

Military Police

The Army Civilian Police and Security Guard Program

Headquarters
Department of the Army
Washington, DC
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UNCLASSIFIED

SUMMARY of CHANGE

AR 190-56

The Army Civilian Police and Security Guard Program

- o This major revision, dated 15 March 2013--
- o Removes responsibilities listed for the Deputy Chief of Staff, G-2 because they fall within normal operating procedures (formerly chap 1).
- o Exempts guards covered under the Personnel Reliability Program who are performing duties associated with nuclear, biological select agents and toxins, and chemical-surety material (including nuclear reactors) from the requirements of the Individual Reliability Program (para 3-2).
- o Requires all newly hired Department of the Army civilian police to attend the Civilian Police Academy at the U.S. Army Military Police School (para 4-2).
- o Requires Active Shooter Response training for civilian police and security guards (para 4-6)
- o Updates information on the supervisor training course, which is now done through online distributive learning (para 4-7).
- o Makes administrative changes (throughout).

Effective 15 April 2013


Military Police

The Army Civilian Police and Security Guard Program

By Order of the Secretary of the Army:

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General, United States Army
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Official:


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History. This publication is a major revision.

Summary. This regulation prescribes policies and procedures for the Department of the Army Civilian Police and Security Guard Program. It contains provisions for the selection, management, employment, training, and certification of Department of the Army civilian police officers and security guards.

Applicability. This regulation applies to the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to all

Department of the Army employees assigned to 0083 and 0085 career-series positions and contract security personnel. Although not specifically applicable to the Army National Guard in its Title 32, United States Code status, the policies and procedures contained herein are appropriate for Army National Guard activities.

Proponent and exception authority. The proponent of this regulation is the Provost Marshal General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. This approval authority is delegated to the Chief, Policy Division. Activities may request a waiver or exception to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix E).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Provost Marshal General (DAPM–M–PS), 2800 Army Pentagon, Washington, DC 20310–2800.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Provost Marshal General (DAPM–MPO–PS), 2800 Army Pentagon, Washington, DC 20310–2800.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 General

1-1. Purpose

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

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

a. Provost Marshal General. The PMG has overall Army Staff responsibility for the DACP/SG Program. The PMG will designate the Chief, Operations Division, Provost Marshal Office, to—

- (1) Develop policies, standards, and procedures to enhance the overall effectiveness of the DACP/SG Program.
- (2) Act as the principal Army Staff officer responsible for efforts to enhance program effectiveness.
- (3) Designate a program manager in the Physical Security Branch to oversee and manage the DACP/SG Program and be the principal Army point of contact (POC) on all DACP/SG Program and contract security guard (CSG) program matters.

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

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

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

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

c. Deputy Chief of Staff, G-4. The DCS, G-4 will develop policy pertaining to the issue of specified organizational clothing and individual equipment for DACP/SGs.

d. Heads of other Army Staff agencies. Heads of other Army Staff agencies will—

- (1) Designate a single organizational element as a sole POC responsible for coordination of DACP/SG matters within their respective agency.
- (2) Coordinate such matters with the DACP/SG program manager.

e. Commanding General, U.S. Army Training and Doctrine Command. The CG, TRADOC will provide training development, training, and training support activities for the DACP/SG Program.

f. Commanding General, U.S. Army Medical Command. The CG, MEDCOM will provide occupational health services per AR 40-5 and establish guidelines for medical evaluation of DACP/SG personnel to ensure they are able to perform the essential job functions.

g. Commanding Generals, Army commands, Army service component commands, and direct reporting units. The CGs, ACOMs, ASCCs, and DRUs will—

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

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

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

- (4) Closely monitor installations, activities, government owned, contractor operated (GOCO), and contractor owned, contractor operated (COCO) facilities under their command to ensure compliance with applicable regulatory guidance. Establish adequate performance work statements to include minimum qualifications for security guard personnel, along with a corresponding Quality Assurance Surveillance Plan for security guard services contracts. This will assist contracting officers to negotiate contracts to specific security guard needs and ensure only qualified, capable, reliable,

and trustworthy personnel are assigned by the contractor to perform such work. For GOCO facilities, work performance standards will be established by the command issuing or modifying the contract for the operation and maintenance of the facility.

h. Other commanders. Commanders of installations, activities, stand alone facilities, and commanders of medical centers, hospitals, tenant activities, or subordinate units employing DACP/SGs (for example, airfields) will—

- (1) Implement and ensure compliance with this regulation.
- (2) Ensure only individuals who are qualified, capable, reliable, and trustworthy are employed in DACP/SG positions.
- (3) Identify training needs and allocate necessary resources to meet their needs.

i. Directors of Emergency Services, provost marshals, and designated representatives. The DES, the provost marshal (PM), or the designated command security and law enforcement representative on any installation or activity where there is no DES, will—

- (1) Ensure DACP/SG personnel are adequately trained, certified, and credentialed to perform assigned duties and respond to and recover from all hazards, including terrorism and criminal incidents.
- (2) Accomplish the following in coordination with the servicing Civilian Personnel Advisory Center (CPAC)—
 - (a) Ensure personnel employed in DACP/SG positions are qualified, capable, reliable, and trustworthy.
 - (b) Ensure appropriate reliability investigations are conducted on Army employees, before they are assigned to DACP/SG duties.

(3) Accomplish the following in coordination with contracting officers—

(a) Establish adequate performance work statements that will include minimum qualifications for security guard personnel, along with a corresponding quality assurance surveillance plan for security guard services contracts. This will assist contracting officers to negotiate contracts to specific security guard needs and to ensure that only qualified, capable, reliable, and trustworthy personnel are assigned by the contractor to perform such work. For GOCO and COCO facilities, the statement of work (SOW) and/or performance work statement (PWS) will be established by the command issuing or modifying the contract for the operation and maintenance of the facility.

(b) Ensure provisions in security guard services contracts authorize PM personnel to be appointed as either the contracting officers representative (COR) or the contracting officers technical representative (COTR) for purposes of monitoring and inspecting the performance of such contracts. For GOCO facilities, the SOW or PWS will ensure that the PM, security officer, or other designated Army employee may be appointed as either the COR or the COTR for purposes of monitoring and inspecting the performance of such contracts.

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

(d) Ensure CSG contracts clearly define the limits of the CSGs' authority and jurisdiction to their assigned installation and delineate the parameters for use of force while in a duty status.

(4) Ensure personnel requiring access to classified material have the appropriate security clearance, in coordination with the local personnel security office.

j. Civilian Personnel Advisory Center. The servicing CPAC will provide technical assistance to and coordinate all employment matters affecting the DACP/SG Program with the appropriate PM, DES, or designated command security and law enforcement representative. The CPAC representative will seek the advice of the servicing legal advisor and/or heads of supporting intelligence activities when required.

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

1-5. Objectives

The objectives of the DACP/SG Program are to—

- a. Establish minimum standards for training, fitness, and management for DACP/SGs and CSGs (see DODI 5210.90).
- b. Enhance the professionalism, quality, and effectiveness of DACP/SGs.
- c. Provide for the overall security of Army installations and activities by employing civilian personnel to perform security and law enforcement services.

1-6. Waivers and exceptions

Waivers and exceptions are deviations from requirements prescribed in this regulation.

a. Waivers. A waiver may be approved for temporary relief from a specific requirement prescribed in this regulation pending actions to conform to the requirement. A waiver may be approved for a period not to exceed 12 months and be extended only after a review of the circumstances that necessitate the extension.

b. Exception. An exception may be approved for permanent relief from a specific requirement prescribed in this regulation.

- c. Waivers and exceptions (except for medical).* All waiver and exception requests will include the following:
- (1) *Coordination.* Waivers and exceptions will be coordinated with the PM or security officer and the servicing staff judge advocate (SJA), at a minimum.
 - (2) *Commanders' evaluation of the request.* Commanders (in the chain of command) will review and endorse each waiver or exception request. The U.S. Army Installation Management Command (IMCOM) region directors may delegate the review and endorsement to a civilian division chief assigned to that headquarters and responsible for DACP/SG and CSG matters in the region. The CG, IMCOM may delegate the review and endorsement to the division chief assigned to that headquarters and responsible for DACP/SG and CSG matters. The commanders or directors of ACOMs, ASCCs, and DRUs may delegate this authority to a division chief within the organization in the grade of colonel or the civilian equivalent.
- d. Approval procedures.* Requests for waivers and exceptions will be forwarded through appropriate command channels to HQDA (DAPM-MPO-PS), 2800 Army Pentagon, Washington, DC 20310-2800.
- e. Exceptions previously granted.* Exceptions previously granted under the criteria of the preceding version of this regulation, dated 15 October 2009, remain valid under the provisions of this regulation. Such exceptions need not be resubmitted for approval.

Chapter 2

Personnel Qualification and Selection

2-1. Basic character traits

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

2-2. Qualification standards

- a.* The DACP/SGs will be required to meet the Office of Personnel Management (OPM) qualification standards for police or guard positions and conditions of employment found in appendix B. Failure to meet these qualification standards and conditions of employment will be a basis for non-selection of an applicant or for proposing removal of a DACP/SG incumbent per applicable Federal and/or agency regulations. The OPM qualification standards for the police and guards and conditions of employment contain qualification requirements for DACP/SG positions. Job-related functions, such as strenuous activity, physical exertion, physical ability, and levels of stress as they pertain to a specific job will be considered for both routine and emergency operations. Physical requirements will be per OPM qualification standards, conditions of employment, and the command job analyses and will be standardized at each installation or activity. Positions requiring more stringent physical demands, such as special reaction team, will be supported by valid job analyses and written performance plans approved by the Office of the Provost Marshal General. In preparing job analyses, careful consideration must be given to whether waivers of physical demands can be considered. For those positions requiring more stringent physical demands, meeting the physical requirements is a condition to retain that pay level.
- b.* Medical evaluations for DACP/SG new hires and current employees will be conducted per prescribed OPM medical evaluation standards, appendix C, and MEDCOM cardiovascular evaluation guidelines. These medical standards and evaluation guidelines are designed to ensure the new hires for a guard or police position and current employees are capable of performing the essential functions of the position with or without reasonable accommodation.
- c.* The physical ability test (PAT) is applicable to all DACP/SG and CSG new hires and current employees and will be conducted per guidance in appendix D.
- d.* For temporary medical restrictions (see appendices C and D).

2-3. Employment security screening procedures

- a.* All individuals tentatively selected for appointment to DACP/SG positions will be security screened (minimum of a local files check) prior to being appointed to such positions. The time period covered by the security screening will be since age 18.
- b.* The PM, DES, or designated command security and law enforcement representative will—
 - (1) Conduct pre-employment inquiries to include, at a minimum, checks with former employers and supervisors and personal references.
 - (2) Conduct a check of arrest and criminal history records (except where prohibited by local and state law) of the state(s) in which an applicant has resided. The checks will be made through their own National Crime Information Center (NCIC) terminal. If the hiring organization does not have a NCIC terminal, they may submit a request to their immediate headquarters who can request another Army installation conduct the check, or they may request support through a local police or sheriff department.

(3) Request a name check of the nominated individual to Director, U.S. Army Crime Records Center, U.S. Army Criminal Investigation Command (CICR-CR), Fort Belvoir, VA 22060 by electronic mail to usarmy.belvoir.usacrc.mbx.mailcicr@mail.mil. Include the individual's full name, social security number, and date and place of birth. A specific inquiry into the individual's suitability under Section 922(g)(9), Title 18, United States Code (The Lautenberg Amendment), which amended 18 USC 921 et seq. (The Gun Control Act of 1968), will be made as part of the pre-employment screening.

(4) Forward the name check results to the CPAC with a decision to continue or discontinue the processing of the applicant.

c. In addition to the employment security screening procedures prescribed above, DACP/SG positions are categorized as noncritical-sensitive and require completion of a favorable access national agency check with written inquiries (ANACI) prior to appointment to such positions (see AR 380-67 and DOD 5220.22-M).

(1) Filling a position before completion of the ANACI will be kept to a minimum; however, if it is deemed necessary to accomplish the hire prior to completion of the ANACI, an exception to AR 380-67 must be authorized in writing by an authority listed in AR 380-67 or delegated authority, and will contain specific justification. The commander will be notified of all exceptions. In such instances, the position may be filled only after the ANACI has been initiated.

(2) Certifying officials (COs), discussed in chapter 3 of this regulation, will implement a tracking system to ensure records of personnel hired under such exceptions to policy are monitored. The CPAC, or the organization's security manager, as appropriate, will forward the ANACI results to the CO on receipt.

d. The security screening requirements in paragraphs 2-3*a*, *b*, and *c* above, also apply to CSG personnel, except the contractor will be responsible for conducting the security screening checks. The contracting officer, in conjunction with the PM, will include in the solicitation, contract, SOW, and PWS, a requirement that security guard personnel meet the suitability requirements of this regulation, as well as appropriate security clearance requirements of AR 380-67 and DOD 5220.22M, if applicable. The contractor will be required to furnish the contracting officer and PM a record of the results of each employee's security screening prior to entry on duty and to resolve any discrepancies in the investigations to the satisfaction of the COTR. In coordination with the contractor and contracting officer, the PM will conduct the arrest and criminal history checks through the NCIC and Crime Records Center. If security clearances are required for CSG, requests for security clearances should be made to the supporting Defense Investigative Service Office (see DOD 5220.22-M).

e. In addition to the above requirements, CSGs not required to have security clearances will undergo a national agency check with local records and credit check (NACLC) as part of the security guard services contract. The NACLC will be processed through the Personnel Security Investigation Center of Excellence in coordination with the supporting security officer. Results of the NACLC will be returned to the supporting government security officer. The supporting government security officer, in coordination with the contracting officer and PM, will render a fitness determination. The determination will be recorded on OPM 79A (Report of Agency Adjudicative Action on OPM Personnel Investigations) and returned to OPM. Copies of the OPM 79A will be retained for record until such time the individual is no longer associated with the CSG contract.

f. Commanders outside of the United States will establish necessary security screening procedures for CSG personnel to ensure the spirit and intent of this regulation are met. The cooperation of the host country will be requested.

2-4. Drug testing

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

b. All DACP/SGs in the IRP will receive periodic drug testing, per AR 600-85, on a random basis to ensure the deterrent value of the testing program.

c. The CSGs will be subject to the requirements of AR 600-85 on the same basis as federally employed DACP/SGs. These requirements will be incorporated in any contract for security guard services.

Chapter 3 Individual Reliability Program

3-1. General

a. This chapter establishes the IRP for DACP/SGs and CSGs. The IRP provides a means of assessing the reliability and suitability of individuals being considered for employment, and for continuous assessment of personnel assigned to civilian police and security guard positions.

b. The IRP is a commander's program under which commanders must be aware of, and concerned with, the reliability of their personnel at all times. In order for the IRP to work, total team effort and interaction is necessary. Supervisors at all levels have an inherent responsibility to inform the commander of all cases of erratic performance

and poor judgment by personnel, on or off duty, that could affect on-the-job reliability. All personnel are responsible for reporting to their immediate supervisor any behavior that might affect their coworkers' reliability.

3-2. Exemption

a. Security guards performing duties associated with nuclear, biological select agents and toxins, and chemical-surety material (including nuclear reactors) covered under the Personnel Reliability Program criteria and procedures in AR 50-1, AR 50-5, and AR 50-6 are exempt from the requirements of this chapter.

b. Contract security force personnel will be subject to the work rules established by the responsible contractor regarding discipline and termination of employment. Contractor personnel are governed by the terms of the contract, and the contractor is responsible for compliance and discipline. Problems or concerns regarding contractor performance will be referred to the COTR.

3-3. Policy

a. Personnel who are assigned to DACP/SG or CSG positions will be required to maintain a high standard of conduct at all times. Personnel engaged in DACP/SG duties work with relatively little supervision, and frequently, in isolated locations.

b. All personnel performing DACP/SG or CSG duties will be continuously evaluated to determine if their character, trustworthiness, and fitness are consistent with the high standards expected of law enforcement and security professionals.

c. Security guards performing duties associated with nuclear, biological select agents and toxins, and chemical-surety material (including nuclear reactors) will comply with the Personnel Reliability Program criteria and procedures contained in AR 50-1, AR 50-5, and AR 50-6.

3-4. Applicability

The IRP is a condition of employment and applies to—

- a.* Prospective employees tentatively selected for DACP/SG or CSG positions.
- b.* Employees currently in such positions.
- c.* The CSGs.

3-5. Certifying official

a. The IRP CO will be the commander charged with the maintenance of good order and discipline at an installation, activity, or stand-alone facility. Commanders identified in AR 600-20 may designate in writing the PM, DES, or designated command security and law enforcement representative as the IRP CO. This individual must be at least one management level above that of the COR and COTR for the CSG contract. The PM, DES, or designated command security and law enforcement representative may, in turn, further delegate this function to a senior individual within the PM or security and law enforcement office. This function will not be delegated to the COR or COTR for the CSG contract.

b. The IRP CO will maintain frequent personal contact with persons performing duties under the IRP.

3-6. Disqualifying factors

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

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

c. When a potentially disqualifying factor is identified, the CO will immediately contact the servicing CPAC, or the COTR in the case of contractor personnel. When the CO determines that potentially disqualifying information (PDI) is not disqualifying, the CO will document the PDI and the decision per written local procedures. Medical PDI will be identified as medical PDI from evaluating medical authority. The CO will maintain this documentation until the individual is removed from the IRP then the documentation will be destroyed. A copy of the memorandum for record will be provided to the employee, who will sign the document, acknowledging receipt and that he or she may rebut the matters asserted, in writing, within a reasonable time (normally five working days).

d. When an official allegation is made concerning an individual's suitability under 18 USC 922(g)(9) (The Lautenberg Amendment), which amended 18 USC 921 et seq. (The Gun Control Act of 1968), the individual must be temporarily removed from any duties requiring the carrying of a firearm, pending the outcome of any investigation, inquiry, or action.

e. If the CO determines that an individual is unsuitable for an IRP assignment, the CO will terminate the screening process, complete the DA Form 5557 (Individual Reliability Screening and Evaluation Record), and notify CPAC.

3-7. Reliability factors

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

3-8. Unreliability determination

a. An unreliability determination may be made at any time by the CO after consultation with the serving CPAC, or COTR as applicable, and in coordination with the servicing legal office.

b. If disqualified under the IRP, an individual cannot carry a weapon or perform any law enforcement or security duties.

3-9. Records review

The CO will establish a system for periodic review (at least annually) of employee records to ensure any adverse information added to the file after initial certification is reviewed and considered. The CO will review available personnel records, and those records obtained as the result of the employment security screening procedures (see chap 2), and make a suitability re-determination. The purpose of this review is to determine if information contained in these records may preclude assignment or continued assignment to DACP/SG and CSG positions. During this review, the CO will conduct an IRP review and briefing with the employee to reaffirm the program standards and continued evaluation.

3-10. Medical evaluation

a. A licensed medical provider will review the results of the initial and periodic medical evaluations (see para 2-2*b*) to determine if the employee can take the PAT and perform the essential job functions, with or without reasonable accommodation. A competent medical authority (a licensed physician, physician's assistant, or nurse practitioner) may conduct the evaluation, but if the evaluation is not conducted by a physician, then the supervising physician (herein referred to as the examining provider) must review and evaluate the results, and countersign to make the evaluation valid. For DACP/SG, when the examining provider is not in federal service, the evaluation must be forwarded to a physician having federal status for review and approval per appendix C.

b. The CO will be promptly advised of any condition that may impair the employee's ability to perform essential job functions, including medical conditions arising from use of prescribed or over-the-counter medication. When the CO's evaluation suggests the employee's ability to perform essential job functions is impaired, the CO will notify the servicing CPAC. The servicing CPAC and the servicing legal advisor will assist the CO with any appropriate personnel action.

3-11. Certifying official's evaluation

a. After the personnel and medical records are screened, the CO will determine if the person is acceptable for assignment to, or retention in, the IRP. If acceptable, the CO will interview the individual and review the following topics—

(1) The disqualifying factors listed in AR 380-67 and the competent medical authority's evaluation based on the medical conditions disqualifying for assignment or retention in the IRP.

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

b. The DA Form 5557 will be used to record screening and evaluation of Army employees and contract personnel. Such information will be maintained per AR 25-400-2, and will be safeguarded per AR 340-21, AR 25-55, and Public Law (PL) 104-191 (The Health Insurance Portability and Accountability Act).

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

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

3-12. Continuing evaluation

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

b. To ensure COs are aware of patterns of behavior that may indicate unreliability, installations and activities will establish systems to include documentation related to discipline of employees in both supervisor and employee records. These records will be periodically reviewed by COs per 5 USC 552a (The Privacy Act) and applicable personnel regulations.

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

d. Under the IRP, employees must immediately report all medical treatment and medication which may impair their ability to perform essential job functions to a competent medical authority, regardless of where treatment was received. The examining provider will make a recommendation to the CO as to the potential impact on reliability of the condition, treatment, or medication. If the examining provider is not in federal service, then the evaluation findings and the examining provider's recommendation must be forwarded to a physician having federal status for review and approval, per appendix C.

3-13. Contractor requirements

The requirements of this chapter will be incorporated in the SOW or PWS for all CSG services. To avoid inconsistencies between the contract PWS and this regulation, specific IRP standards should not be included in the PWS. Instead, the PWS should require compliance with the standards contained in the most current version of this regulation.

Chapter 4 Training

4-1. General

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

4-2. Initial training and certification policy

Each individual who performs civilian police and security guard tasks or duties will, prior to assignment, be trained and qualified to perform such tasks or duties. Basic police, security guard, and CSG training is as follows:

a. U.S. Army police officers (job series GS-0083).

(1) The PM, DES, or designated command security and law enforcement representative will ensure that all newly hired DACP officers graduate from the U.S. Army Military Police School (USAMPS) Civilian Police Academy and have completed the Field Training Officer (FTO) Program prior to assignment of duties. The DACP also must successfully complete the annual in-service training program designed by USAMPS to maintain certification.

(2) The proponent for DACP training and training doctrine is USAMPS, which will establish standards for training accreditation.

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

(4) The DACP will not be assigned duties requiring the carrying of weapons until required use of force training, authority and jurisdiction training, and weapons qualification have been successfully completed.

b. U.S. Army security guards (job series GS-0085).

(1) The TSP 191-SG-0001 will be used to conduct initial training of DASG, who must successfully complete this training program prior to being assigned solo duties. See paragraph 4-8e of this regulation for instructions to access the TSP.

(2) The DASG will not be assigned duties requiring the carrying of weapons until required use-of-force training, authority-and-jurisdiction training, and weapons qualification have been successfully completed.

c. The contract security guard.

(1) The contract SOW or PWS will include training and qualification requirements appropriate to assigned job or duties. The CSGs must successfully complete a company-sponsored, locally structured security guard training program in accordance with the contract SOW or PWS prior to being assigned to security guard duties. The course will include the training program tasks identified in the Web site (GS-0085 Guard Series Training Information) and other tasks identified by the installation PM or DES.

(2) The CSG will not be assigned duties requiring the carrying of weapons until required use-of-force training, authority-and-jurisdiction training, and weapons qualification have been successfully completed.

d. Training newly hired Army civilian police and Army security guards.

(1) The PM, DES, or designated command security and law enforcement representative will institute a Field Training Program (FTP) to ensure DACP/SGs are capable of individually performing required mission tasks. Each DACP/SG will successfully complete an FTP specific to his or her career series (0083 or 0085). The FTO will assist the local PM, DES, or designated command security and law enforcement representative to train, monitor, and evaluate individual DACP/SGs in a structured program. The FTP training results will be included in the individual's permanent training record.

(2) Senior personnel will be assigned as FTOs to train, observe, and document the progress of new hires in a

prescribed system that allows the FTO, FTP staff, and the PM, DES, or designated command security and law enforcement representative to monitor and correct issues in a new hire's training. The PM, DES, or designated command security and law enforcement representative will appoint FTOs based on training, education, professional reputation, and experience, as well as their documented ability to perform the required job skills. The PM, DES, or designated representative also should consider the FTO's motivation and enthusiasm to participate in mentoring and training, as well as the FTO's ability to effectively evaluate and train new hires.

(3) Installation PMs or DESs may add to the FTP and construct those blocks of instruction necessary to meet the installation's specific needs.

(4) The FTP published by USAMPS is available on the Army Training Network as Special Text (ST) 19-083 for DACPs and ST 19-085 for DASGs.

(5) The FTP will allow the FTO and the PM, DES, or designated representative to determine if the probationary officer is progressing satisfactorily and able to apply those skills, knowledge, and abilities required for the installation's mission.

(a) At the end of the FTP, if the probationary officer is not considered qualified to perform assigned duties, then the PM, DES, or designated command security and law enforcement representative should coordinate with the servicing CPAC to determine the appropriate personnel action.

(b) The DASG police officers (new hires) will be required to successfully complete the FTP course as published by USAMPS in ST 19-085.

e. Certification. Certification is awarded by the PM, DES, or designated representative, and only after an officer successfully completes all mandatory initial training requirements and complies with all employment conditions. Certification gives officers their authorization to perform duty assignments. Certification will be symbolic of an active, in-good-standing status. Suspending or revoking certification must be linked to suspension or revocation of authorization to perform duties due to performance failure; conduct requiring investigation for violation of federal, state, or local law or Army regulations; or failure to successfully complete annual training requirements prescribed by the Federal Government. A certification can be reinstated by the PM, DES, or designated command security and law enforcement representative once full compliance with employment conditions (including successfully completing annual or sustainment training) is re-established. This certification will be documented and placed in the individual's permanent training files.

4-3. Exceptions to initial training for current Department of the Army civilian police and security guards

a. The DACP/SGs whose date of employment is before 27 September 2006 will be identified, in writing, by the PM, DES, or designated command security and law enforcement representative by name and employing installation or activity.

b. The PM, DES, or designated command representative will identify the training history and any certificates of training for DACP/SGs and file these documents in the organization's training folder. Future local or USAMPS-directed, in-service training will be documented in this record.

c. If the law enforcement and security guard training cannot be certified for these employees, the DACP will be scheduled for attendance at the USAMPS Civilian Police Academy. The DASG must complete the Career Field Specific Field Training Program prior to assignment of duties.

d. Waivers to the requirement for the DACP to have graduated from the USAMPS Civilian Police Academy that were approved by the Office of the Provost Marshal General prior to the publication of this regulation remain valid. However, the DACP must have completed the USAMPS published, career-field specific, FTO Program prior to assignment of duties.

e. Initial training waivers approved by the Office of the Provost Marshal General prior to the publication date of this regulation remain in effect as long as the DACP remains employed by the Army.

4-4. In-service training and documentation requirements

a. The PM, DES, or designated command representative will record training and certification for each DACP/SG. Documentation will be readily available for review and inspection by higher headquarters.

b. Annual in-service training will be conducted at each installation or activity to ensure DACP/SGs maintain proficiency in their law enforcement and guard skills and remain current in doctrine.

c. Annual in-service training guidance is published by USAMPS and can be found in ST 19-083 for DACPs and ST 19-085 for DASGs.

d. Installation-or-activity-owning commands, and local installations or activities, may establish specific local training programs, in addition to the annual in-service requirement, to identify and address local security or law enforcement issues (such as, specific responses to local priority resources and unique physical security issues). The additional training requirements will be determined by specific assigned duties. Lesson plans for these training requirements will be written and approved by the PM, DES, or designated command representative and must contain measurable

standards for training success. The local training requirements will be documented and maintained by the installation or activity and made available for inspection.

e. A DACP who has successfully completed the USAMPS DACP Academy, but then leaves DA civilian law enforcement for more than three years, must again attend the USAMPS Academy, and will once again be subject to the initial hiring requirements for a DACP in this regulation.

4-5. Weapons training

a. Weapons training, with qualification, will be conducted semiannually and follow the guidance published in the USAMPS publication for law enforcement weapons training and qualifications, ST 19-LEWTQ.

b. The DACP/SGs and CSGs are required to qualify semiannually with their assigned weapons. Qualification training must include instructions on safety functions, capabilities, limitations, and maintenance of the firearm to be carried.

c. The DACP/SGs and CSGs will familiarize themselves with other weapons that they are required to use while on duty or in response situations (for example, crew served weapons, rifles, shotguns, and nonlethal weapons). The weapons familiarization will be conducted in accordance with the published guidance from the proponent for the weapon system (for example, Infantry Branch for the M203), ensuring adherence to established tables of fire, ammunition, and frequency of fire for familiarization.

d. The DACP/SGs and CSGs, who are required by the nature of their duties to carry protective masks, will familiarize themselves with firing their assigned weapon while wearing protective masks at least annually.

e. Familiarization courses will comply with USAMPS publication ST 19-LEWTQ.

f. Night-vision devices may be employed during night familiarization firing when devices are available.

g. Ranges meeting the requirements established by TRADOC for weapons qualification are preferred. When ranges do not exist because of safety or resource constraints, the responsible ACOM, ASCC, or DRU may permit deviations in writing. Alternate range configurations approved by recognized federal, state, or local law enforcement agencies (for example, the International Association of Chiefs of Police and state government police academies) may be used for qualification or familiarization purposes.

h. Overseas commands will establish an appropriate weapons training program incorporating host nation legal standards and requirements into all SOWs and PWSs for guard services. As a minimum, the requirements should meet the standards in subparagraphs *b*, *c*, and *d*, above.

4-6. Required annual training

Commanders will ensure annual training is provided to DACP/SGs and CSGs in the following areas:

a. Standards of conduct and ethics.

b. Law. Each jurisdiction is unique so the legal situation may be complicated when multiple jurisdictions overlap, and when statutes, codes, regulations and ordinances are involved. To avoid conflict, it is recommended each activity request their servicing SJA develop and teach a comprehensive, location-specific annual training that includes:

(1) Authority as law enforcement officers.

(2) Jurisdictional limitations.

(3) New developments in constitutional and federal law pertaining to law enforcement.

(4) State and local law, as it is relevant to 18 USC 13 (The Assimilated Crimes Act).

(5) The Federal Magistrate System.

(6) Rules for the use of force.

c. Status of forces agreement outside the continental United States (OCONUS).

d. Response force organization, mission, deployment, tactical movement, and rules of engagement.

e. Use of and defense against riot control agents. Also, defense against accidental or intentional use of chemical, biological, radiological, nuclear, and high-yield explosive devices, including use of personal protective equipment when provided. Training requirements include hazardous materials awareness and operations levels as identified in AR 525-27.

f. Unarmed self-defense and restraint techniques.

g. Active Shooter Response Course. At a minimum, the training will include TSP 191-AS-0001, except for lesson 7 concerning special reaction teams. The total training requirement is 12 to 14 hours annually. See paragraph 4-8e of this regulation for instructions to access the TSP.

h. National Incident Management System training per AR 525-27.

4-7. Supervisory training

Training for DACP/SG supervisors specific to the job series will be conducted using the material developed by USAMPS through an online distributive learning course. Personnel selected for this training will access the distributive learning course through the Army Training Requirements and Resources System. All DACP/SGs in supervisory

positions must complete this training within 90 days of appointment to a supervisory position. Current DACP/SG supervisors must complete this training within six months of publication of this regulation.

4-8. Training support Web sites

Training support is available to PMs, DESs, designated command security and law enforcement representatives, training managers, and students to enhance their training programs and workforce professionalism. The following is a list of training support sites:

a. U.S. Army Training Support Center. U.S. Army Training Support Center, Distance Learning Directorate, Fort Eustis, VA 23604-5166, telephone DSN 927-2142 or commercial (757) 878-2142. This agency controls Army common core training and provides training support packages on compact disc available at <http://www.atsc.army.mil/itsd>. The Distance Learning Directorate is the lead Army agent in implementing the Army Distance Learning Plan. Courses and classes packaged for export to students are available at <http://www.atsc.army.mil/itsd>.

b. DOD Defense Visual Information Directorate. The DOD's Defense Visual Information Directorate, Defense Automated Visual Information System, and Defense Instructional Technology Information System. This combined site contains searchable listings and descriptions of thousands of audiovisual products and interactive multimedia instruction products used by the DOD. These include films, videotapes, and other multimedia programs and are available at <http://dodimagery.afis.osd.mil>.

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

d. The Army Training Network. This Web site is a useful source of approved Army training and doctrine information. The information is available at <https://atn.army.mil/>.

e. TSP 191-SG-0001 and TSP 191-AS-0001. The TSP 191-SG-0001 and TSP 191-AS-0001 contain law-enforcement-sensitive material. Foreign release is not authorized, and they are available only by subscription. They are designed for trainers to execute initial DASG training. The TSPs shall be limited to those agency personnel with a direct requirement to access and reference the material for conducting training of DACP/SGs and military police. The subscription audience includes senior leaders, supervisors, and trainers. Units will internally designate a point of contact to request the material from USAMPS to avoid unnecessary duplicate requests. To access the TSPs—

- (1) Go to <https://atiam.train.army.mil> and logon with your CAC.
- (2) On the right hand side of the screen under "RDL Search," click on "Library Search."
- (3) Ensure the "Commandant Approved Training" radio button is on.
- (4) In the left hand box labeled "Type," scroll down and select "Training Support Packages (TSP)."
- (5) In the right hand box labeled "School," scroll down and select "Military Police."
- (6) For TSP 191-SG-0001, type "guard" in the keyword search box and click submit.
- (7) For TSP 191-AS-0001, type "active shooter" in the keyword search box and click "submit."
- (8) Selecting the TSP will cause a Web page to appear with an email link for use to request access to the TSP. The USAMPS will determine suitability of the requestor to access the TSP.

4-9. Documentation

The training and qualifications of each individual will be documented by the training manager or training supervisor and these documents will be readily available for review and inspection. In the case of CSG, such documentation will be made available to the PM, DES, or designated command security and law enforcement representative for review and approval prior to assignment of the CSG. Contractor training courses and supporting material will be available for the PM, DES, or designated command representative's review. Documentation of all training for DACP/SGs and CSGs will be maintained on file for as long as the individual is employed by or assigned at the installation. A copy of the records will be forwarded to follow on installations. Training rosters or logs will be retained indefinitely, unless otherwise stated in this regulation.

Chapter 5

Authority of Department of the Army Civilian Police and Security Guards and Contract Security Guards

5-1. General

This chapter prescribes the authority of DACP/SGs and CSGs performing law enforcement or security functions on Army installations and activities. The DODI 5200.08; 50 USC 797; and 50 USC 781 et seq. (The Internal Security Act of 1950) require DOD installation commanders to take reasonably necessary and lawful measures to maintain law and

order and protect installation personnel and property. Based on this authority, the installation commander has the authority to direct law enforcement and security activities on the installation.

5-2. Authority

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

b. On duty DACP/SGs are considered part of the DA, therefore, are subject to the restrictions on aid to civilian law enforcement imposed by 18 USC 1385 (The Posse Comitatus Act). Accordingly, any proposed aid to civilian law enforcement must be reviewed by the servicing SJA.

c. The DASGs authority and jurisdiction to perform security tasks on their assigned installation or activity are only valid while performing these duties during their work hours. An on-post apprehension conducted by a DASG who is off duty is a detention by a private citizen. The DASGs will not carry Army weapons while off duty, and they are not authorized to store Army weapons at a private residence. Army weapons must be stored in an authorized storage facility per AR 190-11. Army weapons are not permitted for carrying on a stand-by basis. The DASG while on duty will not carry privately owned weapons or privately owned ammunition. The carrying of privately owned weapons on post by off-duty DASGs will be per policy established by the installation or activity commander.

d. The DACPs are authorized to perform specified law enforcement duties only during their work hours and only within the boundaries of their assigned installation. An on-post apprehension conducted by DACP in an off-duty status is a detention by a private citizen. The DACP will not carry Army weapons while off duty, and they are not authorized to store Army weapons at a private residence. Army weapons must be stored in an authorized storage facility per AR 190-11. Army weapons are not permitted for carrying on a standby basis. The DACP while on duty will not carry privately owned weapons or privately owned ammunition. The carrying of privately owned weapons on post by off-duty Army civilian police will be per policy established by the installation or activity commander.

e. The CSGs will not carry Army weapons while off duty and are not authorized to store Army weapons at a private residence. Arms must be stored in an authorized storage facility per AR 190-11. On duty CSGs will not carry privately owned weapons or privately owned ammunition. The carrying of privately owned weapons on post by off-duty CSGs will be per policy established by the installation or activity commander.

f. The duty uniform and badge may be worn only while on duty or while traveling to and from work as determined by the PM, DES, or designated command security and law enforcement representative.

g. The DACPs are authorized and will be issued and will use only the standardized badge and credentials or identification cards, DA Form 7599 (Department of the Army Police Officer), stocked and issued through Enlisted Personnel Management Directorate (see figs 5-1 and 5-2), per the following:

(1) The PM, DES, or designated command security and law enforcement representative, will review the individual's personnel file to determine if the individual is certified to perform installation law enforcement tasks. Certification requirements for issuance of the badge and credential are—

(a) Graduation from a USAMPS accredited academy and completion of the FTP.

(b) Qualification under the IRP per chapter 2 of this regulation.

(c) Passed medical screening per appendix C.

(d) Successful completion of the PAT annually per appendix D.

(e) Qualification with assigned service weapon(s) according to the type(s) of weapon(s) assigned semiannually.

(2) The credentials or identification card will have the limits of authority clearly showing the authority is only valid while on the military installation. The only authorized form for credentials is the September 2006 version of DA Form 7599, and no alteration to the language or content of the form is authorized for issuance or use by DACPs. The issuing officer for all DACP credentials is the PM or DES.

(3) Badges and credentials will be inventoried quarterly by the PM, DES, designated command security and law enforcement representative, or the representatives designated official. Results of this inventory will remain on file for one year.

(4) An internal inquiry will be conducted when a DACP badge or credential is lost. Ensure losses are reported in the NCIC.

h. The authority and liability of civilian security guards overseas depends on applicable international agreements, status of forces agreement, and local law. Seek the advice of OCONUS SJA regarding the status of such personnel.

5-3. Written instructions

a. The installation or activity commander and medical treatment center or hospital commander, after consultation with the servicing SJA and the PM, DES, or designated command representative, will provide to all personnel performing law enforcement and security guard functions under their authority, to include those at sub-installations, specific written guidance on—

(1) Authority (specific empowerment and limitations) and jurisdiction, with emphasis on the limits of their authority and jurisdiction to the installation to which assigned.

(2) The procedures for suspending and withdrawing their law enforcement authority.

b. Collective delegations by functional groupings (that is, police officers in job series 0083; security guards in job series 0085; criminal investigators in job series 1811; other law enforcement and security guard personnel in job series 0083 and 0085 and CSGs or by position title (for example, desk officer, lead police officer, police officer, guard, or lead guard) may be made.

c. Procedures must be established to ensure all personnel who perform law enforcement and security guard functions acknowledge, in writing, a clear understanding of their authority and jurisdictional limitations. Written instructions will be reviewed at least once a year and updated, if necessary, by the commander. Annually, DACP/SGs and CSGs will acknowledge, in writing, a clear understanding of their authority and jurisdiction.

d. For CSGs, the limits of authority, jurisdiction, and/or use of force will be prescribed, in writing, by the installation commander, after consultation with the serving SJA and the contracting officer. This will be recorded in SOW and PWS documents.

5-4. Authority to deputize Department of Defense uniformed law enforcement personnel by state and local governments

a. Because of potential conflicts of interest and issues with 18 USC 1385 (The Posse Comitatus Act), it is Army policy that DACP/SGs will not be deputized or exercise any additional authority or jurisdiction granted by local, state, or Federal Governments to perform law enforcement duties on or off a military installation or facility while wearing the duty uniform and/or badge.

b. Any existing cases of deputization of Army uniformed law enforcement personnel by state and local governments that have not been approved by the Secretary of the Army are invalid per DODI 5525.13.

c. Requests for an exception to this prohibition will be submitted per DODI 5525.13. The approval authority is the Secretary of the Army.

d. This prohibition does not apply to DACP/SGs employed while off duty by local, state, or Federal Governments.



Department of the Army Police Officer		
PROVOST MARSHAL OFFICE <u>Fort Leonard Wood, MO</u>		
	<div>Place Individual Picture Here</div>	
RANK GS-07/Sergeant	BADGE NUMBER 1234	ISSUE DATE 1 October 2009
NAME John Doe		EXPIRATION DATE 1 October 2012
DA FORM 7599, SEP 2006 PROPERTY OF THE UNITED STATES GOVERNMENT		

Figure 5-1. Sample of Department of the Army civilian police credentials

PROVOST MARSHAL OFFICE Fort Leonard Wood, MO				
THE OFFICER'S SIGNATURE AND PHOTOGRAPH WHICH APPEAR ON THIS IDENTIFICATION IS A DEPARTMENT OF THE ARMY POLICE OFFICER WITH AUTHORITY ON Fort Leonard Wood, MO ONLY, ENGAGED IN THE CONDUCT OF OFFICIAL LAW ENFORCEMENT DUTIES.				
DATE OF BIRTH 15 May 1965	WEIGHT 225	HEIGHT 6 ft, 4 in	HAIR Brown	EYES Brown
OFFICER SIGNATURE <i>John Doe</i>			DATE: 1 October 2009	
ISSUING OFFICER: Jane Doe				
<small> WARNING: FOR OFFICIAL USE OF THE PERSON IDENTIFIED HEREON. USE OR POSSESSION EXCEPT AS PRESCRIBED IS UNLAWFUL AND WILL MAKE THE OFFENDER LIABLE TO PENALTY UNDER 18 USC, SECTION 499, 506 AND 701 IF FOUND PLEASE PLACE IN NEAREST U.S. MAILBOX POSTMASTER: PLEASE RETURN TO PROVOST MARSHAL OFFICE Fort Leonard Wood, MO PROPERTY OF THE UNITED STATES GOVERNMENT DA FORM 7599, SEP 2006 </small>				

Figure 5–2. Sample of Department of the Army civilian police-continued

Chapter 6 Uniforms and Equipment

6–1. General

This chapter prescribes the DACP/SG uniform and directs its wear by DACP/SGs. This chapter applies to civilians hired directly by the DA as police or security guards in positions covered by OPM Position Classification Standards. Installation, activity, and stand-alone commanders may authorize other personnel who supervise DACP/SGs, such as civilian PMs, DESs, and designated command security and law enforcement representatives, to wear the DACP/SG uniform. The CSG also will adhere to appearance standards as directed below.

6–2. Policy

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

b. Waivers and exceptions that permit deviations from the uniform standards and specifications prescribed in this regulation will be granted by the Office of the Provost Marshal General only in unusual circumstances.

c. Commanders at chemical, biological, and nuclear facilities are authorized to deviate from the standard DACP/SG uniform. Only DACP/SGs employed at chemical, biological, and nuclear facilities can wear the Army combat uniform. Contractors must obtain approval in accordance with 10 USC 771 and 10 USC 772j.

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

6–3. Standards of appearance

The DACP/SGs and CSGs will maintain a high standard of dress and appearance at all times. Properly fitted uniforms will be clean, serviceable, and pressed. Personnel must project a professional image. Trouser legs and the sleeves of shirts and blouses will be creased. Ironing other lines or creases into the shirts or trousers is not authorized. Although some uniform items are made of wash-and-wear fabrics or treated with a permanent press finish, some pressing may be required to maintain a neat, professional appearance. Articles carried in pockets (for example, wallets, checkbooks, combs, and keys) will not protrude from the pocket or present a bulky appearance. Do not attach items, such as keys and key chains, to belt loops or belts unless required for duty. Cell phones may be attached to the belt. While in uniform, personnel will not place their hands in their pockets, except briefly to place or retrieve objects. The DACP/SGs and CSGs will keep uniforms fastened closed. Metallic devices, such as metal insignia, belt buckles, and belt tips,

will be kept polished and free of scratches. The insignia will be replaced when it becomes unserviceable or no longer conforms to standards. Foot gear will be clean and polished (if applicable to component materials).

6-4. Personal appearance

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

(1) Males.

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

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

(c) The face will be clean-shaven, with mustaches permitted. If a mustache is worn, it will be kept neatly trimmed and tapered and will not present a chopped-off appearance. Handlebar mustaches, goatees, and beards cannot be worn. If an appropriate medical authority prescribes beard growth, the length required for medical reasons also will be specified. (For example, a neatly trimmed beard is authorized. The length will not exceed 1/4 inch.)

(2) Females.

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

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

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

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

6-5. Wearing of jewelry

a. The wearing of a wrist watch, a wrist identification bracelet, including a conservative style missing in action/prisoner of war identification bracelet (only one item per wrist), and not more than two rings (wedding set is considered one ring) is authorized for wear with DACP/SG or CSG uniforms unless prohibited for safety or health reasons. The styles must be conservative and in good taste.

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

c. Females are authorized to wear prescribed earrings while in uniform. Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter, and must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear. No other jewelry, such as in eyebrows, lips, and nose will be visible while in uniform.

d. Ankle bracelets, necklaces, faddish (trendy) devices, medallions, amulets, and personal talismans or icons are not authorized for wear with or on any uniform.

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

a. Eyeglasses and sunglasses. The following stipulations apply:

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

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

(3) Trendy eyeglasses or sunglasses, or eyeglasses or sunglasses having lenses and frames with initials or other adornments, are not authorized for wear. Personnel may not wear lenses with extreme or trendy colors, which include,

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

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

6-7. Wearing of security identification badges

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

6-8. Wearing of personal protective or reflective clothing

Ballistic-resistant personal body armor will be worn while on duty whenever armed. The DA standard body armor is the current National Institute of Justice standard for personal body armor. Other protective clothing and equipment may be issued when approved by the installation or activity commander. Items considered protective clothing and equipment include, but are not limited to, wet-weather gear, reflector traffic vest, oleoresin capicum spray (no tear gas) and holder, nightstick or police baton with holder, handcuffs with holder, flak vest, Kevlar helmet, face shield, and protective mask. The DACP/SGs may be issued, at local expense, special items of equipment based on locally dictated requirements. Such items will be related to local environmental considerations, such as extreme cold weather. Policy and procedures are contained in AR 385-10 for providing protective clothing and equipment against environmental, physical, and chemical, biological, radiological and nuclear hazards. These items will be hand receipted to users and will be returned to the U.S. Government when no longer needed or unserviceable.

6-9. Hygiene and body grooming

All personnel will maintain good daily hygiene and wear their uniforms so as not to detract from an overall professional appearance. Tattoos or brands prejudicial to good order and discipline are prohibited. The PM, DES, or designated command security and law enforcement representative will determine the acceptability of tattoos or brands. Examples of tattoos detracting from a professional appearance include—

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

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

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

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

6-10. Uniform allowances for Department of the Army civilian police and security guards

a. Initial allowance. Payment of an initial allowance in the amount of \$1,800 is authorized for civilian police only. The DASG will continue to receive the \$400 initial allowance. The CSG will not receive an allowance.

b. Replacement allowance. Payment of a \$200 quarterly replacement allowance is authorized after completing one year of service, until the individual is no longer serving as a DACP/SG (see DODI 1400.25, Volume 591). The CSG will not receive an allowance.

6-11. Requirements and prohibitions of wearing the Department of the Army civilian police and security guard uniforms

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

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

(2) Unless specifically prohibited, installation or activity commanders and/or the PM, DES, or designated command security and law enforcement representative may authorize DACP/SGs to continue to wear uniform items changed in design or material, as long as the item remains in serviceable condition.

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

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

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

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

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

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

6-12. Duty uniform

The installation or activity commander will prescribe the duty uniform from the following options based on the type of duties the DACP/SG is expected to perform:

a. *Standard uniform for Department of the Army civilian police and security guards.* The basic elements—

(1) *Shirts.*

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

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

(2) *Pants.*

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

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

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

(4) *Standard uniform accessories.* The DACP/SG uniform accessories will consist of—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. *Utility uniform for Department of the Army civilian police and security guards.* The basic elements—

(1) *Material composition.*

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

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

(2) *Uniform composition.*

(a) The shirt is navy blue, and there are two options available. The first option is a single breasted "bush type" design with a back yoke, collar, four patch bellow-type pockets with flaps (two upper and two lower), a straight cut bottom, cuffed sleeves with reinforcement patches at the elbows, and an eyelet badge tab. The second option is a single breasted "bush type" design with a back yoke, collar, two upper patch bellow-type pockets with flaps, cuffed sleeves with reinforcement patches at the elbows, and an eyelet badge tab. An appropriately colored (navy blue or black) crew neck T-shirt will be worn with the utility uniform.

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

(c) Utility uniforms are designed to be loose fitting; alterations to make the uniforms form fitting are not authorized. A tight fit reduces airflow needed for ventilation and cooling. The four-pocket shirt will be worn outside the trousers, and the trousers will be worn with a belt. The four-pocket shirt will not extend below the top of the cargo pocket on the pants and will not be any higher than the bottom of the side pocket on the pants. The two-pocket shirt can be worn tucked into the utility trousers so the shirt edge is aligned with the front fly opening and the outside edge of the belt buckle forms a straight "gig line." The trousers will be worn bloused using the draw cords or blousing rubbers, if the trousers are not tucked into the boots. Do not wrap trouser legs around the leg so tightly as to present a pegged appearance. The commander may require these uniforms to be pressed. When sleeves are worn rolled up, the sleeves will be rolled neatly above the elbow but no more than 3 inches above the elbow. When the sleeves are worn rolled up, the outside of the sleeve will remain exposed. The hot weather and temperate uniforms will not be worn intermixed.

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

(a) Belt (see para 6–13a).

(b) Footwear (see para 6–13b).

(c) Nameplate (see para 6–13c).

c. *Maternity uniform.* A maternity uniform is authorized for year-round duty wear by pregnant DACP/SGs, when prescribed by the PM, DES, or designated command security and law enforcement representative. This uniform procured locally or from national vendors will be designed to fit loosely. Alterations to make the uniform fit tightly are not authorized. The blouse will be worn outside the trousers. The maternity uniform should meet the material composition and color requirements stated above.

6–13. Uniform accessories

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

b. *Footwear.*

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

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

(3) *Boots.* The Army-style combat boot, which is made of black leather with a deep lug tread sole, a cushion insole, a closed loop lace system, and a padded collar, is the authorized DACP/SG boot. As an option, boots of a similar commercial design or jungle boots are authorized for wear. Boots must be black with a plain or capped toe. Boots made of patent leather or similar materials are not authorized. Boots will be diagonally laced with black laces. The excess lace will be tucked into the top of the boot under the bloused trousers or slacks or wrapped around the top of the boot. Metal cleats and side tabs are not authorized for wear. Zipper inserts are not authorized. When worn with the DACP/SG utility uniform, trousers are bloused and/or tucked into the boot; they will not be wrapped around the leg so tight as to present a pegged appearance. Boots may be worn unbloused with the standard DACP/SG uniform.

(4) *Socks.* Socks will be navy blue or black in color, and of a style appropriate to the foot gear worn.

c. *Nameplate and distinguishing nametape.*

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

(2) The nametape is an optional item for wear on the DACP/SG utility uniform. When worn, the nametape will be of woven tape of coordinating cloth, 1 inch in width, with the individual's last name in contrasting block letters 3/

4-inch height. Last names consisting of 11 letters or more will be of Franklin gothic extra-condensed print (48 point), 1/2-inch high. The nametape insignia will be 4-1/2 inches in length or extending to the edge of the pocket flap. The nametape will be worn immediately above and parallel to the top edge of the right breast pocket.

d. Badge and hat insignia.

(1) The DA badge, as approved by the U.S. Army Institute of Heraldry, is the required badge for wear by all DACP/SGs (see fig 6-1, below). No other badge is authorized. Sergeants and above will wear gold in color badges that will identify the rank of the individual and be marked either "Guard" or "Police." Other DACP/SG personnel will wear silver in color badges, with assigned badge number and be marked either "Guard" or "Police." Directly underneath the DA scroll will be the name of the installation, activity, or stand-alone facility. The badge will be worn on the left breast of the outer garment.

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

e. Shoulder insignia. The DA shoulder insignia, as approved by the U.S. Army Institute of Heraldry, is the required shoulder insignia for all DACP/SG personnel (see fig 6-3). No other shoulder insignia is authorized. The word "Guard" or "Police" will appear in the insignia. The insignia will be worn on the left sleeve of the garment. Subdued insignia is authorized for wear with the utility uniform.

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

g. Hat.

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

(2) The baseball cap will be navy blue in color and be made of nylon, Dacron and/or polyester, solid woven material or nylon mesh, with an adjustable band in the rear. A smaller version of the shoulder insignia, as shown in figure 6-3 will be worn with the baseball cap. Rank insignia will not be worn on the baseball cap. The cap will not be blocked, folded, or rolled. The bill may have a slight curvature but will not be excessive. The hat will be positioned squarely on the head with the brim positioned on the forehead approximately 1-1/2 inches above the eyebrows.

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

i. Rank insignia. Civilian PMs, DESs, designated command security and law enforcement representatives, deputies, captains, lieutenants, and sergeants will wear rank insignia. Rank insignia will be worn on the uniform at all times.

(1) The insignia will be U.S. Army rank insignia as follows:

(a) DES, designated command security and law enforcement representative: silver oak leaf.

(b) Deputy: gold oak leaf.

(c) Captain: two gold-colored bars.

(d) Lieutenant: one gold-colored bar.

(e) Sergeant: three stripes.

(2) Wearing of rank insignia.

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

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

(c) *Captain.* The nonsubdued insignia of grade is two gold-colored bars, each 1 inch long by 3/8 inch wide with a

smooth surface in metal or embroidered. Bars are 1/4 inch apart and will be worn on the shoulder loop of the dress shirt parallel to the shoulder seam, 5/8 inch from the seam. When worn on the utility uniform, rank will be worn on both collars 1 inch up and centered with the centerline of the insignia bisecting the points of the collars. Rank insignia will be worn on the shoulder loop for the dress uniform and on the collar for the utility uniform.

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

(e) *Sergeant*.

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

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

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

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

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

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

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

o. *Car jacket*. The car jacket will be navy blue or black in color and have a water and soil repellent finish; two slash front pockets and epaulets. The car jacket may be worn with or without a liner. The car jacket will be waist length and have a front zipper, elastic webbing, or plain bottom at the waist, and an eyelet badge tab on the left breast. The shoulder insignia will be worn on the left sleeve. When worn, the car jacket will be zipped at least 3/4 of the way up and snapped at the bottom.

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

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

r. *Protective clothing and equipment*. Protective clothing and equipment may be issued when approved by the installation or activity commander. Items considered protective clothing and equipment include, but are not limited to wet-weather gear, reflector traffic vest, oleoresin capsicum spray (see para 6–8 of this regulation) with holder, nightstick or police baton with holder, handcuffs with holder, flak vest, Kevlar helmet, face shield, and protective mask. The DACP/SGs may be issued special items of equipment based on locally dictated requirements at local expense. Such items will be related to local environmental considerations, such as extreme cold weather. Policy and procedures for providing protective clothing and equipment against biological, chemical, environmental, or physical hazards are contained in AR 385–10.

s. *Organizational clothing and individual equipment*. These clothing and equipment items may be worn and used as determined by the installation-owning or activity-owning command.

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

- (1) Decoration for Exceptional Civilian Service.
- (2) Meritorious Civilian Service Award.

- (3) Superior Civilian Service Award.
- (4) Commanders Award for Civilian Service.
- (5) Achievement Medal for Civilian Service.
- (6) The Service Star. (A yellow star representing five years of continuous service with the DACP/SG Program. The star will be worn centered on the right breast pocket flap. The star will be five pointed and 9/16 inches from top to bottom of the star. Documented proof from CPAC will be required before the star may be worn.)
- (7) The metal civilian pin representing federal service may be worn centered just below the nametag on the right breast pocket.
- (8) The metal pin representing retired military service may be worn centered just below the nametag on the right breast pocket.
- u. Additional skill identifier pins.* Additional skill identifier pins should be no larger than 9/16 inches, from top to bottom, and they may be worn as determined by the installation-owning or activity-owning command. No more than three pins may be worn including the service stars, and skill identifier pins will be worn centered on the right breast pocket flap.

6-14. Weapons, ammunition, and security equipment

- a.* Army civilian police and security guards will be provided with the weapons, ammunition, and security equipment needed to perform their assigned duties. Contract guards will use weapons, ammunition, and equipment furnished by the contractor. Using privately owned (individually owned) equipment while performing assigned duties, except for uniform items, will not be permitted.
- b.* The use of privately owned weapons and/or ammunition by federally employed DACP/SGs while performing assigned duties is strictly prohibited.
- c.* Government-owned weapons will be turned in at the end of duty; a federally employed DACP/SG is not permitted to retain firearms or ammunition after completing their normal tour of duty.
- d.* See AR 190-11 for policy concerning the storage and accountability of arms and ammunition.
- e.* The basis of issue that may be used to acquire ammunition to support training and mission requirements for DACP/SGs is contained in common table of allowances CTA 50-909.

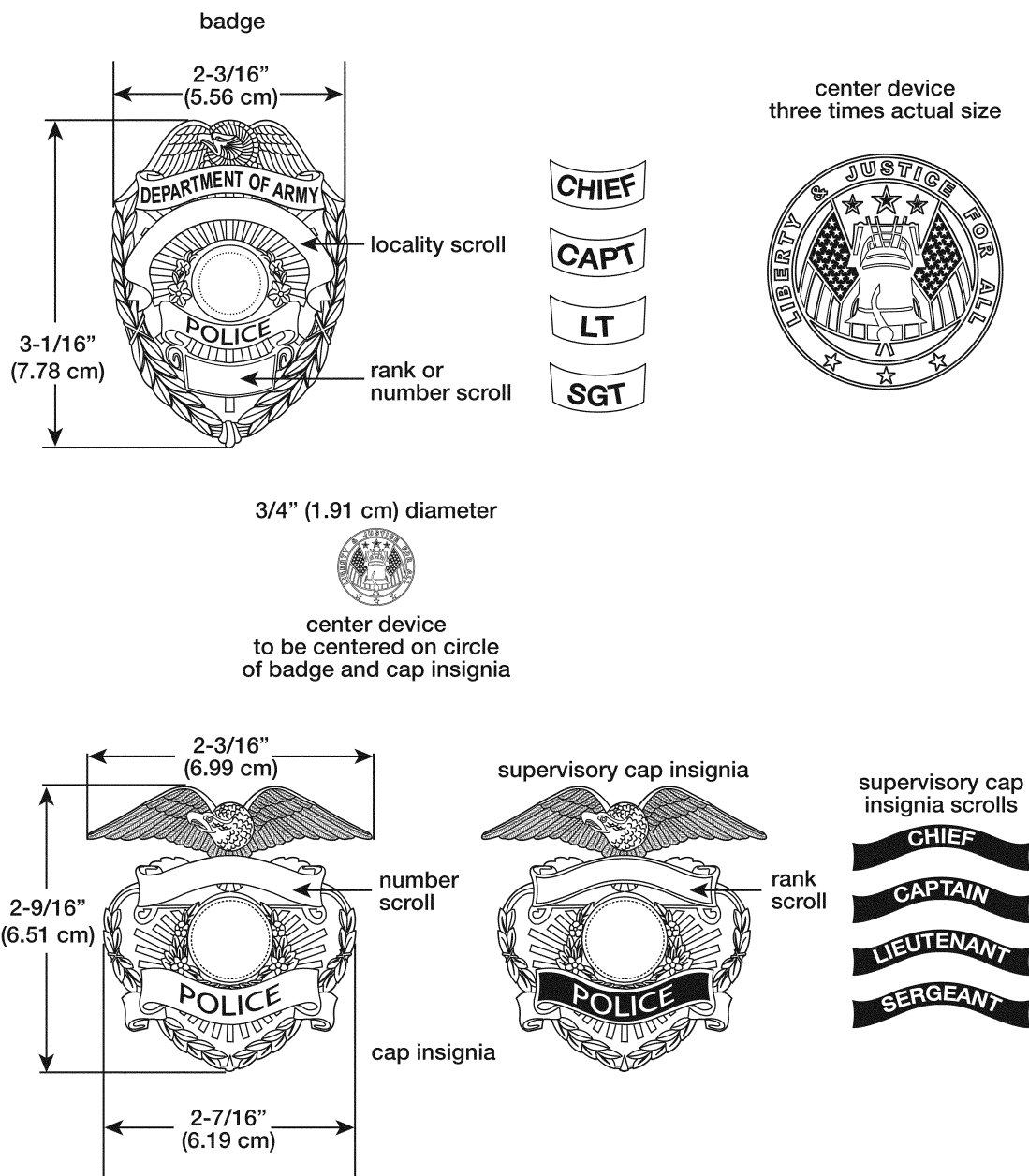


Figure 6-1. Sample of specifications for the DACP badge and hat insignia

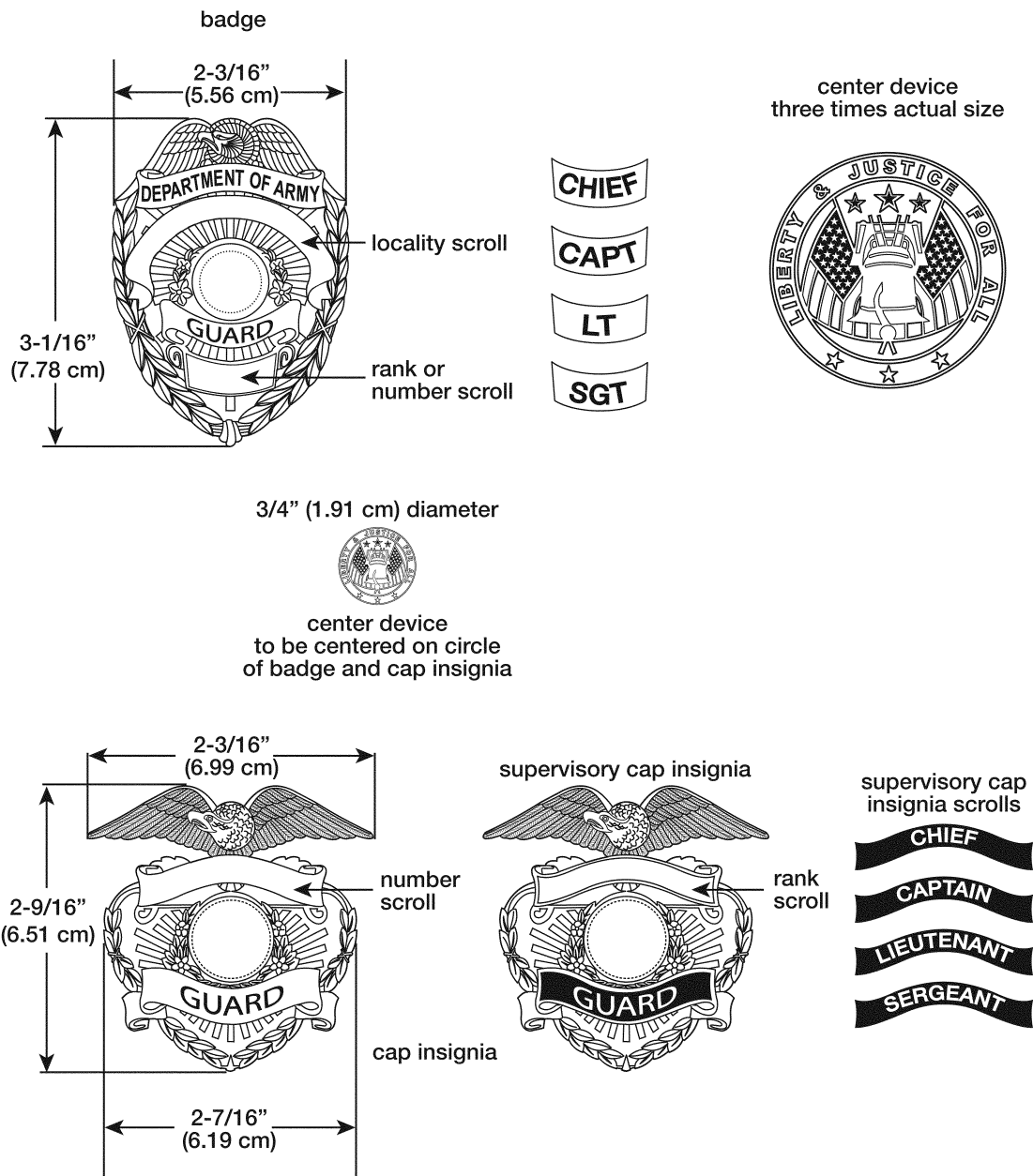


Figure 6-2. Sample of specifications for the DASG badge and hat insignia

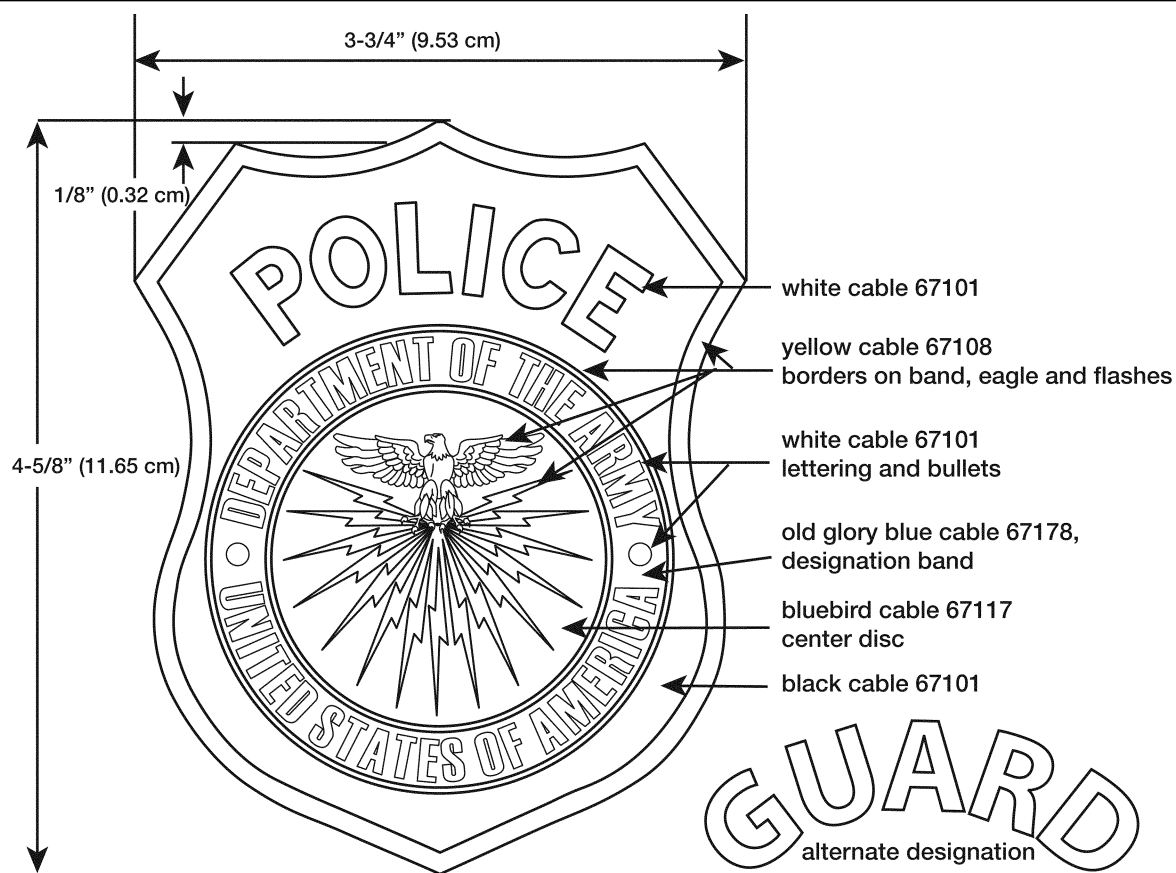


Figure 6-3. Sample of specifications for the DACP/SG shoulder insignia

Appendix A

References

Section I

Required Publications

AR 11-2

Managers Internal Control Program (Cited in para 1-4k.)

AR 25-55

The Department of the Army Freedom of Information Act Program (Cited in para 3-11b.)

AR 25-400-2

The Army Records Information Management System (ARIMS) (Cited in para 3-11b.)

AR 40-5

Preventive Medicine (Cited in para 1-4f.)

AR 50-1

Biological Surety (Cited in paras 3-2a, 3-3c.)

AR 50-5

Nuclear Surety (Cited in paras 3-2a, 3-3c.)

AR 50-6

Chemical Surety (Cited in paras 3-2a, 3-3c.)

AR 190-11

Physical Security of Arms, Ammunition, and Explosives (Cited in paras 5-2c, 5-2d, 5-2e, 6-14d.)

AR 340-21

The Army Privacy Program (Cited in para 3-11b.)

AR 380-67

Personnel Security Program (Cited in paras 2-3c, 2-3c(1), 2-3d, 3-6a, 3-7, 3-11a(1), 3-12c, E-4u.)

AR 385-10

The Army Safety Program (Cited in paras 6-8, 6-13r.)

AR 525-27

Army Emergency Management Program (Cited in paras 4-6e, 4-6h.)

AR 600-20

Army Command Policy (Cited in paras 3-5a, 6-9a.)

AR 600-85

The Army Substance Abuse Program (Cited in paras 2-4a, 2-4b, 2-4c, 3-6d.)

TC 3-22.20

Army Physical Readiness Training (Cited in paras D-2a(1), D-2a(2), D-4b(1)(a).)

ST 19-083

Department of the Army Civilian Police Field Training Manual (Cited in paras 4-2d(4), 4-4c.)

ST 19-085

Department of the Army Civilian Security Guard Field Training Manual (Cited in paras 4-2d(4), 4-2d(5)(b), 4-4c.)

TSP 191-AS-0001

Active Shooter Response (Cited in paras 4-6g, 4-8e, 4-8e(7).)

ST 19–LEWTQ

Law Enforcement Weapons Training and Qualifications (Cited in paras 4–5*a*, 4–5*e*.)

TSP 191–SG–0001

Department of the Army Civilian Security Guard (Cited in paras 4–2*b*(1), 4–8*e*, 4–8*e*(6).)

DOD 5220.22–M

National Industrial Security Program Operating Manual (Cited in paras 2–3*c*, 2–3*d*.)

DODI 1400.25, Volume 591

DOD Civilian Personnel Management System: Uniform Allowance Rates for DOD Civilian Employees (Cited in para 6–10*b*.)

DODI 5200.08

Security of DOD Installations and Resources and the DoD Physical Security Review Board (Cited in para 5–1.)

DODI 5210.90

Minimum Training, Certification, and Physical Fitness Standards for Civilian Police and Security Guards (CP/SGs) in the Department of Defense (Cited in para 1–5*a*.)

DODI 5525.13

Limitation of Authority to Deputize DOD Uniformed Law Enforcement Personnel by State and Local Governments (Cited in paras 5–4*b*, 5–4*c*.)

PL 104–191

The Health Insurance Portability and Accountability Act (Cited in para 3–11*b*.)

18 USC 922(g)(9)

The Lautenberg Amendment (Cited in paras 2–3*b*(3), 3–6*d*, B-2*a*(3), E-4*m*, E-4*t*.)

50 USC 797

Penalty for Violation of Security Regulations and Orders (Cited in para 5–1.)

Section II**Related Publications**

A related publication is a source of additional information. The reader does not have to read a related publication to understand this regulation. Unless otherwise stated, Army departmental publications are available at <http://www.apd.army.mil/>. Department of Defense publications are available at <http://www.dtic.mil/whs/directives/>. United States Codes are available at <http://www.gpoaccess.gov/fdsys/>.

AR 5–20

Competitive Sourcing Program

AR 27–40

Litigation

AR 40–501

Standards of Medical Fitness

AR 190–14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

AR 190–30

Military Police Investigations

AR 190–45

Law Enforcement Reporting

AR 190–54

Security of Nuclear Reactors and Special Nuclear Materials

AR 670-10

Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees

AR 690-300

Employment

AR 690-400

Total Army Performance Evaluation System

AR 715-9

Operational Contract Support Planning and Management

GO 2012-01

Assignment of Functions and Responsibilities Within Headquarters, Department of the Army

DA Pam 40-501

Hearing Conservation Program

CCCT 2000

Civilian Common Core Tasks (Available at <http://www.cpol.army.mil/library/permis/701.html>.)

Common Table of Allowances 50-900

Clothing and Individual Equipment (Available at https://armypubs.army.mil/doctrine/CTA_1.html.)

Common Table of Allowances 50-909

Field and Garrison Furnishings and Equipment (Available at https://armypubs.army.mil/doctrine/CTA_1.html.)

Office of Personnel Management Operating Manual

Qualification Standards General Schedule Positions (Available at <http://www.opm.gov/>.)

PL 110-233

Genetic Information Nondiscrimination Act of 2008

5 USC 552A

The Privacy Act

10 USC 771

Unauthorized wearing prohibited

10 USC 772(j)

When wearing by persons not on active duty authorized

18 USC 13

Laws of States adopted for areas within Federal jurisdiction

18 USC 921 et seq.

Gun Control Act of 1968

18 USC 1385

Use of Army and Air Force as posse comitatus

29 USC 701 et seq.

The Rehabilitation Act

50 USC 781 et seq.

The Internal Security Act

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil/>).

DA Form 5248-R

Report of Unfavorable Information for Security Determination (Prescribed in para 3-12c.)

DA Form 5557

Individual Reliability Screening and Evaluation Record (Prescribed in paras 3-6e, 3-11b, 3-11b(1).)

DA Form 7599

Department of the Army Police Officer (Prescribed in paras 5-2g, 5-2g(2).) (Stocked and Issued through Enlisted Personnel Management Directorate.)

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil>) and DD forms are available on the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/forms>). Optional forms are available on the GSA Web site (<http://www.gsa.gov/portal/forms/type/OP>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 5019

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

DA Form 7222-1

Senior System Civilian Evaluation Report Support Form

DA Form 7223-1

Base System Civilian Performance Counseling Checklist/Record

DD Form 2760

Qualification to Possess Firearms or Ammunition

OF 178

Certification of Medical Examination

OPM 79A

Report of Agency Adjudicative Action on OPM Personnel Investigations (Available through normal forms supply channels.)

Appendix B**Employment Conditions****B-1. General**

This appendix mandates employment statements, portions of job description requirements, and agility tests.

B-2. Condition of employment for prospective Department of the Army civilian police and security guards

Text for the condition of employment statement for prospective DACP/SG employees is detailed below.

a. Section A - Requirements.

- (1) All applicants are required to sign a condition of employment statement as part of the application process.
- (2) In accordance with AR 190-56, as a prospective employee, I understand I must take and pass the physical ability test (PAT) in order to demonstrate that I am physically able to perform the essential functions of my position.
- (3) I understand I must undergo initial and periodic medical evaluations to assess my ability to take the PAT and to perform the essential functions of my job, with or without reasonable accommodation. I also understand it is my responsibility to report a complete health history and report any changes in health status that may impair ones ability to perform the essential job functions. Additionally as a prospective employee, I understand I must qualify and remain

qualified for the Individual Reliability Program (IRP) (unless exempt per para 3–2, AR 190–56); sign DA Form 5019 and pass drug testing; possess a motor vehicle license; meet the requirements under 18 USC 922(g)(9) (The Lautenberg Amendment); and sign the DD Form 2760 (Qualification to Possess Firearms or Ammunition); pass the annual PAT; pass a periodic medical examination; pass a semiannual weapons qualification; graduate from an academy accredited by USAMPS, or receive an initial training waiver, or be excepted per para 4–4 of this regulation as a DACP or aforementioned security guard training if a DASG; meet annual training and re-certification requirements; complete an initial and an annual cardiopulmonary resuscitation recertification and first aid requirement; be able to work shifts, overtime, and weekends, as required; wear the DACP/SG uniform and maintain a high standard of appearance and hygiene; and be able to wear chemical-protection equipment.

(4) As an applicant tentatively selected for this position, I understand I will not be appointed to the position if I decline to sign the condition of employment. If I sign this statement and cannot meet any of the conditions of employment as specified in the paragraphs above, this serves as a basis for my not being appointed to the position or for proposing my removal in accordance with applicable Federal and/or agency regulations. If I sign this statement and later decline to take the PAT, my refusal may be used as a basis for proposing my removal from the Federal service in accordance with applicable Federal and/or agency regulations.

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

c. Job description. Job descriptions for guard, police, and special-reaction team personnel will include all conditions of employment.

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

e. Physical ability test time frames. New hires must pass the record PAT within 30 days of the hiring date and must pass the PAT annually thereafter. A minimum of four months must pass between calendar years for annual PATs thereafter.

Appendix C

Medical Screening Procedures and Evaluation Guidelines

C–1. General

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

a. For Federal Government positions, OF 178 (Certificate of Medical Examination) will be used by the examining physician for the initial evaluation and thereafter to the extent appropriate.

b. Cardiovascular evaluations of DACP/SGs will be accomplished in accordance with the most recent guidance from the Commander, MEDCOM.

c. All tentative selectees for an appointment as a DACP/SG will be required to undergo a medical examination at Government expense to determine if they can perform the essential functions of the job, with or without reasonable accommodation. All tentative selectees for an appointment as a DACP/SG are not required to disclose family medical history per PL 110–233 (The Genetic Information Nondiscrimination Act of 2008), which also prohibits agency examining physicians and other personnel from requesting genetic information or family medical history.

(1) A copy of the physical requirements for the position concerned and the medical evaluation guidelines (that is, in this appendix and the MEDCOM guidance on cardiovascular evaluation) will be provided to the examining provider, along with the OF 178 and other supporting information, if necessary.

(2) To be appointed, examinees must be medically certified to the appointing officer as eligible under such standards.

d. Current DACP/SGs will be required to undergo a medical examination at government expense to determine if they can take the PAT and perform the essential functions of the job with or without reasonable accommodation. The DACP/SGs will undergo periodic medical evaluation at government expense to determine their continued physical and emotional suitability to perform the functional requirements of such positions. PL 110–233 (The Genetic Information Nondiscrimination Act) also prohibits agency examining physicians and other personnel from requesting genetic information or family medical history.

(1) A copy of the OPM qualification standards, the physical requirements of the position concerned, and the medical evaluation guidelines (that is, in this appendix and the MEDCOM guidance on cardiovascular evaluation) will be provided to the examining provider, along with other supporting information, as necessary.

(2) A personnel action, as determined by management in consultation with the servicing CPAC and servicing legal advisor, will be taken in the case of currently employed DACP/SGs who are medically unable to perform the essential functions of the position, with or without reasonable accommodation.

e. The CSGs have the following requirements:

(1) Prior to being assigned to perform security guard duties, all contract personnel shall be required to undergo a medical examination, at the contractor's expense, to determine if they can perform the essential functions of the job, with or without reasonable accommodation. This requirement also applies to personnel currently employed in such positions.

(2) A copy of the physical requirements for the position concerned, and the medical evaluation guidelines (that is, in this appendix and the MEDCOM guidance on cardiovascular evaluation), will be provided to the examining provider.

(3) To be assigned to perform security guard duties, contract personnel must be medically certified to the certifying officer as eligible under such standards.

(4) The CSG will be reevaluated annually at the contractor's expense, to determine their continued ability to perform the essential functions of the job, with or without reasonable accommodation.

(5) Overseas commands will establish an appropriate level of medical evaluation requirements for CSG in all PWS for guard services. As a minimum, these requirements should meet the standards established in paragraph C-3a, below.

f. For a DACP/SG (not a CSG), if the examining provider is not in federal service, the results of the medical evaluation and opinion must be reviewed by a physician having federal status, such as the government physician assigned to the installation, activity, supporting medical department activity, or the regional occupational medicine (OM) physician assigned to the supporting regional medical command (RMC).

g. Title 29 USC 701 et seq. (The Rehabilitation Act) requires that individuals be evaluated for a job based on their ability to perform the essential functions of the job, not on the basis of the mere presence of a disease or disability. A person may not be disqualified from a position simply because of a particular diagnosis. Instead, an evaluation must be made on a case-by-case basis as to whether the person can perform the essential functions of the job, with or without reasonable accommodation.

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

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

j. The examining provider will make a recommendation to the employer as to whether the individual can perform the essential functions of the job, with or without reasonable accommodation, and take the PAT. If needed, the examining provider may consult with the installation or activity owning command's surgeon or the RMC OM physician. The installation-owning or activity-owning command's surgeon or RMC OM physician may confer with The Surgeon General's clinical consultants and staff.

C-2. Examining provider advisory

The examining provider will be advised by the PM, DES, or designated command representative of the essential job functions and the annual PAT. The advisory will be provided to the examining provider, in writing, together with a copy of this appendix and the MEDCOM guidance on cardiovascular evaluation.

a. Medical evaluations will be performed on all DACP/SG personnel to ensure they are able to perform the essential functions of the position, with or without reasonable accommodation, and take annual PATs. Evaluation will identify risk factors associated with the development of cardiovascular disease and other diseases that might impair the ability to perform the essential functions.

b. The examining provider will note on the Optional Form (OF) 178 or other appropriate documentation of the medical examination if the individual is medically cleared to participate in an exercise program and take PATs. If medically required, the examining provider may authorize the individual to take an alternate event listed in appendix D in lieu of a primary event. If the individual is not able to take the PAT or one of its components, and cannot take the PAT with the listed alternate events, the examining provider will make a note of that and refer the individual to the command or hiring authority for disposition. The examining provider will identify work restrictions, if appropriate, and suggest practices, aids, or devices that would allow the individual to perform the essential job functions under reasonable accommodation.

c. The U.S. Army procedures for providing reasonable accommodation for individuals with disabilities are available at <http://eeoa.army.pentagon.mil>.

d. The following resources are available for guidance on developing a personal fitness program:

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

(2) The U.S. Army Public Health Commands Targeting Fitness Manual at <http://usachppm.apgea.army.mil/dhpw/Readiness/worksites.aspx>.

(3) The U.S. Army Physical Fitness School at <http://www.bct.army.mil/pfs.aspx>.

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

a. A medical evaluation is intended to—

- (1) Certify whether the individual is medically fit to perform the essential job functions, with or without reasonable accommodation.
- (2) Identify any health condition that may be substantially aggravated by the job.
- (3) Evaluate an individual's health and fitness to take the PAT, identify individual cardiovascular risk factors, and provide advice and assistance in controlling risk factors, including referral to the individual's personal physician.
- (4) Serve as a baseline for tracking health trends.

b. Medical evaluation frequency and follow-up.

(1) Medical evaluation will be completed on all DACP/SG and CSG personnel upon employment, periodically and on termination if there is a reasonable belief the employee was exposed to a job-related hazardous material or condition that adversely could affect the employee's health. The offer of employment will be contingent on medical certification of the ability to perform the essential job functions. The initial medical evaluation will be accomplished during initial pre-placement evaluation of tentative selectees.

(2) Periodic medical evaluation must be performed annually. The examining provider will tailor this periodic evaluation as clinically indicated, based upon risk factors, and in accordance with guidance from the CG, MEDCOM. Supervisors are responsible for coordinating the evaluation of their personnel.

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

c. Evaluation instructions.

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

(2) Individual medical information, such as medical records, specialized tests, or an examination by another medical specialist, may be required to determine if an individual can perform the essential functions, with or without reasonable accommodation.

(3) Periodic medical evaluation will assess interval medical history and changes in health that might affect the individual's ability to perform essential job functions. It will follow up previously identified problems including cardiovascular risk factors and interventions, and evaluate for the presence of newly acquired or developed risk factors or relevant conditions. Termination exams include evaluations prompted by potential work exposures or as otherwise clinically indicated.

d. The initial evaluation will consist of—

(1) Medical history and physical examination, to include OF 178. The medical history should cover the person's known health problems, such as major surgeries, illnesses, medication use, allergies, and alcohol or drug dependence; history of present physical fitness and exercise activity (for example, walks 2 miles 3 days per week at a rapid pace); history of past occupational and environmental exposures; and a symptom review that might suggest early signs of illness. Attention should be paid to findings suggestive of cardiovascular disease, such as angina pectoris or suspicious chest discomfort, dyspnea, syncope, precordial palpitation, hypertension, a history of myocardial infarction, persistent pathological heart sounds, heart murmur(s), and cardiomegaly.

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

(3) Fasting blood sugar level. Diabetes mellitus could interfere with the performance of essential police and guard functions. Consultation with the attending physician, RMC OM physician, or PHC OM physician is recommended. The examinee's blood glucose should have been under excellent control for an extended period of time and glycosylated hemoglobin should be less than 8.0. The examinee should have normal monofilament discrimination, no end organ damage (nephropathy, neuropathy, proliferative retinopathy, no uncontrolled hypertension, and no history of ketoacidosis, hyperosmolar nonketotic coma, nor severe hypoglycemia in the previous year.

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

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

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

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

(8) Hearing—

(a) A DACP/SG will undergo initial and annual audiometric evaluation. Hearing testing is conducted using audiometers (manual or microprocessor) calibrated to the current American National Standards Institute S3.6 standards. Pure tone unaided air conduction hearing threshold levels should not exceed 30 dB hearing loss on average for each ear at 500, 1000, and 2000 Hertz (Hz), with no level greater than 35 decibel (dB) hearing loss at these frequencies; and thresholds should not exceed 55 dB hearing loss at 4000 Hz in each ear. A full audiological evaluation is required for initial evaluations. Whenever feasible, Defense Occupational and Environmental Health Readiness System-Hearing Conservation will be used as the audiometric database system for all DOD personnel enrolled in the hearing conservation program.

(b) If the hearing loss exceeds the above levels, a licensed audiologist will perform a complete audiologic evaluation, including unaided pure tone air and bone conduction audiometry (at 500–4000 Hz), immittance audiometry, unaided speech reception threshold testing, and unaided speech recognition (or discrimination) testing to confirm the hearing thresholds obtained during initial surveillance and to determine if there are other medical causes contributing to the hearing loss.

1. If the hearing thresholds continue to exceed the above levels in the audiologists evaluation, the audiologist will also perform a speech-in-noise test. The current recommended speech-in-noise test is the hearing in noise test (HINT), which is an adaptive test that measures speech reception thresholds for sentences in noise in three conditions: one with the speech and noise both presented in front of the listener, one with the speech in front and the noise 90 degrees to the left, and one with the speech in front and noise 90 degrees to the right. Applicants who score below the 5th percentile in any one of these conditions (per the California Peace Officer Standards training guidelines) should not be considered eligible for employment as a DACP/SG. In addition, the audiologist will perform a test using the HINT sentences in quiet. If the speech reception threshold for this test is greater than 28 dB hearing loss, the applicant should not be considered eligible for employment as a DACP/SG. If the HINT is not available, the speech recognition in noise test can be conducted per AR 40–501. Applicants who score below the 90th percentile on the speech recognition in noise test should not be considered eligible for employment as a DACP/SG.

2. Aided candidates should be considered on a case by case basis. Those candidates who wish to be tested with their hearing aids should be administered the HINT to assess speech comprehension ability in noise and quiet. Both tests must be administered by sound field methods rather than headphones. They must meet the same standard aided as unaided and wearing of hearing aids at all times (other than when qualifying with a weapon) needs to be a condition of employment.

3. All DACP/SGs who have been previously identified with poor hearing, and have completed an audiological evaluation in the past, require only annual pure tone air conduction threshold audiometry using audiometers (manual or microprocessor) calibrated to the current ANSI S3.6 standards. Whenever feasible, the Defense Occupational and Environmental Health Readiness System-Hearing Conservation audiometric database will be used to provide tracking of a significant threshold shift (STS) as defined by DA Pam 40–501. Any individual found to have an STS on annual testing will undergo a complete audiological test battery as indicated in subparagraph 1, above, to include a speech-in-noise test and will meet the necessary criteria.

(c) No other field tests are considered acceptable for use by medical professionals.

(d) Candidates who wear hearing aids will be tested per subparagraph 2, above, if testing is required due to an STS on an annual hearing exam.

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

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

(b) Individuals should be able to discriminate between vivid red and green colors.

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

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

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

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

(11) Review of immunization status, to include tetanus, tuberculosis skin test, and Hepatitis B immunization, as appropriate.

(12) Psychiatric disorders that could affect the ability to perform essential job functions require additional evaluation. The presence of any of the following specific psychiatric disorders, or a history of such, warrants further evaluation by a psychologist or psychiatrist. Other psychiatric disorders not listed here also may warrant further

evaluation. A particular diagnosis need not necessarily have been made previously; rather, if there appears to be signs associated with any of the listed diagnoses, this may warrant further evaluation.

- (a) Delirium, dementia, and amnesia and other cognitive disorders.
- (b) Major depressive disorder.
- (c) Manic-depressive disorder (bipolar).
- (d) Dissociative disorders.
- (e) Kleptomania.
- (f) Panic disorder and other anxiety disorders (depending upon cause, duration, and severity of clinical expression).
- (g) Pathological gambling.
- (h) Pyromania.
- (i) Schizophrenia and other psychotic disorders.
- (j) Personality disorders.
- (k) Mental retardation.
- (l) Alcohol or drug dependence.

(13) Neurological disorders, such as chronic headaches, a history of head trauma, cranial defects, and epilepsy are among the neurological disorders that can interfere with the ability to perform the essential job functions. To evaluate the risk of an on-the-job epileptic seizure, the recommended method is described in the Medical Screening Manual for California Law Enforcement, pages IX-3 through IX-12, available at www.post.ca.gov/medical-screening-manual.aspx. In such cases, the physician also should assess nonseizure-related impairments, such as interictal electroencephalogram discharges (which can cause transient cognitive impairment) or anti-epileptic drug side effects (about 30 percent of such patients will experience moderate to severe side effects, which can include cognitive impairment, visual effects, and ataxia). The physician should specify whether these neurological disorders interfere with the DACP/SG's ability to perform the essential functions of the job.

C-4. Essential Department of the Army civilian police, security guard, and contract security guard functions

The examinee will possess the mental, sensorial, and motor skills required to perform the job duties essential for all DACP/SG, as well as those additional essential functions derived from the local specific job task analysis developed for each DACP/SG. Any specific job task analysis will be submitted to the examining provider prior to each medical evaluation.

a. General essential functions. The following functions are essential for all DACP/SGs:

- (1) Drag, carry, lift, and/or pull a person to safety.
- (2) Use physical force to detain a subject or prevent unauthorized entry.
- (3) Prolonged standing and/or sustained patrol on foot or in a vehicle.
- (4) Sustained pursuit of suspect on foot.
- (5) Dodging, crawling, climbing, and/or rapid ascent of stairs.
- (6) Perform the above wearing duty equipment and/or personal protective equipment under adverse environmental conditions.

(7) Performing the above requires—

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

(b) The ability to maintain mental alertness, deductive, and inductive reasoning, memory, and reliable judgment.

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

(d) Adequate motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity.

b. Examples of specific essential functions. These functions are those that police and security guards are typically expected to perform during routine duties. Local commanders/IRP COs should tailor this list by identifying those functions essential to their particular mission (job task analysis) and geographical location.

- (1) Operate both as a member of a team and independently at incidents of uncertain duration.
- (2) Spend extensive time outside exposed to the environmental elements.
- (3) Tolerate environmental extremes while performing duties (dependent on local climate). Must perform physically demanding work in hot and humid (up to 100 percent humidity) atmosphere while wearing duty equipment and/or personal protective equipment, which may significantly impair body-cooling mechanisms.
- (4) Experience frequent transition from hot to cold and from humid to dry atmospheres.
- (5) Work, including walking, running, standing, pulling, and pushing in wet, icy, or muddy areas.
- (6) Perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves.
- (7) Work in areas where sustaining traumatic or thermal injuries are possible.

- (8) Ability to properly and effectively wear or use personal protective equipment, including that used to prevent exposure to chemical, biological, or radiological agents.
- (9) Face exposure to infectious agents, such as Hepatitis B or human immunodeficiency virus (HIV).
- (10) Wear personal protective equipment weighing approximately 30 pounds while performing emergency tasks.
- (11) Perform physically demanding work while wearing a protective mask or respirator, which increases the resistance of inhalation and reduces the efficiency of air exchange.
- (12) Perform complex tasks during life-threatening emergencies.
- (13) Work for long periods of time, requiring sustained physical activity and intense concentration.
- (14) Make life or death decisions during emergency conditions.
- (15) Be exposed to grotesque sights and smells associated with major trauma and burn victims.
- (16) Make rapid transitions from rest to near maximum exertion without warm-up periods.
- (17) Freedom from frequent episodes of pain or inability to perform work or sudden incapacitation.
- (18) Ability to maintain balance under adverse conditions, weight loads, and at above ground heights, and maintain body flexibility.
- (19) Operate in environments of high noise, poor visibility, limited mobility, above-ground heights, and in closed or confined spaces.
- (20) Use manual and power tools in the performance of duties.
- (21) Rely on sense of sight, hearing, smell, and touch to help determine the nature of the emergency; maintain personal safety; and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.
- (22) The ability to identify colors and read placards and street signs or see and respond to imminently hazardous situations in less than standard visual lighting conditions.
- (23) The ability to temporarily perform minimum required duties in the event eyeglasses are broken or displaced by emergency activity.
- (24) Ability to verbally communicate effectively under noisy circumstances with a potential for voice obstruction by personal protective equipment.
- (25) Ability to distinguish low intensity voice sounds from background noise in order to respond to imminently hazardous situations.
- (26) Ability to work in closed or confined spaces.
- (27) Ability to judge distances closer than 13 feet demonstrated, either by testing of depth perception or by a practical field test.
- (28) Ability to direct traffic or perform crowd control.
- (29) Employ and/or manipulate and accurately engage with various assigned weapons systems, radios, flashlights, less lethal implements, etc. while moving and communicating under all the above conditions.

C-5. Medical restrictions—Department of the Army civilian police, security guards, and contract security guards

a. Temporary medical restrictions. Temporary medical restrictions apply to those medical conditions which are nonchronic impairments of short duration, with little or no long-term or permanent impact. Temporary impairments include conditions such as broken limbs, sprained joints, influenza, pregnancy, and temporary side effects of prescribed medication.

(1) The PM, DES, or designated command security and law enforcement representative will determine, based on information from a competent medical authority, whether an individual with temporary medical restrictions can perform their job. Often, this determination may be made based upon documentation from the employee's health care provider. It also may be appropriate to consult with Army medical personnel and the CPAC to obtain any additional documentation necessary for this determination.

(2) An individual whose temporary medical restrictions prevent him or her from performing their job duties may not perform those duties. The individual may take any available leave with approval from the supervisor. The individual also may be assigned to alternate duties, if available, but the command is not required to provide such duties.

(3) Assignment to alternate duties typically should not exceed 3 months. The assignment to alternate duties may be extended for a period of up to 9 additional months if such duties are available. In no situation will an individual be carried on alternate duties for more than 12 months.

(4) The PAT requirements for personnel with temporary medical restrictions are located in appendix D.

b. Individuals with disabilities and long-term medical restrictions.

(1) Individuals with disabilities, or who otherwise have long-term medical restrictions, must be able to perform the essential functions of the job. Reasonable accommodation must be made to allow individuals with disabilities to perform essential job functions.

(2) A DACP/SG may be subject to long-term medical restrictions because of a disability. They may also be subject to long-term restrictions based upon chronic impairments not rising to the level of disability. For instance, the DACP/

SGs may have a nontemporary ankle or wrist condition which prevents them from taking the primary PAT events, but they generally have no difficulty performing major life activities and essential job functions.

(3) The PM, DES, or designated command representative will determine whether an individual with a disability or long-term medical restrictions can take the PAT (including through the use of alternate events) and perform the essential functions of the job. Often, this determination may be made based upon written information from an employee's own health care provider. It also may be appropriate to consult with Army medical personnel to obtain any additional documentation necessary for this determination.

(4) Prior to requesting additional medical information, denying a request for reasonable accommodation, reclassifying, or removing an individual who cannot perform the essential functions of the job because of a disability or long-term medical restrictions, the PM, DES, or designated representative must consult the servicing CPAC and servicing legal advisor.

Appendix D

Physical Ability Test

D-1. General

The PAT serves to provide a measure of the individual's preparedness to successfully accomplish the essential functions of the position. This appendix directs the conduct and administration of PATs for DACP/SGs and CSGs. Administer physical ability testing per this appendix for all DACP/SG and CSG personnel. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the two elements of the PAT.

a. The PAT will be conducted annually for DACP/SG and CSG personnel.

b. A minimum of four months must elapse before an individual who passed the PAT in one calendar year is required to take the PAT again in the next calendar year. Job descriptions will contain the physical ability testing requirement.

(1) New hire DACP/SGs must be advised, in writing, at the time of initial employment, that they are required to pass the record primary PAT within 30 days of hiring date. New hires must sign a statement acknowledging they have been so advised. Thereafter, passing the PAT will be required annually. New hire DACP officers selected to attend the USAMPS U.S. Army Civilian Police Academy will take and successfully pass a record primary PAT at their home station prior to traveling to the academy. New hires attending the USAMPS Academy must comply with the USAMPS Academy graduation standards.

(2) Current DACP/SG employees are required to pass the record PAT within one year from the date of their initial entry medical clearance; thereafter, passing the record PAT is required annually. If the DACP/SG fails the record PAT, the officer will be required to pass the retest within 90 days. If the DACP/SG fails the second PAT, management will contact CPAC regarding appropriate personnel actions options.

(3) The following applies to CSGs:

(a) The CSG will meet the same physical fitness requirements required for DACP/SGs.

(b) Overseas commands will establish an appropriate PAT in all SOWs and PWSs for guard services. The PAT will include events that provide a measure of the individual's ability to successfully accomplish the essential functions of the position.

(c) The PAT standards will be incorporated into the SOWs and PWSs for all new security guard contracts initiated after publication of this regulation. Current security guard contracts will not be modified for the sole purpose of including the new PAT standards into the SOWs and PWSs. When current security guard contracts expire, or if there are major modifications to existing contracts, the new PAT standards will be incorporated into the requirements and negotiated with the contractors. To avoid inconsistencies between the contract SOWs, PWSs, and this regulation, specific PAT standards should not be included in the SOWs or PWSs. Instead, PWSs should require compliance with the standards contained in the most current version of this regulation.

(d) For CSG new hires, the initial testing requirement must be met prior to assignment to a security guard position.

(e) If a currently assigned CSG fails the record PAT, the CSG will be required to pass the retest within 90 days. If the CSG fails the second PAT, contact the COTR.

(f) Procedures will be established for periodic review of personnel records for CSGs. The specific provisions of the contract may include the requirement that government personnel monitor the contractor's administration of required physical fitness testing. Depending on the size of the CSG force and the complexity of its mission, the PM or the PM's representative may be appointed as a COR or COTR.

D-2. Requirements

a. Minimum physical requirements for the primary PAT are—

(1) Execute 19 pushups in 2 minutes. Conduct the pushups per Training Circular (TC) 3-22.20. The event

demonstrates core strength and capacity used in defensive tactics and is important for rescues and use-of-force situations.

(2) Running 1.5 miles (2.41 km) in 17:30 minutes. The procedures for the 1.5-mile run are the same procedures as the 2-mile run in TC 3-22.20, even though the distances differ. The event serves to assess cardiorespiratory and leg muscle endurance.

b. Minimum physical ability requirements are related to the individual's job requirements, because they provide relative measures of the individual's preparedness to perform physically demanding tasks in unusual or emergency situations.

D-3. Procedures and sequencing

The procedure and sequence of testing events are—

- a.* Conduct warm-up for three minutes.
- b.* Perform the pushups.
- c.* Rest for 10 minutes.
- d.* Conduct cardio warm-up for two to three minutes.
- e.* Perform the run.
- f.* Conduct cardio cool down for five minutes.

D-4. Alternate events

Alternate PAT events are designed for current career employees who are in the post-academy career phase rather than new hires. New hires are required to pass the primary PAT as described above. The alternate PAT described below is permitted for current DACP/SGs and CSGs with long-term medical restrictions or disabilities who cannot perform the run or pushup events, but can otherwise perform the essentials functions of the job.

a. PAT events. The DACP/SG or CSG must perform all the primary PAT events in which their medical restrictions permit and also will complete any identified alternate event in the time period specified.

b. Alternate events.

(1) The 2-mile walk is an authorized alternate event for the 1.5-mile run. This event uses the same course as the 1.5 mile run.

(a) The event supervisor will read the instructions found in TC 3-22.20 for the 2.5-mile walk (although this event is 2 miles).

(b) Scorers must observe the person during the entire event and ensure the person maintains a walking stride. Those who break into any type of running stride will be terminated from the event and given a "no go." When the event is over, scorers record the time in the scorecard, initial the appropriate block, and note in the comment block that the time is for a 2-mile walk and whether or not the individual received a "go" or "no go."

(c) The individual must walk 2 miles in 32 minutes to successfully pass this event

(2) The 25 feet dummy drag is an authorized alternate event for the pushup.

(a) The dummy must be of average proportionate height and weight of an adult and weigh between 140 and 150 pounds.

(b) When picking up and putting down the dummy, testees must bend their knees to protect lower back.

(c) Stand behind the dummy and hold it under its arms.

(d) At the starting line, participants must move the dummy in a controlled manner for 25 feet and place the dummy on the ground safely at the completion of the event (dummy's feet must pass the 25-foot line).

(e) Must complete the event without dropping the dummy in order to successfully pass this event.

(f) Must complete the event in 15 seconds.

D-5. Temporary medical restrictions

The DACP/SG and CSG personnel who are temporarily, medically restricted from performing the functions of their job, to include taking the PAT, will be exempt from taking the PAT for the duration of the temporary medical restriction. Once the temporary medical restriction has been lifted and the individual has been medically cleared to return to full duty, he or she will have 90 days to pass the PAT.

Appendix E Internal Control Evaluation

E-1. Function

The function covered by this checklist is the administration of the DACP/SG Program.

E-2. Purpose

The purpose of this checklist is to help PMs, DESs, and designated command security and law enforcement representatives evaluate the key internal controls outlined below. It is not intended to cover all controls. It is to be answered in a Yes, No, or not applicable (NA) format. A negative response “No” is to be explained at the end of the question. The reference points in this regulation are provided after each question for user convenience.

E-3. Instructions

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

E-4. Test questions

- a. Do assigned personnel meet OPM qualification standards for police or guard positions (see para 2-2)?
- b. Is each DACP/SG applicant medically evaluated in accordance with OPM medical evaluation standards and appendix C (see para 2-2)?
- c. Are DACP/SG personnel medically evaluated periodically in accordance with appendix C (see para 2-2)?
- d. Are DACP/SG applicants informed, in writing, of the PAT requirements (see para 2-2)?
- e. Do DACP/SG personnel receive an annual PAT in accordance with appendix D (see para 2-2)?
- f. If a DACP/SG fails the PAT, is the CPAC contacted (see para 2-2)?
- g. Do applicants receive a security screening (see para 2-3)?
- h. For pre-employment inquiries, are former employers, former supervisor, and personal references checked (see para 2-3)?
- i. Is a pre-employment credit check accomplished for each individual (see para 2-3)?
- j. Does the PM, DES, or designated command security and law enforcement representative conduct a check of arrest and criminal history, where applicable, for new applicants (see para 2-3)?
- k. Does the PM, DES, or designated command representative forward the arrest and criminal history results to CPAC with a recommendation to continue or discontinue processing the applicant (see para 2-3)?
- l. Does each DACP/SG receive an ANACI (see para 2-3)?
- m. Is an inquiry accomplished on all applicants per 18 USC 922(g)(9) (The Lautenberg Amendment), (see para 2-3)?
- n. Do all DACP/SG employees receive drug testing prior to certification in the IRP (see para 2-4)?
- o. Are DACP/SG personnel assessed under the IRP (see para 3-1)?
- p. Does the IRP CO maintain frequent contact with personnel under the IRP program (see para 3-5)?
- q. Has the CPAC been contacted when potential disqualifying factors are present (see para 3-6)?
- r. Does the individual acknowledge receipt of the potential disqualifying factor memorandum for record, and are they informed they may rebut the matters (see para 3-6)?
- s. Are the memorandum for record and any rebuttal comments placed in the employee's official personnel folder (see para 3-6)?
- t. Is the individual removed from any duties requiring a firearm, pending the outcome of an investigation or inquiry or action if an allegation is made against an individual per 18 USC 922(g)(9) (The Lautenberg Amendment), (see para 3-6)?
- u. Does the CO make determinations of an individual's reliability in accordance with the reliability factors in AR 380-67 (see para 3-7)?
- v. Is the servicing CPAC contacted when an individual is disqualified under the IRP (see para 3-8)?
- w. Does the CO ensure that at least annual record reviews are conducted on personnel in the IRP (see para 3-9)?
- x. Does an individual accepted for DACP/SG duties receive an interview covering the disqualifying factors and importance of the program (see para 3-11)?
- y. Is the CO kept informed of any problems or incidents that might cause temporary or permanent removal from the IRP (see para 3-12)?
- z. Is information forwarded to the Commander, U.S. Army Central Personnel Security Clearance Facility, if a CO becomes aware of any behavior reflecting on an employee's loyalty (see para 3-12)?
 - aa. Is each individual, prior to performing duties, trained and certified for tasks and duties (see para 4-2)?
 - ab. Has each newly hired DACP been scheduled for, or completed, the USAMPS U.S. Army Civilian Police Academy (see para 4-2)?
 - ac. Is an exception submitted for any existing employees (see para 4-3)?
 - ad. Has each individual successfully completed use-of-force and weapons-qualification training (see para 4-6)?

- ae.* Has required in-service training been provided (see para 4–5)?
- af.* Do the DACP/SGs credentials show that the officer’s authority is limited to the installation only (see para 5–2)?
- ag.* Does the installation commander document specific delegation of authority and jurisdiction for DACP/SGs (see para 5–2)?
- ah.* Does each DACP/SG acknowledge, in writing, a clear understanding of his or her authority and jurisdiction (see para 5–3)?
- ai.* Are uniforms worn by DACP/SG personnel in accordance with AR 190–56, chapter 6 (see para 6–1)?
- aj.* Do DACP/SGs wear uniforms while on duty (see para 6–2)?
- ak.* Do DACP/SGs maintain DA-approved standards of appearance (see para 6–3)?
- al.* Is the wearing of jewelry in accordance with DA-approved standards (see para 6–5)?
- am.* Are eyeglasses, sunglasses, and contact lenses in accordance with DA-approved standards (see para 6–6)?
- an.* Is protective or reflective clothing authorized when safety considerations dictate (see para 6–8)?
- ao.* Does each DACP/SG wear National Institute of Justice type II concealed body armor while on duty (see para 6–8)?
- ap.* Do DACP/SGs maintain hygiene and body grooming standards consistent with an overall professional appearance in accordance with DA-approved standards (see para 6–9)?
- aq.* Is only the DACP/SG uniform worn when on duty, except for approved mission reasons (see para 6–11)?
- ar.* Are prospective DACP/SGs required to sign a condition of employment statement (see app B)?
- as.* Is the PAT administered in accordance with the appendix requirements (see app D)?
- at.* Does the PM, DES, or designated command representative certify that all current DACP/SGs meet the minimum requirements for the installation or activity mission (see chap 4)?

Glossary

Section I Abbreviations

ANACI

access national agency check with written inquiries

CG

commanding general

CO

certifying official

COCO

contractor owned, contractor operated

COR

contracting officers representative

COTR

contracting officers technical representative

CPAC

Civilian Personnel Advisory Center

CSG

contract security guard

DA

Department of the Army

DACP/SG

Department of the Army Civilian Police and Security Guard

DASG

Department of the Army Security Guard

dB

decibel

DCS, G-1

Deputy Chief of Staff, G1

DCS, G-4

Deputy Chief of Staff, G4

DES

Director of Emergency Services

DODI

Department of Defense Instruction

FTO

field training officer

FTP

Field Training Program

GOCO

government owned, contractor operated

GS

general schedule

HIV

human immunodeficiency virus

HQDA

Headquarters, Department of the Army

Hz

Hertz

IMCOM

U.S. Army Installation Management Command

IRP

Individual Reliability Program

MEDCOM

Medical Command

NA

not applicable

NACLC

national agency check with local agency check and credit check

NCIC

National Crime Information Center

OCONUS

outside the continental United States

OF

Optional Form

OM

occupational medicine

OPM

Office of Personnel Management

PAT

physical ability test

PDI

potentially disqualifying information

PM

provost marshal

PWS

performance work statement

RMC

regional medical command

SJA

staff judge advocate

SOW

statement of work

ST

special text

STS

significant threshold shift

TRADOC

U.S. Army Training and Doctrine Command

TSP

training support package

USAMPS

U.S. Army Military Police School

USC

United States Code

Section II**Terms****Certifying official**

The commander, or his or her designated representative, charged with the maintenance of law and order at an installation, activity, or facility and for making suitability determinations of DACP/SGs.

Contracting officer's representative

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

Contracting officer's technical representative (COTR)

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

Department of the Army Police Officer, GS-0083

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

Department of the Army Guard, GS-0085

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

Director of Emergency Services (DES)

On an installation, activity, or site where no PM, law enforcement, or security representative is otherwise assigned, the command may designate the DES to be the Chief of Police, or Chief of Security.

Provost marshal (PM)

Where assigned to the installation or activity, the PM is the Chief of Police or Chief of Security.

Provost Marshal General (PMG)

The PMG is a principal officer on the Army Staff per DA General Order 2012-01. The PMG is the principal advisor to the Secretary of the Army and special staff officer for all matters pertaining to law enforcement, physical security, antiterrorism, customs, confinement, use of military police resources, and conduct of military police combat, combat support, and combat service support operations. The mission of the PMG is to provide a safe and secure environment

in which to live and work. This mission includes protection of life and property, the enforcement of laws and regulations, and the preservation of good order and discipline.

Reasonable accommodation

Any change in the work environment or in the way things are customarily done that enables an individual with a disability to have equal employment opportunities. This includes: modifications or adjustments to a job application process that enable an applicant with a disability to be considered for the position such qualified applicant desires; or modifications or adjustments to the work environment, or to the manner or circumstances under which the positions held or desired is customarily performed, that enable an individual with a disability to perform the essential functions of that position; or modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees with disabilities.

Section III

Special Abbreviations and Terms

There are no entries in this section.

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