- Examples
  - Radio Operation / Etiquette
  - Security Command Center Familiarization
  - Project / Critical Asset Terminology

### Emergency Response

**TOTAL 24hrs**
- SRFM will determine allocation of training hours to meet the site-specific Mission.
- Emergency Response Drills/Exercises- A minimum of 8 of the 24hrs

- Examples
  - Active Shooter Response
  - Threat Response (Internal)
  - Threat Response (External)
  - Evacuation Procedures
  - Duress Response Procedures
  - Unauthorized Access (Code Red)
  - Emergency Callback Notification/Procedures

### Patrol

**TOTAL 8hrs**

- Examples
  - Response Procedures and Responsibilities
  - Officer Safety Procedures
  - Backing up LEO in an incident
Reclamation Manual
Directives and Standards

- Unattended Package
- Visual Deterrent Concept
- Site Specific Tasks and Procedures