DOE/WIPP 90 - 047

Annual Training Manual for Security Training: Protective Force

October 1990

Waste Isolation Pilot Plant

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ANNUAL TRAINING MANUAL FOR SECURITY TRAINING: PROTECTIVE FORCE

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MASTER

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1.0 TRAINING MISSION

1.1 Philosophy

Westinghouse is committed to high quality training relevant to the need of the Protective Forces at the Waste Isolation Pilot Plant (WIPP). The training programs at WIPP are designed to qualify Security personnel to perform WIPP security missions in a professional and responsible manner. The program consists of basic as well as sustainment training, as further described in this plan.

1.2 Purpose

This plan documents the WIPP Security training program for security personnel for calendar year 1990. The programs detailed in this plan are designed to adequately train persons to ensure the uninterrupted continuity of Department of Energy (DOE)/Westinghouse operations.

1.3 Scope

The Security Training Program consists of four basic elements. These elements are 1) basic level training; 2) on-the-job training; 3) refresher training; and 4) in-service training.

Basic training consists of formal instruction presented by the Security Training department or other recognized training institutions. These programs are designed to present formal basic level instruction on relevant security jobs.

Refresher training is that training which is presented formally by the Security/Training department instructors or by adjunct instructors to reinforce knowledge/skills/abilities which require occasional reinforcement.

In-service training is that training conducted by the Shift Supervisor for those people who report to the Shift Supervisor. This program is primarily the responsibility of Field Supervisors, but will occasionally consist of training directed by the Security Training department.

Refresher training and inservice training are now accomplished through the use of a training crew. Each Security crew is given 40 hours of training every five weeks. This allows us to get the mandatory training requirement completed with no impact on our mission.

On-the-job training (OJT) is conducted by supervisors and/or specifically trained Security Inspectors who have qualified as Field Training Inspectors, under the supervision and direction of the Security Training department.

1.4 Standards

All training conducted within the Security department should be carefully tailored to the task being taught. Training should be performance-based, if possible, rather than just knowledge-based. Tasks will be taught until they can be satisfactorily accomplished by each person receiving the instruction. All training will be reinforced and verified through evaluations, with preference given to performance evaluations as opposed to knowledge evaluations.

1.5 Objective

The primary objective of the 1990 training program is to train WIPP Security Inspectors to an adequate common level of competency. This will be accomplished through the systematic implementation of the programs further described in this plan. It must be recognized that much of the material used in these programs is still in development. Consequently, it is necessary to understand that changes are being made as specific needs are identified, so that WIPP Security Inspectors will be as current in all training technologies as possible in performing the primary function of providing site security.

2.0 SECURITY TRAINING DEPARTMENT

The Security department at the WIPP site currently consists of approximately 25 persons. This includes the one person assigned specifically to the Training department. The Security Training Officer reports to the Security department manager and is responsible to the Security department manager for the overall operations of the Security Training Program. The Training Officer is responsible for the development and conduct of individual security training, which includes the basic Security Inspectors course, refresher training, and all advanced training. The Training department is responsible for development of training need analysis, individual training evaluations, program/lesson plans preparation, instructor certifications, and future programs to keep the security forces of WIPP up-to-date. The trainer for security is also responsible to the department manager for scheduling of all departmental training and exercises, managing the external class programs, scheduling of annual training programs with other plant training activities, and for managing the training records.

The trainer for the Security department at WIPP is currently assisted in the classroom by ten WIPP/DOE-certified instructors. Each assists in the basic and advanced Security class. Outside specialty instructors are brought on-site on an as-needed basis.

3.0 JOB TASK ANALYSIS (JTA) PLAN

3.1 Overview

This plan summarizes how the protective force department will conduct a JTA for the position of Security Inspector and Security Supervisor.

3.2 Objectives

To improve the performance of the protective force through:

- Inventory of the tasks of the job
- Prioritize tasks for detailed analysis
- Detail the task procedures
- Specify the terminal and enabling objectives
- Develop a job specific training outline, training plan, and certification guide

3.3 Methods

The tasks will be inventoried through analysis of job source documentation and interviewing with experts. Verification of the inventory will be completed by a questionnaire of 16 current job incumbents.

Tasks will be prioritized for detailed analysis by sampling 17 job incumbents regarding the tasks frequency, consequences, and difficulty.

Tasks will be detailed through individual work, analysis of documentation, interview with subject matter experts and if required, observation of the experts on the job.

3.4 Goals

To improve the personnel management of job positions by:

- Developing full job descriptions
- Deriving recruitment, and selection standards, and guidelines
- Developing performance appraisal instruments

Improve usefulness of general and special orders by:

- Refining operating methods
- Developing new operating methods

Improve the performance of job incumbents by:

- Determining the relevance, accuracy, and completeness of the current training programs
- Revising current training programs
- Developing new training programs
- Developing job aids to guide performance

3.5 Status

The JTA has progressed through the first two objectives and is now in the detail of task procedures.

3.6 Security Inspector: Task Inventory

Security
Area

BD: BEGINNING/ENDING DUTY

ALL

- 01: Prepare for Assignment
- A: Test and inventory equipment
 - B: Inspect and load weapons
 - C: Obtain new information
 - D: Put up flags-sunrise

Security
Area

- ALL 02: Inspect Vehicles
 A: Inventory vehicle equipment
 B: Check vehicle equipment
 C: Report deficiencies
- ALL 03: Inspect Post
 A: Inspect weapons
 B: Sign for weapons
 C: Test post equipment
 D: Open and close post
 E: Inventory equipment
 F: Report all deficiencies
- ALL 04: End Duty
 A: Clean equipment and facilities
 B: Turn in equipment and reports
 C: Pass on information
 D: Radio recharging
 E: Gas vehicles
 F: Take down flags-sunset
 G: Inventory badges and passes

CC: COMMUNICATIONS

- HA 01: Radio Operations
 A: Know and use ten code
 B: Know and use phonetic alphabet
 C: Keep radio log
- 02: Operate Telephone System
- 03: Operate Pager System
- 04: CCTV Operations
- 05: Monitor Scanner and Emergency Channel #3

CD: MONITOR/RESPOND TO CIVIL DISTURBANCE

- 01: Assess Situation
 A: Gather intelligence
 B: Assess resources
- ALL 02: Establish Crowd Control
- ALL 03: Arrest Appropriate Demonstrators
 A: Remove demonstrators from crowd
 B: Process demonstrators
- ALL 04: Transport Subjects

Security
Area

CP: CONTROLLING INGRESS AND EGRESS OF PROPERTY AND PERSONS

- HA 01: Issue Security/Dosimetry Badge
A: Verify authorization
B: Record necessary information
C: Assembly of badge
D: Issue badge/dosimeter
- EP 02: Check Badges and Access Authorization
A: Make positive check of badges
- EP 03: Control Personnel, Property, and Material
A: Inspect all hand-carried items
B: Monitor personnel
C: Search/monitor vehicles
D: Operate gates/barriers
E: Monitor property removal

EP: ESCORT PERSON

- EP 01: Escort Uncleared Persons
A: Verify escort authorization
B: Supervise actions of the person escorted

PA: PATROLLING ASSIGNED AREAS

- RP 01: Enforce Safety Regulations
A: Operate safety equipment
B: Enforce vehicle safety
C: Enforce work safety regulations
D: Report safety and security violations
- EP 02: Control Traffic
VT A: Control vehicle traffic
B: Control personnel traffic
- RP 03: Inspect Facility/Area/Building
A: Inspect for security violations and discrepancies
B: Inspect for safety violations
C: Report violations
- 04: Inspections Off-Site
A: Inspect for security violations
B: Inspect for safety violations
C: Report violations
- RP 05: Secure Facility/Area/Building
A: Unlock and lock doors and gates
B: Detex rounds
C: Report maintenance problems

Security
Area

RA: RESPOND TO SAFETY AND SECURITY INCIDENTS

01: Respond to Security Incidents

RP
NG
VT

- A: Move to location
- B: Assess situation
- C: Control area
- D: Perform emergency services
- E: Use tactical mode of communications
- F: Utilize personal protection equipment
- G: Make arrests
- H: Make vehicle stop
- I: Resecure area
- J: Search for person or property
- K: File final report

02: Respond to Safety Incidents

RP
NG

VT

- A: Move to emergency location
- B: Assess situation
- C: Control emergency area
- D: Utilize personal protection equipment
- E: Resecure the area
- F: File final report
- G: Operate fire equipment
- H: Respond to medical emergency

03: RESPOND TO OFF-SITE EMERGENCY REQUESTS

ALL

RB: BARRICADED SUBJECT

01: Assess Situation

- A: Gather intelligence
- B: Assess resources

02: Ensure Containment

03: Communicate Findings

- A: To supervisor
- B: To SRT

ALL

SA: RESPOND TO BOMB THREAT

3.7 Security Supervisor: Task Inventory

CD: MONITOR/RESPOND TO CIVIL DISTURBANCES

01: Assess Situation

- A: Gather intelligence
- B: Assess resources

02: Supervise Crowd Control

03: Supervise Arrest of Appropriate Demonstrators

Security
Area

04: Arrange Transportation of Subjects

05: Assist Emergency Personnel (see SI JTA)

CI: CONDUCTING PRIMARY INVESTIGATIONS

01: Plan for the Investigation

02: Implement Investigation

03: Write Investigation Report

04: Act on Report Results

05: Turn Follow-up Over to the Security Manager

CT: CONDUCTING TRAINING FOR SECURITY INSPECTOR

01: Assess Training Needs

02: Review Resources

03: Develop Training Plan

04: Schedule Training

05: Conduct Training

06: Monitor Training

07: Evaluate Training Results

08: Record Training

FR: INITIATE FACILITY RESPONSE

01: Assess Situation

A: Gather intelligence

B: Assess resources

02: Develop Plan for Theft

A: Contain adversary

B: Deny access

C: Resolve situation

03: Develop Plan for Sabotage

A: Deny access

B: Search areas

C: Contain adversary

D: Resolve situation

Security
Area

ID: IDENTIFY SECURITY DEFICIENCIES

- 01: Develop Training Scenarios
- 02: Conduct Exercises
- 03: Validate Security Deficiencies
- 04: Evaluate Results
- 05: Report Security Deficiencies
- 06: Make Recommendations

PD: PERFORMING ADMINISTRATIVE DUTIES

- 01: Account for Sensitive Equipment
- 02: Complete Personnel Records
- 03: Plan Personnel Schedules
- 04: Issue Paperwork
- 05: Review Reports, Forms, Logs
- 06: Update Verbal/Written Directives
- 07: Evaluate Plan, Policies, Procedures
- 08: Check Communications System
- 09: Issue Temporary Badges
- 10: Requisition Equipment/Supplies
- 11: Conduct Briefings
- 12: Recommend/Implement Disciplinary Action
- 13: Maintain Labor Relations
- 14: Write Reports
- 15: Conduct Interviews of Job Applicants

PP: ESCORTING PROPERTY AND PERSONS

- 01: Coordinate Escort of Property/Persons
- 02: Authorize Movement of Property/Persons

**Security
Area****RB: RESOLVE BARRICADED SUBJECT**

- 01: Establish Command Post
 - A: Pick location
 - B: Set up communications
 - C: Issue equipment
- 02: Deploy Observation Post
- 03: Establish Negotiations (may be ongoing process established at anytime by SRT or appointed negotiators)

RE: RESPOND TO NONTACTICAL EMERGENCIES

- 01: Assist in Evacuation
- 02: Maintain Security Integrity
- 03: Assist in Resolving Situation

RS: RESOLVING SAFETY AND SECURITY INCIDENTS

- 01: Assess Situation
- 02: Respond to Incident
- 03: Re-Assess Incident
- 04: Formulate Plan
- 05: Implement Procedures
- 06: Direct Personnel
- 07: Resolve Incident
- 08: Investigate Cause of the Incident
- 09: Review Actions (Critique)
- 10: Write Incident Report

SS: SUPERVISING SECURITY INSPECTORS

- 01: Assign Duties
- 02: Inspect Personnel
- 03: Inform Personnel

Security
Area

- 04: Issue Personnel Equipment
- 05: Oversee Daily Shift Operations
- 06: Inspect Areas/Posts
- 07: Address Personnel Needs
- 08: Clarify Policies/Procedures
- 09: Advise Personnel of Operational Changes
- 10: Direct Personnel Activities
- 11: Motivate Personnel
- 12: Evaluate Performance
- 13: Conduct Formal Appraisals

3.8 Training Needs Analysis Program

The analyses contained in the following pages are designed to verify that 1) all criterion job tasks have been identified through the job task analysis; and 2) the training requirements detailed in DOE Order 5632.7 are properly covered by the Security Inspectors Training Program. These analyses have been designed to ensure adequate training coverage during 1990. The primary objective of this program is to achieve a base level of competency which may then be evaluated and built upon during the remainder of the year.

In addition to the analyses detailed within, trainees are required to provide feedback about the instructional programs they attend. Immediate feedback is taken by instructors after each training session. Training needs analyses and a training course critique (sample) sheet are included in Attachment 1 to Section 3.0.

TRAINING NEEDS ANALYSES

	B A S I C	O J T	R E F R E S H E R	I N S E R V I C E
Access Control	X	X		X
Accountability/Personnel Weapons	X			
Alarm Response	X	X	X	X
Application of Force	X	X		X
Arrest Authority	X	X	X	X
Badge Identification	X		X	X
Civil Disturbance	X		X	X
Code of Conduct	X		X	
Containment	X	X	X	
CPR	X		X	
Crime Scene Preservation	X		X	X
Detex Procedure	X	X	X	X
Engagement Techniques	X	X	X	X
Escort	X	X	X	
Escort Holds	X	X	X	
Ethics	X		X	
Evidence Preservation	X		X	
Fire Fighting Techniques/Operations	X	X	X	
First Aid	X	X	X	
Gas Mask Procedure	X		X	X
Gate Operations	X		X	X
Guard Order Implementation	X	X	X	X
Handcuffing Techniques	X	X	X	X
Hand-Held Metal Detector	X	X	X	X
Hazardous Communication	X		X	
Intelligence Gathering/Recognition	X	X	X	
Law Enforcement	X	X	X	X
Maintain Weapons	X		X	X
Narcotic Detection	X		X	X
Night Observation/Vision Devices	X	X	X	X
Night Time Patrol Techniques	X	X	X	X
Operations of Communications Equipment	X	X	X	X
Observation Techniques	X	X	X	X

TRAINING NEEDS ANALYSES
(Continued)

	B A S I C	O J T	R E F R E S H E R	I N S E R V I C E
Patrol Area	X	X	X	X
Officer Survival Techniques	X	X	X	X
Patrol Techniques	X	X	X	X
Plant Layout	X		X	X
Physical Security Measures	X		X	X
Public Relations	X		X	X
Qualify with Weapons	X		X	X
React to Emergency	X	X	X	X
Report Writing	X		X	X
Response to Bomb Threat	X	X	X	X
Rotation of Shifts	X	X	X	X
Rules/Regulation Enforcement	X	X	X	X
Safety	X	X	X	X
Safety/Weapons	X		X	X
Safety Enforcement	X	X	X	X
Security Division Organization	X		X	X
Search/Seizure Techniques	X	X	X	X
Search/Buildings/Areas	X	X	X	X
Security Checks	X		X	X
Self Defense	X		X	X
Special/Technical Equipment	X	X	X	X
Tactics/Individual	X	X	X	X
Threat	X	X	X	X
Traffic Control	X	X	X	X
Traffic Stops	X	X	X	X
Use of Deadly Force	X		X	X
Use of Baton	X		X	X
Vehicle Operation	X	X	X	X
Vehicle Searches	X	X	X	X
Visitors	X		X	X

WASTE ISOLATION PILOT PLANT TRAINING COURSE CRITIQUE

Subject: _____

Date: _____ Instructor: _____

Course Location: _____

Ref. No.	Parameter						Comments	Comments Confirmed on Back
		POOR	NEEDS IMPROVEMENT	SATISFACTORY	ABOVE AVERAGE	EXCELLENT		
1	Technical Quality of the Program							X
2	Teaching Skills/Expertise of the Instructor(s)							
3	Technical Knowledge of the Instructor(s)							
4	Instructor Attitude							
5	Appropriateness of Program Topics							
6	Sequence of Program Topics							
7	Duration of Program Topics							
8	Communication/Teaching Quality of Training Materials							
9	Student Satisfaction with Course							
10	Student Learning Resulting from Course							
11	Overall Opinion							

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4.0 SECURITY TRAINING

4.1 Basic Security Inspector Training

All new members of the Security department will undergo an initial training course of approximately 270 hours. This course will consist of the basic skills and knowledge required for an individual to qualify as a Security Inspector, and to be issued credentials, a shield, and to assume armed duties. Trainees will be tested to ensure that they demonstrate proficiency in all areas prior to certification. The course included all the training under Security Inspector course outline (Attachment 1) and meets the requirements set forth in DOE Orders.

4.2 On-the-Job Training (OJT)

OJT training is designed to complement formal instructions by integrating the knowledge and skills developed in a formal training atmosphere into the tasks performed on the job site. The OJT program verifies that a newly assigned/trained Inspector is, in fact, qualified to perform each job specific task that he/she will routinely perform on the job.

4.3 Refresher Training

Refresher training is presented formally by the WIPP Security Training department and the WIPP site Training department and/or adjunct instructors. This program consists of training given to off-duty as well as on-duty personnel assigned to the protective force so that staffing requirements can be maintained for the WIPP Site. The topics are selected by the Training department and the Security Trainer in conjunction with those areas set by regular time intervals.

4.4 In-Service Training

It is not possible to conduct all training formally by the Security Training department or the on-site Training department. Supervisors at every level

maintain ultimate responsibility for the training readiness of their assigned personnel. Each Shift Supervisor will constantly monitor the training status of his/her crew, and will advise the Training department of training needs.

4.5 Physical Fitness Training

Each member of the department is required to meet DOE fitness standards on a continuous basis and will be tested annually, at a minimum. The WIPP site is currently designated as a Defensive Site and, as such, requires all Security Inspectors to meet the defensive standards as set forth in DOE Orders.

Physical Fitness Training is conducted on an individual basis during on-duty time. A fully-equipped physical fitness center is provided for emergency response personnel. The minimum requirement for Security Inspectors at the WIPP site is one hour of aerobic exercise (consisting of walking, running, bicycling, lifting weights or isometric) or any combination of these for a total of one hour three times a week.

Fitness training is documented by the Shift Supervisor, and log entries are made of the time and date in an exercise log, as well as the shift's log of activities. Annual physical fitness testing is supplemented by a wide variety of personal and company sponsored recreational athletic activities that provide all Security Inspectors with a balanced fitness program for health maintenance.

4.6 Firearms Training

Each armed Security Inspector must qualify with all post-augmented weapons in both a day and night fire course, as approved by the DOE. Current weapons include the 45 caliber semiautomatic pistol, the 12 gauge shotgun, and the M-16 rifle. Small framed individuals have been given permission by DOE/Westinghouse Management to substitute the 357 magnum revolver for the 45 caliber semiautomatic pistol. Attached are the WIPP Firearms Safety and qualification programs (Attachments 2 and 3).

4.7 Special Reaction Team

Because of the current defensive nature of the WIPP, DOE/WIPP management does not feel that a Special Reaction/Response Team is needed on-site. Agreements reached with Local Law Enforcement agencies to respond in the case of need is believed to be sufficient for WIPP needs in this area. Tactical exercises with local law enforcement agencies are currently in the planning and organization stages. The current Security Inspector Training consists of a containment stage in the case of Special Response.

4.8 1990 Long-Range Training Plan

The Security organization at the WIPP has implemented a five-crew rotation that allows each crew one 40-hour week of training every five weeks. This totals almost 400 hours of training each year for each Security Inspector/Supervisor working on our site. The mandatory training requirement per person consists of:

• Firefighting/First Aid/Emergency Response Team	80 hours
• Firearms Requalification/All Weapons	16 hours
• Defensive Tactics refresher	8 hours
• Non-Lethal Weapons refresher	8 hours
• Vehicle Operations refresher	8 hours
• Fitness requirements and testing	32 hours
• Site Specific Refresher as identified by JTA/Testing	<u>16 hours</u>
Total	168 hours

This leaves approximately 232 hours that can be devoted to advanced training - an additional 80 hours has been set aside for firearms training, leaving 150 hours each year for those subjects that are necessary to maintain a quality security force at the WIPP site.

The following detailed attachment materials illustrate specific items discussed in Section 4.0:

- Attachment 1: Security Inspector Course Outline
- Attachment 2: Lesson Plan for Firearms Safety
- Attachment 3: Lesson Plan for Weapon Qualification

SECURITY INSPECTOR COURSE OUTLINE

I.	Administration/Processing	Total Hours
1.1	Company Regulations	1.0
1.2	Employment Orientation	1.0
1.3	Insurance	1.0
1.4	Payroll	0.5
1.5	Badge Issue	0.5
1.6	New Employee Orientation	4.0
1.7	General Employee Training	8.0
II.	Basic Security	Total Hours
3.0	SEC-330-Introduction to DOE/WIPP Training	4.0
3.1	SEC-331-Security Inspector Guard Orders	6.0
3.2	SEC-332-Physical Training	18.0
3.3	SEC-333-Vehicle Operation	16.0
3.4	SEC-334-Report Writing/Forms	8.0
3.5	SEC-335-Physical Security	4.0
3.6	SEC-336-Communications	8.0
3.7	SEC-337-Legal Policies and Procedures	4.0
3.8	SEC-338-DOE Security Regulations	4.0
3.9	SEC-339-Deadly Force Policy and WIPP Force Options	4.0
4.0	SEC-340-Firearms Safety/Hazard Awareness	8.0
4.1	SEC-341-Unarmed Self-Defense Tactics	16.0
4.2	SEC-342-Nonlethal Weapons Tactics	16.0
4.3	SEC-343-Smith & Wesson 645	40.0
4.4	SEC-344-Colt-M-16A2 Rifle	24.0
4.5	SEC-345-Remington Model 870 Shotgun	24.0
4.6	SEC-346-Bomb Threat/Search Procedure	4.0
4.7	SEC-347-Tactics and Crime Scene Preservation	8.0
4.8	SEC-348-Firefighting	18.0
4.9	SEC-349-First Aid/CPR SAE-504 SAr-601	16.0
	SEC-350-Security Inspector Certification	
III.	Evaluation	Total Hours
	Testing	2.0
	Review	2.0
	Critique	<u>2.0</u>
Total Basic Training Hours		272 hours

WIPP Training Services

Instructor's Lesson Plan

COURSE: Security Inspector Basic Training

Lesson: Firearms Safety

Author: Jere R. Galle

Time: 5 Hours

Revision: 0

Date: 10/09/87

Approval: _____

TRAINING AIDS:

- Slide Projector
- Overhead Projector
- M 645 S&W .45 Caliber Pistol
- M-16 Semi-auto/Automatic Rifle
- M 870 Remington Shotgun
- Chalkboard
- Graphic Displays

OBJECTIVES:

- Each person at WIPP will demonstrate safe firearms handling procedures preventing all accidents relating to firearms, ammunition, and explosives during employment at WIPP.

REFERENCES:

- DOE Order 5480
- CTA Firearm Instructor Manual

WIPP Training Services

<u>TIME</u>	<u>LESSON OUTLINE</u> (What You Will Teach)	<u>HOW</u> (Visual Aids, Questions, etc.)
1 hr	Firearms Lesson Plans Module One 09/30/87	
	GENERAL FIREARMS SAFETY ORIENTATION	
	1. Introduction of instructor Current assignment Past assignments Firearms experience	Lecture
	2. Introduction of students Recent experience Firearms experience	
	3. Expected class schedule and breaks	
	4. Introduction of terminal objective "Each person at WIPP will demonstrate safe firearms handling procedures preventing all accidents relating to firearms, ammunition, and explosives during employment at WIPP."	
	5. Supporting objectives: The security inspector will be able to: A. Identify the following firearms: 1) Smith and Wesson Model 645 2) Remington Model 870 3) Colt M-16 (AR-15) 4) Others as may apply	Demonstration Viewgraphs Slides M645 M-16 M870 Test
1 ½ hrs	B. Distinguish the above weapons as "made safe" or "not made safe" when the instructor demonstrates, or in the slides shown.	Lecture M645 M-16 Demonstrations
	C. Label the parts of the above firearms.	Viewgraphs
	D. Identify the ammunition that functions in the above firearms.	Dummy rounds .45 5.56 12 ga

WIPP Training Services

<u>TIME</u>	<u>LESSON OUTLINE</u> (What You Will Teach)	<u>HOW</u> (Visual Aids, Questions, etc.)
1 ½ hrs	E. List the steps required to make the following firearms "safe": 1) Model 645 2) 870 3) M-16 4) Other	Test
½ hr	F. List the four "cardinal rules" relating to the use of firearms.	Lecture Viewgraphs
	G. List the four acceptable conditions that would be permissible for a security inspector to "draw" or "remove" a firearm from the holster.	
	H. Describe the safe "carry" position for a rifle (M-16) or shotgun (870).	Demonstration
	I. List the two places at WIPP where loading and unloading of firearms is acceptable.	Lecture
½ hr	J. Select, from a list, the 18 range safety rules.	Lecture Viewgraphs
	K. Place, in order, the expected range commands for a PPC course.	Lecture
½ hr	L. Describe the correct procedure to follow when a firearm malfunctions on the range.	Viewgraphs
	M. Describe the correct procedure to follow when you observe a hazardous condition downrange during a course of fire.	
½ hr	N. Identify conditions and actions which have resulted in firearms accidents at other DOE sites.	CTA Reports CAIRS Reports Viewgraphs
½ hr	Review and final evaluation	

SAFE MODEL 645

1. Keep fingers out of the trigger guard at all times.
2. Check to make sure the safety selector is on "safe".
3. Depress the magazine latch and remove the magazine.
4. Using the right hand, grasp the slide and pull to the rear; using the left hand, engage the slide stop.
5. Visually check the chamber to verify there is no cartridge (round, bullet) in the chamber.

"Safeties" built into the M645 include the safety selector switch and the magazine catch interlock.

Demonstrate with the firearm.

SAFE M870

1. Keep fingers out of the trigger guard at all times.
2. Move the safety to "on". There will be no red showing when the safety is engaged.
3. Depress the action bar lock and move the slide action to the rear. This "opens" the action.
4. Visually check the chamber area for shells. If shells are present, pour them out in your hand while the action is open.
5. Repeat Steps 3 and 4 until the 870 is empty. Done properly, a new shell never enters the chamber.
6. Leave the action open and on safe.

The weapon is made safe if the action is open, the safety is on, and a visual examination has been made of the chamber area.

Demonstrate with the firearm.

SAFE M-16

1. Keep the fingers out of the trigger guard at all times.
2. Put the safety selector on "safe". (If it won't go, the weapon is not cocked...Don't cock it.)
3. Release the magazine catch and remove the magazine.
4. Lock the bolt to the rear by pulling the charging handle and depressing the bolt catch.
5. Check to make sure the safety is on, or now put it on.
6. Visually check the chamber area to make sure the M-16 is empty of all cartridges.

The weapon is "made safe" if the action is open, the magazine is removed, and after a visual check is performed.

Demonstrate with the firearm.

PISTOL QUALIFICATION

TITLE: Pistol Qualification

TARGET GROUP: Security Inspectors

TIME ALLOTTED: 2 hours

INSTRUCTOR: Firearms Instructor

METHOD OF INSTRUCTION: Practical Application

DATE: October 1987

STATEMENT OF GOAL AND OBJECTIVES

Instructional Goal

Students will qualify on the DOE Day Handgun Qualification Course (National Police Combat Course) as a prerequisite to continuance in the program.

Instructional Objectives

During this course of instruction, students will, to the satisfaction of the instructor:

1. Score at least 200 points on the DOE Day Handgun Qualification Course.

PISTOL QUALIFICATION

COURSE OF FIRE

<u>Stage</u>	<u>Range</u>	<u>Rounds</u>	<u>Position</u>	<u>Time</u>	<u>Target</u>
1	7 yards	12		25 sec	B27
2	25 yards	18		90 sec	B27
3	50 yards	24		165 sec	B27
4	25 yards	<u>6</u>		12 sec	B27

Total 60 Rounds

Stage 1--Double action, twelve rounds from the crouch position. 25 seconds, time starts with the loaded gun in the holster and includes reloading for the second string.

Stage 2--Double action, six rounds kneeling, six rounds standing with the left hand from behind the barricade, six rounds standing with the right hand from behind the barricade. 90 seconds, time starts with the loaded gun in the holster and includes reloading for subsequent strings.

Stage 3--Single or double action, six rounds sitting, six rounds prone, six rounds standing with the left hand from behind the barricade, and six rounds standing from behind the barricade. 165 seconds, time starts with the loaded gun in the holster and includes reloading for subsequent strings.

Stage 4--Double action, six rounds standing without support. 12 seconds, time starts with the loaded gun in the holster. No barricade or other support is allowed.

PISTOL QUALIFICATION

BIBLIOGRAPHY

1. NRA Police Combat Rules
2. Handgun - Night Qualification

DOE NIGHT HANDGUN COURSE

<u>Stage</u>	<u>Range</u>	<u>No. of Rounds</u>	<u>Time</u>	<u>Target</u>
Stage 1	7 yds.	12	35 seconds	B-27
Stage 2	15 yds.	<u>12</u>	45 seconds	B-27

Total 24 rounds

Score: Maximum possible - 120

Minimum qualifying - 60

Firing Stages 1 and 2 - double action; standing or crouch position without artificial support; one or both hands; natural lighting augmented only by normal, incidental firing range courtesy lighting. Time starts with loaded gun in holster and includes reloading for second six-round string.

CRITERION TEST

1. Score at least 200 points of 300 possible points on the DOE Day Handgun Qualification Course. Qualification is required for continuance in the program.

ITEMS AND MATERIALS

Items and Materials

Stopwatch

Whistle

Sufficient ammunition and targets, based on number of students

Visual Aids

None

Handout Materials

None

RIFLE QUALIFICATION (DAY)

TITLE: Rifle Qualification (Day)

TARGET GROUP: Security Inspectors

TIME ALLOTTED:

INSTRUCTOR: WIPP Firearms Instructors

METHOD OF INSTRUCTION: Practical Application

DATE: November 1987

STATEMENT OF GOAL AND OBJECTIVES

Instructional Goal

Students will qualify on the DOE Rifle Qualification Course

Instructional Objectives

During this course of instruction, the student will, to the satisfaction of the instructor:

1. Score at least 70 points on the DOE Day Rifle Qualification Course

RIFLE QUALIFICATION (DAY)

COURSE OF FIRE

<u>Stage</u>	<u>Range</u>	<u>Rounds</u>	<u>Position</u>	<u>Time</u>	<u>Target</u>
1	100	5	Standing	30 sec	B27
2	100	5	Kneeling	33 sec	B27
3	100	5	Sitting	30 sec	B27
4	100	<u>5</u>	Prone	30 sec	B27

Total 20 Rounds

Firing Stages 1-4: Semi-automatic mode of fire; no artificial support; iron sights; time begins with shooter in firing position, magazine with 5 rounds loaded in weapon, first round unchambered, bolt closed, safety on. (This course is applicable to all semi-auto rifles, including M-1, M-14, M-16, M-1 and M-2 Carbine, and Thompson Submachine Gun.)

CRITERION TEST

1. Students must achieve a passing score to receive DOE Firearms Certification.

BIBLIOGRAPHY

1. The NRA Police Combat Rule Booklet

NIGHT QUALIFICATION

TITLE: Night Qualification

TARGET GROUP: Security Inspectors

TIME ALLOTTED:

INSTRUCTOR: WIPP Firearms Instructors

METHOD OF INSTRUCTION: Practical Application

DATE: November 1987

STATEMENT OF GOAL AND OBJECTIVES

Instructional Goal

Students will qualify on the DOE Night Qualification Course.

Instructional Objectives

During this course of instruction, the student will, to the satisfaction of the instructor:

1. Score at least 50 points on the DOE Night Rifle Qualification Course.

NIGHT QUALIFICATION

COURSE OF FIRE

<u>Stage</u>	<u>Range</u>	<u>Rounds</u>	<u>Position</u>	<u>Time</u>	<u>Target</u>
1	25	5	Standing	45 sec	B27
2	25	5	Kneeling	45 sec	B27
3	25	5	Sitting	45 sec	B27
4	25	<u>5</u>	Prone	45 sec	B27

Total 20 rounds

Score: Maximum Possible - 100

Minimum Qualifying - 50

Stages 1-4: Semi-automatic mode of fire; no artificial support; iron sights; natural lighting augmented only by normal, incidental firing range courtesy lighting; time begins with shooter in firing position; magazine with 5 rounds loaded in weapon, first round unchambered, bolt forward, safety on (applicability same as DOE Day Rifle Course).

NOTE: Scoring of the B27 target for semi-automatic rifle qualification shall be in accordance with the "Training and Qualification Scoring" specified on the target (i.e., hits in the 10, 9, and 8 rings score 5 points; hits in the 7 ring score 4 points; all other hits within the black silhouette score 3 points).

BIBLIOGRAPHY

1. The NRA Police Combat Rule booklet
2. Student must achieve a passing score to receive DOE Firearms Certification.

SHOTGUN QUALIFICATION (DAY)

TITLE: Shotgun Qualification

TARGET GROUP: Security Inspectors

TIME ALLOTTED: 2 hours

INSTRUCTOR: DOE-Certified Instructors

METHOD OF INSTRUCTION: Practical Application

DATE: November 1987

STATEMENT OF GOAL AND OBJECTIVES

Instructional Goal

Students will qualify on the DOE Day Shotgun Qualification Course as a prerequisite to continued employment.

Instructional Objectives

During this course of instruction, the student will, to the satisfaction of the instructor:

1. Score at least one-half of the maximum score possible.

SHOTGUN QUALIFICATION (DAY)

COURSE OF FIRE

<u>Stage</u>	<u>Range</u>	<u>Rounds</u>	<u>Position</u>	<u>Time</u>	<u>Target</u>
1	15	5	Hip Fire	15 sec	B27
2	25	<u>5</u>	Shoulder	15 sec	B27

Total 10 rounds

Score: Maximum possible - All available pellets within black silhouette
(dependent upon shell load fired)

Minimum qualifying - One-half of all available pellets within black silhouette

Stages 1 and 2 - Semi-automatic or manual mode of fire; no artificial support; time begins with shooter in firing position, magazine loaded with 5 rounds, first round unchambered; "00" buckshot load (consistent with local standard practice), magnum, or standard round loads may be used.

CRITERION TEST

1. Score at least 50 percent of the maximum possible score on the DOE Day Shotgun Qualification Course. Qualification is required for continuance in the program.

SHOTGUN QUALIFICATION (DAY)

BIBLIOGRAPHY

1. Central Training Academy, Firearms Staff, Central training Academy, Albuquerque, NM, 1987.

ITEMS AND MATERIALS

Items and Materials

Stopwatch

Whistle

Sufficient ammunition and targets, based on number of students

Visual Aids

None

Handout Materials

None

NIGHT QUALIFICATION

TITLE: Night Qualification

TARGET GROUP: Security Inspectors

TIME ALLOTTED: 2 hours

INSTRUCTOR: DOE-Certified Instructors

METHOD OF INSTRUCTION: Practical Application

DATE: November 1987

STATEMENT OF GOAL AND OBJECTIVES

Instructional Goal

Students will qualify on the DOE Night Qualification courses with revolver, rifle, and shotgun to meet DOE directives for armed guard force.

Instructional Objectives

During this course of instruction, the student will, to the satisfaction of the instructor:

1. Score at least 60 points on the DOE Night Handgun Qualification Course.
2. Score at least 50 points on the DOE Night Rifle Qualification Course.
3. Score at least 50 percent of the maximum possible score on the DOE Night Shotgun Course.

NIGHT QUALIFICATION

COURSE OF FIRE

A. DOE Night Shotgun Courses

<u>Stage</u>	<u>Range</u>	<u>Rounds</u>	<u>Position</u>	<u>Time</u>	<u>Target</u>
1	15	5	Hip Fire	15 sec	B27
2	25	<u>5</u>	Shoulder	15 sec	B27

Total 10 rounds

Score: Maximum possible - All available pellets within black silhouette (dependent upon shell load fired)

Minimum qualifying - One-half of all available pellets within black silhouette

Firing stages 1 and 2 - semi-automatic or manual mode of fire; no artificial support; time begins with shooter in firing position, magazine loaded with five (5) rounds, first round unchambered; natural lighting augmented only by normal, incidental firing range courtesy lighting; "00" buckshot load (consistent with local standard practice, magnum, or standard round loads may be used).

NOTE: Scoring of the B27 target for handgun and semi-automatic rifle qualification shall be in accordance with the "Training and Qualification Scoring" specified on the target (i.e., hits in the 10, 9, and 8 rings score 5 points; hits in the 7 ring score 4 points; all other hits within the black silhouette score 3 points.

NIGHT QUALIFICATION

BIBLIOGRAPHY

1. Central Training Academy, Firearms Staff, Central training Academy, Albuquerque, NM, 1987.

CRITERION TEST

1. Score at least 60 points on the DOE Night Handgun Qualification Course.
2. Score at least 50 points on the DOE Night Rifle Qualification Course.
3. Score at least 50 percent of the maximum possible score on the DOE Night Shotgun Course.

ITEMS AND MATERIALS

Items and Materials

Stopwatch

Whistle

Sufficient ammunition and targets, based on number of students

Visual Aids

None

Handout Materials

None

5.0 ADMINISTRATIVE

5.1 Lesson Plans

Lesson plans are on file in accordance with established procedures. They include statements of instructional goals and objectives. Each lesson plan will include the target group and method of instruction necessary to disseminate the information to that group. Lesson plans will be formatted in the form approved and taught by the Central Training Academy and will be in adequate detail for any instructor to conduct the training with minimum preparation.

5.2 Instructors

A primary instructor will be selected who is a Subject Matter Expert (SME) on the given task to be trained, if possible. Because this is not always possible, lesson plans will be kept on file to enable any certified instructor to present information to the trainee. Training will be trainee oriented, not instructor oriented. Platform instruction will be used only for building the foundation of knowledge necessary to accomplish a given task. Skills are best built by proper practice under supervision, and each trainee will be given every opportunity to demonstrate his/her mastery of the subject.

All instructors at the WIPP site will have completed the Westinghouse Instructor program or its equivalent. Whenever possible, Security Instructors will be sent to the Central Training Academy for certification by DOE in the instructor area. All task-only trainers and on-the-job trainers will also be required to complete a training program designed to make them more effective in the performance of these functions and also to remain current through the refresher program. The quality and success of this program is largely dependent on its trainers.

5.3 Quality Control

New lesson plans will be prepared and submitted for approval two weeks prior to the scheduled training, whenever practical. The primary instructor will rehearse with visual aids and any instructor materials, and will fully prepare any assistants prior to conduct of training to ensure efficient use of available training time. Training sessions will be audited and critiqued as needed.

6.0 MONTHLY EXERCISES**6.1 Conduct of Monthly Exercises**

Each shift is required to conduct a monthly exercise that will involve each crew member in an adversarial situation. Shift Supervisors/Drill Coordinators will supervise the conduct of all exercises and ensure that all procedures and safety precautions are followed. All exercises will be documented/critiqued with positive feedback provided to participate as a training aid.

Actual incidents/alarms can be utilized as training exercises, provided they are adequate in scope to address all aspects of the type of incident and are critiqued in detail so they serve as an adequate training vehicle.

7.0 SUPERVISOR TRAINING**7.1 Supervisor Training Program**

The protective force supervisor training program consists of courses taught at the Central Training Academy and at Westinghouse.

Central Training Academy training classes include Supervisor Certification Training, Instructor Training, and the Firearms Instructor Training Course. Supervisors will be scheduled into these programs by the WIPP Security Training department as rapidly as space allocations permit.

Westinghouse offers approximately 20 different courses through the Westinghouse Education and Training Service Program that deal with core development courses for management and professional employees. It has been WIPP Security policy to allow supervisors every opportunity to attend any of these courses that would benefit supervisors in their work. These courses are not controlled by the Security department, so prior yearly scheduling is difficult to arrange. When courses are made available, they are utilized by the Security department for the ultimate benefit of WIPP Security personnel.

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