FERMILAB SECURITY DEPARTMENT TRAINING MANAGEMENT PLAN

1.0 INTRODUCTION

The Fermi National Accelerator Laboratory (FNAL) Security Department Training Management Plan (TMP) establishes a formal training program for FNAL Security Department personnel, and unarmed security personnel. The FNAL Security Department is comprised of proprietary personnel and management, as well as an attachment of unarmed security personnel. The FNAL Security Department TMP is reviewed and revised annually. The FNAL Security Department TMP is approved by the Fermi Site Office, Security Specialist every three (3) years.

The unarmed security organization's approved training department provides initial training "Basic Security Officer Course" (Category I) as required by The State of Illinois Professional Regulation, and the contractual requirements mandated by Department of Energy (DOE) for unarmed Security Officers to work at Fermilab. The FNAL Security Department is responsible for providing the newly employed security trainees and unarmed Security Officers with Site Specific Training (Category II). Unarmed Security Officers and Security Lieutenants are both hereby referred to in this document as unarmed Security Officers.

1.1 Purpose

The Training Management Plan is used to manage the training program and to ensure the Security Department's (SD) mission is accomplished in an effective and efficient manner. The Training Management Plan documents the FNAL Security Department's training and is the master plan utilized by the FNAL Security Department for the oversight of the Site-Specific Training program.

1.2 Objective

The overall objective of the Training Management Plan is to establish a centralized program which assists in providing the training needs and requirements of the FNAL Security Department personnel and newly employed unarmed trainees and Security Officers. This is accomplished through the development of effective and efficient site-specific training thereby assuring the FNAL Security Department is always executing its mission by promoting and always maintaining quality performance.

To meet this goal, the FNAL Security Department adheres to the following principles as the basis for the department's training philosophy:

a. Environmental, safety, and health considerations are at the forefront of all training.

b. Site-Specific Training Program is based on the Instructional System Development (ISD) process utilizing analysis, design, development, implementation, and evaluation as the basis of the program.

c. Site-Specific Training Program is based on valid and complete site-specific job duties, tasks, and competencies contained in the Job Task Analysis (JTA) for each position which has site-specific requirements.

d. Site-Specific Training Program is driven by training objectives which are based on well-defined levels of competency requirements.

e. Site-Specific Training Program is designed so that training activities, when properly implemented, enable FNAL Security Department personnel to achieve the required level of competency stated.

f. Site-Specific Training Program is continually evaluated to ensure adequate resources are available and these resources are utilized properly to ensure the training program's mission is timely, efficient, and cost effective.

2.0 TMP DEVELOPMENT PROCESS

The Training Management Plan is based upon an analysis of training needs and objectives developed from the following:

2.1 DOE O 470.4B, DOE O 473.2A, SECON and Fermilab Requirements

a. New Employee Orientation

b. Oxygen Deficiency Hazard

c. Prohibited Articles & Vehicle Searches

d. Bomb Threat Recognition (WMD)

e. Site Access Control

f. Report Writing

g. Vehicle Operations/Defensive Driving

h. Customer Service

i. Fire Prevention & Reporting Fires

j. Command Presence

k. Introduction to Legal

l. Basic Skills Information for Intermediate Force

m. Weaponless / OC Self Defense Training

n. Radio Communications

o. Emergency Management

p. Patrol Techniques and Methodology

q. Alarms and Emergency Responses

r. Traffic Stops

s. Final Examination

The Training Management Plan describes how these requirements are met and explains the process for the training. *(Appendix I, DOE/FNAL Training Requirements)*

2.2 Job Task Analysis (JTA)

The FNAL Security Department completed a "site specific" JTA for the unarmed Security Officers and Security Lieutenants, which pertain to only site-specific requirements and instructed by a Fermilab supervisor which is a DOE/NTC certified instructor. The JTA identifies site-specific tasks indigenous to both the unarmed Security Officers and Security Lieutenants. This site specific JTA is reviewed on an annual basis and/or whenever any substantial changes to duty positions occur. *(Appendix II, Job Task Analysis Review and Update)*

Site-specific JTA's for FNAL Security Department functions at FNAL are reviewed and revised annually. *(Appendix III, FNAL-SD Job Task Inventory Prioritized List)*

The listed prioritized tasks and sub-tasks identify the minimum knowledge, skills and abilities required for unarmed Security Officers to perform at FNAL effectively and efficiently.

2.3 Training Evaluation

The FNAL Security Department conducts quality assurance evaluations. They include conducting Limited Scope Performance Tests, using the DOE Safeguards and Security Standards and Criteria to assess the individual Security Officer's ability to perform the directed tasks and to determine the effectiveness of the administered training or if training is needed. By incorporating evaluation results back into the development process, a training management cycle of analysis, design, development, implementation, and evaluation is established that ensure FNAL training objectives for security personnel are met.

2.4 Individual Training Needs Analysis (ITNA)

The results of the information gathered from the above sources compile the training needs. These needs are analyzed annually by the FNAL Security Department to ensure the information identified is complete and essential to provide the unarmed subcontractor Security Officers with the required knowledge, skills, and abilities necessary to perform their duties. The analysis is used in the development process of the Training Management Plan.

3.0 TMP PLANNING PROCESS

Training management planning is reviewed during the last quarter of the fiscal year. This planning is conducted by the FNAL Security Department and includes input from the unarmed Security Officers. Information obtained from the current JTA, and the Individual Training Needs Analysis (ITNA) are used to develop the Training Management Plan for the next fiscal year. *(Appendix IV, FNAL Job Task Analysis and Appendix V, List of ITNAs)*

4.0 FNAL SD SITE – SPECIFIC TRAINING PROGRAM

The FNAL Security Department Training Program is designed to provide newly employed unarmed trainees and unarmed Security Officers site specific training in certain required job areas. All developed site-specific training lesson plans are prepared by the FNAL Security Department Training Supervisor in the DOE approved format. These areas are segmented in several "Categories."

4.1 Basic Security Officer Training Course (Category I) Prerequisite

Prior to any Fermilab provided training or assignment to Fermi National Accelerator Laboratory all newly employed unarmed trainees must satisfactorily complete Category I training. Category I training is a basic security course (20-hour Security Officer Certification Course) which is instructed by an Illinois State Certified Instructor. Along with the requirements of Category I training the newly employed unarmed trainees must meet all the requirements to obtain a certification by the approved DOE Physical Protection Medical Director (PPMD) in accordance with 10 CFR 1046 standards initially and maintain the certification thereafter. *(Appendix VI, Medical Qualification & 10 CFR 1046 Requirements; Appendix XIV, FNAL Pre -Qualification Personnel File Review Checklist – sample)*

4.2 Site Specific Training (Category II) (newly employed unarmed trainees)

Upon the completion of Category I training and meeting the criteria for assignment to Fermi National Accelerator Laboratory, the newly employed unarmed trainees will undergo the Category II Training, which is an 80 hour "Site Specific Training Program" consisting of two phases (1^{st}) the classroom training and (2^{nd}) the on-the-job. Both phases are specific to Fermilab duties and task requirements. Upon completion of the classroom training (1^{st} phase) and prior to any initial assignment, each newly employed unarmed trainee will receive a closely supervised curriculum of hands-on training to familiarize them with the job tasks, policies, procedures, and post orders required of all unarmed Security Officer employed and assigned to Fermi National Accelerator Laboratory. Classroom training (1^{st} phase) is composed of numerous training modules with written examinations which have

been prepared by FNAL Security Training Department in the DOE approved format. These modules require a passing score of 70% or higher for completion. On-The Job (OJT) (2nd phase) of training is composed of site-specific training requiring actual hands-on training on equipment, process, and all aspects of the job. At the end of the OJT there is an evaluation form which has been prepared by FNAL Security Training Department and reviewed. The successful completion of the training indicates that job knowledge and proficiency has been achieved. Failure to achieve the established minimum level of competency after each training module shall result in remedial training. The remedial training program is tailored to provide the necessary training to afford a reasonable opportunity to the newly employed unarmed trainees to meet the level of competency. Failure to demonstrate competency at the completion of the remedial training program process will result in non-assignment to Fermi National Accelerator Laboratory. *(Appendix VII, Category II Training Topics and Appendix VIII, FNAL Remedial/Re-Testing Training Process)*

4.3 Site Specific Advanced Training (Category III Security Officer and Security Lieutenant Training)

Category III training is advanced training for Security Officers and Security Lieutenants that have been tasked with an assignment requiring the use of special equipment or for a special operation at Fermilab; if the task requirement is for an extended duration or becomes a permanent assignment then mandated refresher training is provided by an FNAL, DOE/NTC certified instructor. In addition, Lessons Learned Training; is also provided in this category, when deemed applicable to assist the Security Officer's or Security Lieutenant's job performance.

4.4 Fermilab Security Staff Supervisor Training (Category IV Fermilab Staff Training)

Fermilab Security Staff Supervisors are individually responsible for continuing their development of job skills and knowledge through independent study, lectures, seminars, and/or outside workshops.

5.0 PERFORMANCE ORIENTED TRAINING EVALUATION METHOD

The philosophy of the FNAL Security Training Management Plan is to promote performance-oriented training. Successful performance-oriented training is defined by how well the unarmed Security Officers perform the learned task rather than how many hours of training the personnel received or how well he/she scored on a test.

The effectiveness of the training program for the unarmed Security Officers evaluated through the administration of an Annual Proficiency Examination (APE), Limited Scope Performance Tests (LSPT) and Specific Topic Tests (STT's) to measure the retention and proficiency of Category I, Category II, OJT, Category III and any formal or informal training included as part of the initial or refresher programs.

5.1 Annual Proficiency Examination (APE)

The Annual Proficiency Examination consists of a written test of no more than 30 questions. The questions are designed to measure the retention and comprehension of Category I, Category II, OJT, and Category III topics required in DOE Order 473.2A and in the Fermilab Site Security Plan. A minimum score of 70% constitutes satisfactory performance.

a. The FNAL Security Training Department evaluates the completed proficiency examinations and determines which topics, if any need to be given as refresher training or monthly in-service training.

b. The FNAL Security Training Department administers refresher training to the unarmed Security Officers who receive an unsatisfactory score on the APE during the regular work shift. After the refresher training has been completed the Security Officer is re-tested. In cases where an unarmed Security Officer fails to achieve a satisfactory score of 70% on the re-test, the case will be referred to the Physical Security Manager to determine the feasibility of any additional training, re-testing, or separation from the unarmed security force at FNAL.

5.2 Limited Scope Performance Tests (LSPT)

As previously stated, Limited Scope Performance Tests (LSPT) are administered throughout training as a means of accurately monitoring the unarmed Security Officer's proficiency while performing job related duty tasks. This approach affords a controlled method in which specific and/or general Security Officer's tasks can be observed and validated by using the Department of Energy method. This type of performance-based hands-on testing is conducted in a safe manner whenever and wherever possible.

a. The objective of the LSPT is to determine task proficiency and ensure that the unarmed Security Officers achieve and maintain acceptable levels of knowledge, skills, and abilities commensurate with the tasks delineated in the applicable DOE Safeguards and Security Orders, Fermilab Post Orders, Site Security Plan and Emergency Response Plan.

b. The instructor shall ensure that all safety considerations of the test are adhered to and documented as required.

c. The instructor shall conduct the LSPT briefing to include a safety briefing if applicable and explain the task involved, the standard of performance, and any conditions of performance. The instructor will demonstrate or communicate specific details of the task immediately prior to testing.

d. Each unarmed Security Officer shall accomplish the task in the appropriate manner within the set time constraints.

e. Each unarmed Security Officer who fails to demonstrate satisfactory performance on any LSPT shall receive immediate remedial training on the failed task and re-tested.

f. An unarmed Security Officer who fails to demonstrate satisfactory performance after the first remedial training retest shall be given one additional attempt. If the unarmed Security Officer fails to achieve a passing score on the second remedial training retest attempt the case will be referred to the Physical Security Manager to determine the feasibility of any additional training, re-testing or separation from the unarmed security force at FNAL. *(Appendix IX, Limited Scope Performance - Test sample)*

6.0 TRAINING DOCUMENTATION/RECORDS

6.1 Category I Training Documentation

a. Category I Training is documented and maintained by the FNAL Security Training Department. Prior to employment with the FNAL Security Department, the candidate submits verifiable copies of the properly executed documents to the FNAL Security Training Department. FNAL Security Training Department periodically reviews/verifies the training documentation and instructor certifications as per DOE directives.

b. The FNAL Security Training Department shall maintain the training documentation and be responsible for any training provided by another agency. Each unarmed Security Officer assigned to perform work at FNAL shall have a file. All original documentation shall be maintained in their appropriate file and subject to review by the FNAL DOE/NTC certified instructor.

6.2 Category II and III Training Documentation

The FNAL Security Training Department will maintain in safekeeping the training documentation.

6.3 Category IV Training Documentation

FNAL Security Staff shall provide the FNAL Environmental, Safety and Health point of contact with a valid copy of their Category IV training or Fermilab mandated training. The FNAL Environmental,

Safety and Health point of contact will then enter the education information into the FNAL TRAIN database.

6.4 Training Record Audit

The FNAL Security Training Department may perform an annual audit of the unarmed security organizational training records. The annual audit will ensure that each unarmed Security Officer assigned to Fermilab has successfully completed all DOE/FNAL training requirements and 10 CFR 1046 requirement standards for duty at FNAL. The FNAL Security Training Department shall ensure qualifications are met via the certification certificate DOE CH-552. The FNAL Security Training Department will keep track of the unarmed Security Officer certifications and/or re-certification dates. The FNAL Training Supervisor will maintain a current roster of all unarmed Security Officer certifications and/or re-certifications dates each month.

7.0 TRAINING RESOURCES

FNAL Security Training Department Category II is conducted on a requested basis in a classroom located at the Emergency Operations Center (E.O.C) of Wilson Hall ground floor.

An Alternate training classroom is available at the Training Center, 1st floor classroom in cause of an unforeseen uncontrollable incident.

Classroom is equipped with an overhead projector, Laptop, television monitor, and a dry erase board.

Materials for preparing viewgraphs, student handouts, etc. are also available.

8.0 INSTRUCTOR QUALIFICATIONS

The FNAL Security Training Department is responsible for administering site-specific training to the unarmed security force. Fermilab has two (2) FNAL Security Department Staff supervisor that are DOE/NTC Basic Instructor Training (BIT) course certified. The FNAL Security Training Department has one (1) Intermediate Force Instructor Course (IFIC) course certified. *(Appendix XII, Listing of FNAL/DOE/NTC Basic Instructor Certification - BIT Instructor and Intermediate Force Instructor Course Certification - IFIC Instructor).* Personnel assigned as Basic Instructor Training (BIT) and Intermediate Force Instructors must successfully complete the DOE/NTC-approved Basic Instructor and Intermediate Force Instructor Certification (IFIC) course or DOE/NTC-approved equivalent. Certifications are maintained in adherence with Department of Energy Order 473.2a.

9.0 TRAINING SAFETY

FNAL Security Training Department training is conducted in such a manner as to conform to all safety considerations currently at FNAL. All reference documents, pertaining to all the safety practices and policies located in the Fermilab Environmental, Safety, Health Manual.

Prior to conducting any live exercises, the instructor shall evaluate the exercise area for potential safety hazards, such as: extreme temperatures, unsafe footing, construction areas, etc. If a safety hazard exists in the area where the training is to be conducted, the instructor shall apply one or more of the following options:

a. Relocate the training to a safe area

b. Conduct the training to the participants as a walk-through with a prior briefing on the hazards

c. Hold classroom training

d. Reschedule the training until the hazard corrected and considered non-existing

10.0 QUALITY ASSURANCE/INTERNAL AUDIT PROCESS

The purpose of the Security Department Training Quality Assurance process is to obtain data from the unarmed Security Officers through performance-based testing, LSPT's, internal audits and surveys which will

be analyzed to ensure that the training provided by the Security Department is adequate, up-to-date, and enhances the Security Officer's ability to perform their duty requirements.

10.1 Staffing

The FNAL Security Training Department Supervisor or his designee maintains the Security Department Training Quality Assurance process.

10.2 Scope

The scope of the Security Department Training Quality Assurance process may include any one or several of the areas listed below:

a. Manuals
-Post Orders
-FNAL Site Security Plan
-Security Department Policy & Procedure Manual
-Fermilab Security Officer Handbook

b. Security Systems
-Equipment
- iPhone
- Cypress Scanner
-Vehicle operations
-Tour Wand units

c. Communications
-Radios (base stations)
-Radios (portable)
-Telephones

d. Job Knowledge
-Policy & Procedures
-Post operations
-Patrol operations
-Emergency response
-Disaster response
-Safety, First Aid, and CPR

10.3 Methodology

The FNAL Security Training Department administers written tests, LSPT's, and observes the unarmed Security Officer's performance directly or indirectly. If there are any concerns which result in a failure; then the written tests and/or LSPT's will be reviewed and corrected if applicable.

10.4 Reporting

Deficiencies discovered during the Quality Assurance/Internal Audit by the FNAL Security Training Department or designee will be filed in the Security Officer's training file and corrective action/training will be required. This deficiency shall be completed within fourteen (14) Security Officer working days, commencing from the Quality Assurance/Internal Audit date, and will include at a minimum:

a. Results of written tests.

b. Results of Limited Scope Performance Tests (LSPTs).

c. Duty performance observations (directly or indirectly noted findings).

d. Recommendations for corrective actions, improvements, or other actions.

These results are analyzed by the Security Training Department to determine any training needs or problems. Changes in the design, development, or implementation of a specific training area shall be made based on this analysis.

10.5 Training Evaluations

As a part of the Security Department Training Quality Assurance process, all newly employed unarmed trainees are required to complete a Site-Specific Training Program – Category II Training. Category II training course critiques are presented to them after the completion of the classroom training (phase 1st), along with an instructor critique. The newly employed unarmed trainee is also required to complete a Field Training Officer (FTO) critique. The FNAL Security Department utilizes other means of evaluations during the unarmed Security Officer duties. These evaluations are performance based LSPT, hands-on testing, spot quizzes, and written examinations.

The FNAL Security Training Department analyzes the evaluations and determines if any required corrective actions are required to address any problems which may have been identified.

10.6 Quality Assurance of Lesson Plans

As part of the Security Department Training Quality Assurance process, it is required to review all lesson plans text for accuracy, and current data prior to each presentation. All lesson plans are reviewed and approved by the Physical Security Manager on an annual basis. The Security Training Department is responsible for keeping lesson plans complete, and accurate.

11.0 FY 2024 TRAINING SCHEDULE

The FNAL Training schedule development is the responsibility of the FNAL Security Training Department. The schedule will include all the DOE/FNAL mandated classes. Training schedules shall contain the following:

a. Class # and year.

b. Class time (broken down per class, to include lunch time).

c. Class dates (i.e., mm/dd/yy) and training topics for each day

(Appendix XIIII, Category II & III Training Schedule - sample)

APPENDIX I

DOE/FNAL Site – Specific Training Requirements

Class Topic	Category
New Employee Orientation	II
Oxygen Deficiency Hazard	II
Prohibited Articles & Vehicle Searches	II
Bomb Threat Recognition (WMD)	II*
Site Access Control	II
Report Writing	II*
Vehicle Operations/Defensive Driving	II*
Customer Service	II
Fire Prevention & Reporting Fires	II*
Command Presence	II
Introduction to Legal	II
Basic Skills Information for Intermediate Force	II*
Weaponless / OC Self Defense Training	II*
Radio Communications	II
Emergency Management	II
Patrol Techniques and Methodology	II*
Alarms and Emergency Responses	II*
Traffic Stops	II*
Final Examination	II

Denotes: * A training technique called the "Debriefing Training Technique" (DTT) is normally used after an actual incident has occurred. This technique is mainly used as a "lessons learn with corrective actions". It requires the unarmed Security Officer to apply their knowledge, skills, and abilities properly, to negotiate one of the topical areas listed above.

APPENDIX II

Job Task Analysis Review and Update

Overview:

This plan outlines how the Fermilab Security Training Department reviews and updates Job Tasks Analysis for the unarmed security positions.

Goal:

To review and update JTA's and ensure that the JTA reflects the current tasks being performed.

Method:

1. FNAL Security Training Department will perform the approved five-step process to identify all job-related tasks.
2. The FNAL Security Training Department will develop a Job Task Inventory survey for the unarmed personnel.
3. The FNAL Security Training Department will develop a Prioritized Task Inventory Matrix for the validation of each job task.
4. The FNAL Security Training Department will utilize the approved DOE Decision Tree process to determine formal, informal, and no train tasks.
5. The FNAL Security Training Department will develop a Summary of Knowledge Skills, and Abilities listing for each validated job task.

Validation process will include Subject Matter Experts (SMEs), Expert Performers (Eps), and Performers (Ps)

Resources:

1. Personnel:
   Unarmed Security Lieutenants
   Unarmed Security Officers

2. Material:
   Unarmed Security Job Task Analysis

Evaluation:

The FNAL Security Training Department is responsible for the complete and accurate review of the Unarmed Security Department’s Job Task Analyses.

APPENDIX III

Security Department Job Task Inventory Prioritized List

BD Beginning Duty

BD01 Prepare for assignment

BDO1A Test and inventory personnel equipment
BDO1B Obtain new information

BD02 Inspect vehicle

BD02A Check vehicle and equipment

BD03 Inspect post and equipment

BD03A Inventory post equipment
BD03B Test station and/or patrol equipment

CP Controlling ingress and egress of property and persons:

CP01 Check badges and authorization

CP01A Visually check badges

CP02 Control personnel, property and material

CP02A Inspect hand carried items-random
CP02B Monitor personnel

PA Patrolling assigned areas:

PA01 Enforce safety and security regulations

PA01A Operate safety equipment
PA01B Vehicle safety
PA01C Enforce safety and security regulations
PA01D Report safety and security violations

PA02 Control traffic

PA02A Control vehicle traffic
PA02B Control pedestrian traffic

PA03 Inspect facility, area, buildings

PA03A Inspect for security violations
PA03B Report all violations

PA04 Secure facility/buildings/gates

PA04A Unlock/lock doors and gates
PA04B Fermi SO function test of security system

PA05 Stock Room and Prep Room detail

APPENDIX III (cont'd)

PA05A Issue stock after hours 1700-0700

PA06 Trespassing

PA06A Respond to trespass incident (minor)
PA06B Respond to trespass incident (major)

PA07 Lost and found items

PA08 Speed detection operations (radar gun) (optional)

PA09 Provide motorists assistance

EP Escort personnel:

EP01 Escort Fermilab personnel after 1700 hours *per request

RA Respond to safety and security incidents:

RA01 Respond to security incidents

RA01A Move to location
RA01B Assess situation
RA01C Control area
RA01D Perform emergency services
RA01E Prepare reports

RA02 Respond to safety incident

RA02A Move to emergency location
RA02B Control emergency area

ED04 End of duty

BD04A Clean equipment and facilities
BD04B Turn in equipment, reports and flags
BD04C Pass on information

This Prioritized Job Task Inventory List is also used as a list of required competencies of unarmed Security Officers.

APPENDIX IV

Security Force Job Task Analysis

DOCUMENTS MAINTAINED AS A SEPARATE VOLUME AT THE FNAL SECURITY DEPARTMENT RESOURCE ROOM.

APPENDIX V

Lists of ITNAs

DOCUMENTS MAINTAINED AS A SEPARATE VOLUME AT THE FNAL SECURITY DEPARTMENT RESOURCE ROOM.

APPENDIX VI

Lists of Medical Qualifications (10 CFR Part 1046)

DOCUMENTS MAINTAINED AS A SEPARATE VOLUME AT THE FNAL SECURITY DEPARTMENT RESOURCE ROOM.

APPENDIX VII

Unarmed Security Officer Critique Forms

DOCUMENTS MAINTAINED AS A SEPARATE VOLUME AT THE FNAL SECURITY DEPARTMENT RESOURCE ROOM.

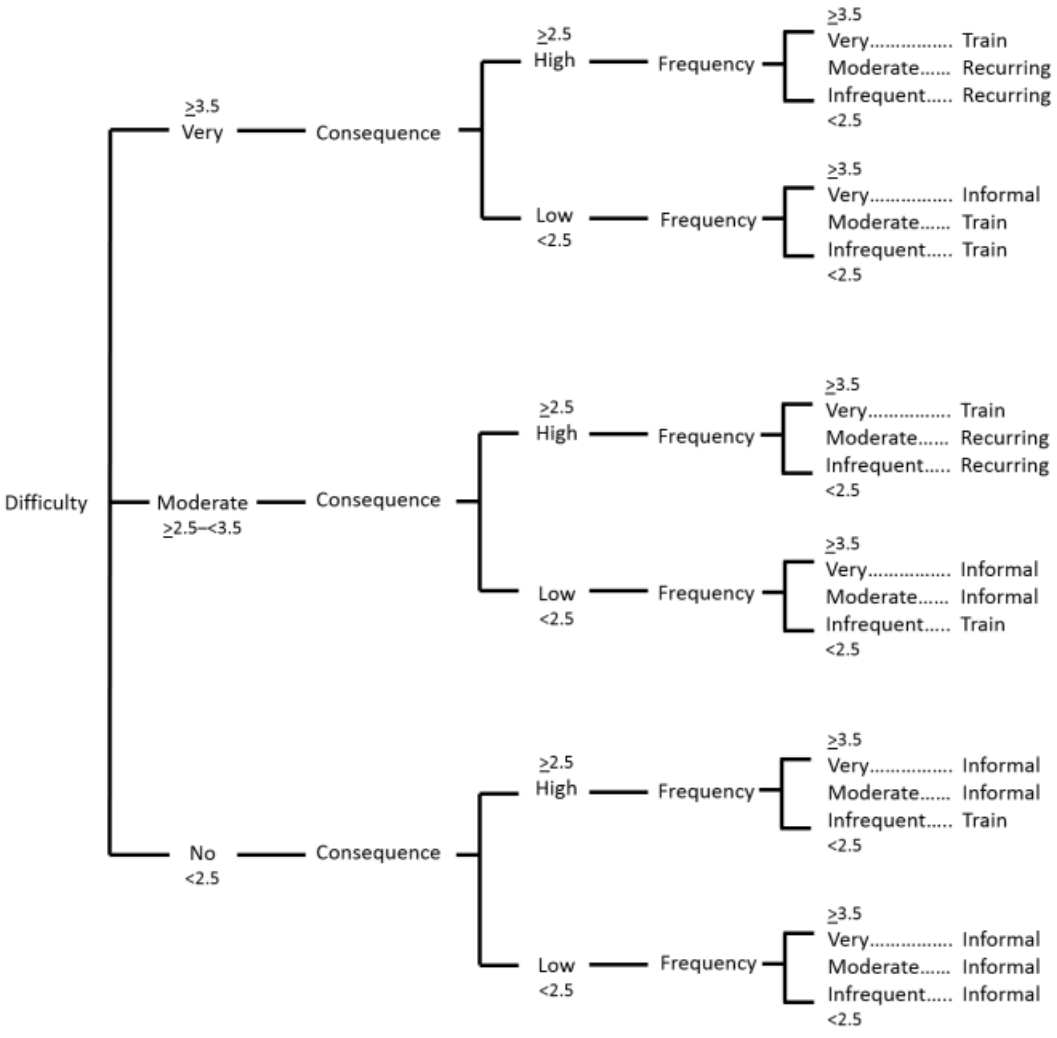
APPENDIX VIII

Department of Energy Decision Tree

U.S. Department of Energy National Training Center

MIT-120, Job Analysis

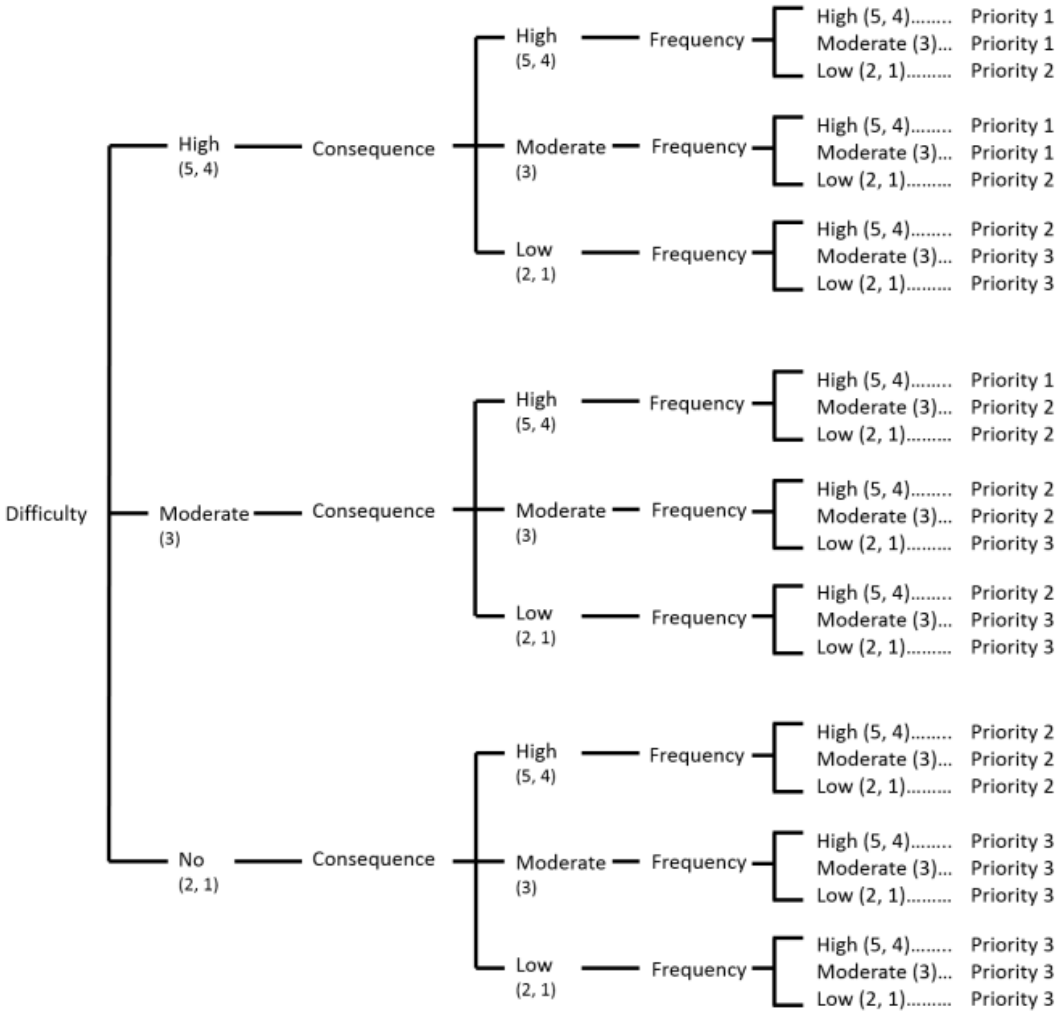
Decision Tree for Training Recommendations



U.S. Department of Energy National Training Center

MIT-120, Job Analysis

Priority-Based Decision Tree



APPENDIX IX

2024 CAT II SITE SPECIFIC TRAINING PROGRAM CURRICULUM

	Course Curriculum		Hours
1.	**New Employee Orientation**		
	Standards of Conduct		0.5
	Introduction to FNAL		0.5
	Safety Orientation		1.0
	Basic Computer Security		0.5
	Additional Training Can Be Found Upon Request. Stored in Fermilab Individual Training Needs Assessment (ITNA) Database.		
		Total	**3.0**
2.	**FNAL Requirements**		
	Orientation to Fermilab		1.0
	Oxygen Deficiency Hazards		1.0
		Total	**2.0**
3.	**Post Operations**		
	Prohibited Articles & Vehicle Searches		1.0
	Bomb Threat Recognition (WMD)		1.0
	Site Access Control		1.5
	Report Writing		4.5
	Vehicle Operations/Defensive Driving		1.5
	Customer Service		1.0
	Fire Prevention & Reporting Fires		1.0
	Command Presence		1.0
		Total	**12.5**
4.	**Legal Policies & Procedures**		
	Introduction to Legal		1.0
	Oleoresin Capsicum		1.5
		Total	**2.5**
5.	**Communications**		
	Radio Communications (FCC Rules)		1.0
		Total	**1.0**
6.	**Response Operations**		
	Emergency Management		1.0
	Patrol Techniques and Methodology (Vehicle Stops/Security Entry)		2.0
	Alarms and Emergency Responses		1.0
	Traffic Stops		0.5
		Total	**4.5**
7.	**Intermediate Force**		
	Basic Skills Information for Intermediate Force		1.0
	Weaponless / OC Self Defense Training		11.5
		Total	**12.5**
8.	**Training Administrative Time**		
	Exams		1.0
	Reviews		1.0
	Critiques (performed during breaks)		0.0
	Completion/On-the-Job Training		0.5
		Total	**2.5**
		Total Hours	**40**

APPENDIX X

FNAL SECURITY DEPARTMENT
REMEDIAL/RE-TESTING TRAINING PROGRAM

Purpose: To identify a systematic procedure for the remedial training and re-testing of newly employed unarmed trainees and Security Officers who for whatever reason, fail to complete a required formal training test. The requirements shall correspond to the appropriate remedial and testing requisites of DOE O 470.4B, DOE O 473.2A and DOE Order 243.1C.

Qualified personnel sometimes encounter problems, which prevent them from performing to the best of their ability. This program will allow them the opportunity to compensate for temporary shortcomings and provide an avenue to maintain their qualifications. A newly employed unarmed trainee or Security Officer that fails to achieve a minimum score of 70% or better on a test will receive remedial training and be re-tested in-accordance with this program.

Limited Scope Performance Test: - All instructors will adhere to this requirement when conducting LSPT's.

Written Test: - All instructors will adhere to this requirement when conducting formal written examinations.

Written Examinations and LSPT Failure Documentation - All documents will be maintained by the Security Training Department.

1. REMEDIAL TRAINING:

LSPT Remedial Training: - When a newly employed unarmed trainee or Security Officer fails a Limited Scope Performance Test, they will be retrained on that job performance measure immediately. If there is no time remaining before the end of the day or shift, they will be trained at the beginning of the next day or shift they work. The newly employed unarmed trainee or Security Officer will be retrained prior to the next administered LSPT.

Written Remedial Training: - When a newly employed unarmed trainee or Security Officer fails a written examination, they will be retrained on that test subject within a reasonable time that will not interfere with any other scheduled training. If there is no time remaining before the end of the day or shift, the newly employed unarmed trainee or Security Officer will be trained at the beginning of the next day or shift they work.

Remedial Training Process: - In the event that a newly employed unarmed trainee or Security Officer fails to successfully complete a required training examination, these procedures will be followed:

If there is a designated instructor other than the usual instructor providing the training, the instructor will:

A. Notify the Security Training Department of the failure immediately and present the examination for review.

B. Review the examination results with the newly employed unarmed trainee or Security Officer and provide the correct responses.

C. Cover all instructional objectives and or performance measures with the newly employed unarmed trainee or Security Officer.

D. Explain, demonstrate, and have the newly employed unarmed trainee or Security Officer perform the performance measure.

E. Provide the newly employed unarmed trainee or Security Officer with any required study materials and or training aids as directed by the Security Training Department.

F. Provide the newly employed unarmed trainee or Security Officer with a scheduled time to re-test (initial) as directed by the Security Training Department.

Additional Remedial Training Process: - In the event that a newly employed unarmed trainee or Security Officer fails to successfully complete a required training examination, and has been provided with remedial training but has not achieved the required minimum standard for qualification the following procedures will be followed:

The Security Training Department will:

A. Scrutinize the overall test, initial re-test, and analyze the designated instructor's techniques used during remedial training. Security Training Department will then decide what additional remedial training, and techniques will be administered.

B. Review the initial re-test results with the newly employed unarmed trainee or Security Officer and emphasize the correct responses.

C. Cover all instructional objectives and or performance measures with the newly employed unarmed trainee or Security Officer.

D. Explain, demonstrate, and have the newly employed unarmed trainee or Security Officer explain, demonstrate, and perform the performance measure.

E. Provide the newly employed unarmed trainee or Security Officer with any required study materials and or training aids.

F. Provide the newly employed unarmed trainee or Security Officer with a scheduled time to receive a re-test (second).

Failure of Additional Remedial Training Process: - In the event that a newly employed unarmed trainee or Security Officer fails to achieve the required minimum standard for qualification after receiving remedial training, and additional remedial training the following procedures will be followed:

The Security Training Department will:

A. Notify the Physical Security Manager of the failure.

B. Provide all re-test documentation to the Physical Security Manager if requested.

C. Submit a recommendation for a final disposition based on the newly employed unarmed trainee's or Security Officer's academic/job performance, knowledge, skills, abilities, and other factors that may affect the decision.

2. RE-TESTING:

Initial Re-testing: – A newly employed unarmed trainee or Security Officer that fails to achieve a minimum score of 70% or better on a test will be re-tested in-accordance with the Refresher Training Program. After being retrained in the job performance measure or subject matter the newly employed unarmed trainee or Security Officer may be immediately re-tested. They shall receive an explanation of the re-testing process before administering the re-test.

Failure of the Initial Re-test:

A. If the newly employed unarmed trainee or Security Officer fails the initial re-test, the instructor will notify the Security Training Department, who will then scrutinize the overall test, initial re-test, and analyze the instructor's techniques used during remedial training. The Security Training Department will then decide what additional remedial training, and techniques will be administered.

B. The Security Training Department will provide the newly employed unarmed trainee or Security Officer with the additional remedial training utilizing all available training aids, and techniques.

C. The Security Training Department will administer the second re-test to the newly employed unarmed trainee or Security Officer after the completion of the additional remedial training.

Failure of the Second Re-test:

A. If the newly employed unarmed trainee or Security Officer fails the second re-test, the Security Training Department will formally counsel them in order to determine the circumstances of the continued failures. The Security Training Department will notify the Physical Security Manager of the second re-test failure, if requested provide all the test documents for review. The Security Training Department will submit a recommendation for disposition based on the Security Training Departments' review of the newly employed unarmed trainee or Security Officer's overall performance.

B. The Physical Security Manager will determine if the newly employed unarmed trainee or Security Officer will be able to demonstrate the required skills, and abilities to successfully pass another retest (third) upon the completion of any additional remedial training session provided or should the newly employed unarmed trainee or Security Officer be separated from employment unarmed security force subcontract at FNAL.

APPENDIX XI

SAMPLE
FERMI NATIONAL ACCELERATOR LABORATORY
SECURITY DEPARTMENT

LIMITED SCOPE PERFORMANCE TEST
SCENARIO #3
GATE RUN

LSPT Conditions:

Before this LSPT is initiated, the Controller shall advise the Security Operations Center (SOC) Emergency Dispatcher that a Gate Run LSPT will be conducted.

The LSPT is initiated by an unmarked vehicle slowing down as if to stop at the guardhouse, announcing "This is a Gate Run Drill," then driving past the guardhouse.

Note: The SOC and Security responders shall state, "**On the Drill,**" before and after every radio transmission.

Expected Actions:

1. The Control Post Officer should immediately notify the SOC of the Gate Run. The officer should report as much vehicle information as possible (**CYMBAL**).

2. The SOC should notify all Security units there is a Gate Run "**Drill**" at a specified control post.

3. The Control Post Officer should radio the vehicle's direction of travel noting any turns.

4. The responding security Officers shall radio and respond with emergency lights and sirens to the nearest interception point in their area. When the Gate Run vehicle is spotted, a Safety Traffic Stop should be performed as quickly and safely as possible.

5. The Shift Lieutenant shall ensure that the driver of the Gate Run vehicle is interviewed and identified. The Lieutenant shall obtain the appropriate information for the case report.

6. The drill shall terminate when the Gate Run vehicle is escorted off Site through the breeched guardhouse entrance.

7. The identification of prohibited articles or signs of impairment may warrant a law enforcement response and activation of the ICS and required notification.

APPENDIX XI (Continued)

PERFORMANCE EVALUATION

The aforementioned shall be based on the Comprehensive Emergency management Plan, which is contingent on the following: the proper deployment and utilization of Protective Forces; execution of the correct procedures for conducting an emergency response; and the coordination of resources, in adherence to Security Department Policies and Procedures.

Rating Scale

Satisfactory: The Protective Force met or exceeded the performance expectations.

Unsatisfactory: The Protective Force failed to meet performance expectations.

8. Was the Control Post Officer wearing a traffic vest, positioned outside ready to check incoming vehicles?

   [5%] **S or U**

9. Did the Control Post Officer immediately report the Gate Run to the SOC?

   [10%] **S or U**

10. Did the Control Officer observe and report the vehicle license number and description (CYMBAL)?

    [5%] **S or U**

11. Did the Control Officer keep the vehicle in sight to determine which direction the driver proceeded?

    [10%] **S or U**

12. Did the responding units go to the proper intersections and report their movements?

    [10%] **S or U**

13. Was the gate run vehicle stopped, driver interviewed and escorted from the site by the gate breeched?

    [20%] **S or U**

14. Did the Lieutenant know how to address signs of impairment or prohibited articles?

    [20%] **S or U**

APPENDIX XI (continued)

SAMPLE

SECURITY LSPT EVAL & LOG SHEET

LSPT Type _____

Location _____

Date/Shift _____

Drill commenced @ _____ Hours

Drill terminated @ _____ Hours

Drill Objective: _____

Test and record the Security Department's Emergency Dispatch and Protective Force response capabilities and adequacy of compliance, implementation and execution of correct policy procedures in an emergency situation.

Participants:

Name	*Assignment*	*Response Time (minutes)*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EVALUATION

****

	SOC	S-4	B11	B12	B18	C1	C2	C3	Other
Response time	___	___	___	___	___	___	___	___	___
Deployment	___	___	___	___	___	___	___	___	___
Proper Equip.	___	___	___	___	___	___	___	___	___
Radio usage	___	___	___	___	___	___	___	___	___
Command	___	___	___	___	___	___	___	___	___
Organization	___	___	___	___	___	___	___	___	___
Scene security	___	___	___	___	___	___	___	___	___
Safety violations	___	___	___	___	___	___	___	___	___
Communications	___	___	___	___	___	___	___	___	___

Scoring Key: ***S = Satisfactory, U = Unsatisfactory***
N/A = Not Evaluated, SV = Safety violation

NOTE: All unsatisfactory and/or safety violation ratings are to be described. Each infraction requires recommendation(s) to preclude reoccurrence. Use reverse side of form, if necessary.

****

COMMUNICATION CENTER LOG ATTACHED: YES _____ NO _____

OVERALL DRILL RATING: _____

EVALUATOR SIGNATURE: _____

APPENDIX XII

National Training Center (NTC) Certified Instructor

FNAL Security Training Department:

Miguel A. Lopez, FNAL-FRA Senior Security Supervisor, Basic Instructor Certification (BIT), Intermediate Force Instructor, Oleoresin Capsicum Aerosol Spray Instructor, Handcuffing Instructor.

Aaron Ramos, FNAL- FRA Security Supervisor, Basic Instructor Certification (B.I.T).

The primary DOE/NTC certified instructor for Category II and Category III training is Aaron Ramos. The alternate DOE/NTC certified instructor for Category II and Category III is Miguel Lopez. The DOE/NTC certified training instructor for Intermediate Force is Miguel Lopez. In the absence of Aaron Ramos, Miguel Lopez will assist in the presentation of a specific curriculum or course. The alternate certified instructor will assume any and all responsibilities in the absence of the primary certified instructor.

APPENDIX XIII

FERMILAB PROTECTIVE FORCE CATEGORY II TRAINING CLASS SCHEDULE
CLASS 01-2024

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
0700-0800	Orientation to Fermilab 1	Interview Stance/Relative Position 1IF	O.C and Handcuffing Nomenclature and Overview 6IF	Patrol Techniques 10	Traffic Stops & Vehicle Searches 16
0810-0905	Oxygen Deficiency Hazard 2	Movement/Position of Advantage 2IF	Review and IF Examination	Alarms & Emergency Response 11	Random Vehicle Searches 17
0915-1010	Prohibited Articles 3	Pressure Control Locks/Empty Hand Blocking 3IF	Intro to Legal 6	Fire Prevention & Reporting Fires 12	Site Access 18
1020-1125	Command Presence 4	Falls/Takedown & Stabilization 4IF	Tactical Communication 7	Bomb Threats & WMD Recognition 13	Site Access 18
1130-1200	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1200-1330	Customer Service (Public Relations) 5	Countermoves/Striking Areas/O.C 5IF	Vehicle Operations & Defensive Driving 8	Report Writing 14	Final Exam Review
1330-1500	Intro to Intermediate Force	Review and Study	Emergency Management 9	Report Writing (Apex Database) 14	Final Exam & Critique 19

DATES: _____ TO_____

Trainee: _____

Instructor: _____

2/2/2024

APPENDIX XIV

FNAL SECURITY TRAINING DEPARTMENT
REFRESHER TRAINING PROGRAM

Purpose: To identify a systematic procedure for the administration of refresher training. Unarmed security force is required to maintain job duty proficiency. These requirements shall correspond to the appropriate refresher training requisites of DOE Order 473.2A, DOE Order 470.4B and DOE Order 243.1C

Qualified personnel sometimes encounter problems, which prevent them from performing to the best of their ability. This program will allow them the opportunity to maintain the skills, knowledge and abilities of their required tasks and qualifications. Refresher training is provided through out the year to the unarmed security force in accordance with training topics within the FNAL Security Training Department FY Training Schedule 2024 (Appendix XIIII), and as needed. These topical areas will reinforce and prevent the loss of perishable skills and information needed to achieve a high state of performance. Topics tested are determined by reviewing reports, shift in-put and observations by FNAL Security Department Supervisor.

Shift Briefing: - All instructors will adhere to this requirement when conducting formal Shift Briefing Refresher Training.

Monthly-In-Service: - All instructors will adhere to this requirement when conducting formal Monthly-In-Service Refresher Training.

Documentation: - The Security Training Department shall be the document custodian and maintain any applicable materials in a secured location.

Note: The FNAL-FRA Security Training Department shall audit and scrutinize the required refresher training. FNAL Security Training Department shall retain copies of all completed examination, and results.

1. REFRESHER TRAINING:

Shift Briefing Refresher Training: - The instructor will present a series of brief topics to the Security Officers that correlates to their job responsibilities. The topics shall cover essential elements required for the Security Officers to maintain. The instructor may elect to use any of the following presentation techniques listed below in paragraph number 2 “Description of Presentation Techniques”.

Monthly-In-Service Refresher Training: - The instructor will present the topic *(s)* as per Appendix XI. Refresher training may consist of the Security Officer participating in several activities such as reading materials; lesson plans or policy & procedures, visual comprehension such as PSTN videos or other visual aids, demonstrating assigned Limited Scope Performance Tests, and/or completing written examinations composed of 5 to 20 validated questions requiring true/false, multiple choice, answer matching, and fill in the blanks. The Security Training Department shall monitor the proper execution of the refresher training.

Documentation: - Applicable refresher training documentation will be secured by the Security Training Department. All records shall be maintained in accordance with DOE Order 243.1C and FNAL records requirements.

2. DESCRIPTION OF PRESENTATION TECHNIQUES:

Lecture Based *(LB)*: - Instructor utilizes only one training technique from a variety of training tools. This tool is verbal, it does not require the participation from the audience.

Group Participation Based *(GPB)*: - Instructor utilizes two training techniques from a variety of training tools. These tools are verbal, and group participation. This technique should have a systematical approach to achieving group participation, such as the selection of a starting point and an order of movement *(round robin)*. The intent is to have each member of the audience read a portion of the assigned training topic and to allow the instructor to emphasis certain areas of interest.

Training Aid Assisted Based *(TAAB)*: - Instructor utilizes one or a combination of the above-mentioned training techniques, however, also provides a visual tool to the audience, such as overheads, videos, etc… The intent is to arouse the audience with enthusiasm, by providing a different manner of training, and provide an actual pictorial awareness of the assigned training topic.

Performance Based *(PB)*: - Instructor utilizes one or a combination of the abovementioned training techniques, however, also utilizes the performance base training tool to stimulated group participation. This tool will also assist the instructor in identifying a training need and provide the individual with a self-evaluation.

APPENDIX XV

FNAL SECURITY TRAINING DEPARTMENT
LESSONS LEARNED TRAINING PROGRAM

Purpose: To implement a systematic procedure for the identification; criteria and administration of a lesson learned event to assist the unarmed Security Officer's job performance. The Lessons Learned Training program shall be an additional type of training tailored for the unarmed Security Officer required to respond to major traffic accidents; employee and/or visitor personnel incidents; domestic situations and interaction with local law enforcement agencies.

Background: Fermilab unarmed Security Officers have encountered several instances whereas an incident occurred, and the unarmed subcontractor Security Officer did not possess the experience; knowledge; skills or ability or never possessed the experience or adequate training to properly react to such an incident or event.

This program will afford the unarmed Security Officers the opportunity to obtain the essential knowledge, skills and abilities to properly react to an incident or event occurring on-site. The Lessons Learned Training program shall be provided throughout the year to the unarmed Security Officers as needed. Lesson Learned Training subjects will be derived from actual incidents or events which occur on site and shall undergo a criteria requirement before categorizing them as the Lessons Learned Training topic.

1.0 IDENTIFICATION:

Identification of Lesson Learned Training topics shall be derived by the severity of an incident and the required tasks an unarmed Security Officer must negotiate once on the scene of an incident. Several incidents which are listed below were pre-identified from a review of previous on-site incidents. These incidents met the criteria and were categorized as Lessons Learned Training topics. Should there be an incident which meets the identification process mentioned it shall be added to this listing after meeting the criteria requirements.

1.1 Major traffic accidents
1.2 Employee or visitor personnel incidents
1.3 Domestic situations`
1.4 Interaction with local law enforcement agencies

2.0 CRITERIA:

Criteria required for categorizing a Lesson Learned Training topic is derived by several factors. These factors could be a combination or can standalone.

2.1 Difficulty
2.2 Frequency
2.3 Consequences

The criteria categorization is intended to streamline and direct the focus on incidents which require the unarmed Security Officer to develop and/or reinforce the basic knowledge, skills and abilities needed to achieve a satisfactory state of performance.

3.0 ADMINISTRATION:

The instructor or approved designated representative will present a series of Lesson Learned Training topics to the unarmed Security Officer throughout the year which have met the categorization mentioned above. These topics shall cover essential elements which will afford the Security Officer an opportunity to gain the adequate knowledge and apply them properly on a Limited Scope Performance Test *(LSPT)*. The LSPT measures a topical task and kept as a record should additional training be needed.

4.0 DOCUMENTATION:

Lesson Learned Training documentation will be secured by the Security Training Department. All records will be maintained in accordance with DOE Order 243.1C and FNAL records requirements.