

	<i>Uniform and Equipment Issue</i>	Approved 
		Arnold E. Guevara Director Office of Security and Cyber Evaluations Date: June 10, 2011
Office of Security and Cyber Evaluations		HS-44 Internal SOP-03, Rev 3

1.0 PURPOSE

The purpose of this standard operating procedure is to establish the reporting, purchasing, inventory requirements, responsibilities, processes, and format for the purchase and issuance of uniforms and equipment in the support of the Office of Security and Cyber Evaluations (HS-44) mission activities.

2.0 APPLICABILITY

Federal and Contractor employees assigned the responsibility of Core Composite Adversary Team (CAT), Field CAT, CAT Instructors, Physical Security Systems Testers, Inspectors or Evaluators, and Office of Health, Safety and Security (HSS) Managers will be issued applicable uniforms and equipment to support their efforts during assigned mission activities.

3.0 REQUIREMENTS

All uniform items are for exclusive use in support of Office of Security and Cyber Evaluations mission activities. Personal use is not authorized.

3.1 Uniform and Equipment Purchase

- a. The Core CAT, with the assistance of the Performance Test Equipment Coordinator, will take the lead in researching and identifying the types, sizes, and quantities (required to support operational needs) of uniform and equipment items to be purchased.
- b. A purchase request will be completed by the CAT Coordinator for all uniform and equipment orders.
- c. The purchase request will be submitted to the CAT Program Manager for review/approval.
- d. Upon approval of the purchase request and approval by the Contracting Officer's Representative (COR) in the Office of Resource Management, the CAT Program Manager will facilitate procurement of the uniforms and/or equipment.
- e. Upon approval of the purchase request and approval by the COR, the CAT Coordinator will order uniform and equipment items consistent with the Attachment 2

– *Initial Issue for Uniforms and Equipment* (to include coordination of the appropriate embroidery for identified uniforms to be ordered).

- f. Purchase of any other uniforms or equipment outside the scope of this procedure will be approved by the Director, Office of Security and Cyber Evaluations, and the COR.

3.2 Distribution

- a. The CAT Coordinator will distribute the appropriate uniform and equipment items, as defined in the Attachment 2 – *Initial Issue for Uniforms and Equipment* to Core CATs and Field CATs.
- b. The Performance Test Equipment Coordinator will distribute the appropriate uniform and equipment items, as defined in the Attachment 2 – *Initial Issue for Uniforms and Equipment*, to Federal and contractor support personnel serving in the following roles:
- Core CAT
 - Field CAT
 - CAT Instructors
 - Physical Security Systems Testers
 - Evaluators
 - Inspectors
 - HSS Security Managers
- c. Uniforms and equipment will be distributed for use by personnel participating in the Office of Security and Cyber Evaluations mission activities (i.e., inspection and performance testing activities, force-on-force exercises and debriefs, physical security systems testing, CAT training, etc.).
- Uniform items will be issued individually, unless otherwise noted on the Uniform and Equipment Issue Form (see *Attachment 1 – Uniform and Equipment Issue Form*).
 - With the exception of specific items noted in Attachment 2 – *Initial Issue for Uniforms and Equipment*, uniforms and equipment issued to personnel are not recovered upon departure of staff.

3.3 Inventory

- a. Sufficient quantities of uniforms and equipment will be maintained in stock to support operational needs.
- b. The Core CAT and the Performance Test Equipment Coordinator will maintain an accurate inventory of all uniform and equipment items in their custody.
- c. Uniform and equipment items will be re-issued every two years or when they are no longer serviceable as identified in Attachment 2 - *Initial Issue for Uniforms and Equipment*.

4.0 RESPONSIBILITIES

4.1 Director, Office of Security and Cyber Evaluations

Approves *Uniform and Equipment Issue* standard operating procedure and variances to the *Initial Issue for Uniforms and Equipment* matrix, to include which specific uniform items will be provided.

4.2 CAT Program Manager (Federal staff)

- a. Approves the purchase of individual items of uniforms and equipment identified on the *Initial Issue for Uniforms and Equipment* matrix.
- b. Coordinates all purchases with the COR.

4.3 CAT Coordinator (contractor staff)

- a. Coordinates with the Performance Test Equipment Coordinator to determine the types and quantities of uniforms and equipment required to support operational need.
- b. Completes a purchase order request for uniforms and equipment to be issued to Core CATs and Field CATs.
- c. Issues uniforms and equipment in accordance with Section 3.2, *Distribution*.
- d. Issues replacement uniforms and equipment in exchange for unserviceable or damaged items.
- e. Maintains a hardcopy of all signed *Uniform and Equipment Issue Forms* for uniforms and equipment issued to Core CATs and Field CATs.
- f. Maintains a spreadsheet/database for tracking inventory and issuance of uniform and equipment items issued to Core CATs and Field CATs.
- g. Maintains an active inventory of all items for Core CATs and Field CATs and ensures that inventory levels are consistent with best business practices.

4.4 Performance Test Equipment Coordinator

- a. Coordinates with the CAT Coordinator to determine the types and quantities of uniforms and equipment required to support operational need.
- b. Completes a purchase order request for uniforms and equipment to be issued to evaluators, systems testers, instructors, and managers.
- c. Issues uniforms and equipment in accordance with Section 3.2, *Distribution*.
- d. Issues replacement uniforms and equipment in exchange for unserviceable or damaged items.
- e. Maintains a hardcopy of all signed *Uniform and Equipment Issue Forms* for uniforms and equipment to be issued to evaluators, systems testers, instructors, and managers.
- f. Maintains a spreadsheet/database for tracking inventory and issuance of uniforms and equipment issued to evaluators, systems testers, instructors, and managers.
- g. Maintains an active inventory of all items and ensures that inventory levels are consistent with best business practices.

4.5 Uniform and Equipment Recipient

- a. Follows manufacturer instructions for the appropriate care and maintenance for issued uniform and equipment items.

- b. Brings appropriate uniform items when supporting performance testing activities.
- c. Reports lost or damaged uniform items to the Performance Test Equipment Coordinator and/or Core CAT as appropriate for replacement.
- d. Notifies the Performance Test Equipment Coordinator and/or the CAT Coordinator when uniform items become unserviceable so a replacement can be issued in exchange for worn items.

5.0 ACRONYMS

Battle Dress Uniform (BDU)

Composite Adversary Team (CAT)

Contracting Officer's Representative (COR)

Department of Energy (DOE)

Government Funded Equipment (GFE)

Office of Health, Safety and Security (HSS)

Office of Resource Management (HS-80)

Office of Security and Cyber Evaluations (HS-44)

Physical Security Systems (PSS)

6.0 REFERENCES

HS-61-SOP-01, *Composite Adversary Team Standard Operating Practices*

ATTACHMENTS:

Attachment 1 - Uniform and Equipment Issue Form

Attachment 2 - Initial Issue for Uniforms and Equipment

Attachment 2 – Initial Issue for Uniforms and Equipment

	COMPOSITE ADVERSARY TEAM Government Funded Equipment (GFE)
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Name:

Item	Yes	No	Color	Condition
Pro-Tech Helmet			Black	
Safety Glasses/Goggles			Black	
Equipment Bag			Black	
Camo-Paint Kit			Compact Kit	
Nomex Gloves			Green	
Knee Pads			Digital	
Elbow Pads			Digital	
Leatherman Tool			Stainless Steel	
Tactical Flashlight			Green	
Uniforms			Multicam	
Polo Shirts			Black	
Cat Hat			Driftwood	
Shemagh Jacket			Jungle Coyote	
CAT Handbook			Camo	

Attachment 2 – Initial Issue for Uniforms and Equipment

Category	Hat	Jacket	Short Sleeve Shirt	Long Sleeve Shirt	3-Color Desert BDUs	CAT Tactical Uniform	Tactical/Utility Pants	Cold Weather/Rain Suit	PSS Tester Uniform	Cold Weather Gloves	Hydration Pack	Black Boots	Desert Boots	Knee and Elbow Pads	Protective Helmet	Hat & Head Wrap (Scarf)	Equipment Bag ¹	Safety Glasses/Goggles	Camouflage Paint	Fire Retardant Gloves	Multi/Utility Tool ¹	Tactical Flashlight ¹	
FoF Evaluator	1	1	1	1																			
PSS Tester	1	1	1	1	2				2	1		1		1									
CAT Instructor	1													1	1								
ESS Technician	1	1	2	2			2	1															
HSS Security Managers	1	1	1	1	2								1										
Core CAT	1	1	2	2		3	2	1			1			1	1	2	1	1	1	1	1	1	1
Field CAT	1	1	2			3								1	1	2	1	1	1	1	1	1	1
Re-issue Frequency (years)	2	*	2	2	*	*	*	*	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*

(*) Denotes items that are issued upon initial assignment of duties are replaced on an “as needed” basis.

(¹) Denotes items that are returned upon departure from the program.