

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA  
ALEXANDRIA DIVISION

IN RE XE SERVICES	)	CASE No. 1:09-cv-615 TSE/IDD
ALIEN TORT LITIGATION	)	1:09-cv-616
_____	)	1:09-cv-617
		1:09-cv-618
		1:09-cv-645

Notice of Filing of Redacted Appendix

The Court's Order of July 28, 2009, at p. 2, directed that, while the State Department would review the the appendix supporting the defendants' Motion to Dismiss for sensitive but unclassified information, and to provide a redacted version, the defendants were to file that redacted version on the public record by 5:00 p.m. on September 11, 2009. The parties have discussed the matter, and have agreed that it would be administratively simpler for the United States, as the interested party, to file the redacted document. Filed herewith is the redacted version of the appendix supporting the defendants' Motion to Dismiss.

Dated: September 11, 2009

RESPECTFULLY SUBMITTED

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UNITED STATES ATTORNEY

BY /s/

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Certificate of Service

I certify that I electronically filed the foregoing with the Clerk of Court using the CM/ECF system, which will send a notification of such filing (NEF) to the following counsel of record:

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**Diplomatic Security Service  
Worldwide Personal Protective Service**

**High Threat Protection  
TacSOP**

# **Tactical Standard Operating Procedure**



**Blackwater Security Consulting  
Baghdad, Iraq**

**October 2006**  
UNITED STATES DEPARTMENT OF STATE  
REVIEW AUTHORITY: CLARKE N ELLIS  
DATE/CASE ID: 10 SEP 2009 S200900019

This publication is the result of lessons learned and contains techniques, tactics and procedures (TTPs) utilized by the Department of State's (DoS) High Threat Protection (HTP) mission in Iraq. Therefore, this TacSOP is sensitive but unclassified (SBU) and should not be disseminated via unsecured internet nor distributed without prior written permission.

Changes to this publication must be submitted in writing to the High Threat Protection Office (HTPO), Baghdad, Iraq. Send recommendations to:

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\_\_\_\_\_  
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## Purpose

This Tactical Standard Operating Procedure (TacSOP) serves as a general reference for all BSC protective security operations under Chief of Mission (CoM) authority operating in Iraq. The purpose of this TacSOP is to address mission essential information (task organization and how missions are conducted within Iraq) and purposely does NOT cover administrative issues that are addressed in other SOPs/documents (i.e., Firearms Policy, Dress Code Policy, Leave Policy, etc.).

## What is an SOP?

1. **An SOP standardizes routine procedures.** This saves time and reduces detailed orders.
2. **An SOP covers only those operations that lend themselves to standardized procedures.**
3. **An SOP establishes common coordination measures between subordinate units.** An SOP addresses only those areas where one subordinate unit interacts with another. SOPs should be carefully written to avoid interfering with the command prerogatives of junior leaders or the internal workings of subordinate units. SOPs should allow subordinate leaders the latitude necessary to carry out their tasks with initiative.
4. **What an SOP is NOT:**
  - a. An SOP is NOT restrictive. An SOP does not replace tactical judgment, leadership, or common sense. All leaders are expected to make reasonable decisions even if those decisions contradict the SOP. An SOP is never an excuse for failing to act.
  - b. An SOP is NOT all-inclusive. Operations that differ each time they are executed have no SOP.
  - c. An SOP is NOT a regurgitation of published manuals. Standard definitions and standard procedures are NOT repeated.
  - d. An SOP is NOT a checklist. An SOP is NOT doctrine. An SOP does NOT tell subordinate leaders how to act or suggest the "best" techniques as defined by HQ.
5. **This TacSOP applies to all operations conducted by DoS HTP operating within Iraq, both organic and attached.**
6. **Subordinate unit SOPs will conform to this TacSOP.**
7. **This TacSOP is continuously updated.** Submit recommendations and changes to the Operations Chief (Training and Special Projects).

## Duty Descriptions

1. **Project Manager (PM).** Operates in-country, acts as overall manager and focal point for all contract-provided Protective Security Details (PSDs), including all support personnel with general advice and guidance from HTP and the RSO in accordance with the Statement of Work. Responsible for all aspects of organization, management, supervision and scheduling of personnel to ensure that PRS requirements of the contract are met, including but not limited to, ensuring that PSSs are properly trained, equipped, briefed, and are prepared mentally and physically when dispatched on PRS operations. Liaisons with in-country U.S. Government assets.
2. **Deputy Project Manager Operations (DPMO).** Serves as the PM's advisor and executive officer; primarily responsible for the Program's development and implementation of all operational policies and procedures. During periods of short-term absence of the PM, assumes all duties and responsibilities of the PM. Liaisons with in-country U.S. Government assets and performs additional tasks as directed by the PM.
3. **Deputy Project Manager (DPMS).** Serves as the PM's advisor and executive officer; primarily responsible for the Program's development and implementation of all administrative and logistic policies and procedures. Liaisons with in-country U.S. Government assets and performs additional tasks as directed by the PM.
4. **Deputy Project Manager Facilities (DPMF).** Serves as the PM's advisor and executive officer; primarily responsible for the Program's facilities. Develops policies and procedures dealing with construction and maintenance of facilities and liaisons with in-country U.S. Government assets and performs additional tasks as directed by the PM.
5. **Operations Chief (PSOC).** Responsible for the planning and coordination of country/region level operations and directly supervises the RSO Tactical Operations Center (RTOC) and the Intelligence Section (RS2). The PSOC is also overall responsible to ensure the Advance Teams are maintaining the Technical Site Security (TSS) data base and tasking Teams for collection as well as functioning as liaison on all operations issues with HTP Operations Officer and outside agencies as required.
6. **Operations Chief (TSOC).** Responsible for documenting firearms proficiency and sustainment training conducted and for developing the Mission Training Plan (MTP). The Training and Standardization Section is also responsible for collecting techniques, tactics and procedures (TTPs) used and compiling those TTPs into the Tactical Standard Operating Procedure (TacSOP) and for developing, coordinating, and assisting the HTPO with PRS Team Validation. The Training and Standardization Section assists the Details with all WPPS training requirements as requested.
7. **Business Manager (BM).** Reports directly to DPM-Support and oversees the development and implementation of all administrative and logistic policies and procedures and supervises all Administrative Logistics Security Specialists (ALSS) personnel and other support personnel. See Blackwater Policies and Procedures Publication for additional information.

8. **Detail Leader (DL).** Overall responsible for everything the Detail does and fails to do; to include personnel manning, training, and operational conduct. Primarily focuses on the Detail's operations and training and ensures Team's are in compliance with all mission-related policies and procedures. Ensures SLs and Team member are familiar with and in compliance with this TacSOP and Team SOPs.
9. **Deputy Detail Leader (DDL).** Serves as the DL's advisor and executive officer; primarily responsible for the Detail's administrative and logistic issues to include all assigned vehicles, weapons and equipment. Works closely with the SC and ALSS personnel to ensure the DL is kept informed with current and updated information with regards to the Detail's status; assigned weapons and equipment accountability. Assists SLs with administrative and logistic issues and acts as liaison with supporting organizations and ALSS staff members.
10. **Operations Security Specialist (OSS).** Responsible for the planning and dispatch of PRS assets within the area of operations. Performs duties as mission dispatcher within the RTOC and involved in security operations planning process and issuing PRS work assignments as well as serving as an RTOC Duty Officer.
11. **Shift Leader (SL).** Selects, equips, trains and deploys Team capable of conducting protective security operations in a high threat environment in support of WPPS, Iraq; provides command and control of the Team during all phases of formation and deployment; conducts coordination with client and all supporting elements in accordance with (IAW) Team SOP.
12. **Protective Security Officer (PSO).** Performs duties as AIC when a DSS Agent is unavailable. Unlike an AIC, the PSO is a Team member and subordinate to the SL. Many Teams operate with either a PSO (PRS Teams) or an ATL (Specialty Teams).
13. **Assistant Team Leader (ATL).** Assists SL in selecting, equipping, training, and deployment of Team capable of conducting protective security operations in a high threat environment in support of WPPS, Iraq; assists SL with command and control of the Team during all phases of formation and deployment, as well as client and supporting element coordination IAW Team SOP.
14. **Tactical Commander (TC).** Conducts route planning IAW SL's guidance and serves as primary navigator in lead vehicle during all vehicular movements. Assists SL with command and control of all supporting security assets to include incorporating CAT, TST, and/or local national security elements into exterior perimeter security plan IAW Team SOP.
15. **Explosive Detection Dog Handler (K9).** Responsible for providing explosive detection sweeps during venue operations IAW the pre-mission brief, leadership directives and Team SOP. Upon completion of internal and external sweeps, augments the exterior perimeter security plan as required. Assists SL in coordinating EOD support, if needed, through the RTOC. Performs additional duties as required.



16. **Designated Defensive Marksman (DDM).** Responsible for providing long range observation and counter-sniper coverage while on venue and collection of information for the DDM portion of the TSS. Typically provides the venue sector sketch as an integral part of the exterior perimeter security plan IAW Team SOP. Performs additional duties as required.
17. **Emergency Medical Technician (EMT).** Renders medical assistance from basic first aid to advanced trauma life support (ATLS) in support of Team members, Principals, and/or others as directed by leadership. Responsible for maintenance of all Team medical equipment and supplies and assists SL with medical evacuation planning during all phases of the mission IAW Team SOP.
18. **Protective Security Specialist (PSS).** Responsible for providing security during all phases of the mission IAW the pre-mission brief, leadership directives and Team SOP. Performs additional duties as required.
19. **PSS Additional Duties.** SLs should assign additional duty positions to Team members. Each position should have a primary and alternate that are tasked to ensure the Team receives critical administrative and logistic support and assist in equipment accountability and maintenance. The primary will be responsible to ensure the alternate is trained sufficiently to take over as primary during leave or EOC.
- a. **Administration.** Responsible for providing the team daily status to higher. Acts as Team liaison for all administration issues such as pay, leave, and contact information IAW Team SOP.
  - b. **Intelligence.** Attends RS2 'Intel Dump' and reviews daily reports. Provides daily brief to Team on AIF activity and current BOLO reports as well as other pertinent intelligence. Develops incident history on all frequently visited venues IAW Team SOP.
  - c. **Training.** Assists SL with planning and scheduling training and submitting training manifests to leadership upon completion of training IAW Team SOP.
  - d. **Logistics.** Responsible for providing the Team with office supplies and equipment. Acts as Team liaison for all equipment issues (other than weapons, radios and vehicles) and assists the SL in maintaining current hand receipts IAW Team SOP.
  - e. **Vehicles/Lead Driver.** Responsible for all vehicle issues to include submitting vehicle status to higher, maintenance, dispatch, cleanliness; and ensuring each vehicle has all necessary equipment such as jacks and tow straps IAW Team SOP.
  - f. **Communications.** Acts as team liaison to the DoS Communications Section for all vehicle and hand-held communications issues IAW Team SOP.
  - g. **Weapons.** Maintains accountability, to include serial numbers of all assigned Team and individual weapons and acts as Team liaison to the unit armorer IAW Team SOP.
  - h. **Foreign Service National Interpreters.** Provides communications link between the Team and indigenous personnel during operations IAW Team SOP.

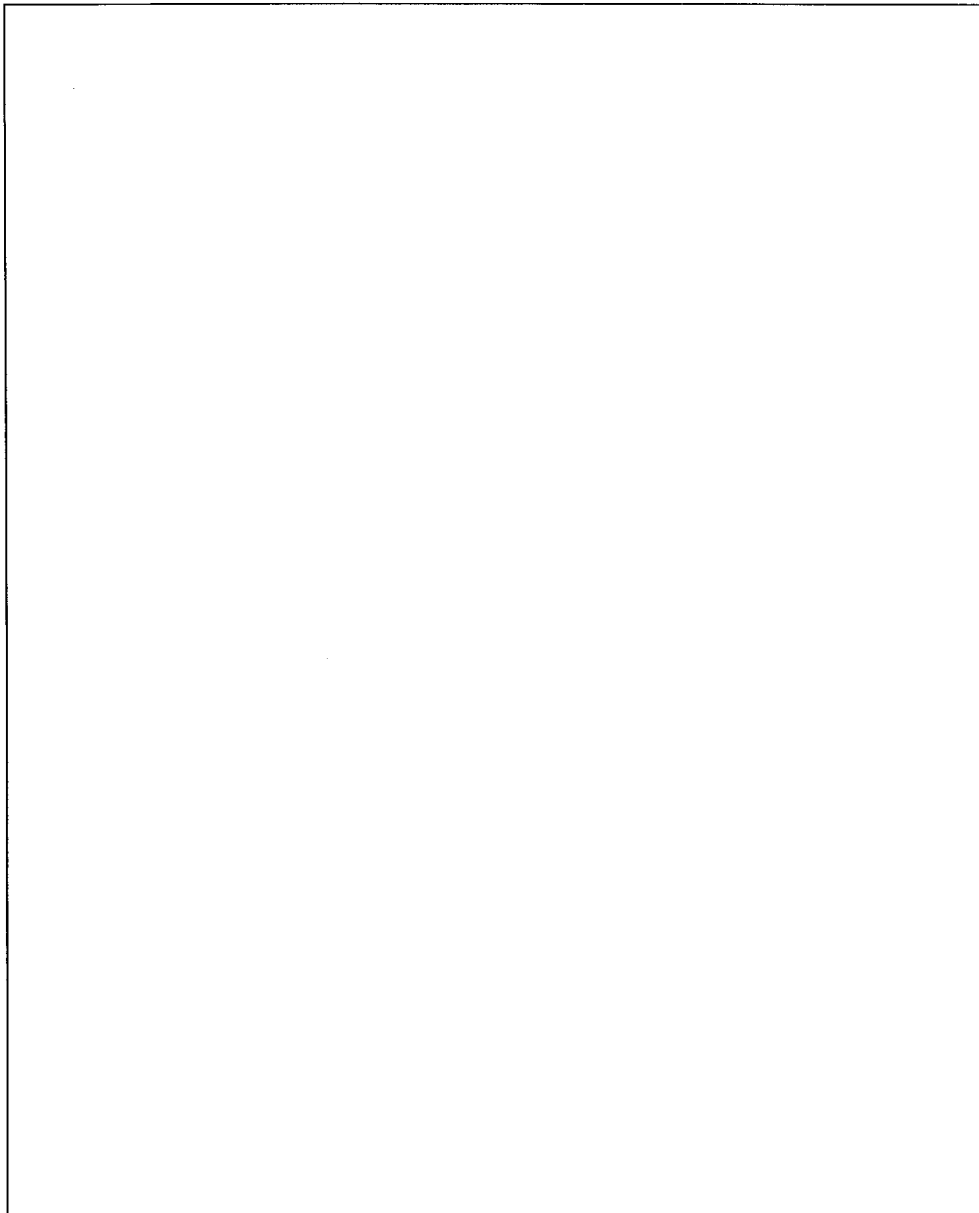
## Chapter 2

### Communications SOP

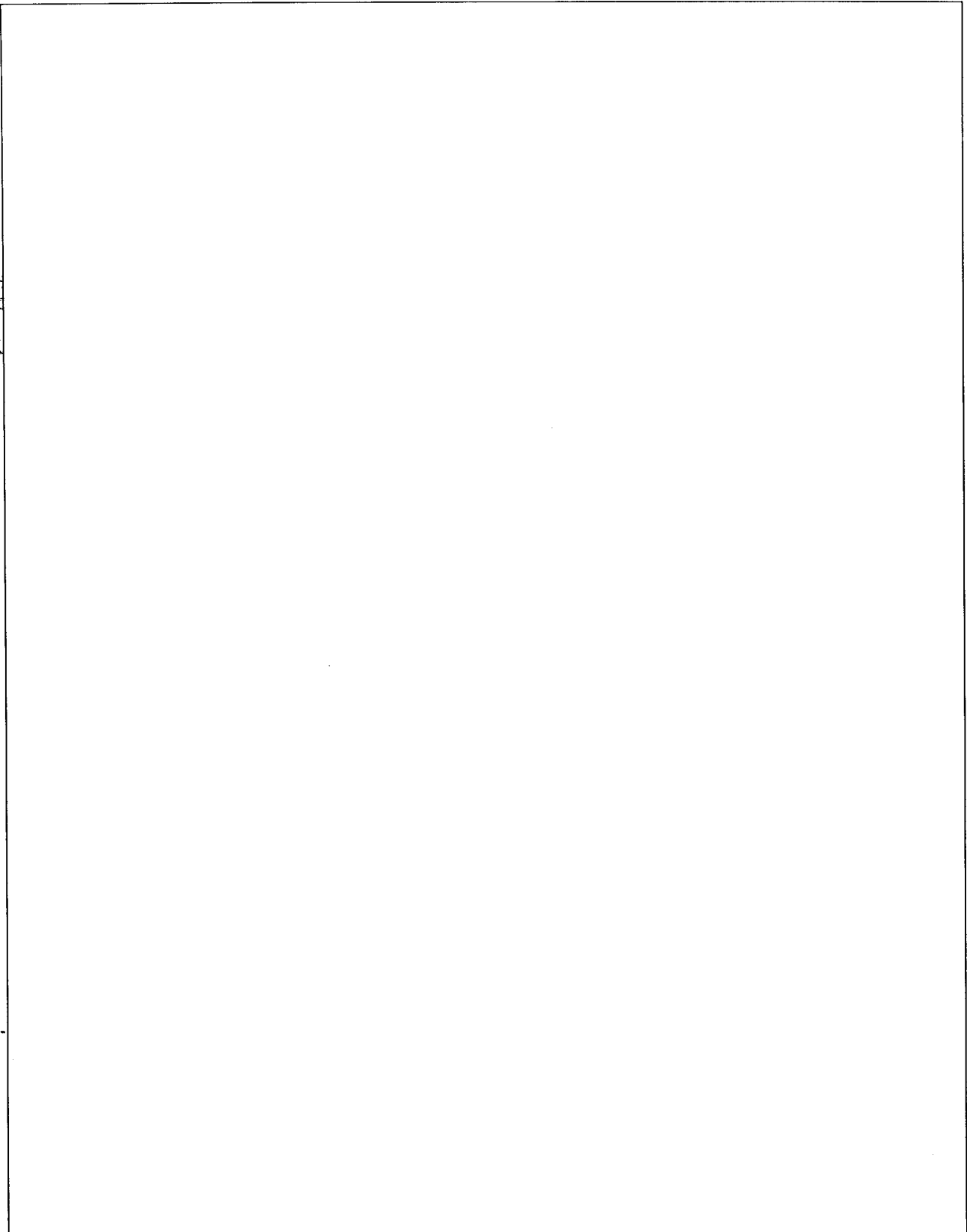
- 2-1. Standard Radio Procedures
- 2-2. Iraq Communications Net
  - Central Region
  - Northern Region
  - Southern Region
- 2-6. Pace Plan
  - Primary
  - Alternate
  - Contingency
  - Emergency
- 2-7. Methods of Communication
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  - Satellite phone (non-secure)
  - GSM phone (non-secure)
  - Blue Force Tracker
- 2-17. Reports SOP
  - Position Report (POSREP)
  - Situation Report (SITREP)
  - Spot Report (SPOTREP)
  - Rapid Request
  - Ground Medical Evacuation Request
  - Air Medical Evacuation Request
  - Emergency Brevity Codes

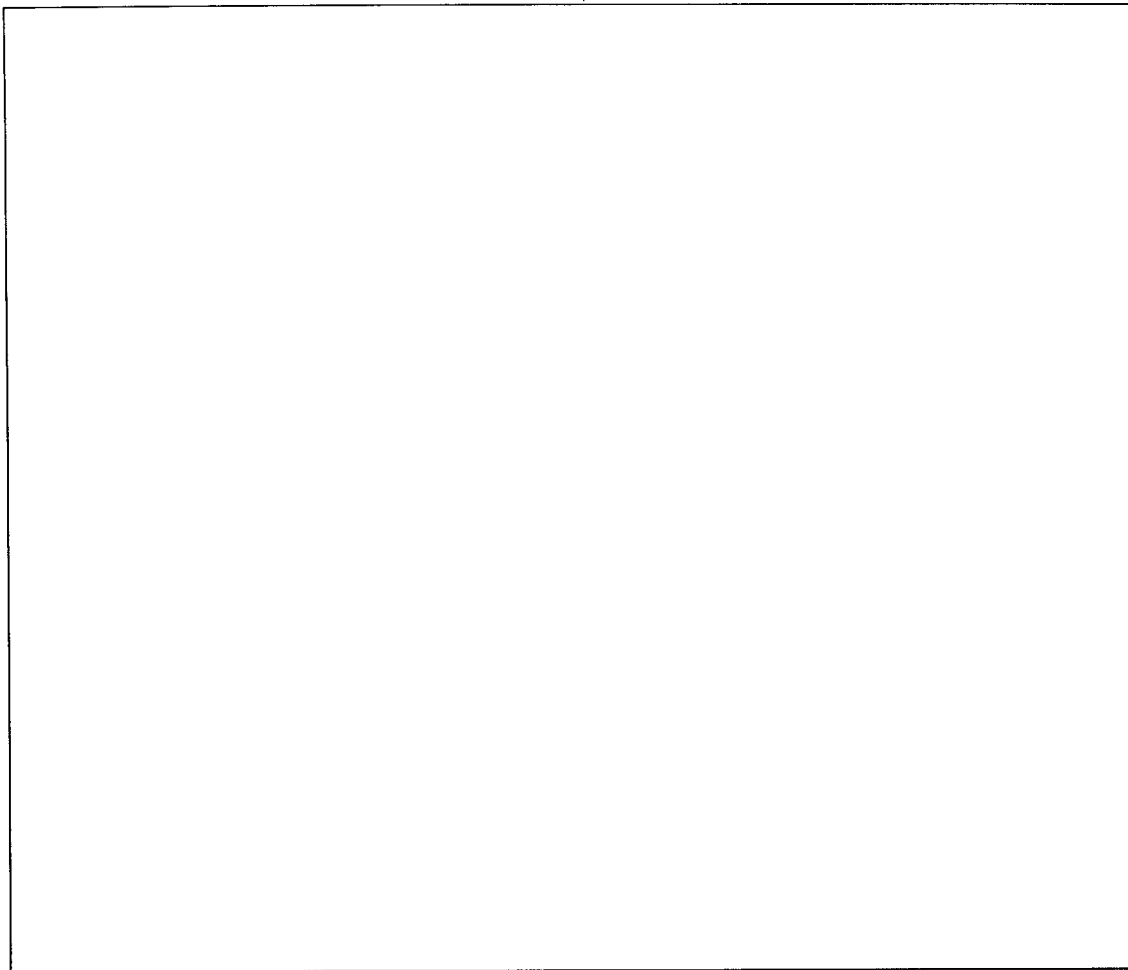
## Standard Radio Procedures

1. **Actuals talk to actuals.** HTP radio reports are informal. Transmissions between Actuals benefit from voice recognition and situational awareness.
2. **Messages are informal.** No Priority, No DTG, No From-To is used.
3. **Eavesdropping is encouraged.** This practice aids situational awareness.
4. **Incidents are reported in narrative form.** Number codes are NOT used.
5. **Responsibilities for establishing communications are as follows:** Higher to Lower, Supporting to supported, Left to Right, Rear to Front. Restoration of communication breakdowns are a *mutual* responsibility.
6. **Teams utilize internal frequencies.** This avoids the requirement to communicate on DPD-R and frees up the RTOC frequency.
7. **The collective call sign is**  Generally, only the RTOC initiates. B2
  - a. The sequence of response is Protective Security Teams (PRs), Advance Teams (Adv), followed by Tactical Support Teams (TST), if deployed. Ambassador Protection Detail (APD) operates on the  and the call sign is  B2
  - b. **ALL ELEMENTS** is generally used only to pass information. The response is  "ROGER, OVER". To request information, each Team is contacted directly. B2
8.  is the standard transmission upon any hostile contact. Once the immediate threat is stabilized, send a situation report to RTOC ASAP. B2
9. **Utilize military communication protocol.** HTP Iraq is a joint-area responsibility involving both DoD and DoS assets. In order to establish coherent and efficient communications, HTP assets will communicate utilizing military protocol (i.e. "ROGER" understand; "WILCO" understand, will comply, etc.).
10. Radio Checks should be conducted daily by teams conducting missions and by outlying sites. Teams will initiate radio checks using all RF (radio frequency) communications available. Outlying sites will contact the RTOC via SATCOM and HF radios daily.









## Pace Plan

The PACE plan at each location is determined by the effectiveness of each communications system available. A PACE plan between a REO and SET may differ from the plan between a REO and TOC. The PACE will be planned by measuring the immediate effectiveness of each method of communication. A secure means of communication must take precedence over non-secure means for receiving and/or sending message traffic. For example, a PACE plan between TOC and a REO may consist of secure satellite radio, secure VHF, and then non-secure phones and non-secure HF. Depending on the location, these plans will have to accommodate the overall effectiveness of the communications system based on range, "real time" communications need and availability. Each SET or REO must implement an effective communications plan that provides an immediate response time from the TOC and QRF that may positively affect any given situation.

1. **Primary.** The primary means of communication must provide the fastest secure means of communications response by a distant station. Since secure satellite communications is now an available asset, the PRC-117 at each location should be utilized as a "real time" means to contact the TOC in Baghdad or contact a REO from a SET. For the mobile elements, the secure VHF radio systems may be the only primary choice unless there is availability of a secure satellite radio in the vehicle. The ultimate decision will be made by the leader in charge and based on the situation.
2. **Alternate.** The alternate means of communication must be the secondary to the primary plan. Again, this is dependant on the situation and should provide a secure link to communicate. The maximum effective range of the communications system and the situation will determine the choice in establishing a preferably secure communications link. There are two secure means to communication by radio, satellite and VHF. One of these two systems should be utilized prior to choosing a non-secure means.
3. **Contingency.** In the event that both the primary and alternate means for communicating cannot be accomplished, the next planned method must be used to provide for an effective means for communicating to the TOC or REO within the area of operations. Even though a secure means to communicate is preferable, the choice to use a satellite phone, GSM phone, or HF radio system will be dependent upon factors addressed previously.
4. **Emergency.** In the event that the first three means of communication are no longer available, the emergency communications plan is utilized. The [redacted] may be used as an emergency communications system. The [redacted] is not a true radio communications system, but can be utilized to send out brevity codes that will be received by the tracking operator in the RTOC located in Baghdad.

B2  
B2



## Methods of Communication

1. **Satellite (secure).** Satellite Communications (SatCom) provides a "real time" communications ability between all locations throughout the entire area of operations (AO). Each location in country has at least one operational secure radio system. The radio system being utilized in our AO is the PRC-117 radio system. The PRC-117 is a multi-band radio system that provides a flexible means of communication utilizing multiple platforms. UHF Satellite, UHF LOS (aircraft frequencies), and VHF (SINCGARS compatible) communications can all be accomplished with the PRC-117 radio.

a. **Satellite Information:**

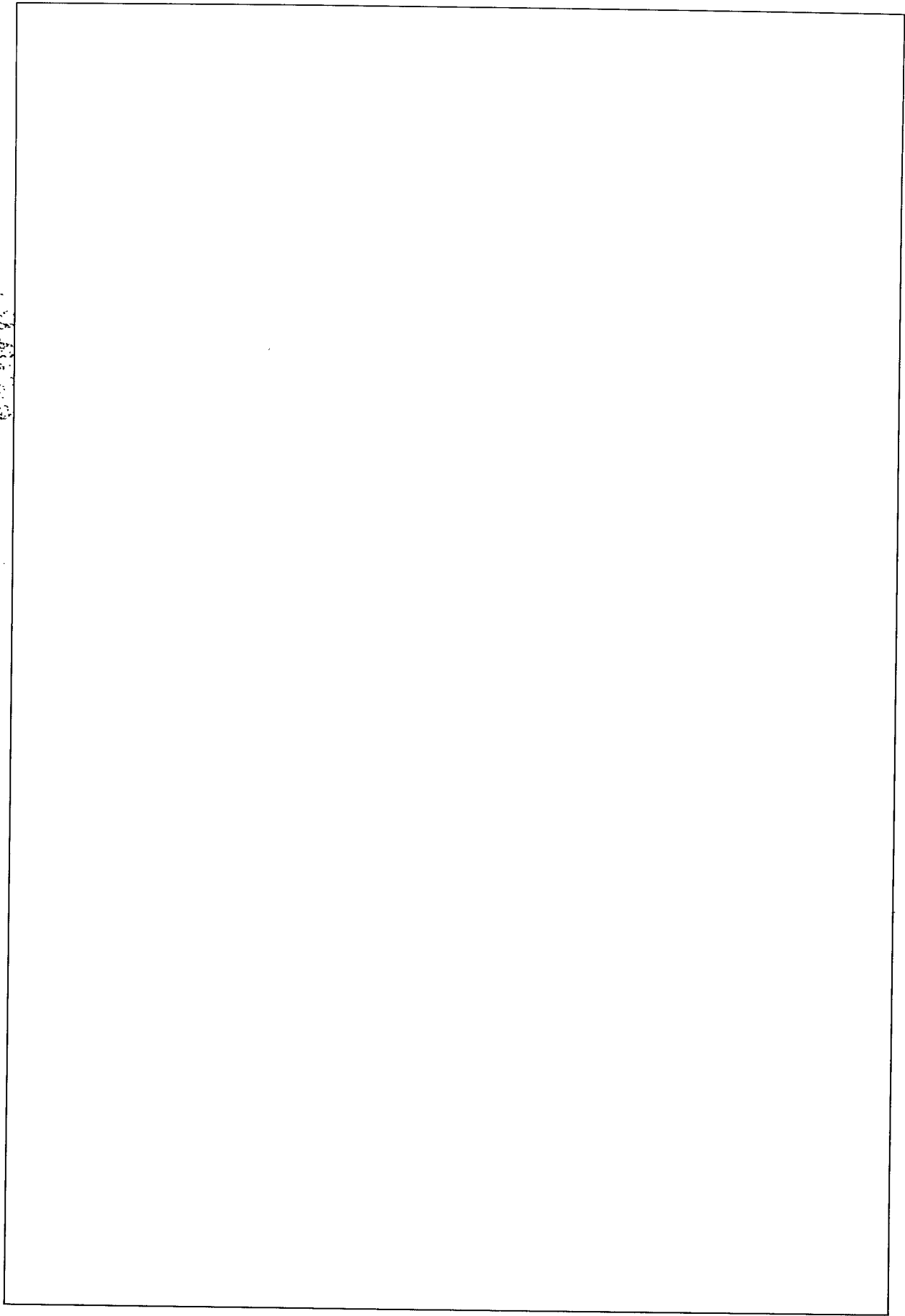
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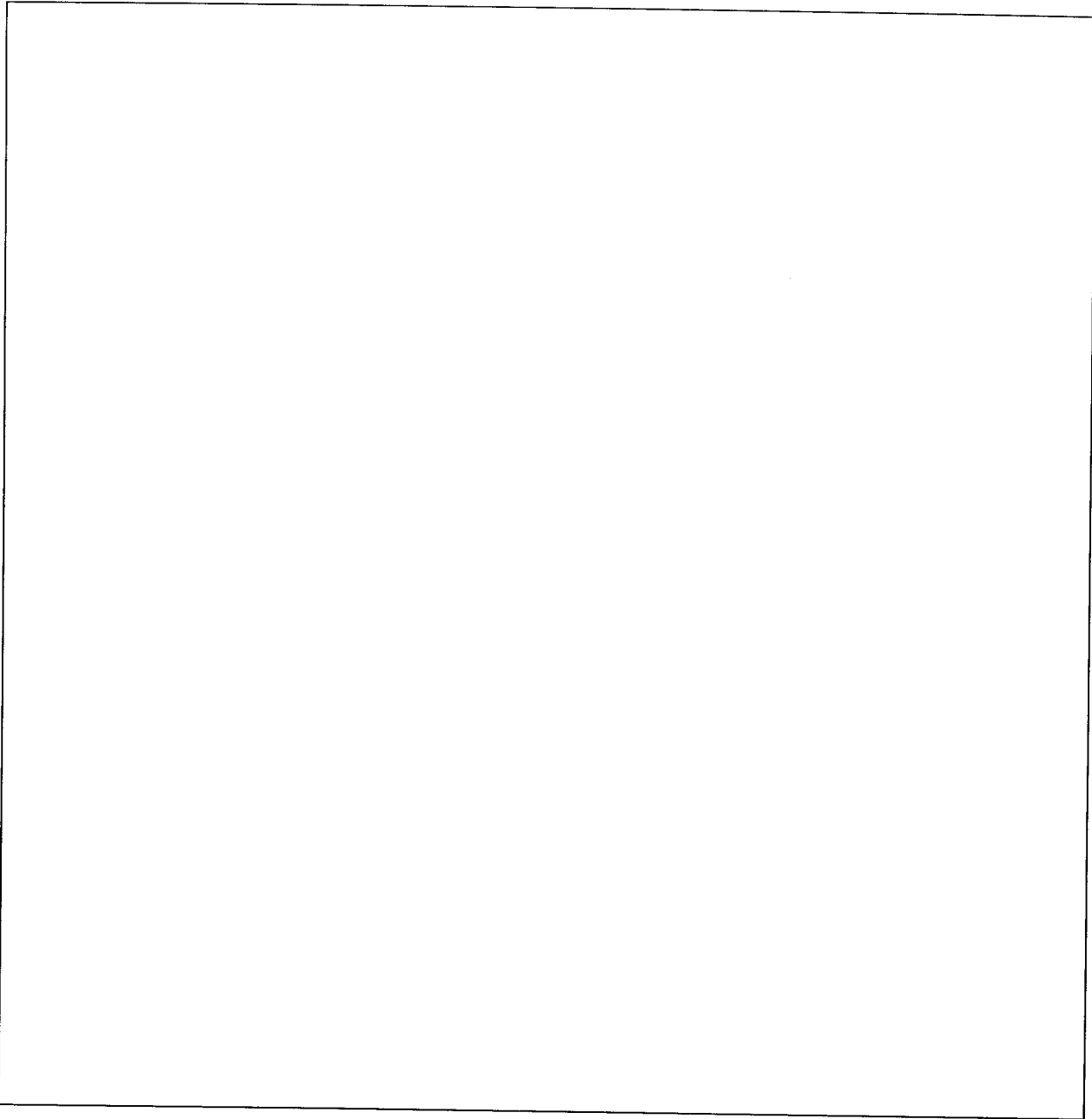
b. **Call Signs:**

B2

c. **PRC-117 (SatCom) set-up guide:**

B2



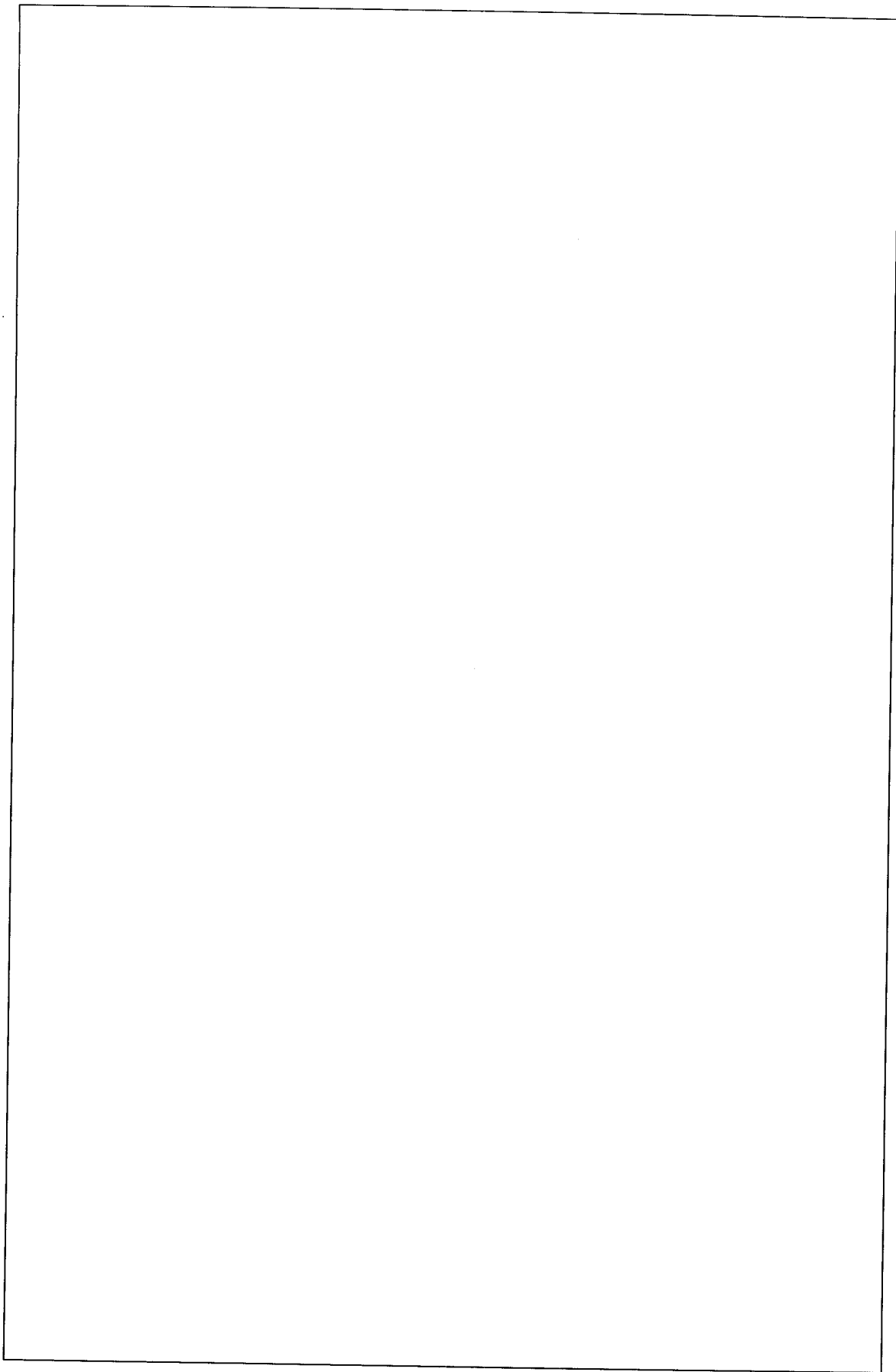


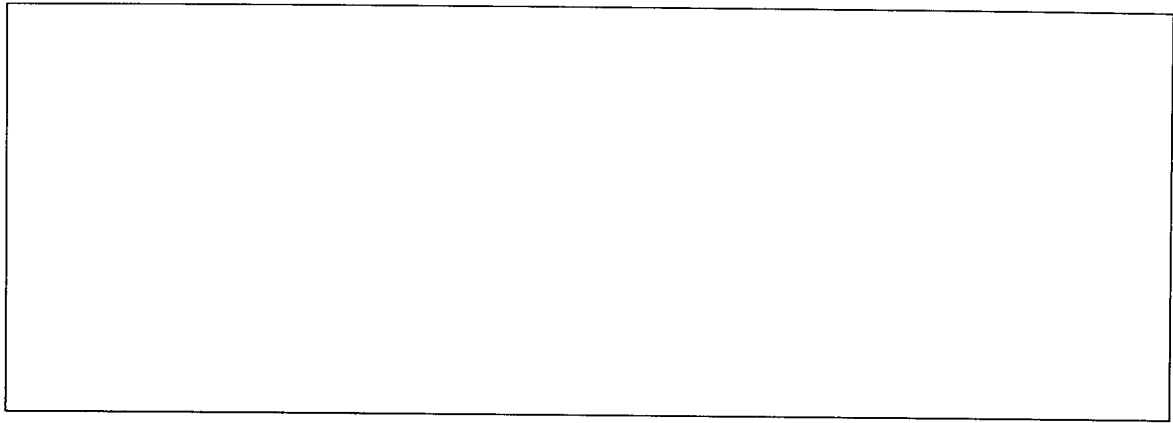
2. **Very High Frequency (VHF) (secure).** VHF radio systems provide for an effective secure method of communication within an assigned AO, but transmission distance limitations and interference from man-made objects or other electromagnetic emitting devices can affect this system from being a fully reliable method of communication.

B2

a. **Channels (REOs):**

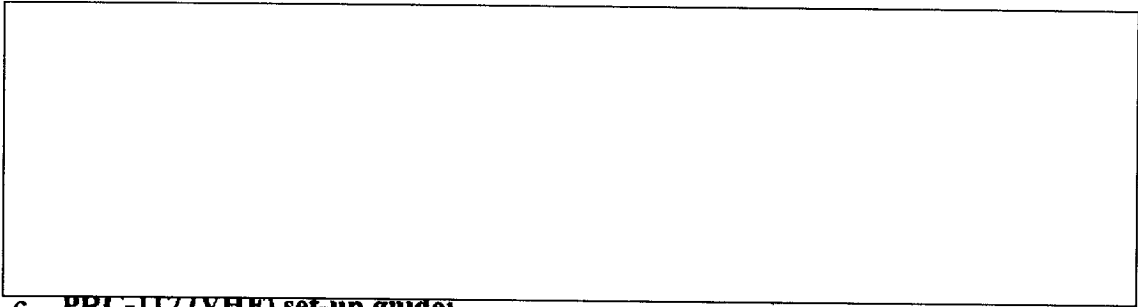
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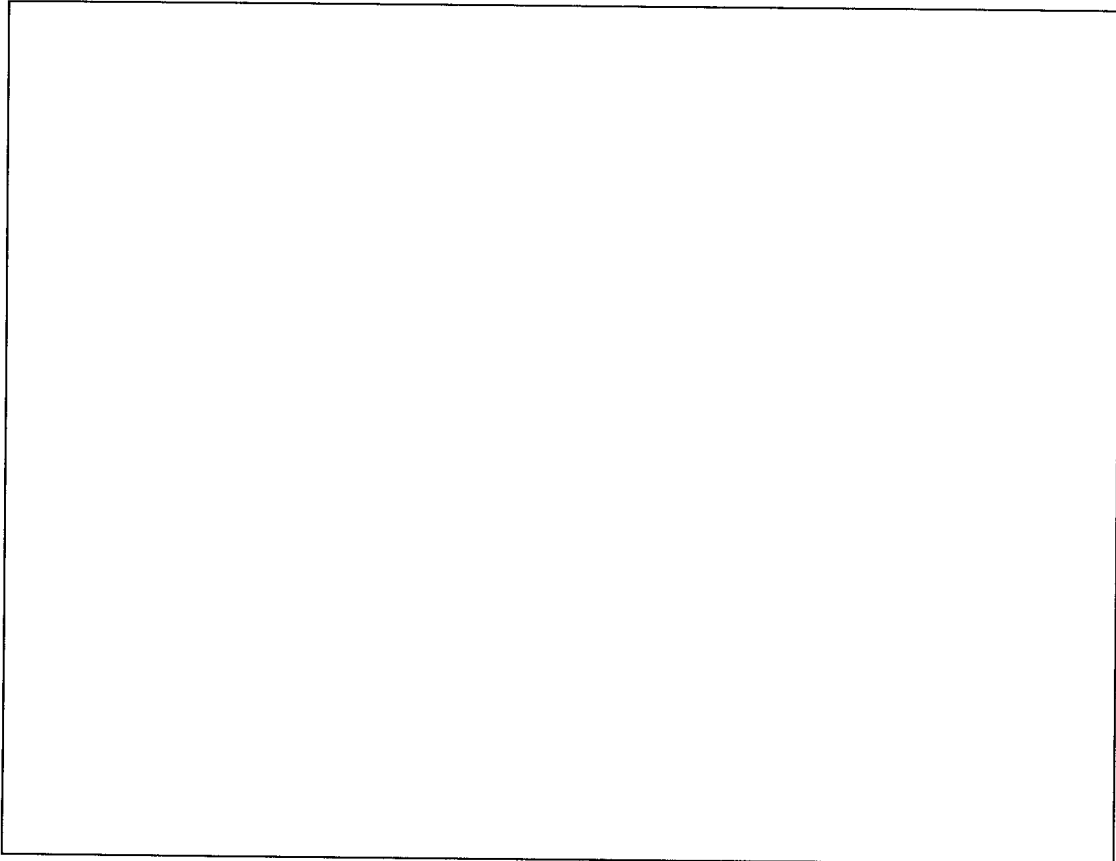
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**b. Call Signs (REOs):**

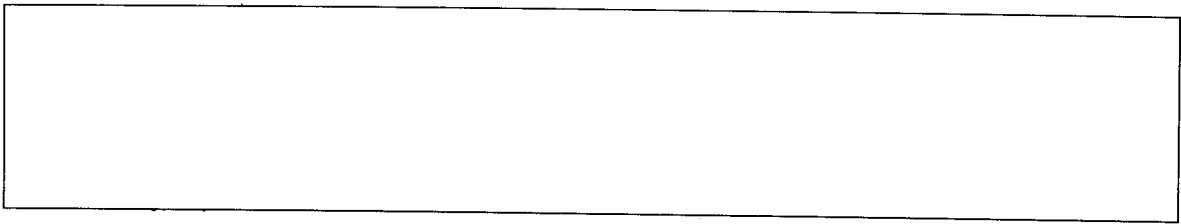


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**c. PRC-117 (VHF) set-up guide:**



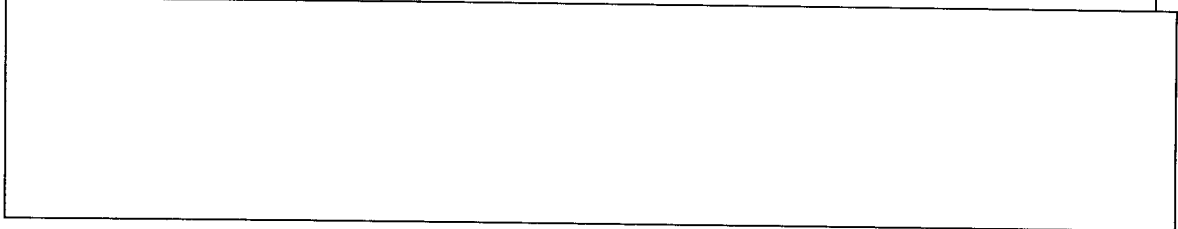
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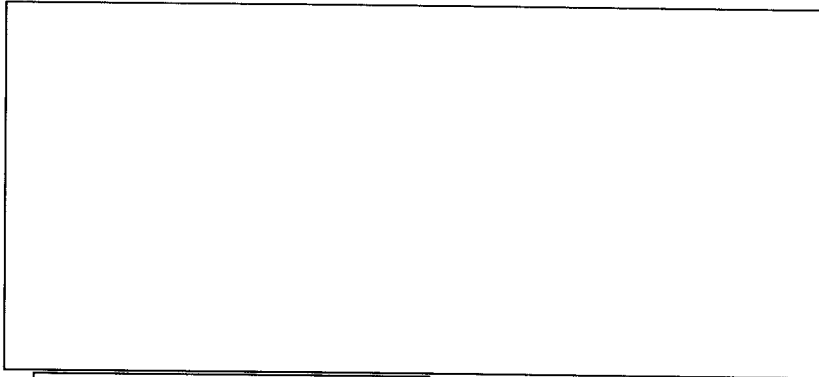
B2

3. **High Frequency (HF) (non-secure).** All REOs and the RTOC-Baghdad have an operational HF radio system.

B2



a. **Call Signs:**

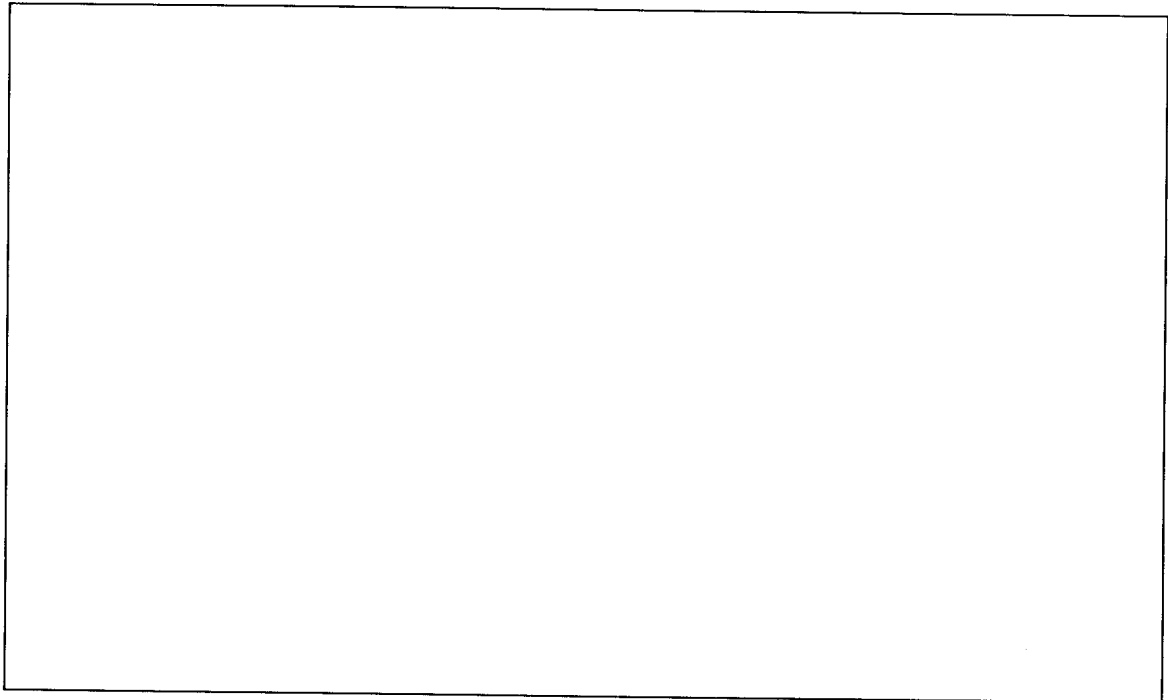


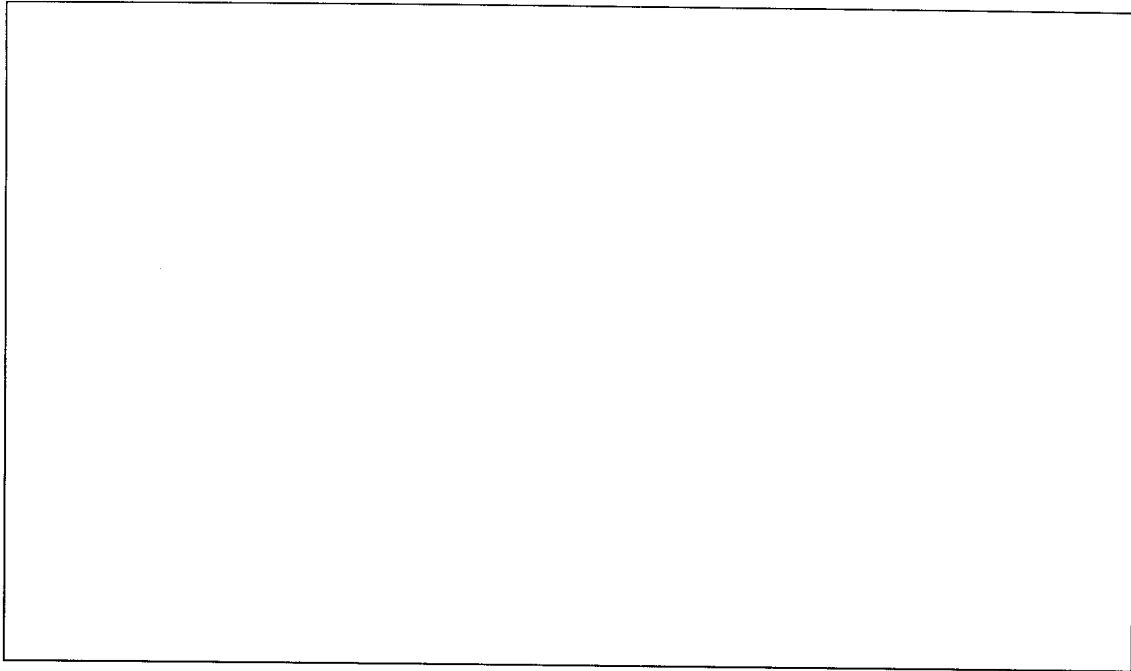
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b.  **HF Radio operating instructions:**

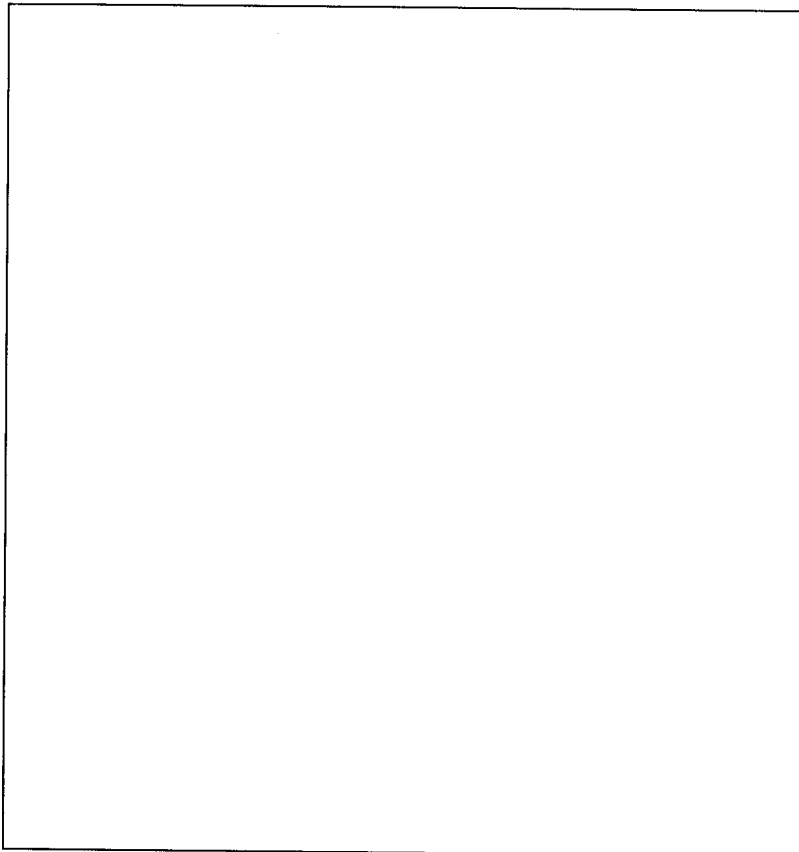
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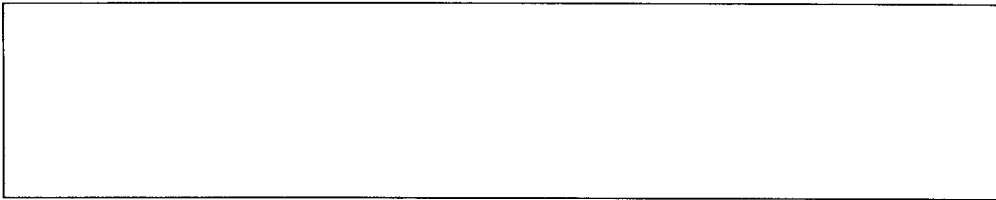
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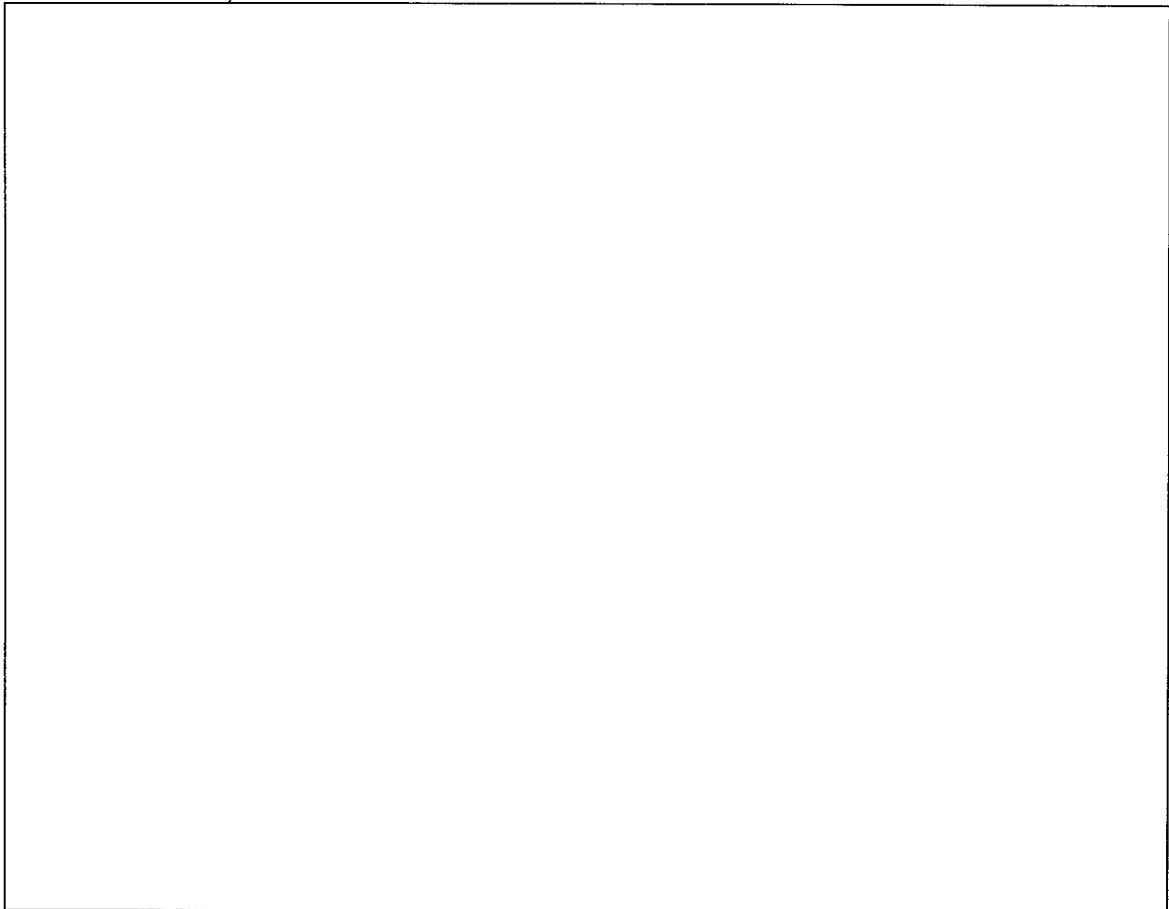
4. **Satellite Phones (non-secure).** The Iridium or Thuraya satellite phones provide a non-secure means of communication that is not affected by range. However, this system does not provide a true "real time" communications method such as a satellite or VHF radio system since phone numbers must be dialed in order to communicate with distant parties as opposed to an immediate push to talk capability found in radios.





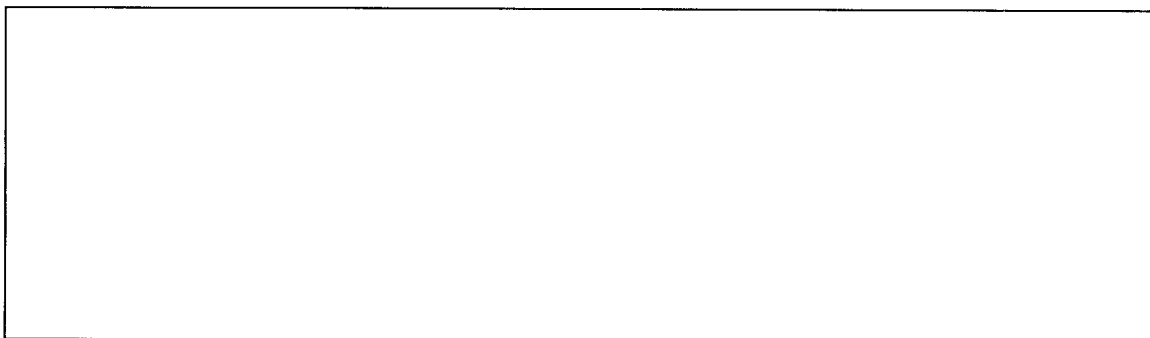
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**b. Operating Instructions:**



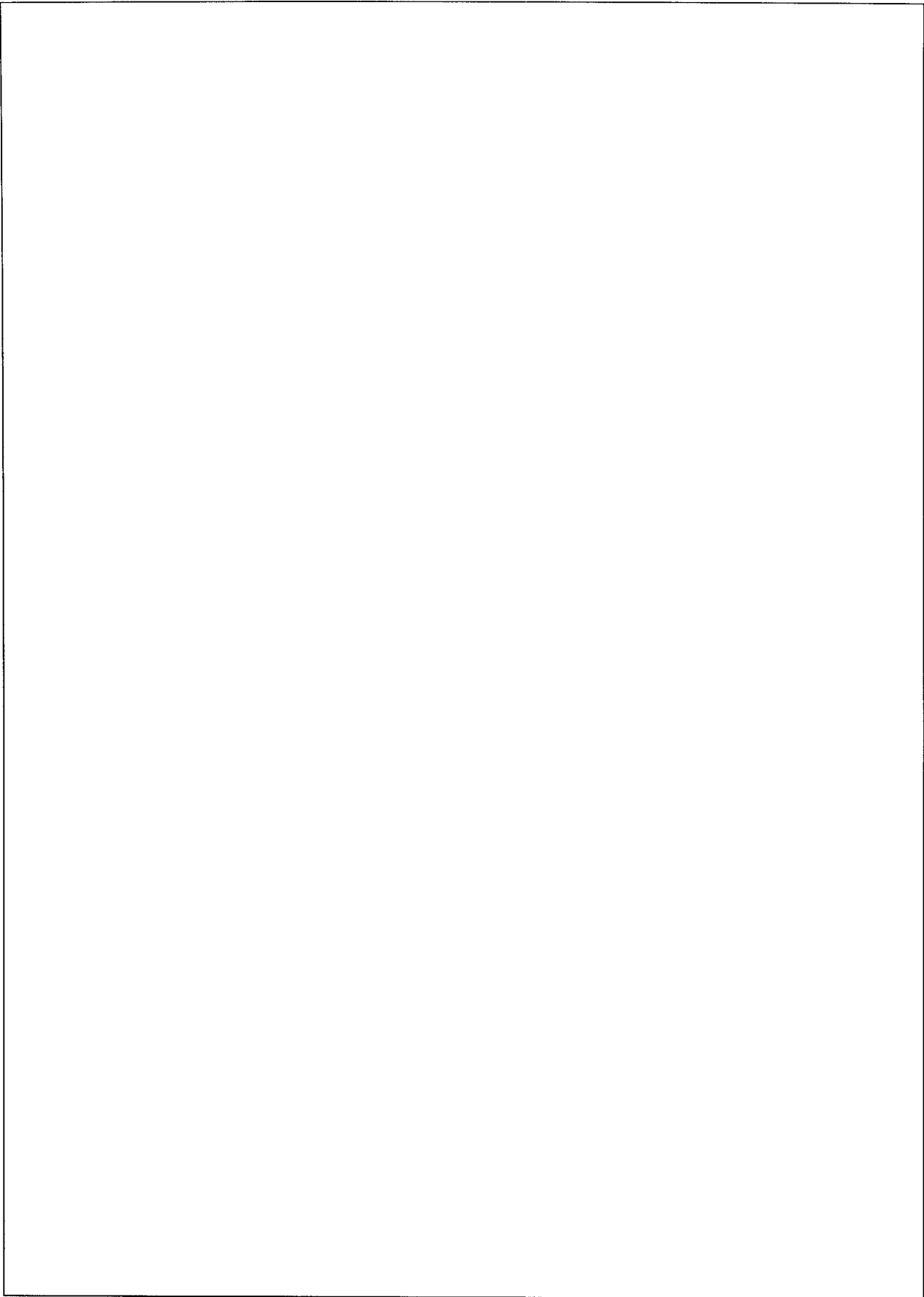
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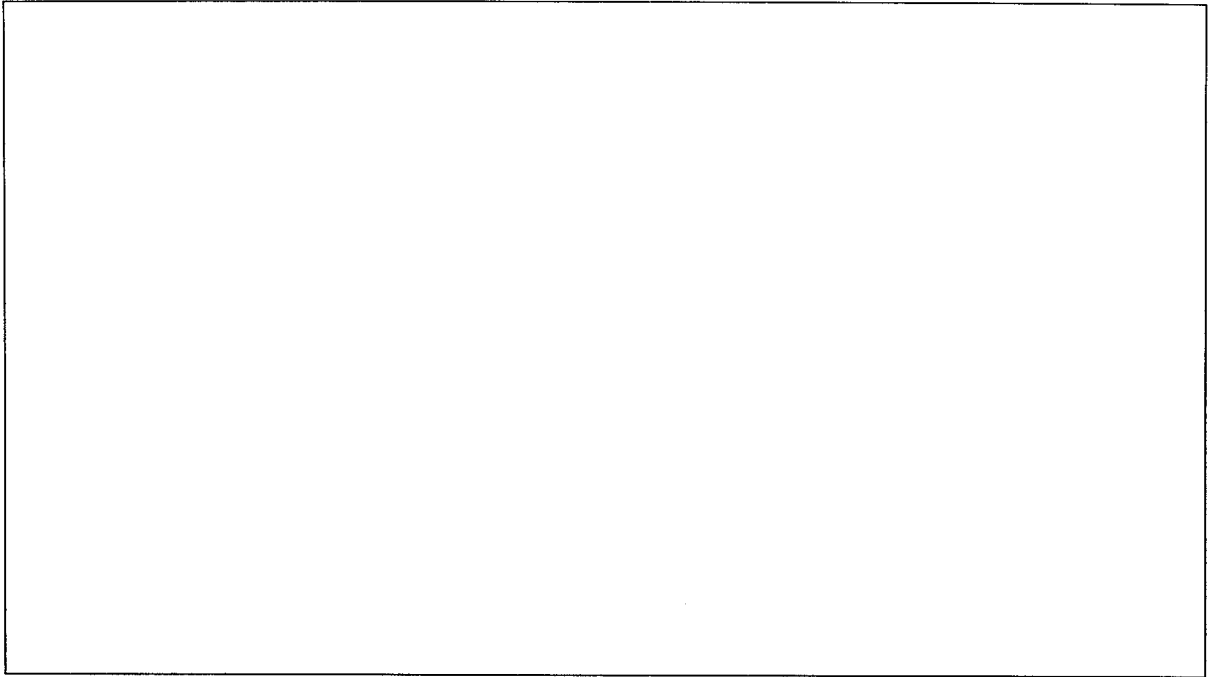
5. **Global System Mobile (GSM) Phones (non-secure).** While cell phones in country provide a feasible means of communication, they are not reliable due to a lack of coverage by the service provider. Cell phone usage is mainly restricted to the local covered area in most cases, but can be made to accommodate both the USG GSM and Iraqna systems by calling an access number.



B2

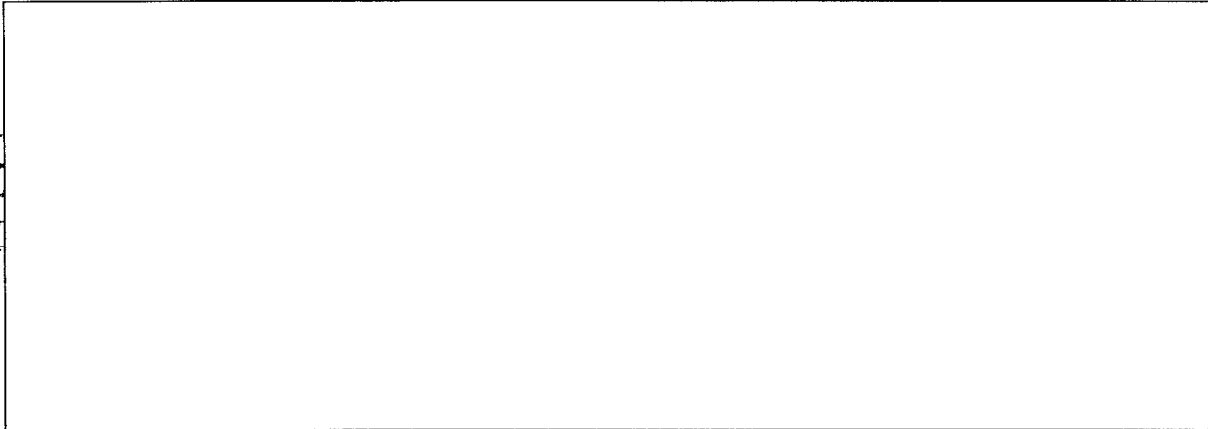






# Reports SOP

**1. Report procedure:**



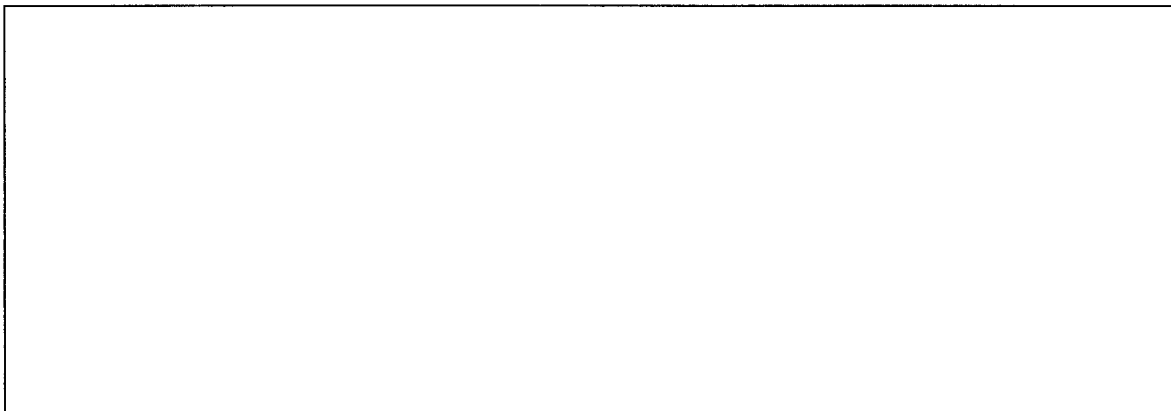
B2

**2. Report Requirements**

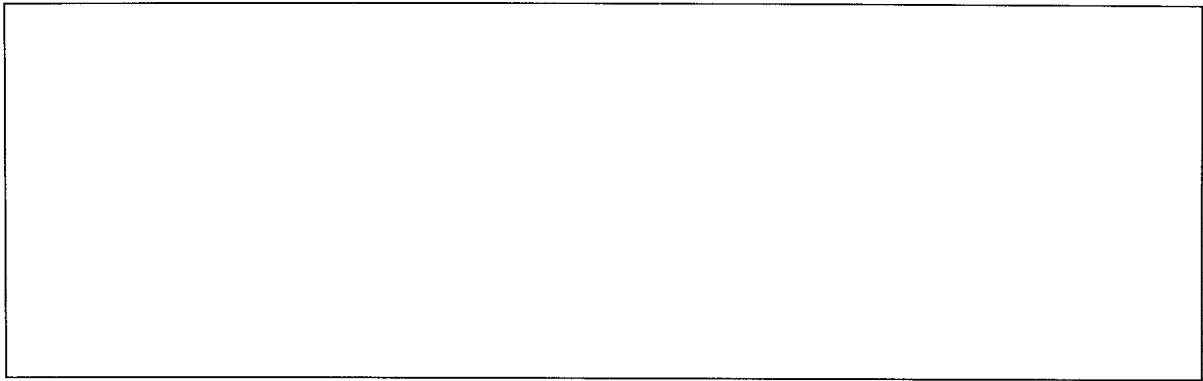


B2

**3. Report Formats**

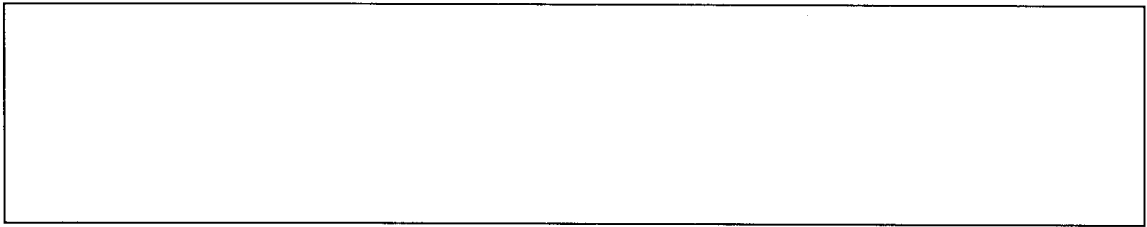


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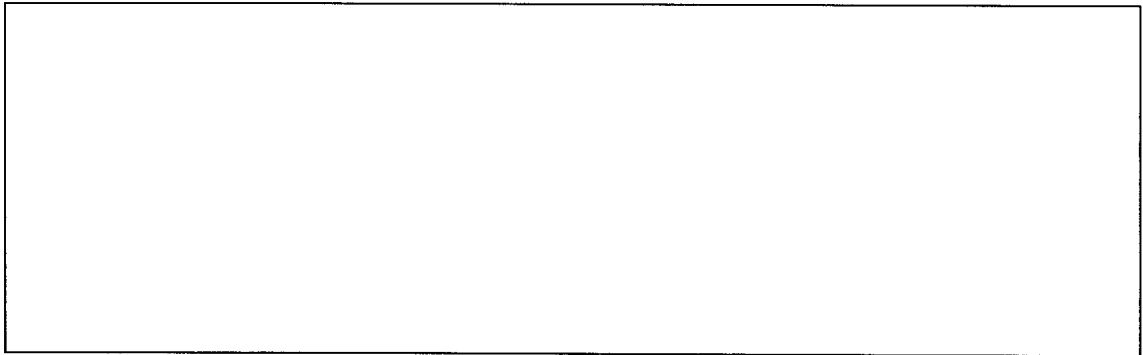
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**b. SITREP. Situation Report**



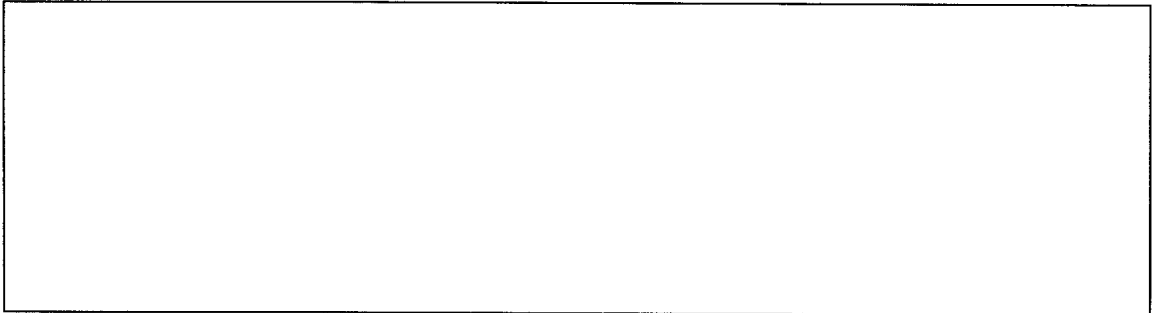
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**c. SPOTREP. (SALT)**



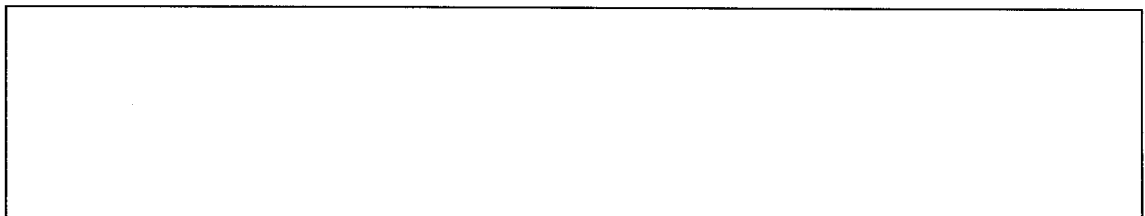
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**d. Air Quick Reaction Force. (AQRF)**



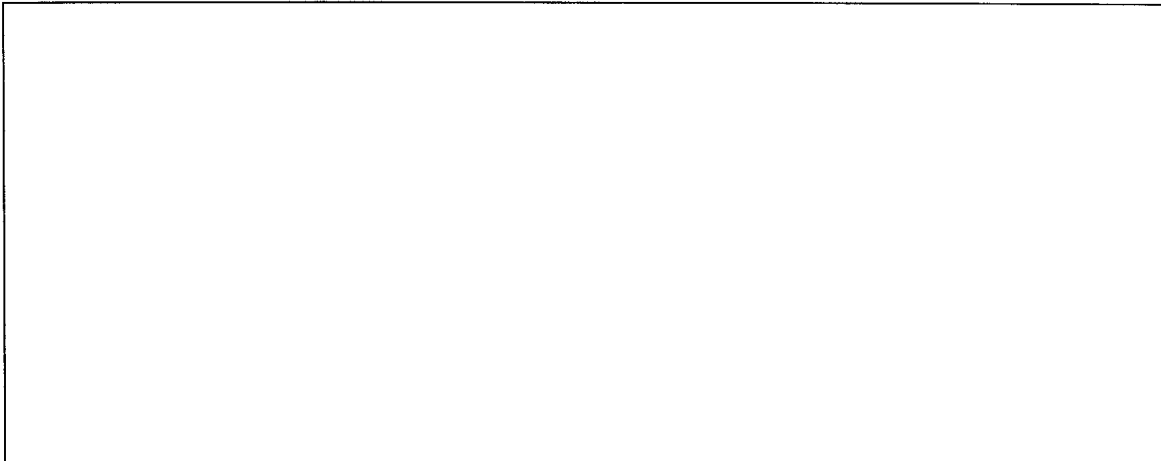
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**e. Ground MedEvac Request**



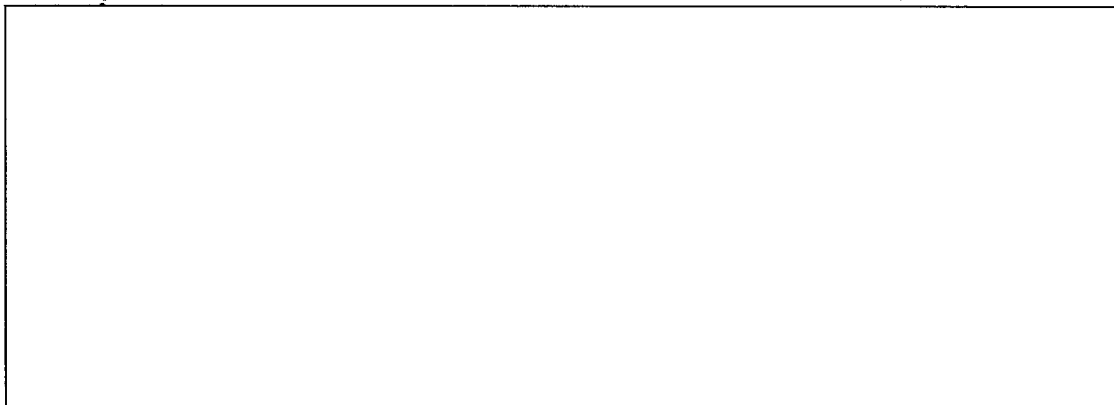
B2

**f. Air MedEvac Request**



B2

**g. Emergency Brevity Codes (non-secure).** The use of these approved brevity codes/words are used **ONLY** when passing information to RTOC on non-secure methods of communication (HF, GSM cell phones, etc.).



B2

- b. RSO approval. The HTPO approves or denies the request and notifies the requesting office. Concurrently, HTP notifies the RTOC OSS for assignment.
  - c. Mission Assignment. The RTOC OSS assigns the mission to a PRS Team and additional PRS assets (TST, Air, etc.) if needed based on the principal, the current threat level at the venue and routes to and from the venue. The OSS then notifies the SL(s) of their assignments.
  - d. Initial Coordination. The SL(s) conduct initial coordination with the requesting office and supporting PRS assets (TST, Air, etc.) and conduct mission planning.
  - e. Mission Sheet. The SL(s) mission sheet with manifest and routes are turned in to RTOC NLT 1800hrs the day prior to the mission.
  - f. Pre-Mission Brief. The SL conducts pre-mission briefing NLT 30 minutes prior to stage time. Leadership from supporting PRS assets should attend briefing.
  - g. Communications Check. The SL conducts a communications check with RTOC 15 minutes prior to departure time. RTOC confirms supporting PRS assets and notifies PRS Team of any last minute changes.
  - h. Conduct Mission. The PRS Team maintains constant communication with RTOC and notifies RTOC of any changes in status, route checkpoints, or other pertinent information.
  - i. End of Mission. The PRS Team notifies RTOC at conclusion of mission, conducts recovery and prepares for future missions.
5. **Radio Procedures.** RTOC assumes all radio and communication coordination during PRS operations as well as directs channels and frequency shifts as needed in order to maintain clear radio traffic. In the event of an incident or emergency, the RTOC will coordinate with responding TST/QRF in addition the RTOC may direct all other PRS Teams radio traffic to an alternate channel in order to clear radio traffic for the emergency. All PRS Teams are required to report Blue/Grey points as well as any significant threats in their immediate area using the Communications SOP found in Chapter 2 of this TacSOP.
- a. **Secure Communications.**
    - (1) RTOC ensures secure communications for all CoM operations.
    - (2) RTOC conducts radio check with PRS Teams prior to departing base.
    - (3) All communications are conducted IAW Chapter 2 of this TacSOP.

## Chapter 6

### Protective Security Team SOP

6-1. Task Organization and Mission

**Execution**

6-2. Planning

6-2. Stage Time

6-2. Movement

6-3. Venue Operations

6-5. Post Mission/Recovery

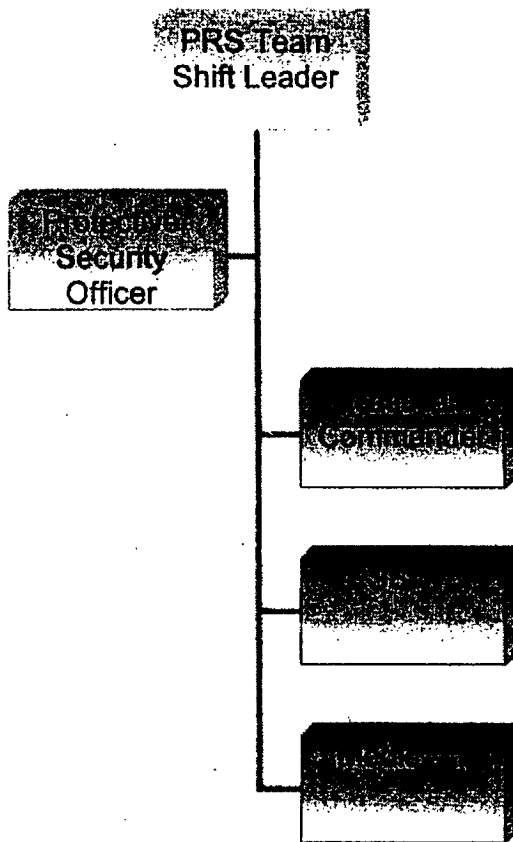
**Products**

6-6. PSO Coordination

6-0

## Task Organization

1. See Chart:



2. **Notes.** PRS Team task organization is dictated by mission requirements and is adjusted during the planning process. If a SA is not assigned to serve as an AIC, the PRS Team utilizes a PSO to fulfill the requirement. PSOs differ from AICs since they fall under the control of the SL.

## Mission

Provide close protective security in Iraq for U.S. Diplomats and other personnel as directed by the HTPO and provide protective security expertise as needed during mission planning in support of outside agencies.



## Execution

### 1. Planning.

- a. **PRS Team Request.** The office requesting PRS escort submits a request via email through OpenNet for support to the RSO HTPO NLT 48 hours prior for "Red Zone" mission and NLT 24 hours prior for IZ moves. If approved by the HTPO, the RTOC assigns the mission to, and notifies the PRS Team and additional assets if needed (CAT, TST, Air).
- b. **Initial Coordination.** The PSO usually conducts initial coordination with the requesting office (see Principal checklist in Products section). The SL and/or TC conducts coordination with supporting PRS assets (CAT, TST, Air) and conducts mission planning.
- c. **Mission Sheet.** Generally, the TC conducts the route planning and support asset coordination while the SL conducts mission planning and actions on venue. The SL is responsible for ensuring the mission sheet with manifest and routes are turned in to RTOC NLT 1800hrs the day prior to the mission.
- d. **Pre-Mission Brief.** The SL conducts the pre-mission briefing NLT 45 minutes prior to departure time or, at a minimum, leadership from both the PRS Team and other supporting PRS assets should attend the Advance Team's pre-mission brief. SL also conducts pre-deployment inspections (PDI) and confirms all PSS have necessary equipment. See Appendix A Pre-Mission Brief.

### 2. Stage Time.

- a. **Pre-stage Motorcade.** The motorcade pre-stages at the most convenient entrance/exit door of the Palace in support of the Principal(s) NLT 15 minutes prior to departure.
- b. **Communications Check.** The SL conducts a communications check with RTOC 15 minutes prior to departure time and confirms supporting PRS assets and notifies PRS Team of any last minute changes.
- c. **Principal Link-up.** The PSO conducts link-up with the Principal(s) NLT 15 minutes prior departure time and conducts departure brief. The PSO notifies the SL of any changes to initial coordination and alerts the SL when "moving" with Principal(s) towards motorcade. This informs the PRS Team of eminent arrival and signals PSS to take positions. PSS deployed on the Limo's left passenger door will open the Limo door and assist additional passengers.

### 3. Movement.

- a. **International Zone (IZ).** The PRS Team may utilize the Lead vehicle as an Advance element during IZ moves. The Limo and Follow will operate as a   motorcade with the PRS Team utilizing a modified formation during

B2  
B2

dismounted operations. Speed should be kept within set limits, usually no greater than 35 mph. No overtly aggressive tactics should be required while traveling within the IZ. The PRS Team will not "crack" doors or push other vehicles out of the way.

- b. **Baghdad Area.** This SOP addresses standard motorcade configuration consisting of [ ] armored vehicles (FAV) for travel throughout Baghdad, but depending on the threat level, Principal(s), and assets available, other motorcade configurations may be utilized (see Chapter 14). Speed of the motorcade is dependent upon traffic conditions and threat level. Aggressive driving tactics (blocking and screening) are utilized when necessary. The PRS Team does not "crack" doors nor push other vehicles out of the way unless absolutely necessary. The TC assesses and reports threats to the motorcade and determines motorcade formation and speed. The TC also maintains constant contact with supporting assets. PRS members within each vehicle report threats within their sectors. The SL reports route status to RTOC utilizing [ ] Points. While traveling through congested areas, the motorcade maintains a "tight" configuration providing screens and blocks when needed and "loosens" as conditions allow. The motorcade attempts to create a safe zone around the motorcade paying particular attention to providing safety to the Principal(s) traveling in the Limo. If a vehicle or pedestrian gets inside the motorcade perimeter (approximately within 50-100 meters of the Limo) and presents a threat, the PRS member closest to the threat should report and "crack" his door and proceed with the established escalation of force procedures. When the motorcade is halted at choke points, checkpoints, or venue entrances, all PRS members maintain observation of sectors. All PRS members should remain in the vehicles unless ordered to deploy by the SL. Dismounting should be avoided as much as possible. However, if deployment becomes necessary, the PRS Team will always deploy by buddy team, and never allow a single PSS to deploy by himself. When approaching Coalition checkpoints or Military convoys, be mindful of "blue on blue" incidents and obey all orders until cleared to pass. Maintain a slow and steady speed and continue with caution. Whenever possible, maintain a following distance of approximately [ ] from convoys.

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B2

#### 4. Venue Operations.

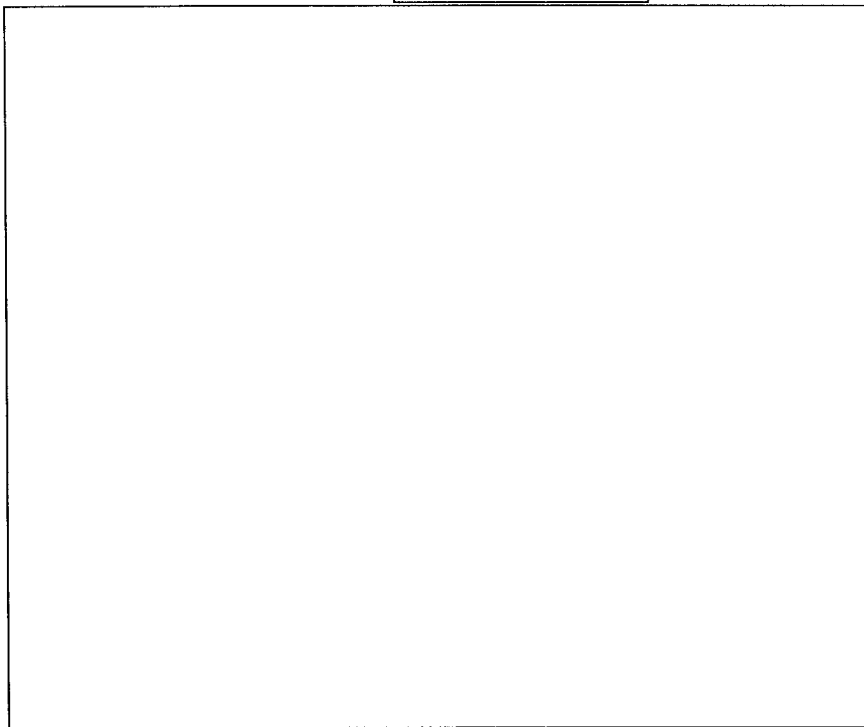
- a. **International Zone (IZ).** The majority of venues within the IZ do not require, nor permit, aggressive deployments (full tactical gear with long guns). This is partially the reason to dress with body armor and weapon under an un-tucked collared shirt or vest. The site report received from the Advance will determine protective measures on venue. Many of the venues are "PSO only" and require the Team to deploy on the Limo and remain there until the Principal is safely inside. The SL will recover the Team and the TC will restage the motorcade for departure. The SL maintains communication with the PSO and the TC. Some venues allow the Limo only to proceed to the drop site. Prior to departure, the PSO informs the SL, and the TC stages the motorcade. The PRS Team deploys on the Limo to receive the Principal. If the PRS Team utilizes the Lead vehicle as an Advance element during IZ moves, the Limo and Follow will operate as a [ ] motorcade with the PRS Team utilizing a modified formation during dismounted operations.

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B2

Strong Side Drop

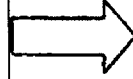
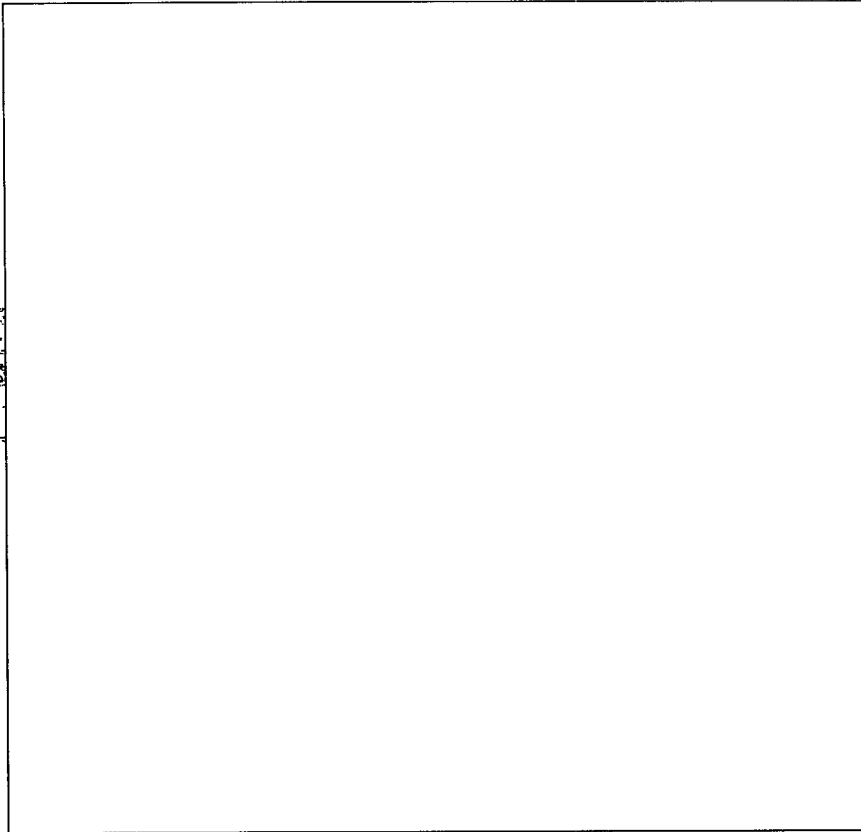
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- b. Other than the IZ. Venues outside the IZ may require full tactical gear with long guns, however PRS posture is determined during the pre-mission planning process. The Advance Team secures the venue and provides escort to the meeting site. Where permitted, the SL with the PRS Team will escort the Principal(s) into the venue. The SL deploys the Team in such a way as to integrate with Advance and provide a corridor between the actual location of the Principal and the motorcade. When not permitted to enter venue (PSO only), the SL will integrate with Advance and provide inner perimeter security. The TC restages the motorcade and maintains communication with supporting assets. The SL maintains communication with the PSO, ASL and the TC. Some venues allow only the Limo to enter the drop site. Prior to departure, the PSO or SL informs all PRS assets. The SL may relieve the Advance Team if the Advance Team is no longer needed or the venue doesn't support multiple PRS assets. The TC stages the motorcade to receive the Principal(s) and notifies supporting assets. If remaining on venue, the Advance Team departs immediately following departure of the PRS Team's motorcade. As time permits, an after action review (AAR) should always be conducted with emphasis toward security and greater efficiency. Any significant events will require an Incident Report or an After Action Report be submitted to RTOC. For standard motorcade configuration, operating as a [REDACTED] the PRS Team generally utilizes a High Threat formation.

B2



**5. Post Mission/Recovery.**

- a. Drop Principal(s) off and ask for their comments IOT improve service. See PSO Coordination.
- b. Conduct Team AAR and submit reports if necessary.
- c. Prepare for follow-on mission.

## PSO Coordination

The purpose of the PSO/Client coordination is to prepare for a successful Protective Service mission. The PSO should be effective at the art of negotiating in order to reduce the risk profile of the mission by preparing for the initial meeting. The two main PSO objectives which reduce the overall risk profile of the mission are; to reduce time on target and to avoid being time and place predictable.

It is critical for the PSO to review the venue matrix prior to the meeting with the client. The matrix is found via the N:drive, selecting the RSO Daily Mission Matrix folder. Select current or previous month (excel spreadsheet). Sort by selecting "Sort" and checking "Ascending" then "ok." This tool is invaluable for detecting time and place patterns. At a minimum the PSO must review the Venue Matrix, Venue TSS information, knowledge of supporting assets and history of client (usually known via direct working relations). If the client is unknown, check with previous PSO for background information. Do not go into the PSO/Client coordination unprepared.

### PSO Coordination Checklist

1. INITIAL COORDINATION.
  - a. Confirm Principal(s) (Who)
  - b. Who are the Principal(s) meeting with at venue? (Who)
  - c. Does the POC at venue speak English? Is there a phone number?
  - d. Any sensitive items such as classified material, large sums of money, etc.? (What)
  - e. What time is the meeting scheduled for?
  - f. Confirm venue (Where)
  - g. Where is the meeting room located? (Where)
  - h. Is it possible the meeting could become contentious? (Delivering bad news, etc)
  - i. Discussed the specifics of this mission with anyone via telephone or e-mail?
  - j. Are passengers remaining together at venue?
  - k. Is Principal(s) familiar with the venue?
  - l. Any concerns about the venue?
  - m. Any pertinent medical conditions?
  - n. Any special requests?
  
2. LINK-UP AND DEPARTURE BRIEF.
  - a. Has any information changed since Initial Coordination?
  - b. PPE requirements (Body armor, helmet)
  - c. Motorcade procedures
  - d. Do not open doors
  - e. Immediate action drills affecting Principal. Take cover by getting low and heed all instructions given by the PSO.
    - (1) During movement. If the vehicle goes down, do not open doors. PSO will open door and direct you into another vehicle.
    - (2) At venue. PSO will physically move you to safety. Stay on your feet and listen for instructions.

(3) Indirect fire. Take cover on floor, stay away from windows. Listen for instructions.

f. Do not take photographs

g. Please provide 5 minute warning to PSO prior to departure and 30 minutes for request to exceed allotted time on venue.

3. POST MISSION.

Sir or Ma'am, it would be greatly appreciated if you wouldn't mind taking a few minutes to email the RSO with comments regarding our support of your mission. Thank you.

## Chapter 7

### Low Visibility (PRS) Team SOP

7-1. Task Organization and Mission

Execution

7-2. General

7-2. Planning

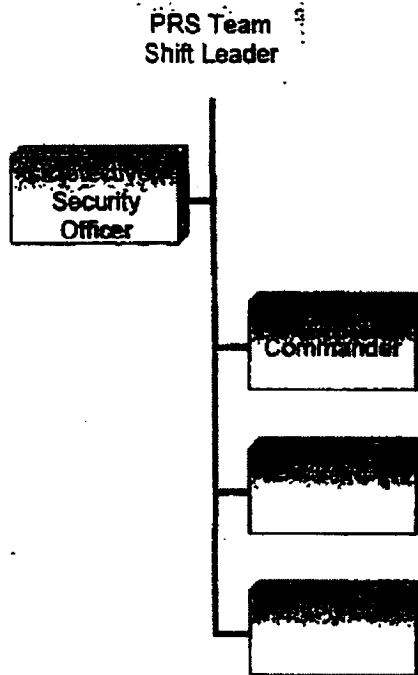
7-3. Movement

7-4. Venue Operations

7-0

## Task Organization

1. See Chart:



2. Notes. PRS Teams operating as Low Visibility Teams (LVT) require [redacted] members to perform the mission when operating as a [redacted] motorcade. If a SA is not assigned to serve as an AIC, the LVT utilizes a PSO to fulfill the requirement. A PSO differs from an AIC since he falls under the control of the SL.

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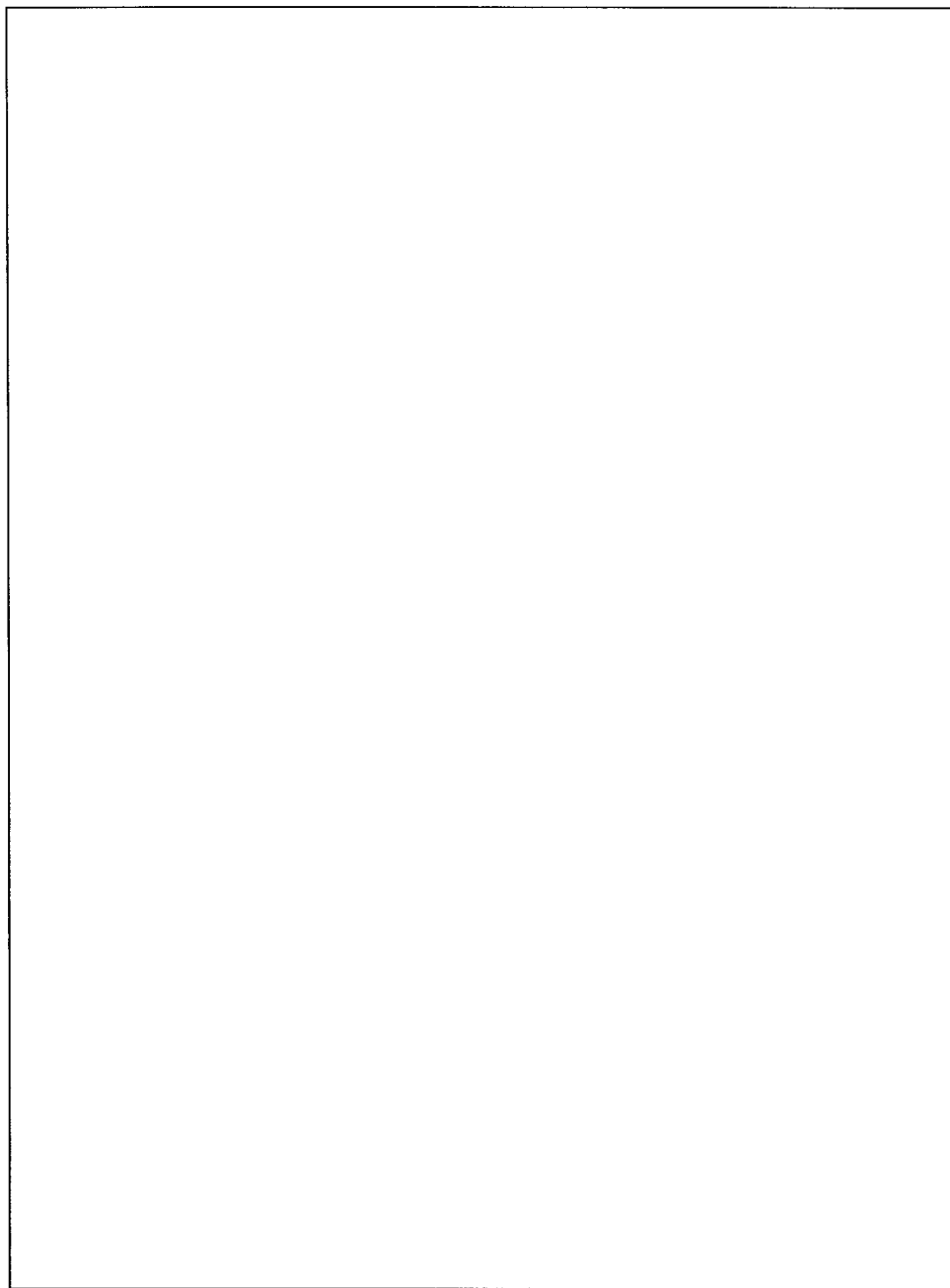
## Mission

Provide low visibility close protective security in Iraq for U.S. Diplomats and other personnel as directed by the HTPD and provide protective security expertise as needed during mission planning in support of outside agencies.

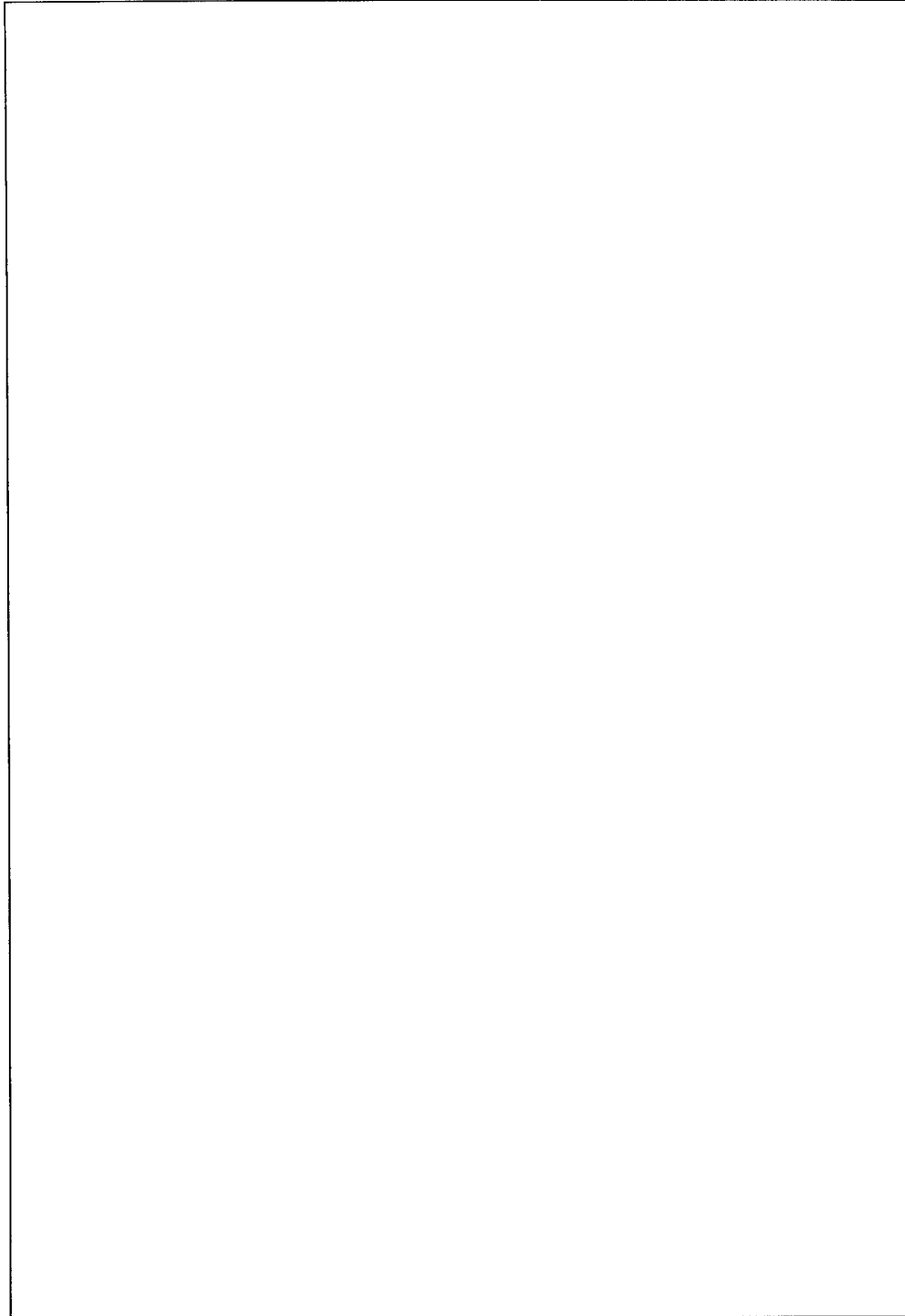


**Execution**

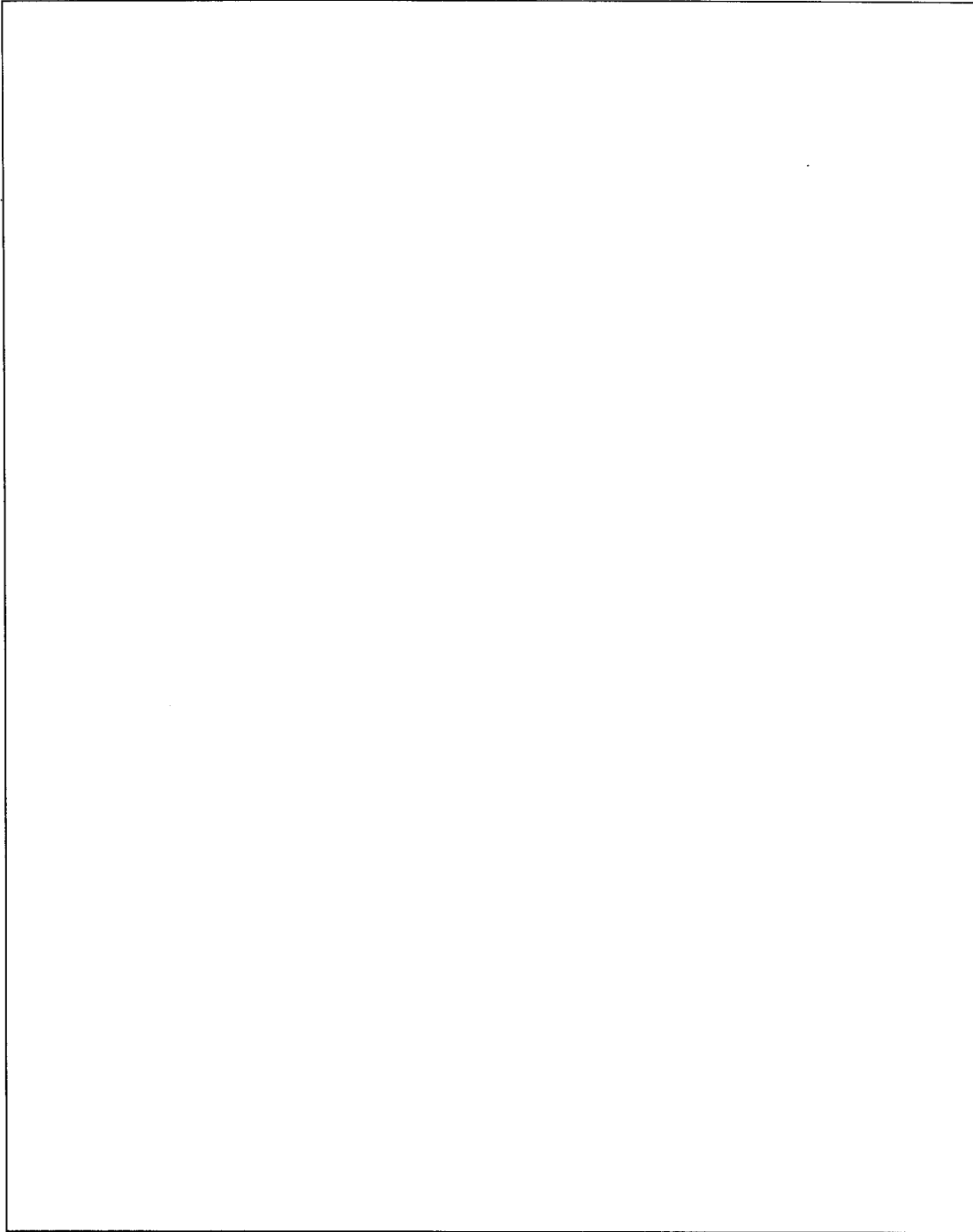
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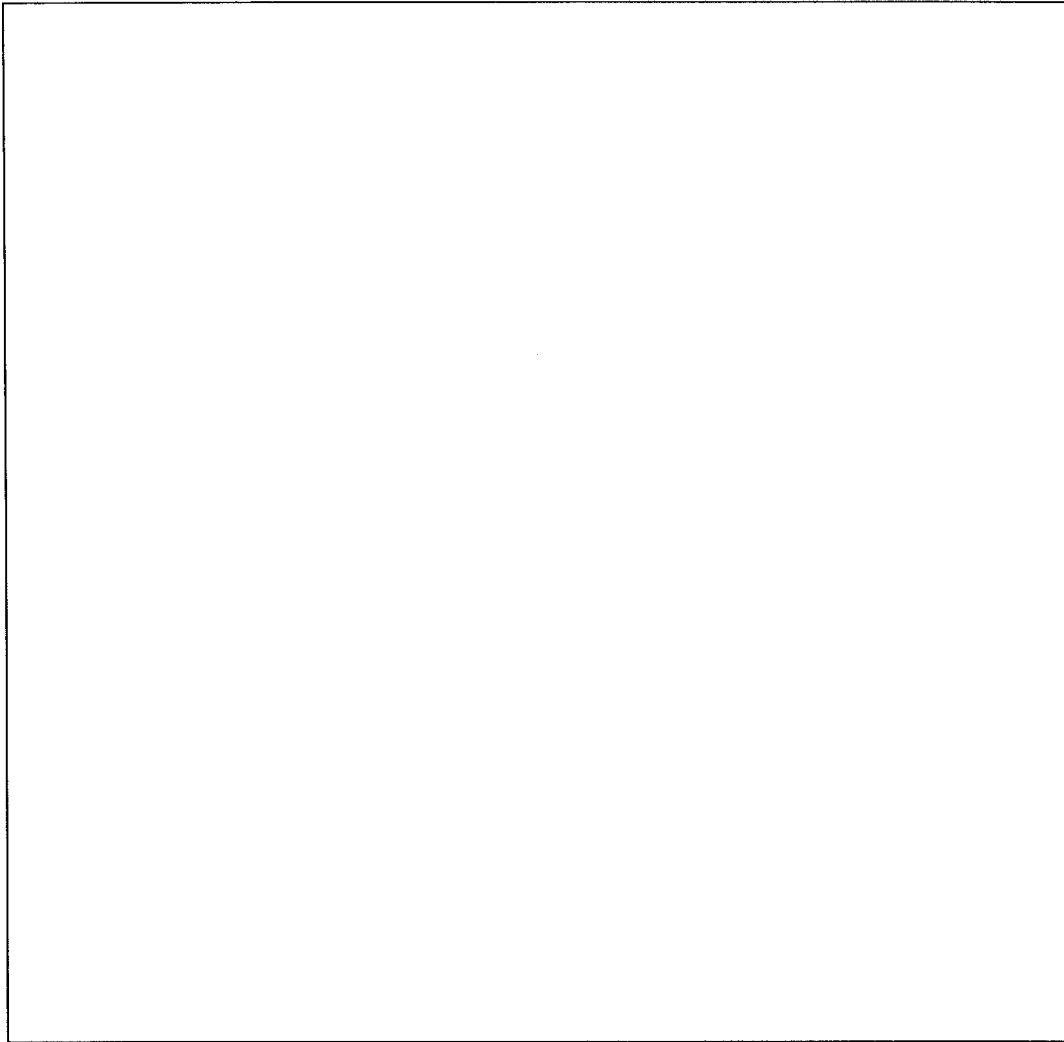
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7-3



**LVT PRS Posture on Venue**



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7-5

## Chapter 8

### Advance/Technical Site Survey SOP

8-1. Task Organization and Mission

#### Execution

8-2. Vehicle Planning and Movement

8-3. Route Survey

8-4. Venue Operations

8-6. Reacting to Contact

#### Products

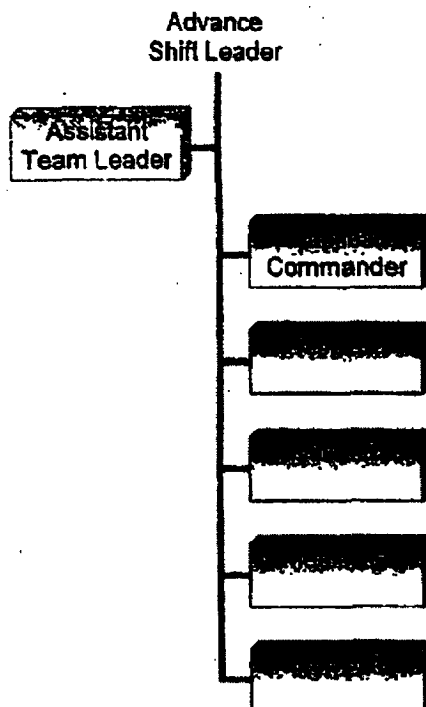
8-8. Technical Site Survey (TSS) products

8-8. Advance Checklist

8-9. Advance Site Report

8-0

### Task Organization



### Mission

Provide advance route and venue reconnaissance and survey. On order, provide lead advance security for visits and be prepared to supplement the Protective Security (PRS) Team's security on venue during visit. On order, be prepared to assist PRS Team with emergency extraction. If designated as a Technical Site Survey (TSS) Team, collect and provide relevant information to RTOC for inclusion into the TSS database.

### Execution

1. **Vehicle Planning and Movement.** The Advance Team will mainly travel in a [redacted] vehicle motorcade. Other vehicles may be added depending on resources needed and assets available to complete the required mission. Standard PSD motorcade formations will be used during Advance Team operations. However, the emphasis during Advance movement is not [redacted] the Advance Team is free to modify driving methods to enhance speed and efficiency particularly at danger areas [redacted]

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[redacted]

a. **Task Organization for Vehicle Movement.**

[redacted]

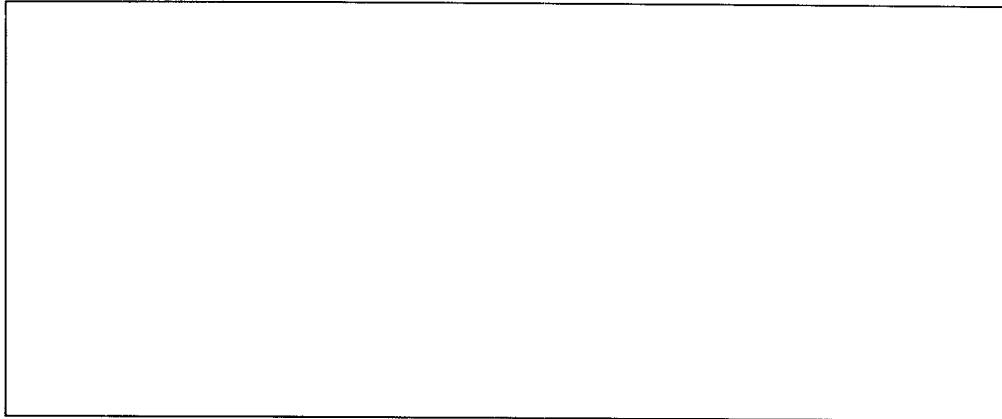
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b. **Equipment.**

[redacted]

B2

c. Subtasks.



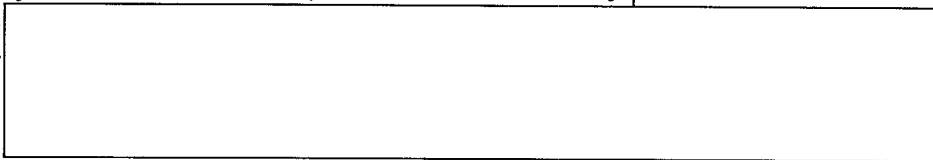
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(5) Additional Tasks Common to All.

- (a) Drivers. Know all Vehicle React to Contact Drills in enclosure 3 sufficiently well to execute immediately upon contact, whether orders are issued or not.
- (b) All Advance Team personnel will know how to change a tire with the equipment issued for our vehicles.

2. Route Survey. The purpose of the route survey to is  enhance PRS Team route selection as well as PRS motorcade operations. The route survey is planned and executed in conjunction with the venue survey.

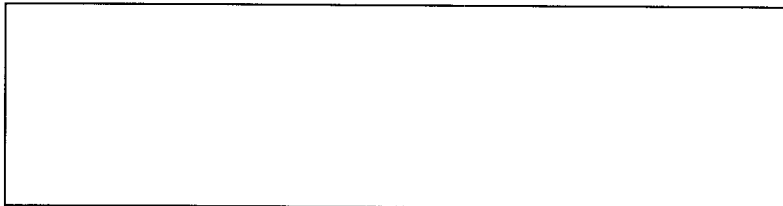
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a. Planning.

- (1) SL. Oversees all planning and execution for the route survey.
- (2) ATL. Ensures all vehicles, equipment and personnel are task organized for the route survey, and assists the TL in issuing the movement order.

(3)



(4)

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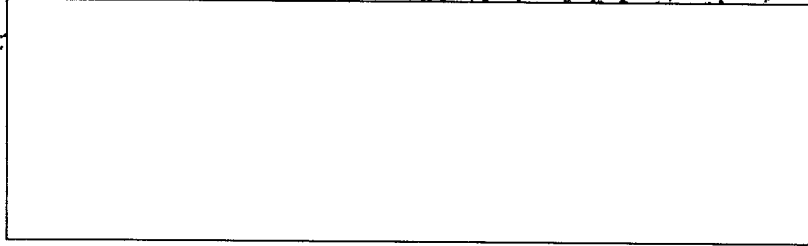
b. Route Survey Execution.



- (1) Equipment.
  - (a)
  - (b) Garmin GPS
  - (c) 2 cameras (minimum)
  - (d) Video recorders (optional)
  - (e) Route Survey Checklist

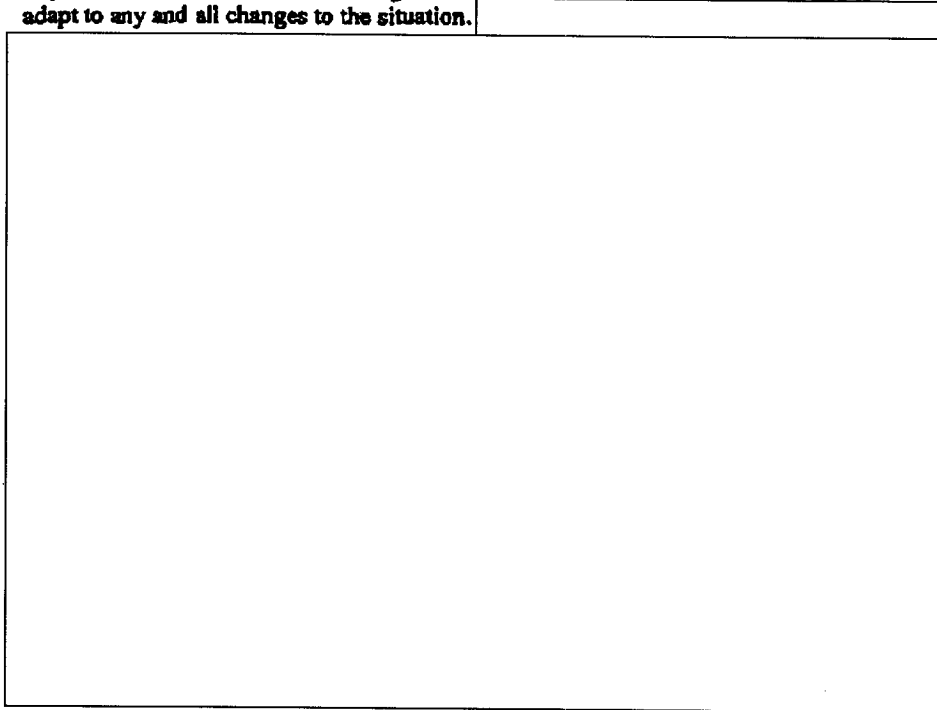
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(2) Subtasks

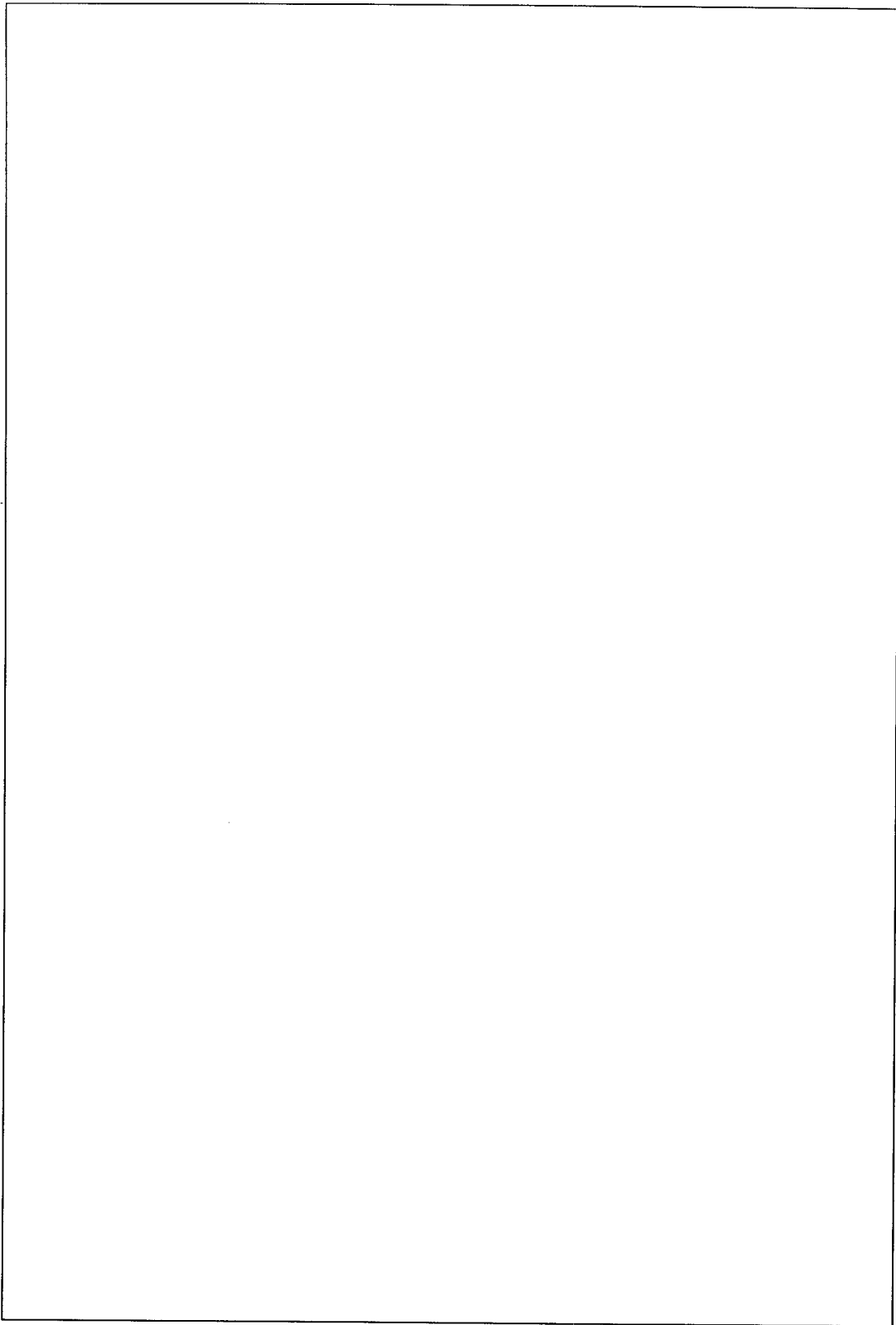


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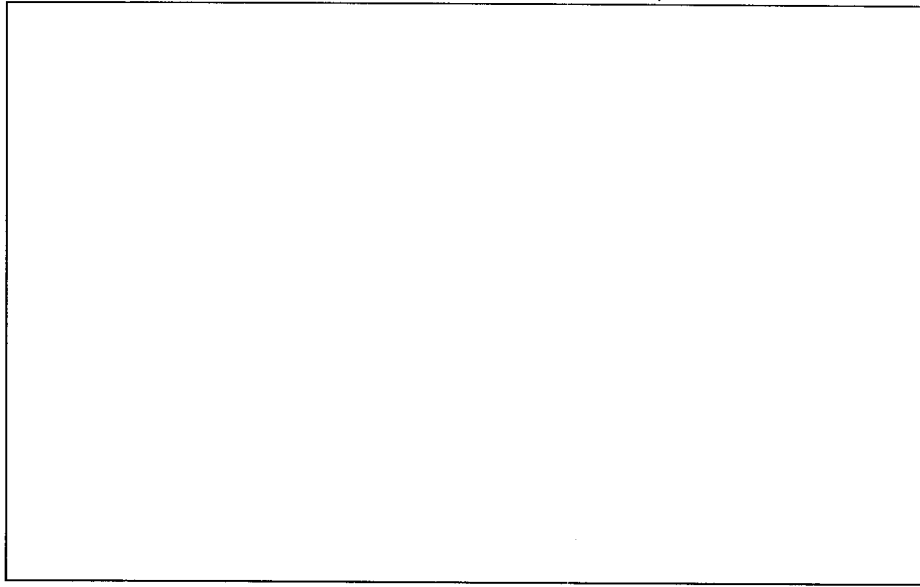
3. Venue Operations. The purpose of this SOP is to streamline planning and execution for the Advance Team so that arrival and execution become a drill for all team members. This SOP addresses all tasks required to arrive and establish security at a venue in preparation for the arrival of the PRS Team. It also addresses the requirement to confirm information gathered during the venue survey process and to adapt to any and all changes to the situation.



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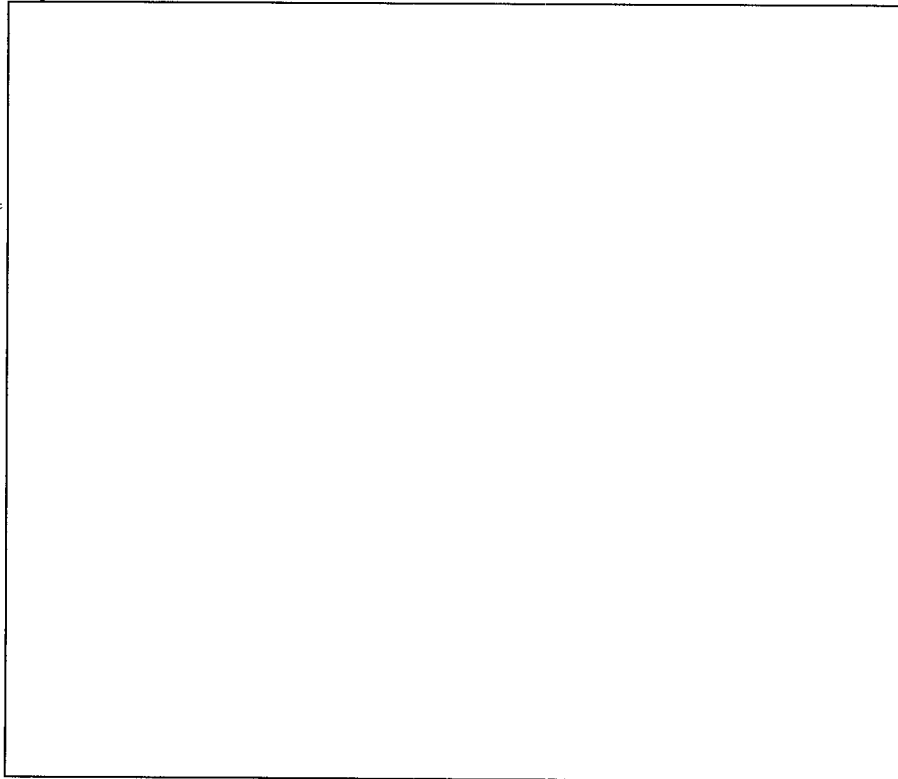


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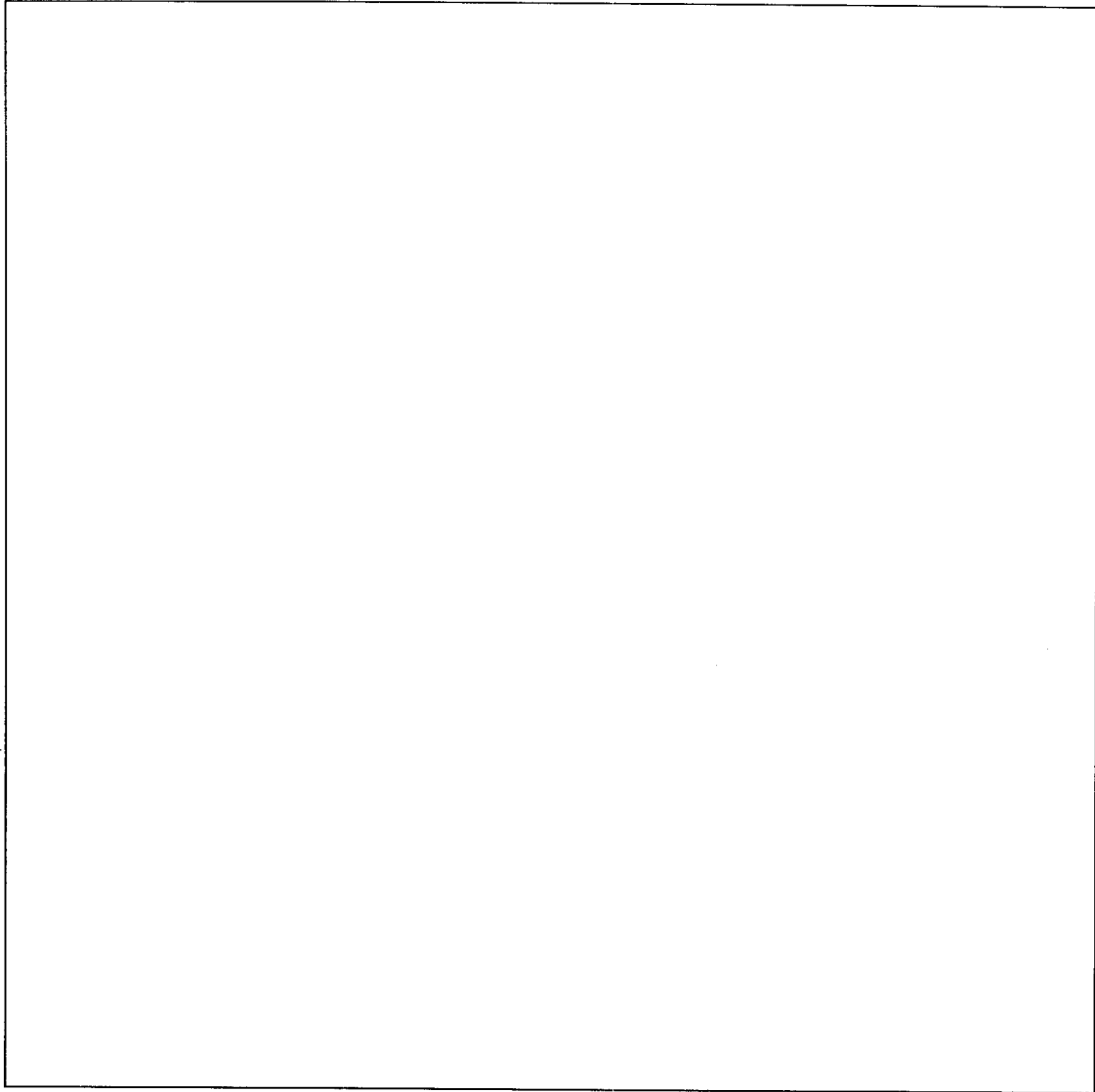


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**4. Reacting to Contact.**



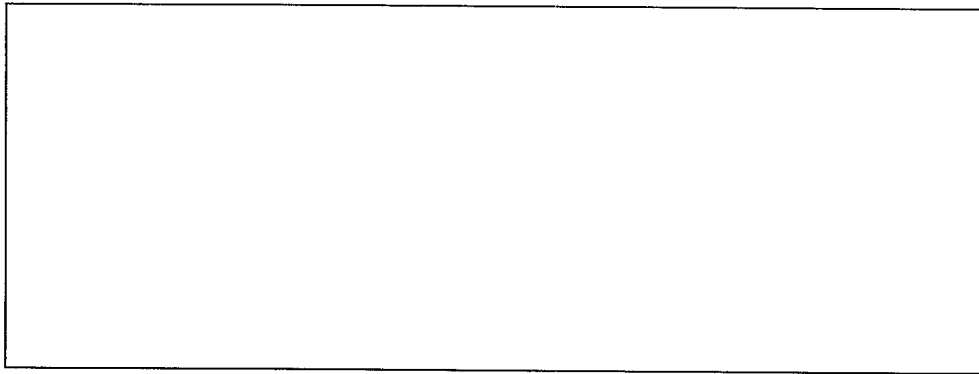
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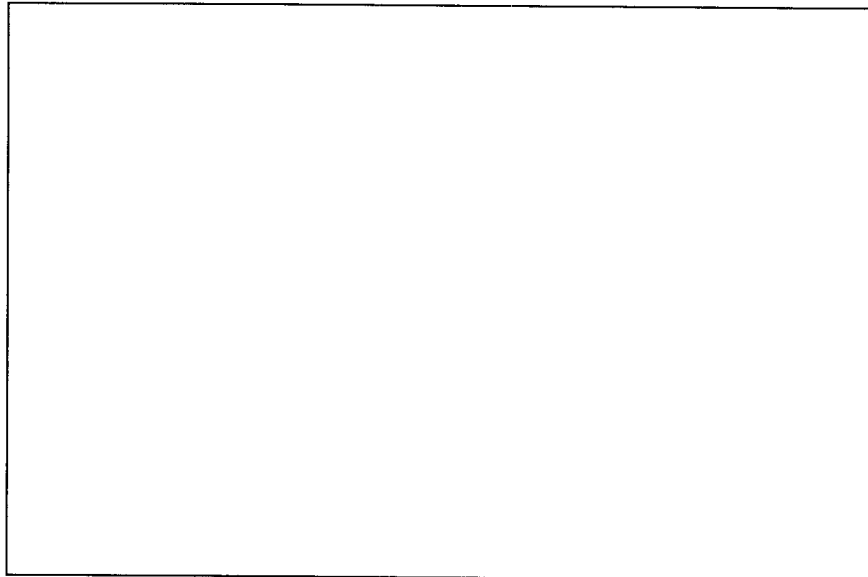
## Products

1. **Technical Site Survey.** See TacSOP Chapter 3 (Operations) for all TSS products and procedures. The TSS Team reports to the Operations Chief for mission and products needed. HTP and the OC are overall responsible for "approving" TSS products and procedures. The TSS "Master" is maintained in the TSS folder located on the OpenNet N: drive.
2. **Advance Checklist.** The checklists provided are not all-inclusive, but rather serve as a reference for the Advance SL. There are three (3) checklists provided based on type and circumstance (TSS, EVENT, and INTERNATIONAL ZONE).

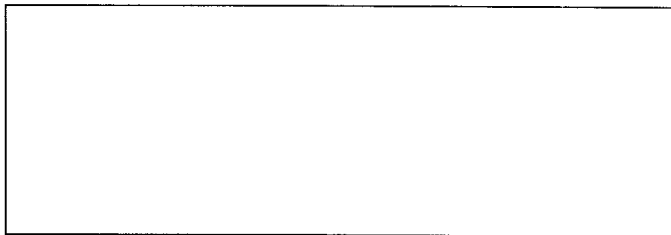


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b. **EVENT Checklist.**

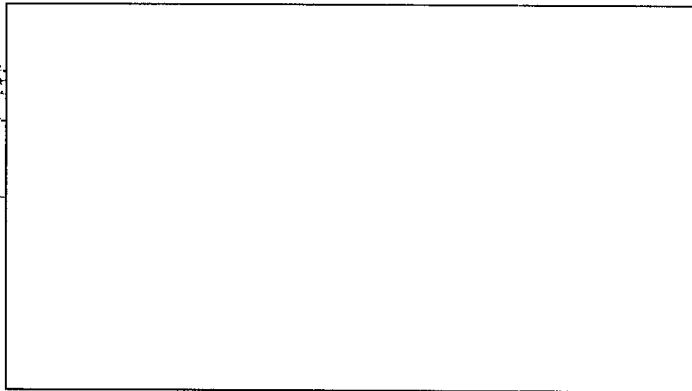


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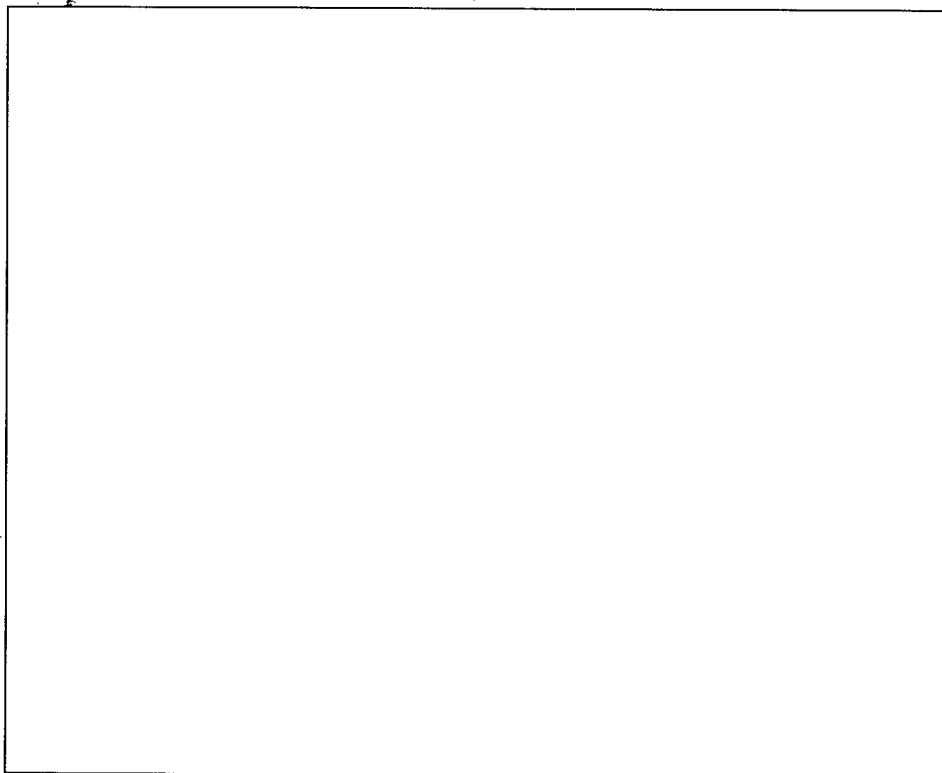
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**c. International Zone (IZ) Checklist.**

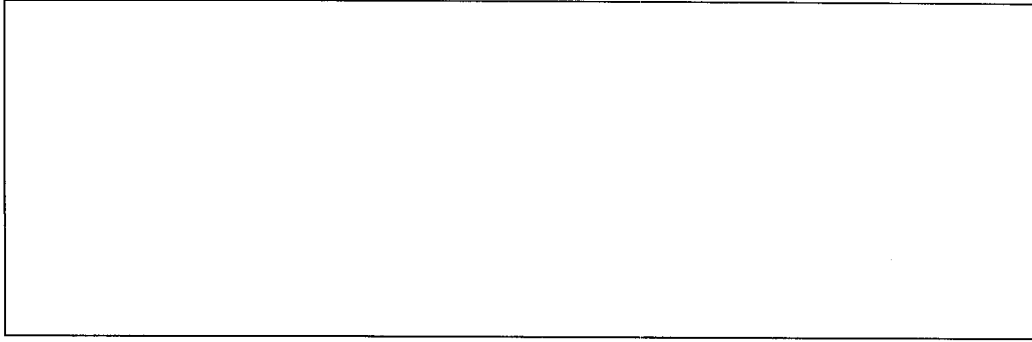


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**3. Advance Site Report. Generally sent NLT 5 minutes prior to PRS Team arrival.**



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8-10

## Chapter 9

### Counter Assault Team SOP

9-1. Task Organization and Mission

Execution

9-2. Duties and Responsibilities

9-3. Planning

9-3. Movement

9-5. Venue Operations

9-5. Post Mission/Recovery

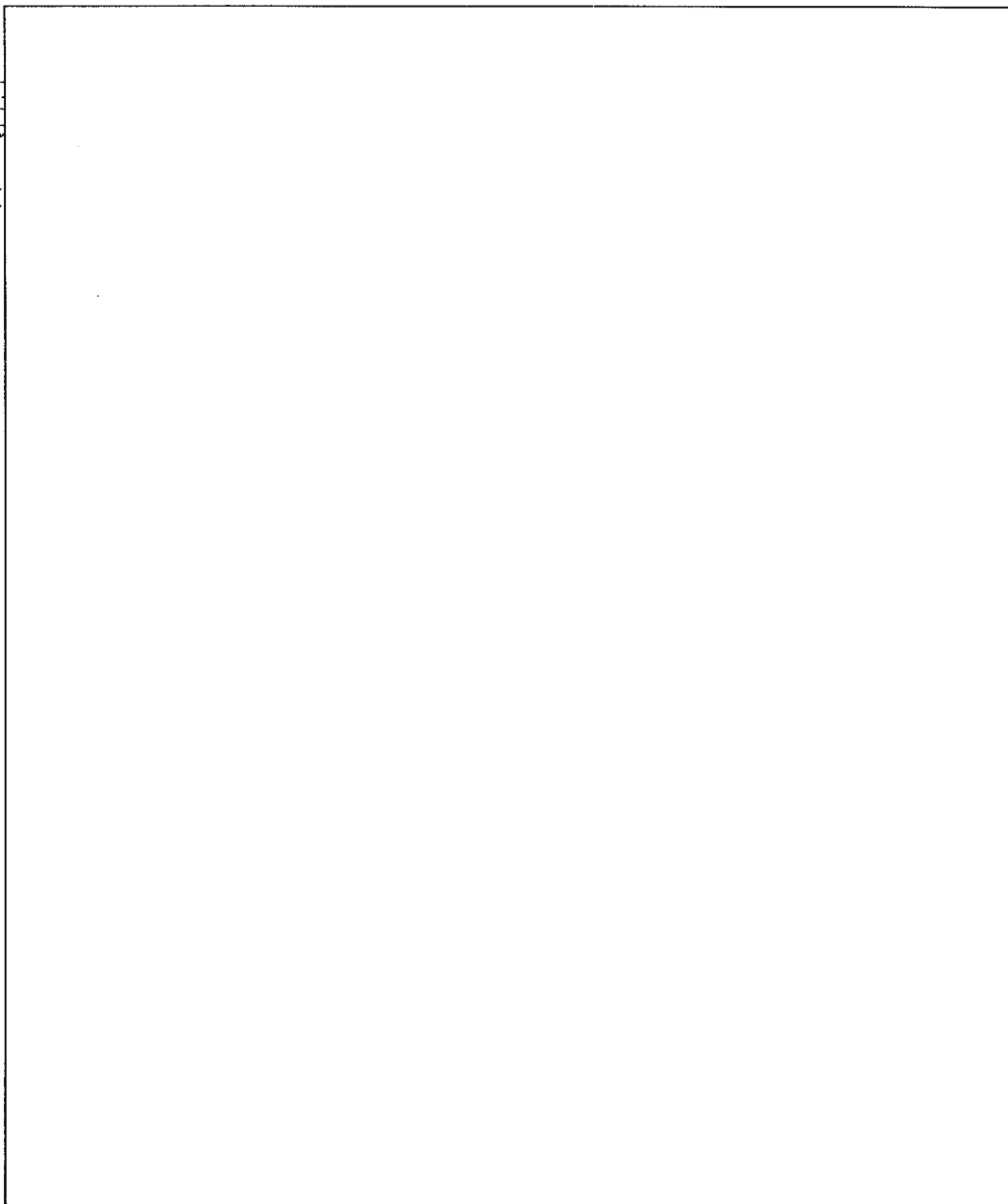
9-5. Immediate Action Drills

9-8. IAD Diagrams



## Task Organization

I. See Chart:



B2

9-1

## Execution

### 1. Specific Duties and Responsibilities.

#### a. Shift Leader.

- (1) Responsible for TC and PSS assignments to HMMWV Teams.
- (2) Assigns missions to HMMWV Teams.
- (3) Ensures all post-mission reports are completed and submitted in a timely manner.
- (4) Ensures CAT is trained, equipped and ready to perform its mission.
- (5) Develops and implements Team SOPs.

#### b. Tactical Commander.

- (1) Assigns PSS positions within HMMWV Team.
- (2) Acts as HMMWV Team liaison with PSD Team SL.
- (3) Responsible for the HMMWV Team conduct during mission support.
- (4) Prepared to serve as primary navigator during vehicular movement.
- (5) While on venue, positions [ ] weapon to cover most likely avenue of approach.
- (6) Serves as primary trainer of HMMWV Team.

B2

#### c. Turret Gunner.

- (1) Assists with traffic control during movement.
- (2) Prepared to rapidly respond to threats utilizing escalation of force procedures.
- (3) Utilizes [ ] as primary weapon, but transitions to [ ] when necessary.
- (4) Wear PPE when moving.
- (5) Responsible for the maintenance of the [ ] and ammo accountability.
- (6) [ ]

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#### d. Driver.

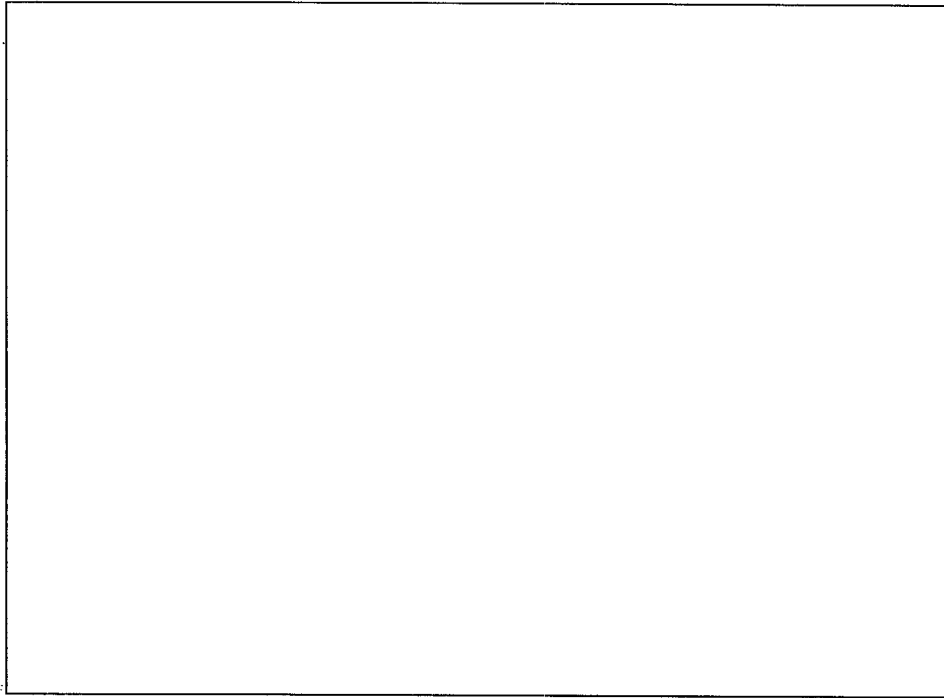
- (1) Conducts pre and post-mission checks of HMMWV (foreign objects, fluid levels, etc.).
- (2) Responsible for HMMWV security and unlocks all hatches/doors prior to mission.
- (3) Ensures HMMWV is fully stocked (water, MREs, breaching tools, etc.).
- (4) HMMWV is kept clean and serviceable to include cleaning windows and mirrors.
- (5) Refuels HMMWV after completion of mission.

#### e. Protective Security Specialist (if utilized).

- (1) Assists driver with HMMWV checks and mission preparation.
- (2) Visual coverage of sector of responsibility.
- (3) Dismount as directed by SL/TC.

**2. Planning.**

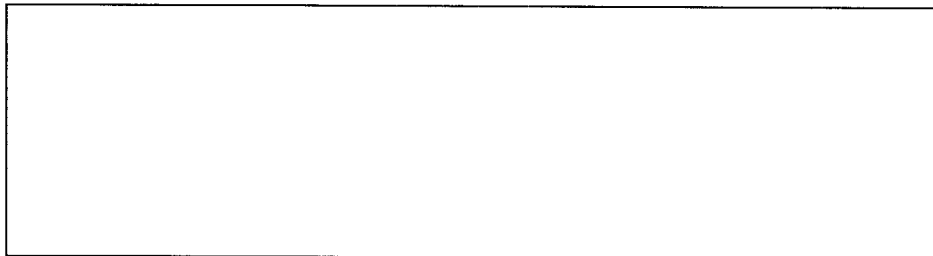
**a. Initial coordination.**



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**b. Pre-mission brief.**

1. Prior to all operations, a pre-mission briefing takes place. The entire HMMWV Team will attend this briefing. Team members need to have familiarity with the PSD Team's mission, venue information, and routes to and from the venue. It is important that the HMMWV Team become familiar with the PSD Team's immediate action drills and that both Teams understand what to expect from the other in the event of emergency.



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c. **Personal Protective Equipment**

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3. **Movement.**

a. **PRS Team link-up.**

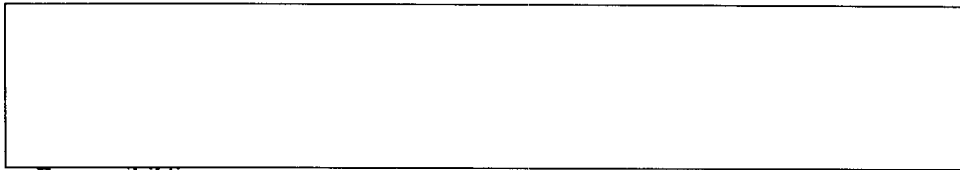
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b. **Motorcade configuration.**

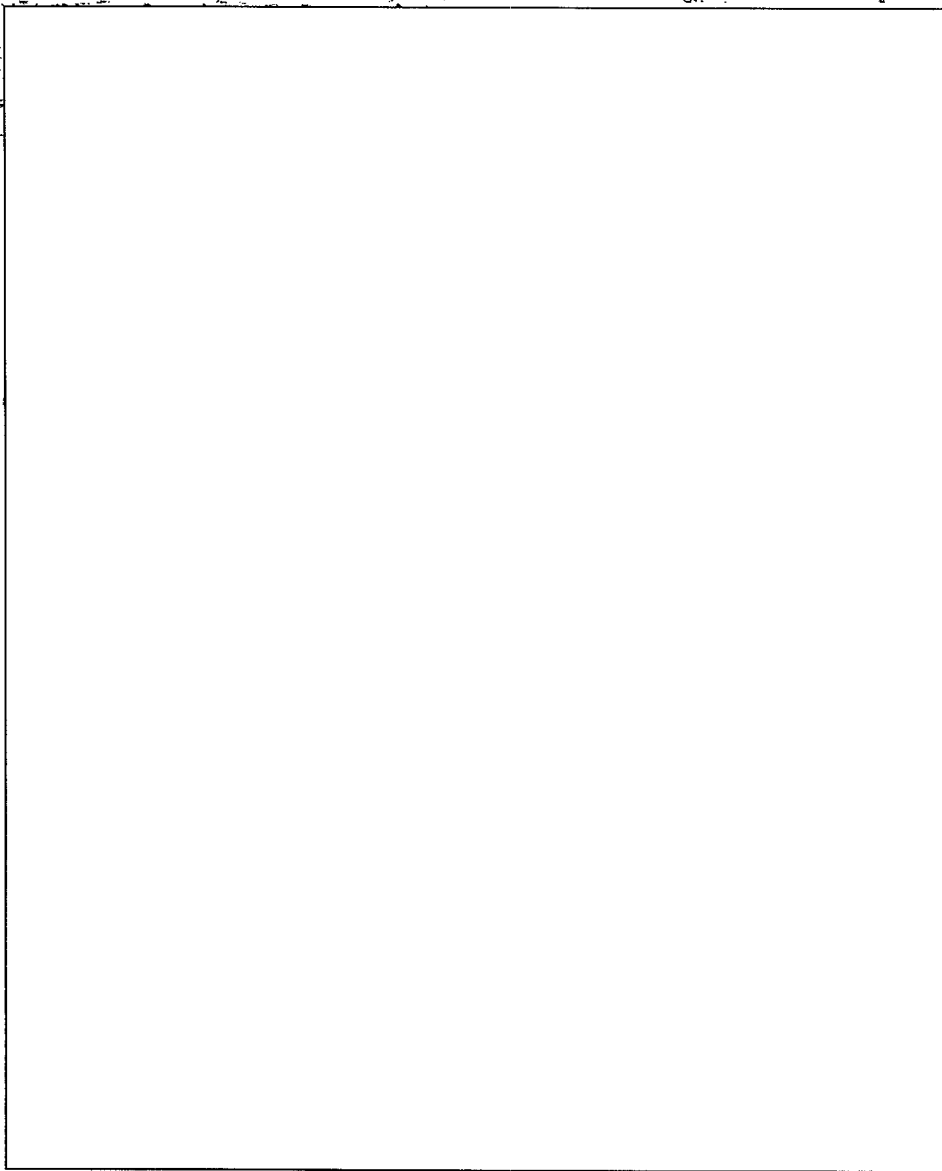
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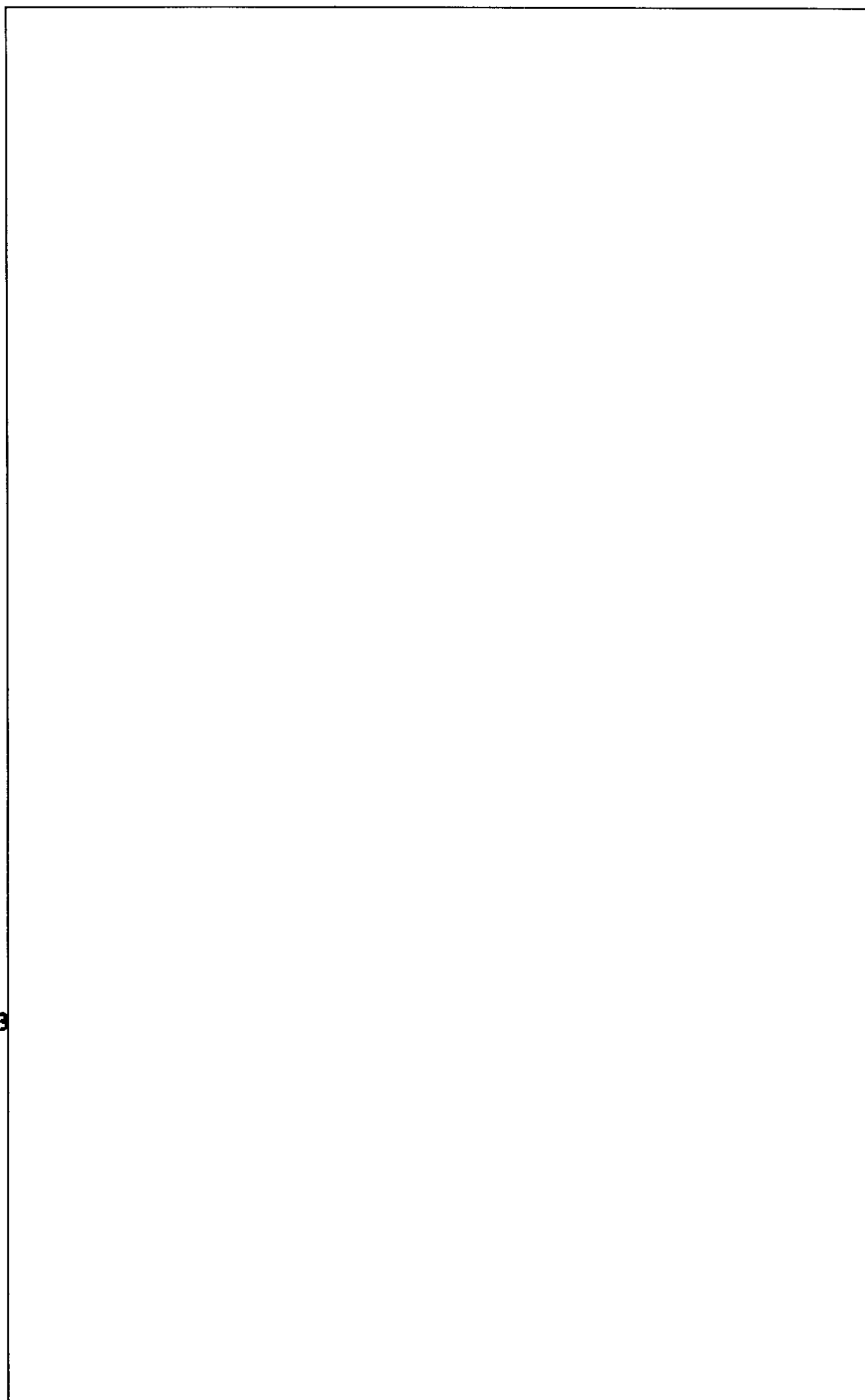


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**c. Responsibilities.**



B2



(3)

9-6

[Redacted]

B2

d. **Military Convoys.** Only on the direction from the Military convoy will CAT pass. Extra care will be given to ensure that military armored vehicles are given extra room, as the drivers are limited in their field of vision. A safe follow distance of at least

[Redacted]

B2

4. **Venue/ Site Operations.**

a. **Normal.**

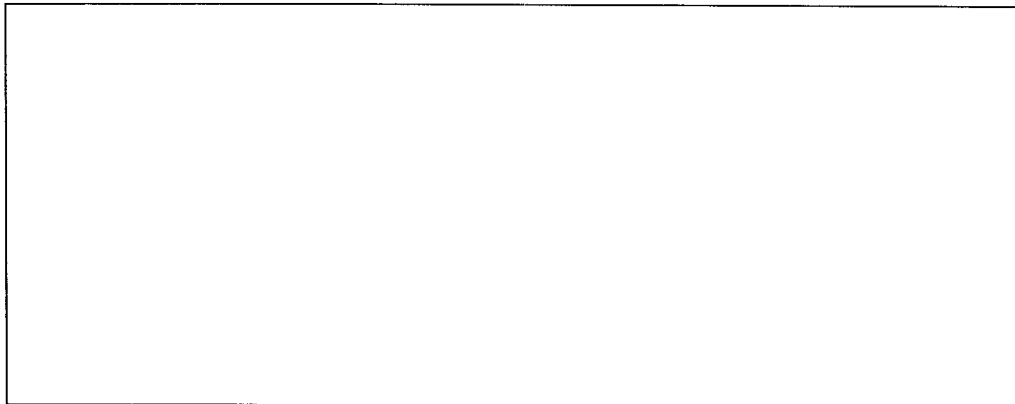
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B2

b. **Emergencies.**

[Redacted]

B2



B2

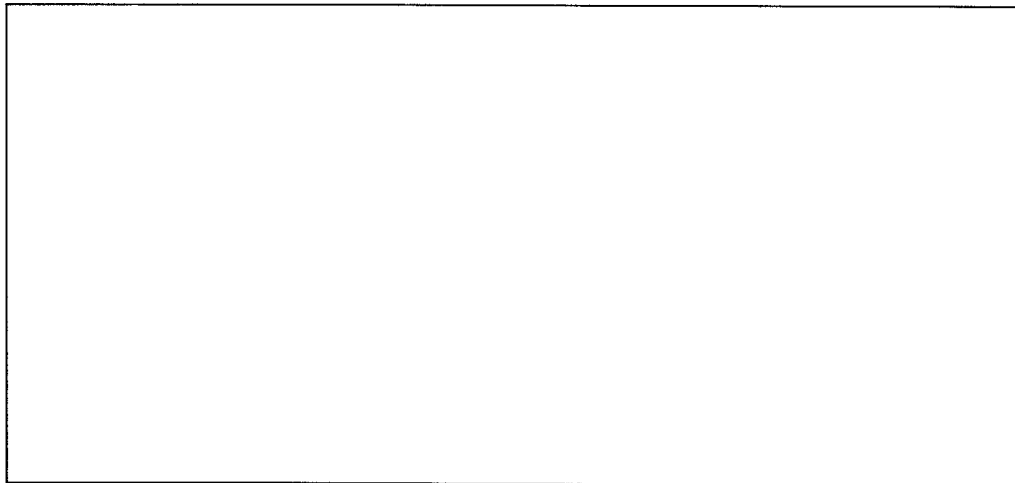
**5. Post Mission/Recovery.**

- a. **After Action Review.** Following every mission, an After Action Review (AAR) will be conducted with the supported PSD Team. An additional internal HMMWV Team AAR may be conducted immediately following the PSD Team AAR if necessary.
- c. **Priorities of Work.** Each HMMWV SL/TC will establish priorities of work to ensure the [redacted] and other mission essential equipment is properly maintained and ready for follow-on missions. Sensitive items are never left unattended in HMMWVs.

B2

**Immediate Action Drills (Heavy/ Light CAT)**

**1. Basic Principles**



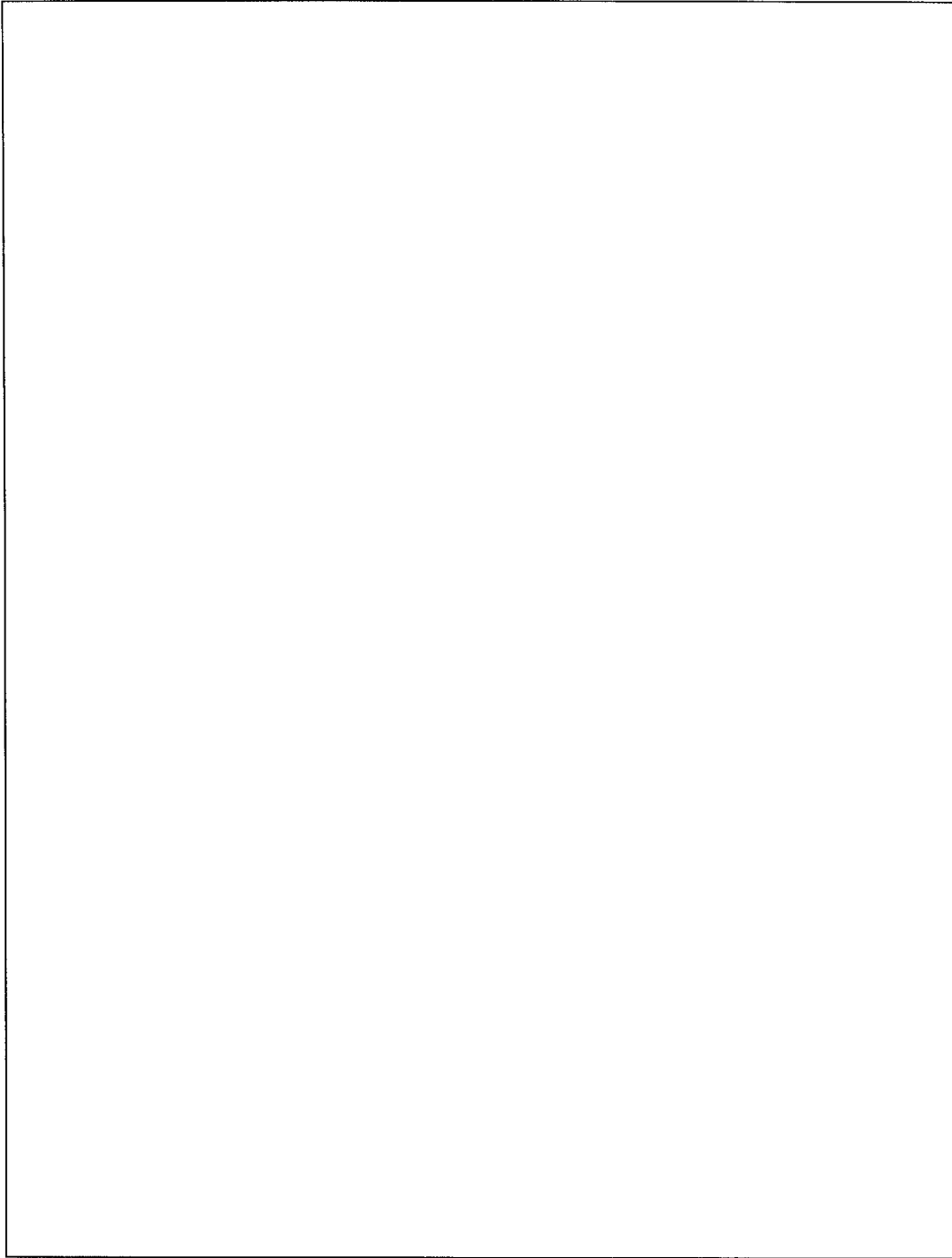
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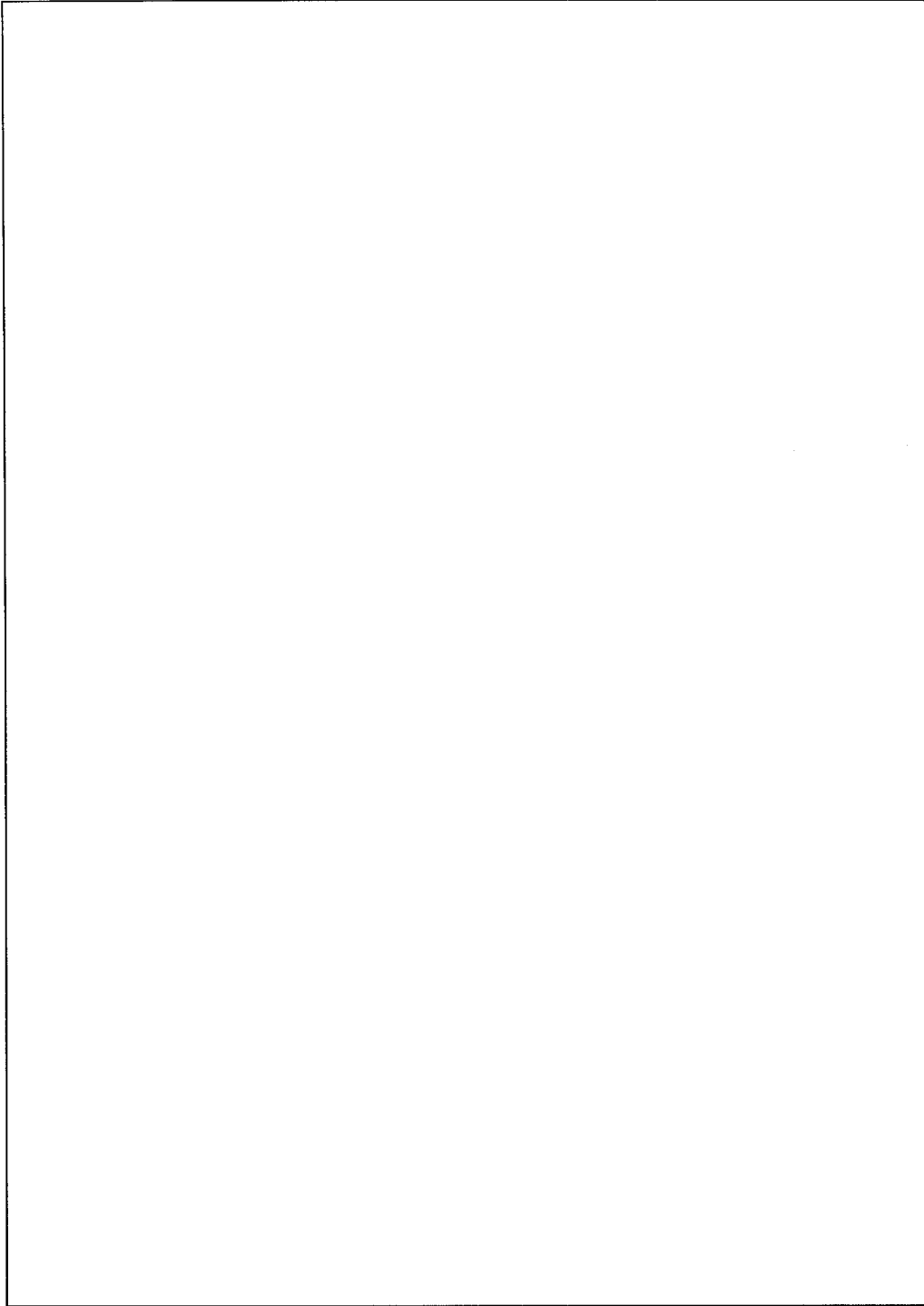
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9-11



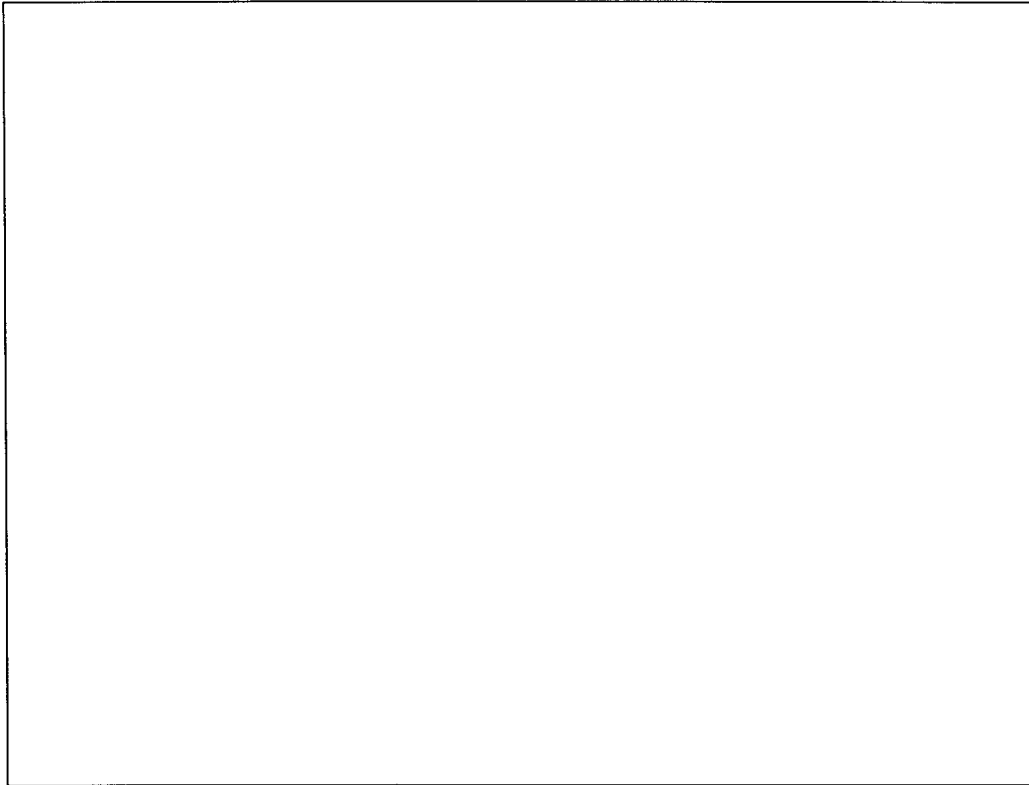
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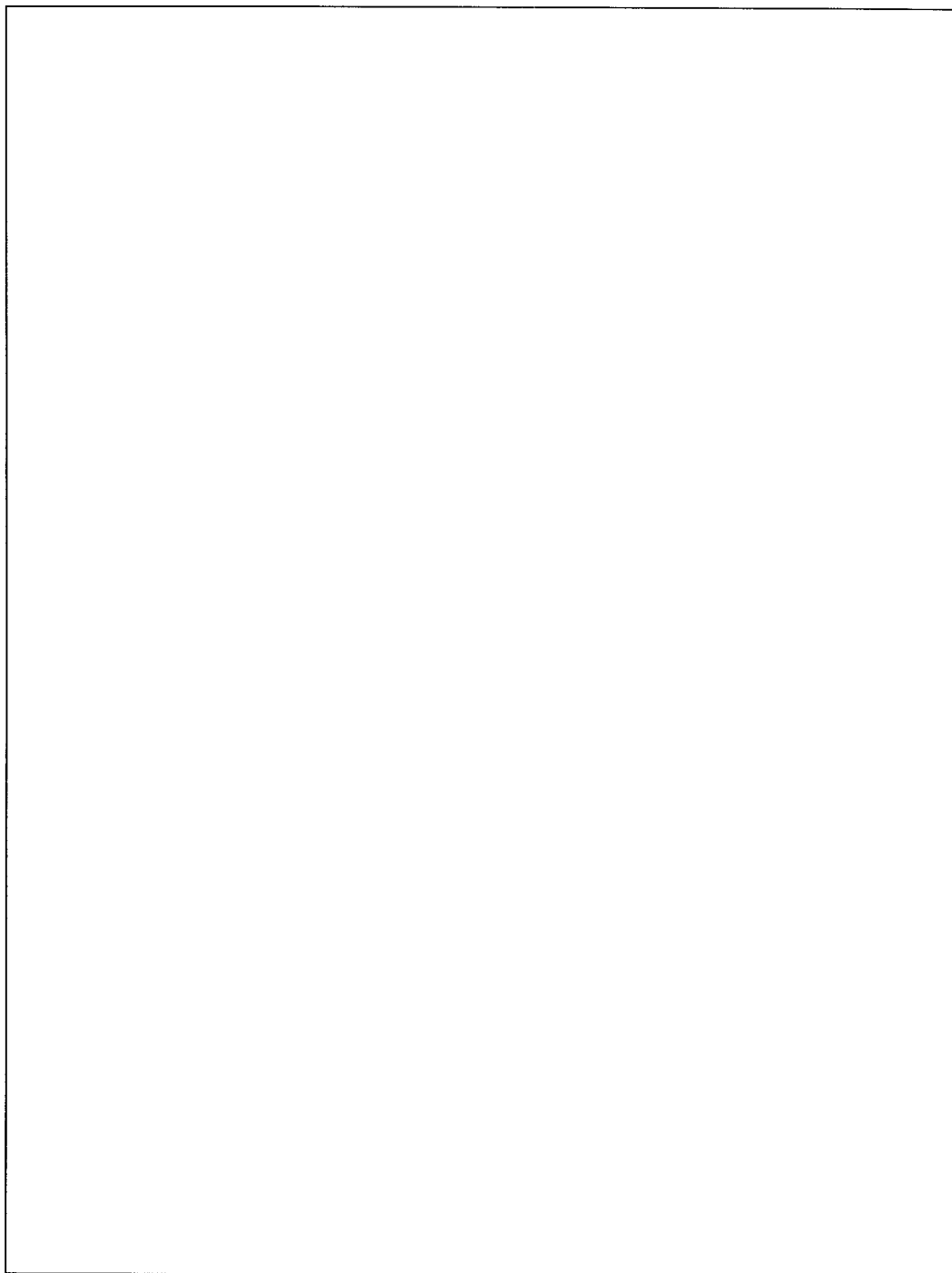
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9-14

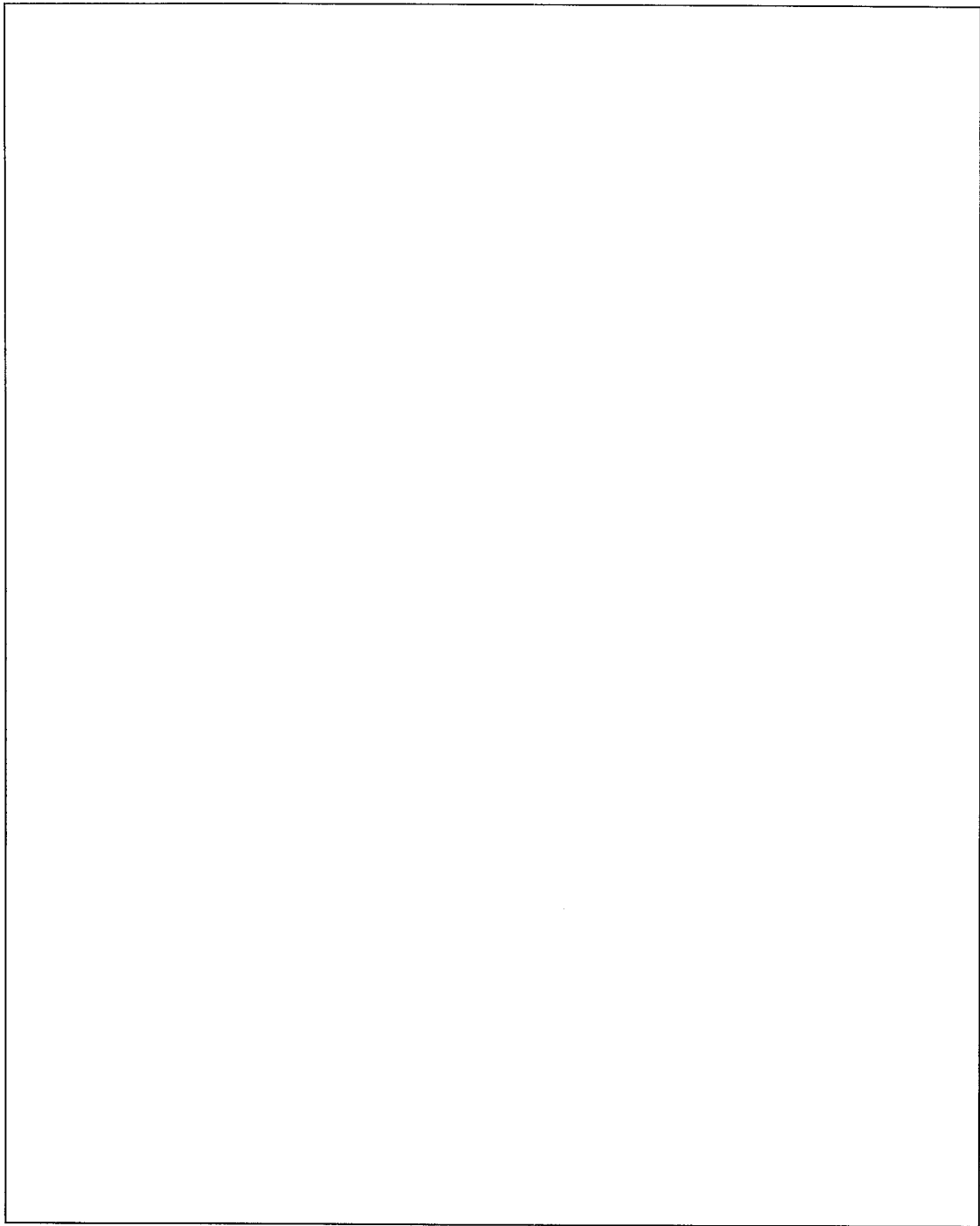


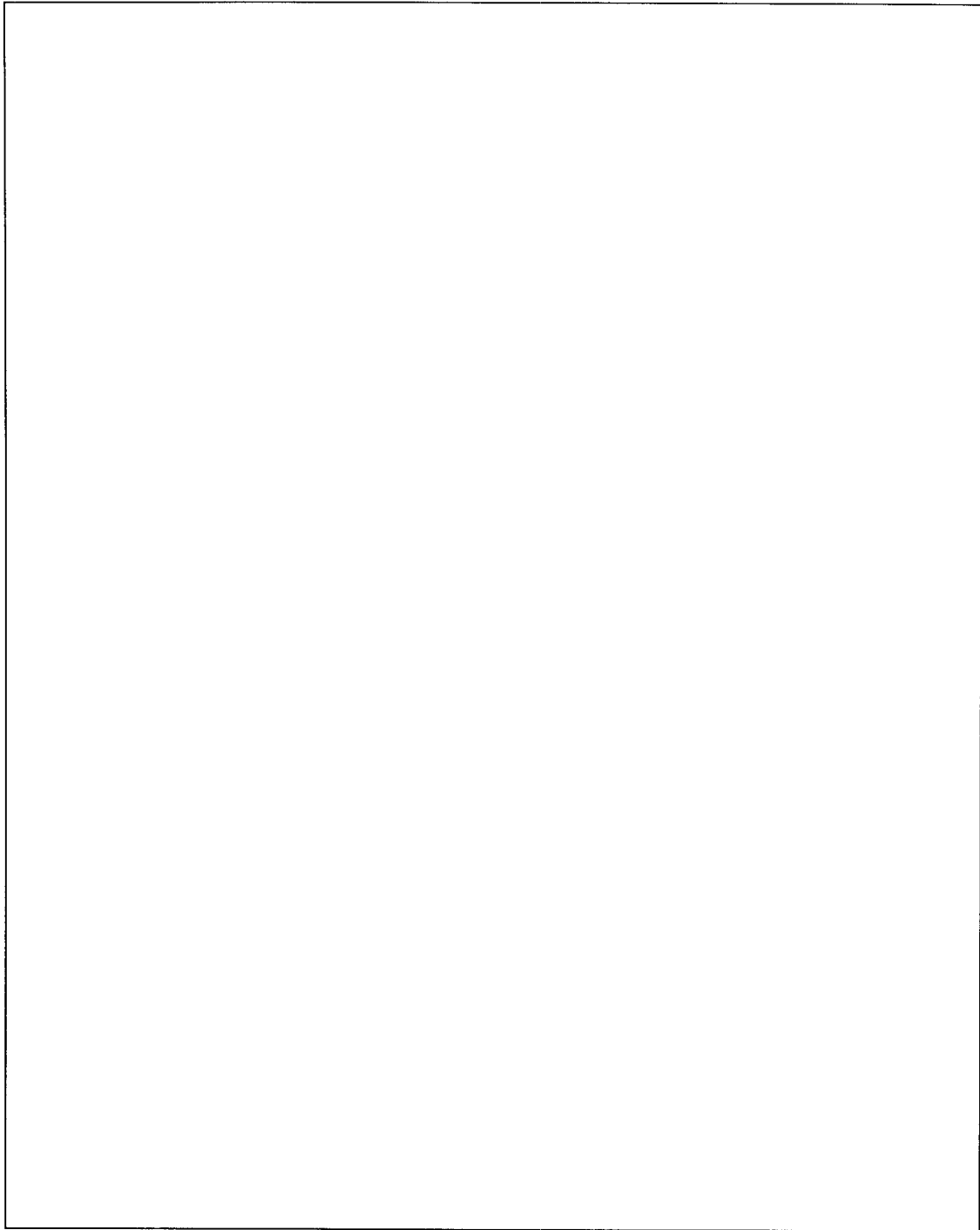
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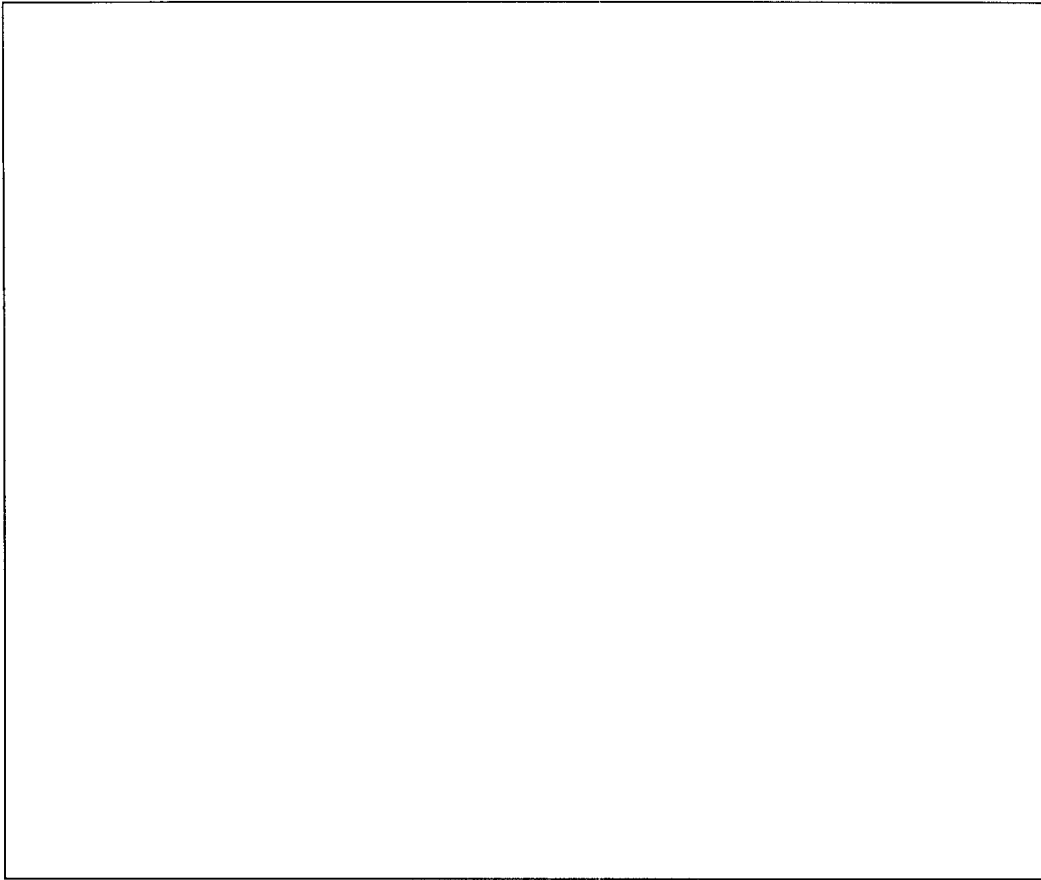
9-16







9-18



## Chapter 10

### Tactical Support Team SOP

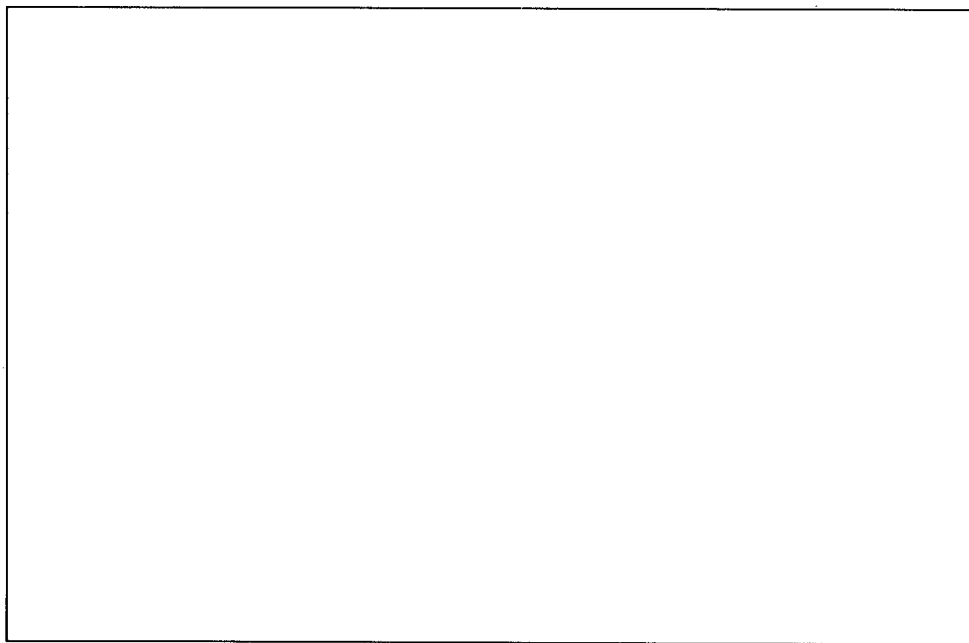
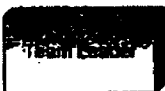
- 10-1. Task Organization
- 10-4. Mission  
Execution
- 10-4. Duties and Responsibilities
- 10-5. Planning
- 10-6. Tactical Support
- 10-7. Post Mission/Recovery

10-0

## Task Organization

1. See Chart:

Shift/Team  
Leader



B2

2. Notes. TST is comprised of several types of armored "specialty" vehicles in support of PRS operations throughout Iraq. TST provides flexibility by tailoring their motorcade configuration based on the needs of the particular mission, but generally travels in [redacted] specialty vehicle motorcade configuration.

B2

10-1

- a. **Mamba Armored Personnel Carrier (APC).** The Mamba APC is a wheeled, IED-resistant vehicle designed and developed in South Africa. The Mamba is the primary vehicle of Tactical Support Team (TST) due to its armor, ground clearance, exceptional maneuverability in urban areas, and excellent 360 degree visibility. The entry for the crew and troops is at the rear through a large door. The seats have four-point harnesses with five (5) passenger seats on the left and four (4) on the right side of the rear area. The Mamba has been modified with [redacted] of the vehicle. The windows are bullet resistant with firing ports. The Mamba is primarily used as a vehicular weapons platform, but can also serve as an ambulance, logistics vehicle, or for VIP transport. Operational PSS minimum, four (4); maximum, nine (9).

B2



- b. **Saxon Armored Personnel Carrier (APC).** The Saxon APC is a wheeled vehicle designed and developed in South Africa for use by mechanized infantry battalions. [redacted] The vehicle is primarily designed for traveling across very rough terrain and has excellent battlefield mobility. [redacted] The Saxon is primarily used for PSS Recovery Team transport or as an ambulance/evacuation vehicle. Operational PSS minimum, three (3); maximum, nine (9).

B2



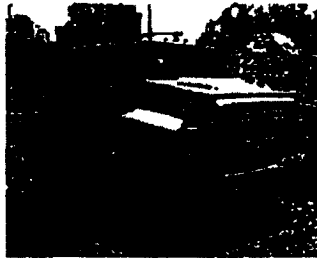
- c. **Bearcat Tactical Armored Vehicle (TAV).** The Bearcat was initially developed as a tactical armored vehicle for law enforcement special operations units (SWAT). The vehicle provides ballistic protection in an urban environment with a maximum highway speed of 85 mph, but provides limited off-road capability due to poor ground clearance. The Bearcat provides limited observation to the flanks and rear and accommodates

[redacted] The Bearcat provides good interior room and can accommodate six (6) additional PSS in the rear area. The Bearcat is primarily used for counter assault, VIP transport, ambulance, recovery/evacuation, or as a logistics vehicle. Operational PSS minimum, three (3); maximum, nine (9).

B2



- d. **Cougar Armored Vehicle General Purpose (AVGP).** The Cougar is a wheeled, IED-resistant general purpose armored vehicle built upon a General Motors chassis. The vehicle is primarily designed for protected troop transport. The vehicle is similar to the Mamba, except larger, providing 360 degree visibility with ballistic glass and firing ports located on all sides. The Cougar is primarily used as an armored spare, or as a logistics vehicle for BIAP runs due to its capacity. Operational PSS minimum, four (4); maximum, nine (9).



## Mission

The Tactical Support Team (TST) serves as a quick reaction force (QRF) to all PRS Teams operating within the assigned area of operation (AO). TST provides counter assault, vehicle and team recovery, emergency medical support, and Principal evacuation for all HTP assets utilizing maneuver, tactical employment, and fire superiority.

## Execution

### 1. Specific Duties and Responsibilities.

#### a. Shift Leader.

- (1) Responsible for ATL, TC and PSS assignments within TST.
- (2) Task organizes TST according to assigned mission.
- (3) Ensures all post-mission reports are completed and submitted in a timely manner.
- (4) Ensures TST is trained, equipped and ready to perform its mission.
- (5) Develops and implements Team SOP.

#### b. Tactical Commander.

- (1) Assigns PSS positions within vehicle.
- (2) Acts as vehicle commander.
- (3) Responsible for Team conduct within vehicle during mission support.
- (4) Prepared to serve as primary navigator during vehicular movement.
- (5) Positions vehicle and [redacted] in support of mission.
- (6) Serves as primary trainer of vehicle Team.

B2

#### c. Turret/Hatch Gunner.

- (1) Assists with traffic control during movement.
- (2) Prepared to rapidly respond to threats utilizing escalation of force procedures.
- (3) Utilizes [redacted] as primary weapon, but transitions to [redacted] when necessary.
- (4) Wear PPE when moving.
- (5) Responsible for the maintenance of the [redacted] and ammo accountability.

B2

- (6) [redacted]

B2

#### d. Driver.

- (1) Conducts pre and post-mission checks of vehicle (foreign objects, fluid levels, etc.).
- (2) Responsible for vehicle security and unlocks all hatches/doors prior to mission.



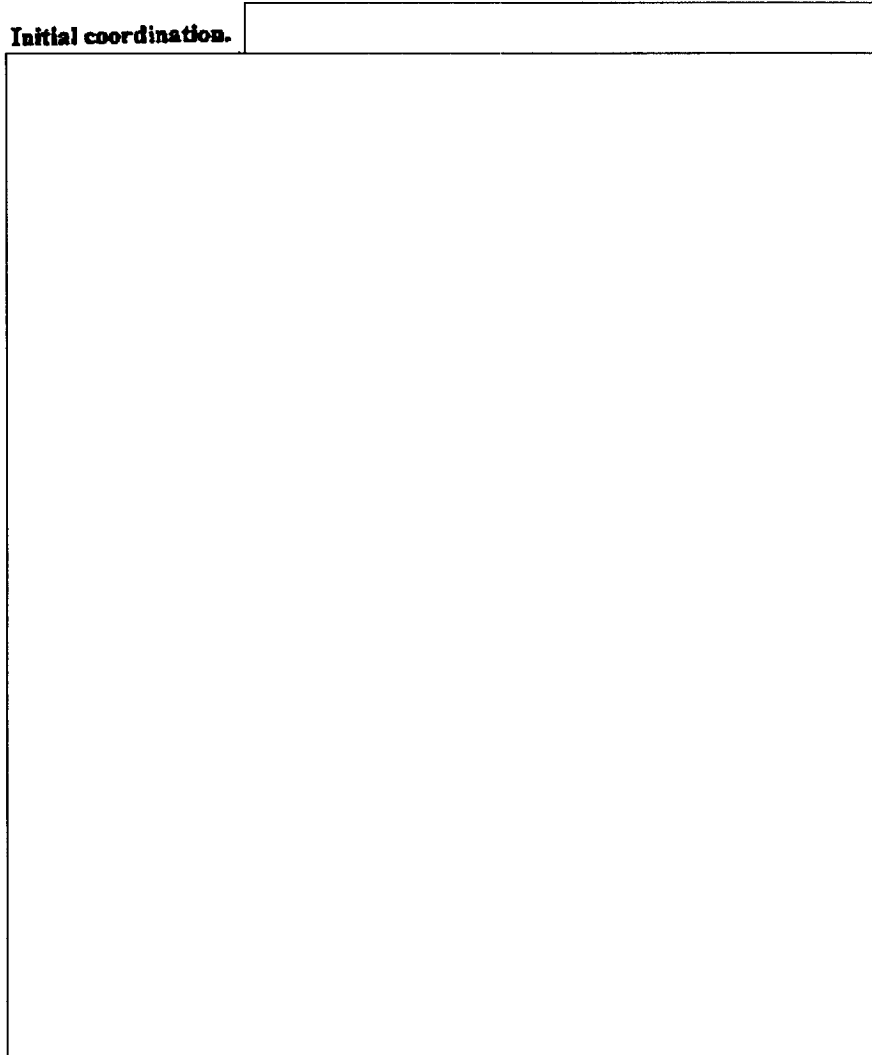
- (3) Ensures vehicle is fully stocked (water, MREs, breaching tools, etc.).
- (4) Ensure vehicle is kept clean and serviceable to include cleaning windows and mirrors.
- (5) Refuels vehicle upon completion of mission.

**c. Protective Security Specialist.**

- (1) Assists driver with vehicle checks and mission preparation.
- (2) Visual coverage of sector of responsibility.
- (3) Dismounts as part of a PSS Recovery Team when directed by SL/TC.

**2. Planning.**

**a. Initial coordination.**



B2

10-5

b. **Pre-mission brief.** Prior to each day's mission coverage, TST conducts a pre-mission brief. The pre-mission brief is a five (5) paragraph order that addresses the mission matrix and the deployment coverage for all PRS missions occurring within the assigned sector of responsibility. The entire TST attends this briefing with each member achieving familiarity with all the PRS Team missions, venues and routes. It is important that TST be prepared to respond to a variety of possible emergency scenarios and have familiarity with PRS Team immediate action drills (IAD) IOT quickly incorporate assets when responding to an event.

c. **Personal Protective Equipment.**

[Redacted]

[Redacted]

B2

3. **Tactical Support.**

a. **Motorcade configuration.** At initial stage time, TST configures the motorcade(s) in response to the predetermined needs of that day's mission matrix coverage. All vehicles [Redacted] are manned and ready for deployment. TST conducts internal and external communications checks and notifies RTOC 15 minutes prior to departure for any last minute changes to the mission matrix.

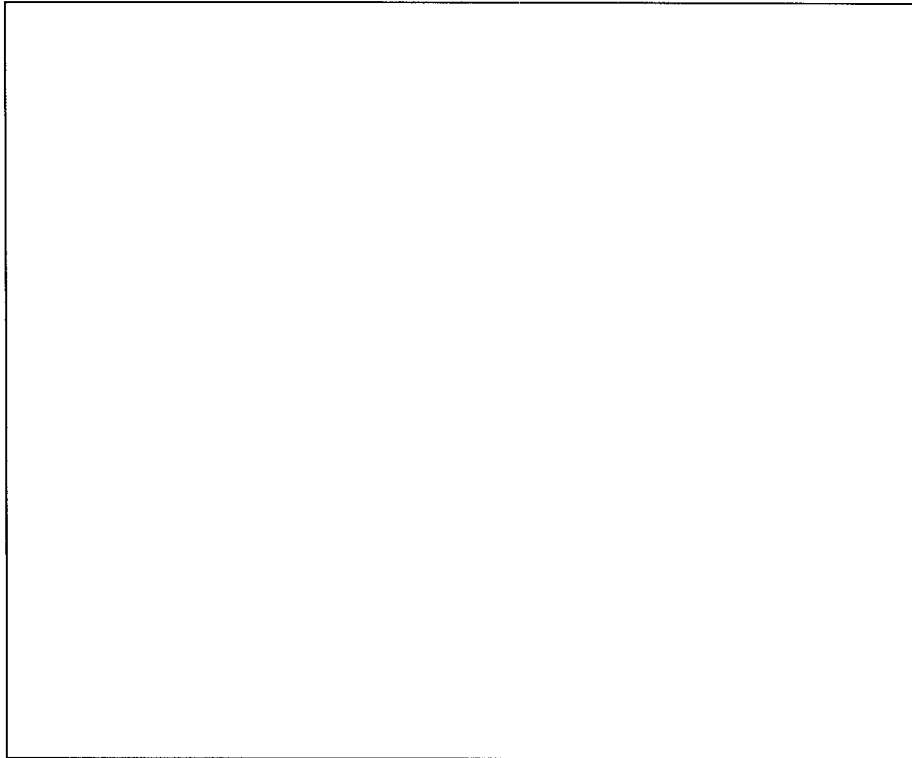
B2

b. **Venue/FOB staging.** TST moves to the predetermined stage location IOT respond to all PRS Teams operating in their sector of responsibility. TST maintains continuous communication monitoring of all PRS operations and responds immediately upon notification.

c. **Responsibilities.**

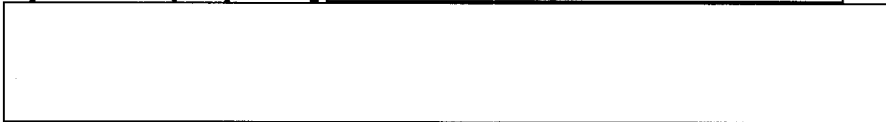
[Redacted]

B2



B2

d. **Military Convoys.** Only on the direction from the Military convoy will TST pass. Extra care is taken to ensure military armored vehicles are provided adequate space IOT assist drivers with their limited field of vision. Safe following distances of at least [redacted]



B2  
B2

**4. Post Mission/Recovery.**

a. **After Action Review.** Following every mission, an After Action Review (AAR) will be conducted.

b. **Priorities of Work.** The TST SL establishes priorities of work to ensure all [redacted] and other mission essential equipment is properly maintained and ready for follow-on missions. Sensitive items are never left unattended in TST vehicles.

B2

## Chapter 11

### Explosive Detection Dog Handler

11-1. Task Organization and Mission

Execution

11-2. Duties and Responsibilities

11-2. Planning

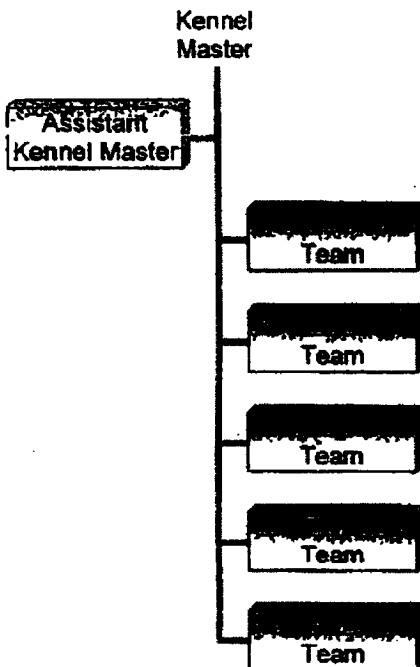
11-3. Support

11-4. Training

11-0

## Task Organization

1. See chart.



2. Notes. The deployable EDD Team generally consists of [ ] explosive detection dogs (EDD), their handlers and a vehicle. On venue, the EDD Team is usually supplemented with PSS in order to (IOT) provide security for the EDD and handler.

B2

## Mission

Blackwater Canine (K9) provides explosive detection in support of HTP and all PRS assets operating in Iraq under Chief of Mission (CoM) authority.

11-1

## Execution

### 1. Duties and Responsibilities.

a. **Kennel Master (KM).** The Kennel Master (KM) is the primary point of contact for all issues related to the EDD mission in Iraq. The KM reports directly to their assigned DL in country and to the K9 Project Manager in Moyock. The KM performs traditional SL duties and comes under the operational control of their assigned Detail. The KM duties include, but are not limited to:

- (1) Acts as liaison between Blackwater K9 and in-country support assets as directed.
- (2) Facilitates acquisition of operational support and material.
- (3) Ensures EDD Handlers operate within the scope of the contract, Statement of Work (SoW), and this TacSOP.
- (4) Advises the CPM and CDPM with regards to any disciplinary action involving EDD Handlers and assists with assignment and movement of EDDs and handlers.
- (5) Submit all required reports and keep CPM and CDPM informed of all EDD issues.

b. **Assistant Kennel Master (AKM).** Primarily an administrative position created to assist the KM if needed. Serves as the KM's executive officer performing all duties assigned and can assume duties as KM during times of absence.

c. **EDD Handler (K9H).** The duties of K9 Handlers include, but are not limited to the following:

- (1) Responsible for the daily care, health, maintenance and training of their assigned K9 and issued equipment.
- (2) Maintains all required documentation such as the Utilization Report and Training Notebook and submits to KM for periodic review.
- (3) Performs duties when directed as part of an EDD Team in support of HTP operations throughout AO.

### 2. Planning.

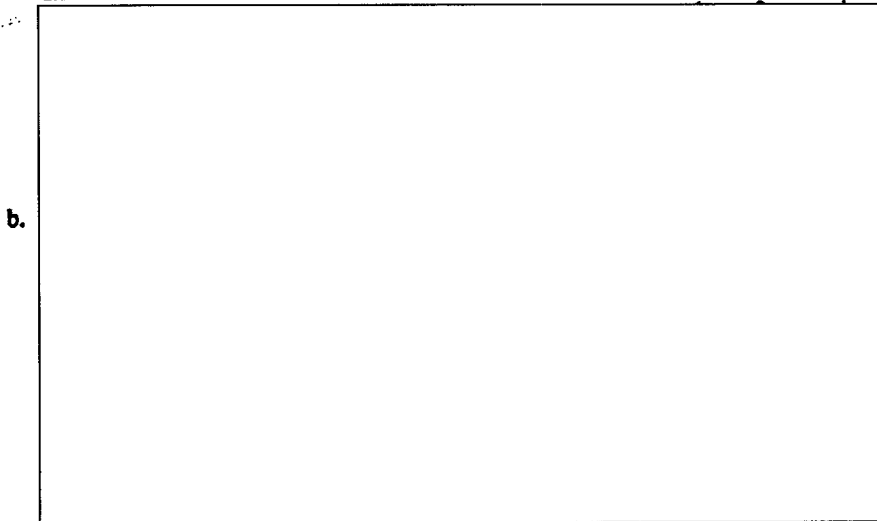
a. **EDD and DPD Use.** There are two (2) categories of K9s available for use during PRS operations. The conventional explosive detection dog (EDD) and the dual purpose dog (DPD). EDD Teams are utilized for conducting sweeps for hidden

arms and munitions during Advance operations on venues and of other areas of interest to HTP. In addition to this support, DPD Teams may be used in support of situations where a subject is armed or the K9H believes a subject to be armed and poses a potential threat to the Principal, K9H, or other PRS personnel, or to prevent the assault or attempted assault by the same. DPD Teams may also be used during times when a Principal and/or PRS personnel are threatened by a riotous or advancing unruly crowd. The K9H may utilize the DPD without prior authorization at any time the K9H perceives an immediate threat of injury or loss of life, but must provide verbal warning beforehand.

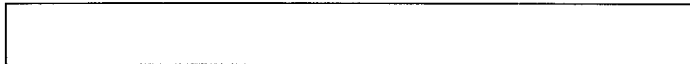
- b. **Task Organize.** The first step in the planning process is to task organize the Team and identify vehicle configuration. The EDD vehicle requires a driver and TC, and can accommodate two (2) door positions. Generally, the Team being supported provides both the driver and TC while the K9Hs occupy the door positions thereby allowing the K9Hs to immediately address any and all EDD needs. This arrangement also ensures the vehicle is operating by Team members intimately familiar with Team SOPs and associated immediate action drills (IAD) during motorcade operations.
- c. **Venue Operations.** Once task organized, the EDD Team should identify and prioritize potential threat areas on venue requiring explosive detection sweeps and then brief the EDD portion of the operations order during the pre-mission brief.

3. **Support.**

- a. **General.** EDD Teams assist in establishing and maintaining security at venues and other areas of interest as directed.



B2



B2

4. **Training.** Minimum training requirements added here.



## Chapter 12

### Designated Defensive Marksman SOP

- 12-1. Mission
- Purpose
  - Capability and Role
  - Deployment and Use

#### Execution

- 12-2. Select, Train and Maintain
- 12-3. Alert, Assemble and Prepare
- 12-4. Deploy and Emplace
- 12-5. Acquire and Engage Targets
- 12-6. Re-deploy and Recover

12-0

### Mission

The Designated Defensive Marksman provides long range observation and counter-sniper capability during venue operations; collects venue information and produces and updates the DDM folder of the TSS and performs PSS duties as required IAW Team SOP.

1. **Purpose.** This SOP establishes base guidelines for DDM operational procedures. All Department of State (DoS) and Blackwater policies and procedures remain in affect concurrently with this chapter of the TacSOP unless otherwise noted. This SOP is a first draft working document and will be updated on an as needed basis. Any changes and/or recommendations will be referred to the Operations Chief, Training and Special Projects for revision.

2. **Capabilities and Role.** The Designated Defensive Marksman (DDM) is an integral component of the PSD, providing observation of and precision response to long range threats.

[Redacted]

B2

3. **Deployment and Use.** DDM personnel will be assigned to a team and utilized for missions as determined by the SL. It is the Team's responsibility to ensure the DDM receives all administrative and logistical support.

[Redacted]

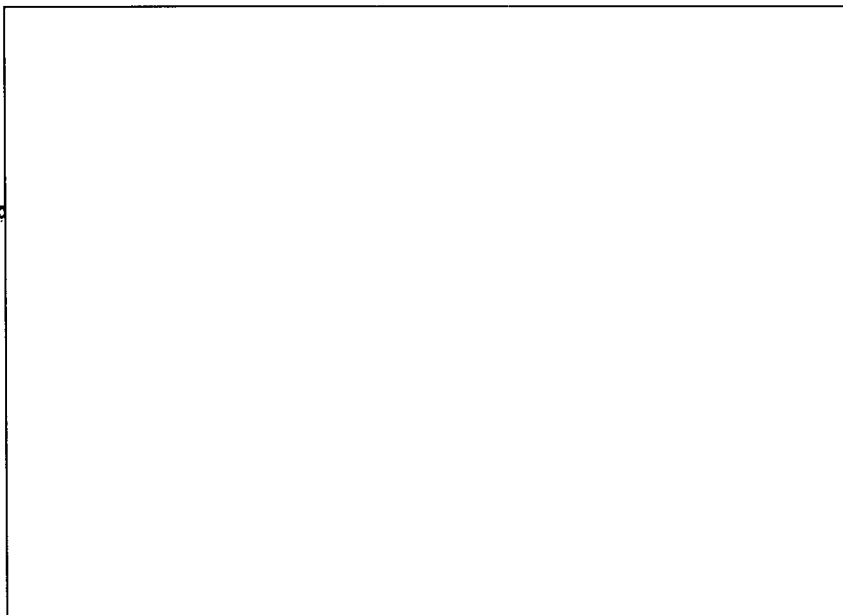
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[Redacted] all DDMs are trained as PSS first and will perform the functions of a PSS first when directed. The DDM position is considered a secondary duty position requiring specific training and certification. The primary position for all DDMs is as a PRS Team member. As such, all DDMs will maintain proficiency in conducting PRS operations.

## Execution

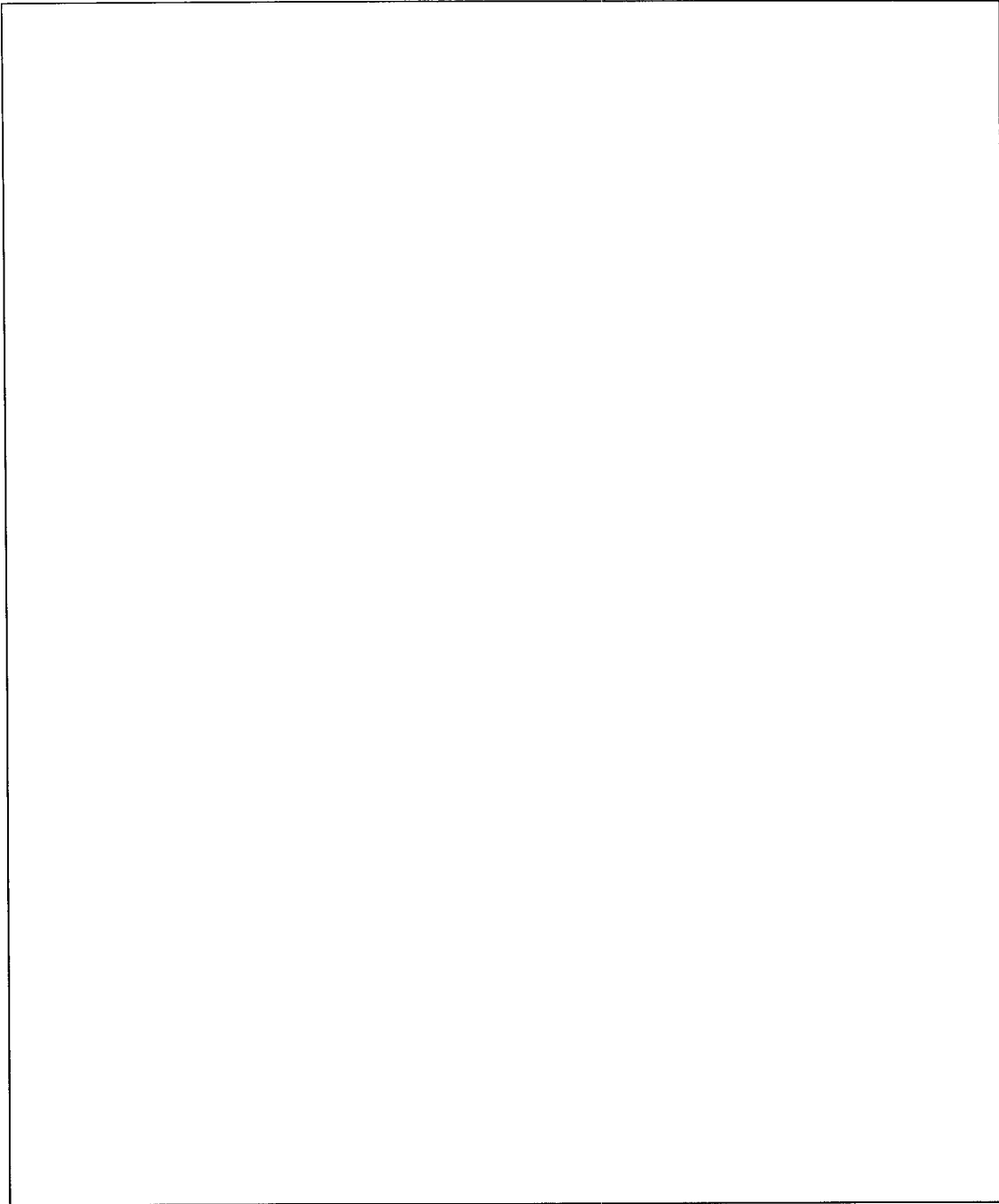
DDMs must maintain proficiency in order to properly execute their assigned mission. Training will focus on five mission essential tasks: Select, Train and Maintain; Alert, Assemble, and Prepare; Deploy and Emplace; Acquire and Engage Targets; Disengage and Re-Deploy.

1. **Select, Train and Maintain.** The DDM will sustain skills in accordance with (IAW) this SOP. In addition, all DDMs will maintain their equipment in a state of readiness to effectively deploy in any environment. All polices and procedures as outlined will be adhered to and any questions should be referred to the SL for clarification.
  - a. **Qualification and Assignment.**
    - (1) Candidates for the DDM program will apply through their SL. An invitation to attend the DDM course is determined by past relevant experience, and approval by the DL.
    - (2) All assigned DDMs will complete the BW DDM Course. Team assignments are made by the Assignments section based on need.
    - (3) The primary duty of the DDM is as a PRS Team member and he will maintain his proficiency as a PSS conducting close protection IAW this TacSOP and Team SOP.
    - (4) DDM duties are secondary to PRS Team duties.



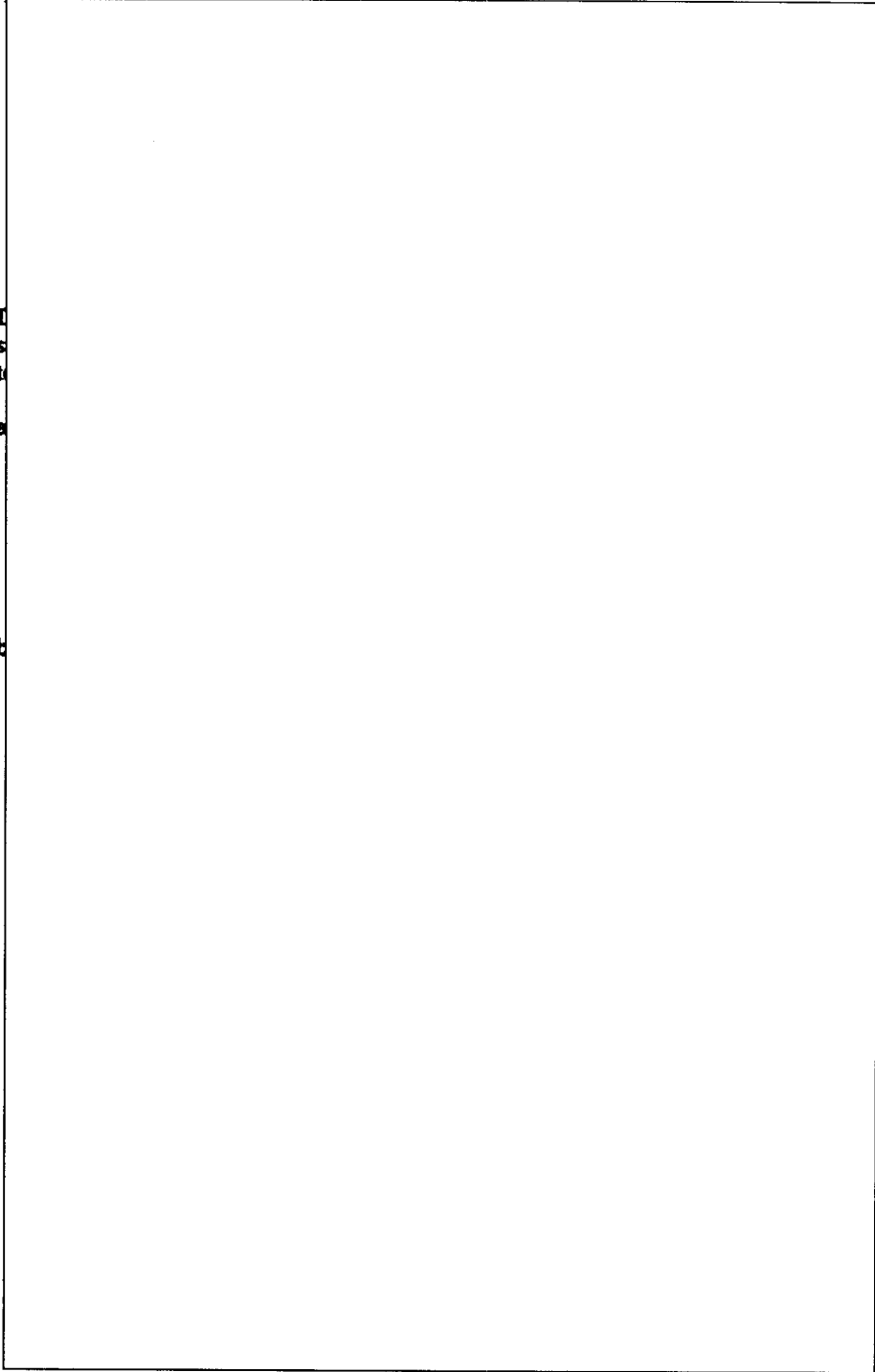
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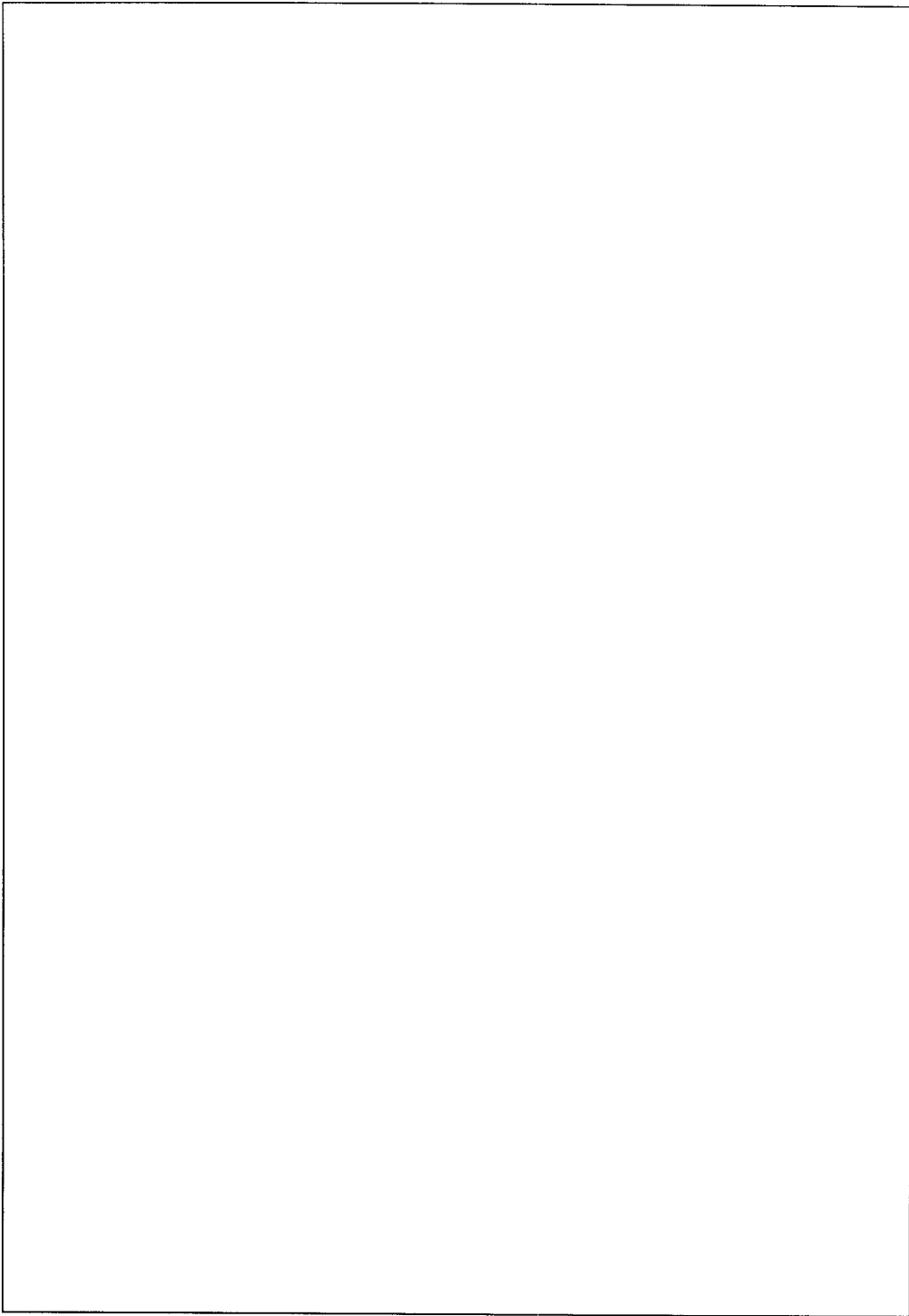


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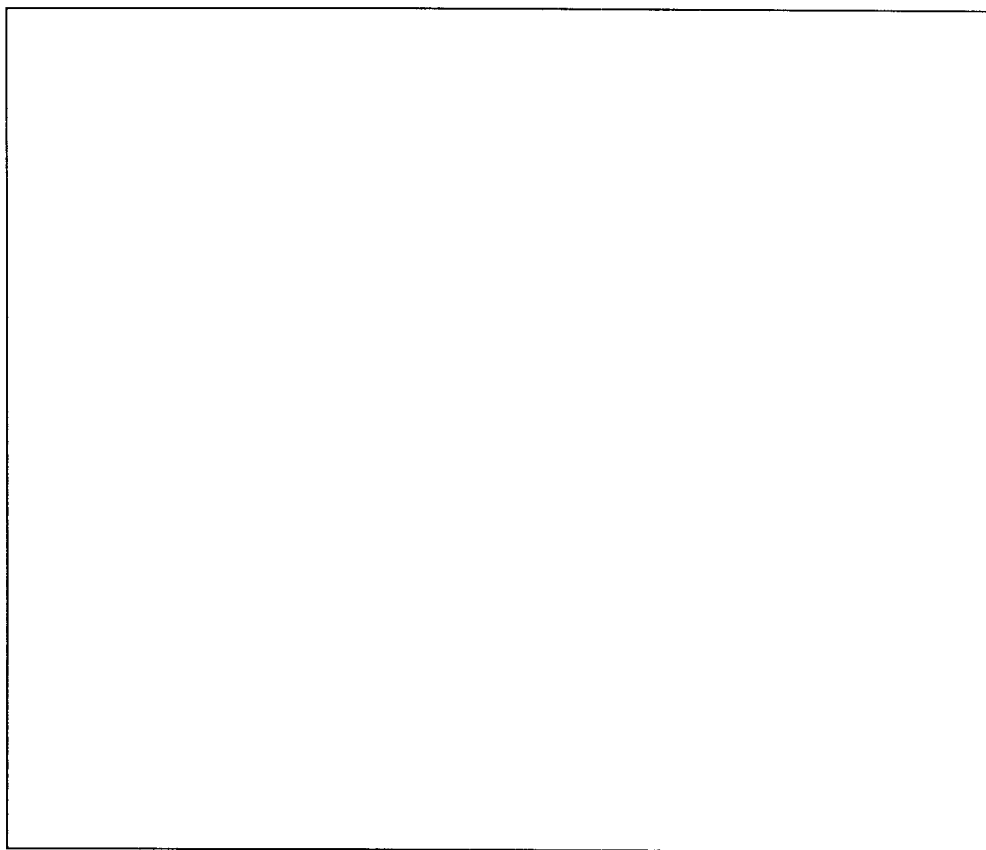
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12-4



12-5



12-6

## Chapter 13

### Air Support SOP

#### BW Air SOP

- 13-1. Task Organization and Mission
- 13-2. Duties and Responsibilities
- 13-3. Planning
- 13-5. Movement
- 13-6. Emergency Situations
- 13-7. Refueling
- 13-8. Training

#### BW Air Request (ATO)

- 13-9. MD530 "Little Bird"
- 13-10. Bell 412 (Medium Lift)

#### Military Air Request (AMR)

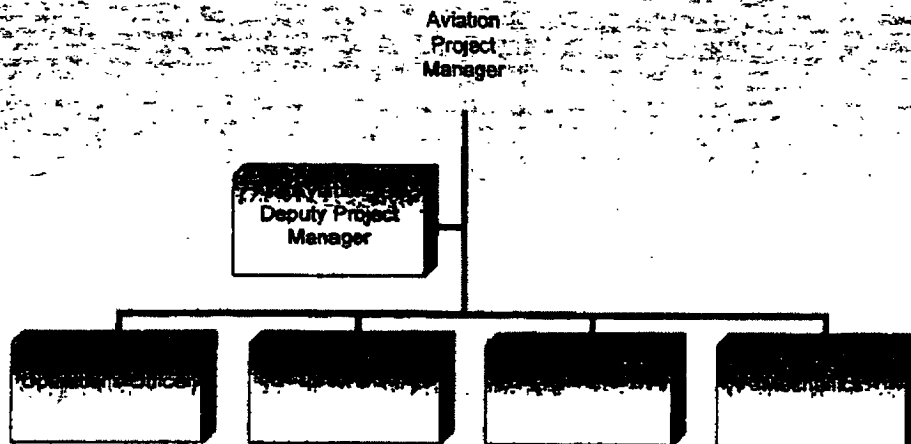
- 13-10. UH60 "Blackhawk"
- 13-11. Fixed Wing Aircraft
  - C12
  - UC35
  - C130 "Hercules"

13-0



## BW Air Task Organization

1. See Chart.



2. Notes.

- a. BW Air currently has four (4) MD530 and two (2) Bell 412 medium lift helicopters available in support of HTP and CoM in Iraq.
- b. Numbers of Aviation personnel (Pilots, co-pilots, mechanics, etc.) are dependent upon number of aircraft available and mission.

## Mission

Blackwater Air conducts route and venue reconnaissance, motorcade escort, aerial fire support, quick reaction force, casualty evacuation, Principal and PSS transport and limited logistic resupply in support of HTP assets under CoM authority in Iraq.

## Execution

### 1. Duties and Responsibilities.

- a. **Aviation Project Manager (APM).** Responsible for everything the unit does or fails to do. Duties include, but not limited to personnel management, maintenance, mission support, establishing an operational area/work environment and working relationship with ground supported units. The APM is the final approval authority for all air missions and crew selection to execute mission support and training. The APM assists in the hiring process in conjunction with the President and Director of Operations. The APM has the authority to terminate personnel in the field as required. The APM may delegate duties deemed necessary to accomplish mission.
- b. **Aviation Deputy Project Manager (ADPM).** If designated, performs as executive officer assuming duties as directed by the APM, and serves as APM when the APM is absent.
- c. **Aviation Operations Officer (AOO).** Establishes and maintains good working relationship with RTOC and ground supported units. Liaisons directly with Operations Chief for mission coordination and notifies the APM of all mission requests and changes. Establishes daily schedule for preflight, mission crew briefing, motorcade briefing, take off times, and coordinates with fuel handlers for proper mission configuration.
- d. **Logistics Officer.** Responsible for maintaining accountability of all sensitive items (weapons, NVGs, radios, and body armor). Maintains inventory control of unassigned clothing/equipment and issues as necessary. Ensures adequate supplies are maintained in operations (office supplies, batteries, Chem-Lights, etc.).
- e. **Lead Mechanic.** Responsible for overseeing and facilitating scheduled and unscheduled aircraft maintenance. Anticipates parts requirements by reviewing maintenance records, orders parts and supplies early enough to facilitate maintenance and minimize down time for aircraft availability. Keeps APM advised of parts to be ordered, parts on order, and parts received (maintains records in Iraq and provides BW Aviation stateside with duplicate parts requests via e-mail to minimize confusion). Makes inquiries to shipping agencies and tracks parts and equipment deliveries and returns. When maintenance issues arise that are beyond the experience level of deployed personnel, conducts adequate research through other sources such as calling technical representatives and other subject matter experts.

- f. **Pilots.** Responsible for the preflight, mission planning, mission execution and post flight actions during duty day assignment. Reports directly to the APM. Each pilot is responsible to ensure they are mentally and physically prepared to conduct all assigned missions and tasks as designated by the APM and AOO.
- g. **Mechanics.** The mechanics complete daily inspections of each aircraft at the end of the mission day. Rotor head lube will be done once a week. Engine flushes are accomplished every 50 hours. An engine wash is accomplished every 100 hours. Mechanics have aircraft ready for pre-flight at the designated time (covers off, wind screens clean, daily inspection completed). Mechanics are present during all aircraft launches for unexpected maintenance problems, assisting with battery cart starts, advising pilots of incoming traffic, monitoring pedestrian traffic at the helipad, and creating passenger manifest if needed.

## 2. Planning.

### a. Weather minimums.

Day	500-1
Night NVG	500-2
Night Unaided	1000-3
Class D SVFR Day	700-1/2, Clear of Clouds

- b. **Crew Rest.** Aviation guidelines mandate a twelve (12) hour duty day with a ten (10) hour rest period. If required by mission, the duty day can be extended up to fourteen (14) hours, but the ten (10) hour rest period remains constant. BW Air recognizes the fact they that operate in a non-permissive environment, however, in the event of a true emergency, mandatory crew rest can be waived by the APM, but only after careful consideration of the mission readiness for the entire flight.
- c. **MDS30 Tasking Procedures.** BW Air has developed an RSO-approved procedure outlining mission allocation and execution (see BW Air Mission Day on next page 13-4). All missions are approved by HIPO and allocated by the RTOC. BW Air receives a consolidated mission package the evening prior to mission execution. This package includes; the PRS Team(s) and/or organization(s) supported venue photos, motorcade composition, operational timeline and map with primary, alternate and contingency routes. BW Air takes the mission package and conducts detailed mission analysis to support each movement. As a team, they review the venues, routes, timelines, and threat. As necessary, they will coordinate with military organizations for refueling and landing rights. From mission concept to completion, all missions are closely monitored by BW Air management and the RTOC ensuring safe and professional execution.

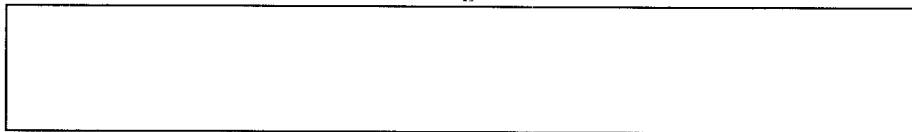
- d. **Emergency Authorization.** If BW Air assets are currently tasked, special emergency authorization must be obtained from the HTPO and/or RSO before assets can be released from planned taskings.

<u>BW Air Mission Day</u>		
<u>Time</u>	<u>Personnel</u>	<u>Event</u>
1800 (night prior)	APM/WOPSO	Receive consolidated mission package for the following day from the Embassy Tactical Operations Center
1900	All Personnel	<u>Nightly Operations Briefing</u> <ul style="list-style-type: none"> <li>• Following Day Mission Schedule/Crew Assignments</li> <li>• Intel Brief</li> <li>• Maintenance Brief</li> <li>• Fuel Status Brief</li> <li>• Admin Briefing</li> <li>• Mission Planning</li> </ul>
1930	APM	Complete Daily Mission Synopsis and Daily Perstat Report
1930-UTC	Maint Personnel	Aircraft Maintenance <ul style="list-style-type: none"> <li>• Complete Daily Inspections</li> <li>• Conduct Scheduled Maintenance</li> <li>• Conduct Unscheduled Maintenance Repairs</li> </ul>
<u>MSN Day</u>		
0630-0830	All Personnel	Breakfast Window
Msr -2 hours	Maint Personnel	Aircraft Preparation/ Cleaning/Scheduled&Unscheduled Maintenance
Msa -2 hours	Pilots	Aircraft Preflight/Mission Preparation (NLT 0800 daily)
Msn -30 min	All Crewmembers	Aircraft Push-out and Final Mission Brief
Msn Time -UTC	All Crewmembers	Mission Execution till all assigned missions completed
1130-1330	All Personnel	Lunch Window
Daily	APM	Daily interface with Airfield Commander
Daily	APM	Daily interface with Blackwater Program Manager
Msn Complete	All Crewmembers	Aircraft Hungared <ul style="list-style-type: none"> <li>• Post Flight Inspections</li> <li>• Post Mission Debrief</li> <li>• Aircraft Maintenance - Daily inspection/ cleaning/ repair</li> </ul>
UTC	All Crewmembers	ORF Standby Mode
1730-1930	All Personnel	Dinner Window

e. **Bell 412 Tasking Procedures.** When BW Air receives a request to transport personnel, the request should include number of personnel to transport, times and destination. BW Air, in conjunction with the RSO and DoD is currently developing a program to have all passengers sign a release of liability waiver for transport on our aircraft. We expect the procedure to be fully implemented soon and this will be a new requirement for all personnel desiring transport. Frequent flyers will sign a one-time waiver that will be maintained on file at the RTOC. All others will complete the waiver and it will be maintained at BW Air Operations located at LZ Washington. All missions flown outside the Baghdad area, considered north of Balad or south of Hilla, will consist of a minimum of three (3) aircraft and should be scheduled a minimum of 24 hours in advance. IOT obtain fuel and landing rights and to conduct adequate intelligence analysis of the region IOT avoid threat areas and identifying safe areas to divert to in case of maintenance problems or battle damage.

3. **Movement.** BW Air maintains communications with RTOC throughout all flight operations, reporting departures and arrivals to LZ Washington, Teams supported, and real time intelligence. BW Air also maintains communications with the U.S. Army ATC facilities controlling airspace in Iraq. Flight hours, mission synopsis, and personnel are reported daily, weekly, and monthly to Blackwater USA and Blackwater Aviation for tracking and billing purposes.

- a. The flight schedule on the operations board constitutes the flight plan along with the consolidated mission run sheet. Flight following will be conducted internally within the formation flight and with the RTOC. The lead aircraft also maintains contact with the military controlling agency.
- b. For training flights (any flight not supporting HTP operations), the RTOC is notified prior and communications is maintained until termination at LZ Washington. The flight monitors Air 1 Secure frequency.
- c. Helicopter air-to-air traffic avoidance for the Baghdad area is through frequency 118.7. All other areas, the frequency is 122.00.
- d. A flight strip on all incoming and departing aircraft is maintained at LZ Washington Operations for traffic de-confliction and advisories. The lead pilot for the mission ensures the aircraft call sign, projected take off time from and landing times to LZ Washington are submitted to Washington Operations in a timely manner.



- f. All Take offs and landings will be in trail formation unless briefed otherwise. All take offs and landings at Washington LZ will be conducted to the center of the

landing area or beyond as needed (aircraft will not take off from the parking spots or land directly to the parking spots).

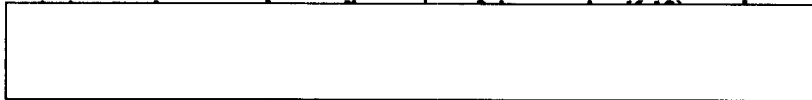


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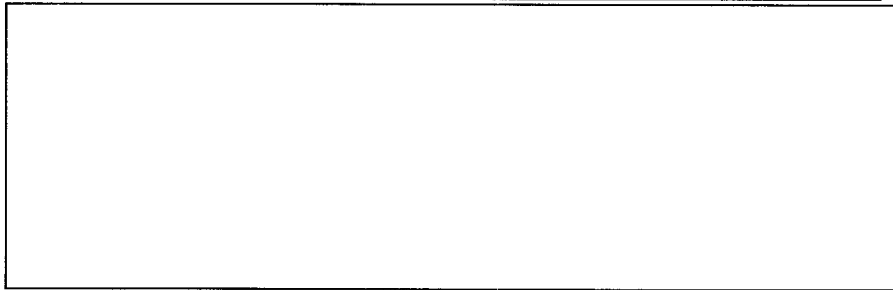
**4. Emergency Situations.**

a. **Down Aircraft Procedures.** In the event of downed aircraft, the primary method of communication is for another aircraft (still flying) to coordinate rescue assets via VHF radio through one of the operational control towers, such as Baghdad Tower on 118.7. All ATC facilities are linked together with the JRCC and CJTF-7 RCC by computers for immediate information transfer IOT relay critical information for rescue. When aircraft are flying, BW Air provides a Watch Officer that monitors communications throughout the mission. Additionally, when aircraft are flying, an operational standby aircraft with crew and the Downed Aircraft Recovery Team (DART) is on standby to respond if needed. After coordinating for rescue and support, contact all appropriate leadership in the following order, RTOC, APM, PM, G3 Air CPA.

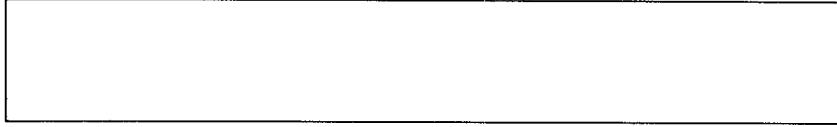
- (1) **Bell 412.** All Bell 412 missions flown outside of the Baghdad area, considered either north of Balad or south of Hillah, will be configured with an extra aircraft IOT complete self-extraction in the event an aircraft is downed due to maintenance or AIF action.
- (2) **Downed Aircraft Recovery Team (DART).** The mission of the DART is to locate downed aircraft, secure the site, evacuate personnel, and then to provide emergency medical treatment to casualties enroute to a medical treatment facility and/or hospital. The DART is task organized to meet the



B2



B2



B2

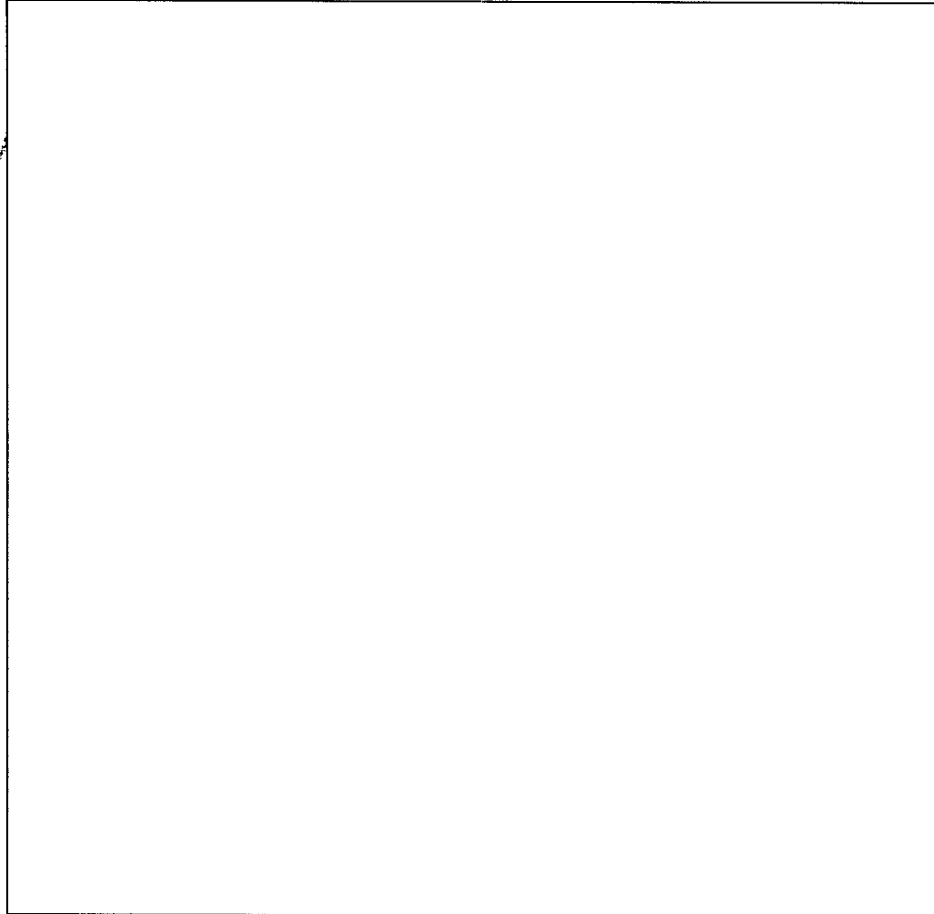
(6) **Secure Site.** If the site must be secured while awaiting MedEvac or ground support, then aircraft will drop off security personnel and render medical assistance.

b. **Motorcade Contact during Escort.** When performing motorcade escort outside the IZ, BW Air operates with a minimum of two helicopters. Each helicopter is crewed by [redacted] with each helicopter equipped with a minimum of [redacted]

B2

[redacted] Aviation actions on contact are broken down into four (4) scenarios; motorcade maintains mobility, motorcade becomes immobile, motorcade immobilized and extraction is required, and QRF response.

B2



B2

- (a) BW Air Operations via GSM.
- (b) BW aircraft via VHF; 127.35, 123.05 or Air Secure 1.
- (c) LZ Washington ATC via VHF; 125.10.
- (d) Aerial Gunners via GSM.

5. **Refueling.** Refueling personnel are active duty military on special detail to LZ Washington. They will be treated as team members and afforded full respect. Aircraft will be refueled after each mission to full on the mains and 10 gallons in the auxiliary tank unless directed otherwise. Standard procedure will be cold refueling. The fuel truck will not move around the aircraft without a ground guide and at no time pulls under the rotor disk. Hot refueling is an option when it is a mission requirement and will be accomplished IAW the Hot Refuel SOP. All missions will be planned to land with a minimum of 100 pounds of fuel or more.

6. **Training.**

- a. **New Pilot Training.** New pilots to Iraq will receive day and night (NVG) orientation flights as soon as possible upon arrival. Training can be conducted in conjunction with missions as determined by the APM. The training time required is as needed with no set hour level associated with the training. Training will be conducted in both the right and left seat. Generally, pilots with little previous MD530F flight time will fly from the right seat until academic training on modulated starts is covered. All actual starts conducted during the training phase will have an extra pilot or qualified mechanic in position on the left side of the aircraft to assist the pilot in case of a hot start. The pilot in charge (PIC) is responsible for the safe start of the aircraft. Biannual Flight reviews will be conducted as required by an FAA Certified Flight Instructor (CFI). Former US Army qualified Instructor Pilots can conduct training as a unit trainer at the discretion of the APM. BW Aviators must meet the following requirements per the SOW; minimum of 3500 flight hours with a minimum of 500 hours under NVGs, and have served in a special operations unit or high risk deployment. All BW Aviators under CoM authority will successfully complete the DoS WPPS Training Program at Blackwater USA prior to being considered deployable.
- b. **Aerial Gunner.** Aerial gunners are selected by two major categories; their weight and size, and their ability to engage targets from an aerial platform. The objective of the aerial gunner course of fire is to conduct a measurable test which can be administered periodically, thereby establishing gunner operational marksmanship capability. The data collected is used in assessing job performance and selection potential within the BW Aerial Gunner job profile. With minimal subjectivity, the analysis of the scores must correspond to the objective score. The Aerial Gunner SL and APM must consider critical variables including; experience, training frequency, weapon condition, ammunition type, weather, and aerial platform stability (pilot skill) in determining assessment and selection.

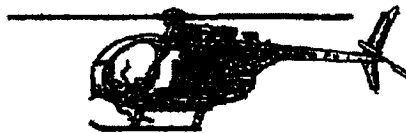
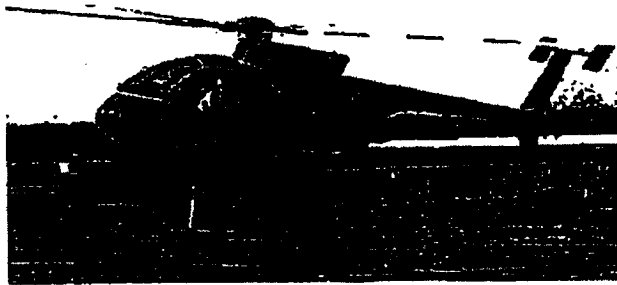


## Air Request

1. **Blackwater Air Request (ATO).** PRS Teams requesting BW Air submit an Air Tasking Order (ATO), located on the Open Net N: drive, to RTOC via e-mail NLT 1600 hours the day prior to the mission. The ATO provides the who, what, where, when, why and POC information. Include motorcade configuration, routes and venue information. Accuracy of information is important since BW Air generally is not a part of the Team's planning cell. NLT 15 minutes prior to mission departure, RTOC confirms assets available and the TC, or a dedicated PSS should establish communications with BW Air on

B2

2. **MDS30 "Little Bird".**



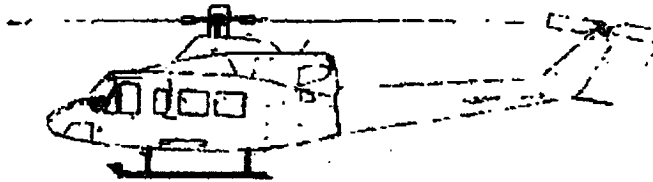
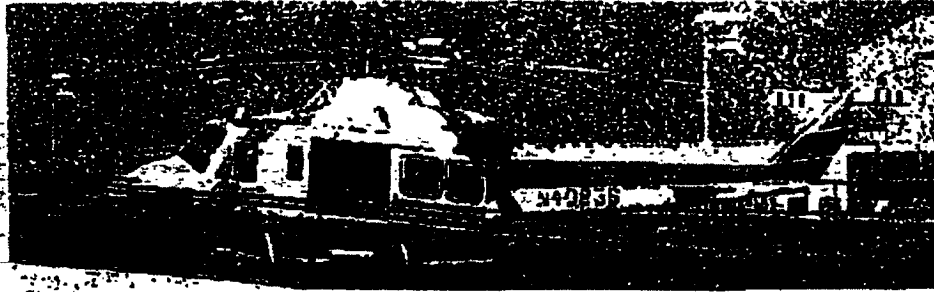
- a. **Characteristics.** For planning purposes, do not exceed 400 lbs total weight in the rear passenger section. This aircraft is not a cargo helicopter. Its primary use for observation and as a weapons platform IOT provide motorcade escort.



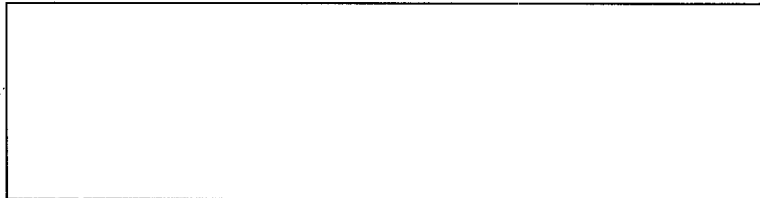
B2

13-9

3. Bell 412 (Medium Lift)



a. Characteristics.



B2

b. Features.

- 1 x Garmin GPS 165 system
- 1 x Garmin GPS 196 system
- 2 x VHF radios
- 1 x UHF radio
- 1 x TFM 138 commercial band radio
- 1 x Blue Sky Tracker system with SatPhone and 911 capability

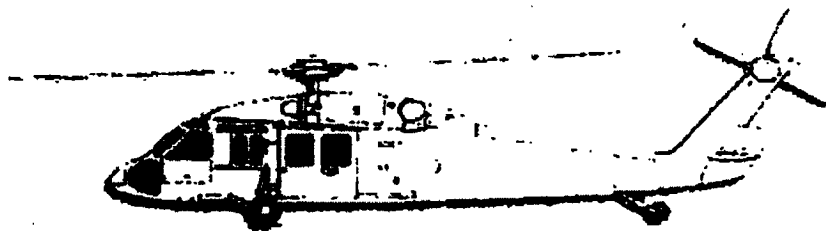
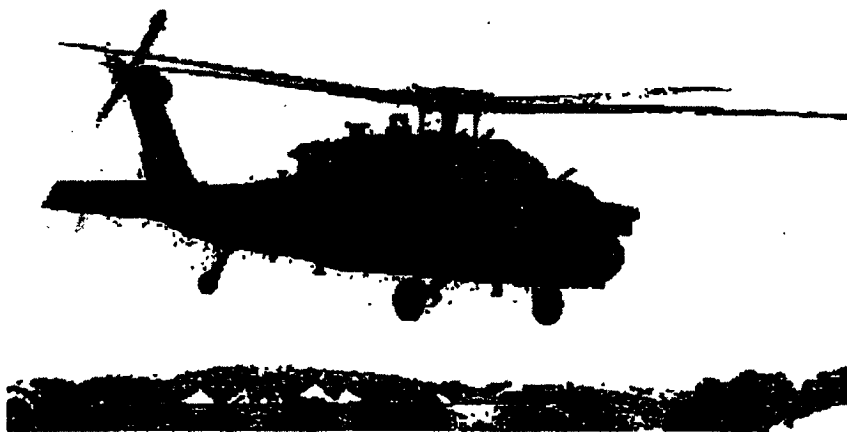
ECM (flare dispenser system)

B2

**4. Military Air Request (AMR).**

- a. **Rotary Wing.** Requests for Military rotary wing aircraft are submitted through the Air Asset Controller at 914-822-5645. The Air Mission Request (AMR) should be submitted 96 hours prior to the requested date. The show time and mission number will be given by CatFish Air over the phone at the time of scheduling. The flight terminal is located at LZ Washington just inside the main gate entrance. Mission numbers are called to announce upcoming manifested flights at the LZ Washington Army Heliport Operations Building.

**UH-60 "Black Hawk"**



13-11

b. **Fixed Wing.** Requests for Military fixed wing aircraft are submitted through the Air Asset Controller at [redacted] The Air Mission Request (AMR) must be received by Air Transportation 96 hours prior to requested date. Providing two (2) weeks notice is preferred and increases the probability of AMR approval. Flight requests are submitted to Air Transportation via the web site at [www.fdcforward.com](http://www.fdcforward.com). Air Transportation can also be reached by dialing DSN: [redacted] or commercial: [redacted]

B2

B2

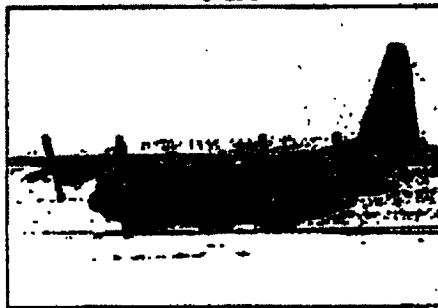
C-12



UC-35

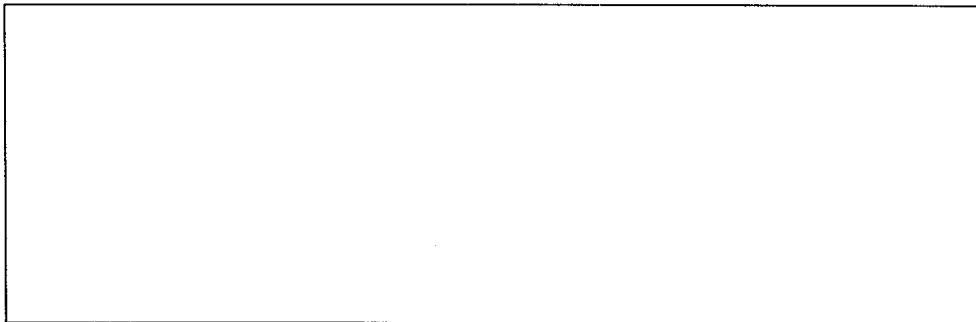


C-130



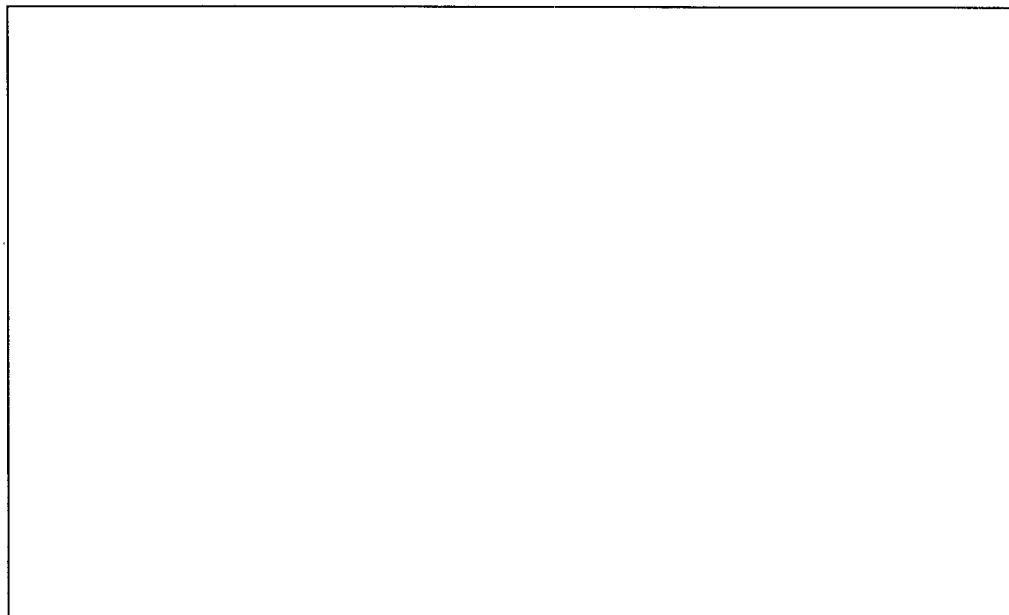
13-12

## Attack on Motorcade



B2

2. **Principles during an attack.** Principles during an attack are identical whether mounted or dismounted. IADs must not violate any of the Principles, they include:
  - a. Protect the Principal(s).
  - b. Eliminate and/or suppress the threat until the Principal(s) and/or PRS Team has been removed from the threat.
  - c. Consolidate, reorganize, and report.
3. **Down Vehicle.** When a vehicle becomes disabled and it is determined that the vehicle must be abandoned, the PRS Team will execute a down vehicle drill.



B2

## Appendix A

### Pre-Mission Brief

Task Organization: List entire team by vehicle assignment and position.

1. **SITUATION:** (recent activities, known or suspected locations and capabilities, AIFs most likely course of action)
  - a. Weather and Light Data:
  - b. Enemy (activity influencing the AO):
  - c. Friendly (units operating/FOBs in immediate AO):
  - d. Attachments and Detachments (CAT, TST, K9, DDM, Air, Advance):
  
2. **MISSION:** (who, what, where, when, why, task and purpose)
  
3. **EXECUTION:** (shift leader's intent)
  - a. Concept of the Operation (brief, in general terms, how the team will accomplish its mission from start to finish):
    - (1). Maneuver (describe, in detail, the mechanics of the operation from the time the team departs the last checkpoint immediately proceeding venue until entering the first checkpoint upon departing the venue. Specifically address all subordinates and attachments by name, giving each its mission on the venue in the form of a task and purpose.
  - b. Tasks of Attachments (brief only those tasks that supporting units must accomplish that are not specified or implied elsewhere):
  - c. Coordinating Instructions (list only instructions applicable to two or more elements and not routinely covered in SOPs):
    - (1). Time schedule.
    - (2). Routes (primary, secondary, and tertiary).
    - (3). Control measures (phase lines, venue recognition, signals, etc).
    - (4). Movement plan (order of movement to include supporting units).
    - (5). Actions at halts.
    - (6). Rules of engagement.
    - (7). Actions on contact (other than SOP).
  
4. **SERVICE SUPPORT:**
  - a. Weapons, Ammunition, and Supplies:
  - b. Medical Treatment and Evacuation throughout all phases of the operation:
  - c. Transportation and Maintenance Issues:
  - d. Method of Handling Potential Explosives and Hostile Personnel:
  
5. **COMMAND AND SIGNAL:**
  - a. Command:
    - (1). Location of key personnel throughout operation.
    - (2). Succession of command.
  - b. Signal:
    - (1). Higher frequency and call signs.
    - (2). Team frequency and call signs.
    - (3). Attachment(s) frequencies and call signs.
    - (4). Gate/control point frequency and call signs.
    - (5). Brevity and code words in effect.
    - (6). Recognition signals.

UNCLASSIFIED



United States Department of State

RELEASED IN FULL

Washington, D.C. 20520

Date: 6/11/04

LIG

U.S. Department of State Department  
A/LM/AQM/WWD  
P.O. BOX 9115  
Rosslyn Station  
Arlington, VA 22219

Mr. Gary Jackson, President  
Blackwater Security Consultants Incorporated  
850 Puddin Ridge Road  
Moyock, NC 27958

Contract Number: S-AQMPD-04-D-0061

Dear Mr. Jackson,

This is a letter contract, awarded pursuant to section 16.603 of the Federal Acquisition Regulation (FAR), for the Statement of Work at attachment 1.

The following FAR clauses are included in this letter contract:

**52.216-23 Execution and Commencement of Work (APR 1984)**

The Contractor shall indicate acceptance of this letter contract by signing three copies of the contract and returning them to the Contracting Officer not later than 6/11/04. Upon acceptance by both parties, the Contractor shall proceed with performance of the work, including purchase of necessary materials.

**52.216-24 Limitation of Government Liability (APR 1984)**

(a) In performing this contract, the Contractor is not authorized to make expenditures or incur obligations exceeding \$7,860,000.00 US.

(b) The maximum amount for which the Government shall be liable if this contract is terminated in \$7,860,000.00 US.

**52.216-25 Contract Definitization (OCT 1997)**

(a) A definitive FAR Part 12 commercial services contract with fixed unit prices and reimbursable CLINS for other direct costs is contemplated. The contractor agrees to begin promptly negotiating with the Contracting Officer the terms of a definitive contract that will include (1) all clauses required by the FAR on the date of execution of the

UNITED STATES DEPARTMENT OF STATE  
REVIEW AUTHORITY: CLARKE N ELLIS  
DATE/CASE ID: 10 SEP 2009 S200900019

UNCLASSIFIED

App. 275

definitive contract, (2) all clauses required by law on the date of execution of the definitive contract, and (3) any other mutually agreeable clauses, terms, and conditions. The contractor agrees to submit a proposal that is acceptable to the contracting officer based on the CLINs in the Request for Proposal.

(b) The schedule for definitizing this contract is:

- 6/21/04 for formal Request for Proposal
- 6/30/04 for submission of Contractor's proposal;
- 7/1/04 for beginning of negotiations;
- 7/23/04 for definitization of the contract.

(c) If agreement on a definitive contract to supersede this letter contract is not reached by the target date in paragraph (b) above, or within any extension of it granted by the Contracting Officer, the Contracting Officer may, with the approval of the head of the contracting activity, determine a reasonable price or fee in accordance with Subpart 15.4 and Part 31 of the FAR, subject to Contractor appeal as provided in the Disputes clause. In any event, the Contractor shall proceed with completion of the contract, subject only to the Limitation of Government Liability clause.

(1) After the Contracting Officer's determination of price or fee, the contract shall be governed by-

- (i) All clauses required by the FAR on the date of execution of this letter contract for either fixed-price or cost-reimbursement contracts, as determined by the Contracting Officer under this paragraph (c);
- (ii) All clauses required by law as of the date of the Contracting Officer's determination; and
- (iii) Any other clauses, terms, and conditions mutually agreed upon.

(2) To the extent consistent with subparagraph (c)(1) above, all clauses, terms, and conditions included in this letter contract shall continue in effect, except those that by their nature apply only to a letter contract.

The following FAR clause is incorporated by reference into this letter contract:

**52.233-1 Disputes (July 2002)**

The definitive contract price(s) resulting from this letter contract will replace the provisional billing rates in the letter contract and be retroactive to the date the letter contract was awarded. ...?

**Progress Payments Made Before Definitization**

The contractor may invoice all labor hours provided the government at 85 percent of the attached proposed billing rates until definitization. They may also invoice all

85% = Break out training CLINs



reimbursable items at 100% of cost. Invoices may be presented every two weeks.

**Special Contract Requirement - Clause for Contractor Personnel Performing Under Department of State Contracts Outside the United States**

**(a) General.**

(1) Performance of this contract may require that contractor personnel work at locations outside the United States in support of one or more United States diplomatic or consular missions.

(2) Contract performance in support of such missions may be inherently dangerous. The Contractor accepts the risks associated with required contract performance in such operations.

**(b) Support.**

(1) Unless specified elsewhere in the contract or as provided in paragraph (b)(2) of this clause, the Contractor is responsible for all logistical support required for contractor personnel engaged in this contract.

(2) The Government at its sole discretion may authorize or may require the use of certain Government-provided administrative, logistical, or security support, or in-country support.

For this contract, all life support will be furnished by the Government until September 30, 2004. At that time it is anticipated a government owned/contractor operated compound will be available for life support.

**(c) Compliance with laws and regulations.** The Contractor shall comply with and ensure that its employees are familiar with and comply with all--

(1) Applicable United States, host country, and local laws;

(2) Applicable treaties and international agreements;

(3) United States regulations, directives, instructions, policies, and procedures that are applicable to the Contractor in the area of operations;

(4) Orders, directives, and instructions issued by the Chief of Mission relating to security, use of force, health, safety, or relations and interaction with local nationals.

**(d) Contractor personnel.**

(1) The Contracting Officer may direct the Contractor to remove and replace any

contractor personnel who jeopardize or interfere with mission activities or who fail to comply with or violate applicable requirements under this clause.

(2) The Contractor shall have a current plan on file showing how the Contractor would replace employees who are unavailable for contract performance or who need to be replaced during contract performance. In addition, the plan shall identify all personnel who occupy a position that is designated as mission essential by the Contracting Officer. This plan shall be available for review by the Contracting Officer's Representative.

(e) Personnel data. If requested, the Contractor shall maintain with the designated Government official(s) a current list of all employees in the area of performance. The Contracting Officer will designate the Government official(s) to receive this data and the appropriate automated system(s) to use for this effort.

For this contract the information shall be provided to the contracting officer monthly. A different official may be designated during definitization.

(f) Pre-performance requirements. The Contractor shall ensure that the following requirements are met prior to sending an employee outside the United States in support of a diplomatic or consular mission. Specific requirements for each category will be set forth in the statement of work or task order. The Contractor shall ensure that -

(1) All applicable specified security and background checks are completed;

(2) All personnel are medically and physically fit to endure the rigors of performance in support of diplomatic or consular missions and have received all required vaccinations;

(3) All personnel possess the required licenses to operate all vehicles or equipment necessary to perform the contract, if required by the position;

(4) All personnel have all necessary passports, visas, and other documents required for contractor personnel to enter and exit the foreign country; and

(5) All personnel have received a country clearance, if required by the Chief of Mission.

(g) Military clothing and protective equipment. Contractor personnel are prohibited from wearing military clothing unless specifically authorized by the Contracting Officer. However, contractor personnel may wear specific items required for safety and security such as ballistic or nuclear, biological, or chemical protective clothing.

(h) Weapons.

(1) Contractor personnel may not possess privately owned firearms unless

specifically authorized by the Contracting Officer. The Contractor shall ensure employee compliance with this requirement.

(2) If the Contracting Officer authorizes the carrying of firearms, the Regional Security Officer may issue weapons and ammunition to the Contractor for issuance to specified contractor employees. The Contractor shall ensure that its personnel who receive weapons are adequately trained, are not barred from possession of a firearm by 18 U.S.C. 922(d)(9) or (g)(9), and adhere to all guidance and orders issued by the Regional Security Officer regarding possession, use, safety, and accountability of weapons and ammunition. Upon a revocation by the Contracting Officer of a contractor's authorization to issue firearms, the Contractor shall ensure that all Government-issued weapons and unexpended ammunition are returned as directed by the Contracting Officer. Whether or not weapons are government issued, all liability for the use of any weapon by contractor personnel rest solely with the contractor.

(i) Next of kin notification. The Contractor shall be responsible for in-person notification of the employee-designated next of kin of in the following circumstances:

- (1) Death of the employee.
- (2) An injury to the employee requiring evacuation.
- (3) The employee is missing.
- (4) The employee is captured.

(j) Evacuation of bodies. In the event of the death of a contractor employee, the Contractor is responsible for the evacuation of the body from the point of identification to the location specified by the employee or next of kin, as applicable.

(k) Evacuation. If the Chief of Mission orders a mandatory evacuation of some or all personnel, the Government will provide assistance to the extent available to other private United States citizens. In the event of a non-mandatory evacuation order, the Contractor shall maintain personnel on location sufficient to meet contractual obligations under this contract.

(l) Insurance. The Contractor is responsible for all issues dealing with exclusions contained in an employee's personal insurance policies that may be provided through its compensation package as negotiated with that employee. The Contractor shall provide Defense Base Act insurance, as applicable, as specified in FAR 52.228-3, FAR 52.228-4, and DOSAR 652.228-71.

(m) Processing and departure points. The Contractor and its employees shall use a point of departure and transportation mode as directed by the Contracting Officer or the Contracting Officer's Representative.

For this contract the contractor shall process through one of the Iraq contractor processing centers operated by DoD unless the contractor has made streamlining arrangements with the processing centers to not have to process through them.

(n) Changes.

(1) The Contractor shall comply with instructions of the Contracting Officer relating to all administrative, logistical, security, and other support requirements.

(2) If there is a conflict between the instructions issued by the Contracting Officer under paragraph (o)(1) of this clause and the existing terms of the contract, the instructions issued by the Contracting Officer shall take precedence over any existing terms, notwithstanding FAR 52.214-29, Order of Precedence – Sealed Bidding, or FAR 52.215-8, Order of Precedence – Uniform Contract Format.

(3) The Contractor may submit a request for equitable adjustment for any additional effort required or any loss of contractor-owned equipment occasioned by such direction.

(o) Changes in emergencies.

(1) Normally, the Contracting Officer or the Contracting Officer's Representative provides direction to the Contractor, and the Contractor provides direction to its employees. However, when the Contractor is providing services at a diplomatic or consular mission outside the United States, if the Contracting Officer or the Contracting Officer's Representative is not available and emergency action is required because of enemy or terrorist activity or natural disaster that causes an immediate possibility of death or serious injury to contractor personnel, the Chief of Mission may direct the Contractor or contractor employee to undertake any action as long as those actions do not require the contractor employee to engage in armed conflict with an enemy force.

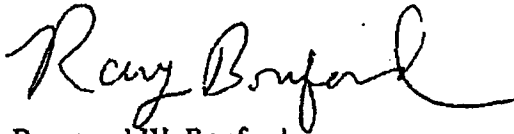
(2) The Contractor may submit a request for equitable adjustment for any additional effort required or any loss of contractor-owned equipment occasioned by such direction.

(p) Subcontracts. The Contractor shall incorporate the substance of this clause, including this paragraph (p), in all subcontracts that require subcontractor employees to provide services at a United States diplomatic or consular mission outside the United States.

(End of Clause)

Questions should be directed to me at 703-875-5113, FAX 703-875-6085.

Sincerely,



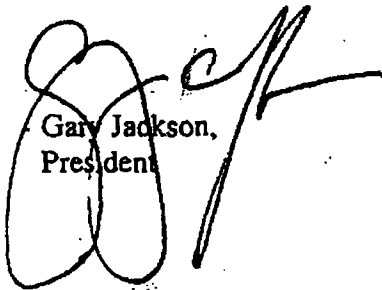
Raymond W. Bouford  
Contracting Officer

6/11/04

2 Attached:

1. Blackwater proposed billing rates
2. Statement of Work (SOW)

ACCEPTED BY: Blackwater Security Consultants Incorporated



Gary Jackson,  
President

6/11/04

DRAFT

**Statement of Work  
U. S. Department of State****Department of State, Bureau for Diplomatic Security (DS)**

Under the Diplomatic and Antiterrorism Act of 1986, the Bureau for Diplomatic Security (DS) of the Department of State has a broad range of responsibilities that include protection of personnel, facilities, and information both domestic and abroad. This initiative is an effort by the Department of State to pre-plan, organize, set up, deploy and operate contractor protective service details for the protection of U.S. and, if required, certain foreign government high level officials whenever the need arises. In certain circumstances when directed, contractors may be required to recruit, evaluate, and train, local foreign government or third-country foreign nationals in established personnel protective security procedures and conduct protective security operations overseas with them, and provide trained protective security personnel for short or long-term special domestic security situations

**Background**

During the past ten years, the Bureau for Diplomatic Security has become increasingly involved in providing protective services for high-level U.S officials and certain designated foreign leaders in several areas of the world. As a result of small wars, political unrest, and most recently -- terrorist activity, these areas have become extremely dangerous places in which to live and work. The return of a democratic government to Haiti in October 1994, the continual turmoil in the Middle East, and the post-war stabilization efforts by the United States Government in Bosnia, Afghanistan and Iraq are all types of world events that require priority deployment of contractor protective services teams on long-term bases. The Bureau for Diplomatic Security is unable to provide protective services on a long-term basis from its pool of special agents thus, outside contractual support is required for emergency protective requirements stated on extremely short notice

**Bureau for Diplomatic Security Goals**

The following are the specific goals of the Bureau of Diplomatic Security:

- Prevent loss of life, injury to personnel, or damage/destruction of facilities or equipment, worldwide as specified under this Statement of Work.

- Ensure security and safety of personnel and facilities in static (fixed) locations and/or in mobile (in transit) operations.
- Expedite the movement of personnel in the accomplishment of their missions
- Secure the environment to enable personnel to conduct their business and complete their missions.
- Protect personnel and the organizations they represent from harm or embarrassment

### **Goals of This Acquisition**

DS has reviewed past personnel protective service contracts. These reviews have highlighted specific areas in need of improvement. These desired improvements are expressed in the following goals for this acquisition:

- High quality contractor security and suitability screening of personnel
- High contractor retention of trained PRS personnel, including instructors and PRS detail members
- High quality contractor leadership of PRS details
- High quality personnel protection details
- High quality instant, situational decision-making, e.g., response to threats
- High quality capabilities of contractor lead instructors (instructors of instructors), and instructors
- High quality contractor training facilities and training of PRS personnel
- High quality contractor planning of PRS details, including establishing and adhering to schedules for all major milestones for screening, training, and deploying personnel
- High quality contractor planning for logistics in support of PRS details
- High quality contractor planning for accommodations for PRS personnel, including housing, recreation, feeding, etc.

### **Organization and Management of DS Personal Protective Service Details**

The following is a general description of the organization and management approach to be applied by DS to the management of the services required under this Statement of Work. The Government reserves the right to change this organization and management approach at any time during the period of performance of this Statement of Work, at no cost to the Government.

**High-Threat Protection Division**

- The management of the personnel protective service detail program within the DS organization is the responsibility of the Chief, High Threat Protection Division (HTPD). The Government desires to establish a close link with the contractor's senior management to ensure the necessary coordination, cooperation, and rapid problem solving required in this area of great national significance.

**Management of Personal Protective Service Details :**

- Upon award of a contract, DS will assign a Federal Agent in Charge (AIC) at the site where the PRS Detail is to perform. The AIC will have on-site authority over the contractor PRS detail. The contractor's PRS detail, under the leadership of the Project Manager, and Detail Leader, shall perform the PRS detail in accordance with the Standard Operating Procedures (SOPs) and the direction of the AIC.

**3. Contracting Officer Representative (COR):**

Mr. Frederic M. Piry  
Division Chief  
Overseas Protection Operations,  
High Threat Protection Division (HTPD)  
Bureau of Diplomatic Security,  
DS/OPO/HTP  
Tel.

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**4. Regional Security Office (RSO):**

American Embassy, Baghdad, Iraq  
Mr. Joseph Bopp  
Tel.

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**5. Background**

The Bureau of Diplomatic Security (DS) setup and will be operating a large protective services operation in Baghdad, Iraq to provide for the personal protection and safety of the U.S. Embassy in Baghdad, Iraq. This contingent is



comprised of experienced, specially trained contractors working under the direction of Diplomatic Security Special Agents from the Regional Security Office and under the auspices of the Department's Worldwide Protective Services contract. In view of some losses during training, personal emergencies, resignations, and tour-end attrition, DS requires trained replacements and additional, qualified personnel security specialist (PSS) immediately.

#### **6. Coalition Provisional Authority Pre-Deployment Requirements:**

In accordance with the CPA Deployment Guide, the COR will submit a Country Clearance Request for the contractor. Once the Country Clearance Request has been processed, all contractor personnel are required to be processed through the Forward Deployment Center (FDC) at Fort Belvoir.

Before reporting to Ft. Belvoir, all personnel must complete an application for a Department of Defense Common Access Card (DD FORM 1172-2; see attachment six). Contractor must submit forms to the COR no later than seven (7) days before departure date or as directed by the COR.

Before reporting to Ft. Belvoir, all personnel need to have completed a Pre-Deployment Health Assessment (DD FORM 2795; see attachment seven) signed by a physician, to include a TB Purified Protein Derivative (PPD) Tine Test within 12 months, a letter from a dentist stating that person is in good dental health, and documentation for the following immunizations:

- Hepatitis A (Required)
- Hepatitis B (Required for Medical, Police, and Fire personnel) (Optional, but recommend for all other civilian)
- Influenza during flu season (Optional, but recommended for all civilians)
- Measles (If born after 1956) (Required)
- Rubella (If born after 1956) (Required)
- Oral Polio (Primary series plus one dose as an adult) (Required)
- Tetanus and Diphtheria (Within the past 10 years) (Required)
- Valid negative HIV result within six (6) months of report date to FDC
- Anthrax and Smallpox (May be administered at the FDC) (Optional for civilians) \*\*\*Smallpox will not be administered without documentation of a negative HIV test result within six (6) months of reporting. Women must also have documentation of a negative pregnancy test result within a month of reporting to receive the vaccination.

Once all pre-deployment requisites have been completed in coordination with the COR, contractor may organize reservation to attend the FDC by contacting Chris Speller at (703) 614-6892 or [chris.speller.ctr@osd.mil](mailto:chris.speller.ctr@osd.mil).

## 7. Training Location and Dates

As specified in attached Training Schedule, pre-deployment training shall consist of approximately 111 hours of instruction. Training requirements are described in Attachment 1. The Contractor shall make all arrangements to provide pre-deployment mobilization and training for 120 personnel for protective services operations in Baghdad, Iraq. The training classes shall commence no later than June 7, 2004 with 30 students starting each week and deploying immediately upon graduation. An additional 60 personnel per month may be required after July 1, 2004. Additional request for contractor personnel for protective services operations in Baghdad, Iraq will be identified at a later date by means of a contract modification.

120 + 60 + 60 = 240

In order to complete training within start-end dates cited above, training days shall consist of average 10-hour workdays. To ensure uninterrupted training, the contractor is authorized to have replacement trainees report early (as a group) to the Blackwater training facility prior to start of training. Time prior to start of training shall be used to complete administrative matters such as processing for passports, security clearances, immunizations if needed, etc. All administrative matters must be completed prior to the start of training. All training shall be conducted in accordance with the Common Training curriculum in the Iraq Protective Detail (IPD) Training Schedule attached. The training, including defensive driver training shall only be conducted with DS vetted instructors at DS vetted facilities.

## 8. Description of Training

As specified in attached Training Schedule, IPD pre-deployment replacement training shall consist of approximately 111 hours of instruction delivered by instructors previously vetted by the Diplomatic Security Training Center (DSTC). Advanced Training, shall be accomplished after arrival in Iraq. Training requirements are described in Attachment 1.

See Attachment 1 for contractor personnel training requirements.

## 9. Rotations, Reassignment, and Replacement

The contractor shall maintain a list of eligible candidates who are immediately available for normal rotation or for replacement action in case of illness, injury, humanitarian and/or other reasons.

For a normal rotation, notify the HTPD, COR and RSO, in writing, at least seven days in advance with the following rotation particulars:

- PSS location
- Planned rotation date
- For person rotating in:
  - Name
  - Labor category
  - Security clearance status
- For person rotating out:
  - Name
  - Labor category
  - Security clearance status

In the case of emergency substitution, the contractor shall immediately notify and obtain approval of the HTPD, COR, RSO and the Contracting Officer (CO).

## 10. Travel Documents: Official/Diplomatic Passports

Contractor PSS personnel and PSS support personnel, who are American citizens, will be issued an appropriate, official or diplomatic passport, if required, for the performance of their work under this Statement of Work.

The contractor shall collect any official or diplomatic passports from contractor personnel prior to their leaving the PSS post, and surrender them to the DS HTPD, point of contact identified in the Statement of Work or as directed by the COR.

## 11. Travel Arrangements:

The contractor shall:

Make all necessary travel arrangements (Travel itinerary, P.O.B, D.O.B, SSN and PPT#) for travel required of contractor PSS and PSS support personnel to and from post. PSS support personnel identified in attachment 2 shall be deployed to Baghdad, Iraq not later than July 30, 2004.

The contractor shall:

- Conduct an inventory check of all assets on a quarterly basis.
- Submit a written report accounting for all assets on a quarterly basis to the Regional Security Office, with a copy to the COR.
- Immediately upon discovery of the loss, submit a report on the loss of asset(s) to the RSO, with a copy to the COR.

**Note:** The Government shall conduct an inventory of all PSS and on an annual basis and more frequently if so desired.

**15. Vetting of Personnel**

Upon receipt of final list and copies of clearance application packages, DS/IS/IND will standby to assist in the security clearance process through DS/PSS. Should a security interview be required for any nominee, contractor shall make its personnel available during the processing period prior to start of training.

The contractor shall follow procedures below to process candidates for replacement or pre-deployment training and subsequent protective services assignment.

Persons selected for pre-deployment training under this Statement of Work and subsequently assigned to protective duties shall be U.S. citizens or Third Country National as identified and approved by the HTPD and COR.

IPD contractor personnel must be processed for and pass a security clearance or public trust determination to be conducted by the Bureau of Diplomatic Security, U.S. Department of State, prior to deployment as listed in attachment 3.

Resumes and SF-86, DD-214 (if applicable) must be submitted for all individuals nominated for this Statement of Work. Candidates will be initially screened for acceptability by the HTPD and COR.

Contractor shall first determine availability and interest of DS Initially approved candidates. Contractor shall then perform a thorough company screening of interested individuals. This screening shall include but not be limited to, i.e., police records check, credit check, psychological screening, and physical fitness determination. These company checks shall be completed and the results,

along with a final list of company-approved candidates, shall be submitted to the HTPD and COR.

In addition to the list described in sub-paragraph (d) above, the clearance application package shall also be submitted to DS (NLT commencement of training) for each individual nominated. Clearance application package consists of the following:

**Note:** The Government reserves the right to require the use of different forms.

- Standard Form 86 – (Questionnaire for National Security) - Security clearances (See Attachment (2) to this appendix for instructions pertaining to SF 86)
- Standard Form 85-P – (Questionnaire for Public Trust Positions) - Public Trust Investigations (See Attachment (3) to this appendix for instructions pertaining to SF 85-P)
- Standard Form 85-PS – (Supplemental Questionnaire for Selected Positions) - Public Trust Investigations
- (2) FD-258 Fingerprint Cards – All investigations (Provided by Department of State)
- DS Form 4002, (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) – All investigations
- DD214 (Certificate of Release or Discharge from Active Duty) for former military personnel (copy)
- DS Form 7601 (Authorization to Conduct Criminal History Inquiry for Spouse or Cohabitant) - Required for employees requiring a Top Secret Security Clearance
- Proof of Birth

These forms should be hand-carried or sent by courier to the Industrial Security Division, Bureau for Diplomatic Security, DS/IS/IND, SA-20, 1801 North Lynn Street, Roslyn, Virginia, 22209, Attn: George Ranly

A preliminary background check will be conducted in conjunction with security clearance processing or investigation for determining public trust.

Those personnel who require security clearances may not perform on this contract until their security clearance has been issued. An interim clearance is acceptable for this Contract performance.

Those personnel, who require a Public Trust determination, may be eligible for assignment to this Contract upon completion of a favorable preliminary investigation.

For those who require a Public Trust determination and their preliminary investigation are unfavorable, they will not be approved for this Contract assignment until their investigation is favorably adjudicated. The Bureau of Diplomatic Security will conduct a personal interview if necessary.

If the contractor employee does not pass the investigation to determine public trust, or issues are raised during the personal interview, he/she must be removed from this contract.

Public trust investigations are valid for five years. All personnel performing on a contract requiring the public trust investigation will need to re-submit necessary paperwork prior to the investigation's expiration date to ensure continuous uninterrupted performance on this contract. At this time, another preliminary background check will be conducted prior to submitting paperwork for the investigation.

An unfavorable result of this check may require the contractor employee to be removed from their position pending re-adjudication of the investigation.

#### **16. Personnel Security Clearance/Background Investigations**

Personnel Security clearance investigations as well as High and Moderate Risk Public Trust investigations will be conducted by Diplomatic Security for all U.S. Citizens performing under this contract.

All contractor personnel performing on this contract must possess one of the following:

- Diplomatic Security Service's determination of eligibility for moderate risk public trust position or high-risk public trust position.
- Investigative checks conducted by RSO of local nationals or third country nationals shall be equivalent to the required Public Trust position being filled by the employee.

#### **17. Current Personnel Security Clearances, Visit Request/Visit Terminations/Resignations**

Department of State will not accept security clearances granted by other U.S. Government Agencies for this contract. All employees to perform on this contract must submit the appropriate security clearance paperwork to DS/IS/IND for security clearance processing.

When an employee is terminated or resigns and is no longer performing on the contract, the contractor must notify DS/IS/IND so their access can be terminated and, if an investigation is still pending, the investigation can be cancelled.

**18. Non-US Citizens**

Non-U.S. citizens performing on this contract Order must be investigated and approved by the Regional Security Officer at the location where the individual is assigned.

As an exception to the paragraph above, non-US Citizens will not be approved for contract assignment until the Public Trust determination is completed and favorably adjudicated by DS/SI/PSS, unless an exception is granted by DS/IS/IND.

**19. Physical Fitness Standards**

- All Contractor employees working under this contract should
- Be well proportioned in height and weight
- Be in good general health, without physical disabilities that would
- Interfere with acceptable performance of their duties, including
- Standing for prolonged periods in performance of guard duty
- Be free from communicable disease
- Possess binocular vision, correctable to 20/30 (Snellen) and shall not be colorblind
- Be capable of hearing ordinary conversation
- Be capable of satisfying the P.E. Battery Scores, or better, as identified below.

**PHYSICAL EFFICIENCY BATTERY SCORES.**

Male

<u>Age</u>	<u>Flexibility</u>	<u>% Body Weight Pushed</u>	<u>1.5 Mile Run</u>	<u>Agility</u>
24-under	21.25	122.4 11.04	16.43	12.28

25-29	22.4	62.5	14.03	18.95	20.8
30-34	21.9	59.8	15.21	19.55	21.57
35-39	21.6	58.37	15.42	20	22.72
40-44	21.05	52.95	16.54	20.8	24.18
45-49	20.4	50.24	17.34	22.24	25.01

Female

<u>Age</u>	<u>Flexibility</u>	<u>% Body Weight Pushed</u>	<u>1.5 Mile Run</u>	<u>Agility</u>
24-under	23	63	14.21	20.37
25-29	21	119.8	11.17	13.46
30-34	20.7	109.6	11.42	15
35-39	21.60	58.37	15.42	22.72
40-44	19.6	93.1	13	16.93
45-49	18.7	88.2	13.58	18.02

**20. Contractor Provided Equipment at Training Locations**

The contractor shall provide training equipment, material and supplies at the training location. This equipment and supplies includes but is not limited to: transportation (including fuel) to/from training sites, at least six sedans and four suburbans, target stands, targets (paper and life-size mannequins), batons (including ASPs), OC/pepper spray containers, M-40 gas masks, Chem-Bio kits, and first aid gear.

- All lethal weapons.
- Ammunition for weapons furnished.
- Simunition weapons and simunition ammunition.

**21. Assignments of Trained Replacement Contractors**

Upon successful completion of replacement training, contractor personnel shall be assigned as directed by the HTPD, COR and RSO:

- Of the PSS trainees that enter training, only a sufficient number to meet the requirements shall be deployed to Baghdad, Iraq as directed by the HTPD, CO or COR. Those trainees that successfully complete training become the



responsibility of the Contractor and may not be used to support other DS PSS efforts without authorization from HTPD or COR.

**NOTE:** Because of the unknowns associated with successful pre-deployment training and departure date, we realize that there may be a delay in deployment of IPD personnel to Baghdad.

## **22. Advanced Training in Baghdad, Iraq**

Contractor shall ensure that personnel deployed to Baghdad complete advanced heavy weapons training as soon as possible after arrival in Iraq. Advanced, in-country training shall consist of approximately 56 hours of heavy weapons training. All weapons and ammunition for this advanced training shall be provided by USG. Contractor instructors shall certify completion of training and provide a record copy of completion to RSO.

RSO will coordinate with the in country project manager the availability of DS vetted firing range to complete advanced heavy weapons training.

**ATTACHMENT 1**

**PROTECTIVE SECURITY OPERATIONS TRAINING**

**Organization of a Protective Detail:**

Candidate shall demonstrate a working knowledge of the duties, organization, responsibilities, and position nomenclature within a protective detail.

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**Terrorist Operations:**

Candidate shall demonstrate general working knowledge of the terrorist attack cycle and specific knowledge about designated terrorist groups (indigenous or transnational) operating in Iraq.

**Formations:**

Candidate shall demonstrate functional knowledge of the following protective formations: One man escort detail, two person escort detail, wedge, simple diamond, diamond, extended diamond; demonstrate proper formations and positioning during fence line, press conference, speech, and receiving lines; demonstrate proper deployment procedures during arrival and departure scenarios; understand and implement basic protective doctrine of "sound-off, cover, and evacuate" during attack on protectee drills.

**Motorcade Operations:**

Candidate shall demonstrate knowledge of DS tactical motorcade operations, terms, and procedures; understand and implement motorcade immediate action drills, i.e.,

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demonstrate knowledge of anti-terrorism driving skills.

**Protective Security Advances:**

Candidate shall demonstrate an understanding of the duties and responsibilities of a site advance agent; designate primary, secondary, and tertiary routes; identify choke points, ideal attack sites and safe havens on designated routes; conduct a site advance in accordance with DS procedures (12 FAH-2); write a site survey in an approved DS format; perform a hospital survey.

**Radio Procedures:**

Candidate shall demonstrate knowledge of DS radio procedures, terms for arrivals and departures, motorcade operations, and advances. The candidate should also be able to correctly wear and operate a radio with surveillance wires.

**Countermeasures:**

Candidate shall demonstrate an understanding for protective security countermeasures and their methods of use for the following: surveillance detection, protective intelligence investigations, threat analysis, and deception operations (dummy and stealth motorcades).

**Emergency Medical Training:**

Candidate shall demonstrate an understanding of, and capability to perform basic emergency life support and first aid. Medical training will also encompass first aid treatment to victims of a chemical or biological attack.

**Firearms Shooting Proficiency:**

Candidates shall demonstrate acceptable proficiency in the use and handling of all issued personal firearms, to include handguns and shoulder fired weapons.

Candidates shall also demonstrate knowledge of the DS deadly force policy.

Qualifications shall be to DS standards, which are determined by the DSS Subject Matter Experts (SMEs):

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**DS Firearms Shooting Standards:**

See Attachment 8

**Driver Training:**

Candidates shall demonstrate acceptable proficiency at an appropriate driving location. Training vehicles will be automatic, four-door sedans, suitable to accommodate three students and one instructor per vehicle. Instructors shall be in the vehicles with the students during all Vehicle Dynamics, Evasive Maneuvers, and basic motorcade operations exercises. Vehicles shall be kept in safe, operable condition during the training course or replacement vehicles shall be immediately available (no more than 5 minutes of training down time). As a minimum the following topics will be taught:

- a. Vehicle Dynamics: Serpentine, Braking (threshold non-ABS), with ABS, Braking and Turning (accident avoidance), Turning and braking. Skid Control, Emergency Speed Transitional driving using full road surface and then travel lane only, drive from right front seat.
- b. Evasive Maneuvers: Y turn, backing through/around traffic and then performing turn around maneuver, ramming vehicle blockades (single and multiple blocking cars, forward and reverse); precision immobilization technique, and defensive line.
- c. Basic Motorcade Operations: DS tactical motorcade operations, terms and procedures (The contractor shall provide [redacted] for the basic motorcade operations training portion of the training), motorcade immediate action drills,

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**Defensive Tactics:**

Candidates will demonstrate functional knowledge and proficiency in basic survival skills in defensive tactics. This will include: fundamentals of survival skills for non-lethal and lethal force situations; basic strikes; takedowns; control techniques using pressure points and joint manipulations; weapon retention and takeaways; applications of intermediate weapons using the straight baton and OC spray; and defense against weapon attacks.

**Land Navigation and Equipment:**

Candidate will demonstrate functional knowledge and proficiency in basic map reading, terrain feature identification, determine grid coordinates using military

grid reference system, use lensatic compass. The candidate should also demonstrate a functional knowledge in the use of GPS chart plotting receivers. Candidates should be able to mark waypoints, plot routes, and perform basic navigation with designated handheld GPS devices.

**Oversight:**

The HTPD and DS Training Center subject matter experts (SMEs) may observe training and recommend corrections as needed during the course of training.

**Course Information**  
**HOURS of PROGRAM of INSTRUCTION**

COURSE	Practical Lecture	Exercises	Total
Firearms	2.5	13.5	16
Defensive Tactics	1.5	14.5	16
Intel Brief	1		1
Intro. To Details	.5		.5
Organization of Protective Detail	1		1
Terrorist Operations	2		2
Formations	1	3	4
AOP Benign	.5	2	2.5
DS Radio Procedures /CP Operations	1		1
Arrivals and Departures	1	2	3
Running Fenders & Emergency Evacuation Drills	1	2	3
Chem-Bio	4		4
Advances	2	4	6
First Responder	4		4

Vehicle Dynamics	17	17	
DS Motorcade Operations	2	4	6
CQB	1	8	9
Attack on Motorcade	5	5	
AOP/PRS	8	8	
IED/Vehicle search	5	1.5	2
Total Hours			111

\*Note: Chem-Bio/First-Responder was originally 2 eight-hour days. They are now both done in 1 eight-hour day.

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**SECTION C  
DESCRIPTIONS AND SPECIFICATIONS  
STATEMENT OF WORK**

RELEASED IN PART  
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**C.1 INTRODUCTION****C.1.1 DEPARTMENT OF STATE (DOS), BUREAU FOR DIPLOMATIC SECURITY (DS)**

Under the Diplomatic and Antiterrorism Act of 1986, the Bureau for Diplomatic Security (DS) of the Department of State (DoS) has a broad range of responsibilities that include protection of personnel, facilities, and information both domestic and abroad. This initiative is an effort by DoS to pre-plan, organize, set up, deploy and operate contractor protective service details for the protection of U.S. and, if required, certain foreign government high level officials whenever the need arises. In certain circumstances when directed, contractors may be required to recruit, evaluate, and train, local foreign government or third-country foreign nationals in established personnel protective security procedures and conduct protective security operations overseas with them, and provide trained protective security personnel for short or long-term special domestic security situations.

**C.1.2 HIGH-THREAT PROTECTION DIVISION (HTPD)**

The management of the personnel protective service detail program within the DS organization is the responsibility of the Division Chief, HTPD. The Government desires to establish a close link with the contractor's senior management to ensure the necessary coordination, cooperation, and rapid problem solving required in this area of great national significance.

**C.1.3 BACKGROUND**

During the past ten years, DS has become increasingly involved in providing protective services for high-level U.S. officials and certain designated foreign leaders in several areas of the world. As a result of small wars, political unrest, and most recently - terrorist activity, these areas have become extremely dangerous places in which to live and work. The return of a democratic government to Haiti in October 1994, the continual turmoil in the Middle East, and the post-war stabilization efforts by the United States Government (USG) in Bosnia, Afghanistan, and Iraq are all types of world events that require priority deployment of contractor protective services teams on long-term basis. DS is unable to provide protective services on a long-term basis from its pool of special agents thus, outside contractual support is required for emergency protective requirements, and on extremely short notice.

DS will setup and will be operating a large protective services operation in Baghdad, Iraq to provide for the personnel protection and safety of the U.S. Embassy in Baghdad, Iraq. Additionally, DS will operate contractor protective service details for the protection of U.S. and, if required, certain foreign government high-level officials in other regional areas of Iraq whenever the need arises. This contingent is comprised of experienced, specially trained contractors working under the direction of DS Special Agents from the Regional Security Office (RSO) and under the auspices of the Department of State (FAR and DOSAR), Diplomatic Security Standards, Standard Operation Procedures, Rules and Regulation. In view of some losses during training, personal emergencies, resignations, and tour-end attrition, DS requires trained replacements and additional, qualified personnel security specialist (PSS) immediately.

**C.1.4 DIPLOMATIC SECURITY (DS) GOALS**

The following are the specific DS goals:

- Security and safety of personnel and facilities in static (fixed) locations and/or in mobile (in transit) operations.
- Expeditious movement of personnel in the accomplishment of their missions.
- Secure environment to enable personnel to conduct their business and complete their missions.
- Protection of personnel and the organizations they represent from harm or embarrassment.

**C.1.5 ACQUISITION GOALS**

DS has reviewed past protective services (PRS) contracts. These reviews have highlighted specific areas in need of improvement. These desired improvements are expressed in the following goals for this acquisition:

- High quality contractor security and suitability screening of personnel
- High contractor retention of trained PRS personnel, including instructors and PRS detail members

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- High quality contractor leadership of PRS details
- High quality personnel protection details
- High quality instant, situational decision-making, e.g., response to threats
- High quality capabilities of contractor lead instructors (instructors of instructors), and DS curriculum instructors
- High quality contractor training facilities and training of PRS personnel
- High quality contractor planning of PRS details, including establishing and adhering to schedules for all major milestones for screening, training, and deploying personnel
- High quality contractor planning for logistics in support of PRS details
- High quality contractor planning for accommodations for PRS personnel, including housing, recreation, feeding, etc.

**C.1.6 CONTRACTING OFFICER REPRESENTATIVE (COR)**

Mr. Frederic M. Piry  
 Division Chief  
 Overseas Protection Operations,  
 High Threat Protection Division (HTPD)  
 Bureau of Diplomatic Security  
 DS/OPO/HTP  
 Tel. [redacted]

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**C.1.7 REGIONAL SECURITY OFFICE (RSO)**

American Embassy, Baghdad, Iraq  
 Regional Security Officer:  
 Mr. John Frese  
 Tel. [redacted]

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Protection Security Manager  
 Special Agent, [redacted]  
 Tel. [redacted]

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**C.2 SERVICES AND CONTRACT DELIVERABLES**

**C.2.1 PERIOD OF CONTRACT PERFORMANCE**

The period of performance for this contract shall be from 11 June 2004 through 10 June 2005.

**C.2.2 SERVICE AREAS/PERFORMANCE REQUIREMENTS/NECESSARY CONDITIONS**

- a. **Service Areas.** The work required under this statement of work (SOW) is identified in separate Service Areas. For clarity, some of the Service Areas are further sub-divided into Sub-Service Areas. Performance requirements and necessary conditions are identified for each Service Area or Sub-Service Areas.
- b. **Performance Measures.** The critical characteristics or aspects of achieving the objective that will be monitored by the Government, those things that the Government will be gathering data about. Each objective may have one or more measures.  
  
**Performance Standards.** The targeted level or range of levels of performance for each performance measure.
- c. **Definition of Necessary Conditions.** Each Service Area has one or more measurable performance requirements that address the primary results or outcomes desired for that area. Accompanying these performance requirements are supporting requirements, called Necessary Conditions, which must be met or complied with in order to achieve the results required by the performance requirement. Necessary Conditions often address the business rules within the contractual relationship, form, fit, function and interface requirements, mandated work processes, data formats, work hours, etc.
- d. **Definition of General Necessary Conditions.** In those instances where necessary conditions apply to all Service Areas, they are identified as General Necessary Conditions. In all other cases, a necessary condition applies only to the area in which it is identified

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**C.3 GENERAL NECESSARY CONDITIONS (GNC)****C.3.1 DS STANDARDS**

The Contractor shall ensure that all work performed under this contract is accomplished in accordance with the applicable standards/standard operating procedures, general orders and specific orders issued by DS unless otherwise directed by the CO, COR or the AIC. Any changes in standards/standard operating procedures or General Orders for any particular PRS detail will be identified in the SOW.

**C.3.2 AGENT IN CHARGE**

The Contractor, including all Contractor personnel accomplishing work under this contract, shall accomplish all work under this contract in compliance with the direction provided by the Department of State CO, COR, or Agent in Charge (AIC).

**C.3.3 INDEPENDENT ACTION AND COMBINED ACTION**

At the direction of the CO, COR, or Agent in Charge, the Contractor shall either accomplish the work under this contract in an independent manner (all Contractor furnished resources) or in concert with Government furnished resources (combined Government and Contractor personnel).

**C.3.4 CONTRACTOR'S POINT OF CONTACT**

World events and the worldwide nature of the services under this SOW, require that the DS office (e.g., WPPS Program Manager, HTP, CO, COR, and AIC) be able to communicate on a reliable, and prompt (sometimes in a matter of minutes) basis with a Contractor management point of contact. This point of contact shall be authorized to represent the Contractor on all matters pertaining to the contract.

**C.3.5 SECURITY**

The Contractor shall:

Note: World circumstances may require the Contractor's personnel (American, host country, or third country), to obtain higher-level security clearance than required when they entered into service under this contract. In such cases, the Contractor shall ensure that the required clearance information is promptly collected and submitted to DS as described in SOW. If the necessary information cannot be obtained for an individual occupying a position requiring an upgraded/updated clearance, the individual shall be removed from that position, reassigned, or returned to the U.S. or country of origin.

**C.3.6 OFFICIAL/DIPLOMATIC PASSPORTS**

Contractor PRS personnel and PRS support personnel, who are American citizens, will be issued an appropriate, official or diplomatic passport, if required, for the performance of their work under this contract.

The Contractor shall collect any official or diplomatic passports from Contractor personnel, prior to their leaving the PRS post, and surrender them to the DS point of contact identified in the SOW.

**C.3.7 LAWS**

The Contractor, including all Contractor-provided personnel, shall comply with all of the laws of the United States and the host country in which they are required to provide services under this SOW.

**C.3.8 COOPERATION**

The Department of State intends on:

Conducting some combined PRS efforts using resources from more than one Contractor. This may require the Contractor to work in conjunction with other qualified Contractors working under separate contracts and/or Task Orders. The Government reserves the right to require this cooperation.

The Contractor shall:

Provide Contractor PRS resources in support of DS combined PRS operations as required in the SOW  
Ensure that Contractor provided personnel resources cooperate with DS and resources provided by other Contractors

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**C.3.10 ADVANCE PARTIES**

Depending on the conditions at the locations where PRS details may be required to perform, it may be necessary for the Contractor to send an advance party to survey conditions to determine logistics requirements and/or intelligence unit special requirements. Other TDY as directed by the RSO will be paid in accordance with JFTR or RSO approved rate and billed at cost as separate CLIN.

**C.4. SERVICE AREA - PROTECTIVE SERVICE DETAILS****C.4.1 SUB-SERVICE AREA - PROTECTIVE SERVICE DETAILS - STRUCTURE AND OPERATION**

Detail size and complement will be directed in the SOW, and will be based upon a Security Assessment of the area in which protection is to be provided.

Detail complement and configuration may be adjusted at any time at the discretion of the appropriate DS Agent in Charge (AIC).

Details may include, but are not limited to, Quick Reaction Force, EDD dog teams, and/or Designated Defensive Marksman Teams.

Dependent upon the principal's schedule and travel/work requirements at the overseas location, the Contractor shall provide protective services on a twenty-four (24) hour, seven-day week basis within the following general parameters:

Provide and operate needed protective services details as directed in the SOWs and indicated as necessary by the specific Security Assessment.

Operate PRS details in accordance with DS PRS Standard Operating Procedures (SOPs).

Protective services specialists shall not exceed 12-hour workdays, unless directed by the Government.

Provide protective services specialist(s) as needed for residence watch while principal is off-duty and resting in quarters.

As schedule permits, the Contractor shall schedule detail members to ensure each member has one day off after no more than six (6) consecutive workdays.

Detail coverage shall include the principal's official travels to all parts of the area for which he/she is responsible.

Most frequently, travel will be by automobile. Such moves require strict adherence to established security measures.

Occasionally, waterborne or airborne travel may be required in the performance of protective duties.

Additionally, adequate coverage shall be provided for all of the principal's walking movements.

**C.4.2 PERFORMANCE OBJECTIVE****THE CONTRACTOR SHALL:**

Protect designated principal(s) by providing armed, qualified protective services details as specified in the SOW that satisfy the above Sub-Service Area. If ordered in the SOW, the Contractor shall provide, in addition to other requirements of the SOW, Quick Reaction Force and Designated Defensive Marksman teams.

Assign a dedicated in-country Contractor Project Manager, Deputy Project Manager and provide details with a designated leaders and the number of other protective security personnel as specified in the SOW.

As required, strictly adhere to established security measures.

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Ensure that Contractor assigned protective detail personnel are prepared to operate and live in austere and at times unsettled. Ensure that the Contractor's personnel are fully apprised of these possibilities, and that they are fully willing to accept these living/working conditions.

Performance Measures	Performance Standards
a) Quality	100% as specified in the SOW
b) Qualifications of Personnel	100% qualified prior to assignment to any detail
c) Timeliness	100% within the schedules specified in the SOW.

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

**C.5 NECESSARY CONDITIONS**

**C.5.1 RECRUITMENT, SCREENING, SELECTION OF PERSONNEL PROTECTIVE SERVICE AND PPS SUPPORT SERVICES APPLICANTS**

**C.5.1.1 RECRUITMENT**

The Contractor shall:

Recruit applicants for the various PRS and PRS support positions.

Ensure that prospective applicants are made aware of the performance requirements of the positions for which they are applying, including the importance of honoring the periods of service in the contracts between the Contractor and the applicants, and the consequences of failing to do so.

Ensure that applicants understand the nature of the work and working environment in which they may be working. Prior to commencement of the Contractor's applicant screening process, forward the resumes of all of the applicants to the COR for DS pre-screening.

Performance Measures	Performance Standards
a) Quality of Recruitment Efforts	Contractor conducts awareness briefing of all applicants 100% of applicant resumes forwarded to the COR

**C.5.2 SCREENING AND SELECTION**

The Contractor shall:

DS reserves the right to approve or disapprove of an applicant screening process.

Ensure that Contractor personnel engaged in the screening process are experienced screeners, e.g., demonstrated success in the difficult task of researching personnel information, verifying personnel histories, claimed backgrounds, etc.

Screen out any applicant who does not meet the security and suitability qualifications required for the position to which the applicant has applied. Forward to the HTP OPS, only those applicants verified by the Contractor as meeting the screening requirements in this SOW.

In order to expedite the processing of bios please ensure the bios are submitted using a consistent format that clearly denotes the required experience for the labor category. Bios received by DS/OPO/HTP will remain in recruitment status for a period of 6 months. Special consideration will be made for specialized labor categories, i.e. IAs, FAY/LAV Mechanics, Armorers, etc. that require a more extensive screening and clearance process. Our database will place bios that exceed the 6-month period in an inactive recruitment status. Personnel that are approved must

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be in a training class date prior to the end of the 6-month period. If an individual's bio was approved and the 6-month period has expired, an updated bio will be required prior to the individual attending training.

Questions regarding bios should be directed to the designated HTP Operations POC for each vendor. Any additional questions or comments should be directed to the Operations Manager, Larry Vawter at 571-345-2363 or VawterLE@state.gov. We appreciate your assistance in this matter.

Three responses will be sent to vendors as DS/OPO/HTP notification on bios submitted. The responses are as follows:

**Response if a bio does not include sufficient information:**

a. Based on a review of the biographical information provided by (VENDOR) a determination cannot be made due to insufficient information to support the labor category as applied. Please review the minimum requirements as stated for the labor category and resubmit supplemental information as required.

1. Jones, John - DPM - 12 years generalized, 8 years specialized protective security experience and 3 years in charge capacity.
2. Smith, Tim - PSS - 1 year protective security experience with law enforcement, military or commercial equivalent.

These examples provide an abbreviated summary of the required experience for the labor category.

**Response if a bio does not support the labor category requirements and a disapproval determination has been made (disapproval):**

a. Based on a review of the biographical information provided by (VENDOR) an approval determination cannot be made to support the labor category as applied on the following individuals:

1. Smith, John - PSS - Insufficient protective security experience
2. Jones, Tim - PSS-Medic - Insufficient protective security experience, no documentation to support EMT-I certification.

These examples provide an abbreviated summary of the reason for disapproval.

**Response if a bio supports the labor category requirements and an approval determination has been made (approval):**

a. Based on a review of the biographical information provided by (VENDOR) an approval determination has been made to support the labor category as applied on the following individuals:

1. Smith, Todd - PSS-Medic - Bio received 1/5/05. Response submitted 1/7/05.

This example provides an example of the date the bio was received and the date of the response.

Performance Measures	Performance Standards
a) Quality of Screening Efforts	100% conformance screening procedures

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**C.5.3 TRAINING**

The Contractor shall ensure that only personnel satisfactorily trained in accordance with Department of State standards are used in the performance of work under this SOW. This includes the completion of training before entering into work and maintaining that level of training throughout the performance of work under the SOW.

**C.5.4 PERSONNEL PROTECTIVE SECURITY TRAINING**

The Contractor shall establish and implement a personnel protection security training capability. The facility shall be used to train Contractor furnished personnel protection security personnel.

Note: The Government reserves the right to inspect the training facilities and observe any or all training activities at the Contractor furnished sites.

The Contractor shall:

Establish and maintain the necessary personnel protection security training capability

Conduct training in accordance with the DS training curriculum, DSTC Lesson Plans and DS-approved. Contractor Training Plans.

Ensure that only those individuals who have successfully completed the DS personnel protection security training are employed on DS personnel protection services details.

Deleted: 1

Ensure that all retraining and/or re-certification of Contractor personnel is accomplished in-country, e.g., in the location in which the Contractor was tasked to provide the personnel protective service detail, unless otherwise directed by the COR.

Ensure that all armed PRS detail members are re-qualified on all required firearms on a quarterly basis or as directed by the COR using the prescribed courses of fire to DS standards. All re-qualification shall be documented on Qualification Record Forms

Performance Measures	Performance Standards
a) Quality of Training	100% in accordance with DS approved Contractor training plans  100% conducted by DS certified trainers
b) Timeliness	100%
c) Firearms qualification/re-qualification standards	Minimum standard for pistol/rifle/carbine, shotgun is 80%
d) Retrain/recertify personnel in-country	100% certification

**C.5.5 ROTATION, REASSIGNMENT, AND REPLACEMENT**

The Contractor shall:

Maintain a list of qualified standby personnel who are immediately available for normal rotation or for replacement action in case of illness, injury, humanitarian, and/or other reasons.

For a normal rotation, notify the DS HTPOPS @state.gov in writing, at least seven days in advance with the following rotation particulars:

- Detail location
- Planned rotation date
- For person rotating in:
  - Name
  - Labor category
  - Security clearance status

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For person rotating out:  
 Name  
 Labor category  
 Security clearance status

In the case of emergency substitution, the Contractor shall immediately notify and obtain approval of the COR.

In the case of the replacement of the Project Manager, Deputy Project Manager, Detail Leader, Deputy Detail Leader, Shift Supervisor, Shift Leader, shall obtain the approval of the substitute from the COR

Performance Measures	Performance Standards
a) Maintenance of Standby PRS and PRS support Cadre	100% support of normal rotation
b) Timeliness in support of normal rotation	100% continuity of service  100% notification of COR within 7 calendar days with no more than 8 calendar days break in service.
c) Timeliness in Emergency Situations	100% immediate notification to COR

**C.5.6 Explosive Detection DOG (EDD) Services**

Note: All references made to EDD shall be understood to mean the Explosive Detection Dog/Handler and Explosive Detection Dog/Handler/Kennel Master.

The Contractor shall:

Provide explosive detection dog/handler services.

Provide a replacement EDD on all occasions when the present dog and or handler is not able to perform the duties described in the SOW.

Provide management, supervision, equipment, and veterinarian services, including grooming, food and other related equipment.

Maintain the cleanliness of the kennel and assigned canine areas.

Ensure that EDD meets qualification standards as described in SOW

Performance Measures	Performance Standards
a) Quality of EDD services	100% in accordance with SOW
b) Timeliness	100% within the schedules in the SOW

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

**C.5.7 LOGISTICAL SUPPORT**

**C.5.7.1 PRS DETAIL LOGISTICAL SUPPORT**

**C.5.7.1.1 CONTRACTOR-PROVIDED LOGISTICS**

The Contractor shall provide all logistical support required to successfully complete the assigned tasks.

Logistical support for Contractor provided protective services personnel shall incorporate everything necessary to subsist and perform protection duties in the region of the world specified in the SOW, including, but not be limited to:

All clothing designated in the SOW

Cellular telephones as designated in the SOW

Miscellaneous specialized equipment such as, flashlights, batons, etc., as designated in the SOW

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Vehicles for transporting Contractor provided protective service personnel (e.g. airport arrivals/departures), and for other uses as directed by the CO or COR

Supplies

Services, including, but not limited to, telephone and telephone services

**Notes:**

U.S. Government personnel may be needed to assist the Contractor in obtaining permission for personnel and certain equipment to enter the country.

The Contractor shall:

Conduct inventories and support Government conducted inventories.

Performance Measures	Performance Standards
a) Conduct and support of Government inventories	100% compliance
b) Timeliness	100% provide logistics within the schedules specified in the approved logistics management plan submitted in response to the SOW

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

**C.5.8 INVENTORIES**

Upon acquiring any logistics asset, the Contractor shall place the asset under Contractor accounting and inventory control. The Contractor shall:

Conduct an inventory check of all assets at a minimum on a quarterly basis.

Submit a written report accounting for all assets at a minimum on a quarterly basis to the AIC, with a copy to the COR.

Immediately upon discovery of the loss, submit a report on the loss of asset(s) to the COR and AIC.

Note: The Government reserves the right to conduct an inventory of all PRS weapons, equipment on an annual basis and more frequently if so desired.

**C.6 NOTES/GUIDANCE**

**Note 1: Complements of PRS Details**

Complements of details will be based on criticality of the threat conditions in the area in which protection is to be provided. Experience has shown that most situations involving the protection of one principal in an imminently dangerous locality can be handled by a twelve-person detail that provides a portal-to-portal security operation. Reduced coverage may be adequate when a principal is in quarters or working in the office. In lesser risk areas, smaller details may fulfill the requirement. Extremely high-risk areas of high/critical political violence or high crime activity may require that the principal be covered 24 hours per day.

**Note 2: Suggested Physical Fitness Standards**

All Contractor employees working under this contract should:

Be well proportioned in height and weight

Be in good general health, without physical disabilities that would interfere with acceptable performance of their duties, including standing for prolonged periods in performance of duty

Be free from communicable disease

Possess binocular vision, correctable to 20/30 (Snellen) and shall not be color blind

Be capable of hearing ordinary conversation



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Be capable of satisfying the P.E. Battery Scores, or better, as identified in the SOW

**C.7 MANAGEMENT**

**C.7.1 ORGANIZATION AND MANAGEMENT**

The contractor Project Manager (PM) shall be located in country and be responsible for the management, coordination, and well being of the assigned contractor personnel. The PM will be assisted by a Deputy Project Manager (DPM). The task will consist of two major PRS details: the Iraq Protective Detail (IPD) and the Chief of Mission Protective Detail (COMPDP).

Upon award of a contract, DS will assign a Federal Agent in Charge (AIC) at the site where the operational units are to perform. The AIC will have on-site authority over the operational units. The operational units, under the leadership of the respective PMs, shall perform their services in accordance with this contract and under the direction of the AIC.

**C.7.2 PERSONNEL QUALIFICATIONS**

**C.7.2.1 PHYSICAL FITNESS STANDARDS**

All contractor employees working under this contract should:

- Be well proportioned in height and weight
- Be in good general health, without physical disabilities that would interfere with acceptable performance of their duties, e.g., prolonged standing
- Be free from communicable disease
- Possess binocular vision, correctable to 20/30 (Snellen) and NOT colorblind
- Be capable of hearing ordinary conversation
- Be capable of meeting the minimum acceptable standards of the Physical Efficiency Battery, as identified in Attachment 1

**C.7.2.2 MANAGEMENT AND PRS PERSONNEL**

Management and PRS personnel are required to pass the Physical Efficiency Battery. The specific positions include:

Project Manager
Deputy Project Manager
Detail Leader
Deputy Detail Leader
Shift Leader
Protective Security Specialist
PSS/Operations Chief
Explosive Detection Dog (EDD)/Handler
EDD/Kennel Master
PSS/Firearms Instructor (OCONUS)
PSS-EMT I/Special Forces Medic
PSS/Designated Defensive Marksman
Aviation Project Manager
Pilot/Co-Pilot, MD-530-E
PSS/Door Gunner, MD-530-E

**C.7.2.3 ROLES, RESPONSIBILITIES, AND QUALIFICATIONS**

The requirements for each position called for in the contract are provided in Attachment 2. Language skill levels are described in Attachment 3.

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### C.7.3 LABOR SHIFTS

Contractor personnel shall not be required to work more than 12 hours per day and 72 hours per week, with one day off per week, except in emergencies. It is anticipated that Friday will be the day off each week due to the Embassy being closed on Fridays and the anticipated lack of Motorcade movements. Each PSS assigned to the IPD or COMPD shall work Portal to Portal. The Contractor and RSO shall cooperate to develop a schedule, which accommodates the required day off. The Contractor shall provide the RSO with the weekly schedule and daily muster sheets.

The Contractor shall ensure that PRS personnel are available to meet urgent and compelling requirements. In the event a contractor employee fails to receive his expected day off, the Contractor shall be paid an additional daily rate for such day.

### C.7.4 PROMOTIONS WITHIN PRS DETAILS

a. **General.** The designation or promotion of Deputy Detail Leaders or Shift Leaders will require a recommendation by the RSO to HTPD using a three-step process:

1. Review of requisite security background and experience.
2. Review of the PSS training record.
3. Review of the tactical performance while assigned as a Shift Leader at Post.

b. **Deputy Detail Leader.** Shift Leaders will not be considered for promotion to Deputy Detail Leader without a minimum of one (1) year of actual field experience as a full time Shift Leader in a theater of assignment or with one (1) year of documented experience while assigned as a full time shift leader in another theater of assignment, which will be subject to review by HTPD.

Shift Leaders may be temporarily assigned Deputy Detail Leader duties on a case-by-case basis under the direct supervision of the Detail Leader and verbal authorization by the RSO, but not be permanently assigned as a Deputy Detail Leader without a full evaluation by the RSO and submission of a written recommendation to HTPD for review and approval. The recommendation for promotion will be forward by HTPD to the contractor for final determination.

c. **Shift Leader.** PSS will not be considered by HTPD for promotion to Shift Leader without a minimum of six (6) months of actual field experience as a full time PSS in a theater of assignment or with one (1) year of documented experience while assigned as a full time shift leader in another theater of assignment, which will be subject to review by HTPD.

PSS may be temporarily assigned Shift Leader duties on a case-by-case basis under the direct supervision of the Detail Leader and verbal authorization by the RSO, but not be permanently assigned as a Shift Leader without a full evaluation by the RSO and submission of a written recommendation to HTPD for review and approval, the recommendation for promotion will be forward by HTPD to the contractor for final determination.

## C.8 PERSONNEL PROCESSING

### C.8.1 SECURITY CLEARANCES

The Contractor shall:

Obtain and maintain a TOP SECRET facility clearance for the duration of this contract. If necessitated by contract requirements, ensure that Sub-contractors and suppliers maintain the appropriate facility clearances. Comply with the requirements and procedures for processing security clearance requests as identified in Attachment 4.

Ensure that all contractor-provided PRS personnel and PRS support personnel maintain the required security clearances. Security clearance requirements for all PRS personnel and PRS support personnel are identified in Attachment 4, Enclosure 1.

Provide information required by Attachment 4, Enclosure 4 for foreign relatives, friends, and associates of those personnel for which the contractor is applying for security clearance for work under this contract.

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First aid gear

[Redacted]

- OC/pepper spray containers
- Sedans (at least 6) and suburbans (at least 4)
- Simunition weapons and simunition ammunition/UTM
- Firing range
- Target Stands
- Targets (IZZY targets, and paper)
- Transportation (including fuel) to/from training sites

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**C.11 TRAINING AND VETTING OF PERSONNEL**

**C.11.1 TRAINING LOCATION AND DATES**

The Contractor shall make all arrangements to provide pre-deployment mobilization and training as required by this contract. Personnel shall be deployed in accordance with SOW. If additional contractor personnel are required for this effort, the contract will be modified.

To ensure uninterrupted training, the contractor is authorized to have replacement trainees report early (as a group) to the Blackwater training facility prior to start of training. Time prior to start of training shall be used to complete administrative matters such as processing for passports, security clearances, immunizations if needed, etc.

**C.11.2 DESCRIPTION OF TRAINING**

Pre-deployment training for PSS positions shall consist of approximately 127 hours of instruction, as described in Attachment 9. Pre-deployment training for Non-PSS position shall consist of approximately 31.5 hours of instruction, as described in Attachment 10. Training shall consist, on average, of 10-hour workdays and shall be delivered by instructors vetted by the Diplomatic Security Training Center (DSTC).

Guard Force training shall be developed by the contractor and approved by the COR (see Attachment 10-A). This training shall consist of:

- 80 hours of instructions for all guards
- 40 hours of additional instructions in the use of firearms for armed guards
- 16 hours of annual refresher training for all guards

The Contractor shall ensure that all PSS deploying to Baghdad have completed advanced heavy weapons training in CONUS prior to deployment. All weapons and ammunition for this training shall be provided by the contractor. Contractor instructors shall be DS vetted, shall certify completion of training, and provide a record copy of completion to HTPD. Firearms instructors shall be DSTC certified/vetted.

Other training and policies are described in the following attachments:

- Attachment 11 – Firearms Qualification Standards
- Attachment 12 – Canine Training Requirements
- Attachment 13 – DS Deadly Force Policy
- Attachment 14 – Mission Firearms Policy
- Attachment 15 – Standards of Conduct

**C.12 LOGISTICS**

**C.12.1 DEFENSE BASE ACT (DBA) INSURANCE**

The Contractor shall pay the DBA insurance premium and the Government shall reimburse the Contractor for such premium.

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## ATTACHMENT 4 (TO SECTION C) SECURITY CLEARANCE REQUIREMENTS

### 1. Contractor Facility Clearance

The Contractor must currently possess or be able to obtain a TOP SECRET facility security clearance issued by the Defense Security Service in accordance with the National Industrial Security Program Operating Manual (DOD 520.22-M).

### 2. Personnel Security Clearance/Background Investigations

Personnel Security clearance investigations as well as High and Moderate Risk Public Trust investigations will be conducted by DS for all U.S. citizens, third country nationals (TCNs), or local nationals (LNs) performing on this contract.

All contractor personnel performing on this contract must possess one of the following:

Personnel Security clearance issued by Diplomatic Security Service (DS/SI/PSS)

Diplomatic Security Service's determination of eligibility for moderate risk public trust position or high risk public trust position

Investigative checks conducted by RSOs of TCNs or LNs shall be equivalent to the required Public Trust position being filled by the employee

The specific requirements are cited in Enclosure 1.

#### 2.1 Investigations to be conducted by the Diplomatic Security Service (DSS)

All requests for personal security clearances should be submitted at least 30 days prior to the start of the person's training to improve the chances of the clearances being approved by class graduation. The following are the requirements and procedures for initiating action for the DSS to conduct investigations of the contractor personnel:

Complete contractor screening of all personnel prior to submission to DS

Delete unacceptable applicants from the rest of the clearance process

All personnel will be required to have a personnel security clearance or be approved for a high/moderate risk public trust position - see Enclosure 1

Prior to assignment to this contract, the contractor must submit the following forms:

Standard Form 86 - (Questionnaire for National Security) - Security clearances (See Enclosure 2) to this attachment for instructions pertaining to SF 86)

Standard Form 85-P - (Questionnaire for Public Trust Positions) - Public Trust Investigations (see Enclosure 3 to this attachment for instructions pertaining to SF 85-P)

Standard Form 85-PS - (Supplemental Questionnaire for Selected Positions) - Public Trust Investigations (2) FD-258 Fingerprint Cards - All investigations (Provided by DoS)

DS Form 4002, (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) - All investigations

DD Form 214 (Certificate of Release or Discharge from Active Duty) for former military personnel (copy), all investigations

DS Form 7601 (Authorization to Conduct Criminal History Inquiry for Spouse or Cohabitant) - Required for employees requiring a TOP SECRET Security Clearance

Foreign Relatives, Friends, and Associates Form (see Enclosure 4)

Proof of location and date of birth including, but not limited to, certified birth certificate, notarized hospital record, etc.

The Government reserves the right to require the use of different forms.

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These forms should be hand-carried or sent by courier to the:

Industrial Security Division  
Bureau of Diplomatic Security  
DS/IS/IND. SA-20  
1801 North Lynn Street  
Rosslyn, Virginia 22209  
ATTN:

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A preliminary background check will be conducted in conjunction with security clearance processing or investigation for determining high/moderate public trust.

Those personnel who require security clearances may not perform on this contract until their security clearance has been issued. An interim clearance is acceptable for contract performance.

Those personnel, who require a Public Trust determination, may be eligible for assignment to this contract upon completion of a favorable preliminary investigation.

Those who require a Public Trust determination, whose preliminary investigation is unfavorable, will not be approved for contract assignment until their investigation is favorably adjudicated. A personal interview will be conducted if deemed necessary by the DS.

If the contractor employee does not pass the investigation to determine public trust, or if issues are raised during the personal interview or investigation, he/she must be removed from the contract at no cost to the government.

Public trust investigations are valid for five years. All personnel performing on a contract requiring the public trust investigation will need to re-submit necessary paperwork prior to the investigation's expiration date to ensure continuous uninterrupted performance on the contract. At this time, another preliminary background check will be conducted prior to submitting paperwork for the investigation.

If an unfavorable result of this check is returned, the contractor employee must be removed from their position pending re-adjudication of the investigation.

Note: During COM Protective Detail transitioning period from the GSA contract to the DoS contract, DS will arrange and support additional interviews OCONUS for contractor personnel assigned to the COM Protective Detail in Iraq who have:

1. Had an initial interview in CONUS, and.
2. Submitted all of the documentation required by this contract.

## 2.2 Visit Request/Visit Terminations/Resignations

When an employee is terminated or resigns and is no longer performing on the contract, the contractor must notify DS/IS/IND so their access can be terminated and, if an investigation is still pending, the investigation can be cancelled.

## 2.3 Non-US Citizens

Non-U.S. citizens performing on the contract/task order must be investigated and approved by the AIC/RSO at the location where the individual is assigned.

As an exception to the paragraph above, non-U.S. Citizens will not be approved for contract assignment until the Public Trust determination is completed and favorably adjudicated by DS/SVPSS, unless an exception is granted by DS/IS/IND.

## 2.4 Adverse Information

The contractor shall report any adverse information pertaining to contractors assigned to the contract, in any capacity, to DS/IS/IND immediately.

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## 2.5 Prior Security Clearances

DoS will not accept security clearances granted by other U.S. Government Agencies for this contract. All employees to perform on this contract must submit the appropriate security clearance documents to DS/IS/IND for security clearance processing.

## 3. Minimum Personnel Security Requirements for Specific Human Intelligence Threat Posts

### 3.1 HUMINT Threat Post - In Excess of Sixty Days

The security requirements in Enclosure 1 are applicable to all assignments, though assignments to specific human intelligence threat posts must also meet additional criteria.

Specifically designated cleared contractor personnel who will perform tasks at specific human intelligence (HUMINT) threat posts for a period in excess of sixty (60) days or who will make cumulative visits in excess of sixty (60) days during a one-year period must possess a final TOP SECRET personnel security clearance and undergo a favorable DS review.

Note: The 60-day period is cumulative within one year.

### 3.2 Approval by DS

All assignment to designated intelligence threat posts must be approved by DS.

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ENCLOSURE I  
(TO SECTION C, ATTACHMENT 4)  
SECURITY REQUIREMENTS

Position	Security Requirement
<b>A. MANAGEMENT</b>	
1. Project Manager	
a. U.S. Citizen	TOP SECRET
2. Deputy Project Manager	
a. U.S. Citizen	TOP SECRET
<b>B. PPS POSITIONS</b>	
1. Detail Leader	
a. U.S. Citizen	SECRET
2. Deputy Detail Leader	
a. U.S. Citizen	SECRET
3. Shift Leader	
a. U.S. Citizen	SECRET
b. TCN/LN	High Risk Public Trust (HRPT)
4. Protective Security Specialist	
a. U.S. Citizen	SECRET
b. TCN/LN	High Risk Public Trust (HRPT)
5. Explosive Detection Dog (EDD)/Handler	
a. U.S. Citizen	SECRET
b. TCN/LN	High Risk Public Trust (HRPT)
6. EDD/Kennel Master	
a. U.S. Citizen	SECRET
b. TCN/LN	High Risk Public Trust (HRPT)
7. PSS/Firearms Instructor (OCONUS)	
a. U.S. Citizen	SECRET
b. TCN/LN	High Risk Public Trust (HRPT)
8. PSS/Operations Chief	
a. U.S. Citizen	SECRET
b. TCN/LN	High Risk Public Trust (HRPT)
9. PSS - EMT I	
a. U.S. Citizen	SECRET
b. TCN/LN	High Risk Public Trust (HRPT)
10. PSS - Designated Defensive Marksman	
a. U.S. Citizen	SECRET
b. TCN/LN	High Risk Public Trust (HRPT)
<b>C. PPS SUPPORT</b>	
1. Admin. and Logistics Security Specialist	
a. U.S. Citizen	SECRET
2. Operations Security Specialist	
a. U.S. Citizen	SECRET
3. Intelligence Analyst	

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Position	Security Requirement
a. U.S. Citizen	TOP SECRET/SCI
<b>D. PRS MAINTENANCE</b>	
1. Armorer	
a. U.S. Citizen	SECRET
b. TCN/LN	Medium Risk Public Trust (HRPT)
2. Maintenance Position (Mambas/Saxon)	
a. U.S. Citizen	Medium Risk Public Trust (HRPT)
b. TCN/LN	Medium Risk Public Trust (HRPT)

Position	Security Requirement
<b>E. AVIATION SUPPORT</b>	
1. Aviation Project Manager	
a. U.S. Citizen	SECRET
2. Pilot/Co-Pilot	
a. U.S. Citizen	SECRET
3. Door Gunner/PSS	
a. U.S. Citizen	SECRET
4. Aircrew Member	
a. U.S. Citizen	SECRET
5. Lead Aircraft Mechanic	
a. U.S. Citizen	SECRET
6. Aviation Mechanic	
a. U.S. Citizen	SECRET
<b>F. MEDICAL SUPPORT</b>	
1. Medical Officer	
a. U.S. Citizen	SECRET
b. TCN/LN	Medium Risk Public Trust (HRPT)
2. Physician Assistant	
a. U.S. Citizen	SECRET
b. TCN/LN	Medium Risk Public Trust (HRPT)
<b>G. GUARD FORCE</b>	
1. Detail Leader/Guard Force Commander	
a. U.S. Citizen	SECRET
2. Deputy Detail Leader/Guard Supervisor	
a. U.S. Citizen	SECRET
3. Shift Leader/Senior Guard	
a. U.S. Citizen	SECRET
4. Guard (Male/Female)	
a. TCN	Moderate Risk Public Trust (MRPT)
4. Screener (Male/Female)	
a. U.S.	Moderate Risk Public Trust (MRPT)

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**ENCLOSURE 2  
(TO SECTION C, ATTACHMENT 4)  
SECRET & TOP SECRET PROCESSING**

**PLEASE READ ALL THE FOLLOWING BEFORE COMPLETING YOUR SF-86**

To facilitate the processing of your security clearance background investigation, which is a requirement of the position for which you have applied, please complete the forms and/or submit the following information with your package. Completion of the Standard Form 86 (Questionnaire for National Security Position) and other appropriate documentation for security clearance processing is imperative.

Although you may have to do some research to obtain the required needed information, it will help Diplomatic Security (DS) tremendously in expediting your security clearance background investigation. The following guidance is provided for your assistance in completing your package:

**STANDARD FORM 86 (SF-86):** Every section of this form must be completed in detail and all signature pages with an original signature (where requested). Failure to complete the form properly or having the required signatures will result in your clearance not being initiated until all information is received.

Form must be completed going back 10 years. If you do not go back 10 years, it will slow down the processing time of your background investigation. The SF-86 form requests information back 7 years for employment and residence; however, to comply with the investigative standards, 10 years is required.

Citizenship of yourself and "immediate" family members (spouse, children, mother, father, brothers and sisters). If you or any of your "immediate" family members were born outside the United States, please ensure you annotate on the form, or separate sheet of paper, the appropriate manner of how U.S. citizenship was obtained (i.e., naturalization, derived or born abroad of U.S. parents). Please provide copies of naturalization certificates, citizenship certificate or report of birth abroad for your parents, yourself, your children, brothers and sisters, if at all possible. A copy of a U.S. passport will suffice to show proof of U.S. citizenship. Which ever is available will be accepted. If family members are not U.S. citizens and have an alien registration number from the INS, please provide that number. Your U.S. citizenship and that of your immediate family members have to be verified by DS.

Under question 8d, please annotate whether you are a dual citizen with another country or annotate "none" instead of N/A for question 8d.

If you are a dual citizen, please complete the enclosed memorandum concerning exercising your rights of a citizen of another country while holding a security clearance. (See Section J, Attachment D.)

All residences (the actual physical address - no P.O. Box number or APO address) need to be annotated. There should be no gaps in the months/years. If you were traveling for a couple of months, fully explain where you went and how long you were there. Annotate who can corroborate your travel and activities during these periods. Provide name address and contact phone number. All housing at colleges and universities should be listed separately by year. The specific building and room number should be annotated.

All employments should be listed in appropriate order and in detail. If there were periods of unemployment, those periods must also be annotated appropriately under code "7." A listed verifier will also be listed with their name, address, and contact phone number. Periods as a full-time student do not need to be annotated in the employment section because that is listed under question 10 (where you went to school). Remember no gaps between listed employments, unemployment, and school.

All current and all former spouses will be annotated. If the location of a former spouse is unknown, provide the names and addresses of your former in-laws in the remark section so they may be contacted.

Selective service numbers are required for males born after December 31, 1959 in question 20. If you do not know your selective service number, you can obtain it by calling 1-847-688-6888 and obtain the number from the automated system or by going to the website [https://www.dss.gov/regver/verify\\_response.asp](https://www.dss.gov/regver/verify_response.asp). Not registering for the Selective Service is a *felony*.

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**SIGNED CREDIT RELEASE:** The DS 4002 is required to obtain a copy of your Credit Bureau Report. Credit check is required under the investigative standards.

One of the biggest problems with applicant is adverse credit. If you have or had adverse credit, please try to locate any documentation to support your claims during your interview. This could include letters sent to or received from creditors and copies of canceled checks etc.

**SIGNED DS 7601:** If married to a U.S. citizen and applying for a Top Secret clearance, the spouse must sign the DS Form 7601 for appropriate checks.

**COPY OF BIRTH CERTIFICATE:** A copy of your birth certificate should be sent in with the package. Do not send in the original.

**COPY OF PASSPORT:** A copy of your U.S. passport is requested to assist in corroborating citizenship. If you possess a copy of a foreign passport (current or expired), provide a copy.

**COLLEGE TRANSCRIPTS:** Please provide a copy of your college transcripts, if you have a copy.

**U.S. CITIZENSHIP:** Reiterated again here, for any "immediate" family members who were born abroad, please annotated the manner in which they obtained their U.S. citizenship. All U.S. citizenship needs to be verified and your assistance will greatly speed up this process. Copies of citizenship forms or U.S. passport would enhance the process, but if you cannot obtain them, it will not stop your package from being processed. We are only asking for your assistance.

**FOREIGN RELATIVES:** If you or your spouse have any foreign relatives whether residing in the U.S. or abroad, please provide a separate listing that includes the following: (a) their full names, dates and place of birth; (b) current address; (c) country of citizenship; (d) occupation; (e) current employer; (f) whether they now or in the past have worked for a government agency, police, security or intelligence organization, if so what; (g) types of contact you have with them (i.e., phone, email, none etc), how often and date of last contact. (See Attachment (3))

**FOREIGN SPOUSES AND THOSE IN A "SPOUSE-LIKE" RELATIONSHIP WITH A FOREIGN NATIONAL:** The Department requires that a **SF-85P** and **SF-85PS** be completed on all foreign spouses and foreign national individuals that are in a "spouse-like" relationship with a Department applicant that requires a security clearance (secret or top secret.) This does not apply to individuals who are foreign born and now an U.S. citizen. This only applies to non-U.S. citizens. Please complete it in detail and provide it with your package. The SF-85P should also be completed back 10 years.

**FINGERPRINT CARDS (FD258):** Provide two completed cards. Ensure you fill in all the required sections and you and the person fingerprinting you sign the card. *Please ensure the prints are rolled and you can see the "ridges" otherwise the cards will be rejected and another set obtained.*

The objective of these instructions is to assist you in processing your package. A little time invested in obtaining all the required information will greatly enhance the subsequent processing of your clearance.

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**ENCLOSURE 3  
(TO SECTION C, ATTACHMENT 4)  
MODERATE & HIGH RISK PUBLIC TRUST PROCESSING**

**PLEASE READ ALL THE FOLLOWING BEFORE COMPLETING YOUR SF-85P**

To facilitate the processing of your public trust background investigation, which is a requirement of the position for which you have applied, please complete the forms and/or submit the following information with you package. Standard Form 85P (Questionnaire for Public Trust Positions) and other appropriate documentation for public trust processing to include the SF-85PS, is imperative.

Although you may have to do some research to obtain the required needed information, it will help Diplomatic Security (DS) tremendously in expediting your security clearance background investigation. The following guidance is provided for your assistance in completing your package:

**STANDARD FORM 85P (SF-85P):** Every section of this form must be completed in detail and all signature pages with an original signature (where requested). Failure to complete the form properly or having the required signatures will result in your processing not being initiated until all information is received.

**Form must be completed going back 5 years for MODERATE RISK.** If you do not go back the appropriate number of years, it will slow down the processing time of your background investigation.

**Form must be completed going back 10 years for HIGH RISK.** If you do not go back the appropriate number of years, it will slow down the processing time of your background investigation.

**Citizenship of yourself and "immediate" family members (spouse, children, mother, father, brothers and sisters).** If you or any of your "immediate" family members were born outside the United States, please ensure you annotate on the form, or separate sheet of paper, the appropriate manner of how U.S. citizenship was obtained (i.e., naturalization, derived or born abroad of U.S. parents). Please provide copies of naturalization certificates, citizenship certificate or report of birth abroad for your parents, yourself, your children, brothers and sisters (if at all possible.)

A copy of a U.S. passport will suffice to show proof of U.S. citizenship. Which ever is available will be accepted. If you or your family members are not U.S. citizens and have an alien registration number from the INS, please provide that number. Your U.S. citizenship or legal status for you and your immediate family members has to be verified by DS.

All residences (the actual physical address – no P.O. Box number or APO address) need to be annotated. There should be no gaps in the months/years. If you were traveling for a couple of months, fully explain where you went and how long you were there. Annotate who can corroborate your travel and activities during these periods. Provide name address and contact phone number. All housing at colleges and universities should be listed separately by year. The specific building and room number should be annotated.

All employments should be listed in appropriate order and in detail. If there were periods of unemployment, those periods must also be annotated appropriately under code "7." A listed verifier will also be listed with their name, address and contact phone number. Periods as a full-time student do not need to be annotated in the employment section because that is listed under question 10 (where you went to school). Remember no gaps between listed employments, unemployment, and school.

All former spouses will be annotated on a separate sheet of paper, as there is an investigative requirement if you are processing for a High Risk Public Trust position. If the location of a former spouse is unknown, provide the name(s) and address (es) of your former in-laws too.

Selective service numbers are required for males born after December 31, 1959. If you do not know your selective service number, you can obtain it by calling 1-847-688-6888 and obtain the number from the automated system. Not registering for the Selective Service is a *felony*.

**SIGNED CREDIT RELEASE:** The DS 4002 is required to obtain a copy of your Credit Bureau Report. Credit check is required under the investigative standards.

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One of the biggest problems with applicant is adverse credit. If you have or had adverse credit, please try to locate any documentation to support your claims during your interview. This could include letters sent to or received from creditors and copies of canceled checks etc.

**COLLEGE TRANSCRIPTS:** Please provide a copy of your college transcripts, if you have a copy.

**FOREIGN RELATIVES:** If you or your spouse have any foreign relatives whether residing in the U.S. or abroad, please provide a separate listing that includes the following: (a) their full names, dates and place of birth; (b) current address; (c) country of citizenship; (d) occupation; (e) current employer; (f) whether they now or in the past have worked for a government agency, police, security or intelligence organization, if so what types of contact(s) you have with them (i.e., phone, email, none etc), how often and date of last contact. (See Attachment (3) above.)

**FINGERPRINT CARDS (FD258):** Provide two completed cards. Ensure you fill in all the required sections and that you and the person fingerprinting you sign the card. *Please ensure the prints are rolled and you can see the "ridges" otherwise the cards will be rejected and another set obtained.*

The objective of these instructions is to assist you in processing your package. A little time invested in obtaining all the required information will greatly enhance the subsequent processing of your clearance.

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**ATTACHMENT 9  
(TO SECTION C)  
TRAINING REQUIREMENTS  
(PSS POSITIONS)**

**1. Organization of a Protective Detail**

The Project Manager, Deputy Project Manager, Detail Leaders, Deputy Detail Leaders, Shift Leaders and Protective Security Specialist, shall attend pre-deployment training and successfully complete PSS training course that consists of approximately 127 hours of instruction delivered by instructors previously vetted by the Diplomatic Security Training Center (DSTC).

Candidate shall demonstrate a working knowledge of the duties, organization, responsibilities, and position nomenclature within a protective detail. This includes

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**2. Terrorist Operations**

Candidate shall demonstrate general working knowledge of the terrorist attack cycle and specific knowledge about designated terrorist groups (indigenous or transnational) operating in Iraq.

**3. Formations**

Candidate shall demonstrate functional knowledge of the following protective formations: One man escort detail, two person escort detail, wedge, simple diamond, diamond, extended diamond; demonstrate proper formations and positioning during fence line, press conference, speech, and receiving lines; demonstrate proper deployment procedures during arrival and departure scenarios; understand and implement basic protective doctrine of "sound-off, cover, and evacuate" during attack on protectee drills.

**4. Motorcade Operations**

Candidate shall demonstrate knowledge of DS tactical motorcade operations, terms, and procedures; understand and implement motorcade immediate action drills, i.e.,

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demonstrate knowledge of anti-terrorism driving skills.

**5. Protective Security Advances**

Candidate shall demonstrate an understanding of the duties and responsibilities of a site advance agent; designate primary, secondary, and tertiary routes; identify choke points, ideal attack sites and safe havens on designated routes; conduct a site advance in accordance with DS procedures (12 FAH-2); write a site survey in an approved DS format; perform a hospital survey.

**6. Radio Procedures**

Candidate shall demonstrate knowledge of DS radio procedures, terms for arrivals and departures, motorcade operations, and advances. The candidate should also be able to correctly wear and operate a radio with surveillance wires.

**7. Countermeasures**

Candidate shall demonstrate an understanding for protective security countermeasures and their methods of use for the following: surveillance detection, protective intelligence investigations, threat analysis, and deception operations (dummy and stealth motorcades).

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8. Emergency Medical Training

Candidate shall demonstrate an understanding of, and capability to perform basic emergency life support and first aid. Medical training will also encompass first aid treatment to victims of a chemical or biological attack.

9. Firearms Shooting Proficiency

Candidates shall demonstrate acceptable proficiency in the use and handling of all issued personal firearms, to include handguns and shoulder fired weapons. Candidates shall also demonstrate knowledge of the DS deadly force policy and Mission Firearms Policy (See Attachments 12 and 13). Qualifications shall be to DS standards, which are determined by the DSS Subject Matter Experts (SMEs):

[Redacted] See Attachment 14 for comprehensive list of weapons.

10. DS Firearms Shooting Standards

See Attachment 8.

11. Driver Training

Candidates shall demonstrate acceptable proficiency at an appropriate driving location. Training vehicles will be automatic, four-door sedans, suitable to accommodate three students and one instructor per vehicle. Instructors shall be in the vehicles with the students during all Vehicle Dynamics, Evasive Maneuvers, and basic motorcade operations exercises. Vehicles shall be kept in safe, operable condition during the training course or replacement vehicles shall be immediately available (no more than 5 minutes of training down time. As a minimum the following topics will be taught:

a. **Vehicle Dynamics:** Serpentine, Braking (threshold non-ABS), with ABS, Braking and Turning (accident avoidance), Turning and braking, Skid Control, Emergency Speed Transitional driving using full road surface and then travel lane only, drive from right front seat.

b. **Evasive Maneuvers:** Y turn, backing through/around traffic and then performing turn around maneuver, ramming vehicle blockades (single and multiple blocking cars, forward and reverse); precision immobilization technique, and defensive line.

c. **Basic Motorcade Operations:** DS tactical motorcade operations, terms and procedures (The contractor shall provide 4 Suburbans for the basic motorcade operations training portion of the training), motorcade immediate action drills,

[Redacted] attack on motorcade scenarios.

12. Defensive Tactics

Candidates will demonstrate functional knowledge and proficiency in basic survival skills in defensive tactics. This will include: fundamentals of survival skills for non-lethal and lethal force situations; basic strikes; takedowns; control techniques using pressure points and joint manipulations; weapon retention and takeaways; applications of intermediate weapons using the straight baton and OC spray; and defense against weapon attacks.

13. Land Navigation and Equipment

Candidate will demonstrate functional knowledge and proficiency in basic map reading, terrain feature identification, determine grid coordinates using military grid reference system, use lensatic compass. The candidate should also demonstrate a functional knowledge in the use of GPS chart plotting receivers. Candidates should be able to mark waypoints, plot routes, and perform basic navigation with designated handheld GPS devices.

14. Oversight

The HTPD and DS Training Center subject matter experts (SMEs) may observe training and recommend corrections as needed during the course of training.

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**COURSE INFORMATION**  
Hours of Program of Instruction

Course	Practical Lecture	Exercises	Total Hours
Firearms	2.5	13.5	16
Heavy Weapons	6	18	24
Defensive Tactics	1.5	14.5	16
Intel Brief	1	0	1
Introduction to Protective Details	5	0	5
Organization of a Protective Detail	1	0	1
Terrorist Operations	2	0	2
Formations	1	3	4
AOP Benign	5	2	2.5
DS Radio Procedures/CP Operations	1	0	1
Arrivals and Departures	1	2	3
Running Fenders and Emergency Evacuation Drills	1	2	3
Chem-Bio	4	0	4
Advances	2	4	6
First Responder	4	0	4
Vehicle Dynamics	17	0	17
DS Motorcade Operations	2	4	6
CQB	1	8	9
Attack on Motorcade	0	5	5
AOP/PRS	0	8	8
IED/Vehicle Search	5	1.5	2
<b>TOTAL HOURS</b>			127
Note: Chem-Bio/First-Responder was originally 2 eight-hour days. They are now both done in 1 eight-hour day.			

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ATTACHMENT 10-  
(TO SECTION C)  
TRAINING REQUIREMENTS  
(NON-PSS POSITIONS)

Contractor personnel filling the following positions shall attend the Non-PSS pre-deployment training as described below:

The following labor categories noted below shall only qualify the  Pistol course.

- Admin. and Logistics Security Specialist
- Armorer
- FAV mechanic
- Field Security Technician
- Intel Analyst
- Operational Security Specialist
- Admin. and Logistics Security Specialist
- Physical Assistant

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The following labor categories noted below shall qualify the  course

- Explosive Detection Dog (EDD)/Handler
- Kennel Master/ Explosive Detection Dog (EDD)/Handler
- Range Master/DSTC Certified Firearms instructor
- Pilot/Co-Pilot
- Aircrew Member

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COURSE INFORMATION

Hours of Program of Instruction

Course	Practical Lecture	Exercises	Total Hours
Firearms - <input type="checkbox"/> (Qualification Course of Fire)	2.5	13.5	16
Intelligence Briefing	1	0	1
Introduction to Details	.5	0	.5
Organization of Protective Detail	1	0	1
Terrorist Operations	2	0	2
DS Radio Procedures/CP Operations	1	0	1
Chem-Bio	4	0	4
First Responder	4	0	4
IED/Vehicle Search	.5	1.5	2
<b>TOTAL HOURS</b>			<b>31.5</b>

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ATTACHMENT 10-A  
TRAINING REQUIREMENTS  
(GUARD FORCE AND SCREENER POSITIONS)

## 1. BASIC TRAINING

Before assigning an employee, the Contractor shall have the employee satisfactorily complete a program of basic training approved by the COR. This program shall be a minimum of 80 hours and include the activities listed below. An additional 40 hours of firearms training is required, if this task order requires firearms. This Basic Training requirement does not apply to employees who have already completed the training. All costs of basic training, including labor, are the responsibility of the Contractor.

The Guard Force Commander and Supervisors must qualify with the [redacted] and all Guard Force personnel must qualify with the [redacted] (see Attachment 10).

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The training requirements are described as follows:

**Orientation.** Introduction to the training program, training objectives, the role of the guard force in the Mission Security Plan.

**U.S. Government Assets.** Description of U.S. assets to be protected, including name, location, and function. The RSO shall provide this information.

**Local Law and the Power of Arrest.** The powers and legal limitations of the guard to use force and arrest offenders, and the relationship of the guard force to the host government security forces.

**Terrorism and Criminality.** Description of the nature of the threat to U.S. assets, with examples.

**Fires and Explosions.** Description of the threat to assets of fire and explosions, with examples.

**Mission Emergency Plans.** Role of the guard force in cases of fire, explosions, bomb search, and building evacuation. The RSO shall provide this information.

**Physical Security Measures Employed by the Mission.** Description of the access control systems employed, including alarms used (anti-intrusion and fire).

**Basic Guard Duties.** General description of guard actions for protection of facilities and residences. Denial of access to unauthorized persons, preparation and maintenance of guard force records, logs, and reports.

**Guard Force Communications.** Procedures to be used in case of incident; notification of others; use of radio equipment.

**General Orders and Post Orders.** Emphasis on guard responsibilities, conduct, and penalties for violating orders.

**Maintenance of Post Logs and Preparation of Incident Reports.** Procedures for preparing daily logs of incident reports.

**Unarmed Defense and Restraint of Disorderly Persons.** Procedures for defending against physical attack; procedures for restraining others; guidance on the use of force.

**The Use of Personal Equipment.** Procedures for the use of the baton, handcuffs, and Mace, as applicable.

**Access Control Equipment Use and Procedures.** Use of electronic body and package search equipment; body search manually; vehicle search and building search for suspected bombs; visitor control systems, including badge issuance and control. (Training shall include general coverage of this subject for all guard personnel, with special hands-on training for those with access control duties.)

**Observation Techniques.** Use of observation techniques for static guards, mobile patrol units, and foot patrols to identify, report and record suspicious acts and persons, with special emphasis on surveillance detection techniques for all guards.

**Dealing with Government Employees and the General Public.** Procedures to be used when conversing with Government employees and the general public; actions to be taken when confronted by hostile individuals and mentally disturbed persons.

**Static Surveillance Detection.** The act of observing and detecting indicators of pre-operational surveillance from a fixed or static position.

**First Aid.** First responder/safe haven training.

**Use of Force/Force Continuum.** Procedures to prevent/stop assault when someone's life is in danger.

## 2. Basic Firearm Training

Basic Firearm Training shall be a minimum of forty (40) hours of training. This training shall be conducted in both a classroom environment and at a suitable firing range. A syllabus for training must be submitted and approved by the COR prior to commencement of training, and the COR has the right to be present during any or all stages of training. Firearm training shall address the weapons with which the guards are armed (see Attachment 10 for qualification standards).

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The contractor shall furnish all material necessary for the training including classrooms, firing range, targets, target holders, ammunition and weapons. The contractor's training program shall include the following activities:

Classroom instruction shall include weapon nomenclature, weapon safety features, safe weapon handling, proper weapon stowage and proper marksmanship techniques. Instruction will be provided regarding the host country laws and regulations that pertain to carrying and use of the weapon. Elements of the General Orders and Post Orders covering weapons and armed post will also be included.

Firing Range training shall include hands on familiarization with the proper use of the weapon, firing positions, firing, speed reloading, firearm safety, cleaning, and maintenance of the firearm. This aspect of the firearm training shall include familiarization firing of the weapon with the minimum rounds of ammunition required in Attachment 10.

Employees must have satisfactorily previously completed the Basic Firearm Training and documentation of the satisfactory completion of basic firearms training course shall be subject to the review and approval by the COR.

### 3. Certified Weapons/Firearm Instructor.

All weapons training conducted by the contractor shall be performed under the direction of certified instructor or instructors. The instructor(s) shall be of a qualification level necessary to provide weapon instruction for the weapons issued. The Contractor shall provide proof of the instructor's certification to the COR prior to conducting weapon training.

### 4. Weapon Certification

All contract guard employees who must be armed in the performance of their duties must qualify with the weapon utilizing the standards described in Attachment 10 prior to assignment to an armed guard post under this contract. Contract guard employees shall re-qualify at least quarterly.

### 5. Weapon Maintenance.

The contractor is responsible for providing all cleaning supplies and for cleaning the weapon. Weapons shall be cleaned weekly at the contractor's headquarters, and the contractor will maintain a log listing weapon make, model, serial number and the date on which it was cleaned.

### 6. Weapon Misuse

The misuse, mishandling, or negligent firing of any weapon by a contractor employee, or, if applicable, police contracted for by the contractor, may result that the contractor, at COR direction, to immediately remove the individual from any further services provided under this contract.

### 7. Firing Range

The contractor is responsible for obtaining the use of a firing range suitable for the weapons to be fired. The range or other suitable facility shall have adequate space to allow for instruction to occur. The contractor is responsible for furnishing all materials for firing at the range, including hearing and eye protection, targets, and target stands. The contractor is responsible for transporting the guards to and from the firing range.

### 8. Annual Refresher Training

The Contractor shall have each employee successfully complete at least 16 hours of annual refresher training. The Contractor shall not provide services of employees unless they are certified on all required training. The training shall include any new material affecting the performance of guard duties. All costs of refresher training, including labor, are the responsibility of the Contractor. Upon completion of annual refresher training, the Contractor shall notify the COR which guards have completed the required training and shall update the employees' administrative files accordingly.

### 9. Training

A syllabus/lesson plans for training must be submitted and approved by the COR prior to commencement of training, and the COR has the right to be present during any or all stages of training.

### 10. General and Post Orders

The basic procedures for the operation, maintenance and protection of facilities and properties will be contained in the General and Post Orders. Guidance may be issued to the guard force such as Supervisory and Special Orders, Circulars and other memoranda. A brief description of these documents is provided below.

**General Orders:** Permanent directives of policy and procedures that apply to all employees in the Program.

**Post Orders:** Permanent directives of policy and procedures that apply to specific fixed posts or patrols.

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**Supervisory Orders:** Permanent directives concerning policy and procedures that apply to supervisors.

**Special Orders:** Temporary orders that pertain to a special or unusual event, e.g., a visit by a foreign official or dignitary, an inaugural ceremony, or a high threat situation.

**Circulars:** Short documents, usually informal, issued as needed to focus attention on a specific topic or event. Circulars are issued by the RSO or by the Contractor after clearance by the RSO, pertaining to conditions or practices that require a clear and definitive understanding.

The Government will furnish. The contractor shall be responsible for drafting the General Orders and post specific orders. The Government will provide samples of generic post order. Post Orders shall be submitted to the RSO and COR for approval prior to the post being manned. Once approved, the Contractor shall maintain the Post Orders and ensure copies are available for use by the Post. Supervisory Orders, Special Orders and Circulars will be issued as needed during performance of the contract.

### COURSE INFORMATION

#### Hours of Program of Instruction

Course	Lecture	Practical Exercise	Total Hours
Orientation	TBD	TBD	TBD
U.S. Government Assets	TBD	TBD	TBD
Local Law and the Power of Arrest	TBD	TBD	TBD
Terrorism and Criminality	TBD	TBD	TBD
Fires and Explosions	TBD	TBD	TBD
Mission Emergency Plans	TBD	TBD	TBD
Physical Security Measures Employed by the Mission	TBD	TBD	TBD
Basic Guard Duties	TBD	TBD	TBD
Guard Force Communications	TBD	TBD	TBD
General Orders and Post Orders	TBD	TBD	TBD
Maintenance of Post Logs and Preparation of Incident Reports	TBD	TBD	TBD
Unarmed Defense and Restraint of Disorderly Persons	TBD	TBD	TBD
The Use of Personal Equipment	TBD	TBD	TBD
Access Control Equipment Use and Procedures	TBD	TBD	TBD
Observation Techniques	TBD	TBD	TBD
Dealing with Government Employees and the General Public	TBD	TBD	TBD
Static Surveillance Detection	TBD	TBD	TBD
First Aid	TBD	TBD	TBD
Use of Force/Force Continuum	TBD	TBD	TBD
<b>TOTAL HOURS</b>			<b>80</b>

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ATTACHMENT II  
(TO SECTION C)  
Firearms Qualifications Standards

This attachment consists of firing courses for nine weapons. The firing courses are:

Semi-Automatic Pistol Qualification Course of Fire

Shotgun Qualification Course of Fire

- [Redacted] Qualification Course of Fire
- [Redacted] Courses
- [Redacted] Qualification - Mod-01
- [Redacted] Qualification - Mod-02
- [Redacted] Courses
- [Redacted] Familiarization Course of Fire #1
- [Redacted] Qualification Course of Fire #2 (25-50 Yard Course)
- [Redacted] Qualification Course of Fire #2 (10-Meter Course)
- [Redacted] Courses
- [Redacted] Familiarization Course of Fire #1
- [Redacted] Qualification Course of Fire #2 (25-50 Yard Course)
- [Redacted] Qualification Course of Fire #3 (12.7-Meter Course)
- [Redacted] Familiarization and Qualification Course
- [Redacted] Qualification Course of Fire
- [Redacted] Qualification Course of Fire

B2

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I. Semi-Automatic Pistol Qualification Course of Fire

- a. **PRE-FIRING:** Each shooter will be given three (3) magazines; two magazines of 13 rounds each and one magazine of 14 rounds; 40 rounds. Shooters must wear jacket or suit coat – which covers holster when firing this course.
- b. **TARGETS:** The DSQ-1A (“IZZY”) target is used for this course.
- c. **SCORING:** Five (5) points for each hit within the “Vital Area”, four (4) points for each hit on the silhouette outside the “Vital Area”; a total of 200 points maximum. 160 out of 200 points (80%) is minimum qualifying score.

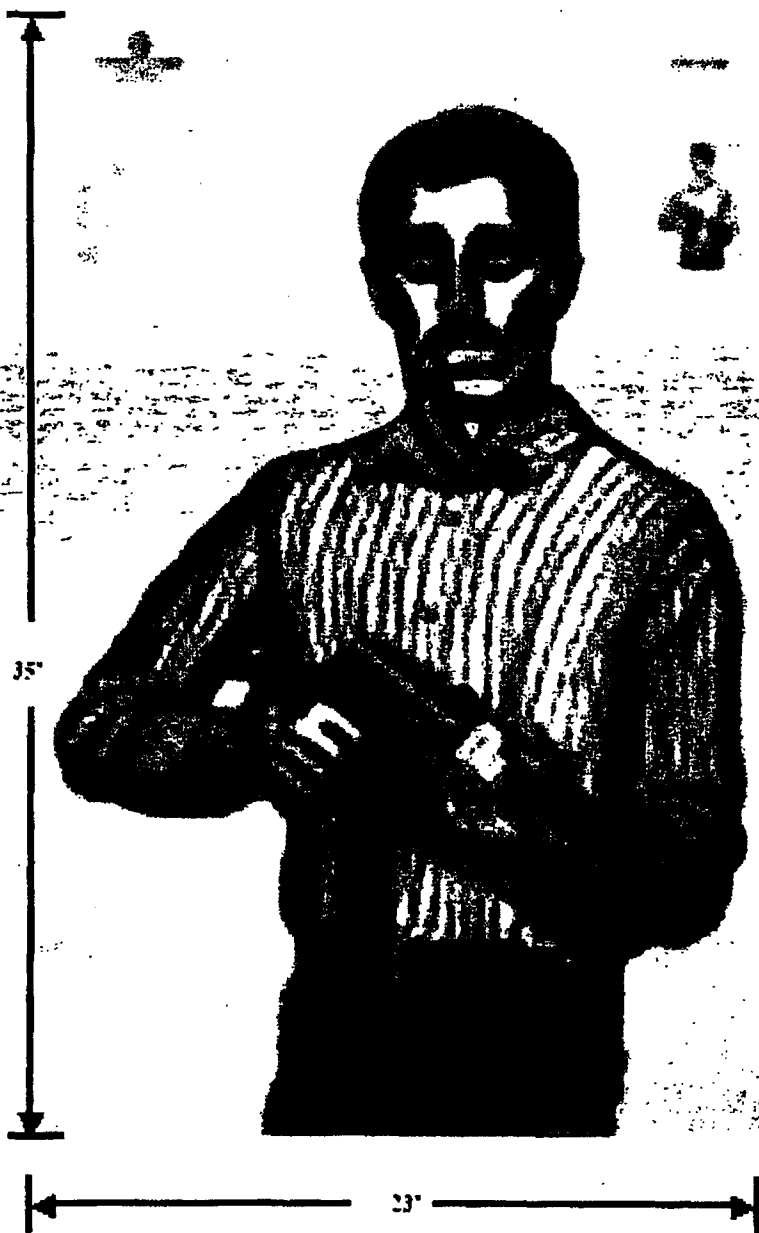
Note: This course is also used for the “Drop Holster” re-qualification course.



B2

Stage	Distance	#Rounds	Time	Position/Description
1	25 Yards (75 Feet)	2	6 Sec.	Standing, Strong Side Barricade. On command/target facing, shooters will engage target with 2 rounds, coming from the holster.
2	15 Yards (45 Feet)	6	10 Sec.	Standing. On command/target facing, shooters will engage target with 6 rounds, coming from the holster.
3	7 Yards (21 Feet)	12 (6+6)	14 Sec.	Standing. On command/target facing, shooters will engage target with 6 rounds, combat reload, and fire 6 more rounds, coming from the holster.
4	3 Yards (9 Feet)	7	4 Sec.	Standing. On command/target facing, shooters will draw and fire 7 rounds, using two hands.
5	3 Yards (9 Feet)	6 (2 x 3)	2 Sec. (Each Facing)	Standing. On command/target facing, shooters will draw and fire 2 rounds. Targets will be exposed/faced for 2 seconds. Fired three times for a total of six rounds.
6	3 Yards (9 Feet)	7	4 Sec.	Standing, Strong Hand Only. On command/target facing, shooters will draw and fire 7 rounds using the strong hand only. Non-firing hand will be held behind the back. Upon completion, make all weapons safe, holster a safe and empty weapon.

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2. Shotgun Qualification Course of Fire

- a. **PRE-FIRING:** Each shooter is given ten (10) rounds of [ ] (90 pellets total).
- b. **TARGETS:** The DSQ-1A ("IZZY") target is used for this course.
- c. **SCORING:** Ten (10) rounds of [ ] (90 pellets) total. One (1) point per pellet hit anywhere on the body of the silhouette of the target. 72 out of 90 is the minimum qualifying score.

B2

B2

Shotgun Course

Stage	Distance	#Rounds	Time	Position/Description
1	7 Yards (21 Feet)	5	15 Sec.	Standing, Shoulder Position. Shotgun loaded to the DS Carry Condition [ ] in the magazine tube). On facing/command/whistle, Shooters will engage target with [ ] and combat reload [ ] Unload, Make the Weapon Safe
2	15 Yards (45 Feet)	5	25 Sec.	Standing, Shoulder Position. Shotgun loaded to the DS Carry Condition [ ] in the magazine tube). On facing/command/whistle, Shooters will engage target with [ ] and combat reload [ ] Unload, Make the Weapon Safe

B2

B2

B2

B2

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3. DS  Qualification Course of Fire

B2

- a. **PRE-FIRING:** Each shooter is given three (3) magazines of 20 rounds each.
- b. **TARGETS:** The DSQ-1A ("IZZY") target is used for this course.
- c. **SCORING:** Five (5) points for each hit within the "Vital Area", four (4) points for each hit on the silhouette outside the "Vital Area"; a total of 300 points maximum. 240 out of 300 points (80%) is the minimum qualifying score.

Course

B2

Position	Range	#Rounds	Time	Position/Description
Prone to Prone	100 Yards	15	75 Sec.	Start in prone position. On command/whistle, shooters engage target with 15 rounds of semi-automatic fire. Upon completion, put all weapons on safe.
Standing to Kneeling and Prone	100 Yards	10	65 Sec.	On command/whistle, shooters will drop into kneeling, engage target with 5 rounds of semi-automatic fire, Drop into the prone, combat reload, and engage target with 5 more rounds semi-automatic fire.
Standing to Kneeling	50 Yards	10	35 Sec.	On command/whistle, shooters will drop into kneeling and engage target with 10 rounds of semi-automatic fire.
Standing to Kneeling	25 Yards	10	30 Sec.	On command/whistle, shooters will engage target with 5 rounds semi-automatic fire from standing, drop to the kneeling, combat reload, and engage target with 5 more rounds of semi-automatic fire.
Standing to Standing	25 Yards	10	20 Sec.	On command/whistle, shooters will engage target with 10 rounds of semi-automatic fire, coming from the standing low ready.
Standing to Standing	15 Yards	5	8 Sec.	On command/whistle, shooters will engage target with 5 rounds of semi-automatic fire, coming from the standing low ready. Upon completion, make all weapons safe.



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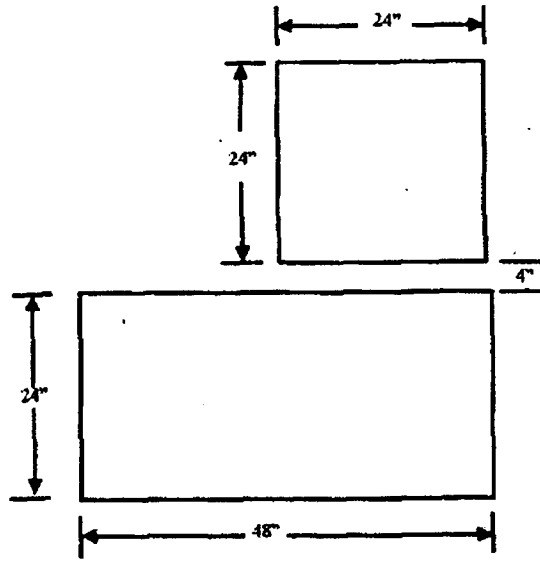
4. [Redacted] Qualification Courses  
 4.1 [Redacted] Mod-01

- a. **PRE-FIRING:** Teams will be explained the Course of Fire then given time to set up, identify the targets, and make a range card. At the end of the preparation time - time limit, team(s) will get off of their guns / optics and stand up. Each team will be given ten (10) rounds.
- b. **TARGETS:** Five targets will be required. All targets will be the same, simulating the front of a vehicle and the position occupied by a driver. Targets will be placed at 500, 600, 800, 900, and 1000 yards.
- c. **SCORING:** One (1) point per hit in each of the target "Scoring Blocks" (24 x 24 & 24 x 48). Eight (8) out of ten (10) points is the minimum qualifying score.

Basic [Redacted] Course - Mod-01

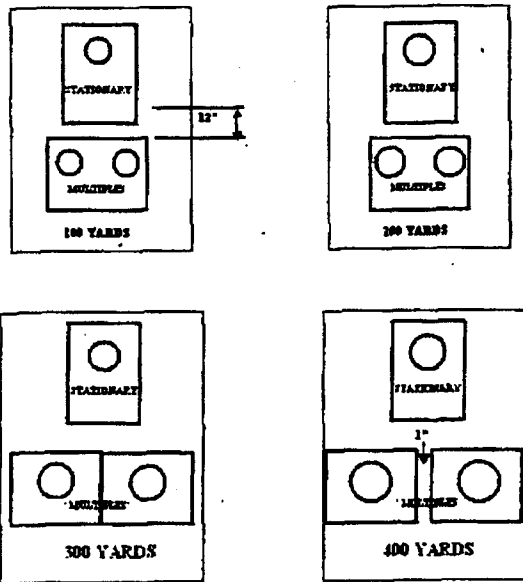
Stage	# of Rounds	Distance in Yards	Time Limits	Description
1	02 (1 & 1)	500	Prep=30 Seconds Fire=10 Seconds	On Command, Team Drops Behind Gun & Optics and Will Have 30 Seconds to ID/Locate 500 Yard Target & Prepare to Fire. At End of 30-Second Prep Time, Team Will Have 10-Seconds to Engage Target with One Round Each into the Two "Scoring Blocks". Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.
2	02 (1 & 1)	600	Prep=30 Seconds Fire=12 Seconds	On Command, Team Drops Behind Gun & Optics and Will Have 30 Seconds to ID/Locate 600 Yard Target & Prepare to Fire. At End of 30-Second Prep Time, Team Will Have 12-Seconds to Engage Target with One Round Each into the Two "Scoring Blocks". Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.
3	02 (1 & 1)	800	Prep=45 Seconds Fire=14 Seconds	On Command, Team Drops Behind Gun & Optics and Will Have 45 Seconds to ID/Locate 800 Yard Target & Prepare to Fire. At End of 45-Second Prep Time, Team Will Have 14-Seconds to Engage Target with One Round Each into the Two "Scoring Blocks". Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.
4	02 (1 & 1)	900	Prep=60 Seconds Fire=16 Seconds	On Command, Team Drops Behind Gun & Optics and Will Have 60 Seconds to ID/Locate 900 Yard Target & Prepare to Fire. At End of 60-Second Prep Time, Team Will Have 16-Seconds to Engage Target with One Round Each into the Two "Scoring Blocks". Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.
5	02 (1 & 1)	1000	Prep=60 Seconds Fire=18 Seconds	On Command, Team Drops Behind Gun & Optics and Will Have 60 Seconds to ID/Locate 1000 Yard Target & Prepare to Fire. At End of 60-Second Prep Time, Team Will Have 18-Seconds to Engage Target with One Round Each into the Two "Scoring Blocks". Weapon ON Safe. Team Stands. Stand By for Next Stage of Fire.

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**TARGET LAY-OUT**

2' x 3' Cardboard "Backers"



4.2 Basic  Mod-02

a. PRE-FIRING:

B2

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(1) Teams will be given time prior to the beginning of the course to locate/identify targets and make a range card. Shooter preparation time will be given before each and every stage of fire. At the end of each shooter preparation time period, the SWS will remain in place and the Observer can remain in place behind his optics, but the Shooter will get into the "Front-Leaning-Rest" (Push-Up) Position behind his gun. On command, the shooter will drop behind his gun and engage the target with the prescribed number of rounds within the prescribed time limit.

(2) Shooter Preparation Time will be as follows:

Confirm Zero, as needed, prior to shooting qualification course.

100 Yards = 30 Seconds

400 Yards = 45 Seconds

200 Yards = 30 Seconds

500 Yards = 50 Seconds

300 Yards = 45 Seconds

600 Yards = 60 Seconds

(3) Each shooter is given 30 rounds:

b. **TARGETS:** Targets will be set up in lanes and off-set. Targets will be emplaced at 100, 200, 300, 400, 500, and 600 yards. Targets shall be set up in the manner illustrated on the previous page. The actual targets ("scoring circles") can be provided if needed.

c. **SCORING:** 48 out of 60 points is the minimum qualifying score.

Note: (ALL FIRE IS "FRONT-LEANING-REST - TO - PRONE").

Basic

Course - Mod-02

B2

Stage	# of Rounds	Range In Yards	Time Limits	Description/Remarks
1	03	100	B=15 Seconds G=12 Seconds	On Command, shooter will drop behind the gun And engage "100 Yard Stationary Target" With THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.
1A	02	100	B=12 Seconds G=10 Seconds	"Multiple Targets". One round into each circle within the prescribed time limit. "Inner Circle" = 1" diameter. "Outer Circle" = 1.5" diameter. Scoring is 2 points inside the circle and zero points anywhere else.
2	03	200	B=18 Seconds G=15 Seconds	On Command, shooter will drop behind the gun And engage "200 Yard Stationary Target" With THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.
2A	02	200	B=15 Seconds G=13 Seconds	"Multiple Targets". One round into each circle within the prescribed time limit. "Inner Circle" = 2" diameter. "Outer Circle" = 3" diameter. Scoring is 2 points inside the circle and zero points anywhere else.
3	03	300	B=21 Seconds G=18 Seconds	On Command, shooter will drop behind the gun And engage "300 Yard Stationary Target" With THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.
3A	02	300	B=18 Seconds G=16 Seconds	"Multiple Targets". One round into each circle within the prescribed time limit. "Inner Circle" = 3" diameter. "Outer Circle" = 4.5" diameter. Scoring is 2 points inside the circle and zero points anywhere else.

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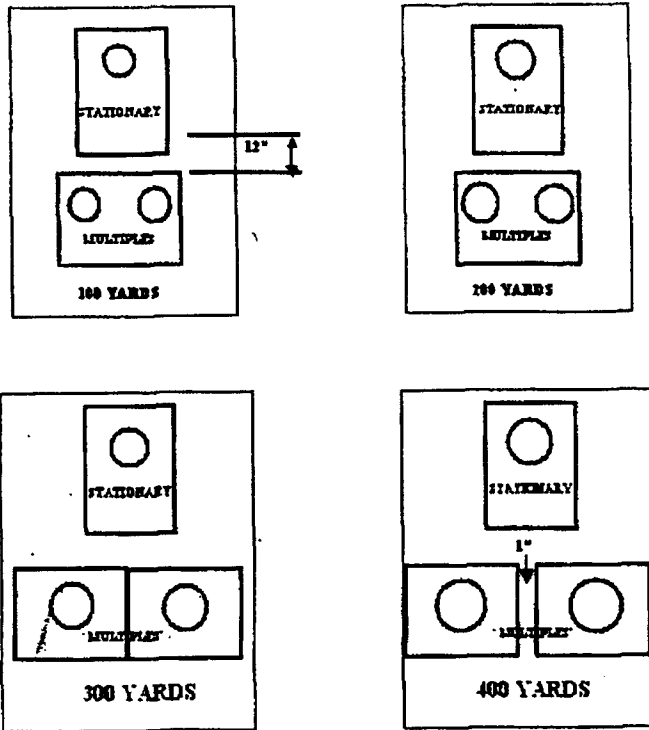
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Stage	# of Rounds	Range In Yards	Time Limits	Description/Remarks
4	03	400	B=27 Seconds G=24 Seconds	On Command, shooter will drop behind the gun And engage "400 Yard Stationary Target" With THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.
4A	02	400	B=24 Seconds G=22 Seconds	"Multiple Targets". One round into each circle within the prescribed time limit. "Inner Circle" = 4" diameter. "Outer Circle" = 6" diameter. Scoring is 2 points inside the circle and zero points anywhere else.
5	03	500	B=33 Seconds G=30 Seconds	On Command, shooter will drop behind the gun And engage "500 Yard Stationary Target" With THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.
5A	02	500	B=30 Seconds G=28 Seconds	"Multiple Targets". One round into each circle within the prescribed time limit. "Inner Circle" = 5" diameter. "Outer Circle" = 7.25" diameter. Scoring is 2 points inside the circle and zero points anywhere else.
6	03	600	B=36 Seconds G=33 Seconds	On Command, shooter will drop behind the gun And engage "600 Yard Stationary Target" With THREE Rounds within prescribed time limit. Scoring is 2 points inside the circle and zero points anywhere else.
6A	02	600	B=33 Seconds G=31 Seconds	"Multiple Targets". One round into each circle within the prescribed time limit. "Scoring Circle" = 7.5" diameter. Scoring is 2 points within "scoring" circle, zero points anywhere else.

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## TARGET LAY-OUT 2' x 3' Cardboard "Backers"



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5. [redacted] Qualification Courses

5.1 [redacted] Familiarization Course of Fire #1

- a. **PRE-FIRING:** Each shooter is given a [redacted] rounds.
- b. **TARGETS:** The IPSC target is used for this course.
- c. **SCORING:** 70 out of 70 hits anywhere on the IPSC targets (no hits on "No Shoot" targets) are required to qualify.

B2  
B2

Loading the [redacted] to the DS Carry Condition:

Start with a SAFE and EMPTY weapon

Perform Safety Check:

Open [redacted] for physical and visual inspection.

Take OFF of SAFE

Cock bolt to rear then return cocking handle to forward and LOCKED position (palm up).

Conduct physical and visual inspection of chamber area.

Push cocking handle to rear and press trigger - riding the bolt forward on the empty chamber.

[redacted] is still open / weapon is still OFF of SAFE / bolt is still in forward position.

Place [redacted] (brass to the grass) on [redacted]

Close [redacted]

DS Carry Condition for [redacted]

Bolt forward on an empty chamber

[redacted]

Weapon OFF of SAFE

B2

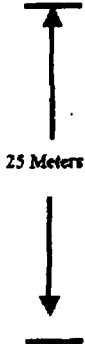
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Course #1

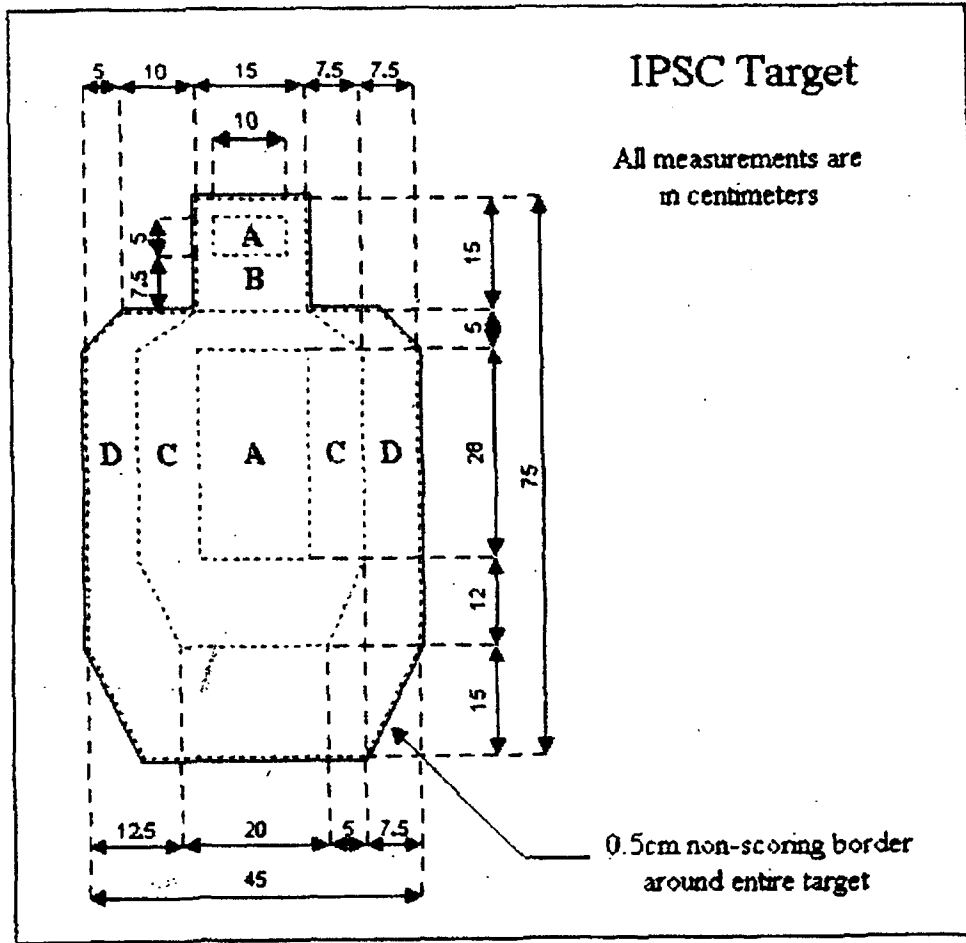
Stage	Distance	#Rounds	Time	Position/Description
1	50 Meters	20	N/A (Fast as Possible)	From a [redacted] Engage a Single Man-Sized Target (IPSC Target) Firing Bursts of 6 to 8 Rounds. ALL Rounds Must Impact on the Target.
2	25-50 Meters	30	N/A (Fast as Possible)	While Walking Forward Towards the Target (IPSC), Engage a Single Man-Sized Target Firing 2 to 3 Rounds Bursts, While Moving. All Rounds Must be Fired Before Stopping at the Five Meter Line. ALL Rounds Must Impact on the Target.
3	25 Meters	20	N/A (On Command) (Fast as Possible)	From a Static Standing Position, Engage TWO IPSC "Shoot" Targets (Numbered 1 & 2) with All Rounds. There Shall be a "No Shoot" Target on Either Side of the "Shoot" Targets. Additionally, There Shall be a "No Shoot" Target between the "Shoot" Targets. (See Diagram Below) The "No Shoot" Targets shall face the same direction as, be on-line with, and be spaced within six inches of the "Shoot" Targets. The shooter shall be able to identify differences between "Shoot" and "No Shoot" Targets. The instructor shall call out the Target Numbers to be Engaged until all rounds have been expended. Targets will be engaged using 2 to 3 Round Bursts. ALL Rounds Must Impact on the "Shoot" Targets.

B2  
B2



X  
SHOOTERS POSITION

IPSC Target





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5.2 [ ] Qualification Course of Fire #2 (25-50 Yard Course)

- a. **PRE-FIRING:** A minimum of five (5) identical "LANES" will be set up. Each shooter will fire this course one time through for practice, then a second time through for a score (for record).
- b. **TARGETS:** The IPSC target is used for this course.
- c. **SCORING:** 56 out of 70 hits anywhere on the IPSC targets (no hits on "No Shoot" targets) are required to qualify. Five (5) points are deducted for each Hit on the "No Shoot" targets.

[ ] Course #2

Stage	Distance	#Rounds	Time	Position/Description
1	50 Yards	20	N/A (Fast as Possible)	From a [ ] engage a single man-sized target (IPSC Target) firing bursts of 6 to 8 rounds. ALL rounds must impact on the target. Target #1 only. (Evaluate, Score, and Mark)
2	25-50 Yards	30	N/A (Fast as Possible)	While walking forward towards the target (IPSC), engage a single man-sized target firing 2 to 3 rounds bursts, while moving. All rounds must be fired before stopping at the five (5) meter line. ALL rounds must impact on the targets 1 & 2. (Evaluate, Score, and Mark)
3	25 Yards	20	N/A (On Command) (Fast as Possible)	From a Static Standing Position, engage TWO IPSC "Shoot" targets (Numbered 1 & 2) with all rounds. There shall be a "No Shoot" target on either side of the "Shoot" targets. Additionally, there shall be a "No Shoot" target between the "Shoot" targets. (See diagram below) The "No Shoot" targets shall face the same direction as, be on-line with, and be spaced within six inches of the "Shoot" targets. The shooter shall be able to identify differences between "Shoot" and "No Shoot" targets. The instructor shall call out the target numbers to be engaged until all rounds have been expended. Targets will be engaged using 2 to 3 round bursts. ALL rounds must impact on the "Shoot" targets. (Evaluate, Score, and "Reface")

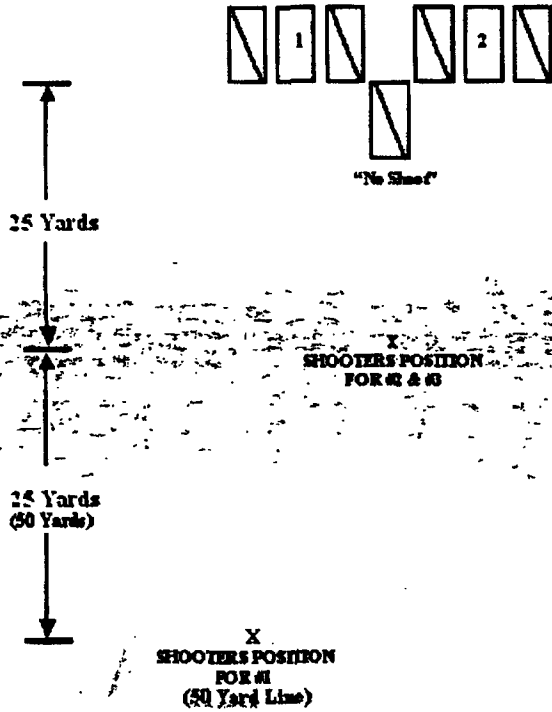
B2

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RANGE SET UP : IPSC TARGETS  
(NOT TO SCALE)

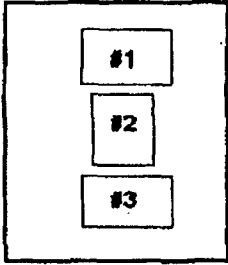


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### 5.3 [Redacted] Qualification Course of Fire #3 (10-Meter Course)

1. Shooters Load to the DS Carry Condition with a [Redacted]
2. All three required Qualification Targets are on a Backer – 10-Meters from the Muzzle of the Gun:



3. Give the Command to "Make Ready" / Weapons then Go ON Safe.
  4. **First Stage:** One – Three-Round Burst into Each One of the Four "Horizontal Tombstones". Left to Right / One through Four. Twenty Second Time Limit. Put Weapons ON Safe.
  5. **Second Stage:** One – Three-Round Burst into Each of the Five "Slanting Tombstones". Top Right (#5) – Down and Left to Bottom Left (#6). Forty Second Time Limit. Put Weapons ON Safe.
  6. **Third Stage:** One – Three-Round Burst into Each of the Seven "Horizontal then Rising Tombstones". Left (#7) to Right and Up (#8). Forty Second Time Limit. Unload, Make All Weapons SAFE (SI).
7. **SCORING:** There are a total of 50 "Points" per Course of Fire (50 Rounds Total). Minimum Qualifying is 32 Points (64%). A Three-Round Burst is fired at each "Tombstone". One Point is Subtracted from the Total of Fifty for Each Shot Hole Outside of a "Tombstone". If One "Tombstone" has Four Shot Holes and another "Tombstone" next to it only has Two Shot Holes, the Shooter will only receive "credit" for Three of the Four Shots, since he/she "Missed" a Shot on the "Tombstone" with only Two Shot Holes. If all "Tombstones" on a particular Target Sheet have Three Shot Holes Each, a shooter shall receive "credit" for any fourth or fifth Shot Holes. (Fifty Rounds Total / Forty-Eight Rounds are required to put Three Rounds Each into all Sixteen "Tombstones".) See Score Sheet on next page.

B2  
B2

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TEN-METER QUALIFICATION COURSE - SCORE SHEET

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Name: \_\_\_\_\_ STAGE 1:     =   
1 2 3 4

SSN: \_\_\_\_\_ STAGE 2:      =   
1 2 3 4

Office: \_\_\_\_\_

AR Serial#: \_\_\_\_\_ STAGE 3:       =   
1 2 3 4 5 6

Comment: \_\_\_\_\_ TOTAL SCORE:

Name: \_\_\_\_\_ STAGE 1:     =   
1 2 3 4

SSN: \_\_\_\_\_ STAGE 2:      =   
1 2 3 4

Office: \_\_\_\_\_

AR Serial#: \_\_\_\_\_ STAGE 3:       =   
1 2 3 4 5 6

Comment: \_\_\_\_\_ TOTAL SCORE:

Name: \_\_\_\_\_ STAGE 1:     =   
1 2 3 4

SSN: \_\_\_\_\_ STAGE 2:      =   
1 2 3 4

Office: \_\_\_\_\_

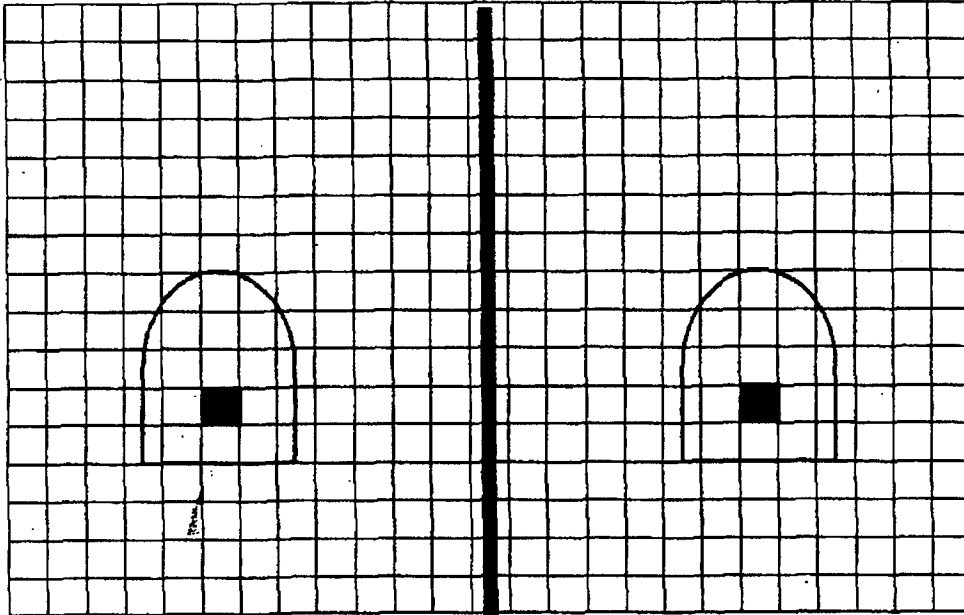
AR Serial#: \_\_\_\_\_ STAGE 3:       =   
1 2 3 4 5 6

Comment: \_\_\_\_\_ TOTAL SCORE:

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B2

10 Meter Zero Target

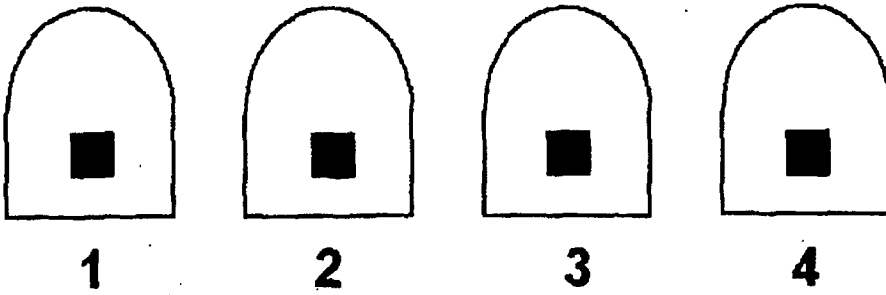


EACH SQUARE EQUALS ABOUT 1 CENTIMETER

- 2 CLICKS WINDAGE = 1 CM. Turn windage knob toward the muzzle to move the strike of the round to the right.
- 2 CLICKS ELEVATION = 1 CM. Turn peep sight counterclockwise to move the strike up / clockwise to move it down.

 Qualification Target #1 // 10 - Meters

B2

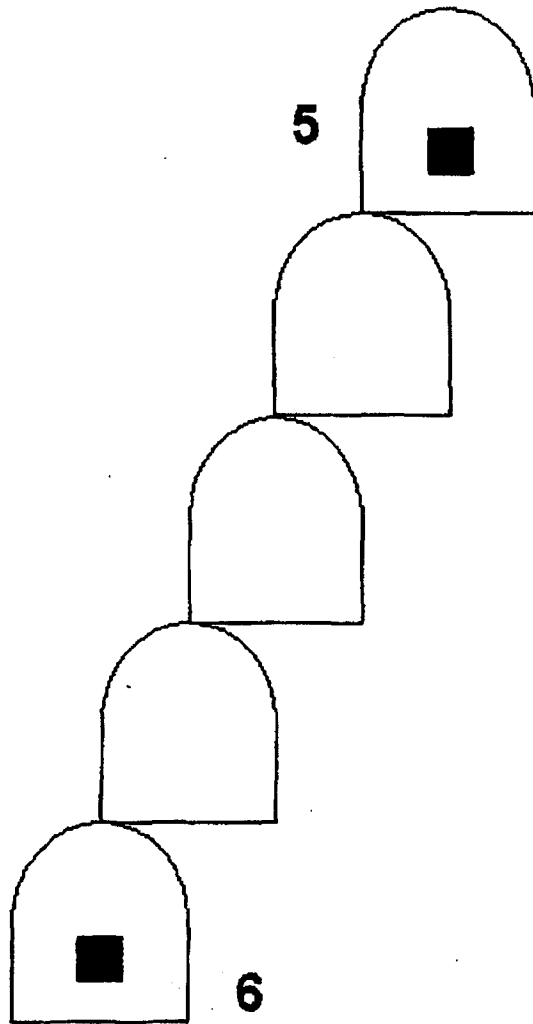


**ONE X THREE-ROUND BURST INTO EACH "TOMBSTONE" / 20 SECONDS**

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Qualification Target #2 // 10 - Meters

B2



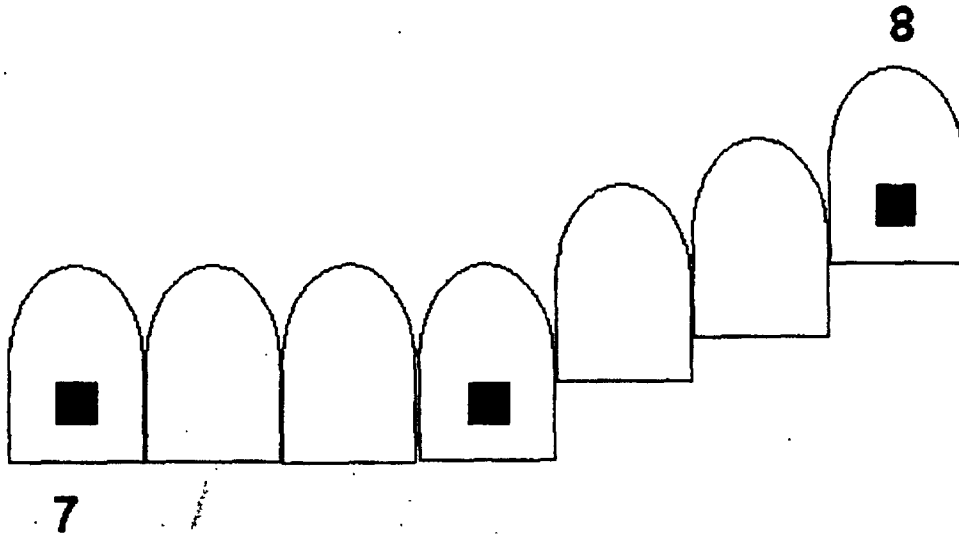
ONE X THREE RND BURST INTO EACH "TOMBSTONE" / 40 SEC.

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Qualification Target #3 // 10 - Meters

B2



ONE X THREE-ROUND BURST INTO EACH "TOMBSTONE" / 40 SECONDS



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6. [redacted] Qualification Courses

B2

6.1 [redacted] Familiarization Course of File #1

B2

- a. **PRE-FIRING:** Each shooter is given a [redacted]
- b. **TARGETS:** The IPSC target is used for this course.
- c. **SCORING:** 40 out of 40 hits anywhere on the IPSC targets (no hits on "No Shoot" targets) are required to qualify.

Loading the [redacted] to the DS Carry Condition:

Start with a SAFE and EMPTY weapon

Perform Safety Check:

- Open [redacted] for physical and visual inspection
- Take OFF of SAFE
- Cock bolt to rear then return cocking handle to forward and LOCKED position (palm up)
- Conduct physical and visual inspection of chamber area
- Bring cocking handle to rear and press trigger - riding the bolt forward on the empty chamber
- [redacted] is still open / weapon is still OFF of SAFE / bolt is still in forward position

Place [redacted] (brass to the grass) on [redacted]

Close [redacted] cover

DS Carry Condition for [redacted]

Bolt forward on an empty chamber

[redacted]

Weapon OFF of SAFE

B2

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[ ] Course #1

Stage	Distance	#Rounds	Time	Position/Description
1	50 Meters	20	N/A (Fast as Possible)	From a [ ] engage a Single Man-Sized Target (IPSC Target) firing Bursts of 6 to 8 Rounds. ALL Rounds Must Impact on the Target.
2	25 Meters	20	N/A (On Command) (Fast as Possible)	From a [ ] engage One IPSC "Shoot" Target with all Rounds. There Shall be a "No Shoot" Target on Either Side of the "Shoot" Target. (See Diagram Below) The "No Shoot" Targets shall face the same direction as, be on-line with, and be spaced within six inches of the "Shoot" Target. The shooter shall be able to identify differences between "Shoot" and "No Shoot" Targets. The instructor shall call out when the Target is to be Engaged and will do so until all rounds have been expended. Targets will be engaged using 2 to 3 Round Bursts. ALL Rounds Must Impact on the "Shoot" Targets.

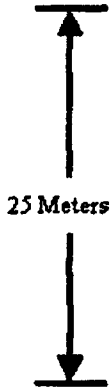
B2

B2

B2



"No Shoot" "Shoot" "No Shoot"



X  
SHOOTERS POSITION

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6.2 [Redacted] Qualification Course of Fire #2 (25-50 Yard Course)

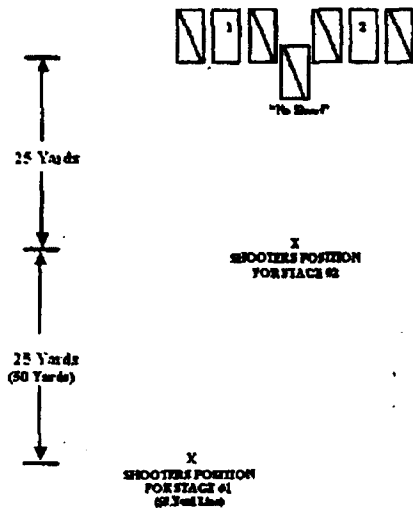
- a. **PRE-FIRING:** A minimum of five (5) identical "LANES" will be set up. Each shooter will fire this course one time through for practice, then a second time through for a score (for record).
- b. **TARGETS:** The IPSC target is used for this course.
- c. **SCORING:** 40 out of 40 hits anywhere on the IPSC targets (no hits on "No Shoot" targets) are required to qualify. Five (5) points are deducted for each Hit on the "No Shoot" targets.

[Redacted]

[Redacted] Course #2

Stage	Distance	#Rounds	Time	Position/Description
1	50 Yards	20	N/A (Fast as Possible)	From a [Redacted] engage a Single Man-Sized Target (IPSC Target) firing Bursts of 6 to 8 Rounds. ALL Rounds Must Impact on the Target.
2	25 Yards	20	N/A (On Command) (Fast as Possible)	From a [Redacted] engage One IPSC "Shoot" Target with all Rounds. There Shall be a "No Shoot" Target on Either Side of the "Shoot" Target. (See Diagram Below). The "No Shoot" Targets shall face the same direction as, be on-line with, and be spaced within six inches of the "Shoot" Target. The shooter shall be able to identify differences between "Shoot" and "No Shoot" Targets. The instructor shall call out when the Target is to be Engaged and will do so until all rounds have been expended. Targets will be engaged using 2 to 3 Round Bursts. ALL Rounds Must Impact on the "Shoot" Targets.

RANGE SET UP : IPSC TARGETS  
(NOT TO SCALE)



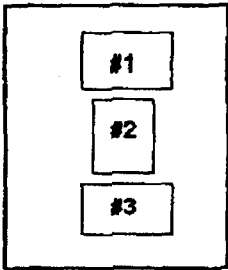
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6.3 [Redacted] Qualification Course of Fire #3 (12.7-Meter Course)

[Redacted] Course #3

B2  
B2  
B2

- 1. Shooters Load to the DS Carry Condition with a [Redacted]
- 2. All three required Qualification Targets are on a Backer - 12.7-Meters from the Muzzle of the Gun.



- 3. Give the Command to "Make Ready" / Weapons then Go ON Safe.
- 4. **First Stage:** One - Three-Round Burst into Each One of the Four "Horizontal Tombstones". Left to Right / One through Four. Twenty Second Time Limit. Put Weapons ON Safe.
- 5. **Second Stage:** One - Three-Round Burst into Each of the Five "Slanting Tombstones". Top Right (#5) - Down and Left to Bottom Left (#6). Forty Second Time Limit. Put Weapons ON Safe.
- 6. **Third Stage:** One - Three-Round Burst into Each of the Seven "Horizontal then Rising Tombstones". Left (#7) to Right and Up (#8). Forty Second Time Limit. Unload. Make All Weapons SAFE (SI).

7. **SCORING:** There are a total of 50 "Points" per Course of Fire (50 Rounds Total). Minimum Qualifying is 33 Points (66%). A Three-Round Burst is fired at each "Tombstone". One Point is Subtracted from the Total of Fifty for Each Shot Hole Outside of a "Tombstone". If One "Tombstone" has Four Shot Holes and another "Tombstone" next to it only has Two Shot Holes, the Shooter will only receive "credit" for Three of the Four Shots, since he/she "Missed" a Shot on the "Tombstone" with only Two Shot Holes. If all "Tombstones" on a particular Target Sheet have Three Shot Holes Each, a shooter shall receive "credit" for any fourth or fifth Shot Holes. (Fifty Rounds Total / Forty-Eight Rounds are required to put Three Rounds Each into all Sixteen "Tombstones".) See Score Sheet on next page.

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**12.7-METER QUALIFICATION COURSE - SCORE SHEET**

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

---

Name: \_\_\_\_\_ STAGE 1: 

--	--	--	--

 =

SN: \_\_\_\_\_ STAGE 2: 

--	--	--	--	--

 =

Office: \_\_\_\_\_

MG Serial#: \_\_\_\_\_ STAGE 3: 

--	--	--	--	--	--	--

 =

Comments: \_\_\_\_\_ TOTAL SCORE:

---

Name: \_\_\_\_\_ STAGE 1: 

--	--	--	--

 =

SN: \_\_\_\_\_ STAGE 2: 

--	--	--	--	--

 =

Office: \_\_\_\_\_

MG Serial#: \_\_\_\_\_ STAGE 3: 

--	--	--	--	--	--	--

 =

Comments: \_\_\_\_\_ TOTAL SCORE:

---

Name: \_\_\_\_\_ STAGE 1: 

--	--	--	--

 =

SN: \_\_\_\_\_ STAGE 2: 

--	--	--	--	--

 =

Office: \_\_\_\_\_

MG Serial#: \_\_\_\_\_ STAGE 3: 

--	--	--	--	--	--	--

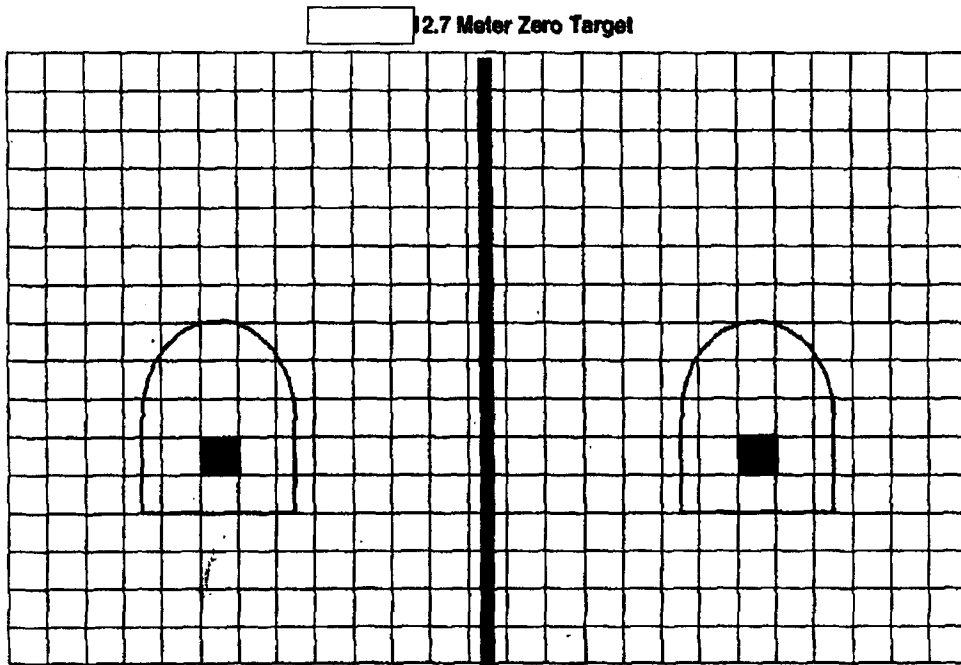
 =

Comments: \_\_\_\_\_ TOTAL SCORE:

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B2



EACH SQUARE EQUALS ABOUT 1 CENTIMETER

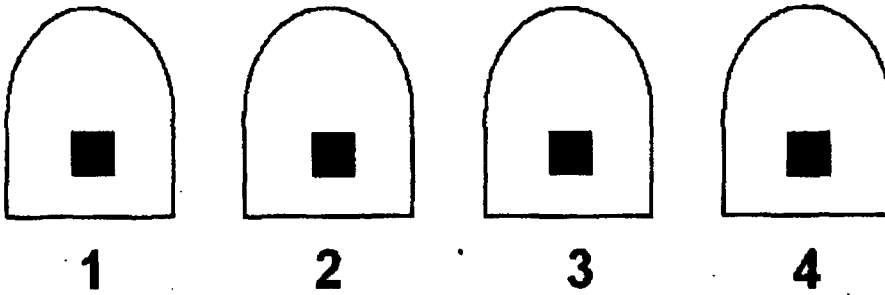
- 2 CLICKS WINDAGE = 1 CM. Turn windage knob toward the muzzle to move the strike of the round to the right.
- 2 CLICKS ELEVATION = 1 CM. Turn peep sight counterclockwise to move the strike up / clockwise to move it down.  
Zero Sight Distance = 400M

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 Qualification Target #1 // 12.7 - Meters

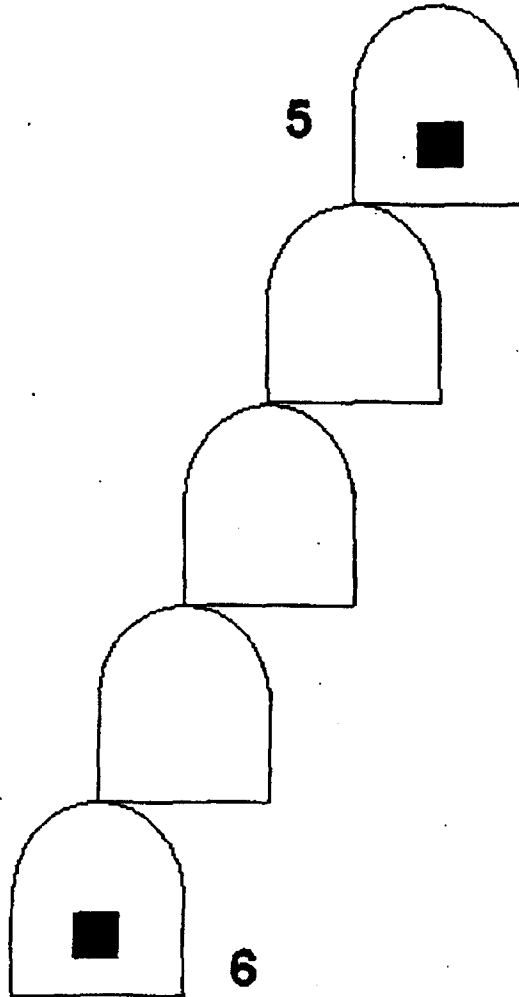
B2



**ONE X THREE-ROUND BURST INTO EACH "TOMBSTONE" / 20 SECONDS**

 Qualification Target #2 // 12.7 - Meters

B2



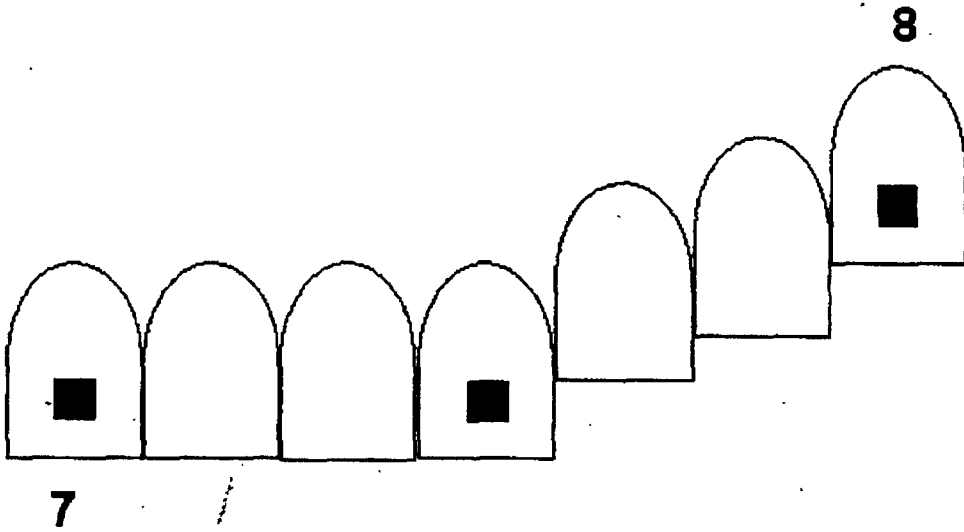
ONE X THREE RND BURST INTO EACH "TOMBSTONE" / 40 SEC.



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□ Qualification Target #3 // 12.7 - Meters

B2



ONE X THREE-ROUND BURST INTO EACH "TOMBSTONE" : 40 SECONDS

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7. [ ] Heavy Machine Gun (HMG) Qualification Course of Fire
- a. **PRE-FIRING:** This course consists of two stages. Each shooter is given a [ ] 20 rounds for stage 1 and 50 rounds for stage 2.
  - b. **TARGETS:** A one (1) vehicle target is used for stage 1 and a three (3) vehicle target is used for stage 2 of this course.
  - c. **SCORING:**
    - (1) Stage 1. 14 out of 20 hits anywhere on the vehicle or within 5 meters of the vehicle is the minimum qualifying score for stage 1.
    - (2) Stage 2. 32 out of 50 hits on the three (3) vehicles or with 5 meters of the three (3) vehicles (as designated by the instructor) is the minimum qualifying score for stage 2.

B2

[ ] Course

Stage	Distance	#Rounds	Time	Position/Description
1	UNKNOWN 200 to 800 Meters	20	N/A (Fast as Possible)	From a [ ] Engage a Vehicle-Sized Target (Vehicle Hulk). No More than One [ ] is Allowed. ALL Remaining Rounds Must Impact the Vehicle or Impact the Immediate Area of the Vehicle-Within 5 Meters. Target Engagement will be Conducted using Five to Six Round Bursts.
2	UNKNOWN 200 to 800 Meters	50	N/A (On Command) (Fast as Possible)	From a [ ] Engage Three Vehicle-Sized Targets (Vehicle Hulks), Each at Different and Varying Distances. No More than One [ ] is Allowed for Each Target. The Instructor Will Call Out the Target to be Engaged (by Pre-arranged Numbers) and the Shooter will shift fire appropriately. This will be done until all rounds are expended. After the Initial Adjustment Rounds, ALL Remaining Rounds Must Impact the Vehicles or Impact the Immediate Area of the Vehicles-Within 5 Meters. Target Engagement will be Conducted using Five to Six Round Bursts.

B2

B2

B2

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8. [ ] Qualification Course of Fire
- a. **PRE-FIRING:** This course consists of two stages. Each shooter is given a [ ] of 16 rounds for stage 1 and 32 rounds for stage 2.
- b. **TARGETS:** A one (1) vehicle target is used for stage 1 and a three (3) vehicle target is used for stage 2 of this course.
- c. **SCORING:**
- (1) Stage 1. 11 out of 16 hits anywhere on the vehicle or within 10 meters of the vehicle is the minimum qualifying score for stage 1.
- (2) Stage 2. 22 out of 32 hits on the three (3) vehicles or with 10 meters of the three (3) vehicles (as designated by the instructor) is the minimum qualifying score for stage 2.

[ ] course

Stage	Distance	#Rounds	Time	Position/Description
1	UNKNOWN 200 to 800 Meters	16	N/A (Fast as Possible)	From a [ ] Engage a Vehicle-Sized Target (Vehicle Hulk). No More than One [ ] is Allowed. ALL Remaining Rounds Must Impact the Vehicle or Impact the Immediate Area of the Vehicle-Within 10 Meters. Target Will Be Engaged using Three to Five Round Bursts. [ ] Ammo will be fired.
2	UNKNOWN 200 to 800 Meters	32	N/A (On Command) (Fast as Possible)	From a [ ] Engage Three Vehicle-Sized Targets (Vehicle Hulks), Each at Different and Varying Distances. No More than One [ ] is Allowed for Each Target. The Instructor Will Call Out the Target to be Engaged (by Pre-arranged Numbers) and the Shooter will shift fire appropriately. This will be done until all rounds are expended. After the Initial Adjustment Rounds, ALL Remaining Rounds Must Impact the Vehicles or Impact the Immediate Area of the Vehicles-Within 10 Meters. Target Engagement will be Conducted using Three to Five Round Bursts. [ ] Ammo will be fired.

9. OVERALL [ ] QUALIFICATION STANDARDS

To qualify with an [ ] a [ ] must perform to prescribed standards and must score at least 45 of 70 possible points. Each target hit is worth 10 points. Zeroing is not included in any part of the scoring because the weapon must be zeroed before qualification firing.

Qualification / record fire gives the [ ] the confidence and experience he or she needs to progress from dry-fire and live-fire exercises to record fire and eventual real-world deployment. This exercise is conducted on a [ ] range IAW Firing Table 1. Before they fire for qualification, [ ] must first zero their weapons and receive instruction on the objectives, range, targets, and qualification standards. [ ] fire this exercise from the following (fighting) positions: kneeling supported, mid-range supported, long-range supported. For each of these tasks, the [ ] can designate which target he / she will engage first.

B2

B2

B2

B2

B2

B2

B2

WARNING

Before allowing anyone to move between stations, ensure that all rifles and [redacted] have been cleared, bolts are to the rear, and barrel assemblies are in the open position. Anyone observing an unsafe act should call CEASE FIRE and notify range personnel immediately.

B2

a. Stage 0, Zeroing. The [redacted] zeroes with both [redacted] sights, if both are present on the weapon system. Up to five rounds [redacted] may be fired for each sight.

B2

(1) [redacted] From a kneeling or prone supported firing position, fire to zero the weapon. This reinforces the experience gained during previous dry and live firing and allows practice in loading and firing with the most accurate sensing and adjustments obtainable. If the shooter zeroes in three rounds, use the other two rounds to confirm the zero. All zeroing rounds may only be fired at the (200 meter) zero targets. If the shooter cannot zero with five rounds, the trainer must remove the shooter from the firing line for remedial training.

B2

- (a) Prepare the sight for zeroing.
- (b) Assume a good prone supported (or supported kneeling) firing position.
- (c) When the shooter receives the following fire command, they repeat each element as it is given:

[redacted]  
FRONT  
200 (ZERO PANEL)  
ONE ROUND  
COMMENCE FIRING

B2

- (d) (On command), load one round [redacted] obtain the proper sight picture, and announce "UP".
- (e) When the line instructor or tower operator gives the command to commence firing, fire one round at the panel marked "Z" (Zero Target/Panel).
- (f) Sense the impact of the round. If the round did not [redacted] of the zero panel, adjust the sights for windage and/or elevation - as needed.
- (g) Repeat until a round [redacted] of the zero panel.
- (h) Once the shooter has zeroed the weapon, they record the zero data. As soon as possible, transfer the information to a small piece of paper and tape inside the [redacted] pistol grip.

B2

(2) [redacted] From a kneeling or prone supported firing position, fire to zero the weapon. This reinforces the experience gained during previous dry and live firing and gives practice in loading and firing with the most accurate sensing and adjustments you can obtain. The steps for zeroing with the [redacted] are the same as those for zeroing with the [redacted]

B2

B2

b. Stage 1, Short to Mid-Range, Standing or Kneeling Position. [redacted] rounds may be used on this stage of fire.)

B2

B2

- (1) When the shooter receives the command "DESIGNATE THE TARGET", the shooter identifies the (first) target they intend to engage by announcing "WINDOW" or "BUNKER".
- (2) When the shooter receives the command "DETERMINE THE RANGE", they announce the range to the target.

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(3) Load one of the three rounds allotted [redacted]

(4) When the shooter receives the following fire command, they repeat each element as it is given:

[redacted]  
FRONT  
3 ROUNDS  
[redacted]  
COMMENCE FIRING

(5) Acquire the proper sight picture and announce "UP" to the grader / instructor.

(6) Engage the target given in the fire command until it is hit. Fire any remaining rounds at the second target. You need no other fire command. For each round fired, the line instructor announces "HIT" or "MISS".

c. Stage 2, Mid-Range, Kneeling or Prone Position.

(1) When the shooter receives the command "DESIGNATE THE TARGET", they identify the target they intend to engage first by announcing "BUNKER" or "AUTOMATIC WEAPON".

(2) When they receive the command "DETERMINE THE RANGE", they announce the range to the target.

(3) Load one of the three rounds allotted [redacted]

(4) When they receive the following fire command, they repeat each element as it is given:

[redacted]  
FRONT  
3 ROUNDS  
[redacted]  
COMMENCE FIRING

(5) Acquire the proper sight picture and announce "UP" to the grader.

(6) Engage the target given in the fire command until it is hit. Fire any remaining rounds at the second target. You need no other fire command. For each round fired, the Line Instructor announces "HIT" or "MISS".

d. Stage 3, Long-Range, (Supported) Prone Position.

(1) When the shooter receives the command "DESIGNATE THE TARGET", they identify the target they intend to engage first by announcing "HOSTILE COMBATANTS IN THE OPEN EMPLACEMENT" or "HOSTILE COMBATANTS IN THE OPEN".

(2) When they receive the command "DETERMINE THE RANGE", they announce the range to the target.

(3) Load one of the three rounds allotted [redacted]

(4) When they receive the following fire command, they repeat each element as it is given:

[redacted]  
FRONT  
3 ROUNDS  
[redacted]  
COMMENCE FIRING

(5) Acquire the proper sight picture, and announce "UP" to the line instructor / grader.

B2

B2

B2

B2

B2

B2

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(6) When the line instructor / tower operator gives the command to FIRE, engage the target given in the fire command until it is hit. Fire any remaining rounds at the second target. You need no other fire command. (Before firing, the shooter must know the procedure to follow in the event of a stoppage.) For each round fired, the Line Instructor announces "HIT" or "MISS".

### e. Stage 4, Less-Than-Lethal, Standing Position.

(1) On command from the Line Instructor, the shooter will load one round of [ ] The other two rounds must be on the shooter's person. All reloads must come from the shooter's person, i.e., [ ] pouch or pocket.

(2) On command from the Line Instructor, the shooter, coming from the low ready, will acquire the proper sight picture, and engage each of the three targets with one round of [ ] The time limit is 25 seconds.

## RECORD FIRE QUALIFICATION STANDARDS

Before qualification firing, each [ ] must know the course of fire - tasks, the time and ammunition required, the procedures to follow if a stoppage occurs, the penalties for failure to stop firing when commanded or signaled to do so, and the method used for scoring targets.

a. **Time and Ammunition.** Each [ ] determines the target and its distance before loading any rounds. When the [ ] receives the command to FIRE, the time allotted for that stage / task in Firing Table I begins.

b. **Stoppages.** The [ ] must apply immediate action procedures if a stoppage occurs. If he / she can reduce the stoppage, he / she can continue to fire the course. The trainers allow the [ ] an extra 15 seconds for each application of immediate action.

(1) If a stoppage occurs that you cannot reduce by immediate action, the shooter raises his / her hand and announces "TIME".

(2) When they say "TIME", the trainer notes the time, ensures that a real stoppage exists, and tries to clear the stoppage. If he / she clears it, they can complete firing. If he / she is unable to clear it, the grader will clear it, and they will be allowed 15 seconds for each round remaining to complete firing.

(3) If the shooter made an error that caused the stoppage, they do not receive extra time, and their score consists only of whatever they had earned when the stoppage occurred.

(4) If the [ ] must be replaced, the shooter is allotted 10 rounds to zero a new one; then they may repeat the exercise.

(5) If malfunctions prevent the shooter from finishing the exercise in the time allowed, they can finish it in an "alibi run" after all other [ ] complete firing.

c. **Penalties.** Five points are deducted from the score of any [ ] who fails to stop firing when the trainer commands or signals to do so are sounded. If a [ ] fires at the wrong target, he / she loses the rounds allotted for the other target, which leaves him / her only the remainder of his / her rounds to expend on both targets.

d. **Target Scoring.** The trainer records scores on the DS [ ] Qualification Score Sheet. They determine whether each [ ] fired is a hit or miss and assign 0 points for a miss or 10 points for a hit.

Stages 1 through 3 each consist of two targets, so the total available for each of these tasks/stages is 20 points. The [ ] may select which of the two targets to engage first. If he / she scores a hit on the first, the trainer permits him / her to engage the second. Once he / she hits both targets, he / she returns any unexpended rounds to the trainer. There is a two-minute time limit for stages 1 through 3. Stage 4 consists of firing three rounds of [ ] at three DSQ-1A (IZZY) Targets.

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(1) **Zero Target / Zero "Panel"**. The [ ] Zeroing Target is positioned 200 meters from the firing line. The target should be six feet wide by six feet long and clearly visible from the firing line. [ ]

B2

(2) **Window or Door**. To score a hit on a window or door, the [ ] must either strike the target or go through the opening in the center of the target ("window"). The target should be positioned in an upright manner and the size should be no greater than three feet wide and seven feet tall. The "window" should be no greater than 30 inches wide and 36 inches tall.

B2

(3) **Bunker**. To score a hit on a bunker, the [ ] must strike anywhere on the face of the bunker. The target can be made up of sandbags and the size should be no greater than six feet wide at the base and no taller than three feet.

B2

(4) **Automatic Weapon**. To score a hit on an automatic weapon, the [ ] must strike within [ ] of the target. The target should be a single silhouette centered in a visible circle (paint, engineer tape, etc.). The circle shall be ten meters in diameter. (The round must impact inside the circle.)

B2

(5) **Hostile Combatants (in the Open)**. To score a hit on hostile combatants, the [ ] must strike within [ ] of the targets. The targets should be five silhouettes centered (clustered within a five-meter span) in a visible circle (paint, engineer tape, etc.). The circle shall be fifteen meters in diameter. (The round must impact inside the visible circle.)

B2

(6) **Hostile Combatants (in Open Emplacements)**. To score a hit on "emplaced" hostile combatants, the [ ] must strike within [ ] of the targets. The targets should be five silhouettes centered (on line within a five-meter span) in a visible oval (paint, engineer tape, etc.). The oval shall be fifteen meters wide and ten meters deep (to simulate an uncovered trench). (The round must impact inside the visible oval.)

B2

(7) **Less-Than-Lethal**. To score ten points, the shooter must obtain a minimum of [ ] hits between the three targets. (Each round of [ ] [ ] If the shooter obtains between 64 and 71 "hits" among the three targets, they shall receive five points. Sixty-three or fewer hits equals zero points. The targets shall be the standard DSQ-1A (Izzy) stapled to a standard cardboard backer. Only hits on "Izzy" shall be counted. The three targets shall be positioned on line and no more than one foot apart. Targets shall be located ten yards from the firing line.

B2

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DS  QUALIFICATION COURSE OF FIRE  
(Fired After Zeroing the )

B2

Stage	Time	Rounds	Type	Targets and Ranges
1 (Standing or Kneeling)	2 Minutes	3	TP <input type="text"/>	<input type="text"/>
2 (Kneeling or Prone)	2 Minutes	3	TP	
3 (Prone)	2 Minutes	3	TP	
4 (Standing)	25 Seconds	3	L-T-L <input type="text"/>	Three Izzy Targets at 10 meters/yards. Targets are spaced, on line, no more than one foot apart.

B2

B2

B2

Firing Table 1. DS  Record Fire Qualification.

B2



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DS  QUALIFICATION SCORE SHEET

B2

Date: \_\_\_\_\_ Range Name/Location: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Office / Post: \_\_\_\_\_

Serial #: \_\_\_\_\_

Successfully Zeroed: YES // NO

Comments: \_\_\_\_\_

Stage                      Points    Total

1                      1A \_\_\_\_\_ 1B \_\_\_\_\_ =

2                      2A \_\_\_\_\_ 2B \_\_\_\_\_ =

3                      3A \_\_\_\_\_ 3B \_\_\_\_\_ =

Sub-Total = \_\_\_\_\_

4 (Hits) 4A \_\_\_\_\_ + 4B \_\_\_\_\_ +

4C \_\_\_\_\_ = \_\_\_\_\_ = \_\_\_\_\_

Final Score: \_\_\_\_\_

B2

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Office / Post: \_\_\_\_\_

Serial #: \_\_\_\_\_

Successfully Zeroed: YES // NO

Comments: \_\_\_\_\_

Stage                      Points    Total

1                      1A \_\_\_\_\_ 1B \_\_\_\_\_ =

2                      2A \_\_\_\_\_ 2B \_\_\_\_\_ =

3                      3A \_\_\_\_\_ 3B \_\_\_\_\_ =

Sub-Total = \_\_\_\_\_

4 (Hits) 4A \_\_\_\_\_ + 4B \_\_\_\_\_ +

4C \_\_\_\_\_ = \_\_\_\_\_ = \_\_\_\_\_

B2

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Final Score: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Office / Post: \_\_\_\_\_

Serial #: \_\_\_\_\_

Successfully Zeroed: YES // NO

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Stage

Points

Total

1

1A \_\_\_\_\_ 1B \_\_\_\_\_ =

2

2A \_\_\_\_\_ 2B \_\_\_\_\_ =

3

3A \_\_\_\_\_ 3B \_\_\_\_\_ =

Sub-Total = \_\_\_\_\_

4 (Hits) 4A \_\_\_\_\_ + 4B \_\_\_\_\_ +

4C \_\_\_\_\_ = \_\_\_\_\_ = \_\_\_\_\_

Final Score: \_\_\_\_\_

B2

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DS  QUALIFICATION SCORE SHEET - SAMPLE

B2

Date: 11 / 25 / 2004 Range Name/Location: R-14F / MCB Quantico x

Name: SMITH, John T.

SSN: 123-45-6789

x

Office / Post: DS/FLD/WFO

x

Serial #: A 207104

x

Successfully Zeroed:  YES // NO

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Stage                      Points    Total  
1                      1A 10 1B 10 = 20

2                      2A 0 2B 10 = 10

3                      3A 10 2B 0 = 10

Sub-Total = 40 x

4 (Hits) 4A 24 + 4B 30 +

4C 26 = 80 = 10 x

Final Score: 50 x

B2

Name: JONES, Thomas J.

SSN: 223-45-6789

x

Office / Post: DS/T/MSD

x

Serial #: A 209212

x

Successfully Zeroed:  YES // NO

Comments: \_\_\_\_\_

\_\_\_\_\_

Stage                      Points    Total  
1                      1A 10 1B 10 = 20

2                      2A 10 2B 10 = 20

3                      3A 10 2B 10 = 20

Sub-Total = 60 x

4 (Hits) 4A 22 + 4B 28 +

4C 16 = 66 = 05 x

B2

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Final Score: 65 x

Name: KARZAI, Moamar

SSN: 923-45-6789

Office / Post: DS/P/DP

Serial #: A 207137

Successfully Zeroed: YES //  NO

Comments: Did Not Fire Qual Course

Set up for Remedial Training for

12/06/2004

Stage                      Points    Total

1                      1A \_\_\_\_ 1B \_\_\_\_ =

2                      2A \_\_\_\_ 2B \_\_\_\_ =

3                      3A \_\_\_\_ 3B \_\_\_\_ =

Sub-Total = \_\_\_\_

4 (Hits) 4A \_\_\_\_ + 4B \_\_\_\_ +

4C \_\_\_\_ = \_\_\_\_ = \_\_\_\_

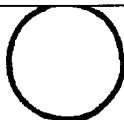
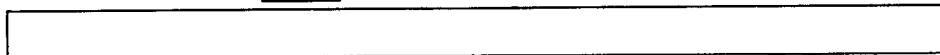
Final Score: \_\_\_\_

B2

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B2

 RANGE SET UP / NOT TO SCALE



3B  
(340 M)



3A  
(280 M)



2B  
(225 M)



Z  
0  
(200 M)



2A  
(145 M)



1A  
(100 M)



1B  
(110 M)



4 / 10 M



C-117

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<sup>0</sup>  
Zero  
(Prone or  
Kneeling)

<sup>1</sup>  
Short-Range  
(Standing or  
Kneeling)

<sup>2</sup>  
Mid-Range  
(Kneeling or  
Prone)

<sup>3</sup>  
Long-Range  
(Prone)

<sup>4</sup>  
L-T-L / Close  
(Standing)

C-118

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App. 370

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ATTACHMENT 13  
(TO SECTION C)  
DEADLY FORCE POLICY

## 1. DEFINITION OF "DEADLY FORCE"

"Deadly force" is the use of any force that is likely to cause death or serious physical injury. When a Protective Security Specialist (PSS) uses such force, it may only be done consistent with this policy. Force that is not likely to cause death or serious physical injury, but unexpectedly results in such harm or death, is not governed by this policy.

## 2. PROBABLE CAUSE FOR THE USE OF DEADLY FORCE

Probable cause, reason to believe or a reasonable belief, for purposes of this policy, means facts and circumstances, including the reasonable inferences drawn there from, known to the PSS at the time of the use of deadly force, that would cause a reasonable PSS to conclude that the point at issue is probably true. The reasonableness of a belief or decision must be viewed from the perspective of the PSS on the scene, who may often be forced to make split-second decisions in circumstances that are tense, unpredictable, and rapidly evolving. Reasonableness is not to be viewed from the calm vantage point of hindsight.

## 3. PRINCIPLES ON USE OF DEADLY FORCE

The Contractor adopts the Department of State policy, which recognizes and respects the integrity and paramount value of all human life. Consistent with that primary value, but beyond the scope of the principles articulated here, is the full commitment by the Contractor to take all reasonable steps to prevent the need to use deadly force, as reflected in Diplomatic Security (DS) approved training and procedures. Yet even the best prevention policies are on occasion insufficient, as when a PSS is confronted with a threat to his or her life and/or the life of protectee or other individuals. With respect to these situations and in keeping with the value of protecting all human life, the touchstone of this policy regarding use of deadly force is necessity. Use of deadly force must be objectively reasonable under all the circumstances known to the PSS at the time.

## 4. PERMISSIBLE USES OF DEADLY FORCE

a. The necessity to use deadly force arises when all other available means of preventing imminent and grave danger to PSS or other persons have failed or would be likely to fail. Thus, employing deadly force is permissible when there is no safe alternative to using such force and without it the PSS or others would face imminent and grave danger. A PSS is not required to place himself or herself, another PSS, or the public in unreasonable danger of death or serious physical injury before using deadly force. PSS will fire at a person only in response to an imminent threat of deadly force or serious physical injury against the PSS, protectee, or other individuals.

b. Determining whether deadly force is necessary may involve instantaneous decisions that encompass many factors, such as:

The likelihood that the subject will use deadly force on the PSS or others if such force is not used by the PSS;

The PSS' knowledge that the subject will likely acquiesce if the PSS uses lesser force or no force at all;

The capabilities of the subject;

The presence of other persons who may be at risk if force is or is not used; and

The nature and the severity of the danger posed.

c. Deadly force should never be used upon mere suspicion that the actions of an individual or group of individuals will result in serious injury or death of a PSS, protectee(s), or others.

## 5. USE OF LESSER MEANS THAN DEADLY FORCE

a. **Intermediate Force.** If force less than deadly force could reasonably be expected to accomplish the same end, such as restraining a dangerous subject, without unreasonably increasing the danger to the PSS or to others, then it must be used. Deadly force is not permissible in such circumstances, although the reasonableness of the PSS' understanding at the time deadly force was used will be the benchmark for assessing applications of this policy.

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b. **Verbal Warnings.** Prior to using deadly force, if feasible, PSS will audibly command the subject to submit to their authority. If, however, giving such a command would itself pose a risk of death or serious physical injury to the PSS or others, it need not be given.

### 6. WARNING SHOTS AND SHOOTING TO DISABLE

a. Warning shots are not authorized. Discharge of a firearm is usually considered permissible only under the same circumstances when deadly force may be used—that is, only when necessary to prevent loss of life or serious physical injury. Warning shots themselves may pose dangers to PSS or others.

b. Attempts to shoot to wound or to injure are unrealistic and, because of high miss rates and poor stopping effectiveness, can prove dangerous for the PSS and others. Therefore, shooting merely to disable is strongly discouraged.

### 7. MOTOR VEHICLES AND THEIR OCCUPANTS

Shooting to disable a moving motor vehicle is forbidden. A PSS who has reason to believe that a driver or occupant poses an imminent danger of death or serious physical injury to the PSS or others may fire at the driver or an occupant only when such shots are necessary to avoid death or serious physical injury to the PSS or another, and only if the public safety benefits of using such force reasonably appear to outweigh any risks to the PSS or the public, such as from a crash, ricocheting bullets, or return fire from the subject or another person in the vehicle.

### 8. VICIOUS ANIMALS

Deadly force may be directed against vicious animals when necessary in self-defense or the defense of others.

### 9. INVESTIGATION OF INCIDENTS OF DEADLY FORCE

a. **Investigative Jurisdiction.** The Regional Security Officer and local law enforcement authority having jurisdiction will conduct the investigation of the incident of deadly force. PSS personnel will cooperate fully with the investigating authority.

b. **Diplomatic Security Service Investigation.** The Chairman, DS Firearms Policy Review Board, shall establish procedures for internal review and investigations.

c. **Administrative Leave/Duty.** PSS who make use of deadly force will be placed, as circumstances dictate, on administrative leave or assigned to duties not requiring the carrying of a firearm until the internal review and investigation are completed and PSS is authorized to return to duty.

### 10. FIREARMS

No PSS shall carry a firearm unless:

a. The PSS has qualified with assigned weapon(s) in accordance with contract terms and conditions;

b. The PSS is not disqualified by any law of the United States including 18 USC 922(g) relating to convictions for misdemeanor crimes of violence; and

c. The PSS has been authorized by the Regional Security Officer and any applicable host country authority to carry and use firearms in the performance of their duties with respect to maintaining the security and safety of persons designated in the WPPS contract and Task Order.

### 11. RESPONSIBILITY

A PSS is responsible for having a complete understanding of his or her authority and its limitations, and applicable guidelines and procedures.

### 12. ISSUES REQUIRING CLARIFICATION

All issues relating to this policy which require clarification shall be directed to the Chief of the High Threat Protection Division, Bureau of Diplomatic Security, and Overseas Protective Operations.

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**13. AUTHORIZED FIREARMS AND RELATED EQUIPMENT**

PSS may carry only handguns, holsters, support weapons, and ammunition that the Department of State has issued or approved. Under no circumstances is a PSS to modify any support weapon or ammunition that the Department of State has issued.

**14. QUALIFICATION**

To be authorized to carry a Department-issued or approved firearm, a PSS shall qualify by meeting or exceeding a specified score with a Department-issued or approved firearm in accordance with the contract. Under no circumstance shall a PSS carry a firearm if he or she has not successfully completed the required firearms qualification procedures.

**15. FIRING RANGE PROCEDURES**

The firing range instructor shall ensure that all training is conducted safely in accordance with DS approved guidelines, lesson plans, and manuals.

**16. PRESCRIPTION MEDICATION**

A PSS who is taking prescription medication, except for short-term antibiotics, anti-malarial prophylaxis, or oral contraceptives, which are not already a matter of record with the Contractor, shall notify his or her supervisor and submit a medical certificate or other administratively acceptable documentation of the prescription and its effect(s) to the Regional Security Officer and DS/OPO/HTP. The Regional Security Officer with the assistance of DS/OPO/HTP shall determine whether such PSS shall be allowed to continue to carry a firearm while taking the medication. Pending written approval, the PSS shall not perform PSS duties.

**17. STANDARDS OF CONDUCT FOR ARMED PSS PERSONNEL**

- a. PSS shall remember at all times the serious responsibility and potential dangers attendant to their authority to carry firearms and conduct themselves accordingly;
- b. PSS are accountable for their actions and shall conduct themselves in a manner, which shall not bring discredit to the Department of State or to themselves;
- c. A PSS shall treat a firearm at all times as if it were loaded; and
- d. All incidents involving misconduct with a firearm shall be reported immediately to the Regional Security Officer and DS/OPO/HTP. Any such incidents shall be considered serious, and the PSS involved may be subject to criminal, civil penalties and disciplinary action.

**18. AVAILABILITY OF FIREARMS**

Protective Security Specialists (PSSs) may carry their firearms in the United States and abroad as long as they comply with applicable procedures, guidelines, contract and/or task order requirements, and consistent with applicable authority.

**19. SECURING FIREARMS**

- a. A PSS is responsible for maintaining the safety and security of his or her firearm. A PSS shall secure his or her firearm in accordance with established Post policy and company policy.
- b. If a PSS loses his or her firearm, or if the firearm is stolen, the PSS shall immediately notify the Regional Security Officer.
- c. The PSS shall immediately report any loss or theft to his or her supervisor who shall promptly notify DS/OPO/HTP. On the next business day, the PSS shall prepare a memorandum, through his or her immediate supervisor, to the Regional Security Officer, thoroughly explaining the circumstances of the loss.

**20. DRAWING FIREARMS**

A PSS will not draw his or her firearm unless confronted with the threat of deadly force or serious physical injury.

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### 21. DISCHARGES

- a. **Reporting** - A PSS who has discharged a firearm shall orally report such discharge immediately to his or her direct supervisor and shall prepare a written report delineating the circumstances of the discharge within 24 hours.
- b. **Investigation** - Internal investigations of all discharges of firearms shall be under the direction of the Regional Security Officer and DS/OPO/HTP. Pending the results of the investigation, the PSS who has discharged his or her firearm may be placed on administrative leave or may be assigned duties that do not require the carrying of a firearm.
- c. **Media Inquiries** - PSS personnel shall make no comment to the media regarding a discharge. PSS shall refer inquiries from the press regarding a discharge to the Regional Security Officer.
- d. **Discharge Involving Injury or Death** - After meeting the exigencies of a shooting situation and securing the area as required, the first concern of PSS personnel shall be the physical and mental well being of all PSS personnel.
- e. **Notification of Appropriate Law Enforcement Authorities** - The responsible PSS supervisor shall notify the Regional Security Officer immediately of the discharge.
- f. **Investigation** - PSS on the scene at the time of the discharge shall not investigate the discharge. The firearm that was discharged shall be secured, preserved as evidence, and relinquished to the Regional Security Officer.

### 22. DISCIPLINARY AND OTHER ACTIONS

- a. The Regional Security Officer, Contracting Officer, and/or Contracting Officer's Representative shall be kept fully informed of any discharge of a firearm by a PSS, or of any incident, which results in an allegation of misconduct with a firearm by a PSS.
- b. The Regional Security Officer, Contracting Officer, and/or Contracting Officer's Representative may ask the Contractor to reassign a PSS to duties that do not require the carrying of a firearm, require the PSS to undergo remedial training, or ask the Contractor to reassign the PSS to another contract other than the WPPS contract with the Department of State.
- c. The Regional Security Officer or the Chief of the High Threat Protection Division may refer matters to relevant law enforcement authorities, when appropriate.

### 23. APPLICABILITY OF POLICY AND REGULATION

- a. Nothing contained in this policy shall be construed to limit or impair the authority or responsibility of any other Federal law enforcement agency of the United States or host country with respect to investigative, protective, or intelligence activities.
- b. This policy will be used in conjunction with an Embassy's firearm policy written by the Regional Security Officer and approved by the Chief of Mission. If any provision of this policy conflicts with the Embassy's firearm policy, the Embassy's firearm policy is controlling.

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ATTACHMENT 14  
(TO SECTION C)  
MISSION FIREARMS POLICY

**MISSION FIREARMS POLICY**

**JULY 2004**

**U.S. EMBASSY  
BAGHDAD  
IRAQ**



**APPROVED:** \_\_\_\_\_  
~~~~~ John C. Negropono  
Ambassador

**DATE:** \_\_\_\_\_

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### MISSION FIREARMS POLICY AMERICAN EMBASSY - BAGHDAD

#### INTRODUCTION

This policy is in accordance with U.S. Department of State Foreign Affairs Manual 12 FAM 023 and applies to all individuals who are under Chief of Mission (COM) Authority.

In accordance with 22 USC 3927, the COM is the ultimate authority in determining who may possess and carry firearms and under what conditions. This policy applies to all U.S. citizens and their dependents (whether civilian or military), direct-hire or contractor, permanently assigned to Post or on temporary assignment, which fall under COM authority. (NOTE: This excludes those under a U.S. Military Regional Combatant Commander.)

This policy also applies to all foreign national employees, third country nationals, and contractors who may be authorized to possess and/or carry firearms, as a result of their duties within the Mission. Furthermore, this policy is only valid within the territory of Iraq.

The regulations and guidelines contained within this Mission Firearms Policy (MFP) supplement the official weapons policies of the various Agencies represented at Post. In areas in which this MFP and those official weapons policies vary, the more restrictive guidelines will be followed.

Finally, all individuals subject to the MFP must acknowledge in writing that they have read, understand, and will comply with the MFP.

#### II. DEFINITIONS

For the purpose of the MFP, official "firearms" are defined as those weapons owned by the U.S. Government, or personally owned firearms that are: (1) authorized for use by employees serving in security, law enforcement, or similar positions; and (2) required in the performance of their official duties.

"Personal" firearms are defined as those weapons owned by an employee and intended for sporting purposes.

"Employee" is an all-inclusive term for individuals subject to COM authority.

"Armed" is defined as actively carrying a firearm on one's person. Not within a carrying case or accompanied baggage.

#### III. DEADLY FORCE

Deadly force is the use of any force that is likely to cause death or serious physical injury. When an individual under COM authority uses such force, it may only be done consistent with this policy. Force that is not likely to cause death or serious physical injury, but unrepentantly results in such harm or death, is not governed by this policy.

##### Probable Cause for the use of Deadly Force

Probable cause, reason to believe or a reasonable belief, for the purposes of this policy, means facts and circumstances, including the reasonable inferences drawn, known to the individual at the time of the use of deadly force, that would cause a reasonable person to conclude that the point at issue is probably true. The reasonableness of a belief or decision must be viewed from the perspective of the individual on the scene, who may often be forced to make split second decisions on circumstances that are tense, unpredictable, and rapidly evolving. Reasonableness is not to be viewed from the calm vantage point of hindsight.

##### Principles on Use of Deadly Force

The United States Department of State recognizes and respects the integrity and paramount value of all human life. Consistent with that primary value, but beyond the scope of the principles articulated here is the commitment by the State Department and the United States Mission Baghdad to take all reasonable steps to prevent the need to use deadly force. The touchstone of Embassy Baghdad policy regarding the use of deadly force is necessity. The use of deadly force must be objectively reasonable under all the circumstances known to the individual at the time.

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## Permissible Uses

a. The necessity to use deadly force arises when all other available means of preventing imminent and grave danger to a specific individual or other persons have failed or would be likely to fail. Thus, employing deadly force is permissible when there is no safe alternative to using such force, and without the use of deadly force, the individual or others would face imminent and grave danger. An individual is not required to place himself or herself, another mission member, other known or unknown individuals or the public in unreasonable danger or death or serious injury before using deadly force. Individuals under COM authority will discharge a firearm at a person only in response to an imminent threat of deadly force or serious physical injury against the individual, those under the protection of the individual, or other individuals.

b. Determining whether deadly force is necessary may involve instantaneous decisions that encompass many factors, such as the likelihood that the subject will use deadly force on the individual or others if such force is not used by the individual; the individual's knowledge of the capabilities of the threatening party or situation; the presence of other persons who may be at risk if force is not used; and the nature and the severity of the subject's conduct or the danger posed.

## IV. AUTHORITY TO CARRY FIREARMS

Only employees whose responsibilities involve security, law enforcement, or similar duties may be authorized to carry firearms by the COM in the performance of their official duties.

Normally, only personnel assigned to the following offices will be authorized to carry firearms in the performance of their official duties:

Regional Security Office

Mission Protective Security Specialists

Force Protection

Marine Security Detachment

FAST Marines

Military Units in support of the COM

All Federal Law Enforcement Agencies that are under COM

Local Guard Force

Other Governmental Agencies as authorized by the COM

To obtain authorization to carry a firearm, each Agency Head or Section Chief must obtain written approval for each employee. The request must be submitted to the COM via the Regional Security Office (RSO). COM authority to carry firearms is valid for the duration of an employee's tour of duty and may be rescinded and/or amended at any time by the RSO with the concurrence of the COM. Blanket authorization will not be issued for any office.

Certain U.S. uniformed military units assigned in support of the COM have been granted blanket authorization to carry firearms in the performance of their official duties. However, these units must still abide by the MFP (armed) carry policy within Mission Facilities. Annex A lists the units granted blanket authorization.

COM authority to carry firearms does not automatically imply that an employee has the authorization to be armed within Mission facilities. Employees with the authority to carry firearms but not to be armed within Mission facilities are authorized to transport unloaded firearms to and from secure storage facilities within Mission facilities.

## V. CARRY POLICY WITHIN MISSION FACILITIES

All personnel entering mission facilities must download their weapons (chamber empty, magazine removed and weapon on safe) at an approved clearing barrel next to all facility entrances. The only personnel authorized to carry loaded firearms (armed) within Mission facilities are RSO personnel, Mission guard force personnel, Marine Security Guards, FAST Marines, Military units in support of the COM, and all Federal Law Enforcement Agencies that are under COM.

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### VI. PROTECTIVE SECURITY DETAILS NOT UNDER COM

Most protective security details will not be authorized access onto Mission facilities. However, with prior notification and approval from the RSO, protective details may be allowed onto Mission facilities in order to drop their protectee at the entrance to a facility. If this is authorized, the AIC of the detail may also be permitted to disembark from his/her vehicle and escort the protectee within Mission facilities. All other detail personnel must remain inside their vehicle(s) at all times. If there is a need for additional detail personnel to disembark from their vehicle(s) they may only do so if they are unarmed and upon the approval of the RSO.

### VII. PRESUMPTION OF PROFICIENCY

The COM requires that all employees covered by this MFP are adequately trained and knowledgeable in the safe handling, firing, transport, and storage of firearms in their control or custody. Each Agency Head or Section Chief is responsible and will be held accountable for ensuring and certifying that the employee has been adequately trained and is knowledgeable in the aforementioned requirements. Agency Heads and/or Section Chiefs will also be required to confirm firearm proficiency levels for each employee in writing to the RSO when requesting COM authority to carry a firearm. The RSO may require verification of proficiency in each case.

The Mission is not responsible for providing firearms familiarization, training, or qualifications. The Mission accepts no responsibility or liability for the misuse of firearms that are carried in accordance with this MFP.

### VIII. PERSONAL FIREARMS

Personal firearms are not authorized at Post. This includes firearms that have been procured locally, imported into Iraq or acquired from any source other than official U.S. Government procurement. Personnel who have acquired personal firearms prior to the establishment of the U.S. Mission must surrender the firearm(s) to the RSO office. Any violation of this policy will lead to immediate expulsion from Post.

### IX. SHIPMENT

Official firearms assigned to employees who have received COM authority must be shipped to Post in accordance with State Department regulations and consistent with this MFP. Only official firearms may be shipped to post.

Absent specific authorization from the COM, employees may not ship firearms or Special Category Weapons procured in Iraq to the U.S. or any other country. Additionally, employees are advised that all authorized firearms brought into the country must be shipped out at the end of their assignment.

### X. STORAGE

Except when being carried in the performance of official duties and consistent with the relevant procedures of this MFP, employees with official firearms must secure them in an appropriate storage container, as approved by the RSO.

Each individual employee will be responsible for the proper storage of all official firearms within their custody and/or control. However, each Agency Head or Section Chief is ultimately responsible for ensuring and certifying that all weapons under his/her purview are stored in accordance with this MFP.

### XI. SAFETY

Employees authorized by the COM to possess firearms are expected to exercise good judgment and reasonable caution, in order to avoid negligent discharges or other safety-related issues. Employees who exhibit safety concerns will be subject to disciplinary action per the MFP.

Due to safety concerns, loaded shoulder weapons and Special Category Weapons are not permitted within Mission facilities, except for RSO personnel, Marine Security Guards, FAST Marines and other individuals assigned internal defense duties. Violations of this policy may lead to the immediate expulsion from Mission facilities.

### XII. INTERNAL DEFENSE

The RSO office is solely responsible for coordinating internal defense for Mission facilities. In the event the internal defense plan is activated, all mission personnel must follow the direction and guidance of internal defense force personnel. Personnel who are not a part of the internal defense plan must not interfere with or "assist" internal defense forces. Protective security details have no internal defense responsibilities except to cover their respective protectees.

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XIII. INVENTORY REQUIREMENTS

Each Agency Head and Section Chief is required to maintain an inventory of all firearms and Special Category Weapons maintained by their office. A copy of the inventory must be provided to the RSO by January 1 of each year.

XIV. RESTRICTION ON THE USE OF ALCOHOL AND DRUGS

Employees will not consume any alcoholic beverages while armed or consume any alcohol six hours prior to working. When an employee's agency has a more restrictive policy regarding the consumption of alcohol, the more restrictive policy will apply. Employees using any prescription medication that would impair their judgment may not carry a firearm. Use of illegal drugs or controlled substances while armed is strictly prohibited.

XV. INCIDENTS OF ACCIDENTS INVOLVING FIREARMS

In addition to whatever reporting obligations are required by the respective Agencies, employees must immediately report the following events verbally to the RSO, and submit a written report within 24 hours:

- a. Loss or theft of a firearm;
- b. Any discharge of a firearm;

All incidents in which any individual under Chief of Mission authority was threatened or involved in an incident in which the individual attempted to use deadly force;

- a. Death or injury resulting from the use of a firearm; and
- b. Any inappropriate display of firearm in public.

The discharge of a firearm for qualifications, training or competition purposes is specifically exempt from this notification requirement.

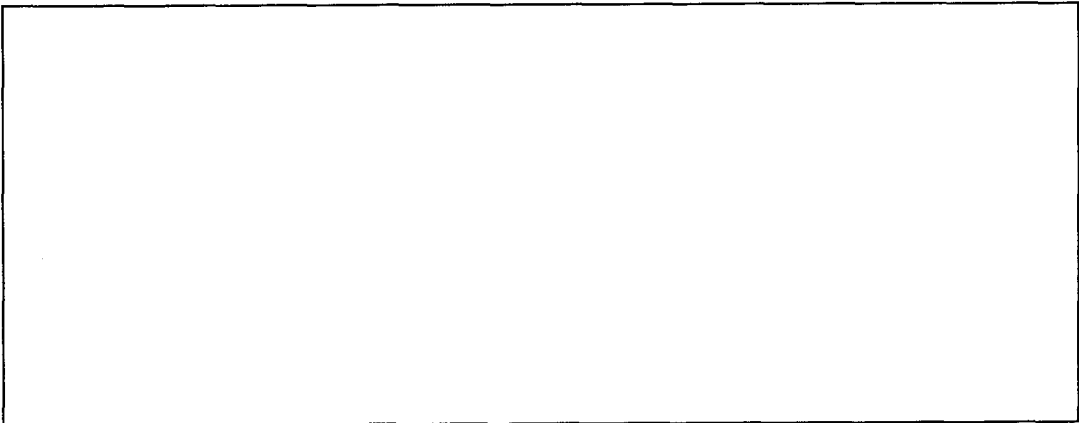
XVI. NON-U.S.G. PERSONNEL

Normally, only personnel authorized by the COM will be permitted to carry firearms within Mission facilities. However, through prior coordination with the RSO, exceptions, such as third country national and local national bodyguards accompanying their protectee or high-ranking police or military officers, may be granted specific exceptions to this prohibition. Third country national personnel (Mission Protective security services personnel) employed by the U.S. Mission may be authorized to carry firearms in the performance of their official duties.

All offices requesting an exception to this regulation must coordinate these requests with the RSO at least 24-hour in advance. The office responsible for coordinating the visit may be tasked to provide armed-escorts.

XVII. ISSUING WEAPONS TO LOCALLY ENGAGED STAFF

Official firearms will not be issues to Locally Engaged Staff (LES) for any reason.

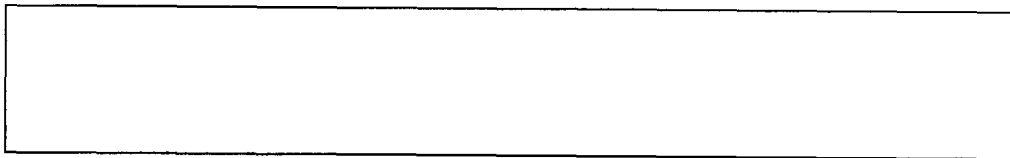


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**XIX. DISCIPLINARY ACTION**

COM authorization to carry firearms requires the employee to exercise sound judgment and caution. Non-judicious use of firearms, to include inappropriate display or operation of a firearm, possession of a firearm while under the influence of alcohol or drugs, and similar acts of gross negligence may result in disciplinary action including the revocation of COM authority to carry firearms and/or removal from Post. Other violations of MFP may also result in disciplinary action.

**XX. REVISIONS**

The MFP may be revised periodically as required. The RSO will be responsible for revising and updating the MFP and will notify Mission personnel of all changes as they occur.

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ANNEX A

**U.S. MILITARY UNITS WITH BLANKET CARRY AUTHORITY**

The following United States military units assigned in support of the U.S. Mission have blanket authorization to carry firearms and [redacted] within Mission facilities in the performance of their official duties. However, personnel assigned to these units must still abide by the carry policy within Mission facilities.

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Marine Security Guard Detachment

FAST Marines

2/82 Field Artillery (Composite Battalion)

759<sup>th</sup> Provisional Military Police Unit

U.S. military personnel/units while providing protective security

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ATTACHMENT A  
CARRY AUTHORITY

Date:

To: Ambassador John C. Negroponte

Through: Deputy Chief of Mission – James F. Jeffrey  
Regional Security Officer – John Frese

From: Agency/Section Chief –

Subject: Authorization to Carry a Weapon

Ref: Mission Firearms Policy

This is to request authorization for the individual listed below to carry a firearm. The individual is in a protective security, law enforcement liaison or higher risk assignment that places him/her in a position which warrants justification to carry a weapon. The individual will only carry firearms with which he/she is qualified to in accordance with his/her agency/department regulations and standards.

NAME:

POSITION:

LAST QUAL. DATE: \_\_\_\_\_

CERTIFYING AGENCY: \_\_\_\_\_

\_\_\_\_\_  
Signature of Agency/Section Chief

RSO recommendation:  Approve  Disapprove

DCM recommendation:  Approve  Disapprove

Chief of Mission Action:

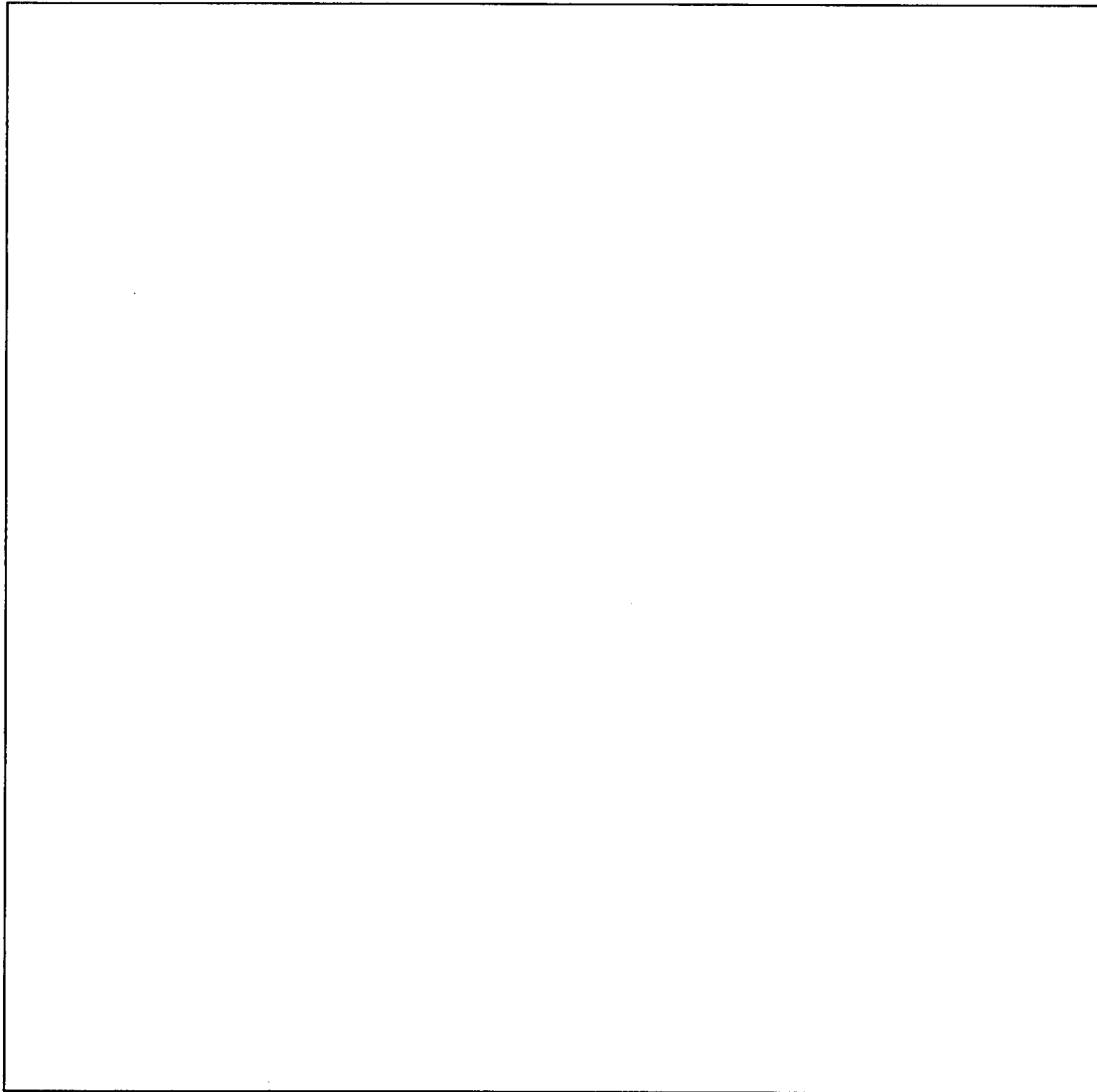
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date \_\_\_\_\_

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ATTACHMENT B



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ATTACHMENT C

ACKNOWLEDGEMENT FORM

I understand that the Chief of Mission will not/not condone the use of a firearm for any reason other than self-defense – when the individual reasonably believes he/she or another person is in immediate and imminent danger of death or grievous bodily harm. The sole purpose for drawing and discharging a firearm at another person is to STOP the assailant from continuing what is believed to be a DIRECT, IMMINENT, AND LIFE-THREATENING ATTACK.

I am aware that the standards of conduct for individuals authorized to carry a firearm (concealed or not) or to use a firearm are no different than those of personnel who are unarmed. All individuals must avoid situations that place them at risk.

U.S. Law Enforcement, military, or security-related personnel may perform his/her prescribed duties, including carrying a firearm in Iraq, only to the extent permitted by local law and as authorized by the Chief of Mission.

The approval of this request is only the Chief of Mission's authorization for me to use a firearm in the country. I understand that any use of this firearm, including its discharge or public display, will be investigated by Regional Security Office personnel and may be grounds for disciplinary action. The following rules of engagement will guide any such investigation.

Use of this firearm is authorized only as delineated in the MFP.

I will only use firearm(s) with which I am qualified per my agency/department standards and regulations.

I will not consume alcohol or controlled substances and carry a weapon contrary to the terms set forth in the MFP.

I have read, understand and will abide by the standards of conduct as set forth in the most current Mission Firearms Policy.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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