WORK PROCESS SCHEDULE
PROTECTIVE SERVICE SPECIALIST
O*NET-SOC CODE: 33-3051.01   RAPIDS CODE: 2008

Description: Performs, plans, coordinates, and executes protective service missions for personnel in high-risk billets who are potential targets of terrorism. Responsible for protective service tactics, anti-ambush operations, counter-surveillance operations, evasive driving techniques, and physical security.

Max

Administration   **200**

- A. Develop Security programs and instructions.
- B. Apply security Policies and procedures.
- C. Implement Incident Response Plans.
- D. Enforce applicable jurisdictions and legal limitations.
- E. Complete security reports, documents, and logs.
- F. Demonstrate knowledge of Rules of Engagement (ROE) and Use of Force (UOF).
- G. Perform required security inventories.
- H. Store protective service gear and equipment.
- I. Store protective service vehicle.
- J. Operate computer software programs.

Safety   **100**

- A. Apply operational risk management techniques.
- B. Conduct pre-operational check on emergency vehicles and equipment.
- C. Demonstrate knowledge of first aid and basic life support.
- D. Perform required maintenance for security gear and equipment.

Communications   **100**

- A. Conduct radio communications.
- B. Operate communications equipment.
- C. Operate a radio surveillance headset kit.
- D. Operate electronic counter measures equipment.
- E. Liaison with law enforcement and intelligence agencies.
- F. Coordinate inter-agency responses.
- G. Manage media and public affairs personnel.

Weapons   400

    A. Qualify with assigned weapons.
    B. Maintain assigned weapons.
    C. Perform a function check on assigned weapons.
    D. Load/Unload assigned weapons.
    E. Correct malfunction of assigned weapon.
    F. Engage targets with assigned weapon.
    G. Engage targets from a concealed holster.
    H. Demonstrate shooting and moving Attack on Principle Drills (AOP).
    I. Demonstrate how to transition weapon systems.
    J. Fire special weapons.
    K. Identify requirements for a basic combat load while operating in a tactical situation/environment.
    L. Transport small arms and ammunition.

Security Operations   500

    A. Conduct Personal Security Vulnerability Assessments.
    B. Conduct Protective Services threat assessment.
    C. Conduct a systematic search of a vehicle/area/building/room.
    D. Conduct security control room operations.
    E. Conduct security drills.
    F. Perform techniques of surveillance.
    G. Conduct counter surveillance.
    H. Exercise duress alarms at office and quarters.
    I. Exercise duress or code word procedures.
    J. Operate and monitor Electronic Security Systems (ESS). Operate screening and detection equipment.
    K. Screen/inspect incoming mail/correspondence.
    L. Monitor telephone threats.
    M. Recognize Improvised Explosive Devices (IED).
    N. Verify identification credentials and documents.

Protective Detail Operations   700

    A. Plan a protective mission detail.
    B. Conduct a mission brief.
    C. Conduct route survey and analysis.
    D. Conduct protection team advances, arrivals and departures.
    E. Perform protection team walking formations.
    F. Conduct site survey on public/government facilities/institutions.
    G. Conduct vulnerability threat and intelligence briefing.
    H. Identify members of a Protective Service detail.
    I. Identify mission requirements in a Tactical area.
    J. Perform Protective Services Motorcade Operations.

K. Perform precision vehicle operations.
L. Supervise protective service movements.
M. Demonstrate unarmed defense techniques against an attack.
N. Engage identified targets with assigned weapon under physical stress.
O. Engage identified targets with assigned weapon under physical stress during the hours of darkness.
P. Transport injured personnel.

TOTAL HOURS   **2000**

(Vocational Curriculum in Administration)

1.	Development and implementation of security programs and instructions	4
2.	Development and implementation of security policies and procedures	4
3.	Development and implementation of Incident Response Plan	4
4.	Jurisdictions and Legal limitations requirements	2
5.	Security reports, logs and documents submission	2
6.	Rules of Engagement and Use of Force Continuum application	2
7.	Protective Service gears, equipment, and vehicles inventory requirements	1
8.	Protective Service gears, equipment, and vehicles storage requirements	1
9.	Computer software programs operation	2

TOTAL HOURS **22**

(Vocational Curriculum in Organizational Safety)

1.	Operational risks identification, management and mitigation	2
2.	Emergency vehicles and equipment testing and operation	2
3.	First Aid & Cardio-Pulmonary Resuscitation	2
4.	Security gear and equipment maintenance requirements and procedures	2

TOTAL HOURS **8**

(Vocational Curriculum in Communications)

1.	Radio communication procedures and protocols	2
2.	Radio surveillance headset kit operations	2
3.	Electronic counter measures equipment operations	2
4.	Security communication equipment operations	2
5.	Law enforcement and intelligence agencies liaison	1
6.	Inter-agencies emergency response coordination	1
7.	Media/public affairs personnel handling protocols	1

TOTAL HOURS **10**

(Vocational Curriculum in Weapons Handling)

1.	Small arms operation and qualification requirement	4
2.	Small arms maintenance procedures and requirements	2
3.	Small arms loading/unloading procedures	1
4.	Small arms malfunctions corrective procedures	1
5.	Shooting and moving Attack on Principal drills procedures	2
6.	Weapons systems transition procedures	1

7.	Target engagement with concealed holster procedures	1
8.	Special weapons operations	4
9.	Basic combat load in tactical operations requirements	2
10.	Multiple target management	2
11.	Small arms and ammunition transportation and storage procedures	4

TOTAL HOURS   **24**

(Vocational Curriculum in Security Operations)

1.	Personal security vulnerability assessments and identification	4
2.	Protective Services risk analysis, avoidance, and mitigation	4
3.	Denial and electronic security systems operations	2
4.	Area/building/room/vehicle systematic search techniques and procedures	2
5.	Access and perimeter control program implementation	4
6.	Duress alarms monitoring and response procedures	2
7.	Mail/correspondence screening procedures	1
8.	Telephone threat monitoring procedures	1
9.	Screening and detection equipment operations	2
10.	Surveillance techniques identification	2
11.	Counter surveillance operations and procedures	2
12.	Improvised Explosive Devices recognition	2
13.	Identification credentials and documents verification	2
14.	Security plans development and implementation	4

TOTAL HOURS   **30**

(Vocational Curriculum in Protective Detail Operations)

1.	Protective Service detail planning and execution	6
2.	Protective Service arrivals and departures plans, steps and procedures	6
3.	Protective Service walking formation steps and procedures	4
4.	Protective Service team members selection and identification criteria	2
5.	Protective Service mission requirements in Tactical areas	4
6.	Protective Service advances and site survey procedures	4
7.	Protective Service vulnerability threat and intelligence briefing	2
8.	Protective Service motorcade techniques, and procedures	4
9.	Protective Service detail movement supervision	4
10.	Unarmed defense techniques and procedures	4
11.	Multiple target engagement techniques and procedures	2
12.	Hostile target engagement with assigned weapons in various conditions and standard	4
13.	Precision vehicles operations and procedures	4
14.	Injured personnel emergency transport procedures	2

TOTAL HOURS   **56**