

12 FAH-8 H-200 PROGRAM MANAGEMENT

12 FAH-8 H-210 SUMMARY OF PROCEDURES

(TL:RSP-01; 11-01-2001)

12 FAH-8 H-211 GENERAL

(TL:RSP-01; 11-01-2001)

Each post is responsible for designing and implementing its own Residential Security Program (RSP). The RSP should be driven by the standards and policies contained within this handbook, 12 FAH-6, *Security Standards*, and the relevant residential security issues at the post. The procedures below apply to this program

12 FAH-8 H-212 RESIDENTIAL SECURITY ENHANCEMENT PROPOSALS

(TL:RSP-01; 11-01-2001)

Posts must provide the Facilities Protection Division (DS/CIS/PSP/FPD) with information on all proposed residential security enhancements. The proposal will need to clearly indicate:

- (1) The level of enhancements (whether physical or technical, numbers and kinds of equipment) required;
- (2) That the request meets the requirements for post's threat rating;
and
- (3) A full narrative justification with cost estimates.

12 FAH-8 H-213 PROGRAM APPROVAL AND FUNDING REQUESTS

(TL:RSP-01; 11-01-2001)

Program approval will be given and funds will be provided for projects required at the post's current threat rating, but only when the cost for the improvement is deemed reasonable by DS/CIS/PSP/FPD. After review and final approval decision, DS/CIS/PSP/FPD will inform the post of approval and funding support. The type of property or nature of the enhancement may require coordination with Overseas Building Operations Area Management (M/OBO/OM/AM) to resolve funding responsibility. In all cases, post's proposals should be sent to DS/CIS/PSP/FPD, the office responsible for coordinating action.

12 FAH-8 H-214 ORDERING EQUIPMENT

(TL:RSP-01; 11-01-2001)

Upon receipt of an advice of allotment, post may order the necessary equipment and supplies directly from a vendor (i.e., General Services Administration (GSA), other U.S. source, local source or other locations abroad). The urgency of the project and local customs procedures may affect the method of procurement and shipment. Wherever practical, fabrication of grilles and reinforced doors to meet post requirements should be done locally.

12 FAH-8 H-215 INSTALLATION

(TL:RSP-01; 11-01-2001)

Post is responsible for installation of all residential security hardware, equipment, and alarms. Installation can be performed by either the General Service Office (GSO) maintenance staff or through a purchase order with a qualified contractor. Depending on local circumstances and the residence(s) in which the residential security equipment is to be installed, oversight by mission personnel may be necessary.

12 FAH-8 H-216 PROGRAM SUPERVISION AND/OR OVERSIGHT

(TL:RSP-01; 11-01-2001)

a. The RSP requires constant attention, particularly if there is a residential guard force, mobile patrol or a security reaction force associated with a central alarm monitoring system (CAMS). Program supervision generally comes from the RSO and/or PSO, but occasionally, on a justified basis, a part and/or full-time residential security coordinator position is established. The person occupying the coordinator position normally assumes all of the duties required to survey new or existing residences, makes recommendations about security enhancements, monitors installation, use, maintenance and repair (M&R) and removal of security equipment and keeps records on the program. A sample position description is provided in 12 FAH-8 Appendix II.

b. The RSO and/or PSO must maintain files of the following documentation:

- (1) Residential security surveys;
- (2) Current list of residences, noting equipment installed; and
- (3) Guard or mobile patrol incident logs.

c. The RSO, PSO and/or the residential security coordinator should be listed on post's checkout procedures sheet to ensure that:

- (1) Security equipment is not carried off by departing employees;
- (2) Removable security equipment and/or material is recovered from private short-term leased properties.

12 FAH-8 H-217 RESIDENTIAL SECURITY PROGRAM COORDINATOR POSITION

(TL:RSP-01; 11-01-2001)

a. The establishment of a residential security coordinator position is not automatic nor is it intended to be a permanent position. However, posts having a high turnover in residences, i.e., living quarters allowance (LQA) posts, may need a permanent position. Post must fully justify the need for either a short- or long-term position to DS/CIS/PSP/FPD. The justification must include:

- (1) A job description;

- (2) The level of the position and the proposed salary;
 - (3) The number of hours per week to be worked;
 - (4) What the basis of employment will be, i.e., part-time, intermittent, temporary (PIT), family member (FMA), personal services agreement (PSA), etc; and
 - (5) Information as to whether or not the incumbent will be a U.S. citizen.
- b. Posts are prohibited from adding this position to a non-personal services (NPS) contract for local guard services. All Department personnel policies governing the advertisement of the position and the selection of an incumbent must be followed.
- c. RSOs and/or PSOs who want to establish a residential security coordinator position should contact the post's human resources officer (HRO) as early as possible in the process to ensure that all personnel policies have been correctly followed.

12 FAH-8 H-218 THROUGH H-219 UNASSIGNED