

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to Jim Bingham jbingham@usbr.gov by July 27, 2024.

Background and Purpose of the Following Draft Directive and Standard (D&S) Protection Services (SLE 04-03)

The Bureau of Reclamation is revising this release to update policy guidance in firearms and ammunition, body worn camera's, qualification standards, proprietary guard training requirements, security response force training center basic training program, security response force physical fitness test requirements, and security response force annual training requirements.

The Reclamation Manual is used to clarify program responsibility and authority and to document internal Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

See the following pages for the draft D&S.

Reclamation Manual

Directives and Standards

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

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

Reclamation Manual

Directives and Standards

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

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

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

Reclamation Manual

Directives and Standards

- A. Contracts for security protection services will be performance-based to provide armed/unarmed security guards or protection services in coordination with existing electronic and physical security systems or components to accomplish these objectives most effectively for the specific site's security mission.
 - B. Reclamation requires local protective services Standard Operating Procedures (SOPs) to ensure the guard force will apply the principles of D4R2 toward protecting critical mission assets following facility parameters and applicable agency, local, county, state, and Federal laws, regulations, and restrictions. The NCI-SM or SRFM responsible for overseeing proprietary security guards will submit SOPs to the PSPM annually. The NCI-SM or SRFM will submit changes to the current SOPs to the PSPM for approval once completed at the site level. SOPs may be incorporated into the Site Security Plan.
- 5. Physical Security Standards.** Guard programs and personnel will support implementing facility security measures and any Federal, State, Departmental, Bureau, or other applicable standards. Reclamation guards will comply with DM minimum security standards. Reclamation personnel writing a Performance Work Statement (PWS) for protection services will ensure the PWS meets equipment and qualification standards listed in sections A, B, and C below.
- A. **Firearms.**
 - (1) The Reclamation occupation series 0085 and 0080 can be armed to provide protective security services if management can articulate mission needs. If the local area manager determines the integration of the NCI-SM into security response measures requires the NCI-SM to carry a weapon to protect themselves or others and to participate in emergencies, the facility manager will submit a request (in a decision document format) for approval as outline in paragraph 5 of this D&S:
 - (a) the request will include the rationale, justification, and risk reduction resulting from such arming capability, and
 - (b) if the decision document is approved, the NCI-SM must complete and maintain all certifications for use of force and firearms qualifications at the Security Response Force Training Center (SRFTC) in order to be armed.
 - (2) The minimum standards to arm a guard in the Reclamation jobs series listed above are:
 - (a) favorable completion of the initial suitability screening by the servicing human resources office and the fingerprint check provided by the Office of Personnel Management and adjudicated by a MAPO personnel security specialist,

Reclamation Manual

Directives and Standards

- (b) approval from an area manager or equivalent,
 - (c) successful completion of the SRFTC weapons qualification course,
 - (d) successful completion of the SRFTC use of force and decision-making training and qualification,
 - (e) successful completion of the SRF Physical Fitness Test, and
 - (f) annual requalification on the above-listed training.
- (3) No proprietary guard is authorized to carry a firearm until the area manager or power manager has formally approved and acknowledged in writing, that the individual to be armed is qualified in accordance with applicable firearms standards.
- (4) Reclamation personnel writing a PWS for contracted protection services will ensure the PWS includes the following requirements:
- (a) No contract guard is authorized to carry a firearm on Reclamation property until the CO has formally approved and acknowledged in writing that the individual who is to be armed has completed state licensing requirements,
 - (b) the guard shall possess valid state licenses for all states in which work will be completed while on duty,
 - (c) favorable completion of the initial suitability screening by the servicing human resources office and the fingerprint check provided by the Office of Personnel Management and adjudicated by a MAPO personnel security specialist, and
 - (d) the area manager (or equivalent) determines at which point an employee or contractor will be armed via the suitability screening process or the subsequent background investigation process. The minimum standard is specified in Sections 8 and 5 of this D&S.
- (5) Authorized firearms and ammunition
- (a) Proprietary forces will use only Government-issued firearms.
 - (b) The SRFM at each site is responsible for ensuring all Government-issued firearms assigned to proprietary guards receive a comprehensive inspection by a certified armor annually. Inspection documentation will be stored locally and available for review by the National Firearms Coordinator (NFC), when requested.

Reclamation Manual

Directives and Standards

- (c) The SRFM at each site is responsible for maintaining a method for tracking and documenting the number of rounds shot through all firearms and suppressors.
 - (d) The SRFM at each site is responsible for ensuring routine cleaning, maintenance, and inspections are conducted on all issued firearms to include attachments (optics and suppressor etc.) and that firearms are cleaned at the completion of training before the security guard and firearm return to duty.
 - (e) Reclamation personnel writing a PWS for contract protection services will ensure the PWS includes the following requirements:
 - (i) the contractor shall issue contractor-owned firearms. Reclamation does not authorize any individually owned firearms, and
 - (ii) contractor firearms issued within a contract shall be the same brand, model, and caliber.
 - (f) Handguns will be semi-automatic with detachable magazines with, at least, a seven rounds capacity. The handguns will be 9mm, 40 Smith & Wesson, or 45 Automatic Colt Pistol.
 - (i) All firearm holsters will be attached to the duty belt. Drop holsters are not authorized.
 - (g) Rifles will be bolt action or semi-automatic. They will be .223 (5.56) caliber.
 - (h) Shotguns will be 12-gauge pump or semi-automatic.
 - (i) Reclamation only authorizes new, commercially manufactured ammunition. Handgun ammunition will be jacketed hollow point for duty and record qualification. Shotgun ammunition will be either 00 buck or slugs. The NFC must approve all ammunition purchase requests for proprietary guards.
 - (j) All record qualifications (qualifications used for licensing or certification) will use the same ammunition carried for duty for all firearms.
- (6) Firearms must be stored, carried, maintained, and deployed in compliance with the DM and Reclamation requirements.
- (7) Proprietary forces will ship Federally owned firearms from the local duty station to the off-site training armory, when available. Proprietary guards are only authorized to travel from the local duty station with Federally owned firearms in a government vehicle and in their checked luggage to ensure timely delivery and safeguarding of firearms when sufficient lead time for shipping is not feasible.

Reclamation Manual

Directives and Standards

The shipping and transporting of Federally owned firearms will be coordinated with the local servicing property management office and PSPM.

- (a) Proprietary forces will obtain a Property Pass from the local servicing property management office, form 7-2604, and carry that form with the Federally owned firearms showing authorization to remove them from the local duty station.
- (8) The NFC will conduct a physical inspection and inventory of all issued and cache Reclamation firearms annually.
- (9) For the disposal of Federally owned firearms only, see Reclamation Supplement to the Interior Property Management Directives Part 40, *Utilization and Disposition of Personal Property with Special Handling Requirements* Subpart 102S-40.175 *Disposal of Firearms*. Security staff will coordinate disposal with the local servicing property management office.
- (10) Any transfer of Federally owned firearms must be processed through the NFC and PSPM and all affected property management offices.

B. Defensive Equipment.

- (1) Oleoresin Capsicum (OC).
 - (a) Proprietary guards who have successfully completed approved training and have been certified in using OC are authorized to carry OC when approved as part of the protective services SOP. Only NFC-approved and Government-issued OC is allowed.
 - (b) Reclamation employees writing a PWS for guard services will ensure the PWS includes the following requirements:
 - (i) only contract guards who have successfully completed all State certification requirements shall carry and use this agent if authorized within the contract, and
 - (ii) employees shall only carry contractor-issued OC spray.
- (2) Impact Weapons and Batons.
 - (a) Proprietary guards who have received approval and have successfully completed training in the use of impact weapons and batons are authorized to carry and use this equipment when approved as part of the protective services SOP.

Reclamation Manual

Directives and Standards

- (b) Reclamation employees writing a PWS for protection services will ensure it includes the following requirements:
 - (i) contract guards who have successfully completed all state certification requirements may carry and use impact weapons and baton equipment if authorized within the contract, and
 - (ii) only contract-issued defensive equipment shall be carried.
- (3) Electronic Control Devices.
 - (a) Electronic Contact Restraint Devices/Conducted Energy Devices, also known as Tasers© or stun guns, are not authorized to be purchased, carried, or used.
 - (b) Requests for deviation must be submitted through the Reclamation Manual (RM) deviation process (see RCD 03-03). Employees will follow the policies and procedures in 446 DM 22, *Electronic Control Devices* if a deviation is approved.

C. Body Armor.

- (1) The National Institute of Justice (NIJ) Standard, *NIJ 0101.06 for body armor and the NIJ Guide - Body Armor*, serves as Reclamation's requirements for body armor. Body armor worn by proprietary guards or contract guards must meet the testing standards listed in *NIJ 0101.06*.
- (2) The NCI-SM is responsible for ensuring all body armor worn by proprietary guards meet the testing standards above and has not exceeded the manufacturer-recommended expiration date. Reclamation employees writing a PWS for protection services will include this requirement (depending on the tier level of the guard) and document the contractor as responsible.
- (3) These standards apply to all proprietary guards. Reclamation employees writing a PWS for protection services will ensure the PWS includes these requirements.
 - (a) Unarmed and armed guards on duty will wear NIJ level IIIA body armor, unless:
 - (i) the guard is within a structure that provides equivalent or greater ballistic protection,
 - (ii) the guard is wearing a level III or IV tactical vest that provides equal or greater protection of the vital organs (center mass) as a level IIIA vest, or

Reclamation Manual

Directives and Standards

- (iii) the guard's duties are in a non-public area that does not require interaction with the public (e.g., security dispatch, control center).
- (4) Guards with a guard capability tier II, III, or IV (see paragraph 8 for tier definitions) will have vests that include the capability to add NIJ level III plates.
 - (a) Tier II guards will have the level III-IV plates in a nearby strategic position to the post for immediate donning when needed. The facility's guard SOP will detail this pre-positioning.
 - (b) Tier III guards will have the level III-IV plates either worn or in a nearby strategic position to the post for immediate donning when needed. The facility's guard SOP will describe the decision to wear or pre-position the level III-IV plates for each post and any pre-positioning details.
 - (c) Tier IV guards must minimally wear level III plates as tactical response team members when on duty. During normal operations, Tier IV guards will wear or carry level III plates on their person for immediate donning when needed.

D. Body Worn Camera.

- (1) All armed SRF personnel will be issued a body worn camera (BWC). The BWC will be worn at all times while conducting security operations.
- (2) Each SRFM is responsible for training all armed personnel at their site on the operation of the BWC and maintaining a BWC standard operating procedure which includes daily issue and turn-in, events when the BWC will be activated and not activated and reviewing and approving video requests.
- (3) The SRFM is responsible for the records management of all security-related video recorded by the BWC at their location.
- (4) All BWC video will be available for review by the PSPM.
- (5) The PSPM will be notified of all video requests.

6. Exercise Requirements.

- A. NCI facilities and those with on-site security guards will conduct a security drill at least annually to review, evaluate, and test established guard force interaction and interoperability with security systems and facility operations in response to specified scenarios. The intent is to test the designated guard force protocol, evaluate their understanding of expectations, gauge training and operational gaps, identify needs for equipment or protocol improvements, and test the ability to mitigate reasonable

Reclamation Manual

Directives and Standards

security or law enforcement (LE) emergencies endangering the mission or life-safety of personnel.

- (1) The area office's annual security report will report the drills, lessons learned, and any recommended improvements.
- (2) Any exercises with live fire or simulated use of deadly force will submit a lesson plan, safety plan, and Job Hazard Analysis in writing for approval to the Chief Security Officer and PSPM no less than 30 days before the scheduled event.
- (3) Routine sustainment training and sustainment live fire do not require approval for each event. The facility will keep a single approved plan on file.

7. Protective Forces Plans and Procedures. The area office will develop and implement security guard plans and procedures wherever Reclamation employs full-time guards (armed or unarmed). At a minimum, the security guard plans and procedures will include security guard SOP, post orders, a training strategy to support these security guard plans, and use of force requirements contained in 444 DM 4.

- A. Before deploying proprietary guards, the NCI-SM or SRFM will create supplemental SOPs, including post orders, emergency response procedures, and weapons accountability procedures. The SRFM will provide the supplemental SOP to the PSPM.
- B. The SRFM will report security guard SOPs, post orders, and checklists for normal and enhanced operations to the PSPM and the SRFM will update these documents within 30 days of any modifications.

8. Guard Requirements. The below are minimum position condition requirements and will be included in position descriptions for Reclamation guards. Not meeting the requirements precludes further employment as an armed guard.

A. Qualification Standards for Guards.

- (1) Medical and Physical—baseline requirements for guards:
 - (a) control of voluntary motor functions, strength, range of motion, neuromuscular coordination, stamina, and dexterity needed to meet physical demands associated with routine and emergency situations of the job,
 - (b) ability to maintain the mental alertness necessary to perform all essential functions without posing a direct threat to self or others,
 - (c) ability to understand and share essential, accurate communication by written, spoken, audible, visual, or other signals while using required protective equipment,

Reclamation Manual

Directives and Standards

- (d) ability to stand for prolonged periods, work in variable temperatures and environments, run, sprint, lift/carry/drag/pull/push heavy objects, climb stairs, ladders, or steep grades (when, for example, responding to emergencies, ensuring timely and complete facility evacuations, in pursuit of an individual, etc.), and doing so while wearing protective gear and weapons,
 - (e) ability to accommodate changing work and meal schedules without potential or actual incapacity, and
 - (f) no known significant abnormal intolerance to chemical, mechanical (e.g., heat, light, or water), or other physical agent exposures to the skin that guards may encounter.
- (2) If a proprietary guard fails to meet medical or physical standards baseline requirements, the guard will be notified they have 60 days to retest and pass or face possible disciplinary action up to and including termination for failure to meet a condition of employment.
- (3) Reclamation personnel writing a PWS for protection services will ensure the PWS includes the following provision, as written: “If a contract guard fails to meet medical or physical standards baseline requirement, the guard shall not be allowed to work on Reclamation property as a guard until all conditions are met.”
- (4) Tier IV guards have the following additional requirements:
- (a) Physical fitness testing and scoring requirements are located in Appendix A of this D&S.
 - (b) Completion of the SRF academy and annual physical fitness test,
 - (c) ability to make rapid transitions from rest to near-maximal exertion without warm-up.
- (5) Marksmanship Qualification:
- (a) Reclamation employees writing a PWS for protection services will ensure the PWS includes the following requirements:
 - (i) contractors shall comply with all State firearms licensing standards,
 - (ii) if firearms included in the contract are not licensed by the State (e.g., California does not issue rifle licenses to private security guards), the contractor shall submit their course of fire and qualification standards to the CO for approval before deployment of the weapons,

Reclamation Manual

Directives and Standards

- (iii) firearms shall be compliant with all state laws (e.g., magazine capacity, carry methods, and functionality), and
 - (iv) contract security guards that fail to meet the minimum for record qualification standards shall not be allowed to work on Reclamation property in an armed capacity until successful qualification.
- (b) Proprietary guards will be compliant with the SRFTC qualification standards. All sites with proprietary guards are required to administer the SRFTC-approved marksman qualification course.
- (c) A SRF guard or supervisor who has successfully completed the Federal Law Enforcement Training Center (FLETC) Firearms Instructor Training Program will administer the academy and annual marksmanship qualifications.
- (d) If a proprietary security guard fails to meet the minimum qualification standards for any assigned weapon, the managing office will take the below steps.
- (i) The SRFM will temporarily suspend authorization to carry weapons and may consider temporarily assigning the guard to unarmed duties.
 - (ii) The SRFM will notify the PSPM.
 - (iii) The guard will be allowed to re-qualify by firing the course again immediately. If the second qualification attempt fails, the individual will be provided 40 hours of remedial training before his third and final qualification attempt.
 - (iv) If the security guard fails to qualify after the third attempt, the SRFM will initiate procedures to revoke their authorization to carry weapons.
 - (v) If circumstances beyond a security guard's control prevent re-qualification, the guard may be afforded a reasonable amount of additional time at the SRFM discretion.

B. Fitness to Serve.

- (1) The SRFM may temporarily or permanently suspend or revoke the authorization to carry a firearm at any time. Further guidance involving disarming proprietary guards is located in Appendix B.

Reclamation Manual

Directives and Standards

C. **Proprietary Guards Training Requirements.**

- (1) Proprietary armed guards must follow the Security Response Force Annual Training Requirements (Appendix C of this D&S).
- (2) The NCI-SM and SRFM are responsible for ensuring all armed SRF guards meet the annual training requirements listed in Appendix C of this D&S, and the training is documented and uploaded on the Reclamation Security Training Portal.
- (3) Reclamation requires all proprietary armed guards serving in a fulltime supervisory or lead capacity to successfully complete the FLETC Use of Force Instructor Training Program within 2 years after starting the position.

D. **Proprietary Guard Academy Training.** See the SRFTC curriculum for required proprietary guard academy training.

- (1) New SRF employees who have previously completed the SRFTC academy must re-attend and pass the academy if they have been separated from the SRF for over 2 years.

E. **Guard Capability Tiers.**

- (1) All guards (capability tiers I-IV) will demonstrate the ability to:
 - (a) read and understand post assignments, produce reports, perform needed administrative and clerical duties, and respond to both routine and emergency dispatches/orders as directed using the English language,
 - (b) monitor and enforce facility rules and regulations,
 - (c) detect prohibited articles; inspect persons, packages, and vehicles; and, in general, determine the nature of emergencies; maintain personal safety; report the nature of emergencies; and make frequent contact with the general public, employees, LE, and dispatch center via radio or telephone, requiring the ability to speak clearly and distinctly in English,
 - (d) understand and implement inspection techniques for persons, packages, and vehicles, as well as detect and identify prohibited articles and site-specific security interests,
 - (e) monitor security equipment and dispatch guard forces as directed by the Government or within guidance of the guard SOPs,

Reclamation Manual

Directives and Standards

- (f) apply verbal control techniques, including giving loud and explicit directions in English to crowds or others not complying with established guidance, or as a dispatcher or alarm monitor to others in the guard force,
 - (g) assist with access control and public access or screening operations,
 - (h) provide support to Government personnel and act in a professional and courteous manner during emergencies or confrontational situations,
 - (i) meet the personnel, physical, and medical requirements as required in this D&S and any site-specific requirements,
 - (j) display proficiency in the use of post security equipment (e.g., magnetometers, X-ray machines, closed-circuit television) that may emanate safe levels of electromagnetic radiation for multiple hours,
 - (k) ability to safely work in and around switchyards, hydroelectric facilities, and power production equipment that may produce electromagnetic radiation and high-voltage electrical equipment hazards,
 - (l) safely operate motor vehicles when local missions and duty assignments require their use,
 - (m) perform counter-surveillance duties, including surreptitious observation of suspicious activity, and record and report information in a timely matter,
 - (n) adjust force protection posture as emergency, temporary, or special situations occur that will require the guards to make immediate changes in operational procedures, processes, plans, guard deployment, and staffing levels to address a specific situation,
 - (o) prepare reports, briefings, or other documentation or communications to effectively and compliantly record and articulate position activities and requirements, and
 - (p) employ weaponless self-defense as needed for their assigned duties.
- (2) Tier II-IV guards will additionally demonstrate the ability to:
 - (a) properly apply control tactics techniques or other applications of force, as authorized for use, and
 - (b) understand and apply Reclamation's use of force protocol, as appropriate.
 - (3) Tier III and IV guards will additionally demonstrate the ability to:

Reclamation Manual

Directives and Standards

- (a) operate special weapons, tactical vehicles, and other equipment necessary to protect a particular facility or to engage an adversary with advanced capabilities effectively,
 - (b) provide additional protection capability as demanded by the particular targets, threats, and vulnerabilities existing at the assigned facility, and
 - (c) support tier IV guards or augment external response forces in response activities as needed.
- (4) Tier IV Guards will additionally demonstrate the ability to:
- (a) perform as an armed member of a tactical quick reaction team to enhance the protection of people or critical assets within the facility, as defined by the Government for a particular site, and
 - (b) provide interdiction, interruption, neutralization of a threat, and facilitate the recapture or recovery of an asset/facility within the confines of applicable Federal, DM, and Reclamation guidelines and policy.
- 9. Transfer of Guards between Facilities.** Proprietary guards are trained to a consistent standard to facilitate transfer from one facility to another for temporary or permanent duties as needed.
- A. Approval for temporary transfer is not dependent on employee vacancies, as it is for a permanent transfer.
 - B. The affected (losing) SRFM must approve permanent transfers. The SRFM (gaining) must ensure the transferring guard has successfully passed a designated physical fitness test and weapons qualification before transfer approval if required for their position. This section applies only to voluntary transfers, not positions filled under a vacancy announcement.
- 10. Additional Requirements for Protection Services.** In addition to the requirements above, a facility's SOP must address the below standards.
- A. **Uniforms.** For proprietary guards, see RM D&S *Bureau of Reclamation Uniform Program for Public Service (PS) Uniforms* (SLE 04-01). Reclamation personnel writing a PWS for guard services shall ensure contracted guards' uniforms comply with state requirements and uniforms differentiate between proprietary and contract guards.
 - B. **Domestic Violence Disclosures.** Armed personnel must comply with all aspects of Title 18, United States Code, Section 922(g)(9) (the Lautenberg Amendment). The SRFM will ensure all proprietary guards read and certify acknowledgment of the Lautenberg Amendment annually.

Reclamation Manual

Directives and Standards

- C. **Disclosure of potential impeachment information.** All guards must report any citations, detentions, or arrests to their first-line supervisor within 24 hours or before assuming duty, whichever is first.
- D. **Standard Operating Procedures (SOP).** The SRFM will ensure all proprietary guards and dispatchers, and the NCI-SM will ensure all contract guards and dispatchers read and sign an acknowledgment of understanding for all current SOPs effective for their specific department annually.
- E. **Policy and Procedures Acknowledgement.** The PSPM will ensure all armed Reclamation personnel read and sign an acknowledgment of understanding for the following DMs and D&Ss annually:
 - (1) Use of Deadly Force (446 DM 20)
 - (2) Protection Services (RM D&S SLE 04-03)
 - (3) Use of Force (SLE 04-04)

11. Contract Requirements.

- A. Reclamation personnel, when defining standards within the PWS for a protection services contract, will incorporate into that PWS or SOW all requirements that apply to contract services within this D&S.
- B. New contracts must address, at a minimum, all applicable components within the Security Office's latest PWS template.
- C. Each contract and cooperative agreement authorizing the exercise of Reclamation LE authority must be compliant with 43 CFR 422.9, Reclamation law enforcement contracts and cooperative agreements.
- D. All contracts for protection services will receive written approval through the Denver Security Office and the formal acquisition review process (detailed in the acquisitions policy) before implementation or renewal to ensure consistency in guard standard application.
- E. The Chief Security Officer will approve any contract modifications that will significantly alter costs (greater than five percent), duties, or capabilities (e.g., adding or subtracting more guards, arming previously unarmed guards, changing response protocols) before award.
- F. Contracts with non-Department LE agencies at all levels of government to aid in enforcing or carrying out Federal laws and regulations at Reclamation facilities will

Reclamation Manual

Directives and Standards

expire no later than three years from its effective date, per 43 CFR 422.9, Reclamation law enforcement contracts and cooperative agreements.

- 12. Definitions.** In addition to the following definitions, Section 14 lists acronyms used in this D&S.
- A. **Armed Guard.** Also known as an armed security guard or officer and defined within the April 2013 2nd Edition of the Interagency Security Committee's (ISC's), *Best Practices for Armed Security Guards in Federal Facilities* (ISC-ASO), as "a member of the facility security force [or posture] and an element of a security post who is issued a firearm and has the training, equipment, and appropriate certifications to perform security functions."
 - B. **Contract Guard.** Per the ISC-ASO, a contract guard is "a [contracted] member of a facility security force and element of a security post who has training, equipment, and appropriate certifications to perform a specific security function."
 - C. **D4R2.** To devalue, deter, detect, delay, respond, and recover (D4R2) are Reclamation's principles for ensuring security, safety, and reliability for mission critical assets and personnel. The measures of successful implementation of D4R2 are site-specific. D4R2 consists of the following elements:
 - (1) deterrence of potential malicious activity,
 - (2) detection of unauthorized activity,
 - (3) delay of adversaries in completing malevolent acts,
 - (4) denial of capability to incur catastrophic outcomes at a mission critical asset,
 - (5) response to unauthorized acts within the site's guard protection mission profile, and
 - (6) assist in the recovery from such unauthorized activity as stated above.
 - D. **Federal Facility.** The term "Federal facility" or "facility" means a space, asset, structure, site, or part thereof, owned or leased by the Federal Government, where Federal employees are regularly present to perform their official duties or where mission-essential government tasks are performed.
 - E. **Guard Capability Tiers.**
 - (1) Tier I – unarmed guards, with basic deterrence and detection duties such as monitoring security systems, detecting unauthorized activities, reporting incidents through the guard's normal reporting protocol, and escort tours.

Reclamation Manual

Directives and Standards

- (2) Tier II – armed guards, with basic duties such as access control and screening vehicles or people to provide deterrence, detection, and delay capabilities.
 - (3) Tier III – armed guards with duties such as active patrolling of key terrain or areas, providing substantial deterrence, detection, and delay, with some denial and response capabilities. Tier III guards will support Tier IV or external response capability as needed.
 - (4) Tier IV – armed guards capable of maneuvering as a team to devalue, deter, detect, delay, and respond to potential or active threats to prevent catastrophic loss of critical mission assets and people.
- F. **Interdiction.** The ability to interrupt the intended path or progress of a known hostile threat. For this D&S, interdiction is generally considered within Tier II-IV capabilities.
- G. **Less Lethal.** (Also referred to as “less than lethal” or “non-deadly force.”) Per 446 DM 20, *Use of Force for DOI Federal and Contract Security Guards* (446 DM 20), this term is defined as “force that is neither likely nor intended to cause death or serious physical injury.”
- H. **Proprietary Guard.** Also known as a Reclamation security officer or guard or Security Response Force (SRF) officer or guard. A guard employed solely by the subject agency (Reclamation), whose task is defined by that agency for security and protection needs, is governed by the subject office and is not subcontracted to other agencies.
- I. **Protection Services.** Protection services can include a wide array of security or LE tasks to support the facility’s security strategies to devalue, deter, detect, delay, respond, or recover from threats and to assist in ensuring the safety of employees and visitors while at the facility.
- J. **Security Response Force Manager (SRFM).** Manager of the proprietary armed and unarmed guard force. This position may also be called “Chief.” Required to attend the SRF Academy and pass all academy-related curriculum. Required to pass annual firearms qualifications. Is responsible for the department’s weapons accountability and guard force training requirements. Serves as the reporting official to the PSPM for all proprietary guard force training and incident notifications.
- K. **Security Response Force Training Center (SRFTC).** The SRFTC is located at Grand Coulee Dam. The SRFTC curriculum is the standard for all Reclamation proprietary armed guards. The SRFTC is responsible for ensuring all SRF sites follow the approved FLETC Lesson Plans and SRF training methodologies. The SRF Basic Training Program (BTP) is responsible for meeting the initial training requirements for armed security guards as identified in the Interagency Security Committee’s, Armed

Reclamation Manual

Directives and Standards

Contract Security Officer in Federal Facilities: An Interagency Security Committee Best Practice, 2019 Edition.

- (1) The PSPM must review and approve all changes to the SRF Academy curriculum, training exercises, and formalized before changes are enacted.
 - (2) The PSPM must review and approve all training of armed proprietary guards conducted by non-FLETC, SRFTC, or SRF personnel.
 - (3) The SRFTC will conduct periodic reviews of SRF site training, training documentation, and procedures. The PSPM will be notified of any deviations from the approved FLETC or SRFTC curriculum.
 - (4) The SRFTC will conduct periodic reviews of SRF site physical fitness testing procedures. The PSPM will be notified of variations from the approved SRFTC testing procedures.
- L. **Tactical Response Team.** A security team trained, organized, and equipped to provide the ability to prevent a threat. This capability will be commonly referred to as a Tier IV capability.
- M. **Unarmed Guard.** A member of the facility security posture (also known as an unarmed security officer or guard) and an element of a security post who has the training, equipment, and certifications to perform security functions, but is not authorized to carry a firearm.
- N. **Use of Force.** Per 446 DM 20, this term is defined as “the amount of effort required by LE or security guards to compel compliance by an unwilling subject.”
13. **Review Period.** This release will undergo review every two years.

Reclamation Manual

Directives and Standards

SECURITY RESPONSE FORCE PHYSICAL FITNESS TESTING REQUIREMENTS

1. The Bureau of Reclamation requires applicants for the armed proprietary guard position (also known as a Security Response Force (SRF) guard) and current armed proprietary guards to successfully complete a physical fitness test as part of the hiring process and annually as a condition of employment. All applicants and current proprietary guards are required to complete all 4 categories listed on page A2 and achieve a combined score of 100 points or higher.
 - A. The participant must achieve the minimum repetitions or time requirement in each category.
 - B. The participant has 2 minutes to complete the push-up category.
 - C. The participant has 2 minutes to complete the sit-up category.
 - D. The participant is afforded a 10-minute rest period between the testing of each category.
 - E. The 1.5-mile run will not be conducted inside Reclamation facilities.
 - F. A participant can utilize a treadmill to conduct the 1.5-mile run when:
 - (1) Snow or icy weather conditions make running outside unsafe ,
 - (2) for initial hiring or annual physical fitness test only, and
 - (3) with prior approval from the Protection Services Program Manager (PSPM).
 - G. The participant will start the 40-yard dash in the prone position.
 - H. All physical fitness tests will be administered or reviewed by SRF personnel who have completed the Federal Law Enforcement Training Center—Law Enforcement Fitness Coordinator Training Program.
 - I. The SRF Training Center (SRFTC) will conduct periodic site reviews of the physical fitness test for proprietary guards. Deviations of the standards set-forth by the SRFTC will be reported to the PSPM.
 - J. The PSPM may require SRFTC instructors to oversee or administer physical fitness tests at specific sites to ensure standardization of the process, procedures, and documentation.
 - K. The PSPM will be notified of all physical fitness failures.

Reclamation Manual

Directives and Standards

SRF Physical Fitness Scoring

Push-up			Sit-up			1.5-Mile Run			40-Yard Dash						
		Repetition	Points			Repetition	Points			Time	Points				
Minimum		25-28	21	Minimum		25-28	19	Minimum		14:41-15:00	22	Minimum		8.51-9.00	25
		29-31	22			29-31	20			14:21-14:40	23			8.01-8.50	26
		32-34	23			34-34	21			14:01-14:20	24			7.51-8.00	27
		35-37	24			35-37	22			13:41-14:00	25			7.01-7.50	28
		38-40	25			38-40	23			13:21-13:40	26			6.76-7.00	29
		41-43	26			41-43	24			13:01-13:20	27			6.51-6.75	30
		44-46	27			44-46	25			12:46-13:00	28			6.26-6.50	31
		47-49	28			47-49	26			12:31-12:45	29			6.00-6.25	32
		50-51	29			50-51	27			12:16-12:30	30			5.99 & Below	33
		52-53	30			52-53	28			12:01-12:15	31				
		54-55	31			54-55	29			11:46-12:00	32				
		56-57	32			56-57	30			11:31-11:45	33				
		58-59	33			58-59	31			11:16-11:30	34				
		60-61	34			60-61	32			11:01-11:15	35				
		62-63	35			62-63	33			10:46-11:00	36				
		64-65	36			64-65	34			10:31-10:45	37				
		66-67	37			66-67	35			10:16-10:30	38				
		68-69	38			68-69	36			10:01-10:15	39				
		70	39			70	37			9:46-10:00	40				
		71	40			71	38			9:31-9:45	41				
		72	41			72	39			9:16-9:30	42				
		73	42			73	40			9:01-9:15	43				
		74	43			74	41			9:00 & Below	44				
		75+	44			75+	42								

Reclamation Manual

Directives and Standards

Fitness To Serve

1. The following are actions that may be taken with regards to a proprietary security guard's authorization to carry a firearm and enforcement authority.
 - A. Assignment of Administrative/Light Duty
 - (1) A proprietary security guard who is unable, for any reason, to perform the full range of security duties may be temporarily assigned administrative or light duty. The Security Response Force Manager (SRFM) will make the decision to assign a guard to administrative/light duty. Security guards placed on administrative or light duty are still required to meet position description requirements to include annual physical fitness testing and firearm qualifications. The SRFM onsite may make such an assignment on their own initiative or at the request of the proprietary security guard. In some cases, concurrence by the dam manager or power manager (DM), in conjunction with the human resources (HR) department, may be required.
 - (2) A proprietary security guard assigned to administrative or light duty will not be authorized to carry a firearm. Administrative or light-duty assignments that result from physical or medical conditions should be for a specific period of time, depending on the prognosis. The security guard's licensed physician must provide a written release prior to return to full duty and carrying a firearm. This release may be subject to review by the SRFM and HR before approval. The following are examples of situations that may justify placing a proprietary security guard on administrative /light duty:
 - (a) physical injury,
 - (b) other physical or mental condition(s),
 - (c) pending an investigation or clarification of a law enforcement situation involving the security guard,
 - (d) pending counseling when the security guard was involved in a traumatic incident requiring counseling,
 - (e) failure to pass to the annual physical fitness standards, and/or
 - (f) failure to pass the annual pistol or rifle qualifications standards.

Reclamation Manual

Directives and Standards

B. Temporary Suspension

- (1) A temporary suspension removes the security guard's ability to carry a firearm pending the outcome of an investigation, board of review, or completion of any remedial action. The security guard will surrender their badges to the SRFM onsite. The SRFM will retain the security guard's badges onsite until the security guard returns to full duty. There are two categories of temporary suspensions: mandatory and discretionary.
 - (a) Mandatory
 - (i) Some events require a security guard's authorization to carry a firearm to be suspended. The authorization to carry a firearm will automatically be temporarily suspended if any of the following conditions or situations exist.
 - (aa) The security guard is suspended from employment for disciplinary reasons.
 - (bb) The security guard is on active duty as a member of a military reserve component or the National Guard in excess of 30 days.
 - (cc) The security guard is in a leave-without-pay status in excess of 30 days.
 - (dd) A urinalysis screening for controlled substances is positive, or the security guard refuses to submit to a urinalysis screening.
 - (b) Discretionary
 - (i) Situations that may justify suspension of the authority to carry a firearm include, but are not limited to, the following:
 - (aa) The security guard exhibits aberrant behavior that raises questions about their suitability or fitness to perform the security function, or the security guard is being required to undergo an evaluation to determine fitness for duty. Aberrant behavior is generally defined as conduct, demeanor, and/or actions where upon there is a reasonable belief that the security guard is not suitable or fit to perform the security function due to a medical, mental, emotional, and/or physical condition(s), and that they are a threat to their own safety or the safety of others.

Reclamation Manual

Directives and Standards

- (bb) The security guard has been charged with, or is accused of, criminal actions that may affect their suitability to occupy a position of public trust, including a misdemeanor crime of domestic violence.
- (cc) A background investigation reveals issues that affect the security guard's suitability to occupy a position of public trust, or the security guard has failed to fully disclose information necessary to complete a required background investigation.
- (dd) The security guard has not completed Security Response Force (SRF) annual sustainment training requirements.
- (ee) There is reason to believe that the security guard is under the influence of drugs or alcohol while on duty.
- (ff) The security guard's behavior constitutes abuse of authority, such as: inappropriately using or displaying weapons; threatening, intimidating, or harassing; conducting security activities outside the scope of employment or authority; or using excessive force.
- (gg) A licensed medical professional has determined that the security guard is unable to perform security duties due to a physical or mental condition, and the security guard is awaiting a final determination of disability status.
- (hh) As determined by the supervisor, the security guard is rated ineffective on a critical security performance element for any two consecutive evaluation periods. The supervisor documents this as part of standard performance evaluation processes.

C. Withdrawal of Suspension

- (1) When the circumstance(s) that resulted in suspension of a security guard's authorization to carry a firearm have been resolved, the SRFM onsite will send written notification to the DM. After reviewing the circumstances, the DM will notify the security guard, in writing, through the SRFM onsite, that the suspension is either withdrawn or continued. The SRFM will notify, in writing, the Protection Services Program Manager (PSPM) the decision of the DM. If the suspension is withdrawn, the security guard will be authorized to carry a firearm (if all other requirements are met) and returned to full security duties.

Reclamation Manual

Directives and Standards

- (2) The security guard's security badge will be returned. This may occur when:
 - (a) A medical or appropriate professional has certified the security guard's suitability or fitness for duty. This certification is subject to approval by HR.
 - (b) All administrative or criminal allegations have been favorably resolved, the case is dismissed, or the security guard is otherwise cleared of all charges.
 - (c) The security guard's background investigation issues have been favorably resolved.
 - (d) The security guard meets firearms qualification standards.
 - (e) The security guard meets the annual physical fitness standards.
 - (f) The security guard has completed SRF annual sustainment training requirements.
 - (g) The security guard has completed a substance-abuse rehabilitation program, if offered, and has been certified to be free of the abused substance and with concurrence by the HR.
 - (h) Other disciplinary or remedial actions have been resolved in favor of the security guard, or penalties have been satisfied according to appropriate rules and regulations.

D. Revocation

- (1) The DM may permanently revoke a security guard's authorization to carry a firearm. If the revocation of the authorization to carry a firearm becomes necessary, the SRFM onsite will forward a request for revocation to the DM. If the DM determines that revocation is justified, the DM will send an official revocation memorandum to the security guard, through the SRFM. The SRFM will notify, in writing, the PSPM the decision of the DM. Unless already accomplished through a temporary suspension, the security guard must surrender the security badge to the SRFM. The security guard will return the badge to the SRFM onsite. Situations that require authorization to carry a firearm to be permanently revoked include, but are not limited to, the following:
 - (a) The security clearance of the security guard is administratively suspended, terminated, or permanently revoked for cause based on applicable laws, rules, and/or regulations.

Reclamation Manual

Directives and Standards

- (b) The security guard is convicted of a crime or is guilty of conduct that violates the any rule or regulation of the Department of the Interior or the Bureau of Reclamation, including 43 CFR 20.735, SLE 04, and the security guard's removal is required by applicable laws, rules, and/or regulations.
- (c) The security guard is in violation of the Lautenberg Amendment to the Gun Control Act of 1968 (18 U.S.C. § 922).
- (d) The security guard's conduct requires removal from their security position.
- (e) The HR Department finds that the physical or mental condition(s) affecting the security guard's suitability or fitness are permanent and there is no reason to believe that the security guard will be able to meet the medical, physical, or psychological requirements of the position in the future.
- (f) The security guard is reassigned to a non-security position, transfers, or is removed from government service.
- (g) The security guard is removed from the new hire academy due to performance, conduct, or safety issues.
- (h) The security guard fails to meet firearms qualification standards or re-certification standards.
- (i) The security guard's drug and/or alcohol abuse continues.

Reclamation Manual

Directives and Standards

SECURITY RESPONSE FORCE ANNUAL TRAINING REQUIREMENTS

The Bureau of Reclamation requires armed proprietary guards to complete the following annual training hours to maintain proficiency in threat response procedures and site-specific mission requirements.

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

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

SRF Annual Training Baseline

Firearms

Total 24 hrs.

Examples:

- pistol and rifle fundamentals
- pistol and rifle basic techniques
- pistol and rifle advanced shooting techniques
- weapons and equipment cleaning and maintenance
- armory procedures

Defensive Tactics

Total 8 hrs.

Examples:

- mat room drills
- strikes
- baton training
- handcuffing procedures

Reclamation Manual

Directives and Standards

Tactics

Total 12 hrs.

Examples:

- active shooter response
- basic tactics
- site-specific threat response
- de-escalation techniques
- dam navigation

Use of Force

Total 8 hrs.

Examples:

- MILO
- de-escalation techniques
- force-on-force exercise
- Serious Incident Notification and Report Procedures
- policy and procedure review

Tactical Medicine

Total 4 hrs.

Examples:

- equipment and deployment review
- single and multiple officer care
- threat response drills

Night Vision

Total 8 hrs.

Examples:

- equipment fundamental
- live fire drills
- internal dam navigation

Reclamation Manual

Directives and Standards

Communications

Total 4 hrs.

Examples:

- radio operation/etiquette
- security command center familiarization
- project/critical asset terminology

Emergency Response

Total 24 hrs.

- The SRFM will determine the allocation of training hours to meet a site-specific mission.
- Emergency Response Drills/Exercises—a minimum of 8 of the 24 hrs.

Examples:

- active shooter response
- threat response (internal)
- threat response (external)
- evacuation procedures
- duress response procedures
- unauthorized access (code red)
- emergency callback notification/procedures

Patrol

Total 8 hrs.

Examples:

- response procedures and responsibilities
- officer safety procedures
- backing up law enforcement officers during an incident
- unattended package
- visual deterrent concept
- site-specific tasks and procedures